



Global 3000 Service Pack Note

GL Enquiries - Analysis Codes, Posting Modules and Year Comparison

Author	DCP	
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INTRODUCTION

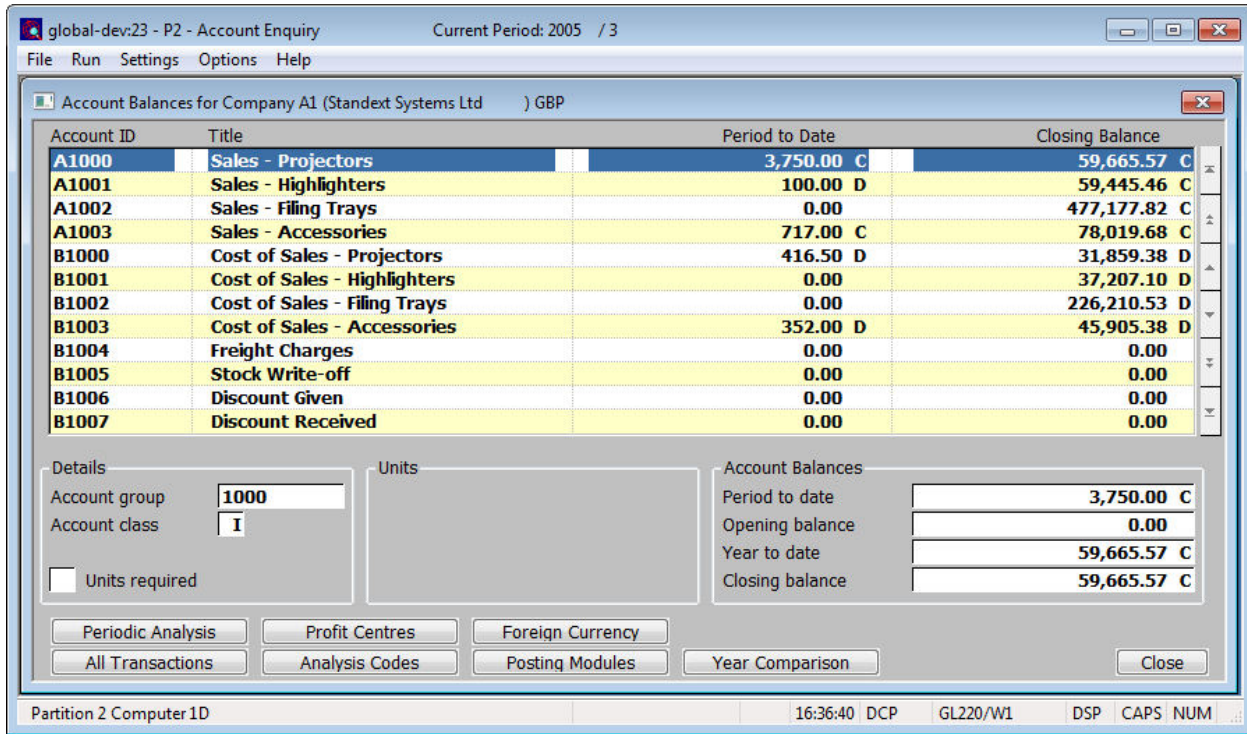
This service pack introduces two options within General Ledger Enquiries and improves the posting modules option.

The changes introduce the following:

- A new Analysis code enquiry allows the user (for a specific account) to view totals and periodic analysis broken down by analysis code of all the transactions for the account.
- A new Prior Year enquiry allows the user to select two comparison years and display a periodic analysis showing values for both years with a variance.
- The “By Posting Module” and “Entered Directly” options have been combined into a new single “Posting Modules” option.

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Account Balances Window



Analysis Codes *(This option is not available if the account does not use at least one analysis category).*

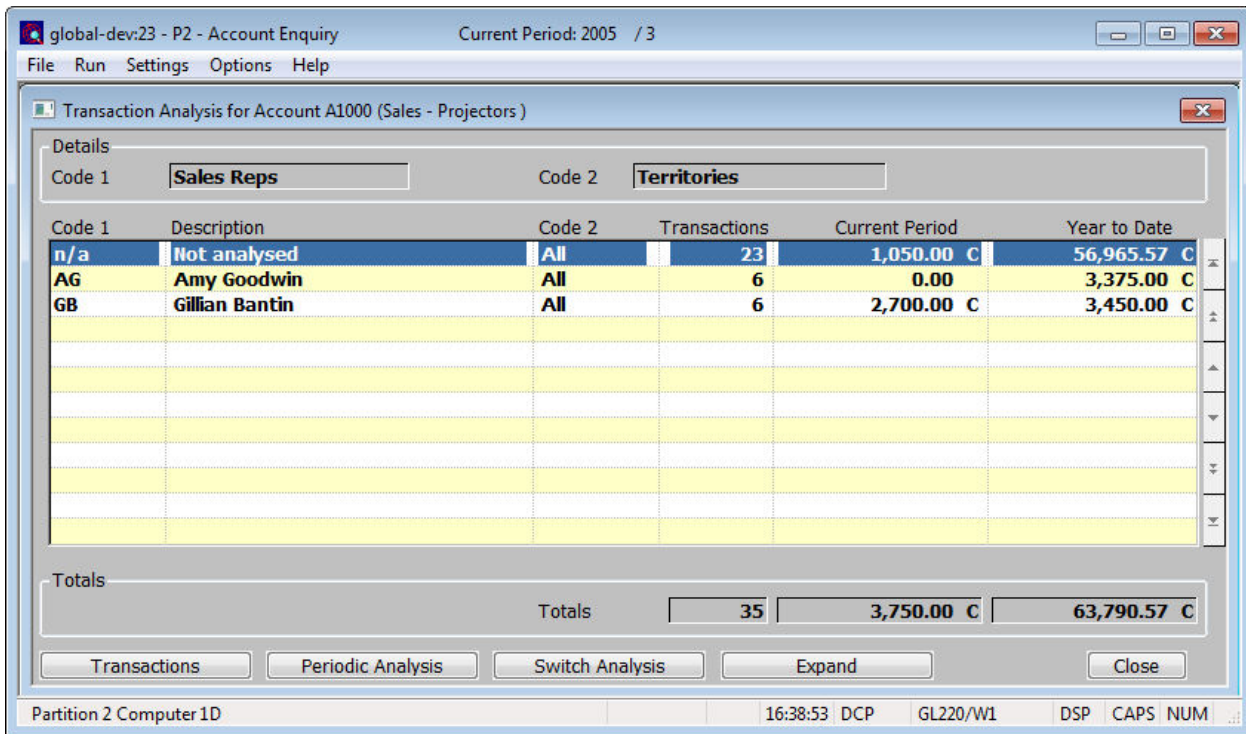
View totals, periodic balances and transactions of the selected account broken down by analysis categories.

Posting Modules View totals, periodic balances and transactions of the selected account broken down by posting module.

Year Comparison Compare periodic totals, budgets and variances for any two selected years (defaults to this year and last year).

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Transaction Analysis Window



This window appears when you select the Analysis Codes option from one of the following GL Enquiry Windows.

- Account Balances window in the Account Enquiry.
- Profit Centre Analysis window in the Account Enquiry.
- Profit Centre / Account Balance window in the Profit Centre Enquiry.
- Account Balances window in the Account Group Enquiry.

Purpose This window shows the breakdown by analysis code of all the transactions posted to the selected account with the ability to expand the enquiry to show the totals further broken down by the analysis category 2 values.

For each combination of analysis code used from the two possible analysis categories of the account, a line is displayed showing the number of transactions, the current period value and year to date total.

Note As an example, if an account uses two analysis categories named 'sales rep' and 'expense type'. This enquiry allows you to see the totals posted to the account broken down by 'sales rep' and then further broken down by 'expense type' if required.

By switching the order of the analysis codes, totals are shown by expense type and can then be further broken down by sales rep if required.

You can drill down into the relevant transactions at any level of the enquiry.

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The buttons are:

Transactions Displays all the transactions for the selected transaction analysis line.

Switch Analysis *(This option is not available if the account only uses one analysis category).*

Allows you to switch between displaying the details totalled by analysis category 1 and analysis category 2.

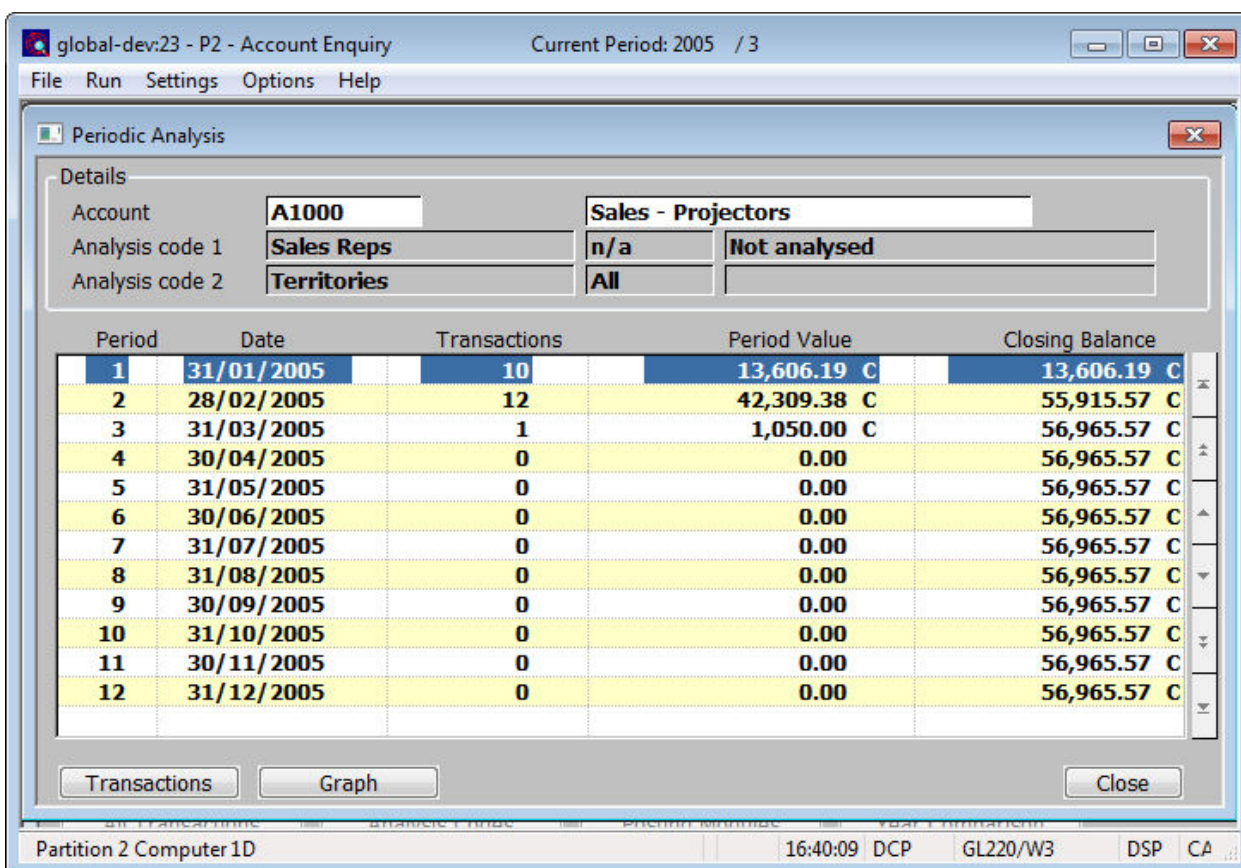
Periodic Analysis Displays the periodic analysis for the selected transaction analysis line.

Expand *(This option is not available if the account only uses one analysis category).*

Expand (when available) displays a new window that shows the totals broken down by both analysis categories.

On Exit ⇨ Returns to the enquiry from which this was invoked.

Periodic Analysis Window



This window appears when you select the Periodic Analysis option from the Transaction Analysis windows.

Purpose This window shows the periodic analysis of the selected transaction analysis line.

The buttons are:

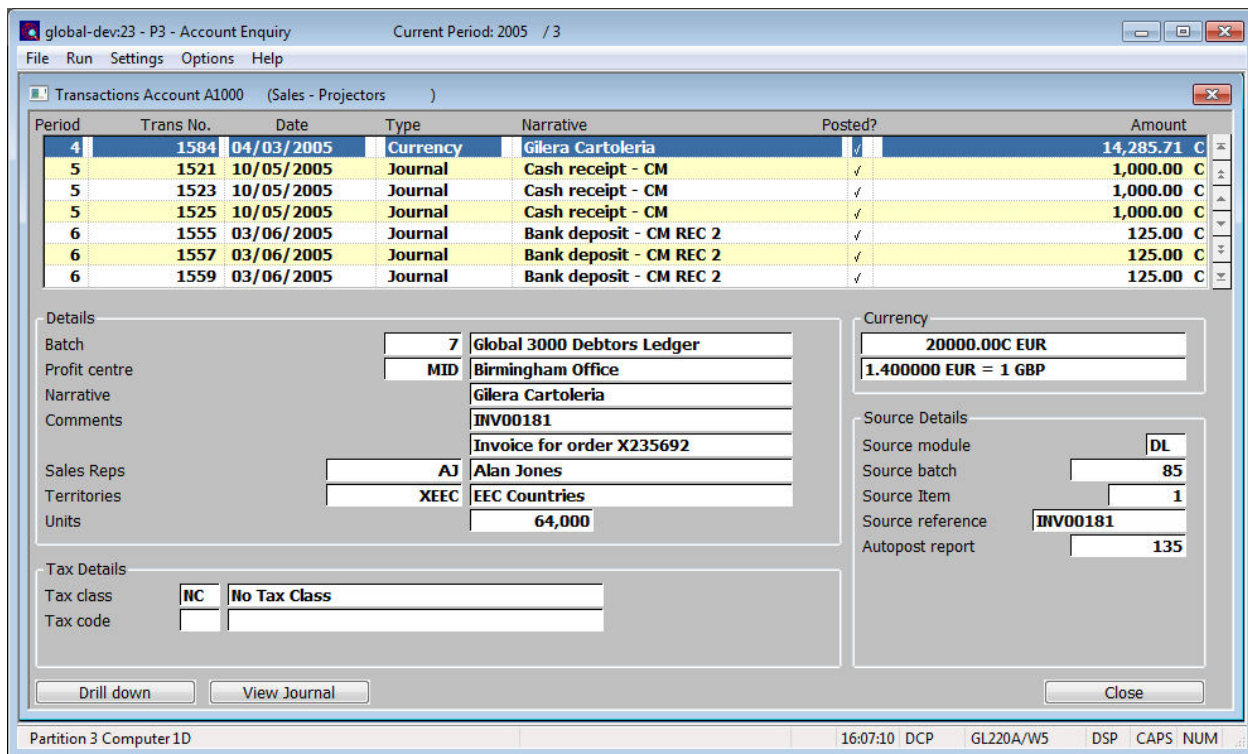
Transactions Displays all the transactions for the selected period.

Graph Display the current periodic analysis values as a graph. You can select from a number of different formats including a Pie Chart, Bar Graph and Line Graph.

On Exit ⇨ Returns to the previous enquiry level.

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Transactions Window



This window appears when you select the Transactions option from one of the following windows:

- Transaction Analysis window.
- Posting Modules window.
- Periodic Analysis window.

Purpose This window shows the transactions belonging to the selected item.

Tax Class If the VAT Reconciliation Report feature is in use, the tax class is shown. If this is non-blank, the transaction appears on the VAT Reconciliation Report. The value determines the box (6-9) on the report the transaction contributes to

Tax Code The actual tax code used in the originating transaction (or on the Journal if the transaction was entered directly into the General Ledger).

Net The net amount of the originating transaction.

Vat The tax amount of the originating transaction.

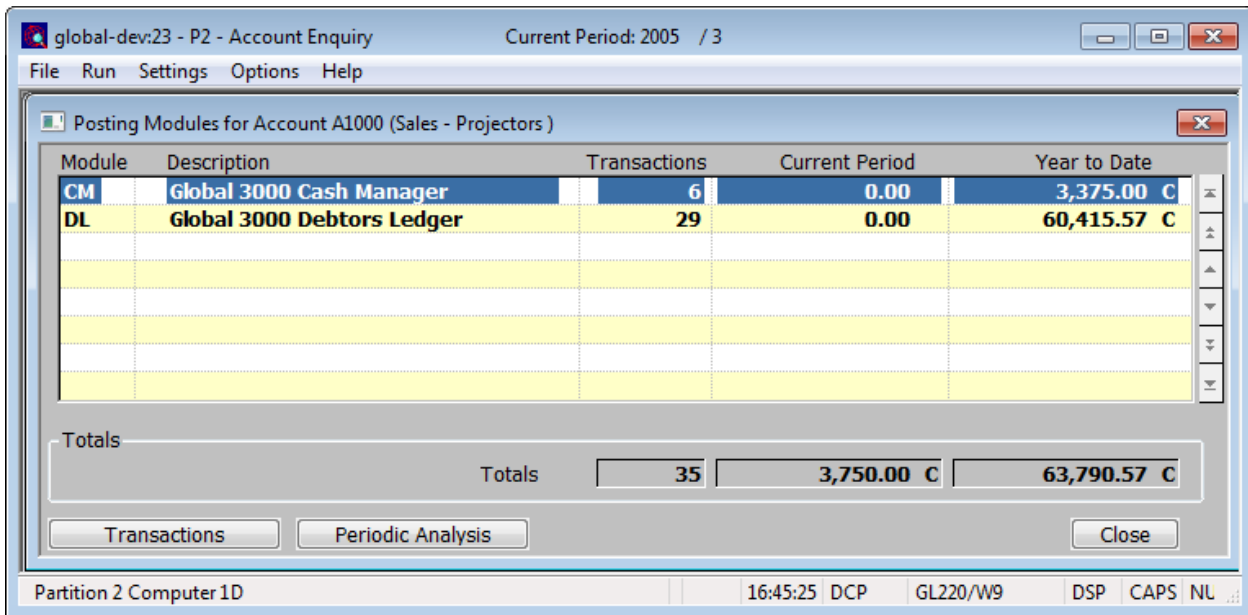
Vat Report (Only displayed if the transaction has appeared on or been omitted from a Vat report). This is the Vat Report sequence number and the date range of the report in which this transaction was included or omitted from.

Note Journals in open batches are not shown in this enquiry.

On Exit ⇨ Returns to the previous enquiry level.

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Posting Modules Window



This window appears when you select the Posting Modules option from the Account Balances window.

Purpose This window shows the breakdown by posting module of all the transactions posted to the selected account.

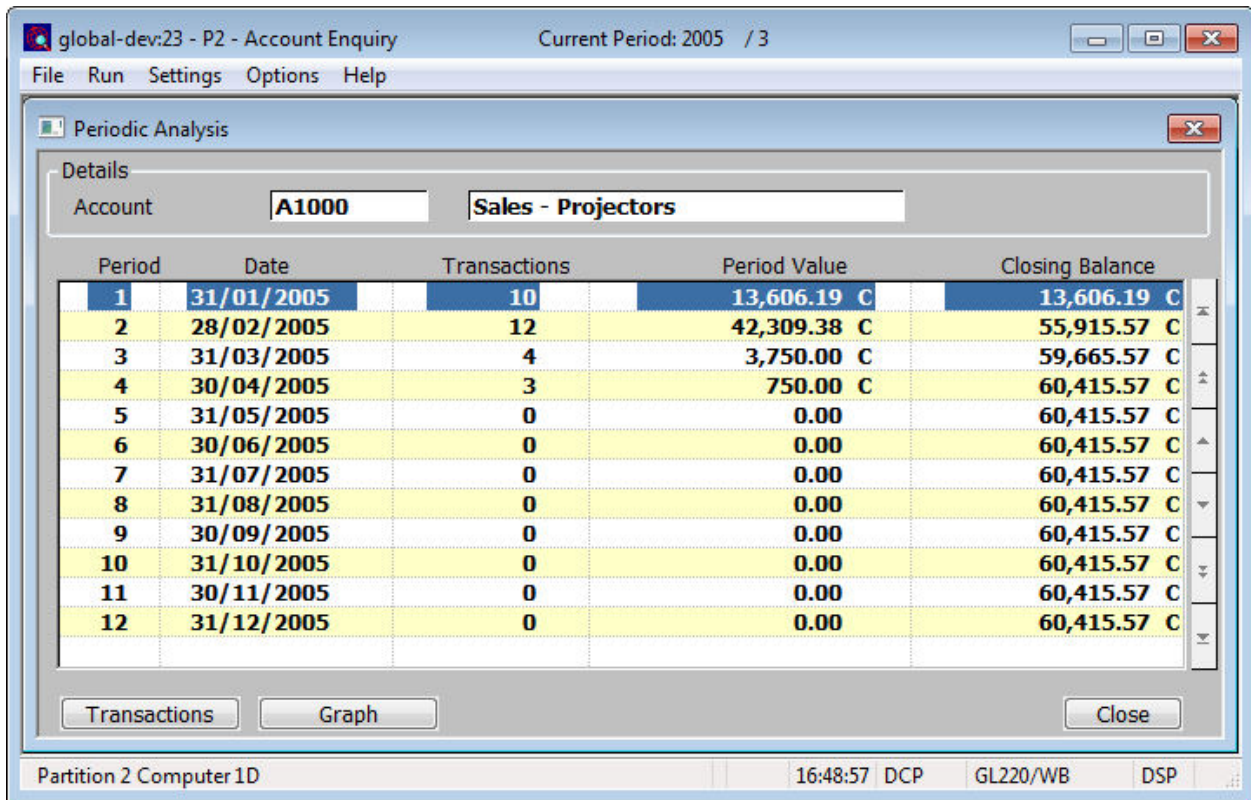
The buttons are:

Transactions Displays all the transactions for the selected posting module.

Periodic Analysis Displays the periodic analysis for the selected posting module.

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Periodic Analysis Window



This window appears when you select the Periodic Analysis option from the Posting Modules windows.

Purpose This window shows the periodic analysis of the selected posting module.

The buttons are:

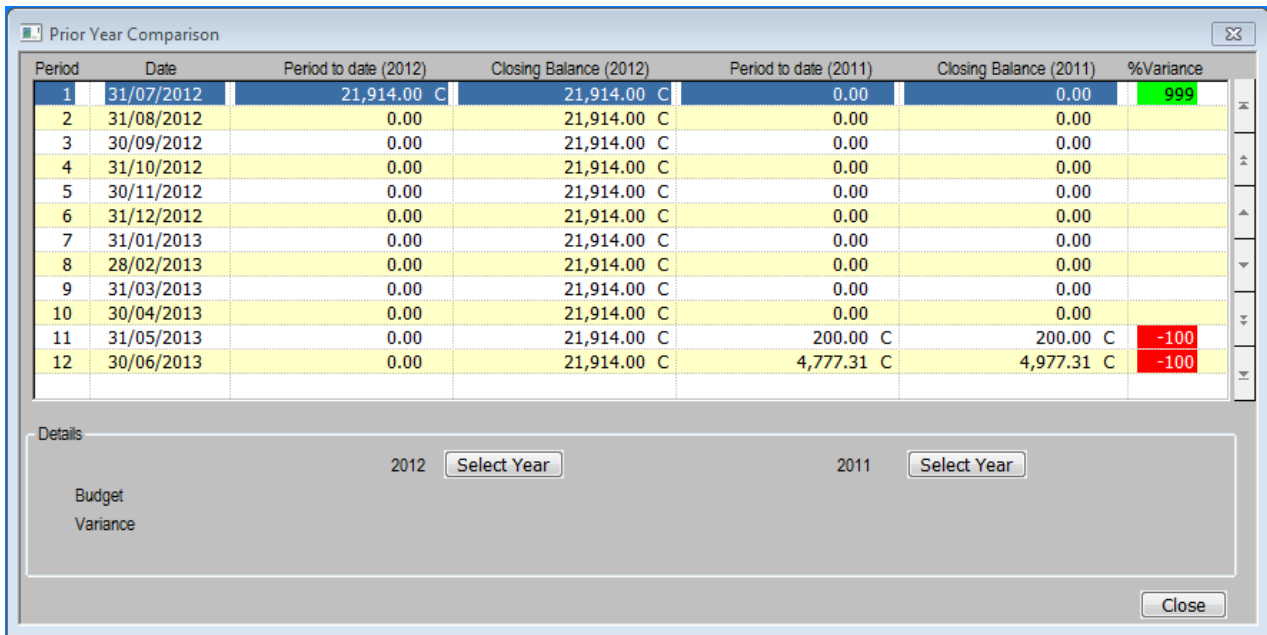
Transactions Displays all the transactions for the selected period.

Graph Display the current periodic analysis values as a graph. You can select from a number of different formats including a Pie Chart, Bar Graph and Line Graph.

On Exit ⇒ Returns to the previous enquiry level.

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Year Comparison Window



This window appears when you select the Year Comparison option from the Account Balances window.

Purpose This window allows you to compare the periodic breakdown of any two selected years.

This window displays, for the selected account, a comparison of actuals and closing balances of two selected years with a percentage variance between them.

The window defaults to compare the current year against last year, but any two years may then be selected for comparison.

The buttons are:

Select Year The two select year buttons allow you to select the two general ledger years to be compared.

On Exit ⇨ Returns to the previous enquiry level.

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