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**Global 3000**  
**General Ledger**  
Version 6.0

**Transaction Entry**

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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\_233 has been applied.

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

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# Journal Entry

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**Journals** This option allows manual entry of transactions into General Ledger. There are 3 types of journals entered through this option.

- Standard Journals (sometimes referred to as General Journals).
- Currency Journals.
- Standing Journals.

**Automatic-Transfer** This option enables transactions created in other systems, to be automatically imported into General Ledger.

**Budgets and Forecasts** This option enables you to set up and amend budgets and forecasts. Budgets and forecasts can be held at account level or account group level, or at both account and account group levels.

**Accruals and Prepayments** This describes the process of manually entering accrual transactions into General Ledger. This special type of batch reverses itself in the following period.

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## Journal Entry

**Introduction** Journals enable you to enter and amend transactions. You enter and amend transactions in batches.

Journals enables you to enter and amend three types of batches:

- **Journals.** – One-off transactions.
- **Currency journals.** – One-off transactions in a single or mixture of foreign currencies.
- **Standing journals.** – Transactions that are repeated on a periodic basis. When a standing journal batch is posted, it is automatically copied into the next period. This process continues for a specified number of periods. A standing journal batch can be amended in the standard way before it is posted.

*Please Note* Currency journals are not available if the ‘Foreign currency postings in GL?’ system parameter, is not enabled in the administration parameters.

A base currency is defined for each company within the ledger. When you enter a transaction into General Ledger, you specify the company it relates to. All the transactions in a batch must relate to the same base currency and financial period. This can either be the current period or a future one.

Transactions in currencies which differ from their company’s base currency, are referred to in this manual as ‘foreign currency transactions’. When you enter a foreign currency transaction, General Ledger converts the foreign currency value to base currency using the house exchange rates in force on the transaction date. However you can invoke the Currency Information window from the transaction line to view details of the exchange rates involved in the currency conversion. If any of the exchange rates involved in the conversion are floating, this window also enables you to enter a spot rate for the transaction, or a specific value in base currency.

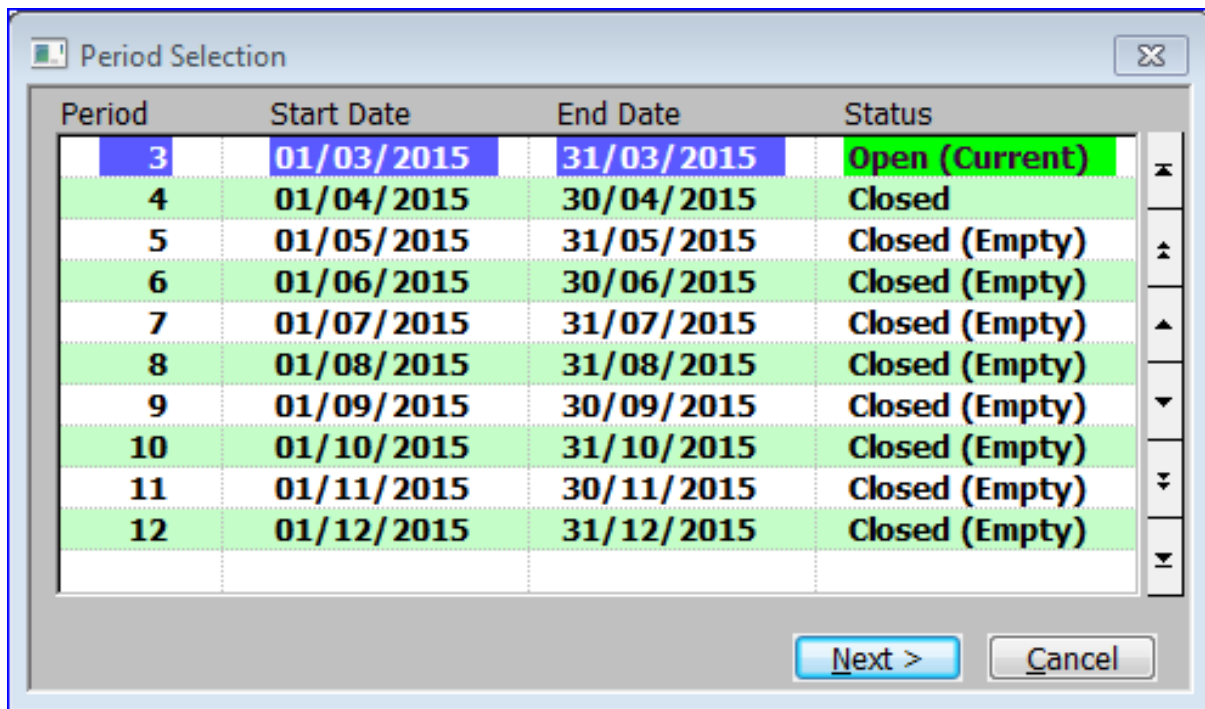
**Accruals and Prepayments** There are also special batches for **Accruals and Prepayments**. This has its own menu entry and consists of two batch types.

- **Accrual batches.** – These contain transactions that are automatically reversed in the following period. When an accrual batch is posted, a reversed batch is automatically copied into the following period.
- **Reversal batches** – These are batches which are automatically generated when an accrual batch is posted as described above. These reversed batches are posted when they are copied on posting their associated accrual batches, and therefore cannot be amended or deleted.

*Please Note* Accruals and Prepayments batches are restricted to the base currency. They cannot be posted to past periods.

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## Period Selection



**Figure 1: Period Selection window**

This window is displayed when you select either the 'Journals' or 'Accruals and Prepayments' from the Transaction entry menu.

*Please Note* If you have not already selected a company, this window is preceded by the Company Selection window. If you have not already selected a financial year, this window is also preceded by the Financial Year Selection window.

### Application Button

**Next >** Select the highlighted period. ⇒ Journal Batches window.

## Journal Batches

Batch	Source	Title	Type	Created by	Date	Audit Report	Incomplete?	Status
3	ST	Global 3000 Stock	Journal	SHUT	30/09/2020	18		ARCHIVED
4	DL	Global 3000 Debtors Ledger	Journal	SHUT	30/09/2020	18		ARCHIVED
5	DL	Global 3000 Debtors Ledger	Journal	SHUT	30/09/2020	18		ARCHIVED
6	CL	Global 3000 Creditors Ledger	Currency	SHUT	30/09/2020	18		ARCHIVED
7	CL	Global 3000 Creditors Ledger	Journal	SHUT	30/09/2020	18		ARCHIVED
8	CL	Global 3000 Creditors Ledger	Journal	SHUT	30/09/2020	18		ARCHIVED
9	CM	Global 3000 Cash Manager	Currency	SHUT	30/09/2020	19		ARCHIVED
10	CM	Global 3000 Cash Manager	Currency	SHUT	30/09/2020	19		ARCHIVED
12	GL	Accruals	Reversal	SHUT	30/09/2020	20		POSTED
13	GL	Monthly Head Office Charges	Standing	SHUT	30/09/2020			POSTED
14	GL	Euros	Currency	SHUT	30/09/2020			POSTED
15	GL	Adjustment	Journal	SHUT	30/09/2020			POSTED

**Details**

Number of periods:   
 End period:   
 Default company:   
 Base currency:   
 Limit journals to currency:

**Totals**

Control total:   
 Total debits:   
 Total credits:   
 Variance:

**Journal Totals**

Control:   
 Actual:   
 Variance:

**Currency Totals**

**Information**

Selected period:  ending  Last updated on  by

Buttons: Lines, Search, Post, Filters, Delete, Exclude Posted, Print, Amend, Apply, Close

**Figure 2: Batch Detail Entry window**

This window is displayed when you select a financial period in the Period Selection window. See page 7.

**Purpose** This window lists current period batches. This window enables you to enter new journal batches, and to amend delete and post existing batches.

*Please Note* The batches listed can be restricted using the 'Filters' option

This window is divided into 6 sections with application buttons:

- Batches (Scrolled section).
- Details.
- Journal Totals.
- Totals.
- Currency Totals.
- Information.

*Please Note* The details in this window are known as the batch header details.

### *Batches (Scrolled section):*

**Batch** If 'Auto Allocate?' is enabled in the Allocation of Batch IDs section of the General Ledger Parameters, the batch id is displayed here for existing batches. When you are adding a new batch, this prompt is set to 'Auto'; General Ledger automatically allocates a batch id to the batch when you complete your replies in this window.

Otherwise, you need to enter an id for the batch. It must be unique within the selected financial period.



**Source** *(Display only.)* – The id of the source of the batch. This is GL if you manually enter the batch in General Ledger, otherwise, it is the source id of the module from which it was imported.

**Title** The title of the batch, e.g. ‘Monthly Head Office Charges’. This can be up to 30 characters.

**Type** *If the ‘Accruals and Prepayments’ option was selected from the ‘Transaction Entry menu’ then this is automatically set to ‘Accrual’ and skipped.*

*If the batch is a reversal batch created when an accrual batch is posted this is automatically set to ‘Reversal’ and skipped.*

Otherwise select one of the following. A [Search] is available:

- **Journal** – This is a batch used to enter one-off base currency transactions.
- **Currency** – This is a batch used to enter one-off transactions in foreign currencies. This batch type is only available in systems configured to allow foreign currency transactions.
- **Standing** – This is a batch used to enter transactions that are repeated on a periodic basis. When a standing journal batch is posted, it is automatically copied into the next period. This process continues for a specified number of periods. A standing journal batch can be amended in the standard way before it is posted.

**Created by** *(Display only.)* – The id of the operator who created the batch.

**Date** *(Display only.)* – The date the batch was created.

**Audit Report** *(Display only.)* – The number of the Audit report the batch was printed on. This is blank if the batch has not yet been included on an audit report.

*Please Note* When the ‘Audit report must be printed before period can be closed?’ General Ledger Parameter is disabled, 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 next audit report number. This means that historical audit reports can still be produced.

**Incomplete?** A ✓ indicates that there is variance between the total debits and total credits in the batch or between the total debits and the control total.

**Status** *(Display only.)* – Status of the batch. This can be:

- **OPEN** – The batch is open and can be amended or deleted.
- **DELETED** – The batch has been deleted and cannot be amended.
- **\*EMPTY** – There are no transactions in this batch. It can either be amended (i.e. Add lines) or deleted. (You cannot post an EMPTY batch.)
- **POSTED** – The batch has been posted, and General Ledger balances updated. The batch cannot be amended or deleted.
- **BAD** – The batch failed to post. The cause should be investigated and the problem rectified. You would normally get a message when it failed with more details.
- **ARCHIVED** – Self-explanatory.

*Please Note* The account balances are not updated with journal values until the batch is posted.

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**Details section:**

**Number of periods** *(Only standing journal batches.)* – The number of periods for which the batch is to be replicated. This can be a value from 1 to 99 (the current period is included in this figure). The value is reduced by one each time the batch is copied from one period to the next until it is reduced to one, indicating that the batch will not be copied to any future periods.

**End period** *(Only Standing Journal batches. Display only.)* – The last period in which the batch is to be replicated.

**Default company** *(Multi-company ledgers only.)* – You can optionally enter the id of the company to be used as a default during the entry of journals for the batch. If you leave this prompt blank, you are prompted for a company id for each journal. If you do not enter a default company id, you must enter the base currency of the batch at the next prompt, as multi-company batches must be for companies with the same base currency. A [Search] is available.

*Please Note* If you wish to enter journals for several companies, without being prompted for the company ids as you enter each journal, you can return to this prompt during journal entry to change the default company ID.

**Base currency** *(Multi-company ledgers only.)* – The code of the base currency of the batch. This is the currency the batch is to balance in. If you entered a company at the prompt above, the currency defaults to the company's base currency. A [Search] is available.

**Limit journals to currency** *(Only available when entering currency journals.)* – Set this to limit all journals in the batch to a specific currency, alternatively leave this blank to allow journals to be entered in multiple foreign currencies. A [Search] is available.

**Journal Totals section:**

**Control** The number of journals that you expect to enter for this batch. This must be less than the maximum number specified in System Parameters.

**Actual** *(Display only.)* – The actual number of journals entered in the batch.

**Variance** *(Display only.)* – If the control total is not 0 and does not match the actual number of journals entered in the batch.

**Totals section:**

**Control Total** *(Not foreign currency batches.)* – This is an optional batch control total. Leave it as zero for no control total checking.

If the option to operate an integer only ledger has been switched on, you can enter a total with up to fifteen leading digits but no decimal places.

**Total debits** *(Display only.)* – The actual total of the debit journals in the batch in the base currency of the batch.

**Total credits** *(Display only.)* – The actual total of the credit journals in the batch in the base currency of the batch.

**Variance** *(Display only.)* – If the actual total debits and credits for the batch are unequal, this shows the difference between them in the base currency of the batch. Otherwise it shows the difference between the total debits and the control total, in the base currency of the batch.

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### Currency Totals section:

(Currency code) <b>Debits</b>	(Single foreign currency batches only. Display only.) – The actual total of the debit journals in the batch in the foreign currency.
(Currency code) <b>Credits</b>	(Single foreign currency batches only. Display only.) – The actual total of the credit journals in the batch in the foreign currency.
(Currency code) <b>Variance</b>	(Single foreign currency batches only. Display only.) – The difference between the foreign currency debit and credit totals for the batch.

### Information section:

<b>Selected period</b>	(Display only.) – The selected financial period (and year) that the batch will be posted to.
<b>ending</b>	(Display only.) – The last day of the financial period.
<b>Last updated on</b>	(Display only.) – The date this batch was last updated.
<b>by</b>	(Display only.) – The Id of the operator who performed the update.
<b>On completion</b>	If you are entering a new batch ⇒ Journal Entry window. See page 13.

### Application Buttons

<b><u>L</u>ines</b>	If the batch is open, Amend the transactions in the batch. ⇒ Journal Entry window. See page 13.  If the batch is posted, display the batch lines. ⇒ Transactions in Batch window.
<b><u>P</u>ost</b>	(Open batches only.) – Post the selected batch. This causes the account balances to be updated with the transactions in the batch, and the batch to be marked as posted so no further amendments can be made.  You can post batches once, immediately before period-end. Alternatively, you can post batches progressively during the period, e.g. on a daily basis. You must however, post all the batches in the current period before the period can be closed.  (Only if the ‘Audit report must be printed before period can be closed?’ General Ledger parameter has been enabled – <i>default</i> .) After the batch has been posted, each batch must be printed on the audit report before the period can be closed.  For single foreign currency batches ⇒ Exchange Gain/Loss Posting window. See page 38.  For all other batches ⇒ Please Confirm Posting Required window. See page 36.
<b><u>D</u>elete</b>	(Open and empty batches only.) – Delete the selected batch. You are asked for confirmation before the batch is deleted. You are returned to this window.
<b><u>P</u>rint</b>	(Open and posted batches only.) – Select this option to print the selected batch. For Currency batches ⇒ Batch Print Options menu. See page 19.  For base currency batches ⇒ Standard Print Options window.

*Please Note* There is a 'Maximum width' option. This prints values with up to 15 leading decimal places and requires a printer capable of printing at least 202 characters per line. This format cannot be displayed on the screen.

Otherwise it prints values with up to nine leading decimal places. Values which exceed this appear as asterisks. This format can be printed on most standard printers and can be displayed on the screen. We recommend you use this option except when you are dealing with very large values.

**Filters** Press this to control the batches listed in the window, for example to limit the list of batches to only those for the next period or to include batches from previous periods. ⇒ Batch Filters window. See page 40.

*Please Note* Selections made via the 'Filters' button are only retained until you exit transaction entry, they are not saved. Furthermore, every time transaction entry is run the list of batches reverts back to the default state which is to include all batches for the selected period.

**Exclude Posted** (*Only when Posted batches are included in the displayed batches*). – Exclude posted batches from the list.

**Include Posted** (*Only when Posted batches are excluded in the displayed batches*). – Include posted batches in the list.

**Amend** (*Open batches only*). – Amend the batch header details.

*Please Note* You are restricted to amending the details at the following prompts:

- Title.
- Journal Totals – Control.
- Totals – Control total.

## Journal Entry

**Journal Entry**

Batch Summary

Batch: 17      Journals - Control: 0      Control total: 0.00  
 Type: Journal      Actual: 29      Total debits: 36,631.20  
 Date: 27/11/2019      Total credits: 35,881.20  
 Period: 04/2015      Variance: 750.00

Transaction	Account ID	Co	PCID	Date	Units	Amount
97	S1001	A1	STH	30/04/2015		0.00
98	R1000	A1	STH	30/04/2015		0.00
99	G1001	A1	STH	30/04/2015		8500.00 D
100	R1000	A1	STH	30/04/2015		8500.00 C
101	S1001	A1	STH	30/04/2015		1700.00 D
102	R1000	A1	STH	30/04/2015		1700.00 C
103	R1002	A1	STH	30/04/2015		6288.00 D
104	R1000	A1	STH	30/04/2015		6288.00 C
105	R1002	A1	STH	30/04/2015		6288.00 D
106	R1000	A1	STH	30/04/2015		6288.00 C
107	S1001	A1	STH	30/04/2015		2515.20 D
108	R1000	A1	STH	30/04/2015		2515.20 C
109	R1002	A1	MID	30/04/2015		1100.00 D
110	R1000	A1	STH	30/04/2015		1100.00 C
111	R1002	A1	MID	30/04/2015		1650.00 D
112	R1000	A1	STH	30/04/2015		1650.00 C
113	R1002	A1	MID	30/04/2015		1100.00 D
114	R1000	A1	STH	30/04/2015		1100.00 C
115	R1002	A1	MID	30/04/2015		1100.00 D
116	R1000	A1	STH	30/04/2015		1100.00 C
117	S1001	A1	STH	30/04/2015		990.00 D
118	R1000	A1	STH	30/04/2015		990.00 C
119	F3001	A1	MID	20/04/2015		750.00 D

Reference

Account title: Mobile Telephone Expenses      Expense (DR)  
 Profit centre: Birmingham Office  
 Narrative:

Tax Return

Include in VAT return as net?  
 Include in VAT return as tax?  
 Tax class: NC  
 Tax code:  
 Tax reference:  
 Net taxable: 0.00

Search    PC profile    Copy Journal    Company  
 Inter-Company    Correction    Import    Delete    Amend    Apply    Close

**Figure 3: Journal Entry window**

This window is displayed when you do one of the following: -

- Complete your replies in the Journal Batches window when entering a new batch.
- Click on [Lines] in the Journal Batches window for an open batch.

**Purpose** This window displays details of any journals that already exist for the selected batch. It enables you to add journals to the batch, and to amend and delete existing journals.

*Please note* If the batch was imported from a subsidiary system (via auto-transfer or on-line posting) and 'Drill Down' is not in use journals cannot be amended. For imported journals in a system in which drill down is in use, amending a journal gives rise to a correction visible as part of the drill down details.

*Please also note* If the batch was imported from a subsidiary system (via auto-transfer or on-line posting) journals cannot be deleted.

---

This window is divided into 4 sections with application buttons:

- Batch Summary.
- Transactions (Scrolled section).
- Reference.
- Tax Return.

### *Batch Summary (Display only)*

<b>Batch</b>	Batch Number.
<b>Type</b>	The Batch Type. This can be: <ul style="list-style-type: none"> <li>▪ <b>Standing.</b></li> <li>▪ <b>Accrual.</b></li> <li>▪ <b>Currency.</b></li> <li>▪ <b>Journal.</b></li> <li>▪ <b>Reversal.</b></li> </ul>
<b>Date</b>	The date the batch was entered.
<b>Period</b>	The period the batch relates to.
<b>Journals - Control</b>	The expected number of journals in the batch.
<b>Actual</b>	The actual number of journals in the batch.
<b>Control total</b>	<i>(Not foreign currency batches.)</i> – This is an optional batch control total. 0.00 indicates no control total checking.
<b>Total debits</b>	The actual total of the debit journals in the batch in the base currency of the batch.
<b>Total credits</b>	The actual total of the credit journals in the batch in the base currency of the batch.
<b>Variance</b>	If the actual total debits and credits for the batch are unequal, this shows the difference between them in the base currency of the batch. Otherwise it shows the difference between the total debits and the control total, in the base currency of the batch.

### *Transactions (Scrolled Section)*

**Transaction** *(Display only.)* – The transaction number is displayed here. When you are adding a new journal, this prompt is set to 'Auto'; General Ledger automatically allocates a number to the journal when you complete your replies in this window.

*Please Note* General Ledger maintains a separate transaction number sequence for each financial year. The number of the first transaction entered in a financial year is determined by the transaction number entered when the year was opened.

**Account ID** The code of the account to which this transaction is to be posted. You cannot enter an account that you are not authorised to access. The following application buttons are available:

- [Search] for a pop-up enquiry.
- [Copy Journal] to invoke the batch copy facility.
- [Inter-Company] to invoke company balancing.

*Please Note* You set the authorisation levels for accounts via the Individual Account Maintenance option. For further information, see the "Level" prompt in Chart of Accounts Maintenance window.

**Co** (*Multi-company systems only.*) – The code of the company to which this journal is to be posted. The company must have the same base currency as that selected for the batch. The default, if any, is the company entered in the Batch Detail Entry window. This prompt is initially skipped. A [Search] is available.

**PCID** The code of the profit centre to which this transaction is to be posted. The following application buttons are available: -

- [Search] – A pop-up enquiry.
- [PC profile] – select a profit centre profile, enabling you to allocate over a number of profit centres.
- [Company] (*Multi-company systems only.*) – Go back to the previous company prompt to allow change of company.

**Date** The date of the transaction. If this is outside the selected financial period, a warning is displayed.

**Units** (*Only for accounts, which require entry of units.*) – The number of units associated with this transaction, such as units sold, or hours worked. These are normally entered using the same sign as the currency amount.

If you entered a profile at the profit centre prompt, enter the total number of units to be spread amongst the profit centres in the profile.

*Please Note* You define if accounts require the entry of units in Chart of Accounts Maintenance.

**Currency** (*Foreign currency batches only.*) – The currency code of the transaction. This is referred to as the 'transaction entry currency'.

- For multiple currency batches, enter the currency of the transaction. The default is the last currency entered. A [Search] is available.
- For single currency batches the currency code is displayed and cannot be changed.

**Amount** Enter the value of the transaction. For foreign currency batches, enter the value in the foreign currency. For all other batch types, enter the value in the base currency of the batch.

If you entered a profile at the profit centre prompt, enter the total amount to be spread across the profit centres in the profile.

If the currency operates with a decimal precision of zero or one, you cannot enter a value with more non-zero decimal places than are allowed for the currency; for example if the decimal precision is zero you can enter the amount as '1478' or as '1478.00', but not as '1478.5'. For further information about the decimal precision of currencies, see Currency Parameters.

If the option to operate an integer only ledger has been switched on, you can enter up to fifteen leading digits for the value but no decimal places.

The way you indicate if the journal is a debit or a credit depends on how your system is configured. See Credit/Debit Notation in GL Parameters.

- If you use standard accounting (DR/CR) notation, enter either D or C after the amount to indicate if the journal is a debit or a credit.
- If you use arithmetic signed (+/-) notation, enter credits as negative values, and debits as positive values.
- If you use red-ink corrections, you can enter negative journals as corrections to previously entered debits and credits. Red-ink corrections are only available with standard accounting notation.

## Reference

**Account title** (*Display only.*) – The title, type, and usual sign of the account entered above.

**Profit centre** (*Display only.*) – The title of the profit centre entered above.

**Narrative** You can enter up to three lines of narrative of up to 30 characters each. This defaults to the narrative of the preceding journal.

*Please Note* For foreign currency journals, Click on [Currency] on the first narrative line for the Currency Information window. This shows in detail how the foreign currency value is converted to base currency. If any of the exchange rates involved in the conversion are floating, it also enables you to enter a spot rate for the transaction, or a specific value in base currency.

## Tax Return

**Include in VAT Return as net?** (*Not available if the 'Include in VAT return as tax' prompt is set.*) – Set this if the journal is to be included in the tax return and the journal value is to be recorded as a net amount. By default this is set for new postings to accounts that have tax classes AN, BN, CN or DN. For other accounts and for new accrual/prepayment journals this is not set by default.

**Include in VAT Return as tax?** (*Not available if the 'Include in VAT return as net' prompt is set.*) – Set this if the journal is to be included in the tax return and the journal value is to be recorded as a tax amount. By default this is set for new postings to accounts that have tax classes AV, BV, CV, DV or EV. For other accounts and for new accrual/prepayment journals this is not set by default.

*Please Note* If neither of the above two prompts are set the tax class is set to 'NC' and the journal has no bearing on the VAT Reconciliation report.



**Tax class** (Only available if the journal is included in the VAT return (as either net or tax) and not available for accrual and prepayment journals). If the journal is included in the VAT return as net then this can be set to one of the following:

- AN - Domestic and Overseas sales Net amounts.
- BN - Domestic and Overseas purchase Net amounts.
- CN - EC sales Net amounts.
- DN - EC purchase Net amounts.

If the journal is included in the VAT return as tax then this can be set to one of the following:

- AV - Domestic and Overseas sales VAT amounts.
- BV - Domestic and Overseas purchase VAT amounts.
- CV - EC sales VAT amounts.
- DV - EC purchase VAT amounts.
- EV - EC acquisition VAT amounts.
- NC or blank - No tax class.

A [Search] is available.

*Please Note* Changing the default tax class of an account has no effect on tax class settings on any journals already entered for the account.

**Tax code** (Blank if “Include in VAT return?” is not ticked. Display only if source of batch is not “GL”.) – Enter the tax code against which the net taxable and/or VAT amounts of the journal are analysed during VAT reconciliation. A [Search] is available.

**Tax reference** (Display only, if source of batch is not “GL” or “Include in VAT return?” is not ticked.) – Enter the reference up to 8 characters to appear against this entry in the audit report produced during VAT reconciliation.

**Net taxable** (Only for “net with VAT” tax classes.) – Enter the net taxable amount associated with the VAT entered as the journal amount.

*Please Note* Access to the Net for Tax value for DL/CL tax classes is provided purely for compatibility with earlier versions of the software. Its proper use requires an understanding of the VAT reporting protocols observed by Debtors and Creditors Ledgers and you are strongly advised NOT to use this facility except under direction.

## Application Buttons

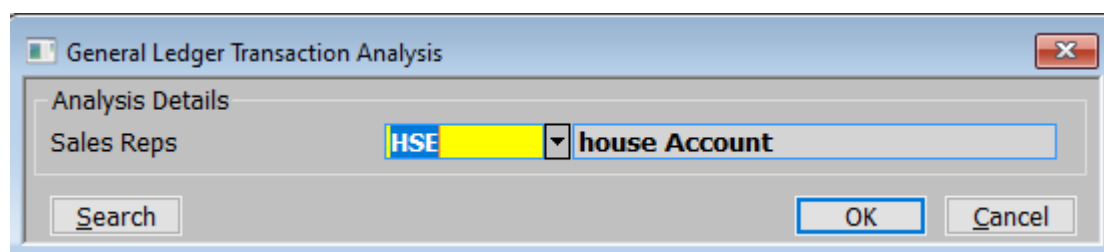
**PC profile** (Only at PCID prompt.) – Select a profit centre profile, enabling you to allocate the amount over a number of profit centres. ⇒ Profile Selection window. See page 24.

**Copy Journal** (Only at Account ID prompt when adding a new transaction.) – Invoke the batch copy facility. This enables you to select a transaction or range of transactions from a batch to copy. Options enable you to select the date and whether or not you wish to reverse the sign of the original transaction(s). ⇒ Batch Selection (to copy) window. See page 19.

**Company** (Only at the PCID prompt in Multi-company systems.) – Go back to the previous skipped company prompt to allow change of company.

- I**nter-Company *(Only at Account ID prompt.)* – Invoke company balancing. Create the necessary Journal to balance individual companies on multiple company batches. ⇒ Inter-Company Adjustments window. See page 23.
- C**orrection *(Only for journals in batches auto-transferred into General Ledger from subsidiary systems when ‘drill down’ is in use.)* – Press to amend journals. Amending a journal gives rise to a correction visible as part of the drill down details.
- I**mport *(Only available for Journal and Accrual batches.)* – This allows transactions to be imported (from a csv format file) in to the current batch. ⇒ Import Options window (See page 28) followed by the Select File Structure window. See page 30.
- C**urrency *(Only at the first Narrative prompt for foreign currency journals.)* – Display the details of how the foreign currency value is converted to base currency. If any of the exchange rates involved in the conversion are floating, it also enables you to enter a spot rate for the transaction, or a specific value in base currency. ⇒ Currency Information window.
- B**alance Batch *(Only available when entering a new base currency journal and there is a difference between the total debits and total credits for the batch).* – When pressed the journal amount is set to the difference between the total debits and total credits for the batch.

## General Ledger Transaction Analysis



**Figure 4: General Ledger Transaction Analysis window**

This window is displayed after you complete your replies in the Journal Entry window if any analysis categories have been defined for the selected account code.

**Purpose** This window enables you to enter and amend transaction analysis codes for the current transaction.

*Please Note* This window is displayed when you amend a transaction, not just when you create one. So you can amend the analysis code at any time until you post the batch.

### Analysis Details:

*Please Note* The name of the next prompt reflects the description defined for the analysis category in System Parameters. In Figure 4, it is ‘Sales Reps’.

**Code** Enter the analysis code for the transaction. A [Search] is available.

If the analysis category is defined as requiring validation, the code you enter must be valid for the category.

You can only leave the code blank if this is allowed for the category as it is defined in System Parameters.

**(Description)** *(Display only.)* – The code’s description is displayed for confirmation.

**On completion** If there are two analysis categories for the transaction, and this is the first one, this window is displayed again for the second analysis category.

Otherwise ⇒ Journal Entry window. See page 13.

## Batch Print Options

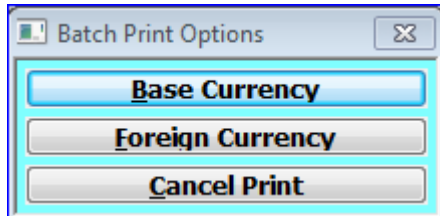


Figure 5: Batch Print Options menu

This menu is displayed when you select [Print] batch from the Journal Batches window for a foreign currency batch.

The options are:

**Base Currency** Print the report in the base currency of the batch. This report prints units if they are defined for the account printed. ⇒ Print Options menu.

**Foreign Currency** Print the report in the foreign currency. This report does not print units, but prints the exchange rate used to convert each transaction's amount from entry currency to base currency. ⇒ Print Options menu.

**Cancel Print** ⇒ Batch Detail Entry window. See page 8.

*Please Note* A maximum width format is available for currency batches. This prints values with up to 15 leading decimal places and requires a printer capable of printing at least 202 characters per line. This format cannot be displayed on the screen.

The other format prints values with up to nine leading decimal places. Values which exceed this appear as asterisks. This format can be printed on most standard printers and can be displayed on the screen.

## Batch Selection

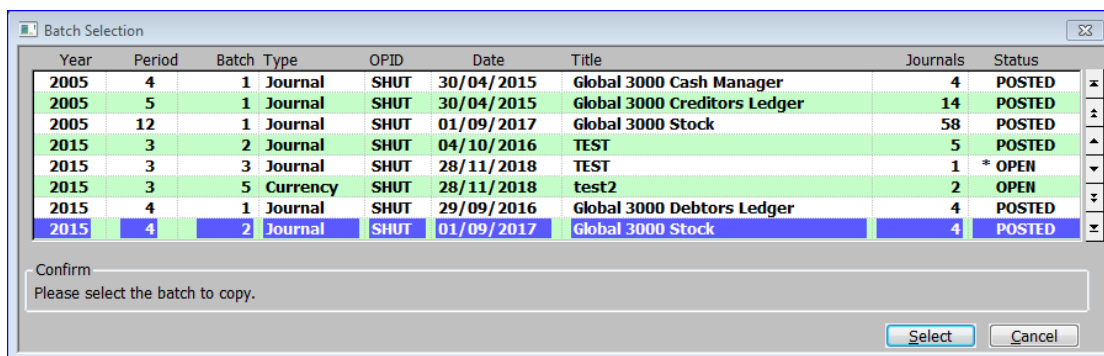


Figure 6: Batch Selection window

This window is displayed when you select [Copy Journal] at the Account prompt in the Journal Entry window. See page 13.

**Purpose** This window lists batches which have transactions you can copy into the current batch, and it enables you to select a batch for copying.

*The details displayed are:*

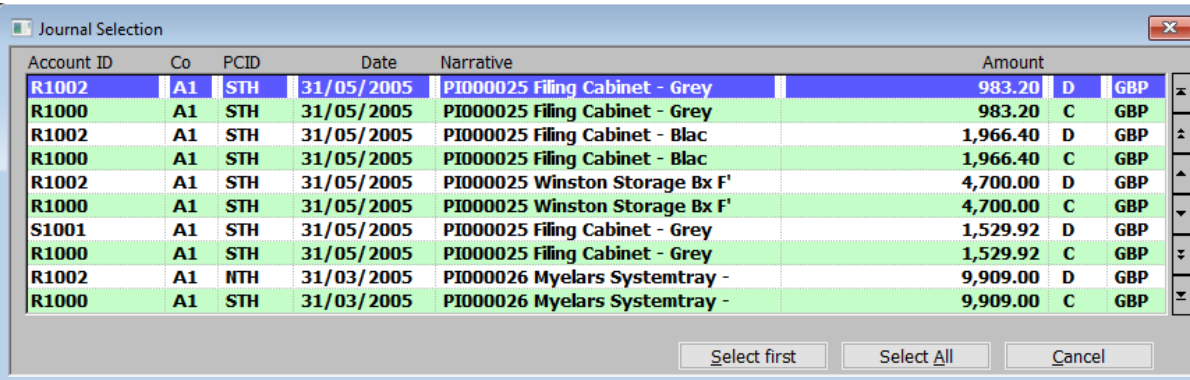
- Year** The financial year of the batch.
- Period** The financial period of the batch.
- Batch** The batch number (within the period) of the batch.
- Type** The batch type.
- OPID** The id of the operator who created the batch.
- Date** The date the batch was created.
- Batch title** The title of the batch.
- Journals** The number of journals in the batch.
- Status** The status of the batch. The current batch is indicated by a \* preceding its status.
- On exit** ⇒ Journal Entry window. See page 13.

*Application button*

- Select** Select the currently highlighted batch for copying. ⇒ Journal Selection window. See page 20.

- Please Note* When copying journals into a foreign currency batch, the following rules apply:
- For single foreign currency batches, you can copy transactions with the base and transaction entry currency of your batch from any batch, irrespective of type.
  - For multiple foreign currency batches, you can copy transactions with the base currency of your batch from any batch, irrespective of type.

## Journal Selection



Account ID	Co	PCID	Date	Narrative	Amount		
R1002	A1	STH	31/05/2005	PI000025 Filing Cabinet - Grey	983.20	D	GBP
R1000	A1	STH	31/05/2005	PI000025 Filing Cabinet - Grey	983.20	C	GBP
R1002	A1	STH	31/05/2005	PI000025 Filing Cabinet - Blac	1,966.40	D	GBP
R1000	A1	STH	31/05/2005	PI000025 Filing Cabinet - Blac	1,966.40	C	GBP
R1002	A1	STH	31/05/2005	PI000025 Winston Storage Bx F'	4,700.00	D	GBP
R1000	A1	STH	31/05/2005	PI000025 Winston Storage Bx F'	4,700.00	C	GBP
S1001	A1	STH	31/05/2005	PI000025 Filing Cabinet - Grey	1,529.92	D	GBP
R1000	A1	STH	31/05/2005	PI000025 Filing Cabinet - Grey	1,529.92	C	GBP
R1002	A1	NTH	31/03/2005	PI000026 Myelars Systemtray -	9,909.00	D	GBP
R1000	A1	STH	31/03/2005	PI000026 Myelars Systemtray -	9,909.00	C	GBP

**Figure 7: Journal Selection window**

This window is displayed when you select a batch in the Batch Selection window. See page 19.

- Purpose** This window lists the journals in the selected batch and enables you to select one or a range of journals to copy into the current batch.

When copying journals into a foreign currency batch, the following rules apply:

- For single foreign currency batches, you can copy transactions with the same base and transaction entry currency, irrespective of the type of the originating batch.
- For multiple foreign currency batches, transactions can be copied from any batch with the same base currency.

*Please Note* When transactions are marked with a \*, it indicates that the profit centre/account combination is not enabled. If you copy them, the transaction is posted to the suspense account. If the suspense account is not enabled for the selected profit centre, the copy is aborted.

*The displays are:*

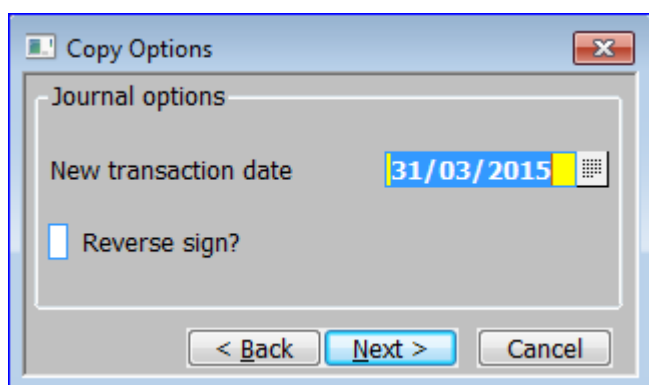
<b>Account ID</b>	The GL Account code.
<b>Co</b>	The account company.
<b>PCID</b>	The profit centre.
<b>Date</b>	The transaction date.
<b>Narrative</b>	The transaction narrative.
<b>Amount</b>	The value of the transaction.

*Please Note* The amount is followed by the account notation and currency.

### Application Buttons

- Select first** Select the current transaction as the start of a range of journals to copy. The journal is marked with a < to the right of the amount, as shown in the first line in Figure 7.
- Select last** Select the current transaction as the last in the range of journals to copy. ⇒ Copy Options window.
- Select All** Select all the transactions to copy. ⇒ Copy Options window.

## Copy Options



**Figure 8: Copy Options window**

This window is displayed when you select the end of a range of journals to copy in the Select Journals window.

**Purpose** This window enables you to change the date and sign on the journals you are copying.

### Journal Options

**New transaction date** Enter the transaction date that you want to appear on the copied transactions.

**Reverse sign?** ✓ if you want a debit transaction to be created for each credit transaction you selected to copy, and vice versa.

Leave blank for no change of sign.

### Application buttons

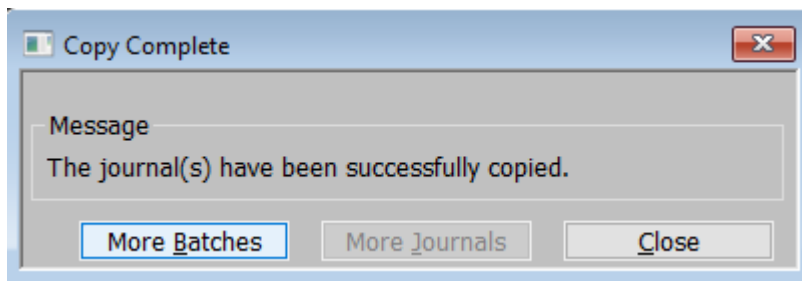
< **B**ack Return to the Journal selection window.

**N**ext > Proceed with copying the selected journals to the batch.

*Please note* Before the copy continues, you are presented with a Confirm Copy confirmation message.

When the copy is finished, the 'Copy Complete window' is displayed.

## Copy Complete.



**Figure 9: Copy Complete window**

This window is displayed when you confirm the options in the Copy Options window and the copy has completed.

### Application Button

**More B**atches Select another batch from which journals are to be copied. ⇒ Batch Selection window. See page 19.

**More J**ournals *(Only if all journals were not selected for copying.)* Copy more journals from the same batch. ⇒ Journal Selection window. See page 20.

## Inter-Company Adjustments

Co	Company Name	PCID	Debits	Credits
A1	Standext Systems Ltd	STH	0.00	2,000.00
A2	Standext UK	STH	2,000.00	0.00

**Figure 10: Inter-Company Adjustments window**

This window is displayed when you press [Inter-Company] at the Account prompt in the Journal Entry window.

**Purpose** This window shows the control balance of the current batch for each company for which you have entered transactions, and it enables you to create inter-company trading adjustments for any imbalances between companies.

*Please Note* The total debits and credits in the batch must be equal, before you can create the inter-company trading adjustments.

### The Displays are:

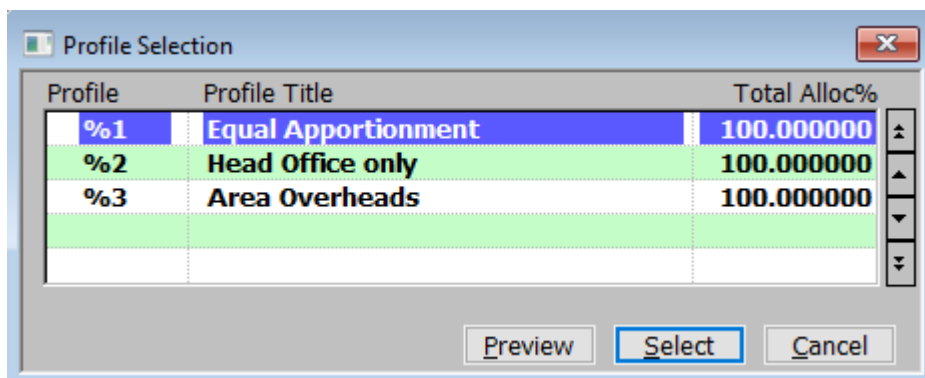
- Co** The id of the company.
- Company Name** The name of that Company.
- PCID** The ID of the profit centre to which the inter-company journal is posted.
- Debits** The total value of Debits already entered for that company.
- Credits** The total value of Credits already entered for that company.

### Application Button

**Continue** Create the inter-company trading adjustments. A message is displayed confirming that the processing is complete.

*Please Note* In foreign currency batches, all inter-company postings are made in the base currency of the batch.

## Select Profit Centre Profile



**Figure 11: Profile Selection window**

This window is displayed when you select [PC Profile] at the PCID prompt in the Journal Entry window. See page 13.

**Purpose** Profit centre profiles enable you to automatically allocate the amount of a journal over a number of profit centres. Each profile spreads the amount between profit centres according to predefined percentages. This window lists the profit centre profiles that have been defined, and it enables you to select one for the current journal.

*Please Note* Profit Centre Profiles are established through the Profit Centre Profile Header Maintenance window.

*The scrolled displays are:*

**Profile** The ID code for the profile starting with '%'.

**Profile title** The description of the profile.

**Total Alloc%** The total amount allocated to the profit centres in the profile.

*Please Note* You cannot select a profit centre profile in Transaction Entry if the total amount allocated is not 100%.

### Application buttons

**Preview** Display the make-up of the highlighted profile. ⇒ Profile Preview window.

*Please Note* If you use a profile for which any of the profit centre and account combinations are not enabled, the amount is posted to the suspense account for the profit centre concerned. If the suspense account is not enabled for that profit centre, the creation of the journals is aborted.

**Select** ⇒ Journal Entry window. See page 13.



## Profile Preview

PCID	Co	Percentage
STH	A1	33.333333
MID	A1	33.333334
NTH	A1	33.333333

**Figure 12: Profile Preview window**

This window is displayed when you select [P]review in the Profile Selection window.

**Purpose** To display the make-up of the profile.

*The displays are:*

**PCID** The Profit Centre code.

*Please Note* If a Profit Centres is not enabled for the selected account, a "\*" is displayed in the following column. If you use the profile anyway, the journals for these profit centres will be posted to the suspense account.

**Co** The code of the company.

**Percentage** The percentage of the total to be allocated to the selected company and profit centre combination when the profile is used.

## Currency Information

The screenshot shows a window titled "Currency Information for a New Transaction". It contains the following fields and values:

Field	Value	Code	Notes
Transaction entered in	Euro	EUR	
Converted to	Sterling	GBP	
Transaction entered as	2000.00	CR	EUR
Transaction converts to	1449.28	CR	GBP (Base)
Exchanged at	1.380000 EUR = 1 GBP		
At an audit rate of	1.380000 EUR = 1 GBP		

Buttons for "OK" and "Close" are located at the bottom right of the window.

**Figure 13: Currency Information window**

This window is displayed for a foreign currency transaction when you press [Currency] at the Narrative prompt in the Journal Entry window. See page 13.

**Purpose** This window provides detailed information about how the foreign currency value is converted into the base currency of the company to which it is posted.

If one of the exchange rates involved in the conversion is a floating rate, this window also enables you to enter:

- A spot rate for the transaction to override the floating rate.
- A specific value in base currency, from which General Ledger calculates a spot rate for the transaction.
- A 'cross rate' between the transaction entry and base currencies, if the conversion involves a multi-part exchange rate. General Ledger uses the cross rate you enter and the fixed rate or rates involved to derive a spot rate for the transaction.

*Please Note* If all the exchange rates involved in the currency conversion are fixed, all the details in this window are display only.

### Currency Information:

**Transactions entered in** (*Display only.*) – The name and code of the currency you entered the transaction in; i.e. the transaction entry currency.

**Converted to** (*Display only.*) – The name and code of the base currency of company the transaction is posted to.

**Using** (*Display only.*) – The names and codes of any currencies involved in the conversion from transaction entry currency to base currency.

**Transaction entered as** (*Display only.*) – The amount you entered in transaction entry currency, and the currency code.

**Transaction converts to** The value of the transaction in base currency. You can override this value, if a floating rate is involved in the currency conversion. General Ledger uses this new value, the value in transaction entry currency, and any fixed rates involved, to derive a spot rate for the transaction. This is then displayed in the appropriate slot above.

This prompt is display only if all the exchange rates involved are fixed.

**Exchanged at** All the exchange rates involved in converting from the transaction entry currency to base currency are listed here in the order in which they are applied.

Each exchange rate is presented as the number of units of one currency that correspond to one unit of the other currency.

Fixed rates are display only and are indicated by the word ‘fixed’ appearing in brackets on the right hand side. You cannot override them with a spot rate.

Floating rates are indicated by the absence of the word ‘fixed’, and you can enter a spot rate to override them. When you enter a spot rate, the amount in base currency and the audit rate are automatically adjusted accordingly.

*Please Note* When you first enter this window for a new transaction, a floating rate defaults to the house exchange rate in force on the transaction date. If you enter a spot rate for the transaction, it is recorded with the transaction and displayed when you subsequently enter the window.

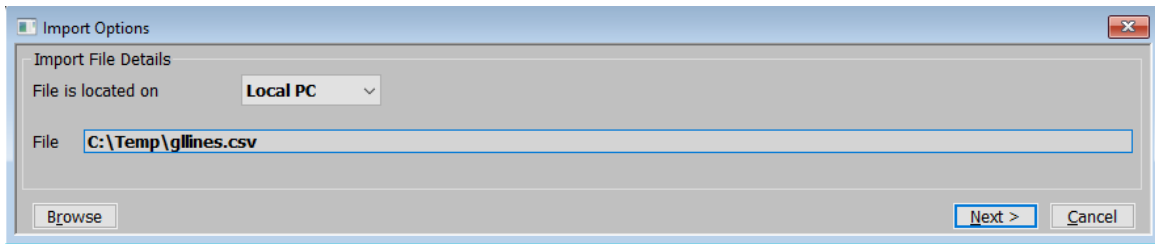
**Audit rate** (*Only currency conversions which involve multi-part exchange rates.*) – If the currency conversion involves a multi-part exchange rate, the overall or ‘audit’ rate is shown here. General Ledger derives this value from the value in transaction entry currency and the value in base currency.

If one of the exchange rates involved is a floating rate, you can enter a cross rate that relates the transaction entry currency to the base currency. General Ledger derives a spot rate for the transaction from the cross rate you enter and the fixed exchange rate or rates involved. It then displays the new spot rate in the appropriate slot above and adjusts the base currency value accordingly.

If only one exchange rate is involved in the currency conversion, it is displayed here.

**On confirmation** ⇒ Journal Entry window. See page 13.

## Import Options



**Figure 14: Import Options window**

This window is displayed when you select [Import] from the 'Account ID' prompt in the Journal Entry window. See page 13.

**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'.

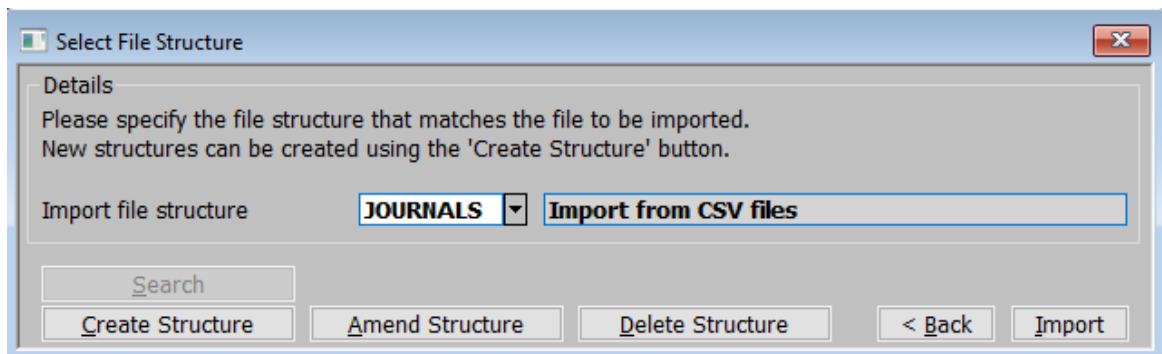
**File** Enter the file name (including path and extension) in the host system. A file extension of '.csv' is automatically appended to the filename if one has not been supplied.

### Application Button

**Browse** (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 and continue to the Select File Structure window. See page 29.

## Select File Structure



**Figure 15: Select File Structure window**

This window is displayed when you select the file to be imported in the Import Options window. See page 28.

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

### Details:

**Import file structure** Select the name of the import file structure that matches the file/spreadsheet to be imported. A [Search] is available which displays the File Structure Selection window. See page 30.

*Please Note* Each line in the csv import file represents a single transaction to be included in the current General Ledger batch. All transactions imported must be in base currency. If the transactions within the csv file are for multiple companies, all companies must have the same base currency.

### Application Buttons:

**Create Structure** This allows you to create a new import file structure. ⇒ File Structure window. See page 31.

**Amend Structure** This allows you to amend an existing import file structure. ⇒ File Structure Selection window. See page 30.

**Delete Structure** This allows you to delete an existing import file structure. ⇒ File Structure Selection window. See page 30.

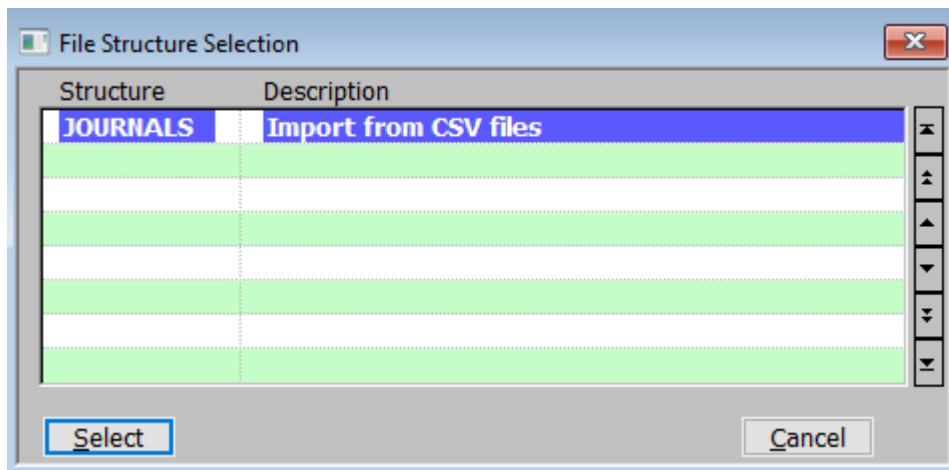
**Import** This imports the selected file using the selected file structure.

*Please Note* The transaction import takes place in two phases.

The first phase validates the incoming csv file and transactions, if any problems are detected a window is displayed listing the invalid items (where possible) and the import is abandoned.

The second phase adds the transactions in the csv file to the current batch, if this phase fails the import is terminated and the user must remove any unwanted transactions manually.

## File Structure Selection



**Figure 16: File Structure Selection window**

This window is displayed when you select 'Search', 'Amend Structure' or 'Delete Structure' from the Select File Structure window. See page 29.

**Purpose** To list existing file structures for amendment or deletion.

### *Structures (Scrolled section – Display only)*

**Structure** The File Structures name.

**Description** The description of the structure.

### *Application Button*

- Select**
- If the window was called using the [Search] button. ⇒ Select File Structure window. See page 29.
  - If the window was called using the [Amend Structure]. ⇒ Select File Structure window. See page 29.
  - If the window was called using the [Delete Structure] button you are asked to confirm the deletion before returning to the Select File Structure window. See page 29.

## File Structure

**File Structure**

**Details**  
Please specify the file structure. If the file structure does not have separate fields/columns for credit and debit amounts then enter the same field/column number at each prompt (positive amounts will then be treated as credits and negative amounts will be treated as debits). Alternatively, a credit/debit indicator field can be used.

**File Structure**  
Structure name: **JOURNALS**  
Description: **Import from CSV files**

Import file/spreadsheet contains header rows?  
Number of header rows: **1**

Skip zero valued lines?

Field position/column numbers for:

Company Id	<b>0</b>	Position	<b>0</b>	Length	<b>0</b>
Profit centre	<b>6</b>	Position	<b>0</b>	Length	<b>0</b>
Account	<b>12</b>	Position	<b>0</b>	Length	<b>0</b>
Transaction date	<b>2</b>	(optional)			
Debit amount	<b>3</b>				
Credit amount	<b>4</b>				
Debit/Credit indicator	<b>0</b>				
Text to indicate debit					
Text to indicate credit					
Reverse sign on import	<input type="checkbox"/>	(negative is credit)			
Units	<b>5</b>	(optional)			

Column Reference      **Next >**      **Cancel**

**Figure 17: File Structure window**

This window is displayed when you

- Select [Create Structure] from the Select File Structure window.
- Select a structure from the File Structure Selection window when in amend structure mode.

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

### *File Structure:*

**Structure name** Enter a name for the structure being created.

**Description** Enter a description for the structure being created.

---

<b>Import file/spreadsheet contains column header rows?</b>	Set this if the first line of the import file/spreadsheet contains column headings.
<b>Number of header rows</b>	<i>(Only if the file contains header rows)</i> – Enter the number of header rows within the import file.
<i>Please Note</i>	The number of header rows corresponds to the number of initial rows within the file which will be skipped when it is imported.
<b>Skip zero valued lines?</b>	When set, zero valued (i.e. both the journal amount and units are zero) lines are not imported.
<i>Please Note</i>	<p>Completely blank lines within the incoming file are automatically skipped.</p> <p>The following items are mandatory and must be present for each imported transaction:</p> <ul style="list-style-type: none"> <li>▪ Company id (Only if Multi-Company system).</li> <li>▪ Profit centre.</li> <li>▪ Account code.</li> <li>▪ Transaction date.</li> <li>▪ Value (Debit/Credit in either single or double column format).</li> </ul> <p>If the values in the import file are in single column format the following rule is applied. If the value is positive then the transaction is deemed to be a credit, if it is negative then it is deemed to be a debit.</p>

*Field position/column number for:*

<b>Company id</b>	<i>(Only if Multi-Company system.)</i> – 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.
<b>Position and Length</b>	<i>(Not available for single company systems.)</i> – These allow you to specify an import “Position” and “Length” for the company id field/column. If a “Position” of zero is entered then the entire field/column is imported. However, to import only some characters from an import field/column enter a “Position” and “Length” and the import processes from the character position specified for the number of characters specified in the length.
<b>Profit centre</b>	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.
<b>Position and Length</b>	These allow you to specify an import “Position” and “Length” for the profit centre field/column. If a “Position” of zero is entered then the entire field/column is imported. However, to import only some characters from an import field/column enter a “Position” and “Length” and the import processes from the character position specified for the number of characters specified in the length.
<b>Account</b>	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the account is located.



**Position and Length** These allow you to specify an import “Position” and “Length” for the account field/column. If a “Position” of zero is entered then the entire field/column is imported. However, to import only some characters from an import field/column enter a “Position” and “Length” and the import processes from the character position specified for the number of characters specified in the length.

*Example* For example if the incoming import file holds the company, profit centre and account together in the first field/column as “AA BBBB CCCCCCCCCC” where “AA” is the company Id, “BBBB” is the profit centre and “CCCCCCCCCC” is the account. You would set up the import structure as follows:

Company ID = field/column 1, position 1, length 2.

Profit Centre = field/column 1, position 4, length 4.

Account = field/column 1, position 9, length 10.

**Transaction date** Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction date is located.

*Please Note* Dates in the import file must be in one of the following formats:

- DD/MM/YY
- DD/MM/YYYY
- DD.MM.YY
- DD.MM.YYYY
- DDMMYY
- DDMMYYYY

**Debit amount** Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction value if is located when the transaction is a debit.

**Credit amount** Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction value if is located when the transaction is a credit.

*Please Note* If the import file/spreadsheet has a single column which includes both debit and credit amounts then set the above two prompts to its field/column number. In this case the import process will assume that debits are negative amounts and credits are positive amounts.

**Debit/Credit indicator** *(Only available if the debit and credit amounts are located in the same column.)* – Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the payment/receipt indicator is located. The payment/receipt indicator is used to determine whether the value is a payment or receipt in files where the payment and receipt amounts are located in the same column and have the same sign.

**Text to indicate debit** *(Only available if the debit and credit amounts are located in the same column and a debit/credit indicator is in use.)* – Set this to the text that will appear in the debit/credit indicator column if the incoming value is a debit.

**Text to indicate credit** *(Only available if the debit and credit amounts are located in the same column and a debit/credit indicator is in use.)* – Set this to the text that will appear in the debit/credit indicator column if the incoming value is a credit.

**Reverse sign on import** *(Only available if the debit and credit amounts are located in the same column and a debit/credit indicator is NOT in use.)* By default the import treats positive numbers as credits and negative numbers as debits, when this option is set it causes the import to treat negative numbers as credits and positive numbers as debits.

**Units** Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the number of units is located. If you do not wish to import this item leave this set to zero.

### Application Button:

**Column Reference** 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. ⇒ Column Reference window. See page 36.

**Next >** Press this to complete your responses and move on to the 'Import File Structure – Further Details' window. See page 34.

## File Structure – Further Details

**Figure 18: File Structure – Further Details window**

**Purpose** This window enables you to specify the location of further details within the file to be imported.

### File Structure

#### Field position/column number for

**Narrative** Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the narrative is located. If you do not wish to import this item leave this set to zero.

**Comment 1** Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the first reference/comment is located. If you do not wish to import this item leave this set to zero.

**Comment 2** Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the second reference/comment is located. If you do not wish to import this item leave this set to zero.

*Please Note* When the narrative and references are imported they are truncated to a maximum size of 30 characters.

**Analysis code 1** Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the first analysis code is located. If you do not wish to import this item leave this set to zero.

**Analysis code 2** Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the second analysis code is located. If you do not wish to import this item leave this set to zero.

**Tax class** (*Optional.*) Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the Tax class is located. It must be one of the following two character codes and indicates that the journal amount is to be included in the tax return.

AV (Domestic and Oversea Sales VAT - Box 1).

BV (Domestic and Overseas Purchase VAT - Box 4).

CV (EC Sales VAT - Box 1).

DV (EC Purchase VAT - Box 4).

EV (EC Acquisition VAT - Box 2).

AN (Domestic and Overseas Sales Net - Box 6).

BN (Domestic and Overseas Purchase Net – Box 7).

CN (EC Sales Net – Boxes 6 and 8).

DN (EC Purchase Net – Boxes 7 and 9).

NC (No Tax Class).

**Tax code** (*Optional, but mandatory if the line contains a valid Tax class.*) – Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the Tax code is located.

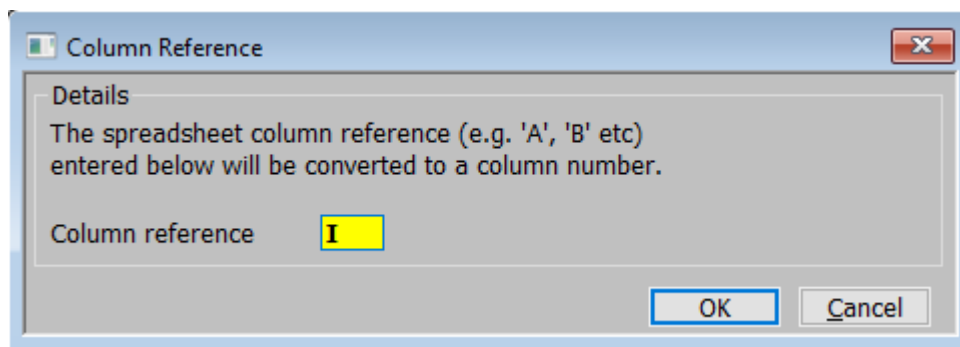
**Tax reference** (*Optional, ignored if there is no Tax Class.*) – Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the Tax reference is located.

### Application Buttons:

**Column Reference** 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.

< **Back** Press this to step back to the ‘Import File Structures’ window.

## Column Reference



**Figure 19: Column Reference window**

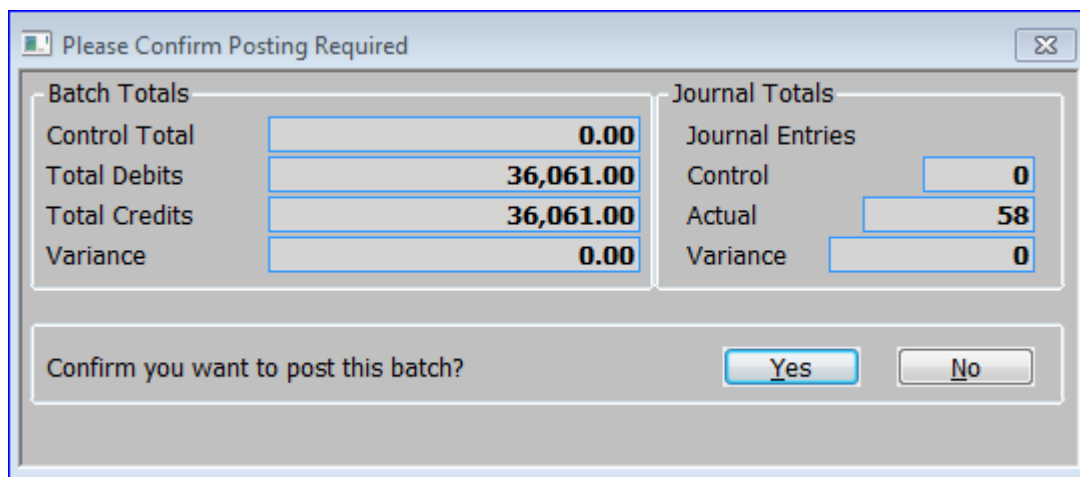
This window is displayed when you press the [Column Reference] button in either the File Structure window or the File Structure – Further Details window. See pages 31-34.

**Purpose** This window enables you to enter the spreadsheet column reference (e.g. 'A', 'B' etc.) to be converted to a column number.

### Details

**Column reference** Enter the spreadsheet column reference (e.g. 'A', 'B' etc.) to be converted to a column number. When you click [OK] this is returned to the original window.

## Please Confirm Posting Required



**Figure 20: Please Confirm Posting Required window**

This window is displayed when you select [Post] in the Journal Batches window for any batch other than a single foreign currency one.

**Purpose** This window displays actual and control totals and enables you to confirm you want to proceed with the posting process.

*Please Note* You can only post batches into the current period. You can post batches entered for other periods in the financial year when the appropriate period is opened.

Posting a batch involves the following processing:

- The account balances are updated with the transactions in the batch.
- The batch is marked as posted so no further amendments can be made.
- For an accrual batch, the batch is copied into the next period with debits and credits reversed.
- For a standing journal batch, the batch is copied into a future period, unless the number of periods specified when the batch was created has been reached.

When posting accrual and standing order batches, the future period must be available. This is particularly significant at year-end: the new year must be open before you can post an accrual batch in the last period of the old year. If the required future period is not available you cannot post the batch.

*Please Note* If there is a discrepancy between the control totals and the actual totals for the batch, or between the total debits and total credits, General Ledger displays a warning message. You need to correct the discrepancy before you can post the batch.

If there is a discrepancy between the base currency values of debits and credits in a multi-currency batch, General Ledger displays a warning message. These discrepancies usually arise from rounding errors in the conversion process. You need to correct the discrepancy by posting base currency journals to the appropriate exchange gain/loss accounts.

### *Batch Totals (Display only)*

<b>Control total</b>	The control total entered on the batch header. When this is zero, there is no control total amount checking.
<b>Total debits</b>	The actual total of the debit journals in the batch in the base currency of the batch.
<b>Total credits</b>	The actual total of the credit journals in the batch in the base currency of the batch.
<b>Variance</b>	If the actual total debits and credits for the batch are unequal, this shows the difference between them in the base currency of the batch. Otherwise it shows the difference between the total debits and the control total, in the base currency of the batch.

### *Journal Totals (Display only)*

#### **Journal Entries**

<b>Control</b>	The control total number of journals entered on the batch header. When this is zero, there is no control total number checking.
<b>Actual</b>	The actual number of journals entered in the batch.
<b>Variance</b>	If a control number of journals has been entered for the batch, the variance between the control and the actual number of journals in the batch is shown here.

### *Confirm you want to post this batch?*

- Yes** Post the batch.
- No** Abandon posting the batch. The individual entries remain so you can post them later.

**Warning** After you post a batch, you cannot change any of the batch or journal details. We therefore suggest that before you post a batch, you print and thoroughly check it, and make any necessary amendments.

**On confirmation** On confirmation that you want to post the batch, the processing takes place and you are returned to the Batch Details Entry window. See page 8.

**Errors** For standing order and accrual batches, it is possible for errors to arise during the copying process; for example, a profit centre/account combination may not be enabled in the future period. If this occurs, the posting process is terminated, and the batch remains open. You should then correct the problem, for example, by opening the new year, or enabling the account, and then you can re-post the batch.

If a computer failure occurs while a batch is being posted, some of the transactions in the batch may not have updated the General Ledger balances. When this happens, the batch status remains open and you should re-post the batch. The posting process 'knows' which transactions in the batch have updated the ledger, and is able to recover from this situation.

## Exchange Gain/Loss Posting

	Amount \$AU	Amount GBP
Total Debits	2,000.00	710.00
Total Credits	2,000.00	698.39
Variance	0.00	11.61

Account: A1 / STH / E1004      Exchange Gain: 11.61 C  
Balancing Exchange Gain Transaction

Confirm you want to post this batch?      Yes      No

Search

**Figure 21: Exchange Gain/Loss Posting window**

This window is displayed when you select [Post] from the Batch Details window for a single foreign currency batch.

**Purpose** This window displays the total debits and credits, and any variance between them, in both the foreign currency and the base currency of the batch. It also shows any exchange gain or loss posting that will be generated when the batch is posted to balance the batch in the base currency. And it enables you to confirm that you want to initiate the posting of the batch.

**Please Note** If there is a discrepancy between the total debits and credits in the foreign currency, General Ledger displays a warning message. You need to correct the discrepancy before you can post the batch.

---

## Batch Details

<b>Total debits</b>	<i>(Display only.)</i> – The actual total of the debit journals in the batch in the foreign currency and in the base currency of the batch.
<b>Total credits</b>	<i>(Display only.)</i> – The actual total of the credit journals in the batch in the foreign currency and in the base currency of the batch.
<b>Variance</b>	<i>(Display only.)</i> – The variance between the total debits and credits in the foreign currency and in the base currency of the batch.
<b>Account</b>	The account to which any exchange gain or loss is posted. This defaults to the appropriate exchange gain or loss account. A [ <u>S</u> earch] is available for both the Profit Centre and GL Accounts.
<b>Balancing Exchange Loss/Gain Transaction</b>	<i>(Only if there is an exchange gain/loss. Display only.)</i> – The value in the base currency of the exchange gain/loss that is to be posted to the account.
<b>Batch has No Exchange Gain or Loss</b>	<i>(Only if there is no exchange gain/loss. Display only.)</i> – This is a message which replaces the ‘Balancing Exchange Loss/Gain Transaction’ prompt.

## Confirm you want to post this batch?

- Yes** Post the batch.
- No** Abandon posting the batch. The individual entries remain so you can post them later.

*Warning* After you post a batch, you cannot change any of the batch or journal details. We therefore suggest that before you post a batch, you print and thoroughly check it, and make any necessary amendments.

*Errors* If a computer failure occurs while a batch is being posted, some of the transactions in the batch may not have updated the General Ledger. When this happens, the batch status remains open and you should re-post the batch. The posting process ‘knows’ which transactions in the batch have updated the ledger, and is able to recover from this situation.

## Batch Filters

**Figure 22: Batch Filters window**

This window is displayed when you press the [Filters] button in the Journal Batches window.

**Purpose** This window enables you to enter criteria by which you can restrict the list of batches displayed in the Journal Batches window.

*Please Note* Selections made in this window are only retained until you exit transaction entry, they are not saved. Furthermore, every time transaction entry is run the filters criteria revert back to the default state which is to include all batch types.

### Batch Types

- Include journals?** ✓ to include general journals in the list.
- Include standing journals?** ✓ to include standing journals in the list.
- Include reversal journals?** ✓ to include reversal journals in the list.
- Include currency journals?** ✓ to include currency journals in the list. This option is only available if foreign currency postings in GL is enabled.

### Entry Date Range

**Include batches entered** *If you want to limit the list of batches by their entry date, enter a range of dates here. Any batches with an entry date outside the range will be excluded from the list.*

**From** Enter the earliest date to be included

**To** Enter the latest date to be included



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### Other Filters

**Source module** If you want to restrict the list of batches to those for a particular source module, enter the id of that source module here (for directly entered journals a source id of 'GL' should be entered). A [Search] is available.

**Company** If you want to restrict the list of batches to those for a particular company, enter the code of that company here. A [Search] is available.

**Audit report number** If you want to restrict the list of batches to those that appeared on a specific audit report you can enter its number here.

*Please Note* On exit from this window the batches window is refreshed based on criteria entered here.

### Buttons:

**Search** When pressed this will initiate a look-up search if one is available.

**Reset** When this is pressed the filters criteria is reset back to its default state which is to include all batch types.

**OK** This exits the window and returns to the batches window which is refreshed based on the criteria entered here.

**Cancel** This exits the window and returns to the batches window unchanged.

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# Automatic Transfer

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**Introduction** The Automatic Transfer program enables transactions created in other systems, such as Global 3000 Stock Control, to be imported into General Ledger. The Automatic Transfer program is also referred to as 'auto-entry'. The transactions are passed in a transfer file, which is created by the other system.

*Please Note* When posting into General Ledger from Global 3000 Debtors Ledger, Creditors Ledger, Cash Manager and Asset Register, an alternative method is now normally used, usually referred to as 'Real-time postings', where the postings are written straight into Global 3000 General Ledger instead of going via an interface posting file.

The manual method described in this section is always used when posting into General Ledger from all other modules.

The transactions are always transferred into General Ledger via the Automatic Transfers program.

If the other system runs in a remote location, the transfer file must be moved or transmitted to the General Ledger computer before it can be imported.

**Interface definitions** Before you can transfer information into General Ledger, you must define the interface to be used for each system you want to import transactions from. For further details, see Interface Definitions.

There are two formats for interface files from Global 3000 systems, 'BOS' and 'ITG', and two formats for interface files from Global 2000 systems, 'B2' and 'G2'. These formats are described in more detail in Interface Definitions.

Transfer files created by Global 3000 modules are assigned a sequence number when they are created. As each file is transferred into General Ledger, the sequence number is stored in the interface definition. This ensures that the same transfer file is not imported twice.

*Please Note* This documentation only cover 'BOS' and 'ITG' format for files from Global 3000 and similar products. The 'B2' and 'G2' formats for imports from Global 2000 are not covered although they behave in a similar fashion to 'BOS' (for 'B2') and ITG (for 'G2') file formats.

**Auto-entry report** For 'BOS' format interfaces, Automatic Transfers produces a printed report showing each transaction in the transfer file, together with control totals. This report can be printed in a choice of three different sequences to facilitate reconciliation with the originating module.

**Import processing** The Automatic Transfers program reads the transfer file and transfers the transactions into a new General Ledger batch.

If you are using the 'BOS' interface, you can include foreign currency transaction values in the interface file. A currency journal batch is created for each foreign currency in the input file and balanced in base currency.

*Please Note* Foreign currency transactions imported into General Ledger carry a value in both the transaction entry currency and the base currency of the ledger. The exchange rate shown on these transactions is calculated by General Ledger from these values.

**Invalid journals & adjustments**

Invalid journal entries are posted to the suspense profit centre and account defined for the interface. If the journals in the transfer file do not balance, a balancing entry is generated using the 'Balance' profit centre and account specified for the interface.

The transfer file may contain entries for profit centres that belong to multiple companies. When the transactions for a company do not balance, the program automatically raises and appends to the batch an inter-company adjustment journal between the transaction company and the company for which the control account is defined.

Any balancing and adjustment entries, which are generated, are shown on the auto-entry report.

**Consolidation**

For 'BOS' format interfaces, transactions for accounts marked for consolidation on auto-entry are grouped by company, profit centre, account, and currency code combination. A single journal is then created in the new General Ledger batch for each of these combinations. This is of particular use for cash posting accounts where detailed investigation of postings to the account normally take place in the sending system e.g. Cash Manager. A schedule of transactions comprising each consolidated journal can be printed on the auto-entry report.

The 'B2' format interface provides equivalent consolidation facilities but does not accept foreign currency values.

**Integer only ledgers**

If the option to operate an integer only ledger is switched on and the 'BOS' format interface is in use.

Base currency transactions are rounded to the nearest integer value for each company included in the posting.

Debit and credit rounding amounts are summed during posting and any discrepancy (debit or credit) greater than one is posted to the suspense account defined for the interface.

Foreign currency amounts are rounded at the transaction level. No attempt is made to deal with rounding discrepancies in the foreign currency.

To make reconciliation with the sending system easier, the auto-entry report shows the transaction value before rounding.

**Posting**

You define on the interface whether or not the new batches are posted on completion of the transfer, thus protecting them from modification. If batches are not posted immediately, they can be amended and printed in the standard way via Transaction Entry.

**Corrections**

Most sub-systems provide correction facilities, and whenever possible, corrections should take place within the sub-system rather than within General Ledger. If you cannot make the correction in the sub-system and the transferred batch has already been posted, you can adjust General Ledger by creating a new batch of correcting journals.

## Auto-Entry Sources

The screenshot shows the 'Auto-Transfer' window. It features a table with the following columns: Source ID, File Format, Title, Next File, Unit, and Year/Period (If on-line). The first row is highlighted in blue and contains the following data: Source ID 'ST', File Format 'BOS', Title 'Global 3000 Stock', Next File 'GLXST060', Unit 'STD', and Year/Period '2015 / 3'. Below the table is a 'Last Transfer' section with input fields for Date (01/09/2017), Time (11.07.48), Operator (SHUT), File sequence number (059), and Audit report number (124). At the bottom right, there are 'Select' and 'Cancel' buttons.

Source ID	File Format	Title	Next File	Unit	Year/Period (If on-line)
ST	BOS	Global 3000 Stock	GLXST060	STD	2015 / 3

Last Transfer

Date: 01/09/2017    Time: 11.07.48    Operator: SHUT

File sequence number: 059    Audit report number: 124

Select    Cancel

**Figure 23: Auto-Entry Sources window**

This window is displayed when you select 'Auto- Transfer' from the Transaction Entry menu.

*Please Note* If you have not already selected a financial year, this window is preceded by the Financial Year Selection window.

**Purpose** The Auto-Entry Sources window lists the auto-entry interfaces that have been defined, showing details of each one including the date and sequence number of the last transfer. This window enables you to select an interface to initiate an automatic transfer.

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

- Sources (scrolled section).
- Last Transfer.

### Sources (Scrolled section – Display only)

**Source ID** The id of the other module as defined in the interface definition.

**File Format** The format of the interface file as defined in the interface definition.

*Please Note* This documentation only cover 'BOS' and 'ITG' format for files from Global 3000 and similar products. The 'B2' and 'G2' formats for imports from Global 2000 are not covered although they behave in a similar fashion to 'BOS' (for 'B2') and ITG (for 'G2') file formats.

**Title** The title of the other module as defined in the interface definition.

**Next File** The name of the next file to be transferred.

**Unit** The GSM unit the transfer file resides on, as defined in the interface definition.

*Please Note* A '?' following the Unit ID indicated a logical assignment that has not been assigned.

**Year/Period (If on-line)** The year and period of the transfer file.

---

### Last Transfer (Display only)

<b>Date</b>	The date of the last auto-entry for this interface.
<b>Time</b>	The time of the last auto-entry for this interface.
<b>Operator</b>	The id of the operator who ran the last auto-entry for this interface.
<b>File Sequence number</b>	The sequence number of the last file transferred via this interface.
<b>Audit report number</b>	The auto-entry report number of the last transfer via this interface.

### Application Button

- Select**
- If 'allow consolidation across transfers?' is not set or there is an interface file available to post ⇒ Confirm menu. See page 46.
  - (For 'BOS' format interfaces only.) If 'allow consolidation across transfers?' is set, there is an interface file available to post, but there is open batch for further consolidation ⇒ Consolidated 'BOS' Auto-Entry window. See page 52.
  - If there are no transfer files for the selected interface, an error message appears.

---

## Confirm

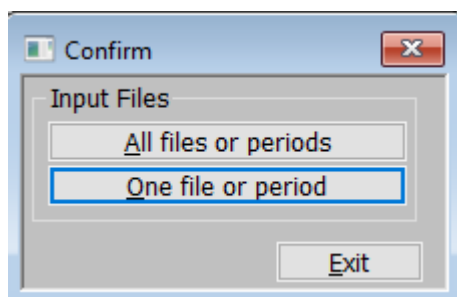


Figure 24: Confirm menu

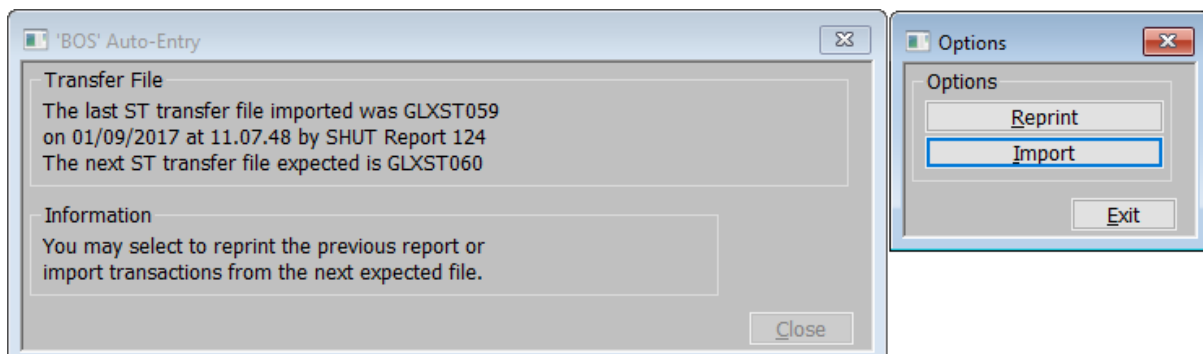
This menu is displayed when you select, an interface (*for which files are awaiting transfer*), in the Auto-Entry Sources window. See page 45.

### The options are:

- All files or periods** Import all files for this interface awaiting transfer.
- For 'BOS' interfaces where "Allow consolidation across transfers?" has been enabled in the Interface Definitions ⇒ Consolidated Auto-Entry window. See page 52.
  - For non-consolidating 'BOS' interfaces ⇒ Options menu with the Auto-Entry window in the background. See page 47.
  - For 'ITG' interfaces ⇒ Auto-Entry Batch Creation window. See page 51.

- One file or period** Restrict the import to the next file in the sequence for this interface.
- For 'BOS' interfaces where "Allow consolidation across transfers?" has been enabled in the Interface Definitions ⇒ Consolidated Auto-Entry window. See page 52.
  - For non-consolidating 'BOS' interfaces ⇒ Options menu with the Auto-Entry window in the background. See page 47.
  - For 'ITG' interfaces ⇒ Auto-Entry Batch Creation window. See page 51.
- Exit** ⇒ Transaction Entry menu.

## Auto-Entry and Options



**Figure 25: Auto-Entry window and Options menu**

This window and menu are displayed together when you do one of the following:

- Select in the Auto-Entry Sources window, a 'BOS' interface for which no new transfer files are waiting.
- Select an option from the Confirm menu for a 'BOS' interface.

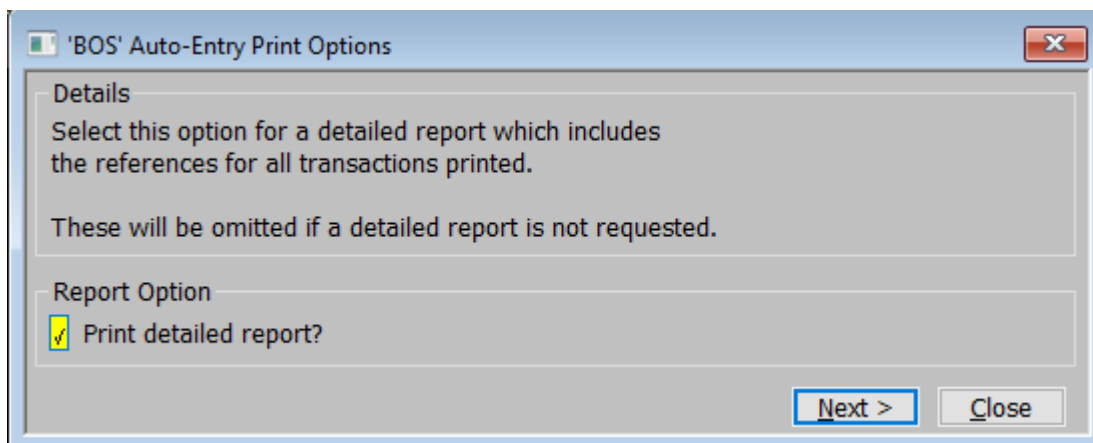
*Please Note* The title bar of this window reflects the format of the selected interface. Figure 25 shows the window for a 'BOS' format interface.

**Purpose** The Auto-Entry window shows details of the last file imported through the selected interface, and the number of the next file. The Options menu, gives you the choice of reprinting the Auto-Entry report for the last imported file, or to import the next file.

*The options are:*

- Reprint** (Not available if the last transfer file details not available.) Select this option to reprint the auto-entry report for the last file imported via this interface. ⇒ Report Options window. See Page 50.
- Import** (Not available if all files have already been imported.) Import data from the selected interface file and print a report of the imported data. ⇒ Auto-Entry Print Options. See Page 48.
- Exit** ⇒ Auto-Entry Sources window. See page 45.

## Auto-Entry Print Options



**Figure 26: Auto-Entry Print Options window**

This message is displayed when you select an option from the Auto-Entry window and Options menu. See page 47.

**Purpose** This window enables you to choose if you wish to print the detailed or the summary version of the report.

### *Report Option*

**Print detailed report?** ✓ to print the detailed version of the report. Leave blank to print the summary version of the report.

*Please Note* If you are importing data, processing windows are displayed before the Format Options window is displayed.

### *Application button*

**Next >** ⇒ Format Options menu. See page 49.



## Format Options

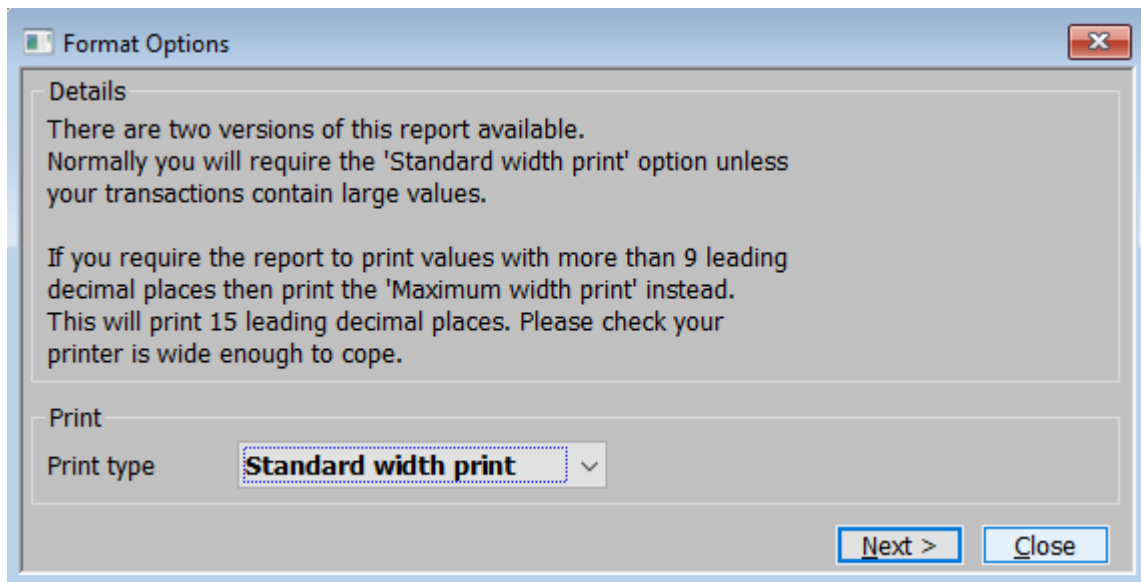


Figure 27: Format Options window

This window is displayed when you make your selection at the Auto-Entry Print Options message.

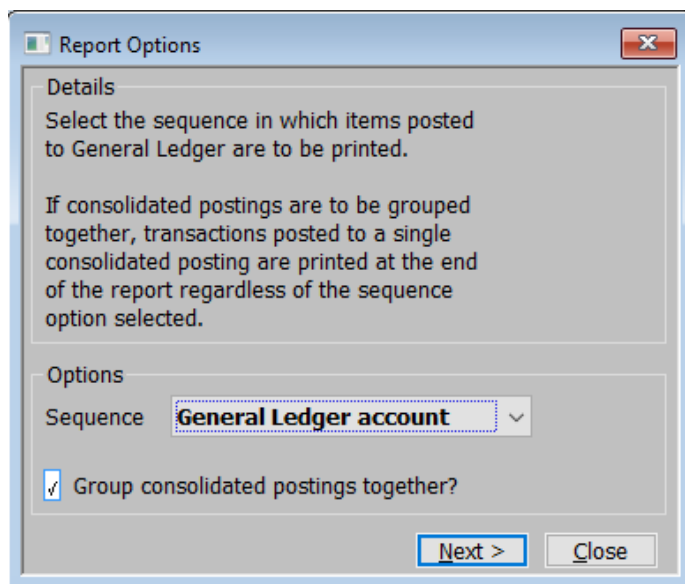
**Purpose** This menu enables you to select the width of the auto-entry report.

### Print

**Print type** Select the layout which the items posted to General Ledger are to be printed from a drop down menu. The options are:

- **Standard Width Print** (*Recommended*) - This format prints values with up to nine leading decimal places. Values, which exceed this, appear as asterisks. This format can be printed on most standard printers and can be displayed on the screen. We recommend you use this option except when you are dealing with very large values. ⇒ Report Options window. See page 50.
- **Maximum Width Print** - This format prints values with up to 15 leading decimal places and requires a printer capable of printing at least 202 characters per line. This format cannot be displayed on the screen. ⇒ GL Auto-Entry Completed Successfully window.

## Report Options



**Figure 28: Report Options window**

This window is displayed when you select an option from the Auto-Entry window and Options menu.

**Purpose** This window enables you to choose the way auto-entry report sequences the items posted to General Ledger.

### Options

**Sequence** Select the sequence in which the items posted to General Ledger are to be printed from a drop down menu. The options are:

- **Batch and item** – Print transactions posted to General Ledger in ascending sequence of the sending system daybook batch and item numbers (sorted by date). It should be noted that postings from Global 3000 Stock Control appear with the batch and item number set to zero.
- **Order number** – Print transactions posted to General Ledger in ascending sequence of their sending system order numbers (sorted by date).
- **Document reference** – Print transactions posted to General Ledger in ascending document number sequence (sorted by date). This option is useful for sorting out postings that arise at different points in the business cycle but which are cross-related by document reference; for example re-classification of stock.
- **General Ledger account** – Print transactions posted to each General Ledger account in ascending sequence (sorted by date). Transactions are sequenced by company, profit centre and account code.

**Group consolidated postings together?**  this option if you want selected transactions, posted to a single consolidated General Ledger transaction, to be printed at the end of the report regardless of the sequence option selected above.

### Application Button

**Next >** ⇒ Print Options window.

## Auto-Entry Batch Creation

**Figure 29: Auto-Entry Batch Creation window**

This window is displayed when you select an option from the Confirm menu for an ITG or G2 interface.

**Purpose** This window enables you to enter the title for the imported batch, and to initiate the transfer.

### Batch Details

**Batch ID** (Only if 'Auto Allocate?' has not been enabled in the *Allocation of Batch Ids window* of the General Ledger Parameters.) Enter an id for the batch. It must be unique within the current financial period.

*Please Note* If 'Auto Allocate?' has been enabled in the *Allocation of Batch Ids window* of the General Ledger Parameters) this prompt is automatically set to 'Auto'; General Ledger automatically allocates a batch number to the batch when it is created.

**Batch type** (*Display only.*) This is automatically set to Journal, indicating the batch is a 'general journal' type.

**Title** Enter a title for the batch in up to 30 characters.

*Please Note* The title is determined by the interface file.

**Operator ID** (*Display only.*) The operator id of the person who created the transfer file in the sub-system.

**Entry date** (*Display only.*) This is set to today's date.

**Control total** (*Display only.*) The control total as recorded on the transfer file.

### Batch Status

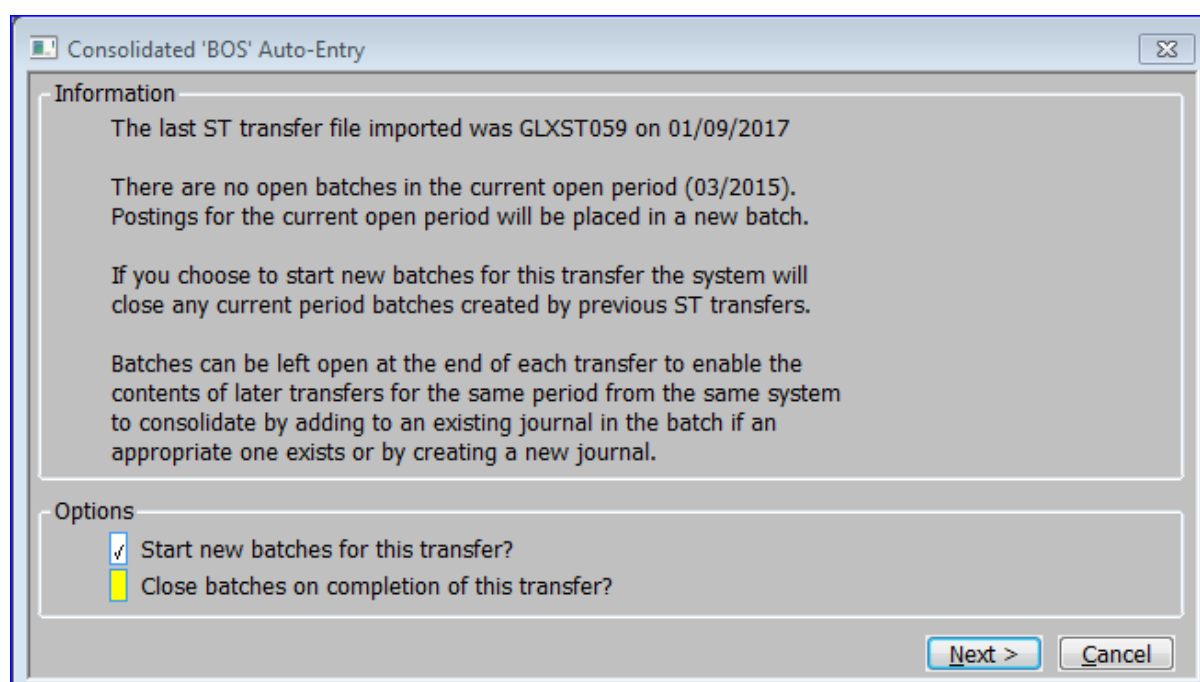
**Post created batch (thus disabling later amendment)?** ✓ if you want General Ledger to automatically post the batch when it is successfully transferred. This means you cannot make any changes to the batch.

Leave blank if you want General Ledger to leave the batch open. You can then amend it in the normal way via Transaction Entry.

### Application Button

**Next >** A Confirmation message is displayed. If accepted the transfer file is imported.

## Consolidated 'BOS' Auto-Entry



**Figure 30: Consolidated 'BOS' Auto-Entry window**

This window is displayed when you do one of the following:

- Select in the Auto-Entry Sources window, a 'BOS' interface for which no new transfer files are waiting.
- Select an option from the Confirm menu for a 'BOS' interface.

*Please Note* This window is only displayed if the interface is set to “Allow consolidation across transfers?” (See the Interface File Definitions window). Otherwise this window is replaced by the Options menu and Auto Entry window.

The title bar of this window reflects the format of the selected interface.

**Purpose** The purpose of the consolidated auto-entry window is to determine whether Auto-Entry is to start new batches for the file being imported or add to open batches if they exist. It also determines whether or not Auto-Entry is to close batches on completion.

### Options

**Start New Batches for this transfer?** ✓ (Locked on enabled, if there are no open batches in the current open period to add to) to instruct auto-entry to build new batches for the details imported in this run.

Leave blank to instruct auto-entry to add to existing open batches and journals if they exist and only start new batches or journals if none suitable for the selected interface are open in the appropriate period.

**Close Batches on Completion of this Transfer?** ✓ this option to instruct auto-entry to close any open batches for the selected interface in the current open period on completion. This will happen regardless of whether the transfer is instructed to start new batches or add to existing batches and regardless of whether or not the import actually processes any details.

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# Budgets and Forecasts

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**Introduction** Budgets and forecasts can be held at both individual account and group levels. The level at which they are entered is selected when the group is created.

- If budgets and forecasts are entered at group level, account level budgets are not used for accounts in that group.
- If budgets and forecasts are entered at account level the group budget or forecast is the sum of the account level values, and may not be maintained directly.

Budgets and forecasts are printed on statements and comparative reports, and shown in enquiries. In statements, account level budgets are shown in schedules for those groups that support them.

**Budgets** The method of entering budgets is the same for both accounts and account groups. You can enter budgets:

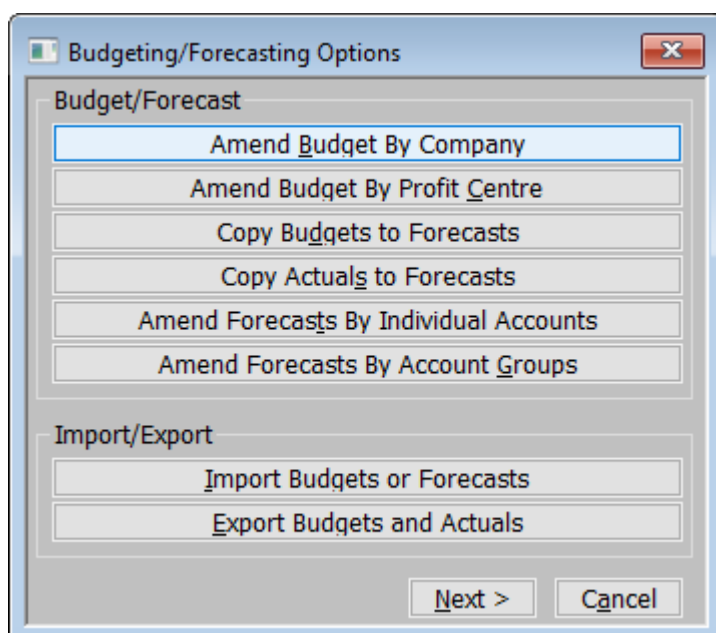
- **Top-down** via the Amend Budget by Company option. In this method you enter the company's budget figures for each account or account group for the whole year. You can then allocate the annual amount to the company's profit centres and across the financial periods by selecting profit centre and periodic profiles, or manually.
- **Bottom-up** via the Amend Budget by Profit Centre option. In this method you enter budget figures for individual profit centres and together these go to make up the budget for the company. There is also an option to copy the budget or actual figures from the current or previous years.
- **Via a combination of these methods.** For example, you could start the budget process using the top-down approach, then take the individual profit centre budgets that result and modify them on an individual basis to arrive at the final budget for the year.

*Please Note* You can also set up account group budgets in a standard spreadsheet, and import them into General Ledger via the Import Budgets or Forecasts option. When you do this, the imported figures over-write any existing budgets for the account groups and periods whose budgets are imported. This option is not available for account budgets.

**Forecasts** At any time, forecasts represent your best estimate of future figures. The method of entering forecasts is the same for both accounts and account groups. When creating forecasts, you generally start by copying the completed budget to the forecast. You can then modify the forecast figures for individual profit centres and accounts or account groups, as a result of additional considerations not included in the budget process. As the year progresses, you can continue to update the forecast figures in this way or you can replace them by the actual figures.

*Please Note* You can also import account group forecasts into General Ledger, via the Import Budgets or Forecasts option, as explained above for account group budgets.

## Budgeting/Forecasting Options



**Figure 31: Budgeting/Forecasting Options menu**

This menu is displayed when you select 'Budgets and Forecasts' from the 'Transaction Entry' menu.

### *Budget/Forecast*

- |                                      |  |
|--------------------------------------|--|
| <b>Amend Budget by Company</b>       | Enter and amend budgets from the top-down. When you select this option, you are first asked to select whether you want to amend account budgets or account group budgets. ⇒ Account Group Budget Totals window. See page 56. |
| <b>Amend Budget by Profit Centre</b> | Enter and amend budgets from the bottom-up. When you select this option ⇒ Profit Centre Selection window. See page 64.   |
| <b>Copy Budgets to Forecasts</b>     | Copy budget figures to forecasts for all profit centres in the ledger for a selected range of periods in the selected financial year. When you select this option ⇒ Copy Budgets to Forecasts window. See page 68.           |

*Please Note* You normally use this option to create initial forecasts when you have finalised the budgets. After you have copied the budget figures to the forecast, you can make any necessary changes via the Amend Forecasts option.

- |                                  |   |
|----------------------------------|---|
| <b>Copy Actuals to Forecasts</b> | Copy actual figures to forecasts for all profit centres in the ledger for a selected range of periods in the selected financial year. When you select this option, ⇒ Copy Actuals to Forecasts window. See page 69. |
|----------------------------------|---|

*Please Note* You normally use this option to revise forecasts once the actuals are available. After you have copied the actual figures to the forecast, you can make any necessary changes via the Amend Forecasts option.

- |   |  |
|---|--|
| <b>Amend Forecasts By Individual Accounts</b> | Enter and amend forecasts for budgets for accounts where budgets are held at individual account level. When you select this option, you are first asked to select which profit centre you wish to update the forecasts for, followed by the Account Forecasts window. See page 70. |
|---|--|

---

**Amend Forecasts By Account Groups** Enter and amend forecasts for budgets for account groups where budgets are not held at individual account level. When you select this option, you are first asked to select which profit centre you wish to update the forecasts for, followed by the Account Group Forecasts window. See page 72.

### *Import/Export*

**Import Budgets or Forecasts** Import budget or forecasts from a spreadsheet/csv format file. ⇒ Import Options window. See page 74.

**Export Budgets and Actuals** Export budget and actual figures to a spreadsheet/csv format file. ⇒ Export Budgets and Actuals window. See page 81.

## Amend Budgets by Company

### Account Group Budget Totals

Group ID	Group Title	Budget By	Total Budget
1000	Sales	Account	5,000,000
1100	Cost of Sales	Account	2,575,000
1200	General Overheads	Account	705,000
1300	Employee Costs	Account	69,000
1400	Finance Costs	Account	20,000
1500	Business Expenses	Account	115,500
1600	Energy Costs	Group	60,000
1700	Repairs & Maintenance	Group	10,000

Figure 32: Account Group Budget Totals window

This window is displayed when you select 'Amend Budget by Company' from the Budgeting/Forecasting Options menu. See page 54.

**Purpose** This window lists the selected company's groups, showing their total annual budgets. It enables you to select a group to amend its budget.

You can amend group level budgets.

- By amending the total displayed in this window. You are then prompted for a profit centre profile and a periodic profile. General Ledger then distributes the amount across the profit centres and financial periods accordingly, overwriting any existing budget.
- By selecting an entry and pressing <Return> again without amending the total for the entry. You can then amend individual profit centre budgets for the account group via the Account Group Budget Amendment window, which appears next.

#### Scrolled Section

**Group ID** (*Display only.*) The id of the account group.

**Group Title** (*Display only.*) The title of the account group.

**Budget By** (*Display only.*) – Set to Group if budgets are held at the account group level. Set to Account if the current group uses account level budgets.

**Total Budget** (*'Display Only' if budgets held at account level.*) The selected company's budget for the account group for the financial year.

If you want to allocate a new amount via profit centre and periodic profiles, enter the new amount here.

If you want to distribute a new amount across the profit centres manually, do not change the amount at this prompt.

If you want to view the allocation of the budget, do not change the amount at this prompt.



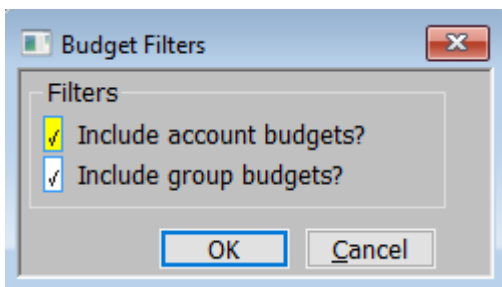
**Please Note** Enter the budget figure as a positive amount without decimal places. General Ledger automatically stores the budget amount as a debit or credit according to the type of the account group.

- On completion** (Budget held at Group level.)
- *If you changed the budget amount* ⇒ Budget Allocations window. See Page 59.
  - *Otherwise* ⇒ Budgets for Group window. See page 62.
- (Budget held at Account level.)
- Account Selection window. See page 58.

**Application Buttons**

- Group Budgets** *(Only available if budget held at group level and amount not changed)*  
⇒ Budgets for Group window. See page 62.
- Filters** Allows you to select which type of groups to list in the main window. ⇒ Budgets Filter window. See page 57.

**Budget Filters**



**Figure 33: Budget Filters window**

This window is displayed when you press the [Filters] button on the Account Group Budget Totals window. See page 56.

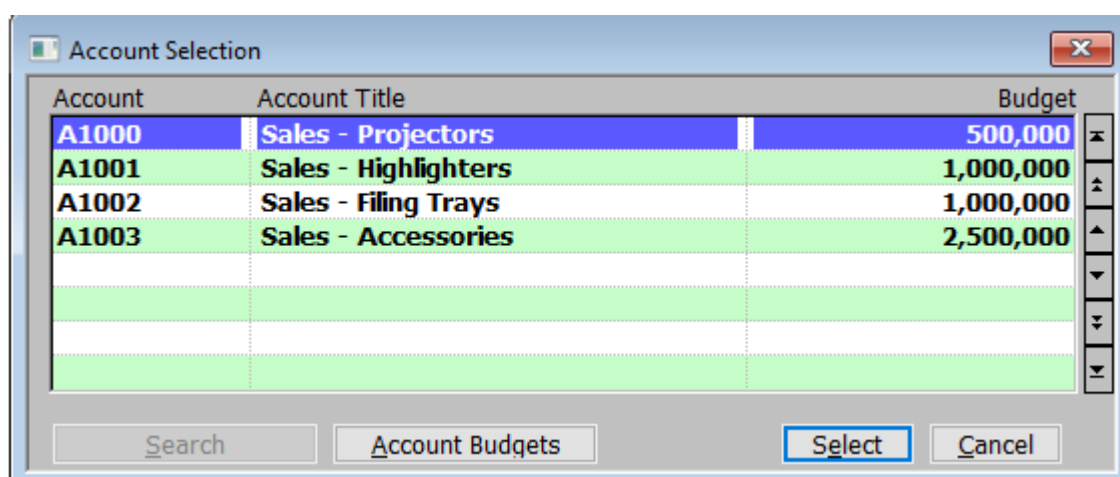
**Purpose** This window allows you to restrict which type of groups are listed when maintaining budgets.

**Filters**

- Include account budgets?** ✓ to include account groups, where the budgets are held at individual account level.
- Include group budgets?** ✓ to include account groups, where the budgets are held at account group level.

**Please Note** At least one option must be selected.

## Account Selection



**Figure 34: Account Selection window**

This window is displayed when you select an account from the Account Group Budgets Totals window for a group where the budget is held at individual account level. See page 56.

**Purpose** This window lists the selected company's accounts, showing their total annual budgets. It enables you to select an account to amend its budget.

You can amend the budget:

- By amending the total displayed in this window. You are then prompted for a profit centre profile and a periodic profile. General Ledger then distributes the amount across the profit centres and financial periods accordingly, overwriting any existing budget.
- By selecting an entry and pressing <Return> again without amending the total for the entry. You can then amend individual profit centre budgets for the account via the Budgets for Account window.
- By selecting the [Account Budgets] button, you can also amend individual profit centre budgets for the account, via the Budgets for Account window.

*The prompts are:*

**Account** (*Display only.*) – The id of the account or account group.

**Account Title** (*Display only.*) – The title of the account or account group.

**Budget** The selected company's budget for the account or account group for the financial year.

- If you want to allocate a new amount via profit centre and periodic profiles, enter the new amount here.
- If you want to distribute a new amount across the profit centres manually or view the allocation of the budget, do not change the amount at this prompt.

*Please Note* Enter the budget figure as a positive amount without decimal places. General Ledger automatically stores the budget amount as a debit or credit according to the type of the account or account group.

**On completion** If you changed the budget amount ⇒ Budget Allocation window.  
*Otherwise* ⇒ Budgets for Account window. See page 60.

### Application Button

**Account Budgets** Amend the individual profit centres budget for the account. ⇒ Budgets for Account window. See page 60.

## Budget Allocation

**Figure 35: Budget Allocation window**

This window is displayed when you change the budget amount in the Account Group Budget Totals window (See page 56) or the Account Selection window See page 58.

**Purpose** This window enables you to specify the profiles you want to use to distribute the account or account group budget across the company's profit centres and the periods in the selected financial year.

### The prompts are:

- Profit centre profile** Enter the profile you want to use to distribute the budget between the profit centres. A [Search] is available.
- Periodic profile** Enter the profile you want to use to allocate the budget across the periods in the selected financial year. A [Search] is available.
- Proceed with budget allocation?** ✓ (*default*) to confirm that you want to allocate the budget according to the profiles selected above. Clear (blank) to return to the Account/Account Group Selection window.
- On completion** If you ✓'ed to proceed, the budget is allocated. ⇒ Account Group Budget Totals window (See page 56) or the Account Selection window See page 58.

## Budgets for Account.

PC	Title	Profile	Value/%age	Annual Budget
MID	Birmingham Office	B		166,667 C
NTH	Bolton Office	B		166,666 C
STH	London Office	B		166,667 C

Total

Total budget for account **A1000** **500,000 C**

Details

1	31/01/15	<b>13,889</b>	7	31/07/15	<b>13,889</b>
2	28/02/15	<b>13,889</b>	8	31/08/15	<b>13,889</b>
3	31/03/15	<b>13,889</b>	9	30/09/15	<b>13,889</b>
4	30/04/15	<b>13,889</b>	10	31/10/15	<b>13,889</b>
5	31/05/15	<b>13,889</b>	11	30/11/15	<b>13,889</b>
6	30/06/15	<b>13,889</b>	12	31/12/15	<b>13,888</b>

Group Details

Group **1000** **Sales** Budget **5,000,000 C**  
 Normal sign **CR** **MID** Budget **1,834,999 C**

Buttons: Search, Amend, Apply, Close

**Figure 36: Budgets for Account window**

This window is displayed when you complete your replies in the Account Selection window without altering the budget.

**Purpose** This window shows details of the selected account and lists the profit centres for the selected company. It shows details of how the company's account budget for the selected financial year is allocated across the profit centres.

This window enables you to:

- Amend the budget allocation for each profit centre by entering either a percentage adjustment or an amount the budget is to be increased or decreased by.
- Distribute the amended profit centre budget across the financial periods via a periodic profile or manually. If necessary, you can use a different periodic profile for each profit centre.

### Scrolled Section (Profit Centres)

**PC** (Display only.) The code of the profit centre.

**Title** (Display only.) The title of the profit centre.

**Profile** The periodic profile to be used to distribute the profit centre's budget across the periods in the selected financial year. Do one of the following:

- If you want to increase or decrease the annual budget by a fixed amount and to allocate this across the financial periods by means of a periodic profile, enter the code of the profile to be used.
- If you want to increase the existing periodic figures by a percentage, leave the profile blank.
- If you want to enter the periodic budgets manually, leave both the profile and the next prompt blank.
- If you want to redistribute the existing total annual budget for the profit centre according to a different profile, enter the profile to be used and leave the next prompt blank. A [Search] is available.

**Value/%age** Do one of the following:

- Enter the change in the budget as a positive or negative amount.
- Enter the percentage by which the budget is to increase or decrease. You indicate a percentage change with a trailing % sign; a decrease by a negative figure, an increase by a positive figure. The percentage change can have up to four places before and after the decimal point; e.g. 1234.1234%.
- Leave this and the profile prompt blank if you want to enter the periodic budgets manually.

*Please Note* If you enter a non-percentage change in the budget here but you did not enter a profile at the previous prompt, you are prompted for the periodic profile to be used. ⇒ Profile Selection window.

**Annual budget** (*Display only.*) The selected company's total annual budget for the profit centre and account combination.

*Please Note* Budget amounts are always whole numbers and are displayed as positive amounts. General Ledger automatically stores the budget amount as a debit or credit according to the type of the account. A message in the lower part of the window indicates whether the budget is stored as a credit or debit value.

### Total (*Display only*)

**Total budget for account** The account code followed by the total budget value across all profit centres.

### Details

**(Period)** (*Display only.*) The financial period number and end date.

**(Budget)** If you left both the 'Profile' and the 'Value/%age' prompts above blank, you can enter the period budgets manually.

*Otherwise*, the budget for the financial period is displayed and cannot be changed.

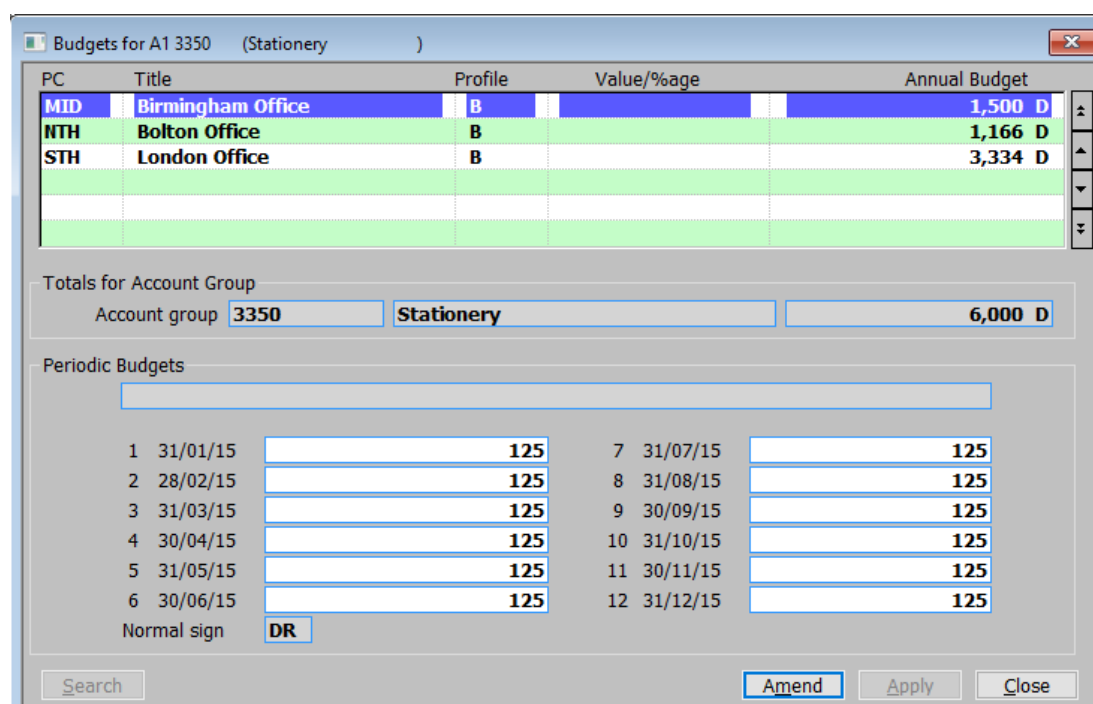
*Please Note* The above prompts repeat for each period in the financial year.

### Group Details

**Group** The account group to which the account belongs followed by the Group Total.

- Budget** The budget for that account group.
- Normal Sign** The normal sign for that account group.
- The currently selected profit centre.
- Budget** The total budget for that Profit centre in the Account group.
- On completion* General Ledger automatically calculates the new periodic and total annual budget according to your responses.

## Budgets for Group



**Figure 37: Budgets for Group window**

This window is displayed when:

- You complete your replies in the Account Group Budget Totals for an account group window where the budget is held at account group level, without altering the budget.
- Select the [Group Budgets] button in the Account Group Budget Totals window.

**Purpose** This window shows details of the selected group and lists the profit centres for the selected company. It shows details of how the company's group budget for the selected financial year is allocated across the profit centres.

This window enables you to:

- Amend the budget allocation for each profit centre by entering either a percentage adjustment or an amount the budget is to be increased or decreased by.
- Distribute the amended profit centre budget across the financial periods via a periodic profile or manually. If necessary, you can use a different periodic profile for each profit centre.

---

### Profit Centres (Scrolled)

- PC** (*Display only.*) The code of the profit centre.
- Title** (*Display only.*) The title of the profit centre.
- Profile** The periodic profile to be used to distribute the profit centre's budget across the periods in the selected financial year. A [Search] is available. Do one of the following:
- If you want to increase or decrease the annual budget by a fixed amount and to allocate this across the financial periods by means of a periodic profile, enter the code of the profile to be used.
  - If you want to increase the existing periodic figures by a percentage, leave the profile blank.
  - If you want to enter the periodic budgets manually, leave both the profile and the next prompt blank.
  - If you want to redistribute the existing total annual budget for the profit centre according to a different profile, enter the profile to be used and leave the next prompt blank.
- Value/%age** Do one of the following:
- Enter the change in the budget as a positive or negative amount.
  - Enter the percentage by which the budget is to increase or decrease. You indicate a percentage change with a trailing % sign; a decrease by a negative figure, an increase by a positive figure. The percentage change can have up to four places before and after the decimal point; e.g. 1234.1234%.
  - Leave this and the profile prompt blank if you want to enter the periodic budgets manually.

*Please Note* If you enter a non-percentage change in the budget here but you did not enter a profile at the previous prompt, you are prompted for the periodic profile to be used.

**Annual Budget** (*Display only.*) The selected company's total annual budget for the profit centre and group combination.

*Please Note* Budget amounts are always whole numbers and are displayed as positive amounts. General Ledger automatically stores the budget amount as a debit or credit according to the type of the account group. A message in the lower part of the window indicates whether the budget is stored as a credit or debit value.

### Totals for Account Group (Display only)

**Account Group** The Account group code followed by its title.  
The total budget for the account group.

### Periodic Budgets

**(Period)** (*Display only.*) The financial period number and end date.

**(Budget)** *If you left both the 'Profile' and the 'Value/age' prompts above blank, you can enter the period budgets manually.*

*Otherwise, the budget for the financial period is displayed and cannot be changed.*

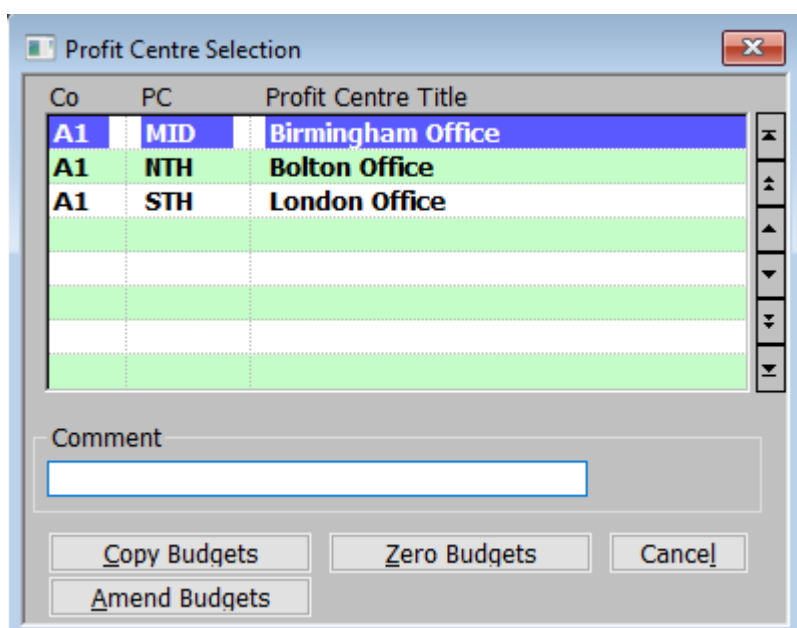
*Please Note* The above prompts repeat for each period in the financial year.

**Normal Sign** The normal sign for that account group.

**On exit** ⇒ Group Selection window.

## Amend Budget by Profit Centre

### Profit Centre Selection



**Figure 38: Profit Centre Selection window**

This window is displayed when you select Amend Budget by Profit Centre from the Budgeting/Forecasting Options menu.

**Purpose** This window lists all the company and profit centre combinations, and it enables you to select the one whose budgets and forecasts you want to work on.

#### Application Buttons

**Copy Budgets** Create a budget for the selected profit centre by copying its, or any other profit centres, budget or actual figures for this or a previous financial year. ⇒ Budget Copy Facility window. See page 67.

**Zero Budgets** Zeroise the budget for the selected company and profit centre. General Ledger asks you for confirmation first. You are returned to the Profit Centre Selection window.

**Amend Budgets** This option lists the accounts or account groups enabled for the selected company and profit centre, and enables you to view and amend their budget allocations. ⇒ Budgets for Profit Centre window. See page 65.



## Budgets for Profit Centre

Group	Title	Budget by	Profile	Value/Percentage	Budget
1200	General Overheads	Account			235,000 D
1300	Employee Costs	Account			23,001 D
1400	Finance Costs	Account			6,666 D
1500	Business Expenses	Account			33,667 D
1600	Energy Costs	Group	B		15,000 D
1700	Repairs & Maintenance	Group	B		5,000 D

Total for Profit Centre

Total budget for **MID** **Birmingham Office** **476,665 C**

Periodic Budgets

1	31/01/15	19,583	7	31/07/15	19,585
2	28/02/15	19,583	8	31/08/15	19,582
3	31/03/15	19,584	9	30/09/15	19,585
4	30/04/15	19,583	10	31/10/15	19,582
5	31/05/15	19,585	11	30/11/15	19,585
6	30/06/15	19,583	12	31/12/15	19,580

Normal sign **DR**

**Figure 39: Budgets for Profit Centre window**

This window is displayed when you select Amend Budgets from the Profit Centre Selection window.

**Purpose** This window lists the accounts or account groups which have been enabled for the selected company and profit centre, showing their total annual budget and how this is allocated across the financial periods. Details of the selected company and profit centre are shown in the upper part of the window. This window enables you to:

- Amend the budget allocation for each account or account group by entering either a percentage adjustment or an amount the budget is to be increased or decreased by.
- Distribute the amended budget across the financial periods via a periodic profile or manually.

### Totals for Profit Centre

*(Display only.)* – This section shows the profit centre and budget total currently being amended.

### Scrolled section

**Group** *(Display only.)* – The id of the account group.

**Title** *(Display only.)* – The title of the account group.

**Budget by** *(Display only.)* – The level at which budgets are held for this account group. This can either be 'Account' or 'Budget'.

**Profile** The periodic profile to be used to distribute the account or account group's budget across the periods in the selected financial year.

You can do one of the following:

- If you want to increase or decrease the annual budget by a fixed amount and to allocate this across the financial periods by means of a periodic profile, enter the code of the profile to be used. A [Search is available].
- If you want to increase the existing periodic figures by a percentage, leave the profile blank.
- If you want to enter the periodic budgets manually, leave both the profile and the next prompt blank.
- If you want to redistribute the existing total annual budget for the profit centre according to a different profile, enter the profile to be used and leave the next prompt blank.

**Value/age** You can do one of the following:

- Enter the change in the budget as a positive or negative amount.
- Enter the percentage by which the budget is to increase or decrease. You indicate a percentage change with a trailing % sign; a decrease by a negative figure, an increase by a positive figure. The percentage change can have up to four places before and after the decimal point; e.g. 1234.1234%.
- Leave this and the profile prompt blank if you want to enter the periodic budgets manually.

*Please Note* If you enter a non-percentage change in the budget here but you did not enter a profile at the previous prompt, you are prompted for the periodic profile to be used.

**Annual budget** (*Display only.*) – The selected company's total annual budget for the profit centre and account or account group combination.

*Please Note* Budget amounts are always whole numbers and are displayed as positive amounts. General Ledger automatically stores the budget amount as a debit or credit according to the type of the account or account group. A message in the lower part of the window indicates whether the budget is stored as a credit or debit value.

### Total for Profit Centre

**Total budget for** (*Display only.*) – The profit centre code, description and budget total.

### Periodic Budgets

**Period** (*Display only.*) – The number and end date of the financial period.

(*Budget*) If you left both the 'Profile' and the 'Value/age' prompts above blank, you can enter the period budgets manually.

Otherwise, the budget for the financial period is displayed and cannot be changed.

*Please Note* The period and budgets prompts are shown for each period of the current financial year.

*On completion* General Ledger automatically calculates the new periodic and total annual budget according to your responses.

## Application Button

**Filters** Allows you to select which type of groups to list in the main window. ⇒ Budgets Filter window. See page 57.

## Budget Copy Facility

The screenshot shows a dialog box titled "Budget Copy Facility - Parameter Specification". It contains the following fields and values:

- Copy Source**
  - Copy from financial year: 2014
  - Copy from company: A1
  - Copy from profit centre: MID
  - Copy budgets or actuals: Actuals
- Copy Output**
  - Percentage uplift (+/-): 0.0000
  - Periodic profile ID: A

Buttons: Search, OK, Cancel.

**Figure 40: Budget Copy Facility window**

This window is displayed when you select Copy Budgets from the Profit Centre Selection window. See page 64.

**Purpose** This window enables you to create a budget for the selected company and profit centre by copying its, or any other profit centres, budget or actual figures for this or a previous financial year.

### Copy Source

- Copy from financial year** Enter the financial year whose budget or actual figures you want to copy.
- Copy from company** Enter the id of the company whose budget or actual figures you want to copy. A [Search] is available.
- Copy from profit centre** Enter the code of the profit centre whose budget or actual figures you want to copy. A [Search] is available.
- Copy budget or actuals** Select from a drop down menu what type of figures to use as the source for the budget. Choose from:
  - **Budgets** - if you want to copy **budget** figures.
  - **Actuals** - if you want to copy **actual** figures.

### Copy Output

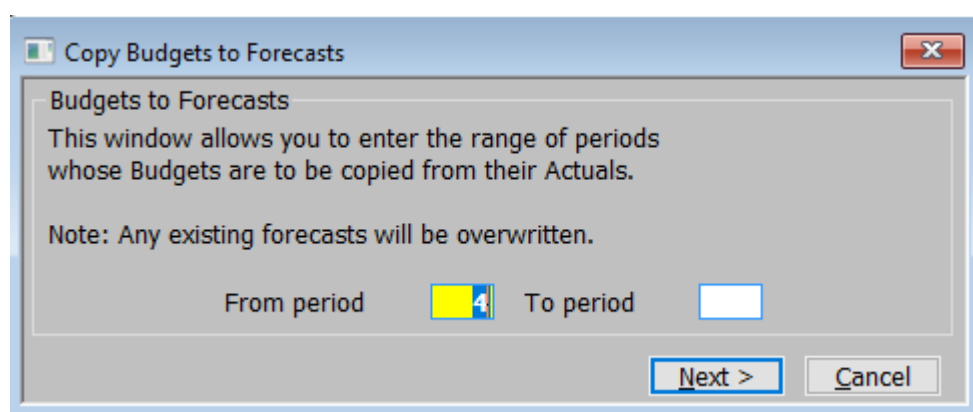
- Percentage uplift (+/-)** Enter the percentage by which you want to increase or decrease the figures or leave blank for no change. You indicate a decrease by a negative figure, an increase by a positive figure. The percentage change can have up to four places before and after the decimal point; e.g. 1234.1234.

**Periodic profile ID** Enter the periodic profile you want to use to distribute the budget across the periods in the selected financial year. A [Search is available].

*On completion* If you chose to proceed with the copy, the figures are copied.

⇒ Profit Centre Selection window. See page 64.

## Copy Budgets to Forecasts



**Figure 41: Copy Budgets to Forecasts window**

This window is displayed when you select Copy Budgets to Forecasts from the Budgeting/Forecasting Options menu. See page 54.

**Purpose** The copy budgets to forecasts option copies account or account group budget figures to forecasts **for all profit centres in the ledger** for a selected range of periods in the selected financial year. This window enables you to specify the range of financial periods whose budgets you want to copy to forecasts.

The copy budget to forecasts option is generally used to create initial forecasts when the budgets have been finalised. When you have copied the figures you can make any necessary changes by using the Amend Forecasts option.

*Warning* Any previously entered forecast figures are lost in the copy process: you should ensure that you have completed the budget process before copying the budget figures to the forecast.

### *Budgets to Forecasts*

**From period** Enter the first period whose budgets you want to copy to forecasts for the selected financial year.

**To period** Enter the last period whose budgets you want to copy to forecasts for the selected financial year.

*On confirmation* The account or account group budgets of all profit centres in the ledger are copied to establish forecasts for the range of periods selected above in the selected financial year.

## Copy Actuals to Forecasts

**Figure 42: Copy Actuals to Forecasts window**

This window is displayed when you select 'Copy Actuals to Forecasts' from the Budgeting/Forecasting Options menu. See page 54.

**Purpose** The copy actuals to forecasts option copies account and group actual figures to forecasts **for all profit centres in the ledger** for a selected range of periods in the selected financial year. This window enables you to specify the range of financial periods whose actual figures you want to copy.

The copy actuals to forecasts option is generally used to revise forecasts once the actuals are available. When you have copied the figures you can make any necessary changes by using the Amend Forecasts option.

**Warning** Any previously entered forecast figures are lost in the copy process: you should ensure that you have completed the budget process before copying the budget figures to the forecast.

### Actuals to Forecasts

**From period** Enter the first period whose actual figures you want to copy to forecasts for the selected financial year.

**To period** Enter the last period whose actual figures you want to copy to forecasts for the selected financial year.

### Options

**Restrict to company** This is used to restrict the copy of actuals to forecast to a single company, if you wish to copy actuals to forecasts for all companies leave this prompt blank. A [Search] is available.

**Copy actuals for all accounts?** ✓ to copy all accounts regardless of whether or not a budget or forecast has already been defined. Leave blank if actuals are only copied for accounts that already have a budget or forecast.

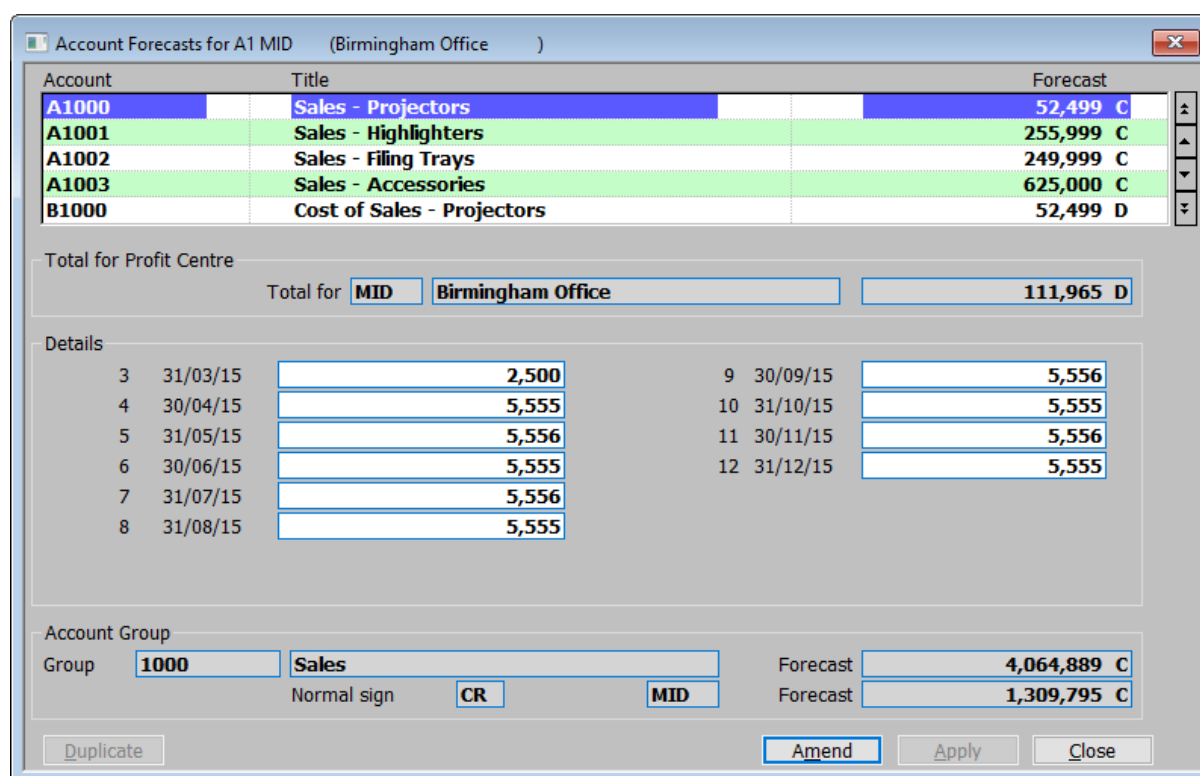
*Please Note* This only applies to accounts within groups configured to hold budgets and forecasts at individual account level.

*Application Button*

**Next >** The account and group actual figures of all profit centres in the ledger are copied to forecasts for the range of periods selected above in the selected financial year.

## Amend Forecasts by Individual Accounts

### Account Forecasts



**Figure 43: Account Forecasts window**

This window is displayed when you select 'Amend Forecasts By Individual Accounts' from the 'Budgeting and Forecasting Options menu' and then select a company and profit centre in the Profit Centre Selection window.

**Purpose** This window lists the accounts which have been enabled for the selected company and profit centre, showing their forecast figures.

*Scrolled Section (Display only)*

- Account** The id of the account.
- Title** The title of the account.
- Forecast** The total forecast for the selected company and profit centre and account.

---

*Please Note* Forecast figures are always whole numbers and are displayed as positive amounts. General Ledger automatically stores the forecast amount as a debit or credit according to the type of the account or account group.

### *Total for Profit Centre (Display only)*

**Total for** The profit centre code, description and the total forecast for the selected company and profit centre.

### *Details*

*Please Note* The first period displayed is the current one.

*(Period)* *(Display only.)* – The period number and end date.

*(Forecast)* Enter the figures for the forecast for the financial period.

### *Account Group (Display only)*

**Group** The account group (and its description) to which the currently selected account belongs.

**Forecast** The total forecast for all profit centres for that account group.

**Normal sign** The normal accounting sign for that account group.

*(Blank)* The currently selected profit centre code.

**Forecast** The total forecast for the currently selected profit centre for that account group.

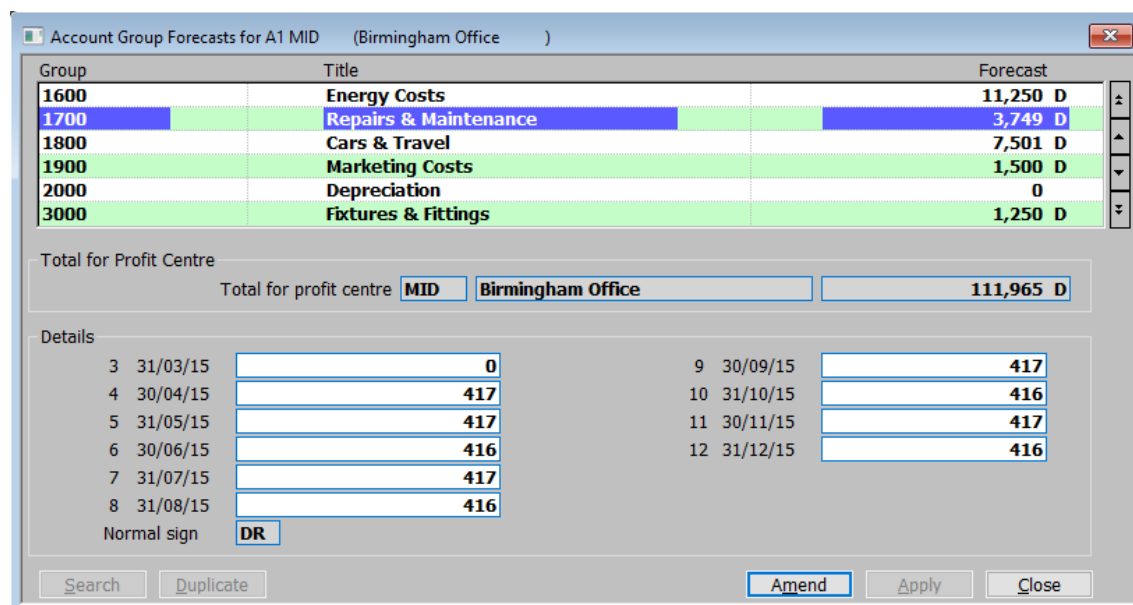
### *Application Button*

**Duplicate** *(Only if a period is selected for forecast amendment.)* – The forecast figure for the currently selected period is copied to all the subsequent periods and the total is recalculated accordingly.

---

## Amend Forecasts by Account Groups

### Account Group Forecasts



**Figure 44: Account Group Forecasts window**

This window is displayed when you select Amend Forecasts By Account Groups from the Budgeting and Forecasting Options menu and then select a company and profit centre in the Profit Centre Selection window.

**Purpose** This window lists the account groups which have been enabled for the selected company and profit centre, showing their forecast figures.

#### Scrolled Section (Display only)

- Group** The id of the account group.
- Title** The title of the account group.
- Forecast** The total forecast for the selected company and profit centre and account.

*Please Note* Forecast figures are always whole numbers and are displayed as positive amounts. General Ledger automatically stores the forecast amount as a debit or credit according to the type of the account or account group.

#### Total for Profit Centre (Display only)

**Total for profit centre** The profit centre code, description and the total forecast for the selected company and profit centre.

#### Details

*Please Note* The first period displayed is the current one.

(Period) (Display only.) – The period number and end date.

(Forecast) Enter the figures for the forecast for the financial period.

**Normal sign** The normal accounting sign for that account group.



The currently selected profit centre code.

*Application Button*

**Duplicate** *(Only if a period is selected for forecast amendment.)* – The forecast figure for the currently selected period is copied to all the subsequent periods and the total is recalculated accordingly.

---

## Import Budgets and Forecasts

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

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

When the import file contains data for a whole year, you can optionally restrict the import to one or a range of periods. The data is automatically imported into the corresponding periods in the selected financial year.

When the import file contains data for less than a whole year, you cannot restrict the number of periods imported. However you can select the periods in the current financial year that you want to import the data into.

*Please Note* The following limitations apply when importing budgets/forecasts.

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

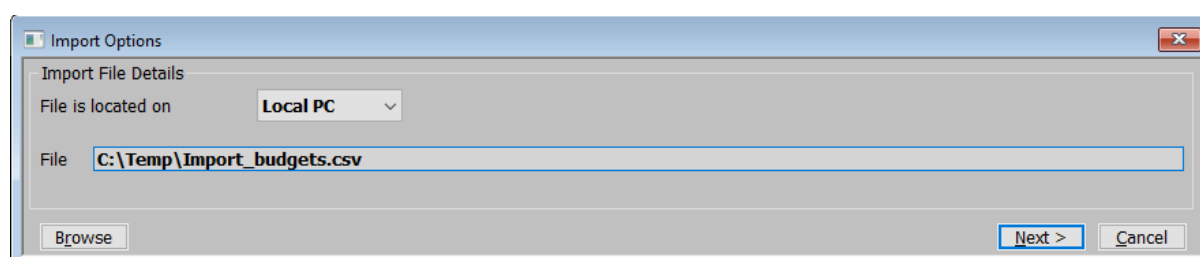
- Company id.
- Profit centre.

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 45: Import Options window**

This window is displayed when you select Import Budgets or Forecasts from the Budgeting/Forecasting Options menu. See page 54.

**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 drop down menu:

- **Local PC** – The folder specified in the path is on the PC currently running GX.
- **Server** – The folder specified in the path 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 'Desktop' 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.

## Application Buttons

**Browse** *(Only use if the import file is located on the Local PC.)* – Browse your local PC to help locate and specify the path for the file to be imported.

**Next >** Go to the Import Budgets and Forecasts window. See page 75.

## Import Budgets and Forecasts

**Figure 46: Import Budgets and Forecasts window**

This window is displayed when you select [Next >] from the Import Options window (See page 74) when running 'Import Budgets and Forecasts' from the Budgeting/Forecasting Options menu.

**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.

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** Select the type of figures to be imported from a drop down menu.

- **Budgets** – Importing budget figures.
- **Forecasts.** – Importing forecast figures.

### Structure

**Import file structure** Select the name of the import file structure that matches the file/spreadsheet to be imported. A [Search] is available. The import file structure specifies the layout and content of the file/spreadsheet being imported. If one does not exist you must use the [Create Structure] button to add one. The structure name is then displayed.

*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 Periods

**Number of periods in import file** (*Display only.*) – The number of periods of data in the CSV import file (taken from the selected file structure).

**Periods to be imported from... to** Specify 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.

**To** (*Display only.*) – The last period into which the imported data is to be placed. This is automatically calculated and displayed.

*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** Display the existing import file structure so you can select one for Import. ⇒ File Structure Selection window. See page 77.

**Create Structure** Create a new import file structure. ⇒ File Structure window. See page 78.

**Amend Structure** Amend an existing import file structure. ⇒ File Structure Selection window. See page 77.

**Delete Structure** Delete an existing import file structure. A confirmation message is displayed.

**< Back** This returns to the Import File Details window.

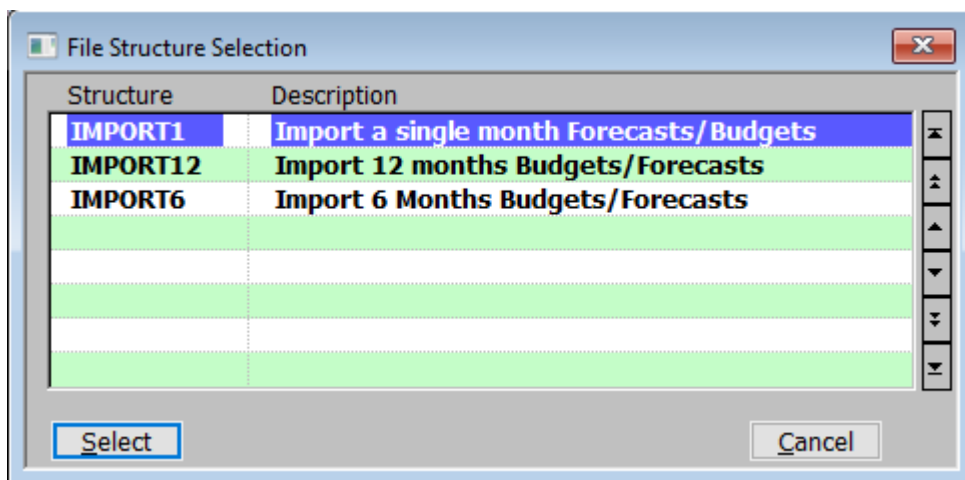
**Import** This imports the selected file using the selected file structure.

*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 47: File Structure Selection window**

This search window is displayed when you select [Amend Structure] or [Search] from the Import Budgets and Forecasts window.

### Displays

**Structure** The name of the structure.

**Description** The description of the structure.

### Application Button

- Select**
- If [Search] was selected at the Import File Structure prompt of the Import Budgets and Forecasts window then you are returned to that window with the selected Structure.
  - If [Amend Structure] was selected at the Import File Structure prompt of the Import Budgets and Forecasts window ⇒ File Structure window with the selected structure. See page 78.

## File Structure

**File Structure**

**Details**  
Please specify the file structure. The file/spreadsheet must contain at least one budget/forecast period value and all budget/forecast values must be sequential in the file. The file may contain up to 26 budget/forecast period values, however the number of periods that can actually be imported is limited to the number of periods in a single year.

**File Structure**

Structure name **IMPORT6**

Description **Import 6 Months Budgets/Forecasts**

Import file/spreadsheet contains header rows?  
Number of header rows **1**

Field position/column numbers for:

Company Id

Profit centre **2**

Account group **3**

Account code **4**

Position of 1st period value **6**

Number of budget/forecast period values in the file/spreadsheet **6**

Column Reference      **OK**      **Cancel**

**Figure 48: File Structure window**

This window is displayed if you select

- [C]reate Structure] in the Import Budgets and Forecasts window. See page 75.
- [A]mend Structure] in the Import Budgets and Forecasts window (See page 75) and then select a structure in the File Structure Selection window. See page 77.

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

### File Structure

**Name** *(Display only if amending an existing structure.)* – Enter a name for the structure being created.

**Description** Enter a description for the structure.

<i>Please Note</i>	<p>The following items are mandatory and must be present for each imported line of budgets/forecasts.</p> <p>Company id.</p> <p>Profit centre.</p> <p>At least one of the following two items must be present for each line in the import file.</p> <p>Account group.</p> <p>Account code.</p> <p>At least one budget/forecast period value must be present and the budget/forecast period values must be sequential in the file. 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.</p>
<b>Import file/spreadsheet contains header rows?</b>	✓ if the first line(s) of the import file/spreadsheet contains column headings.
<b>Number of header rows</b>	<i>(Only if the file contains header rows.)</i> – Enter the number of header rows within the import file.
<i>Please Note</i>	The number of header rows corresponds to the number of initial rows within the file which will be skipped when it is imported.
<b>Field position/column number for:</b>	
<b>Company Id</b>	<i>(Only if more than 1 company set up.)</i> – 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.
<i>Example</i>	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.
<b>Profit centre</b>	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.
<b>Account group</b>	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.
<b>Account code</b>	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.
<i>Please note</i>	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.
<b>Position of 1st period value</b>	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 Reference** 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.



## Export Budgets and Actuals

**Figure 49: Export Budgets and Actuals window**

This window is displayed when you select 'Export Budgets and Actuals' from the Budgeting/Forecasting Options menu. See Page 54.

**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.

---

## 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 allows you to specify whether figures are exported for individual accounts or for account groups. Select from a drop down menu.

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

## Ranges

**Actuals From period** *(Only if actuals are being exported.)* – Select the first period (within the currently selected financial year) for which actual figures are to be exported. A [Search] is available.

**To** *(Only if actuals are being exported.)* – Select the last period (within the currently selected financial year) for which actual figures are to be exported. A [Search] is available.

**Budgets From period** *(Only if budgets are being exported.)* – Select the first period (within the currently selected financial year) for which budget figures are to be exported. A [Search] is available.

**To** *(Only if budgets are being exported.)* – Select the last period (within the currently selected financial year) for which budget figures are to be exported. A [Search] is available.

**Profit centres From** Select the first profit centre whose data you wish to export. Leave blank for first. A [Search] is available.

**To** Select the last profit centre whose data you wish to export. Leave blank for last. A [Search] is available.

- 
- Account Groups From** *(Only if account group figures are being exported.)* – Select the first account group whose data you wish to export. Leave blank for first. A [Search] is available.
- To** *(Only if account group figures are being exported.)* – Select the last account group whose data you wish to export. Leave blank for last. A [Search] is available.
- Accounts From** *(Only if individual account figures are being exported.)* – Select the first account whose data you wish to export. Leave blank for first. A [Search] is available.
- To** *(Only if individual account figures are being exported.)* – Select the last account whose data you wish to export. Leave blank for last. A [Search] is available.

### Options

- Include account values?** *(Only available if exporting figures for account groups. Not available for templates.)* – ✓ 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.)* – ✓ to reverse the sign of all the figures as they are exported.

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