



# Global 3000 Service Pack Note Real-Time Posting

<b>Author</b>	DCP	
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## INTRODUCTION

This service pack updates Debtors Ledger, Creditors Ledger and Cash Manager to replace the existing posting mechanisms with real-time transaction posting.

**IMPORTANT NOTE: THIS SERVICE PACK MUST NOT BE APPLIED IF THERE ARE CURRENTLY ANY DEBTORS LEDGER, CREDITORS LEDGER OR CASH MANAGER BATCHES WITH A STATUS OF EITHER “\*POST” OR “BAD”. IF ON-LINE POSTING IS NOT IN USE ALL GL ANALYSIS MUST BE TRANSFERRED BEFORE THIS SERVICE PACK IS APPLIED. FAILURE TO DO SO MAY RESULT IN DATA CORRUPTION.**

This service pack updates Debtors Ledger (DL), Creditors Ledger (CL) and Cash Manager (CM) to fully replace the use of intermediate interface files with a new mechanism that provides real-time posting to General Ledger (GL). Debtors Ledger and Creditors Ledger have also be updated to post transactions to Cash Manager in the same manner.

The changes update Global 3000 DL, CL and CM so that they no longer generate intermediate posting files; instead they directly create GL transactions as their own transactions are posted. In addition Global 3000 DL and CM have been updated to use the same mechanism when posting to Cash Manager. In addition the ability to ‘drill up’ from a transaction in DL, CL and CM to its posting in the General Ledger has been provided.

### Notes:

- These changes mean that the General Ledger database must be available to Debtors Ledger, Creditors Ledger and Cash Manager (if GL is in use) and that the Cash Manager database must be available to both Debtors Ledger and Creditors Ledger (if CM is in use).
- The ‘Print GL Analysis Report’ and ‘Create GL Transfer File’ options have been removed from DL, CL and CM.
- The ability to post summary journals to General Ledger from CM, DL and CL has been removed by these changes; this includes summary postings to control accounts. Consolidation can still be achieved via the General Ledger account option to consolidate postings during auto-transfer which still applies to postings from CM, DL and CL.
- The ability to export batch details when a DL, CL or CM batch is posted will be removed by these changes.
- The ability to print a transfer report when DL and CL post to Cash Manager has been removed.

### Set-Up Required:

After this service pack is applied you must select General Ledger Interface Definitions and set the new sub-module option for all interfaces that relate to Global 3000 Debtors Ledger, Global 3000 Creditors Ledger or Global 3000 Cash Manager. Once this is complete you must then select Cash Manager Interface Definitions and ensure that the posting type option is set correctly for all interfaces that relate to Global 3000 Debtors Ledger and Global 3000 Creditors Ledger.

For completeness the Cash Manager interface definition within Debtors Ledger and Creditors Ledger should be deleted.

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## General Ledger Interface File Definition Window

The screenshot shows the 'Interface File Definition' window. At the top, the title bar reads 'global-dev:23 - P2 - Interface Definitions' and 'Current Period: 2005 / 3'. Below the title bar is a menu bar with 'File', 'Run', 'Settings', 'Options', and 'Help'. The main window area is titled 'Interface File Definition' and contains a table with the following data:

Source	Interface Title	Global 3000 Sub-module (DL, CL or CM)	Format
AR	Global 3000 Asset Register		BOS
CL	Global 3000 Creditors Ledger	✓	
CM	Global 3000 Cash Manager	✓	
DL	Global 3000 Debtors Ledger	✓	
GA	Chart Of Accounts Skeleton		SKA

Below the table are several configuration panels:

- File Details:** Filename: GLXARnnn, Type (if CSV):, Unit: ARD, Last sequence: 000.
- GL Accounts:** Balance profit centre: STH, Balance account: C1005, Suspense profit centre: STH, Suspense account: C1005.
- Interface Options:** Set title of created batch: From interface title. Checkboxes: Allow consolidation across transfers? (unchecked), Post created batch (thus disabling later amendment)? (unchecked).
- Drill Down:** Drill down enquiry allowed? (checked). Software Module: AR, Drill Down Service: LM970.
- File Deletion:** Delete transfer file following successful transfer? (checked). Transfer file deletion delay (in generations): 3.
- Last Transfer:** Last transfer performed by: [ ] on [ ] at [ ].

At the bottom of the window are buttons for 'Search', 'Amend', 'Apply', and 'Close'. The system tray at the very bottom shows 'Partition 2 Computer 1D', '12:10:41 DCP', 'GL590/W1', 'DSP', 'CAPS', and 'NL'.

This window appears when you select Interface Definitions from the General Ledger System Maintenance menu.

**Purpose** This window enables you to define interfaces and settings for:

- Postings from Global 3000 sub-modules (i.e. Global 3000 Debtors Ledger, Creditors Ledger and Cash Manager).
- Auto-entry, which enables you to transfer transactions automatically into General Ledger from other systems e.g.

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Global 3000 Asset Register, Stock Control and Asset Register or 3<sup>rd</sup> party applications.

- Data import from host, which enables you to import into General Ledger budgets and forecasts set up in other systems such as standard spreadsheet packages.
- Data export, which enables you to export data from General Ledger for use in other systems such as standard spreadsheet packages.

This window lists any interfaces that have already been defined.

*The prompts are:*

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

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

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

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

**Global 3000 Sub-module** Set this if the interface definition relates to a Global 3000 sub-module (i.e. Global 3000 Debtors Ledger, Global 3000 Creditors Ledger or Global 3000 Cash Manager).

**Format** *(Not for Global 3000 sub-modules)* The format of the interface, select one of the following:

- **BOS.** For transfers from Global 3000 systems version 4.2 or later. This format provides a report of each transfer which can be reprinted on request until the transfer file is deleted. This format also enables transactions posted to accounts marked for consolidation on auto-entry to be grouped by company, profit centre, account, and currency code, and posted as a single journal entry into the transfer batch (please note, if the VAT reconciliation report is in use then incoming transactions must have the same date, tax class and analysis codes in order for them to be consolidated). This is of particular use for cash posting accounts where detailed investigation of postings to the account is normally done in the sending system e.g. Cash Manager. A schedule of transactions comprising each consolidated journal can be printed on the auto-entry report.
- **B2.** For transfers from Global 2000 transfer files. This provides the same facilities as the BOS format, with the exception that the transfer report cannot be reprinted for previous transfers, and transactions cannot be consolidated by currency.
- **ITG.** For transfers from pre-version 4.2 Global 3000 systems. This format is retained for compatibility with older systems, however it does not offer the auto-entry report and consolidation features.
- **G2.** For transfers from older Global 2000 systems. Like the ITG format, this format does not offer the auto-entry report and

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consolidation features.

- **CSV.** For transfers to General Ledger via the Data Import from Host option. This option uses a comma separated variable (CSV) format file. This file may be processed within the GSM file system, (a Global format interface), in the host environment, (an Open format interface), or may be copied to the GSM file system before processing using Global Integrator (an Integrator format interface).
- **SKA.** If the interface definition relates to a GL chart of accounts skeleton.
- **SKC.** If the interface definition relates to a GL statement column skeleton.
- **SKL.** If the interface definition relates to a GL statement line skeleton.

**Transfer file id** *(Not for Global 3000 sub-modules and 'BOS' or 'ITG' format interfaces.)* Enter the id of the transfer file in up to eight characters. For 'B2' and 'G2' format interfaces, enter the name of the Nominal Ledger postings file from the Global 2000 system; e.g. 'SNA' for Sales Ledger, 'PAN' for Purchase Ledger. For CSV format interfaces, this is the name of the intermediate file in the GSM file system.

**Note** For 'BOS' and 'ITG' format interfaces, the file id is automatically created from the prefix 'GLX', the source id, and the next sequence number. For example, the first file posted from Global 3000 Asset Register would be 'GLXAR001', where 'AR' is the source id for Asset Register, and 001 is the next sequence number.

**Type** *(Only for 'CSV' format interfaces.)* Enter O (Open) if you wish the import file to be processed directly in the host file system. Enter G (Global) if you wish the file to be processed within the Global file system and enter I (Integrator) if you wish to use Global Integrator to transfer it from the host system.

**Unit** *(Not for Global 3000 sub-modules or open 'CSV' format interfaces.)* The unit on which the transfer file will reside. This can either be a unit address or a logical unit id.

**Last sequence** *('BOS' and 'ITG' format interfaces only.)* The sequence number of the last file to be transferred via this interface. This should not normally need to be changed.

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

**Balance profit centre/account** When the transactions in a transfer file do not balance, the Auto-entry program automatically creates a balancing journal. Enter the codes of the profit centre and account to which balancing journals created for transfers entered via this interface are to be posted. A look-up is available.

**Note** Auto-entry creates a balancing journal whenever one is required, regardless of whether batches are posted or left open on successful transfer.

**Suspense profit centre/account** Enter the codes of the profit centre and account to which transactions transferred via this interface are to be posted if their company, profit centre or account id are invalid. A look-up is available.

**Note** No transactions are rejected by Auto-entry; all invalid transactions are posted to the suspense account.

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

- From interface title. This (the default) sets the title of any batches created via the interface to the title of the interface.
- From transfer file. This sets the title of any batches created via the interface to the batch title specified in the interface file header record. For Global 3000 sub-modules this option is replaced with 'From sub-module parameters' and if selected the title of any batches created by the sub-module is set to the General Ledger batch title specified in the sub-modules system parameters.
- Manually. This setting will prompt the user for the title of each batch created via the interface.

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

**Allow consolidation across transfers?** *(Only for Global 3000 sub-modules and 'BOS' or "B2" format interfaces).*

If this is set General Ledger postings are incorporated into open batches and journals if available for the posting period.

For Global 3000 sub-modules, if this is set postings are incorporated into existing batches for the sub-module within the period being posted to. If this is not set (and created batches are posted – see below) a new batch is started each time the sub-module posts to General Ledger.

For 'BOS' and 'B2' format interfaces, if this is set General Ledger auto-entry offers to incorporate transferred analysis into open batches and journals if available for the posting period. If this is not set a new batch is automatically started for every transfer.

**Post created batch** *(Not available if postings are consolidated across transfers).*

For Global 3000 sub-modules, set this if you wish start a new batch each time a posting is made. If this is not set the postings are added to the first open batch (within General Ledger) for the sub-module/current system date. If there is no open batch for the sub-module/current system date a new batch is created. This ensures that postings for each sub-module are grouped based on the day they were posted. If this method is used incoming transactions (for accounts configured to consolidate postings at auto-entry) are consolidated with transactions that already exist in the batch.

If the interface definition does not relate to a Global 3000 sub-module, set this if you want auto-entry to always post the batches of journals it creates from details imported through this interface, preventing them from subsequently being amended. Otherwise, if this is not set auto-entry will leave the batches transferred via this interface open. If necessary, you can then amend the batches (codes only) in the standard way via Transaction Entry.

**Drill down enquiry allowed** *(For 'BOS' format interfaces only).* Set this if the software that posts through this interface provides drill down enquiry services. Set it to N otherwise.

**Software module** *(Only if Drill down enquiry is allowed)* Set this to the two character id of the software module posting through the interface. For example; if you

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are operating two Creditors Ledgers and have given them source id's "C1" and "C2", set the software module for each to "CL".

To list the standard codes for Global 3000 Software Modules issued by TIS Software Ltd, press the 'Search' button.

For other products, please contact your reseller or software supplier for the relevant information.

**Note** If an interface is used by a number of modules to send postings to General Ledger, you can set this to the id of any of those modules.

**Drill down service routine** (*Only if Drill down enquiry is allowed*) Set this to the name of the service routine provided with the software module to deal with drill down enquiries from the General Ledger. For all standard Global 3000 software modules supplied by TIS Software Ltd, this is "LM970" and should not be changed.

For other products, please contact your reseller or software supplier for the relevant information.

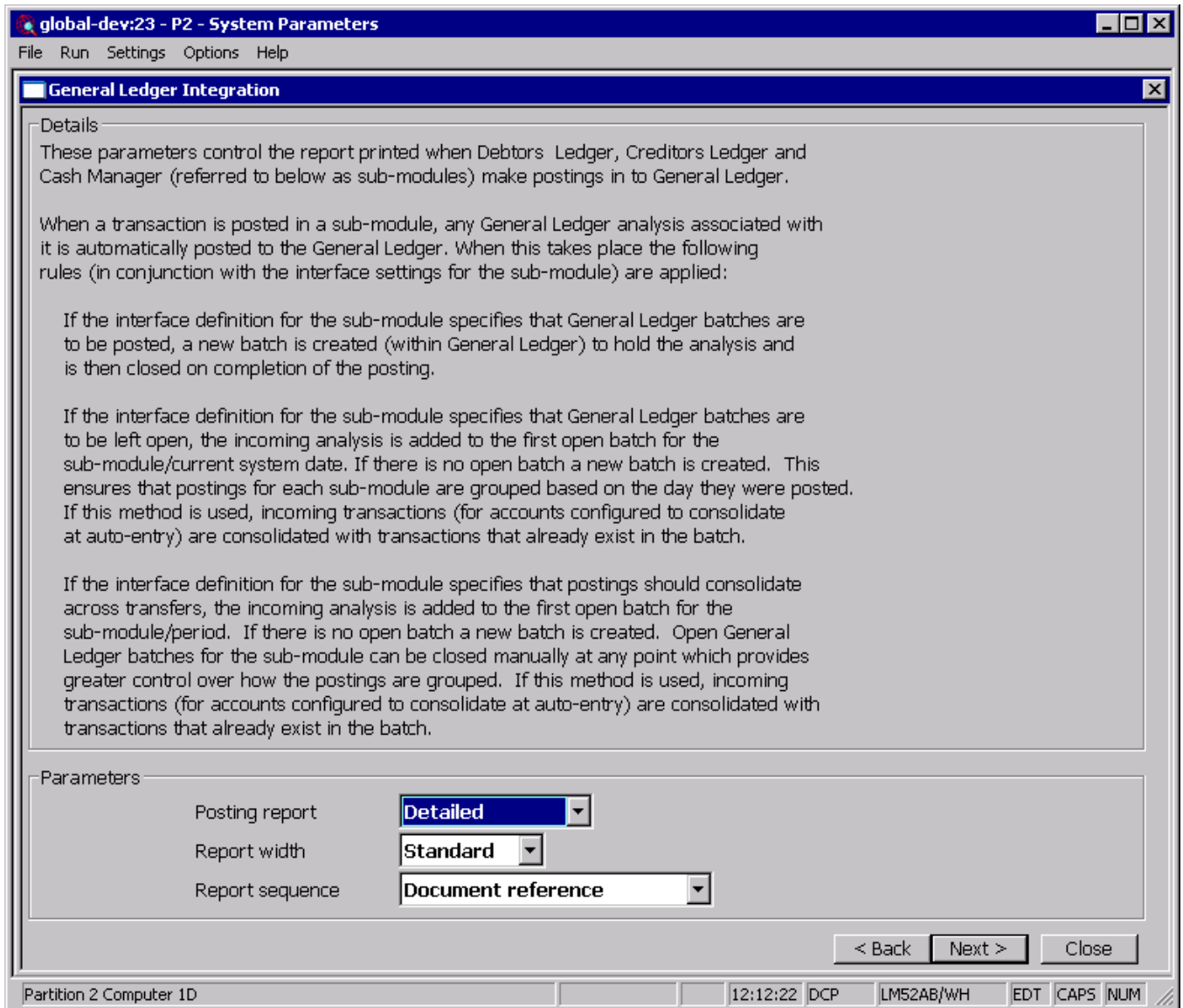
**Delete transfer file following successful transfer** (*Only for 'BOS' and 'ITG' format interfaces*). When set auto-entry automatically deletes a transfer file after the successful completion of a transfer. The file to be deleted is controlled by your response at the next prompt. If not set you must delete posted transfer files manually as and when required.

**Transfer file deletion delay (in generations)** (*Only if transfer files are to be deleted*). Set this to zero if you want the transfer file to be deleted immediately the transfer is completed. Otherwise, enter the number of transfer files that are to be retained before being deleted. The default is three.

**Example** By setting the 'Delete transfer file' prompt and specifying three as the deletion delay, you ensure that only the three most recent transfer files are retained.

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# Administration Options – General Ledger Integration Window



This window appears when you confirm your replies in the Configuration Window if General Ledger is in use

**Purpose** The options in this window control the report printed when Debtors Ledger, Creditors Ledger and Cash Manager (referred to below as sub-modules) make postings in to General Ledger.

**Note** You need to define the details of the postings from the sub-modules within General Ledger Interface definitions.

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When a transaction is posted in a sub-module any General Ledger analysis associated with it is automatically posted to the General Ledger, when this takes place the following rules (in conjunction with the settings specified for the sub-module within interface definition maintenance) are applied.

If the interface definition for the sub-module specifies that the General Ledger batches are to be posted, a new batch (within General Ledger) is created to hold the analysis and is then closed on completion of the posting.

If the interface definition for the sub-module specifies that the General Ledger batches are to be left open, the analysis is added to the first open batch (within General Ledger) for the sub-module/current system date. If there is no open batch for the sub-module/current system date a new batch is created. This ensures that postings for each sub-module are grouped based on the day they were posted. If this method is used incoming transactions (for accounts configured to consolidate postings at auto-entry) are consolidated with transactions that already exist in the batch.

If the interface definition for the sub-module specifies that postings are to be consolidated across transfers, the analysis is added to the first open batch (within General Ledger) for the sub-module. If there is no open batch for the sub-module a new batch is created. Open General Ledger batches for the sub-module can be closed manually at any point which provides greater control over how the postings are grouped. If this method is used incoming transactions (for accounts configured to consolidate postings at auto-entry) are consolidated with transactions that already exist in the batch.

**Note** Cash Manager also generates General Ledger postings when currency exchange information is confirmed, when a fund transfer is closed, and when a bank reconciliation involving foreign currency transactions is closed.

*The prompts are:*

**Posting report** When a sub-module posts transactions into General Ledger you can print a posting report showing each transaction posted together with control totals. Select one of the following options:

- Detailed report
- Summary report
- Report not required

**Standard or maximum width** *(Only if a posting report is selected.)* This setting controls the width of the posting report. Select one of the following:

- Standard width report. 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.
- Maximum width report. 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.

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**Report sequence** *(Only if a posting report is selected.)* This setting controls the sequence of the transactions on the posting report. The report always sequences the transactions by company/profit centre/account codes. However you have a choice of the way the report sequences the items posted to each General Ledger account. This is designed to facilitate reconciliation with the originating modules. Select one of the following:

- Batch/item sequence. The transactions are shown in ascending sequence of the sending system daybook batch and item numbers. This option is useful for audit trailing between General Ledger and the other Global 3000 financial modules.
- Original order number sequence. The transactions are shown in ascending sequence of their sending system order numbers. This option is useful for reconciling postings at Purchase Order Goods Receipt with Purchase Invoice postings which come to General Ledger via Creditors Ledger.
- Document reference sequence. The transactions are shown in ascending document number sequence. 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.

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# Cash Manager Interface File Definition Window

Source	Title	Posting Type	Format
CL	Global 3000 Creditors Ledger	CL	
DL	Global 3000 Debtors Ledger	DL	
XX	External Postings	OT	BOS

**File Details**  
 Filename  
 Unit  
 Last sequence

**Interface Options**  
 Transfer associated GL analysis to General Ledger?  
 Place transferred cheques on hold?  
 Close created batches, so preventing amendments?

**File Deletion**  
 Delete transfer file following successful transfer?  
 Transfer file deletion delay (in generations)

**Drill Down**  
 Drill-down enquiry available?  
 Software module  Drill down service

**Consolidation**  
 Consolidate postings? By   
 Obtain date of consolidated transaction from

**Analysis**  
 Analysis code for sending system payments if transaction type has no default   
 Analysis code for sending system receipts if transaction type has no default

**Last Transfer**  
 Last transfer performed by  on  at

Buttons: Search, Amend, Apply, Close

Status Bar: Partition 2 Computer 1D | 12:14:55 | DCP | CM530/W1 | DSP | NUM

This window appears when you select Interface Definitions from the Cash Manager System Maintenance menu.

**Purpose** This window enables you to define auto-transfer interfaces so that transaction batches can be transferred automatically from other systems e.g. Global 3000 Debtors Ledger and Creditors Ledger. The window lists any interfaces that have already been defined.

**Warning** The definitions you enter in this window must match the definitions entered for the interface in the other module; for example you must enter the same source id for the interface in both places.

The prompts are:

**Source** A two-character code to identify the sub-system, such as 'CL' for Global 3000 Creditors Ledger.

**Note** Source ids "CM", "CO" and "SU" are reserved and cannot be used.

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**Title** A title of up to 30 characters to help you identify the sub-system.

**Posting type** A two-character code identifying whether the postings from this source are being made by Global 3000 Creditors Ledger, Global 3000 Debtors Ledger or some other software module.

This allows Auto-Transfer to identify the set of transaction codes to be used for postings into Cash Manager through the interface. The appropriate codes must be set up using the Auto-transfer Interface Transaction Codes option in Cash Manager System Parameters before attempting to set up an interface posted to by Debtors Ledger, Creditors Ledger.

Press Search to select from a menu of valid responses.

**Note** For posting type “Other”, please contact your reseller or software supplier for specific details of settings in the interface definition shown here and any transaction codes that must be defined for the interface to operate.

**Transfer file format** *(Not required for posting types DL and CL)* The format of the interface. This can be one of the following:

- **BOS.** This format can be used for Global 3000 modules version 4.2 or above. This format enables you to consolidate postings and to print a report of postings made via the interface.
- **ITG.** This format is retained for compatibility with pre-version 4.2 Global 3000 modules. It does not provide all the features of the BOS format.

The default is BOS.

**Note** If you want to use the BOS format interface, you must also define the format of the interface as BOS in the sending system.

**Transfer file name** *(Display only, Not required for posting types DL and CL)* This is a concatenation of ‘CMX’, the source id and the next sequence number. For example, the first file posted from Creditors Ledger would be ‘CMXCL001’, where ‘CL’ is the source id for Creditors Ledger, and 001 is the next sequence number.

**Transfer file unit** *(Not required for posting types DL and CL)*The unit on which the transfer file will reside. The default is CMD, the Cash Manager database unit.

**Last sequence** *(Not required for posting types DL and CL)*This is the sequence number of the last file to be transferred via the interface. It is automatically incremented every time a file is transferred, so that earlier cycles of the file can remain on the transfer file unit. The sequence number can be changed but this should only be done with great care.

**Transfer associated GL analysis to General Ledger** *(For posting types, DL and CL this is automatically unset and skipped.)* This specifies whether or not the associated General Ledger analysis is to be posted to General Ledger. If the analysis has already been posted, this should not be set.

**Warning** If posting to General Ledger is in use, the General Ledger analysis is **always** transferred to General Ledger if transferred batches are left open, and are amended in Cash Manager prior to closing, regardless of the setting of this prompt. **This can result in duplicate postings in General Ledger.**

**Place transferred cheques on hold** Set this if transferred payments are to be put on hold, otherwise leave blank.

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**Note** Held transactions cannot be reconciled with a bank statement until they are manually released via the Release/Hold Cheques option.

**Close created batches, so preventing amendments** *(For posting types, DL and CL this is set automatically and skipped)* Set this to cause the imported batches to be closed by the auto-transfer program so they cannot be amended in Cash Manager. If this is not set the imported batches are left open. They should then be manually closed via the Enter Transactions program.

**Delete transfer file after successful transfer** *(Not required for posting types DL and CL)* Set this if you want Cash Manager to automatically delete a transfer file after a successful transfer. Cash Manager determines which transfer file to delete by the setting of the next prompt. If this is not set you must delete the transfer files manually.

**Transfer file deletion delay (in generations)** *(Only if you set the previous prompt.)* Enter the number of transfer files that are to be retained before being deleted. The default is three.

**Note** By setting the 'Delete transfer file' prompt and specifying three as the deletion delay, you ensure that only the three most recent transfer files are retained.

**Drill down enquiry available** *(Automatically set for posting types DL and CL)* Set this if the option to drill down from transaction posted through this interface to their details in the source system is available.

**Software Module** *(Only if Drill down enquiry is allowed)* Set this to the two character id of the software module posting through the interface. For example; if you are operating two Creditors Ledgers and have given them source id's "C1" and "C2", set the software module for each to "CL".

To list the standard codes for Global 3000 Software Modules issued by TIS Software Ltd, press the 'Search' button.

For other products, please contact your reseller or software supplier for the relevant information.

**Note** If an interface is used by a number of modules to send postings to Cash Manager, you can set this to the id of any of those modules.

**Drill down service routine** *(Only if Drill down enquiry is allowed)* Set this to the name of the service routine provided with the software module to deal with drill down enquiries from Cash Manager. For all standard Global 3000 software modules supplied by TIS Software Ltd, this is "CM970" and should not be changed.

For other products, please contact your reseller or software supplier for the relevant information.

**Consolidate postings** *(Only available for posting types DL and CL and BOS format interfaces.)* Set this if the incoming transactions are to be consolidated.

**Consolidate postings by** *(Only if postings are consolidated)* Select one of the following:

- By Batch to consolidate postings by sending system batch number.
- By Transaction to consolidate postings with the same first ten characters in their transaction narrative including transactions with a blank narrative.
- By Narrative to consolidate postings with the same first ten characters in their transaction narrative excluding transactions with a blank narrative.

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If you select one of the consolidate options you can print the constituent elements of each consolidated posting through the Auto-transfer Report.

**Obtain date of consolidated transaction from**

*(Only if consolidating transactions by transaction or by narrative)* Select one of the following:

- **Earliest transaction** to date consolidated postings as per the earliest dated transaction contributing to the consolidated transaction.
- **Latest transaction** to date consolidated postings as per the latest dated transaction contributing to the consolidated transaction.
- **Period end date** to date consolidated postings as per the end date of the current period in Cash Manager.
- **Date of transfer** to date consolidated postings as per the date on which the transfer takes place.

**Note**

When transactions are consolidated by batch the consolidated transactions are dated as per the sending system batch date. Regardless of the method of consolidation chosen, if the date of a consolidated transaction is later than the end of the current period in Cash Manager then the period end date will be used.

**Analysis code for sending system payments when transaction type has no default**

*(For posting types DL and CL the analysis code is taken from the relevant entries in the Interface transaction codes window. The value entered here is used for any transaction codes that have no associated analysis code.)* Enter the analysis code to use when no analysis information is passed with a transaction.

**Analysis code for sending system receipts when transaction type has no default**

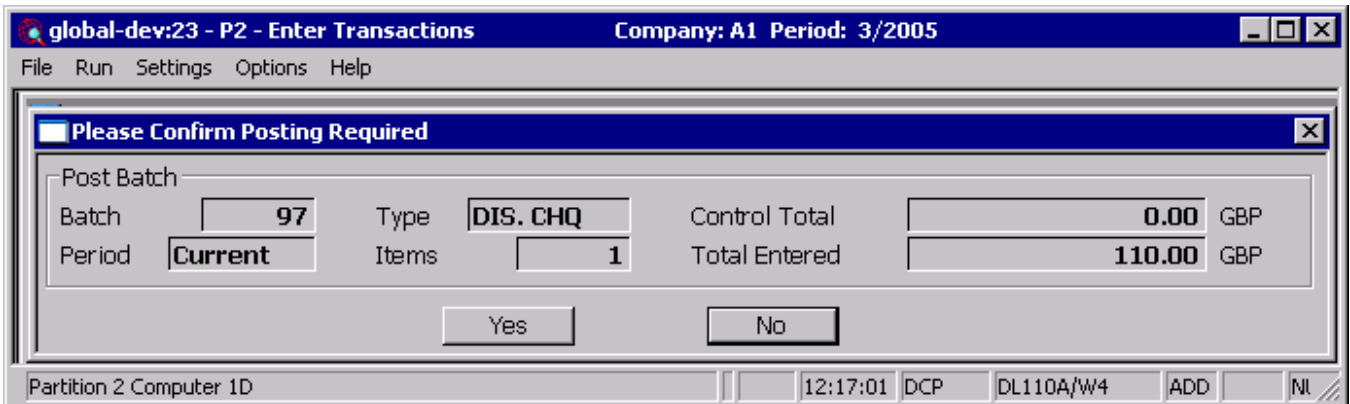
*(Not required for posting types DL and CL)* Enter the analysis code to use when no analysis information is passed with a transaction.

**Note**

When no analysis is provided, the transaction's narrative is copied to the analysis narrative to provide a reference. If the original narrative was blank, the transaction's reference is used instead. Provided the batches are not closed immediately following transfer, these details can be amended via Enter Transactions.

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# Debtors Ledger – Please Confirm Posting Required Window



This window appears when you select the post option from the batches window.

**Purpose** This window displays details of the selected batch, and it enables you to initiate the posting process. This is the final confirmation requested by the ledger that the posting is to proceed.

When you post a batch, Debtors Ledger:

- Formally writes the transactions in the batch into their customer accounts. This includes adding the entry currency value of each transaction to the appropriate account trading currency total, and adding the base currency value recorded for each transaction to the historical base currency balances.
- Updates the company control totals.
- Marks the batch as posted. The transactions in the batch then become available for allocation.
- Realises exchange gains and losses for foreign currency batches that do not qualify for exchange gain/loss deferral.
- Posts the analysis for the batch contents to General Ledger.
- Posts payment, refund and dishonoured cheque batches to Cash Manager.

**Warning** Posting a batch is irreversible, and you cannot change any of the batch or transaction details after it is posted.

It is therefore suggested that **before** you post a batch, you print and thoroughly check it and make any necessary amendments.

**Note** You cannot post a batch when the daybook is being printed.

The prompts are:

**Batch** (Display only.) The number of the selected batch.

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- Period** *(Display only.)* The Debtors Ledger period to which the batch is to be posted, either current or next. All the transactions in the batch are posted to this period regardless of their transaction date.
- Type** *(Display only.)* The type of the selected batch.
- Items** *(Display only.)* The number of entries in the selected batch.
- Control total** *(Display only.)* The control total, if any, entered on the batch header. Debtors Ledger checks this against the 'Total entered' displayed below.
- If the Control total is set to zero, there is no control total checking.
- Total entered** *(Display only.)* The actual sum of the values of the entered transactions. For single currency batches, this and the control total are in the batch currency.
- For multi-currency batches this and the control total are 'hash totals'; i.e. totals of the transaction amounts including tax regardless of currency. For example, a hash total of 2350.00 French francs and 117.50 British pounds would be 2467.50.
- If the 'Total entered' differs from the 'Control total' displayed above, you are prevented from closing the batch until either the control total or the sum of the transactions has been corrected.

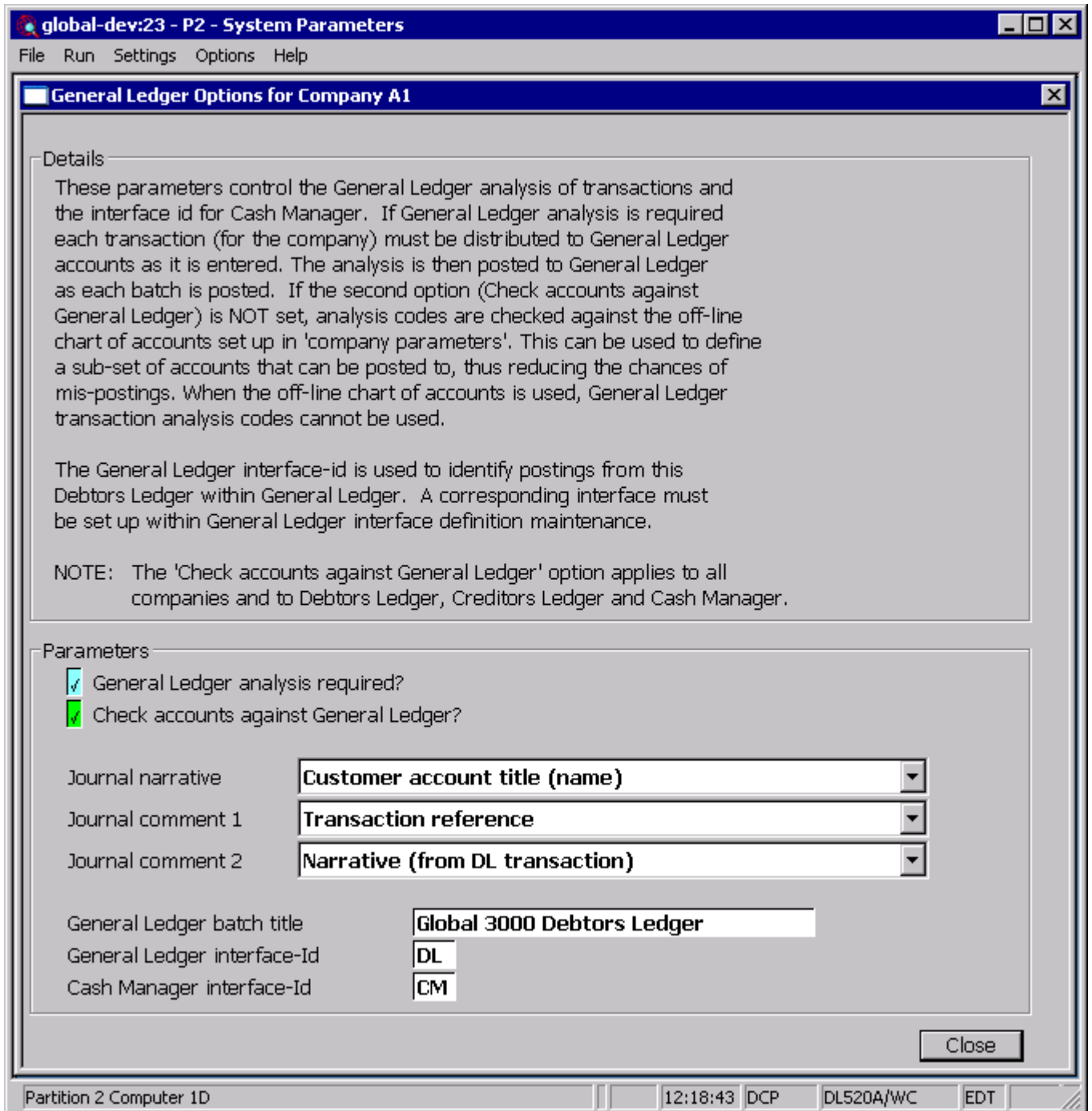
*The buttons are:*

- Yes** Select this to proceed with the batch posting.
- Note** If, for any reason, the posting does not complete, the batch is given the '\*POST' status. To recover the batch, take any necessary corrective action, and then restart the posting by reselecting the Post option from the Batches window.
- No** Select this to return to the Batch Options Menu without closing the selected batch.

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# Debtors Ledger – General Ledger Options Window



This window appears when you select General Ledger Interface from the Debtors Ledger Parameters Menu

**Purpose** The parameters in this window control the General Ledger analysis of transactions and the interface id for Cash Manager.

**Note** The parameters in this window are company-specific. This means they only apply to the currently selected company. The code of the currently selected company is displayed in the window's title bar. You need to set the parameters up for each company in turn. To change the company, return to the Debtors Ledger Parameters Menu, and choose the Reselect Company option.

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The prompts are:

**Is General Ledger analysis required**

Set this if you want this company to interface with General Ledger. This means each transaction for the selected company must be distributed to General Ledger accounts as it is entered in Debtors Ledger. The analysis is posted to the General Ledger as each Debtors Ledger batch is posted.

**Check accounts against General Ledger**

Set this to check General Ledger analysis codes against the actual General Ledger chart of accounts. If this is not set analysis codes are checked against the off-line chart of accounts set up in Company Parameters. This option can be used to define a sub-set of accounts that can be posted to, thus reducing the chances of mis-postings. When the off-line chart of accounts is used, the General Ledger transaction analysis feature is not available.

**Note**

This indicator can also be set in the Accounting Parameters Window of Administration Parameters. If Creditors Ledger and Cash Manager are in use, it can also be set in their System Parameters. However there is only one indicator. If you set it in one place, you automatically set it for the other modules as well.

**Journal narrative**

This controls the narrative on the General Ledger journals created by Debtors Ledger. It can be set to one of the following:

- Blank
- Narrative (from the Debtors Ledger transaction)
- Comment 1 (from the Debtors Ledger transaction)
- Comment 2 (from the Debtors Ledger transaction)
- Transaction Reference
- Customer account code
- Customer account code and Transaction Reference
- Customer account title (name)

**Journal comment 1**

This controls the first comment line on the General Ledger journals created by Debtors Ledger. It can be set to one of the following:

- Blank (can be manually entered)
- Narrative (from the Debtors Ledger transaction)
- Comment 1 (from the Debtors Ledger transaction)
- Comment 2 (from the Debtors Ledger transaction)
- Transaction Reference
- Customer account code
- Customer account code and Transaction Reference
- Customer account title (name)
- Unused (blank and cannot be manually entered)

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**Journal comment 2** This controls the second comment line on the General Ledger journals created by Debtors Ledger. It can be set to one of the following:

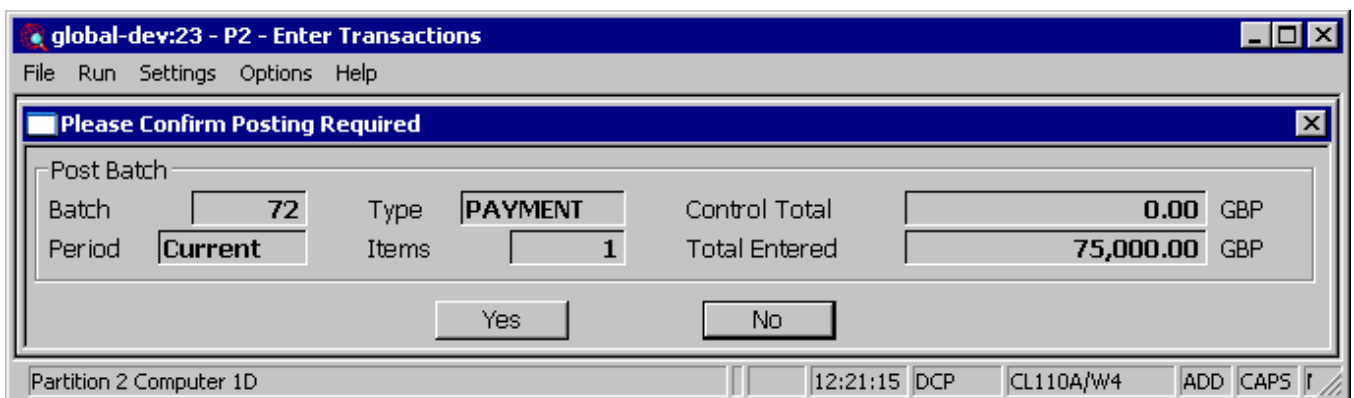
- Blank (can be manually entered)
- Narrative (from the Debtors Ledger transaction)
- Comment 1 (from the Debtors Ledger transaction)
- Comment 2 (from the Debtors Ledger transaction)
- Transaction Reference
- Customer account code
- Customer account code and Transaction Reference
- Customer account title (name)
- Unused (blank and cannot be manually entered)

**General Ledger batch title** Enter a title for the batches posted to General Ledger. This can be up to 30 characters.

**General Ledger interface id** Enter a two character id to identify the Debtors Ledger within General Ledger (if you run a single Debtors Ledger, it is suggested that you set this to 'DL'). If you run multiple Debtors Ledgers, give each a different source id, this enables you to uniquely identify the postings from each Debtors Ledger within General Ledger.

**Cash Manager interface id** The id of the interface through which Debtors Ledger posts to Cash Manager as each batch is posted. This must match id of the Cash Manager interface defined via Interface Definitions.

## Creditors Ledger – Please Confirm Posting Required Window



This window appears when you select the post option from the batches window.

**Purpose** This window displays details of the selected batch, and it enables you to initiate the posting process. This is the final confirmation requested by the ledger that the posting is to proceed.

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When you post a batch, Creditors Ledger:

- Formally writes the transactions in the batch into their supplier accounts. This includes adding the entry currency value of each transaction to the appropriate account trading currency total, and adding the base currency value recorded for each transaction to the historical base currency balances.
- Updates the company control totals.
- Marks the batch as posted. The transactions in the batch then become available for allocation.
- Realises exchange gains and losses for foreign currency batches that do not qualify for exchange gain/loss deferral.
- Posts the analysis for the batch contents to General Ledger.
- Posts payment, refund and void cheque batches to Cash Manager.

**Warning**

**Posting a batch is irreversible, and you cannot change any of the batch or transaction details after it is posted.**

It is therefore suggested that **before** you post a batch, you print and thoroughly check it and make any necessary amendments.

**Note**

You cannot post a batch when the daybook is being printed.

*The prompts are:*

**Batch** *(Display only.)* The number of the selected batch.

**Period** *(Display only.)* The Creditors Ledger period to which the batch is to be posted, either current or next. All the transactions in the batch are posted to this period regardless of their transaction date.

**Type** *(Display only.)* The type of the selected batch.

**Items** *(Display only.)* The number of entries in the selected batch.

**Control total** *(Display only.)* The control total, if any, entered on the batch header. Creditors Ledger checks this against the 'Total entered' displayed below.

If the Control total is set to zero, there is no control total checking.

**Total entered** *(Display only.)* The actual sum of the values of the entered transactions. For single currency batches, this and the control total are in the batch currency.

For multi-currency batches this and the control total are 'hash totals'; i.e. totals of the transaction amounts including tax regardless of currency. For example, a hash total of 2350.00 French francs and 117.50 British pounds would be 2467.50.

If the 'Total entered' differs from the 'Control total' displayed above, you are prevented from closing the batch until either the control total or the sum of the transactions has been corrected.

*The buttons are:*

**Yes** Select this to proceed with the batch posting.

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- Note** If, for any reason, the posting does not complete, the batch is given the '\*POST' status. To recover the batch, take any necessary corrective action, and then restart the posting by reselecting the Post option from the Batches window.
- No** Select this to return to the Batch Options Menu without closing the selected batch.

## Creditors Ledger – General Ledger Options Window

**global-dev:23 - P2 - System Parameters**

File Run Settings Options Help

**General Ledger Interface**

**Details**

These parameters control the General Ledger analysis of transactions and the interface id for Cash Manager. If General Ledger analysis is required each transaction (for the company) must be distributed to General Ledger accounts as it is entered. The analysis is then posted to General Ledger as each batch is posted. If the second option (Check accounts against General Ledger) is NOT set, analysis codes are checked against the off-line chart of accounts set up in 'company parameters'. This can be used to define a sub-set of accounts that can be posted to, thus reducing the chances of mis-postings. When the off-line chart of accounts is used, General Ledger transaction analysis codes cannot be used.

The General Ledger interface-id is used to identify postings from this Creditors Ledger within General Ledger. A corresponding interface must be set up within General Ledger interface definition maintenance.

NOTE: The 'Check accounts against General Ledger' option applies to all companies and to Creditors Ledger, Debtors Ledger and Cash Manager.

**Parameters**

General Ledger Analysis Required?  
 Check Accounts Against General Ledger?

Journal narrative:

Journal comment 1:

Journal comment 2:

General Ledger Batch Title:

General Ledger interface-Id:

Cash Manager interface-Id:

Close

Partition 2 Computer 1D | 12:22:53 DCP | CL520A/WC | EDT | CAPS

This window appears when you select General Ledger Interface from the Creditors Ledger Parameters Menu

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**Purpose** The parameters in this window control the General Ledger analysis of transactions and the interface id for Cash Manager.

**Note** The parameters in this window are company-specific. This means they only apply to the currently selected company. The code of the currently selected company is displayed in the window's title bar. You need to set the parameters up for each company in turn. To change the company, return to the Creditors Ledger Parameters Menu, and choose the Reselect Company option.

*The prompts are:*

**Is General Ledger analysis required** Set this if you want this company to interface with General Ledger. This means each transaction for the selected company must be distributed to General Ledger accounts as it is entered in Creditors Ledger. The analysis is posted to the General Ledger as each Creditors Ledger batch is posted.

**Check accounts against General Ledger** Set this to check General Ledger analysis codes against the actual General Ledger chart of accounts. If this is not set analysis codes are checked against the off-line chart of accounts set up in Company Parameters. This option can be used to define a sub-set of accounts that can be posted to, thus reducing the chances of mis-postings. When the off-line chart of accounts is used, the General Ledger transaction analysis feature is not available.

**Note** This indicator can also be set in the Accounting Parameters Window of Administration Parameters. If Debtors Ledger and Cash Manager are in use, it can also be set in their System Parameters. However there is only one indicator. If you set it in one place, you automatically set it for the other modules as well.

**Journal narrative** This controls the narrative on the General Ledger journals created by Creditors Ledger. It can be set to one of the following:

- Blank
- Narrative (from the Creditors Ledger transaction)
- Comment 1 (from the Creditors Ledger transaction)
- Comment 2 (from the Creditors Ledger transaction)
- Transaction Reference
- Supplier account code
- Supplier account code and Transaction Reference
- Supplier account title (name)

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**Journal comment 1** This controls the first comment line on the General Ledger journals created by Creditors Ledger. It can be set to one of the following:

- Blank (can be manually entered)
- Narrative (from the Creditors Ledger transaction)
- Comment 1 (from the Creditors Ledger transaction)
- Comment 2 (from the Creditors Ledger transaction)
- Transaction Reference
- Supplier account code
- Supplier account code and Transaction Reference
- Supplier account title (name)
- Unused (blank and cannot be manually entered)

**Journal comment 2** This controls the second comment line on the General Ledger journals created by Creditors Ledger. It can be set to one of the following:

- Blank (can be manually entered)
- Narrative (from the Creditors Ledger transaction)
- Comment 1 (from the Creditors Ledger transaction)
- Comment 2 (from the Creditors Ledger transaction)
- Transaction Reference
- Supplier account code
- Supplier account code and Transaction Reference
- Supplier account title (name)
- Unused (blank and cannot be manually entered)

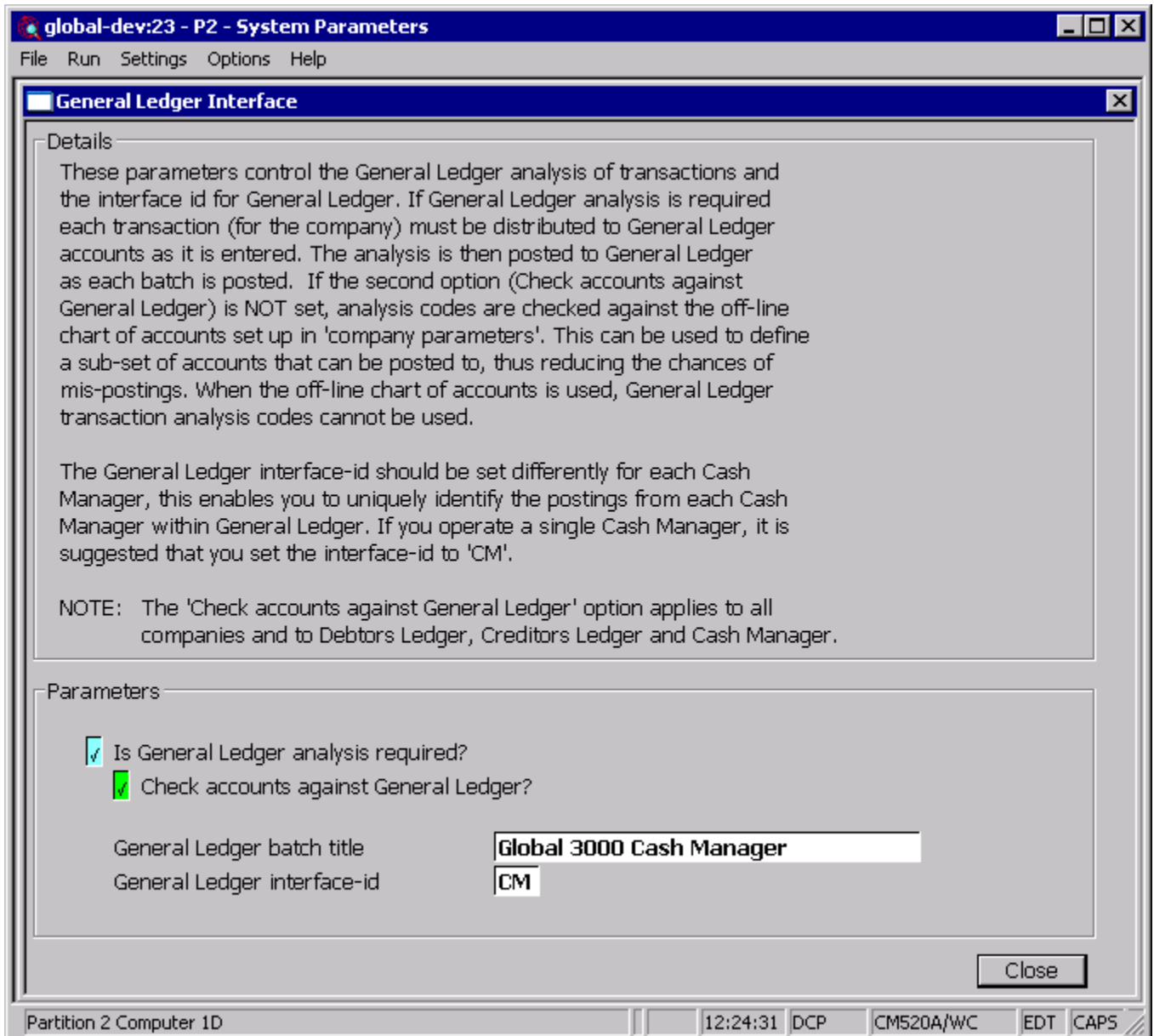
**General Ledger batch title** Enter a title for the batches posted to General Ledger. This can be up to 30 characters.

**General Ledger interface id** Enter a two character id to identify the Creditors Ledger within General Ledger (if you run a single Creditors Ledger, it is suggested that you set this to 'CL'). If you run multiple Creditors Ledgers, give each a different source id, this enables you to uniquely identify the postings from each Creditors Ledger within General Ledger.

**Cash Manager interface id** The id of the interface through which Creditors Ledger posts to Cash Manager as each batch is posted. This must match id of the Cash Manager interface defined via Interface Definitions.

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# Cash Manager – General Ledger Interface Window



This window appears when you select General Ledger Interface from the Cash Manager Parameters Menu

**Purpose** The parameters in this window control the General Ledger analysis of transactions.

*The prompts are:*

**Is General Ledger analysis required** Set this if you want Cash Manager to interface with General Ledger. The analysis is posted to General Ledger as each Cash Manager batch is posted.

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**Check accounts against General Ledger**

Set this to check General Ledger analysis codes against the actual General Ledger chart of accounts. If this is not set analysis codes are checked against the off-line chart of accounts set up in Company Parameters. This option can be used to define a sub-set of accounts that can be posted to, thus reducing the chances of mis-postings. When the off-line chart of accounts is used, the General Ledger transaction analysis feature is not available.

**Note**

This indicator can also be set in the Accounting Parameters Window of Administration Parameters. If Debtors Ledger and Creditors Ledger are in use, it can also be set in their System Parameters. However there is only one indicator. If you set it in one place, you automatically set it for the other modules as well.

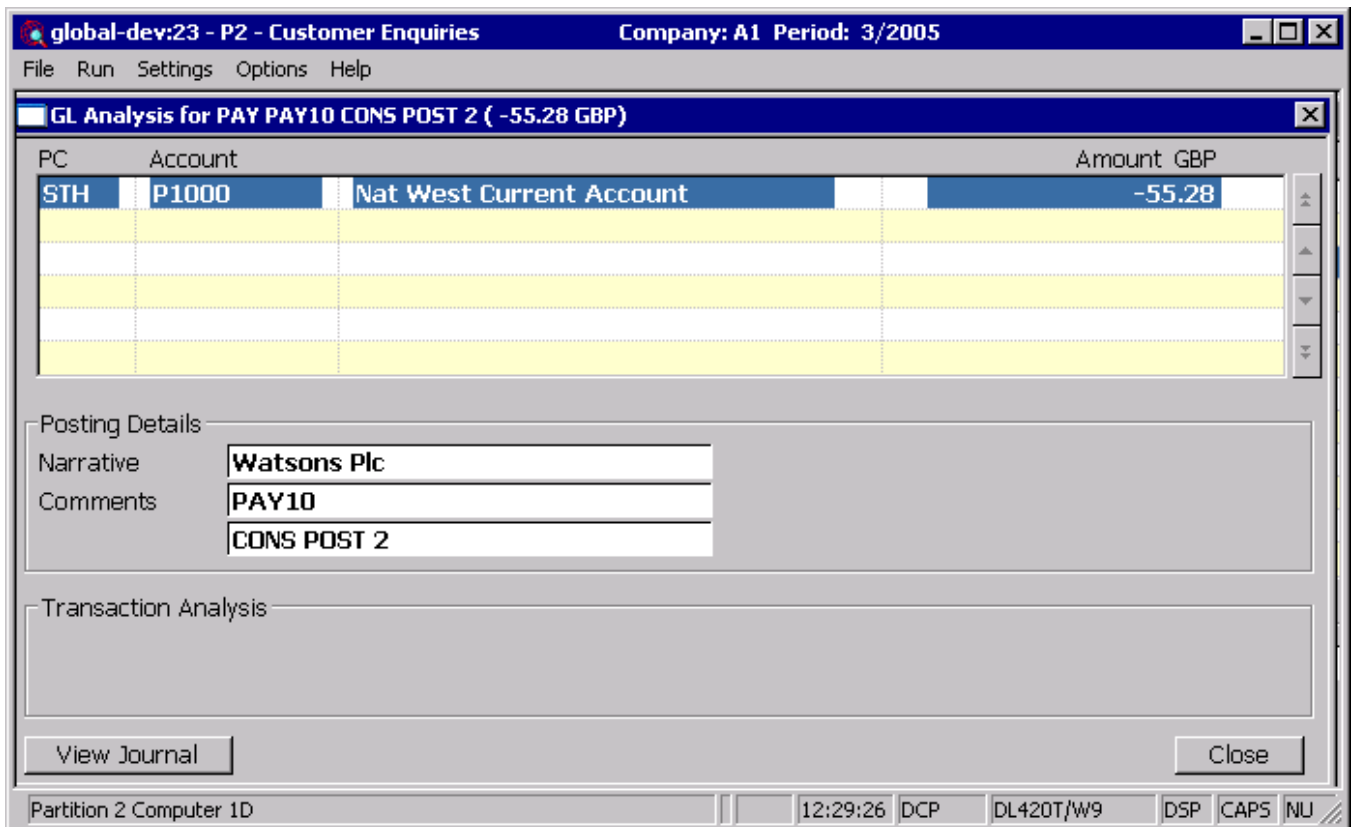
**General Ledger Batch title**

Enter a title for the batches posted to General Ledger in up to 30 characters. The default is Global 3000 Cash Manager.

**General Ledger interface-id**

Enter a two character id to identify the Cash Manager within General Ledger (if you run a single Cash Manager, it is suggested that you set this to 'CM'). If you run multiple Cash Managers, give each a different source id, this enables you to uniquely identify the postings from each Cash Manager within General Ledger.

## Debtors Ledger Enquiries – GL Analysis Window

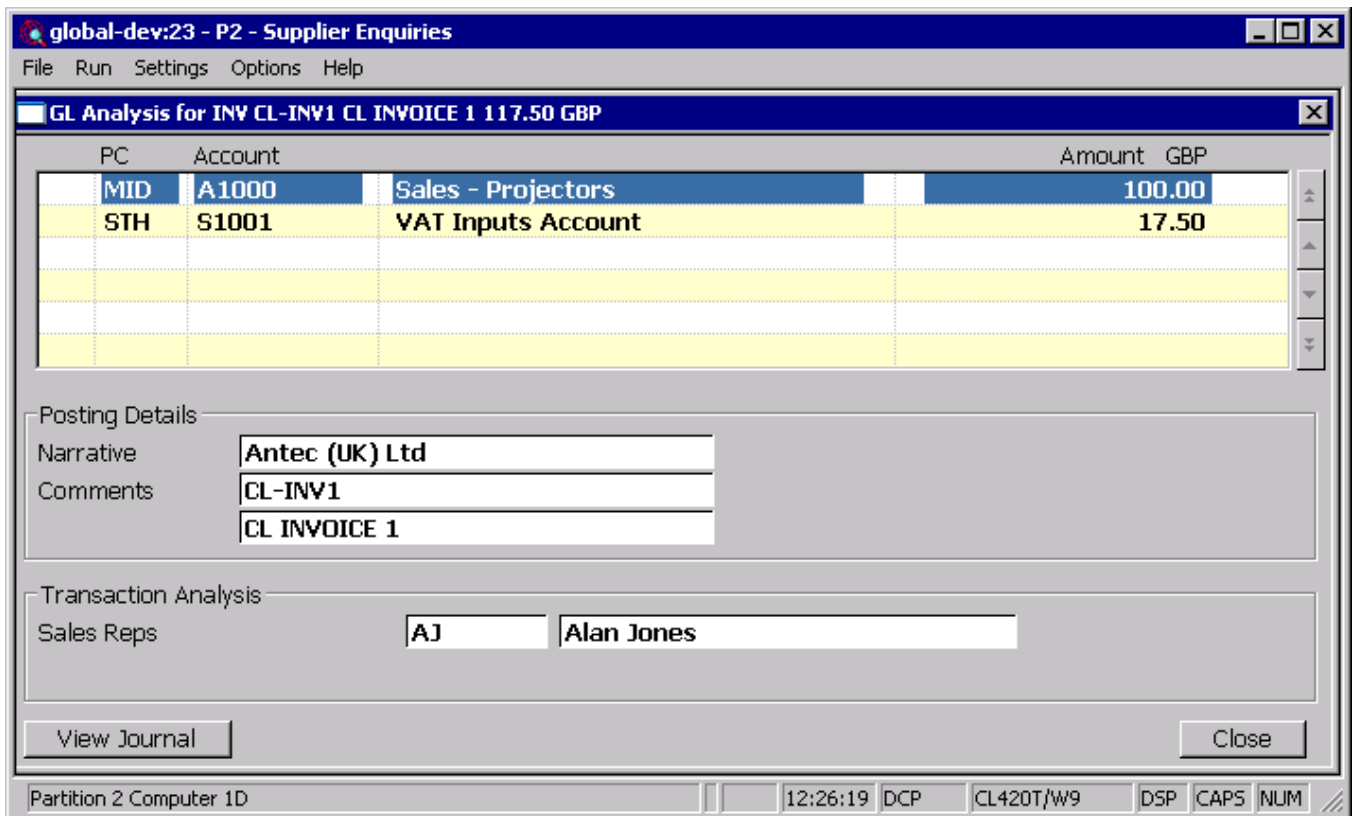


**View Journal**

*(Only available for transactions posted after service pack ZM60\_000272\_000 has been applied)* Press this to view the General Ledger journal transaction created for the current analysis line.

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# Creditors Ledger Enquiries – GL Analysis Window



**View Journal** *(Only available for transactions posted after service pack ZM60\_000272\_000 has been applied)* Press this to view the General Ledger journal transaction created for the current analysis line.

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# Cash Manager Cash Book Enquiries – Analysis Window

global-dev:23 - P2 - Cash Book Enquiries Company A1

File Run Settings Options Help

Analysis for CHG STD-DIR-P1 Bank Charge - Statement Direct

Total Amount

Entry GBP	Base GBP	Book GBP
-4,600.00	-4,600.00	-4,600.00

Code	Description	Entry GBP	Base GBP	Book GBP
P2	Office Overheads	500.00	500.00	500.00
P5	Travel Costs	4,000.00	4,000.00	4,000.00
P3	Wages & Salaries	100.00	100.00	100.00

Details

GL Profit Centre: MID

GL Account: C1004

Journal Narrative: Bank Charge - Statement Direct

Comment: Natwest Current Account

CM Batch/Item: 40 / 1

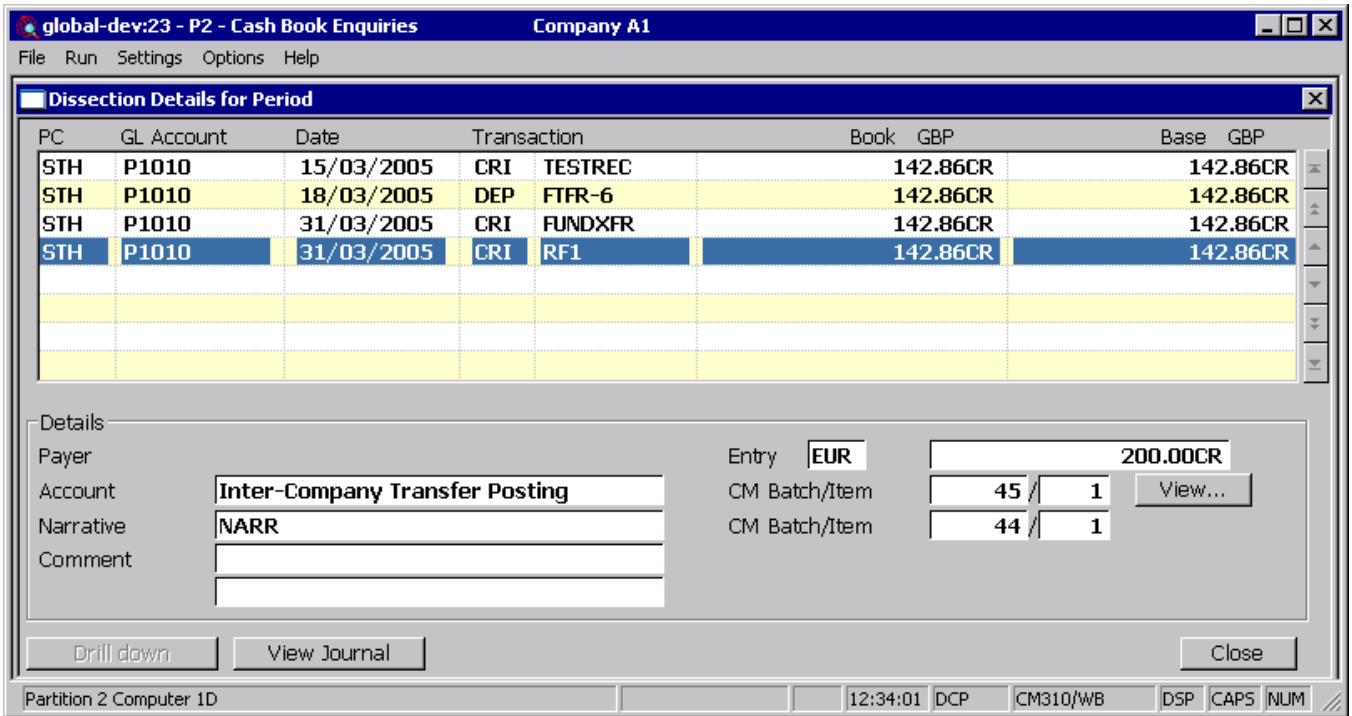
Buttons: Drill down, View Journal, Close

Partition 2 Computer 1D 12:32:12 DCP CM310/W6 DSP CAPS NUM

**View Journal** *(Only available for transactions posted after service pack ZM60\_000272\_000 has been applied)* Press this to view the General Ledger journal transaction created for the current analysis line.

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# Cash Manager Cash Book Enquiries – Dissection Details for Period Window



**View Journal** *(Only available for transactions posted after service pack ZM60\_000272\_000 has been applied)* Press this to view the General Ledger journal transaction created for the current analysis line.

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# Cash Manager Batch Enquiries – Analysis Window

global-dev:23 - P2 - Cash Manager Batch Enquiries Company A1

File Run Settings Options Help

Analysis for **Loss Revaluation Transaction**

Entry EUR Base GBP Book EUR

Total Amount: 0.00 -683.12 0.00

Code	Description	EUR	GBP	EUR
EP	Payment Exch Gain/Loss	0.00	683.12	0.00

Details

GL profit centre: STH

GL account: E1005

Journal narrative: Revaluation Transaction

Comment:

Drill down View Journal Close

Partition 2 Computer 1D 12:35:50 DCP CM320/W5 DSP CAPS NUM

**View Journal** *(Only available for transactions posted after service pack ZM60\_000272\_000 has been applied)* Press this to view the General Ledger journal transaction created for the current analysis line.

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# End of Period Window (DL)

The screenshot shows a software window titled "Debtors Period End" for company "A1" and period "3/2005". The window is divided into several sections:

- Company Selection:** A checked box for "Single company" and a dropdown menu showing "A1" for "Standext Systems Ltd".
- Information:** Fields for "Current period - Year" (2005), "Period" (3), "Ending" (31/03/2005), and "End of the new current period" (30/04/2005).
- Functions:** A list of checkboxes:
  - Print tax analysis report?
    - Detailed
    - Summary
  - Close period?
    - Reset high balances?
    - Reset average number of days taken to pay invoices?
  - Archive inactive accounts? (with an "Archive date" field)
  - Purge transactions prior to period 03/1998 (ending 31/03/1998)?

Buttons for "Next >" and "Cancel" are located at the bottom right of the window.

This window appears when you select End of Period from the End of Period Processing Menu

**Purpose** This window enables you to print the end of period reports, close the current period and optionally purge/archive closed transactions. For multi-company systems, these functions can be run by company or for all companies, provided they all have the same current period.

**Note** Transaction entry, data maintenance and individual period end functions cannot be active whilst end of period is running. In most cases it would be advisable to ask all users to exit from Debtors Ledger and related modules while end of period is being run.

When a period is closed the following processing is performed:

- The current period in Debtors Ledger is closed.
- The 'next period' is opened as the new current period.
- The new 'next period' is opened.
- Customer and company period totals are rolled forward.

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**Note** Before closing the period, you should ensure the following procedures are carried out:

- Auto-transfer all transfer files from sub-systems, such as Sales Order Processing, into Debtors Ledger.
- Post all current period batches.
- Delete all empty batches for the period.
- Print the Daybook, and increment the Daybook number.
- Close the Session.
- Back up your data.

End of Period checks that these procedures have been carried out (with the exception of the data back up).

The prompts are:

**Note** In single company configurations, the following two prompts are set automatically and skipped.

**Note** In multi-company configurations, unless all companies have the same current period, the single company prompt is set automatically and you have to process end of period for each company individually.

**Single company** *(Only for multi-company systems)* Set this to choose a company for the selected period end functions. Alternatively the period end functions can be run for all companies provided they have the same current period.

**Company** *(Only if Single Company has been selected in a multi-company system)* Enter the code of the company required. A lookup is available.

**Year, period, ending** *(Display only.)* Details of the period to be closed are displayed here.

**End of the new current period** *(Display only.)* The last day of the new period as defined in the calendar in Administration Parameters.

**Print tax analysis report?** *(Only if there are Tax Analysis details to print).* Set this to print the tax analysis report.

**Close period?** Set this to close the current period within Debtors Ledger.

**Reset high balances** *(Only if the 'Reset high balances' system parameter is set to 'Manual reset')* Set this if the high balance information held for accounts is to be reset.

**Note** “High Balance” is the highest amount in base currency between resets that an account balance reaches. It is updated during close of any type of batch other than an allocation batch and is flagged as occurring on the date the batch is closed.

**Reset average number of days taken to pay invoices** *(Only if the 'Reset/recalculate average days taken to pay invoices' system parameter is set to 'Manual reset')* Set this if the average number of days taken to pay invoices held for each account is to be reset.

**Note** “Average Days to Pay” is the total value of “fully paid invoices” divided by the count of them. A “fully paid invoice” is an invoice transaction, with no open balance in transaction currency. The total count of days for averaging is updated by the transaction date on a payment less the transaction date on an invoice when the allocation of the payment against the remaining open balance on the invoice is posted and the count of invoices is incremented for each allocation. (i.e. if you get £100 invoice

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paid 5 days later by a £100 payment recorded as two allocations of £50, the average days to pay is  $5+5/(1+1)$ ).

**Archive inactive accounts?** Set this to automatically mark accounts as status inactive based on the archive date.

**Archive date?** When archiving accounts, all accounts are checked for:-

- Zero balance in all trading currencies active for the account,
- Zero balance in base currency,
- All transactions fully allocated,
- No future period postings.
- No outstanding sales orders or quotations (if SOP is in use)

All accounts meeting the above criteria on which the last payment date and last invoice date in all companies in which the account operates fall before the archive date, are marked as status inactive.

**Purge transactions?** Set this to purge or archive old transactions according to the settings in the History Options Window of System Parameters. These parameters control whether transaction history is retained, and if it is retained, how much is retained and for how long. For further information about these parameters, see the History Options Window.

*On confirmation* Each of the selected functions is processed sequentially, if selected the period is closed, and, if requested, transactions are archived and purged. When the processing finishes you are returned to the End of Period Processing Menu.

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# End of Period Window (CL)

This window appears when you select End of Period from the End of Period Processing Menu

**Purpose** This window enables you to print the end of period reports, close the current period and optionally purge/archive closed transactions. For multi-company systems, these functions can be run by company or for all companies, provided they all have the same current period.

**Note** Transaction entry, data maintenance and individual period end functions cannot be active whilst end of period is running. In most cases it would be advisable to ask all users to exit from Creditors Ledger and related modules while the end of period is being run.

When a period is closed the following processing is performed:

- The current period in Creditors Ledger is closed.
- The 'next period' is opened as the new current period.
- The new 'next period' is opened.
- Supplier and company period totals are rolled forward.

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**Note** **Before closing the period**, you should ensure the following procedures are carried out:

- Auto-transfer all transfer files from sub-systems, such as Purchase Order Processing, into Creditors Ledger.
- Post all current period batches and auto-payment runs.
- Delete all empty batches for the period.
- Print the Daybook, and increment the Daybook number.
- Close the Session.
- Back up your data.

End of Period checks that these procedures have been carried out (with the exception of the data back up).

*The prompts are:*

**Note** In single company configurations, the following two prompts are set automatically and skipped.

**Note** In multi-company configurations, unless all companies have the same current period, the single company prompt is set automatically and you have to process month end for each company individually.

**Single company** *(Only for multi-company systems)* Set this to choose a company for the selected period end functions. Alternatively the period end functions can be run for all companies provided they have the same current period.

**Company** *(Only if Single Company has been selected in a multi-company system)* Enter the code of the company required. A lookup is available.

**Year, period, ending** *(Display only.)* Details of the period to be closed are displayed here.

**End of the new current period** *(Display only.)* The last day of the new period as defined in the calendar in Administration Parameters.

**Print tax analysis report?** *(Only if there are Tax Analysis details to print).* Set this to print the tax analysis report.

**Close period?** Set this to close the current period within Creditors Ledger.

**Reset high balances** *(Only if the 'Reset high balances' system parameter is set to 'Manual reset')* Set this if the high balance information held for accounts is to be reset.

**Note** "High Balance" is the highest amount in base currency between resets that an account balance reaches. It is updated during close of any type of batch other than an allocation batch and is flagged as occurring on the date the batch is closed.

**Reset average number of days taken to pay invoices** *(Only if the 'Reset/recalculate average days taken to pay invoices' system parameter is set to 'Manual reset')* Set this if the average number of days taken to pay invoices held for each account is to be reset.

**Note** "Average Days to Pay" is the total value of "fully paid invoices" divided by the count of them. A "fully paid invoice" is an invoice transaction, with no open balance in transaction currency. The total count of days for averaging is updated by the transaction date on a payment less the transaction date on an invoice when the allocation of the payment against

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the remaining open balance on the invoice is posted and the count of invoices is incremented for each allocation. (i.e. if you get £100 invoice paid 5 days later by a £100 payment recorded as two allocations of £50, the average days to pay is  $5+5/1+1$ ).

**Archive inactive accounts?** Set this to automatically mark accounts as status inactive based on the archive date.

**Archive date?** When archiving accounts, all accounts are checked for:-

Zero balance in all trading currencies active for the account,

Zero balance in base currency,

All transactions fully allocated,

No future period postings.

No outstanding purchase orders (if POP is in use)

All accounts meeting the above criteria on which the last payment date and last invoice date in all companies in which the account operates fall before the archive date, are marked as status inactive.

**Purge transactions?** Set this to purge or archive old transactions according to the settings in the History Options Window of System Parameters. These parameters control whether transaction history is retained, and if it is retained, how much is retained and for how long. For further information about these parameters, see the History Options Window.

*On confirmation* Each of the selected functions is processed sequentially, if selected the period is closed, and, if requested, transactions are archived and purged. When the processing finishes you are returned to the End of Period Processing Menu.

<b>Author</b>	DCP	
<b>Project</b>	ZM60_000272.doc	
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