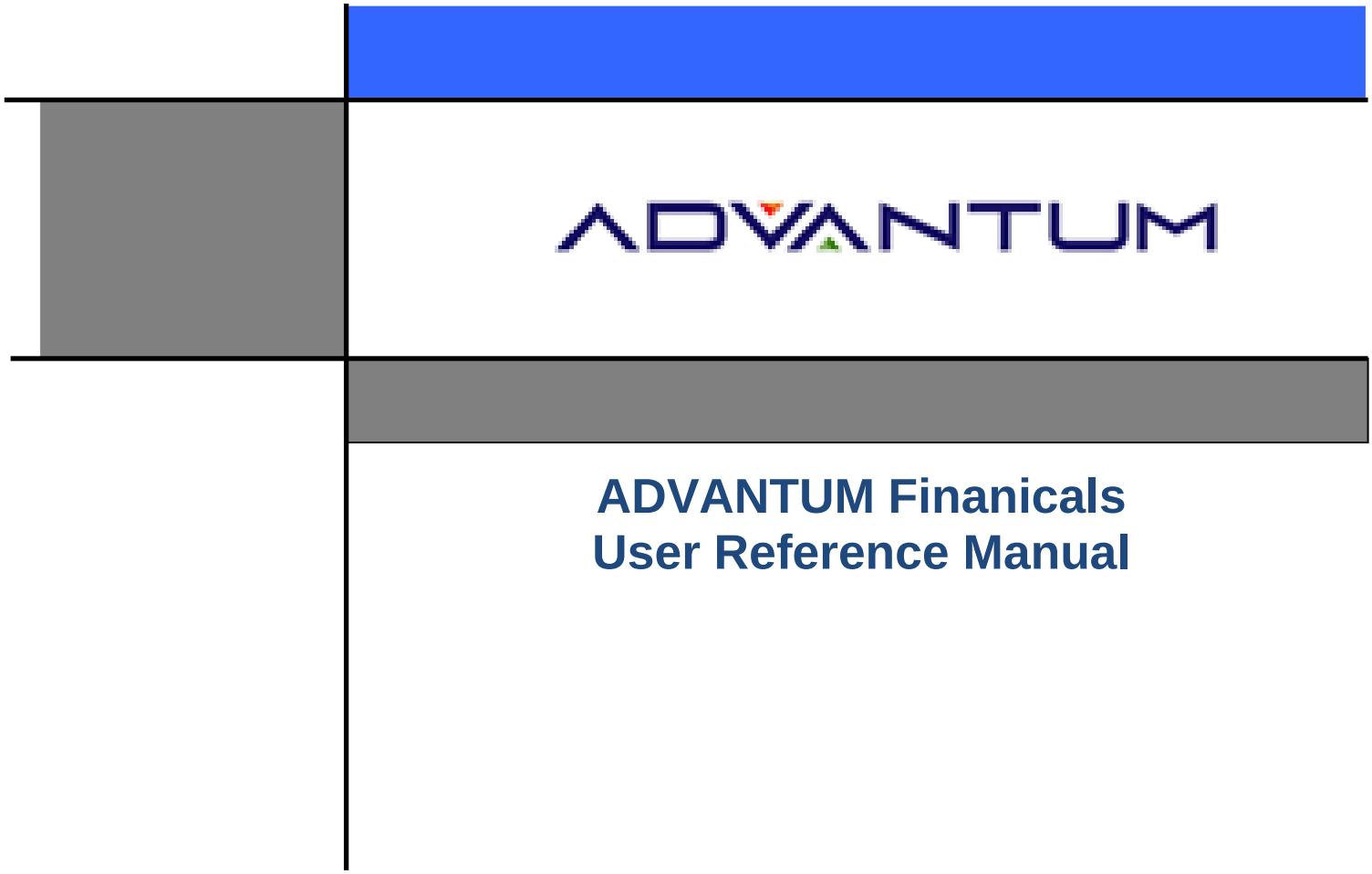

ADVANTUM Finanicals
User Reference Manual

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ADVANTUM FINANCIALS PROCEDURE MANUAL

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INTRODUCTION: WELCOME

Advantum Financials is an accounting package that has been developed to cater to the financial accounting needs of members of the shipping industry as well as commercial entities in the wider business community. This accounting solution provides seamless integration of critical areas of accounting, namely; general ledger, journal voucher, accounts payable, accounts receivable, fixed assets and cash management.

GETTING STARTED

WHAT YOU NEED TO USE ADVANTUM FINANCIALS?

Deployment Environment

Advantum Financials is currently available for deployment on the PC platform.

Installing Advantum Financials

Users will receive full technical support to install Advantum Financials at their site.

Product Costing

All queries associated with the cost and payment plan for **Advantum Financials** should be directed to the Marketing Department of Port Computer Services Limited.

Technical Support

Technical support for **any licensed copy** of this product is available through our technical support voice line ***(876) 923-7022*** between 8:30 a.m. to 5:00 p.m. Monday through Friday, excluding public holidays. All **licensed** users will receive updates as they become available through our Marketing Department ***(876) 923-7022***.

When you call be prepared to give the following information:

- The version number of Advantum Financials.
- The operating system that you are using
- The exact wording of any message that appeared on your screen
- A description of what happened and what you were doing when the problem occurred
- How you tried to solve the problem

If training is required for the implementation of Advantum Financials, our training Department would be more than welcome to offer this support service. Any such queries should be directed to our marketing department at the above number.

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SYSTEM FEATURES

THE SYSTEM INTERFACE

MENUS

On signing into ADVANTUM FINANCIALS you will be presented with the screen displayed below. The top left hand corner of the screen displays the name of the company for which accounting tasks may be carried out. Displayed at the top right hand corner is a log out option. At the bottom left hand you are presented with the menu options for the various modules offered by the software. At the bottom right hand there is an exit button and a more options button that will allow other operations such as changing your sign-on password.

A click on a menu option displays the options of menu as shown overleaf.

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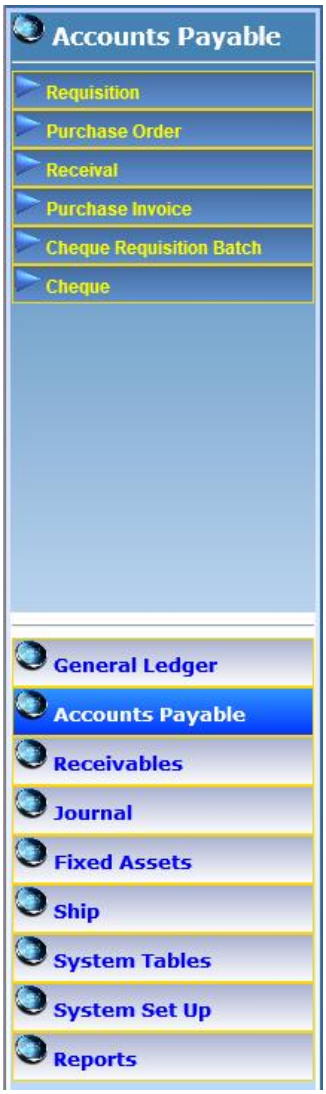
Displayed below are the menu options presented when the Accounts Payable menu is selected.



A click on a menu option will allow processing for the option selected. **WORK WITH...** screens are generally presented to facilitate option processing. The **WORK WITH...**screen shown overleaf is presented when the ***Purchase Order*** menu option is clicked.

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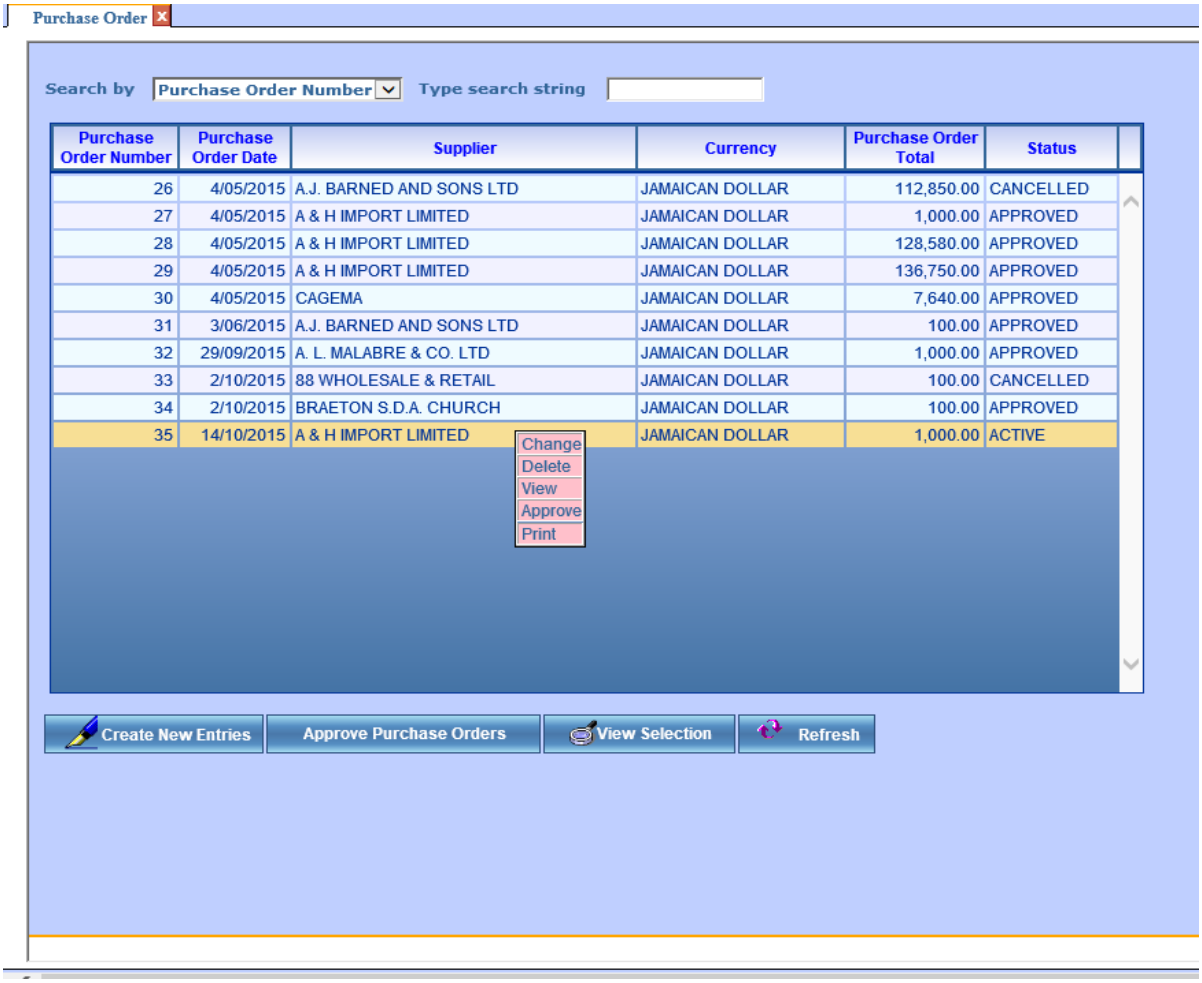
WORK WITH... SCREENS

The **WORK WITH...** screens presented throughout Advantum Financials facilitate the creation, maintenance and processing of data entities that interface with each other to form a fully integrated accounting system. These data entities, henceforth, will be referred to as 'records'. Each of these screens contains a title at its top that describes the records being processed. The title of the **WORK WITH...** screen shown below indicates that purchase orders are processed by this screen.



Processing options common to the WORK WITH... screens

The following buttons are commonly presented below the list of records displayed on a work with screen:

- ***Create New Entries*** – This allows the creation of a new record.
- ***View Selection*** – This allows the display of records based on a selected criteria.
- ***Refresh*** – This refreshes the records displayed with any changes.

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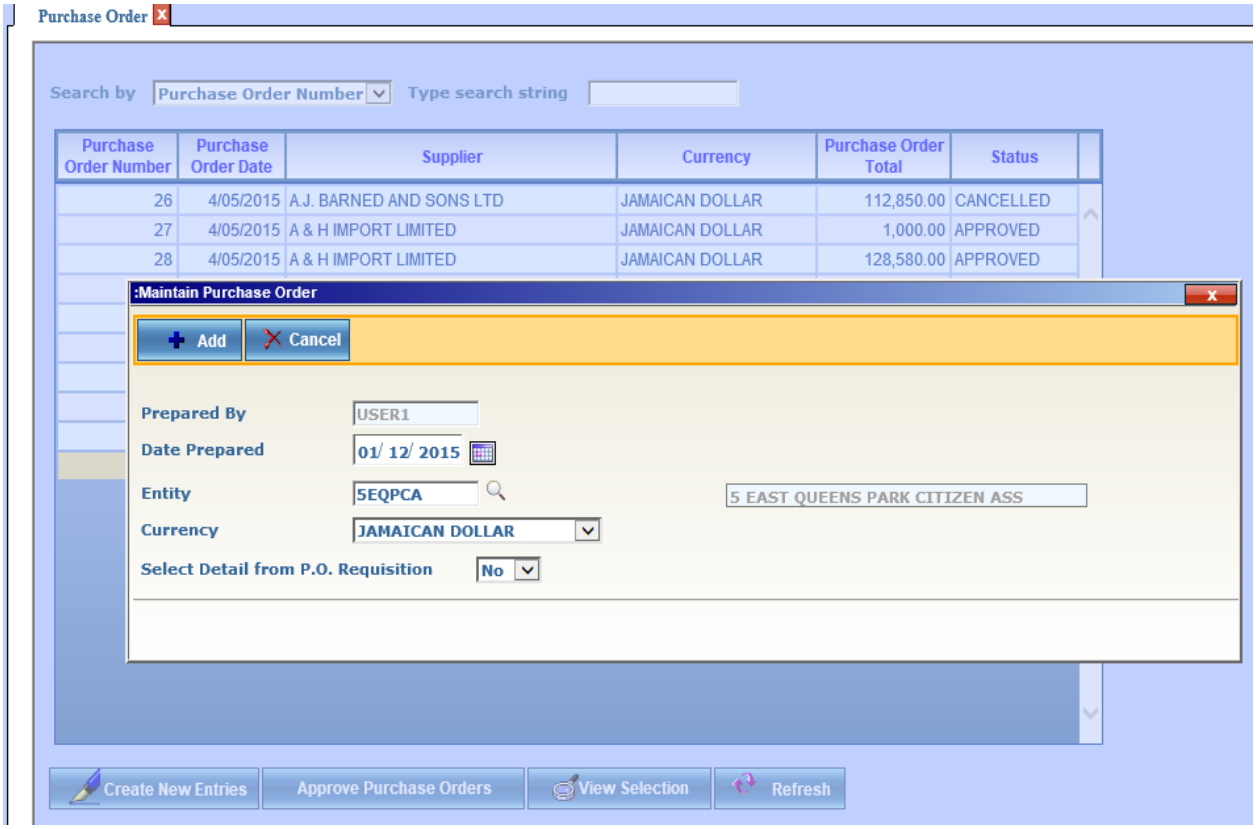
A click on a record displays a pop up menu with the options available for processing the selected record (as shown above). The following options are commonly presented on these pop-up menus:

- Change
- Delete
- View
- Print
- Approve
- Cancel

We will now examine these common processing options in more detail

How to Create a Record

The ***Create*** button allows the creation and addition of records to those displayed on the **WORK WITH...** screen. To facilitate record entry creation, the **MAINTAIN...** screen appears on clicking the ***Create New Entries button***.



The **MAINTAIN PURCHASE ORDER** screen shown above allows the creation of purchase orders. Similar to the other **MAINTAIN...** screens presented throughout the system, the fields necessary for record creation are displayed.

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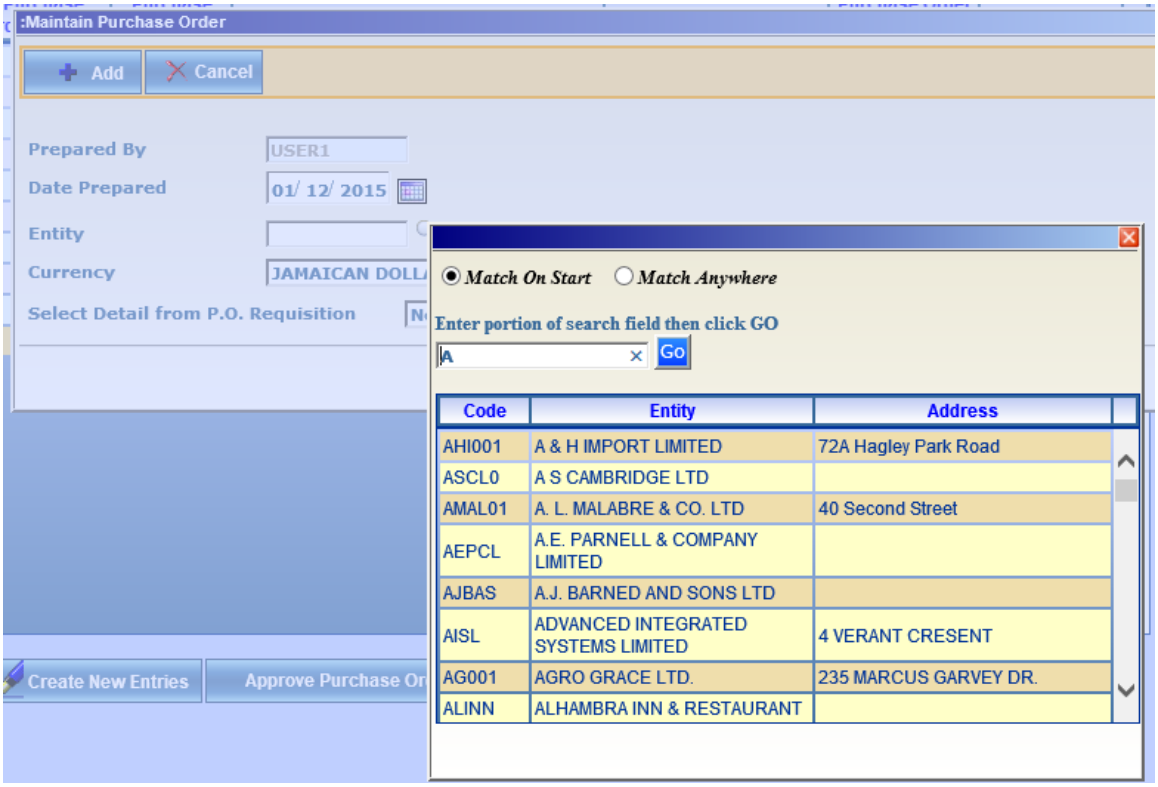
You will notice a magnifying glass icon to the right of the ***Entity*** field and an icon to the right of the **Date Prepared** field. The magnifying glass icon allows prompting for information for the field it's associated with and the date icon allows prompting for a date for the associated date field.

How to Prompt

A click on the magnifying glass displays a pop-up window (prompt) that allows data selection for the associated field. The prompt may display information available for selection by default or allow searching. Searching is carried out by typing a portion of the desired information in the field provided and clicking the ***Go*** button. The prompt shown below displays the list of entities whose names begin 'A' after the letter 'A' was typed and the ***Go*** button clicked. A click on the desired record from the prompt will populate the associated field with the information required.



Date Selection

The screen below shows the date prompt displayed when a date icon is clicked.

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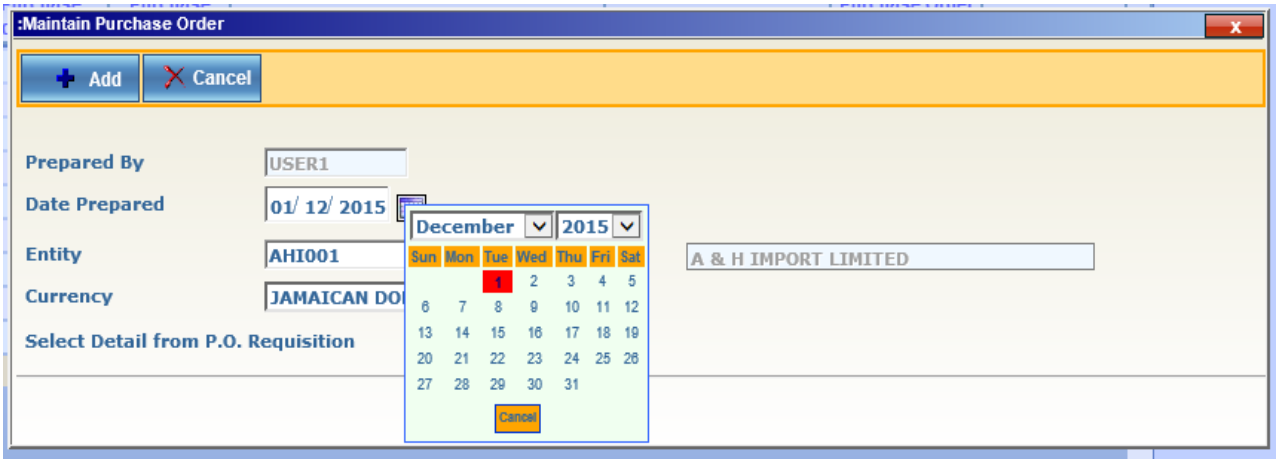
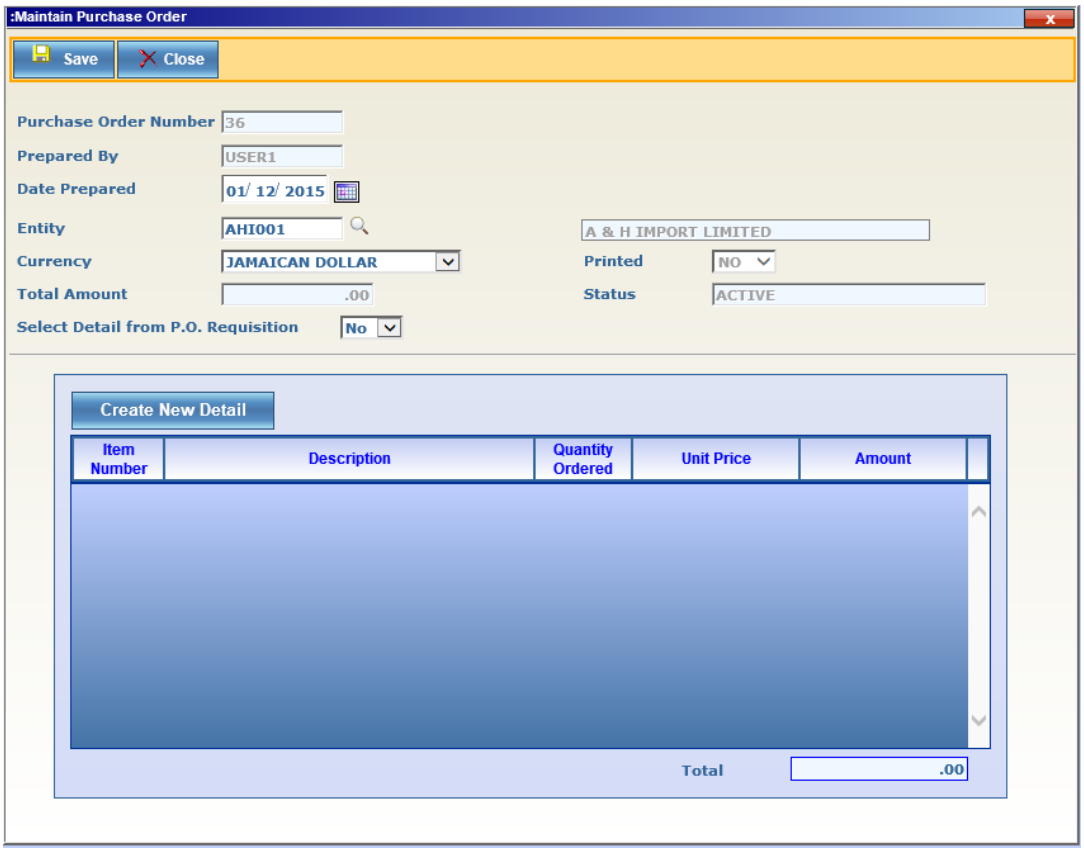


The current date is highlighted in red. The dates for a desired month and year may be displayed for selection by selecting a desired month and a desired year. A click on the desired date will populate the associated date field.

After the required information has been recorded on the **MAINTAIN...** screen by typing/prompting, the creation process is completed by clicking ***Add*** to save.

In some instances, it is required that 'associated details' are recorded for record entries. In these cases an addition to the screen appears next to facilitate the entry of data for the 'associated details'.



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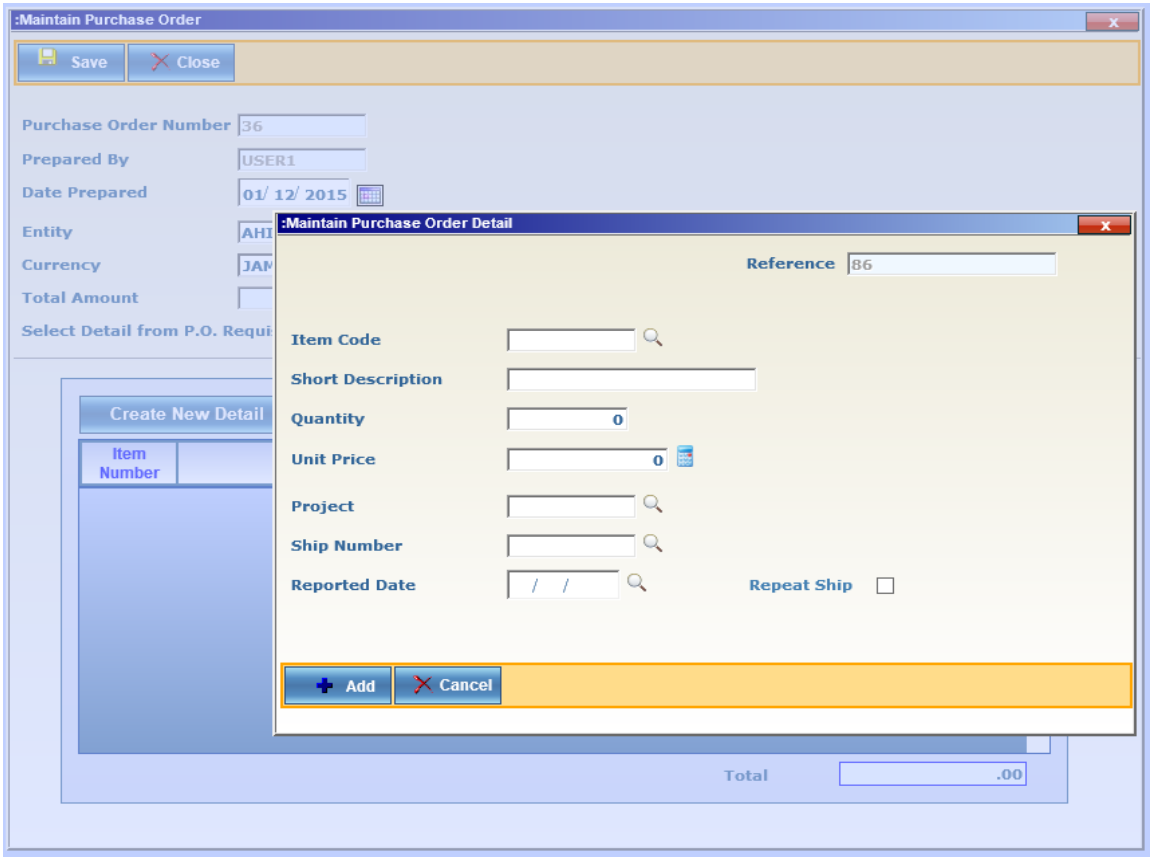
The screen shown below appears when the ***Create New Detail button*** is clicked. This screen allows the addition of purchase order details to a purchase order.



Data entry is now carried out as was done previously. As a number of purchase order details may be added to a purchase order, a second **MAINTAIN PURCHASE ORDER DETAIL** screen appears on completion of this data entry process. If no more purchase order details are to be created click the ***Cancel*** button. The **MAINTAIN PURCHASE ORDER** screen now reappears. In the cases where an 'attachment' may be entered only once or not at all the **MAINTAIN...** screen reappears immediately. This facilitates the entry of multiple record entries. If no more record entries are to be created click ***Close*** to return to the **WORK WITH...** screen.

How to Maintain a Record (Change/Delete/View)

When the pop-up menu appears after a record is clicked on from the **WORK WITH...** screen. The **MAINTAIN…** screen also appears if the ***Change, Delete*** *or* ***View*** option is selected.

If the ***Change*** option was selected data entry is carried out as was outlined for the creation of a record. A ***save*** button is presented to save the changes made and the ***Cancel*** button is presented if changes are to be disregarded.

If the ***Delete*** option was selected a ***Delete*** button is presented to delete the record and the ***Cancel*** button is also presented.

If the ***View*** option was selected the ***Cancel*** button is also presented to cancel when viewing is completed.

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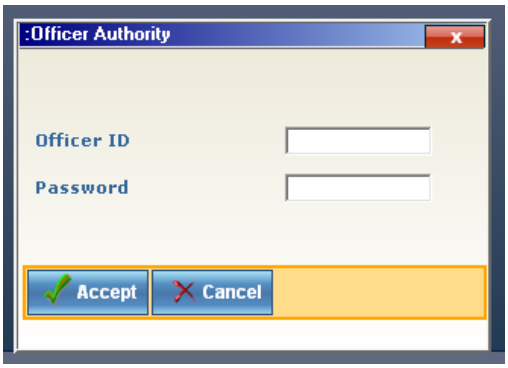
How to Approve a Record

A number of the records processed by the **WORK WITH...** screens require approval before further processing involving these records may be carried out. For example, purchase orders need to be approved before they can be used in the creation of receivals. Purchase order approval may be done individually or in batch.

Individual Approval

The individual approval of a purchase order is carried out as follows:

1. Click on the desired purchase order from the **WORK WITH PURCHASE ORDER** screen then select the ***Approve*** option from the pop-up menu that appears. The **OFFICER AUTHORITY** screen shown below now appears.



2. Type the authorizing officer's ID and password then click **Accept**.

3. The **MAINTAIN PURCHASE ORDER** screen appears with an ***Approve*** button and the ***Cancel*** button. If the ***Approve*** button is clicked the **WORK WITH PURCHASE ORDER** screen now reappears with the purchase order's *STATUS DESCRIPTION* updated to approved. The purchase order will no longer appear among the list of purchase orders. The purchase order may be redisplayed by clicking the ***View Selection*** button presented at the bottom of the **WORK WITH PURCHASE ORDER** screen and inputting the purchase order number of the approved purchase order.

Batch Approval

The batch approval of purchase orders is carried out as follows:

1. Click the ***Approve Purchase Orders*** button

displayed at the bottom of the **WORK WITH PURCHASE ORDER** screen. The screen below appears to allow the input for the selection of the purchase orders to be approved.

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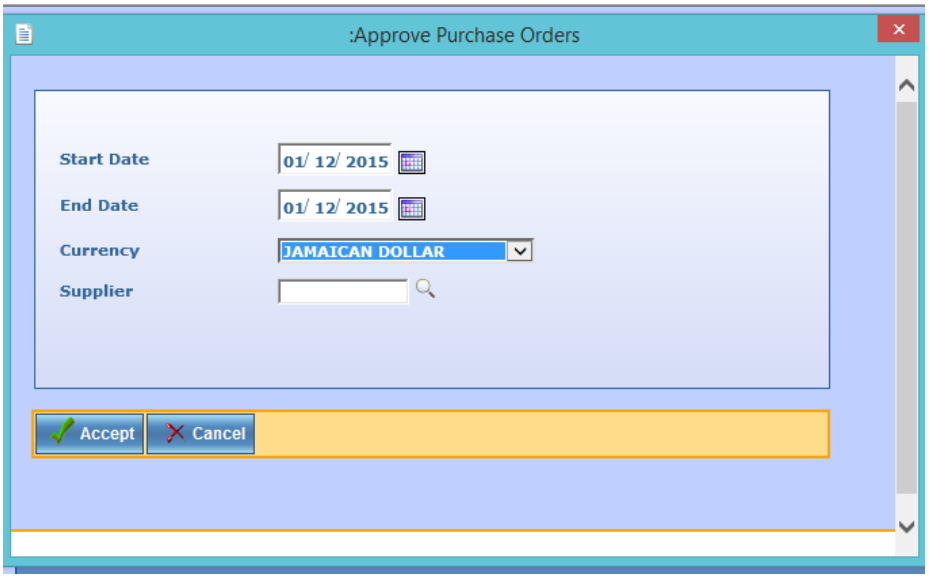
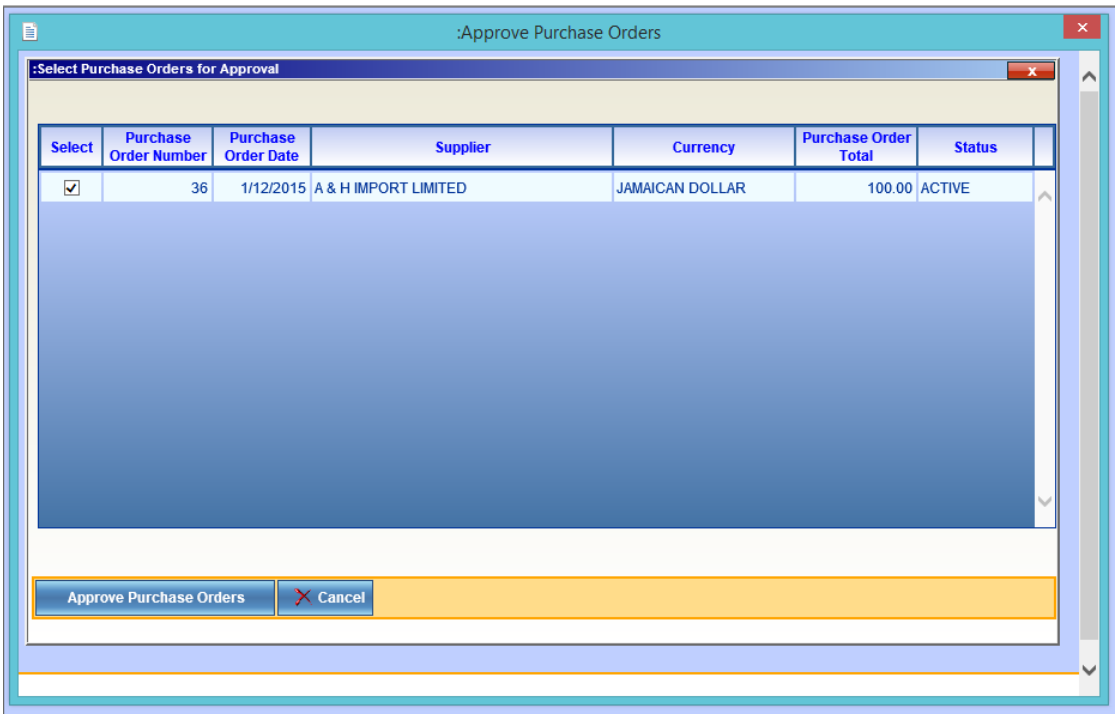


2. Record the date range, currency and optionally the supplier for the purchase orders to be approved then click accept. The list of purchase orders that fit the criteria previously recorded will appear for approval.



3. Unselect any purchase orders that are not to be approved then click the ***Approve Purchase Orders*** button. The **OFFICER AUTHORITY** screen will appear for the input of the authorizing officer's ID and password. A click on the Accept button of the **OFFICER AUTHORITY** screen will cause the approval process to be carried out and the **WORK WITH PURCHASE ORDER** screen will be redisplayed with the *STATUS DESCRIPTION* of the purchase orders updated to approved. The purchase orders will no longer appear among the list of purchase orders.

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How to Cancel a Record

A click on the **Cancel** option for a selected record that has been approved allows cancellation. The cancelation process is carried out similar to the approval process. The **MAINTAIN...** screen however appears with a ***Cancel*** button to effect cancellation and a ***Close*** button. If however the approved record has a reference to it, cancellation is not allowed. An example of such a situation is the creation of a receival from one or a number of purchase order. A link would now exist between the purchase orders and the receival.

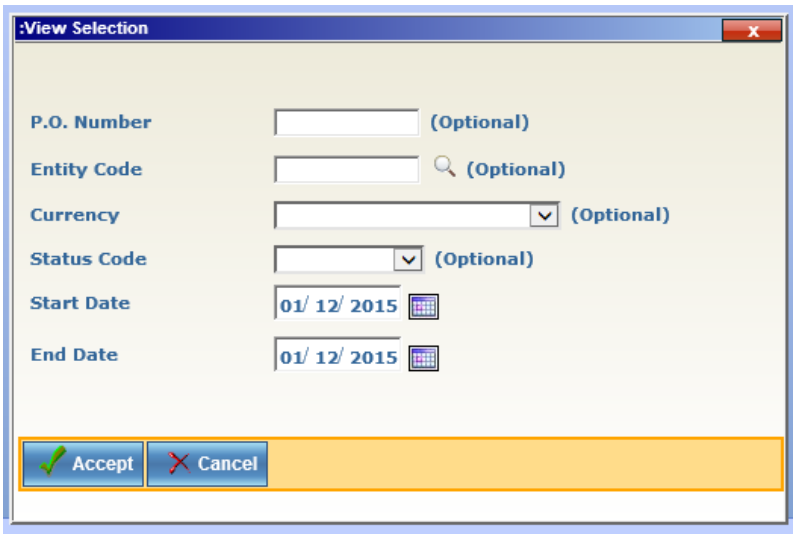
If the ***Cancel*** button is clicked from the **MAINTAIN...** screen, the **WORK WITH...** screen now reappears with the record's *STATUS DESCRIPTION* updated to cancelled.

Refresh

Clicking the **Refresh** button updates the record entries of the **WORK WITH...** screen selected with any recent changes.

View Selection

Clicking the **View Selection** button of the **WORK WITH...** screen displays the **VIEW SELECTION** screen as shown below. You may record the desired criteria and click ***Accept*** to display to display the desired record(s) on the **WORK WITH...** screen.



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DEFINING YOUR ORGANIZATIONAL STRUCTURE, GENERAL LEDGER & CODES FOR PROCESSING

1. DEFINE YOUR ORGANIZATIONAL STRUCTURE.

This is done using the **GROUP** option of the **SYSTEM SETUP MENU**. Here you will define:

- Your group of companies.
- The companies within the group.
- The departments in each company.

The procedures for organizational structure definition are outlined in the section of the manual that deals with the **WITH GROUP** option of the **SYSTEM SETUP MENU.**

Port Computer Services Ltd. normally assists with the organizational structure definition.

2. SELECT THE COMPANY TO WORK WITH.

This procedure is outlined under **SYSTEM SETUP MENU - COMPANY.** All accounting tasks carried out thereafter will be for the selected company until another company is selected.

3. DEFINE ANY OTHER USERS (SYSTEM USERS) OF THE ADVANTUM FINANCIALS SOFTWARE.

This procedure is outlined under **SYSTEM SETUP MENU – SYSTEM SECURITY**. In the definition process a *User Profile* and the name of the user are recorded for each user who will sign onto ADVANTUM FINANCIALS. An example of a user profile for the user John Brown could be 'PCSJB'. A maximum of ten alphanumeric characters may be used as a user profile. The companies that each user can carry out accounting tasks for are also recorded in the system user definition process

4. DEFINE THE AUTHORIZING OFFICERS OF THE SELECTED COMPANY.

This procedure is outlined under **SYSTEM SETUP MENU – SYSTEM SECURITY**. All transactions in ADVANTUM FINANCIALS require approval from an authorizing officer for completion or for the transition from one stage to the next until completion. In the definition process the *Officer ID* and *Password* is recorded. The following is also recorded:

- The types of transactions the officer can authorize.
- The currency the officer can authorize.
- The limit to which the officer can authorize.

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5. SET UP YOUR GENERAL LEDGER AND CODES FOR USE IN ACCOUNTS PROCESSING.

Define your General Ledger Accounts

Record your general ledger accounts in the system. This is done using the **GENERAL LEDGER** option of the **GENERAL LEDGER MENU**.

When recording general ledger accounts it is advisable to enter the closing general ledger balances for the month prior to the month in which transactions are to be processed.

If the starting month is also the start of the current financial year the following should be done after general ledger balances have been recorded:

- Select the option to update the general ledger for the prior month.
- Select the option to close the financial year.

If the starting month is within the current financial year the following should be done:

- Select the option to update the general ledger for the prior month.

This enables opening balances to be displayed on the trial balance and general ledger report when generated from the system.

How general ledger accounts are used in the system is explained in the next section.

It is necessary to record a number of codes in the system before sub-accounts are defined. When sub-accounts are recorded is explained in the next section.

Record the necessary Codes in the system

Transaction processing in ADVANTUM FINANCIALS is centered around the use of codes. If for example a cheque is to be created the following is recorded:

- *The payee* – For this the system will request a *Supplier Code,* which can be obtained at the time of data entry by *Prompting*. A list of suppliers and other customers along with their corresponding codes will then appear. You can then select the desired supplier from the list and the supplier code will be recorded. When the cheque is printed the corresponding supplier name for the code recorded will be printed as the payee.

  It is therefore necessary to record all your suppliers, and customers who you receive monies from as *Entities*. In the creation of debit notes and receipts *Entity Codes* are recorded to represent your customers. The corresponding customer names will be printed on the receipts and debit notes. (The terms *Supplier Code and Entity* Code are interchangeable). A code recorded for a supplier can be selected for a receipt if the supplier becomes a paying customer. Your list of entities is recorded using the **ENTITIES** option of the **GENERAL SYSTEM TABLES** menu.

- *The currency of the cheque* - For this the system will request a *Currency Code,* which (like the supplier/entity code) can be obtained at the time of data entry by *Prompting*. A list of currencies and their corresponding codes will then appear. You can then select the desired currency from the list and the *Currency Code* will be recorded.

  To facilitate this process the currencies and their corresponding codes are recorded using the **CURRENCY** option of the **GENERAL SYSTEM TABLES** menu. The **CURRENCY** option also

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facilitates the recording of daily buying and selling rates for the various currencies. The currency defined as the local currency does not allow the recording of rates. Your local currency is defined when company information is recorded (Organizational structure definition).

When a cheque or any other transaction for which a foreign currency code has been recorded is processed, the applicable rate recorded for the currency is used in foreign currency conversion calculations. The system will use the date of the cheque or the date recorded for any another transaction to identify the date of the rate to be used.

Once *Entity Codes* and *Currency Codes* have been recorded your Sub-Accounts can then be defined in the system.

This is done using the **SUB LEDGER** option of the **GENERAL LEDGER MENU**.

Sub-Accounts are defined as either *personal* or *impersonal*. Personal sub-accounts are created for suppliers and other customers. As a result an *Entity Code* is required in the creation of a personal sub-account to record customer information. Sub-accounts are also defined with a currency type thus the use of the *Currency Code*. We will now look at how general Ledger and sub-accounts are employed in the system.

- *What is being paid for* - For this an *Item Code* is recorded for the cheque. Item codes represent the goods or service being bought or sold. The **ITEMS** option of the **GENERAL SYSTEM TABLES** menu enables the definition of Item codes. Here the following is recorded:

  - *An Item Code*
  - *The name of the good or service*
  - *The General Ledger and optionally the Sub-Account to be debited or credited*.

  When the cheque is printed from the system the necessary general ledger entries are written at the same time. At this point the system will debit the account number attached to the item code recorded.

  The bank account for which the credit entry is to be written is also recorded on the cheque. So only the account or accounts that are to be debited for the good or service should be recorded for the item code. It is possible to record a number of account numbers for an item code and define what percentage of the transaction amount should be allocated to the respective accounts.

  If a cheque is to be prepared for the purchase of a computer the following could be recorded for the item code:

Item code:	PC
Description:	Personal computer
Account number:	ACC01 (The account to be debited for the computer.)

  Since only one account number is to be debited the percentage defined for the amount to be debited to 'ACC01' would be 100%. If two account numbers were recorded the definition would be:

  ACC01 50%
  ACC02 50%

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- *The bank account to be credited* – For this a *Bank Account Number* is recorded for the cheque. To define the various *Bank Account Numbers* in the system the following is done:
  i. Define the banks with which business is done. This is done using the **BANKS** option of the **GENERAL SYSTEM TABLES** menu. Here a *Bank Code*, the *Bank Name* and contact information are recorded.
  ii. The **BANK ACCOUNT** option of the **ACCOUNTS PAYABLE** menu is then used to record the bank account numbers. In the account number definition it is necessary to record a *Bank Code* in order to define what bank the account is held at. The other items recorded are:
    - The *Bank Account Number*
    - The *Bank Account Name*
    - A *Currency Code*
    - A *General Ledger Account Number*

- It is also possible to record what is known as a *Project Code* for a cheque. *Project Codes* are defined using the **PROJECT** option of the **GENERAL SYSTEM TABLES** menu. In defining project codes basic information is captured for projects being undertaken by the business. When cheques are prepared for project related expenses the recording of the corresponding project codes facilitates the tracking of cost incurred by the various projects

  The process for viewing transactions processed for a specific project is outlined under the section of the manual for **GENERAL LEDGER MENU- GENERAL LEDGER** that deals with *How to View Transactions.*

The **GENERAL SYSTEM TABLES** menu allows the recording of a number of other codes in the system. The following codes are used in fixed assets processing:

Location - The **LOCATION** option of the **GENERAL SYSTEM TABLES** menu allows the recording of codes for the possible locations at which fixed assets may be stored. One option provided in ADVANTUM FINANCIALS for fixed assets processing allows the relocation of assets. On selecting this option you may prompt for a new *Location Code* for an asset and record the date the asset was relocated. A history of the storage locations for the asset can then be obtained along with the time period of storage at each location.

Disposal Type - ADVANTUM FINANCIALS also provides an option for the disposal of assets. Here a *Disposal Type Code* is recorded to indicate the nature of disposal. E.g.:

Code	Disposal Description
SLD	Sold for value
DCH	Donated to charity
STL	Stolen

These codes are recorded using the **DISPOSAL TYPE** option of the **GENERAL SYSTEM TABLES** menu.

Insurance Type - ADVANTUM FINANCIALS also allows the recording of Insurance information for fixed assets. In this process an *Insurance Type Code* is required in order to record the type of insurance. The **INSURANCE TYPE** option of the **GENERAL SYSTEM TABLES** menu allows the definition of *Insurance Type Codes* and their corresponding *Insurance Type Descriptions*.

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6. DEFINE PRINCIPAL AND SHIP INFORMATION IN THE SYSTEM

- From the **SHIP MENU** select **PRINCIPALS.** Proceed to define the various *Principals* in the system.
- Record the *Ships* for each principal.
- Record the various *Reported Dates* for each ship.

The above processes are outlined in the manual under **SHIP MENU.**

Once defined, ship information can be included in the recording of transactions (cheques, receipts, debit notes and journals). This facilitates the tracking of vessel related transactions.

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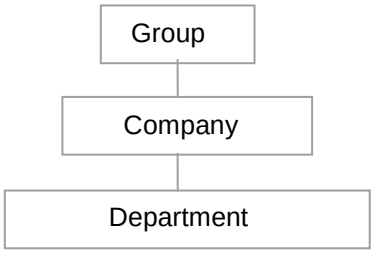
SYSTEM SETUP MENU

The system set up menu allows the system administrator to define and maintain basic information on the group and companies thereof, as well as various company specific-parameters. The system security features and parameters are also defined and maintained from this menu.

WORK WITH GROUP

The **Group** option facilitates the definition and maintenance of information via the following organization hierarchy**.**



Once an organization structure is defined, accounting tasks are then carried out by the various options and functions at the company and departmental levels.

On initially accessing the **WORK WITH GROUP** screen the **create** button is displayed to facilitate group creation. Once group information has been defined in the system. The **create** button is only redisplayed if the group is deleted from the system.

The screen below shows the information captured for the group.

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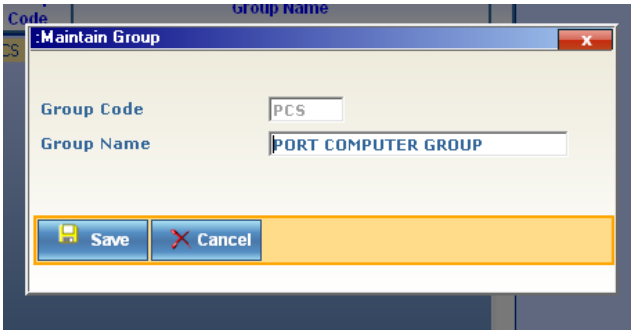

What System Defaults Are Created at the Group Level?

STATUS

Status Code	Status Description
APV	Approved
ACT	Active
PND	Pending
CAN	Cancelled
SEL	Selected

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WORK WITH COMPANY

How to Create a Company?

The **COMPANY** option of the **SYSTEM SETUP MENU** allows the creation and maintenance of company information. The screen that appears is displayed below.

The pop-up menu that appears when a company record is clicked is shown in the above diagram.

A click on the ***Create New Entries*** button displays the screen shown below to allow the recording of new company information.

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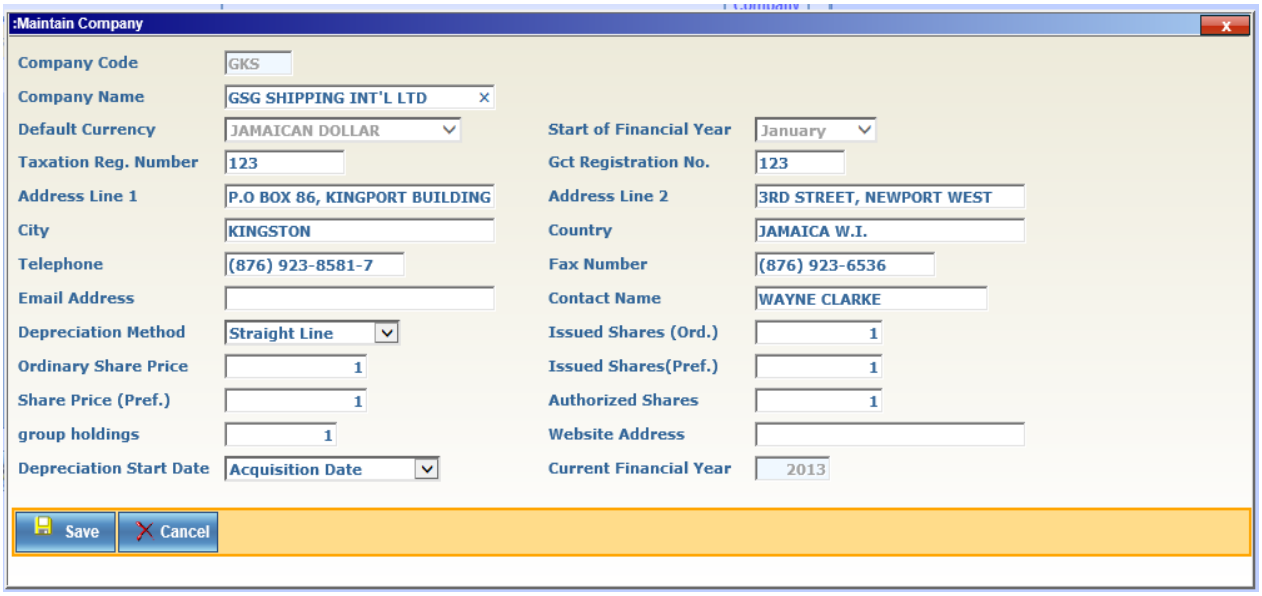

The following are captured on this screen:

- The *COMPANY CODE* and *COMPANY NAME*.
- The *LOCAL CURRENCY CODE* for the company.
- The start of the financial year. This should be a 2-digit number ranging from 01-12 representing the months of the year.
- The *CONTACT DETAILS*, *TAXATION REG. NUMBER*, *CURRENT FINANCIAL YEAR* and *GCT REGISTRATION NO.*
- The depreciation method to be used for fixed assets.
- The date from which depreciation is to be calculated (Acquisition Date or Start of Financial year)

.

To save the information, click the Add button. The **MAINTAIN COMPANY** screen reappears for the entry of another company. If no more companies are to be created click **(Cancel)** to return to the **WORK WITH COMPANY** screen.

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What System Defaults Are Created at the Company Level?

ASSET CATEGORY

Category Code	Category Description
NEWASS	New Assets

TRANSACTION REFERENCE

Reference Code	Reference Description
DBT	Debit
CDT	Credit
XDR	Credit Reversal
XCR	Debit Reversal
JVD	Journal Debit
JVC	Journal Credit

DEPARTMENT

Department Code	Department Name
GEN	General Department

How to Select a Company as the Current Company?

Due to the multi company facility that is available in this accounting package, it is necessary to select a company to work within. This is done as follows:

1. From the **WORK WITH COMPANY** screen, click on the radio button for desired company under the column Current Company. All subsequent processing, outside of the **GROUP, SYSTEM USERS AND MENU** options, will then be for the selected company.

To work with another company repeat the company selection process (step 1).

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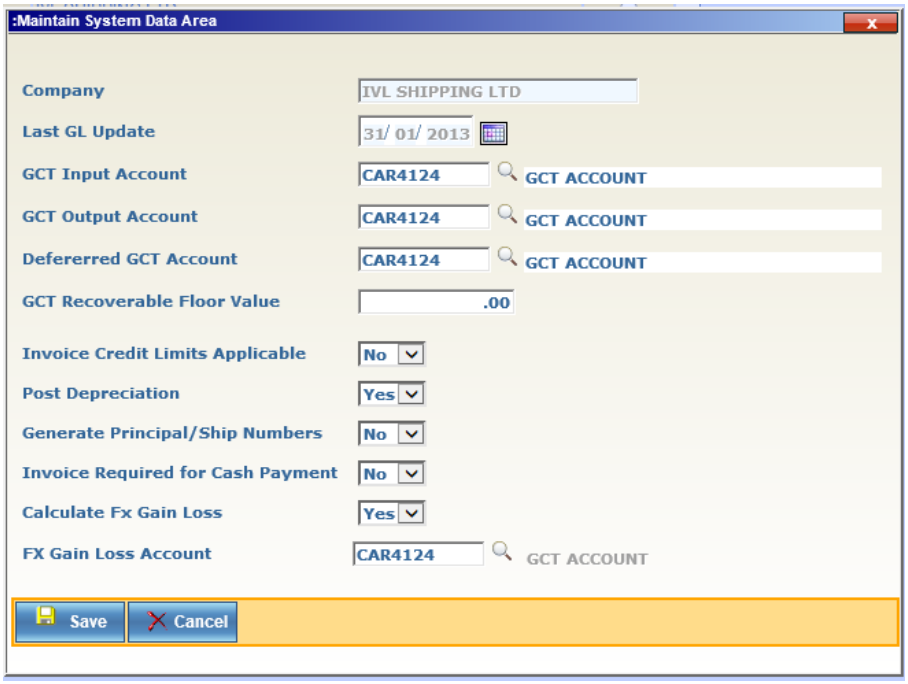
How to Maintain System Defaults?

A click on desired company and then selection of the **System Defaults** option from the pop-up menu that appears allows a number of system defaults to be recorded for the company. Among the defaults recorded on this screen are the various GL accounts used for the posting of G.C.T. (Taxation) amounts.

The screen that appears when the **System Defaults** option is clicked is shown below.



The following G.C.T. accounts are to be recorded on the above screen if automatic posting of taxation entries are to be done by the system:

- G.C.T. Input Account
- G.C.T. Output Account
- Deferred G.C.T. Account

These GL accounts should first be defined using the **GENERAL LEDGER** option of the (**GENERAL LEDGER MENU.**

The following defaults are also recorded on the above screen:

- The *DATE OF THE LAST GL UPDATE* - This is the end of month date prior to the first financial month for the company.

- The *G.C.T. RECOVERABLE FLOOR VALUE*

- *INVOICE CREDIT LIMITS APPLICABLE* – 'Yes' is selected for this is if customers are to be given credit limits.

- *POST DEPRECIATION* – 'Yes' is selected for this if it is desired that fixed asset depreciation transaction postings are to be handled by the system.

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- *GENERATE PRINCIPAL/SHIP NUMBERS* – If 'Yes' is selected for this *PRINCIPAL IDS AND SHIP NUMBERS* are automatically generated by the system.

- *INVOICE REQUIRED FOR CASH PAYMENT* – 'Yes' is selected for this is if it is mandatory for an invoice number to be recorded when processing an immediate payment.

- *CALCULATE GAIN FX GAIN LOSS* – 'Yes' is selected for this is if it is desired that the system calculates foreign exchange gain or loss when payments are made against invoices.

Once a transaction has been posted no change is allowed to the *DATE OF THE LAST GL UPDATE* and the GCT related data recorded on the screen.

How to Create a Taxation Default?

1. Click on desired company then Select the **Taxation Defaults** option from the pop-up menu that appears. The **WORK WITH TAXATION DEFAULTS** screen then appears.

2. Click the **Create** button. The **MAINTAIN TAXATION DEFAULTS** screen appears.
3. Type the *TAXATION CODE*.
4. Type the *TAX DESCRIPTION*.
5. Type the *TAXATION RATE*.
6. Type the *GCT RECOVERY PERIOD*
7. Type the *EFFECTIVE DATE* and click the Add button. The **MAINTAIN TAXATION DEFAULTS** screen reappears for the entry of another taxation default. If no more taxation defaults are to be created click **Cancel** to return to the **WORK WITH TAXATION DEFAULT** screen.

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How to Create a Department?

1. Click on the desired company then Select the **Departments** option from the pop-up menu that appears. The **WORK WITH DEPARTMENT** screen then appears.

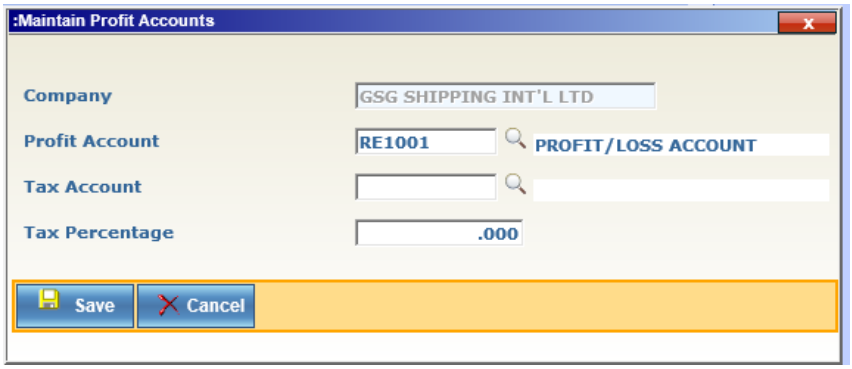
   A department labeled 'General' appears by default. Maintenance actions may be carried out for this department as desired.

2. Click the **Create** button. The **MAINTAIN DEPARTMENT** screen appears.

1. Type the *DEPARTMENT CODE*, *DEPARTMENT NAME* and *HEAD OF DEPARTMENT* then click the Add button. The **MAINTAIN DEPARTMENT** screen reappears for the entry of another department. If no more departments are to be created click **Cancel** to return to the **WORK WITH DEPARTMENT** screen.

How to Maintain Profit Accounts?

Click on the desired company then Select the **Maintain Profit Accounts** option from the pop-up menu that appears. The **MAINTAIN PROFIT ACCOUNTS** screen then appears.



When the option is taken to close the financial year the system transfers the net of the income and expense balances (profit/loss) to the retained earnings account (*PROFIT ACCOUNT*) recorded on the above screen. If tax from the profit/loss is to be posted by the system record the *TAX ACCOUNT* and applicable *TAX PERCENTAGE*.

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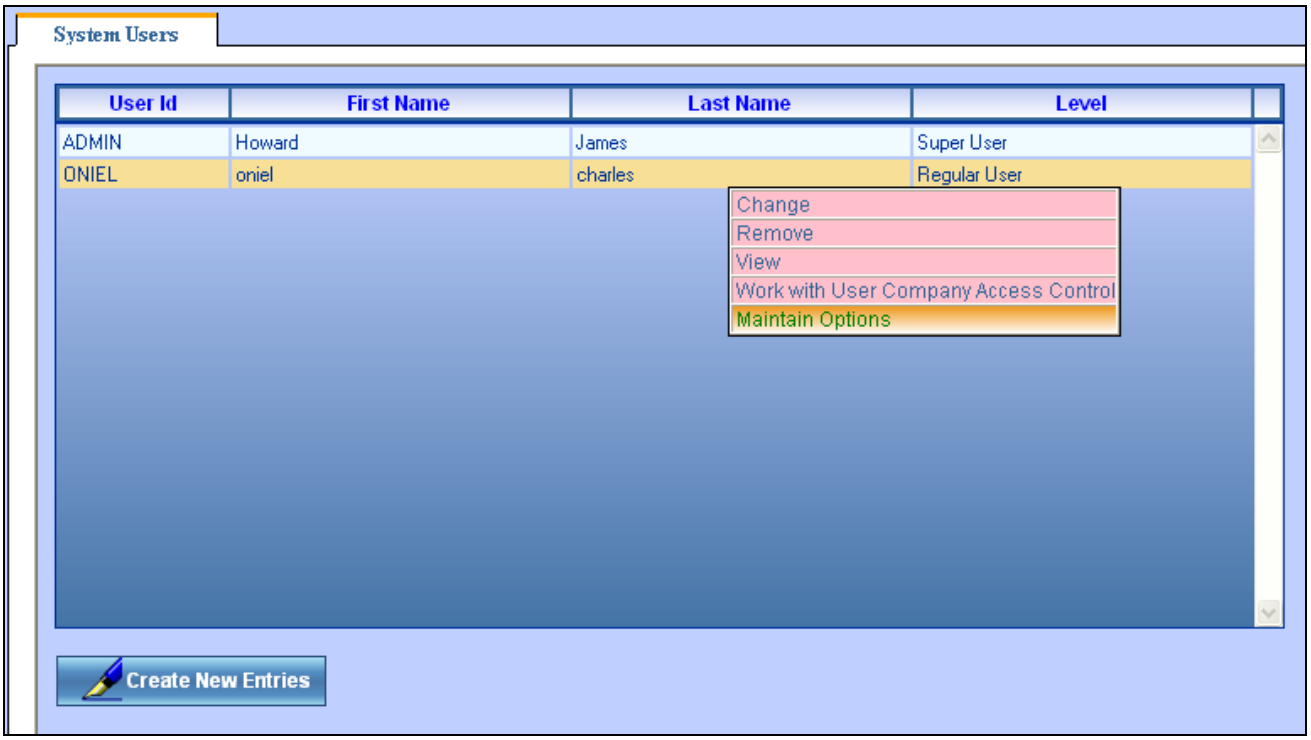
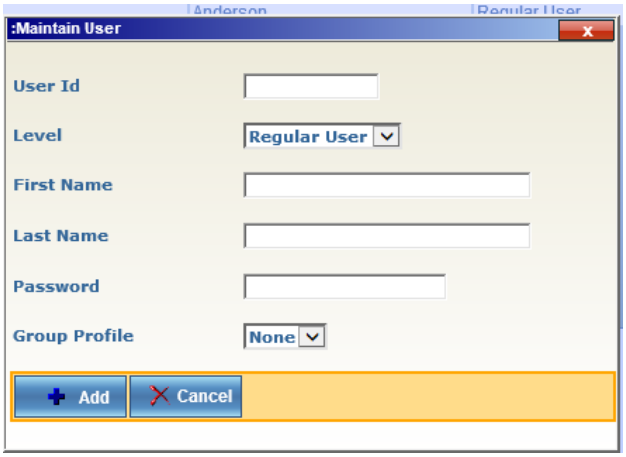
WORK WITH SYSTEM USERS

The **SYSTEM USERS** option allows the definition and maintenance of users of the system. The screen below shows the screen presented on option selection. The pop-up menu with the available maintenance options that appears when a record is clicked is also displayed.



How to Create a System User?

1. A click on the Create button displays the screen below.



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2. Record the *USER ID*, *FIRST NAME* and the *LAST NAME* of the user.

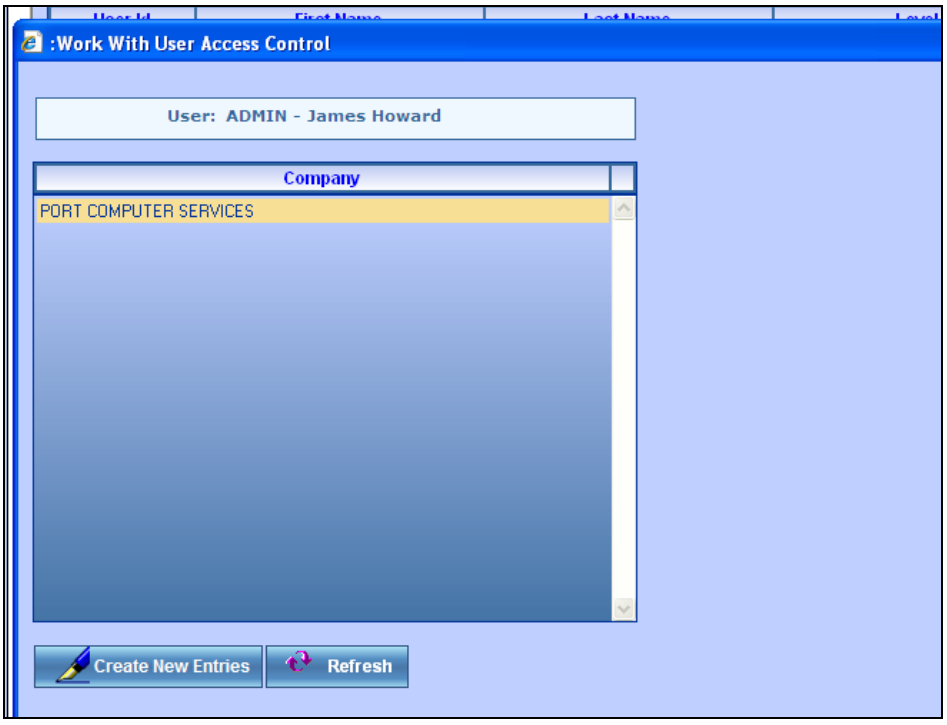
3. Select the user's *LEVEL*. The possible options for the user level are:

   - *Regular user* - This user will have to be assigned the options to which he or she will have access (See the explanation for ***How to Define What Options System User has Access to?***).
   - *Super User* – This user will have access to all options in the system
   - *Group Profile* – This selection will define the user as a group profile. The options assigned to a profile can be assigned to another user if the profile is selected during the act of defining the other user.

4. Optionally select a *GROUP PROFILE* if the user is to be assigned access to the options defined for a group profile.

How to Define What Companies a System User has Access to?

1. Click on a user record and select the **Work with User Company Access Control** option on the pop-up menu that appears. The screen that appears (as shown below) allows you to define the access rights a system user has to the information for the companies defined in the system.



This screen shows a list of the companies to which the system user currently has access rights.

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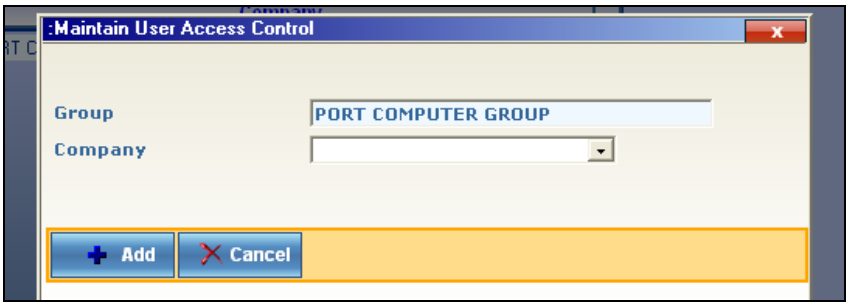
A click on the Create button displays the screen shown below to facilitate the selection of a company to which the user will have access rights.



How to Define What Options System User has Access to?

Click on a user record and select the **Maintain Options** option on the pop-up menu that appears. The screen shown below appears.

Select the desired menu for which options are to be assigned from the *MENU GROUP* dropdown at the top of the screen. The available options of the menu will appear at the right hand side of the screen beneath the heading ***Options Excluded from User***.

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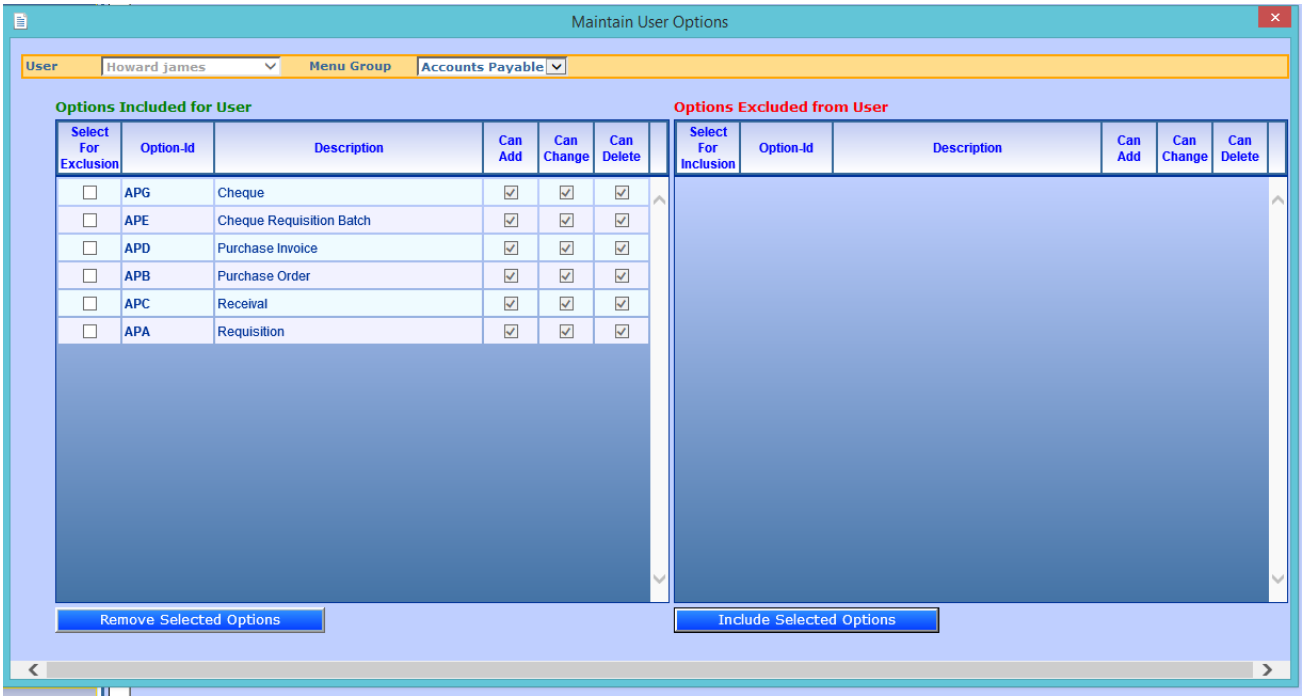
Select the options to be assigned to the user and indicate if the user *CAN ADD*, *CAN CHANGE* and *CAN DELETE* for the selected options then click the Include ***Selected Options button***. The selected options will appear on the left hand side of the screen beneath the heading ***Options Included for User***.



To remove a user's access to an option select the desired option listed under the ***Options Included for User*** heading for the desired menu then click ***Remove selected Options***.

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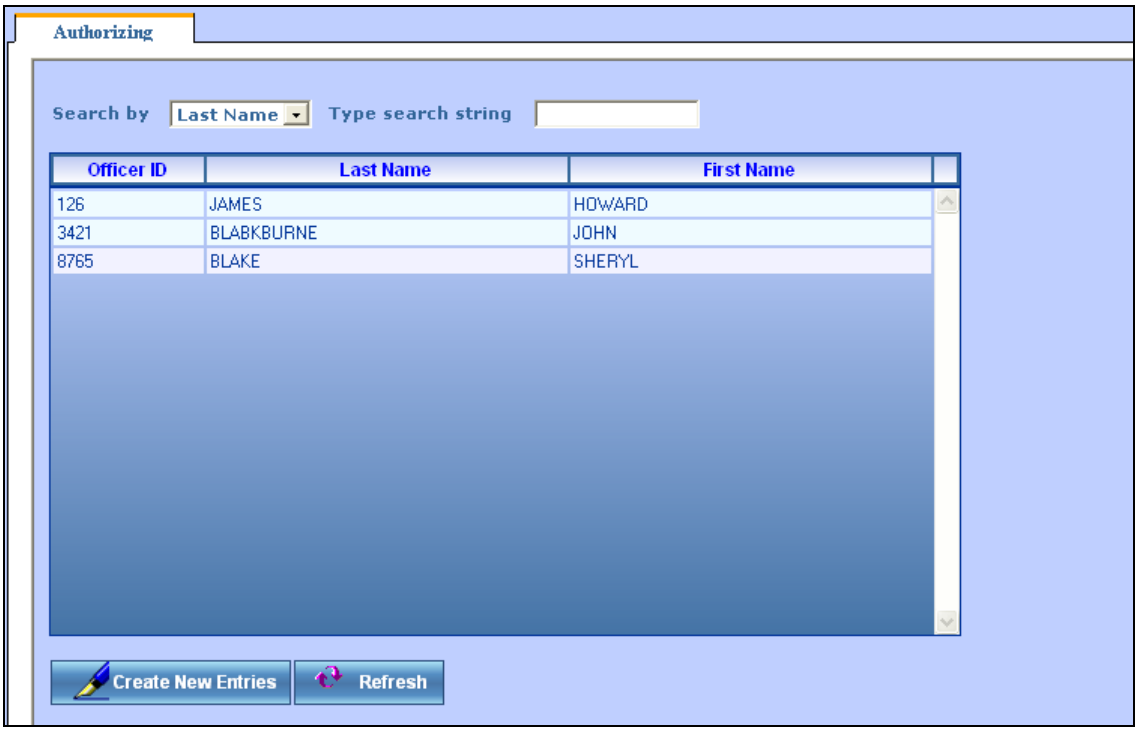
WORK WITH AUTHORIZING OFFICERS

The **AUTHORIZING OFFICERS** option of the **SYSTEM SETUP MENU**, allows the creation and maintenance of authorizing officers. On option selection the screen shown below appears with all the current authorizing officers.



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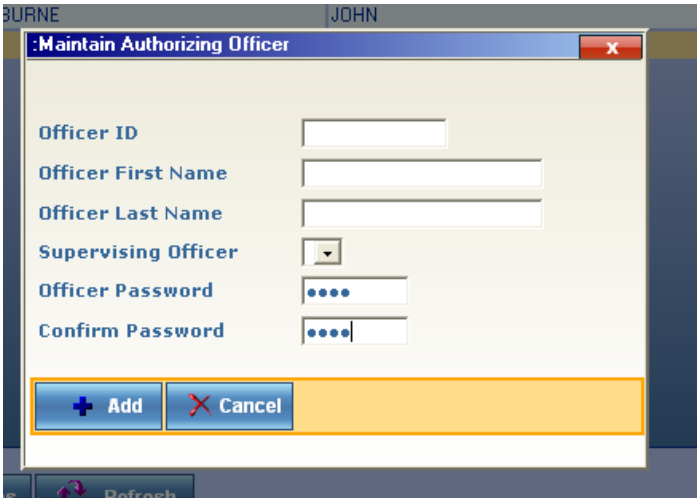
How to Create an Authorizing Officer?

A click on the Create button allows the capture of the Officer ID, First and Last Name and optionally a Supervising Officer using the screen displayed below.



If the supervising officer does not exist, his or her details may be entered on completion of this process. The supervising officer ID may then be inputted by using Edit option

Type the password for Password and Confirm Password. A maximum of six characters may be typed and data entry is not displayed. Click Save on completion of data entry

.

How to Create Transaction Authority for an Authorizing Officer?

Before an authorizing officer can authorize transactions in the system, it is first necessary to define the following for the officer:

- The types of transactions the officer may authorize.
- The transaction limits that may be authorized.
- The currencies of the transactions that may be authorized.

These are defined in the system as follows:

1. Select **Trans. Authority** for a desired authorizing officer.
   The **WORK WITH TRANS. AUTHORITY** screen shown below appears.

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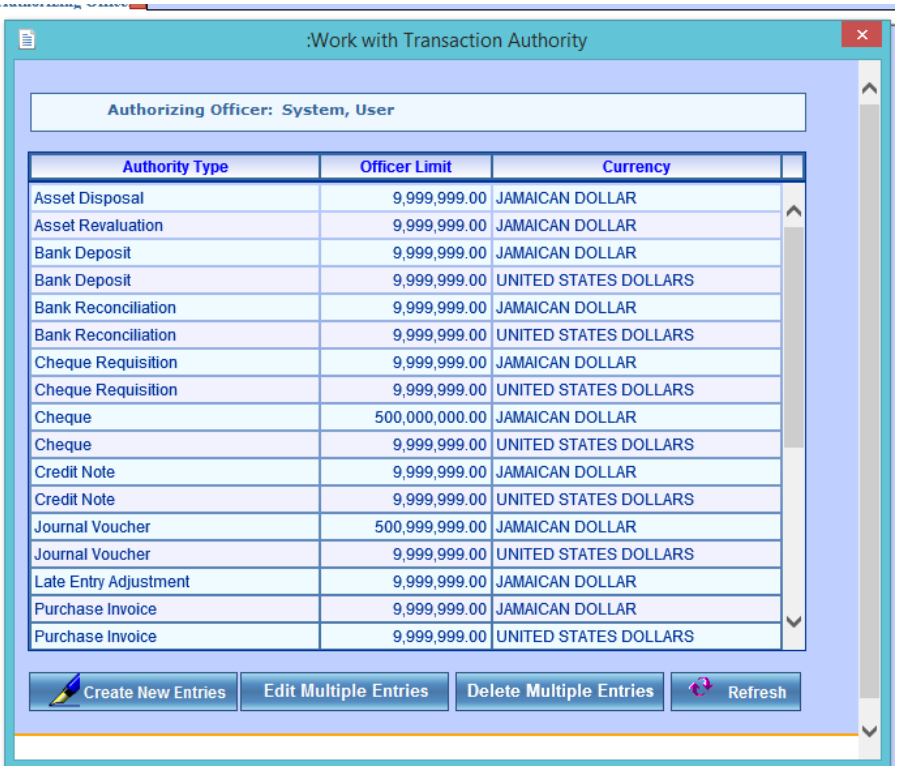

This browse shows the types of transactions (*AUTHORITY TYPE*) and limits the officer can authorize.

2. Click the **Create New Entries** button. The screen shown below appears.

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3. Select the desired *CURRENCY* for which transaction authority is to be assigned. The transactions types for the currency for which the officer has no authority to will be listed.

4. Select the transaction types that the officer may authorize.

5. Type the *OFFICER'S LIMIT* for the selected transactions that the officer may authorize.

6. Finally Click **Add**.

How to Edit/Delete Transaction Authority for an Officer?

Click the ***Edit Multiple Transactions*** button presented at the bottom of the **WORK WITH TRANSACTION AUTHORITY** screen then select the desired currency of the transaction type authority definition to be edited. Select the desired authority definitions, edit the authorization amounts then click save.

A click on the ***Delete Multiple Transactions*** button presented at the bottom of the **WORK WITH TRANSACTION AUTHORITY** screen allows the selection of multiple authorization definitions for a currency for deletion.

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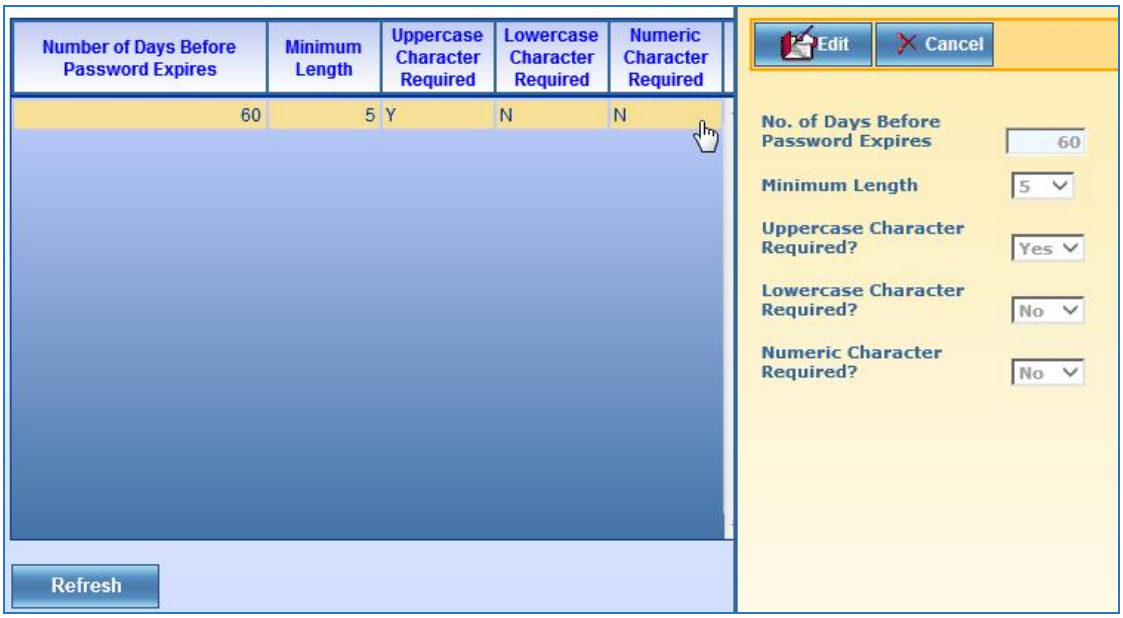
WORK WITH PASSWORD PARAMETERS

The Password Attributes menu option allows for the administrator to define the rules that govern the password that can be set for a user account. These rules include the characters that a password must contain, minimum length, and expiry date.

To set password attributes:

1. Select the **Password Parameter** option from the **System Setup** menu.
2. Select the record displayed. A screen will then be displayed to the right.



3. Select

to enable the fields for editing.
4. Update the attributes as desired.
5. Click

to save the changes.

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MAINTAIN LOG FILE

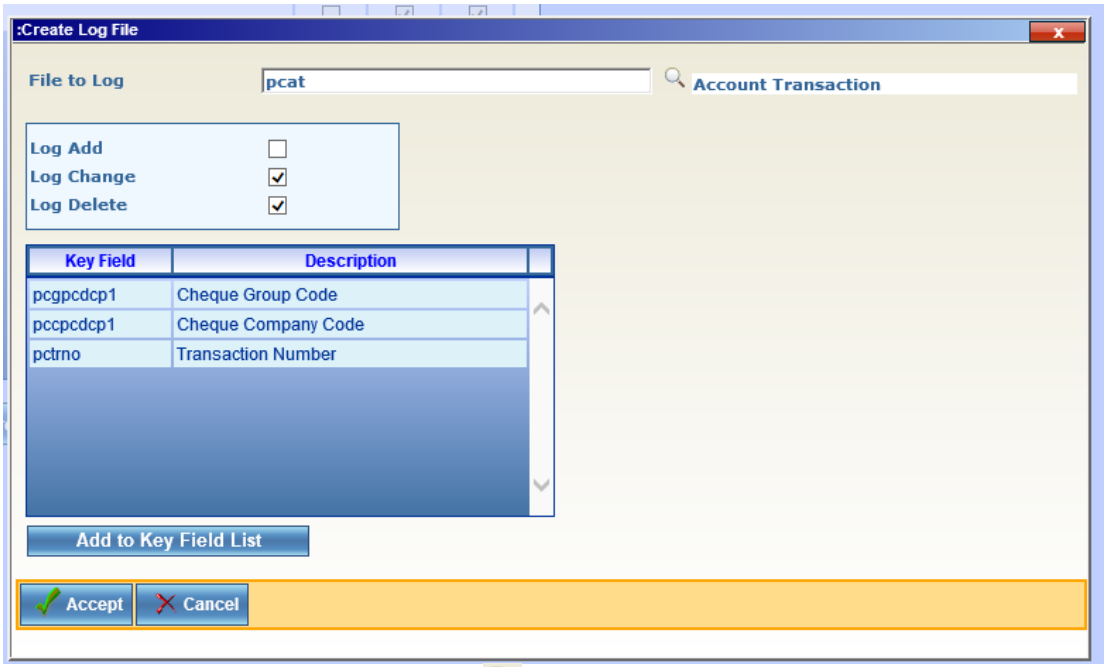
The system has the ability keep a log of the various activities that take place in the application. This feature is critical for auditing purposes. It is best practice to configure the activities to be logged by the system before any transactions are carried out, to ensure that all events are captured.

How to Define Activities to Be Logged?

To define a new log file:

1. Select the **Maintain Log** option from the **System Setup menu**.
2. Select

to add a new table, for which activities should be logged.



3. In the **Create Log File** window, click to search for and select the file to be logged.
4. Indicate the activities to be logged by checking the appropriate checkbox for **Log Add**, **Log Change**, and **Log Delete**.
5. Click

to save the record.
6. Upon saving the record, the following message will be returned. All users must sign out and sign on again into the application for the logging of the activities to take effect.

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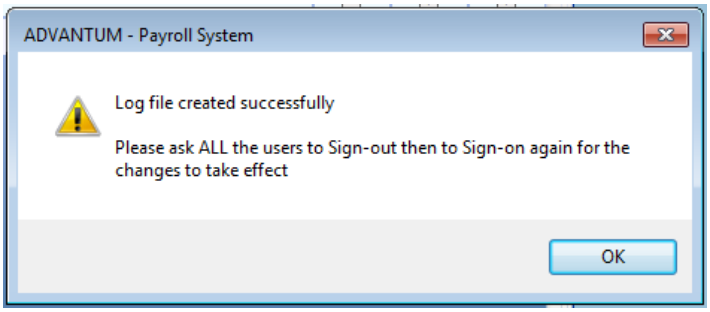
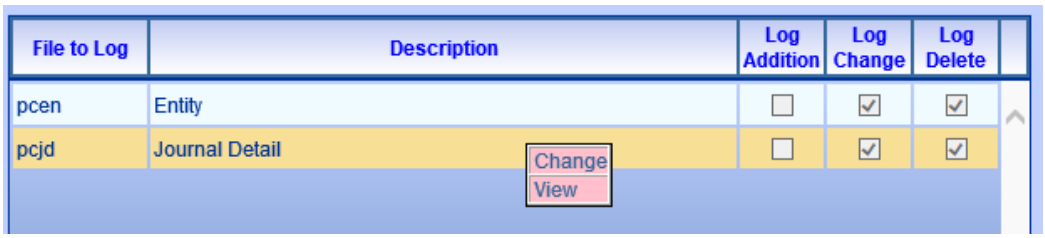


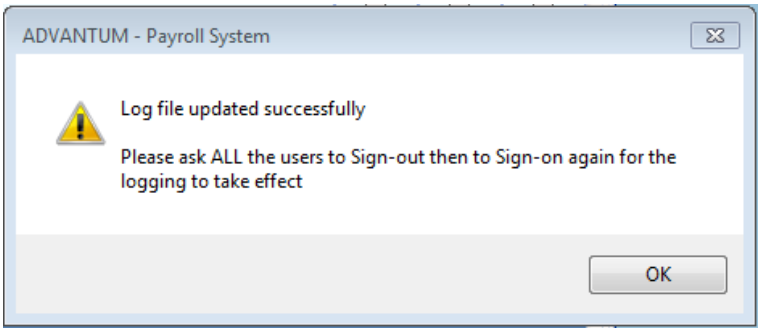
How to Update the Activity Log?

1. Select the **Maintain Log** option from the **System Setup menu**.
2. Left-click to select the record to be updated.



3. Select the **Change** option from the sub-menu that is displayed.
4. Update the record as desired.
5. Click

to save the changes to the record.
6. Upon saving the updated record, the following message will be returned. All users must sign out and sign on again into the application for the changes to take effect.



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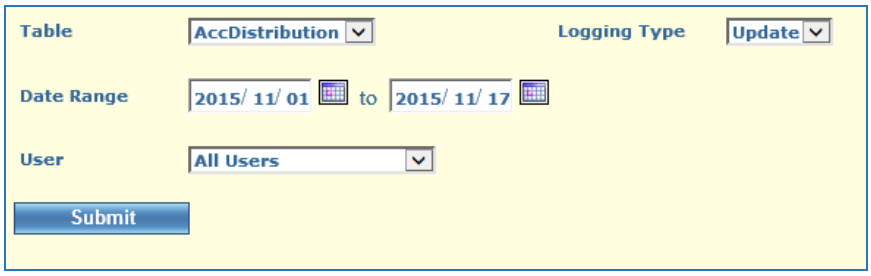
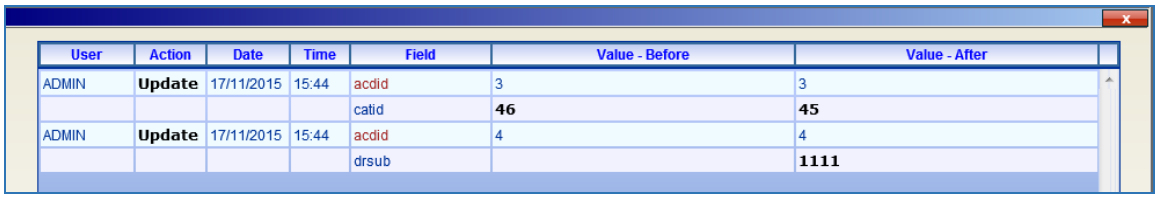
How to View the Activity Logs?

To view logs for activities for a specified period, user and record type, follow these steps:

1. Select the **View Logs** option from the **Reports menu**.



2. Select the table for which activity data should be returned from the **Table** drop down list. **Note:** Only tables which have been defined for logging via the Maintain Log screen will be presented in this drop down list.
3. Select the **Logging Type** for which data should be displayed. If data for all activities should be displayed, select '**All**'.
4. Enter the **Date Range** and specify a user or select 'All Users' for the **User** field.
5. Click Submit to generate the report similar to the one shown below.



User	Action	Date	Time	Field	Value - Before	Value - After
ADMIN	**Update**	17/11/2015	15:44	acdid	3	3
				catid	**46**	**45**
ADMIN	**Update**	17/11/2015	15:44	acdid	4	4
				drsub		**1111**

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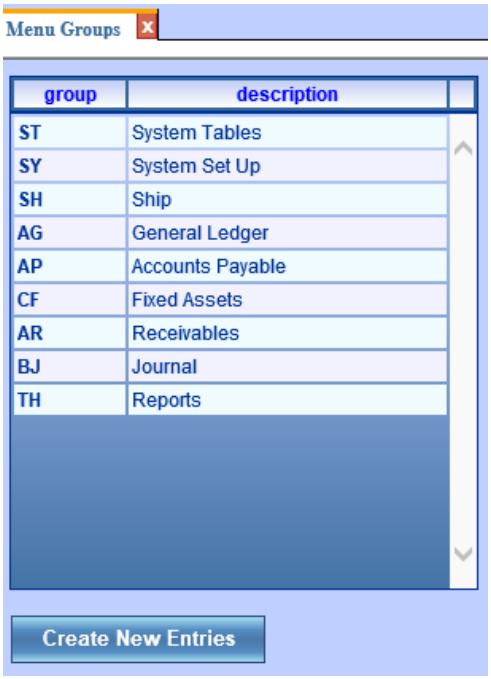
MAINTAIN MENU GROUPS AND OPTIONS

These system options allow the Administrator to create menu groups and organize menu options under new and existing menu groups.

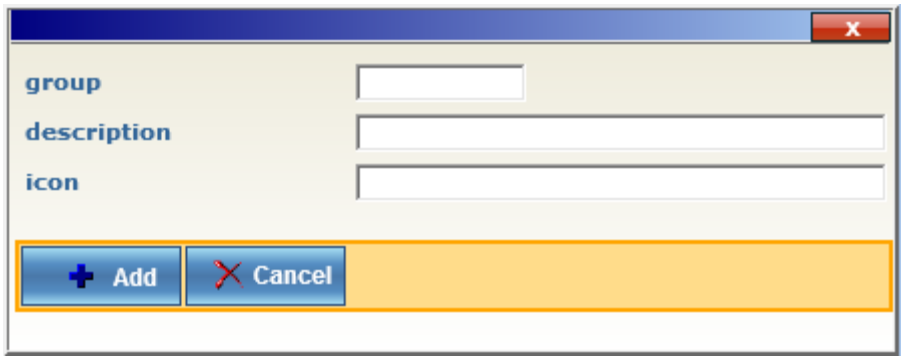
How to Create a Menu Group?

1. Select **Maintain Menu Groups** from the **System Setup menu**.



2. Select the

button.



3. Enter the **Group** name, **Description** and the name of the image file to be displayed as the **icon** for the Menu Group.
4. Click

to save the new Menu Group.

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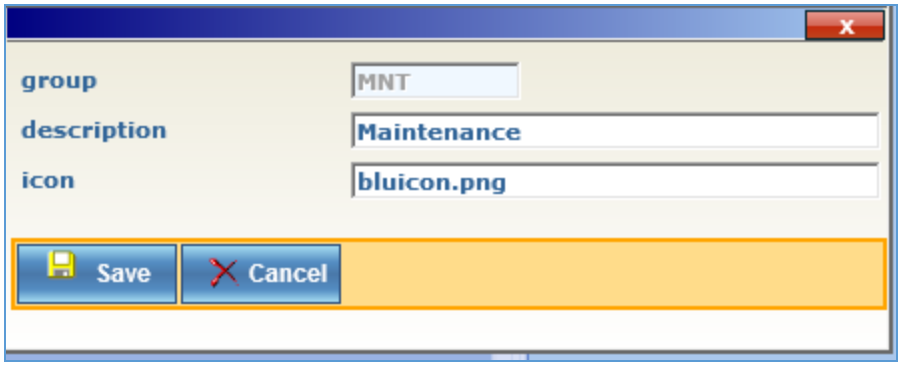
How to Update Menu Groups?

1. Select ***Maintain Menu Groups*** from the ***SYSTEM SETUP MENU***.
2. Left-click on the record to be updated and select the **Change** option from the sub-menu.



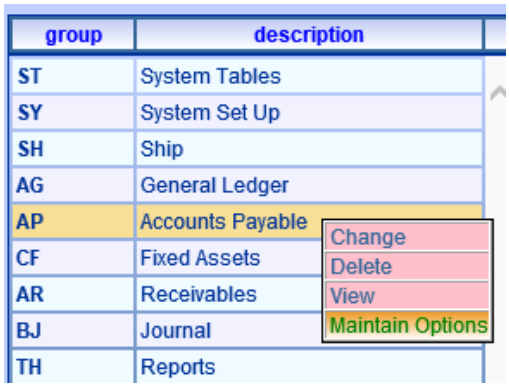
3. Update the **Description** and **Icon** fields as required.
4. Click

to save the updated record.

Note: The Group field cannot be edited. If the Group name is to be changed, the administrator will need to delete the record, and create a new Menu Group.

How to Maintain Options?

The Administrator may maintain menu group options via the **Maintain Option** menu option from the ***SYSTEM SETUP MENU*** or by selecting the **Maintain Options** from the sub-menu on the **Maintain Menu Groups** screen:



How to Create a New Option for a Menu Group?

1. Specify the Group, to which the option will be added, using the **Group** drop down list.

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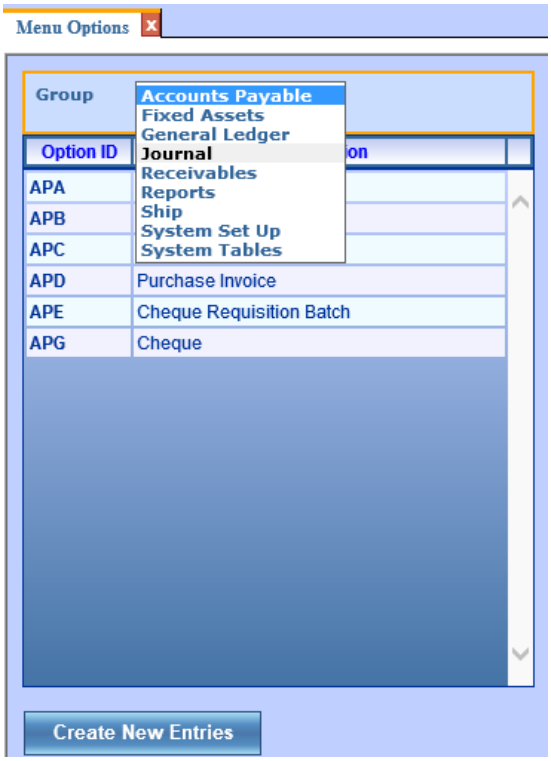
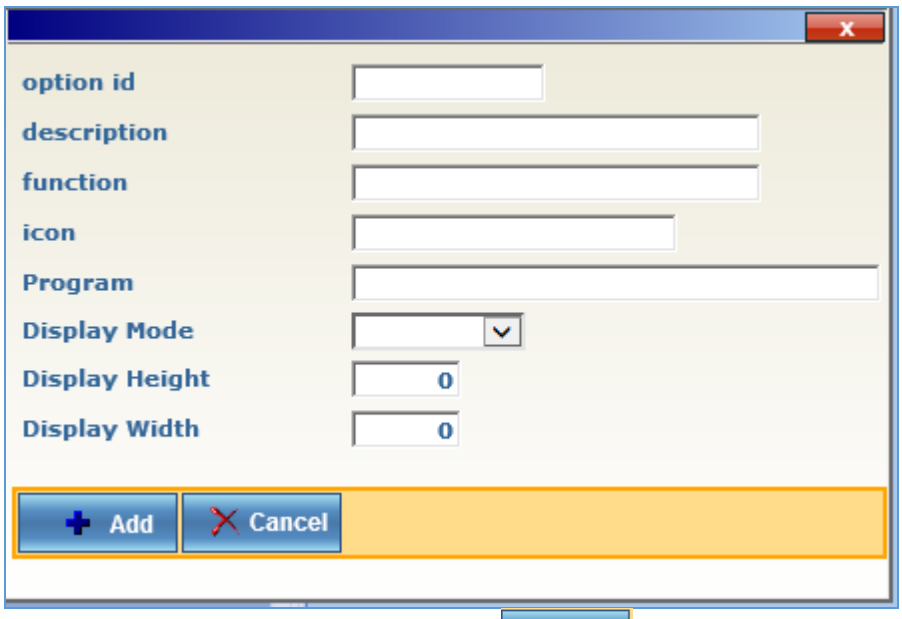


Note: Where the **Maintain Options** screen is accessed via the **Maintain Menu Groups** screen, the **Group** field will default to the menu group selected, and will not be editable.

2. Select the Create New Entries button.



3. Enter the required fields and then click Add to save the option.

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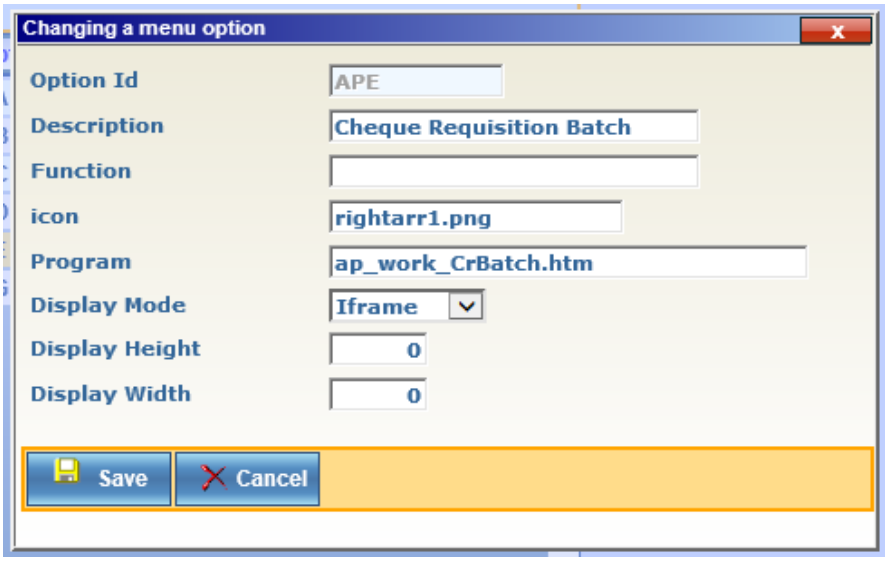
How to Update Options?

1. Left-click on the option to be updated and select the **Change** option from the sub-menu.



2. Update the fields as desired and click

to save the updated record.

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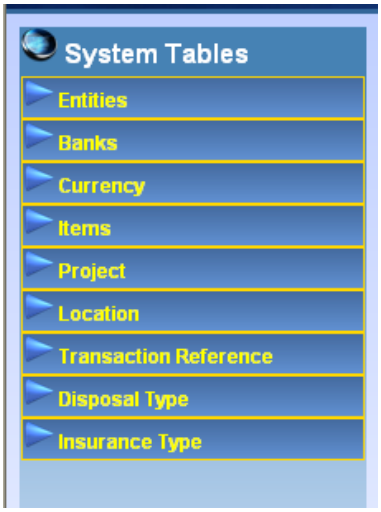
SYSTEM MODULES

SYSTEM TABLES MENU



All available options on this menu facilitate the entry and maintenance of fairly static information. This information, once defined, then becomes available for use by all other system modules and is comprised primarily of codes and types.

CODE AND TYPE DESIGN

Many possible arrangements of digits, letters, and characters can be designed into codes. A great deal of thought, however, must go into the coding scheme if it is to satisfy a variety of users. The following considerations should be kept in mind when designing codes:

- The coding scheme must logically fit the needs of users and the processing method used. An arbitrary code, such as PDQ, assigned to represent an accounting class, is confusing to users.
- Each code must be a unique representation for the item it identifies. An inventory item number or employee identification code, for example, must identify one and only one inventory item or employee.
- The code design must be flexible to accommodate changing requirements. It is costly and confusing to change the coding structure every few months or years. The coding structure should not be so extensive, however, that part of it will not be used for a number of years. For example, if a 16-digit code will handle all processing needs for three or four years, then it would be too costly to set up a code larger than 16 digits. A basic tradeoff exists in the length of the code. Normally, the shorter the code, the less the cost of classification, preparation, storage, and transmission. On the other hand, the longer the code, the better the translation, and the wider the variety of data retrieval, statistical analysis, and information processing.

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- Standardization procedures should be established to reduce confusion and misinterpretation for persons working the code structure. Some of the procedures that can be easily standardised in most systems are as follows: (1) Elimination of characters that are similar in appearance. The range of permissible characters to be used should be selected on the basis of their dissimilarity to other characters. For example, the letters O, Z, I, S and V may be confused with the digits 0, 2, 1 , 5 and the letter U, respectively. (2) Gaps in code numbers should be avoided where possible. (3) Days and weeks should be numbered. For example, days are numbered one to seven and weeks are numbered consecutively beginning with the start of the fiscal period. (4) The use of a 24-hour clock alleviates the AM/PM confusion. (5) Dates should be designed by digits using the Year Month Day format YYMMDD (in which September 18, 1990, becomes 900918) or using the Julian calendar dating system. The MMDDYY format is also favored by many.

- Where possible, letters that sound the same should be avoided (e.g., B, C, D, G, P and T, or the letters M and N). In alphabetic characters codes or portions of codes having three or more consecutive alphabetic characters, avoid the use of vowels (A, E, I, O, and U) to prevent the inadvertent formation of recognizable English words. In cases in which the code is structured with both alphabetic and numeric characters, similar character types should be grouped and not dispersed throughout the code. For example, fewer errors occur in three-character code in which the structure is alpha-alpha-numeric (e.g., WW2) than in an alpha-numeric-alpha sequence (e.g., W2W).

- The layout of the code itself should have parts that are equal length. For example, a chart of accounts code should read 001-199 (for assets) not 1-199.

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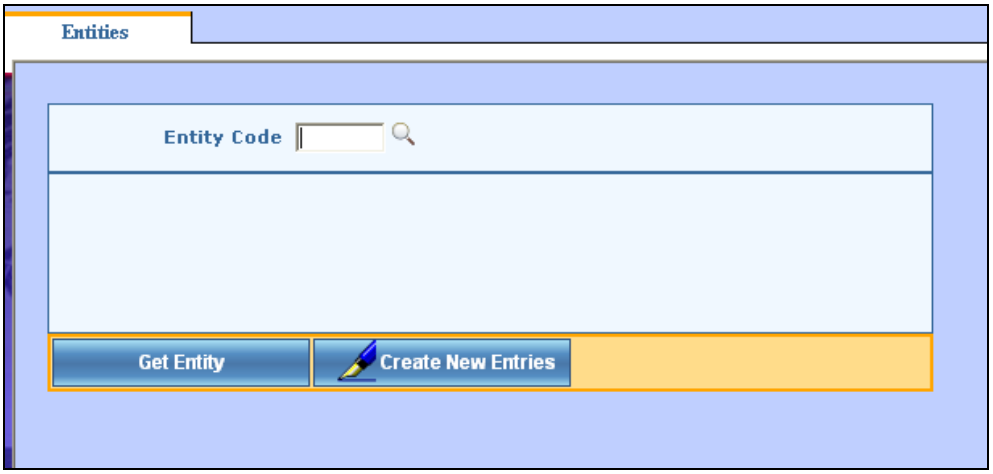
WORK WITH ENTITY

The **WORK WITH ENTITY** screen is obtained by selecting **Entities** from the **SYSTEM TABLES MENU**.

The Work with Entity screen (shown below) which appears on option selection facilitates the entry and maintenance of all entities. Entities are the persons and organizations with whom business is transacted.



Entities are comprised of the following two broad groups:

- External - This group consists of suppliers and customers
- Employees

The following information should be defined for all entities:

1. *Entity Code (a unique code)*
2. *Entity Name*
3. *Entity Type – Defines the entity as external or as an employee*
4. *Address*
5. *City*
6. *Country*
7. *Telephone Number*
8. *Fax Number*
9. *Email Address*
10. *Contact Name*

The following additional information should be defined for each employee entity.

1. *Last Name*
2. *First Name*
3. *Sex*
4. *Job Position*

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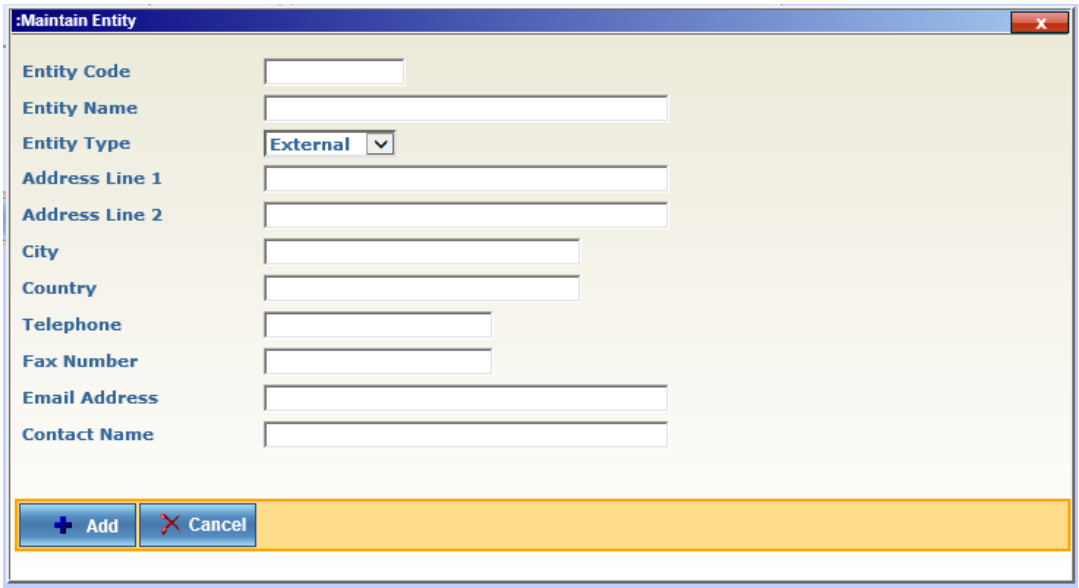
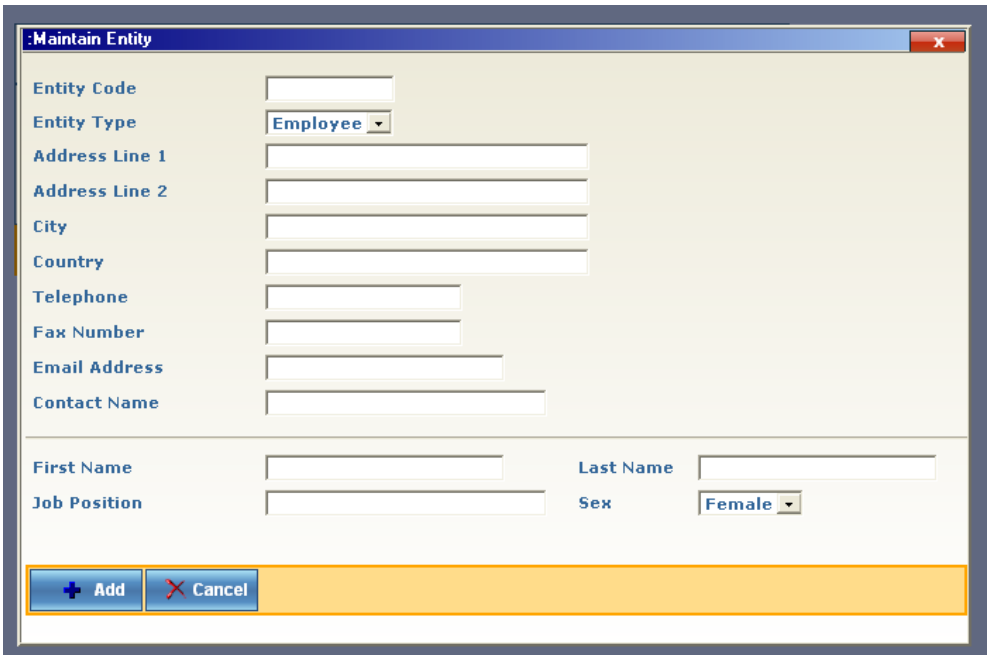
How to Create an Entity?

1. Click the **Create New Entries** button.
   The **MAINTAIN ENTITY** screen shown below appears.



2. Type the *ENTITY CODE* and select the *ENTITY TYPE* and record the necessary contact information and click Add to save. The screen above shows the entry screen for the External entity. If Employee is selected for the entity type the entry screen shown below would be displayed for data capture.



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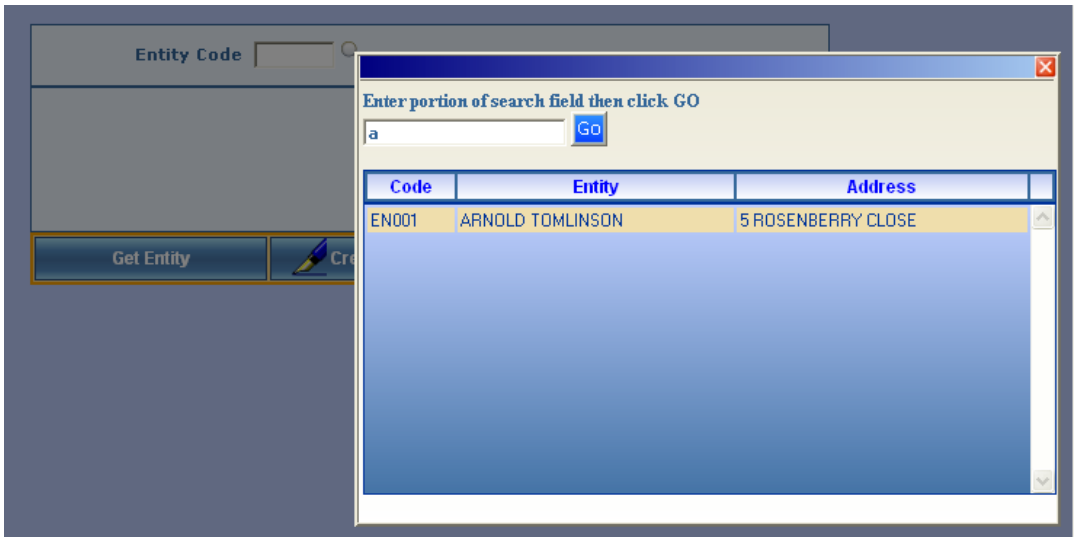
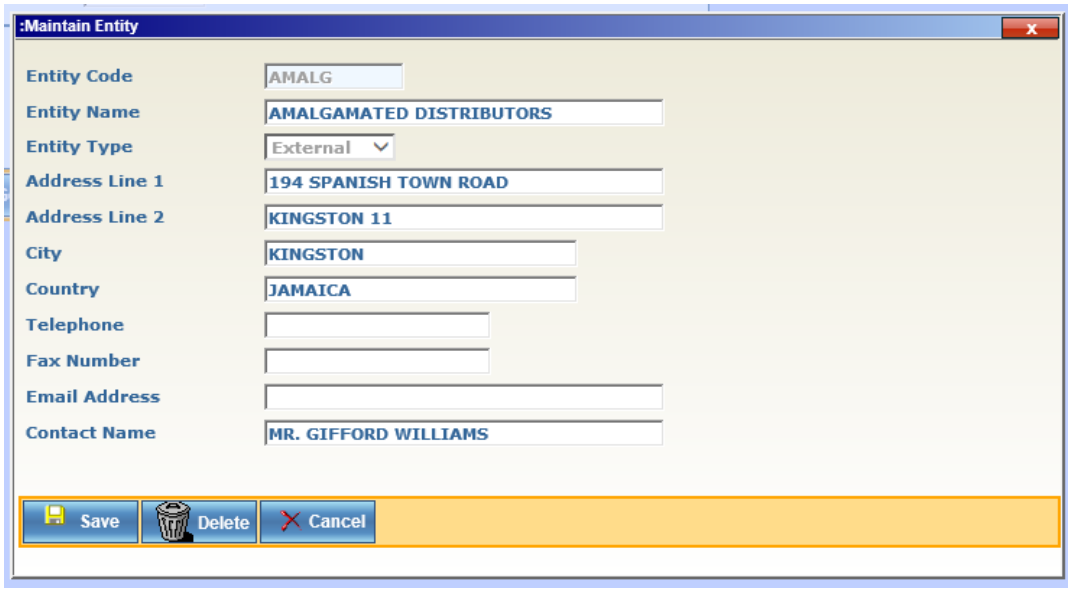
How to Maintain an Entity?

A click on the *Entity Code* search icon from the main screen allows you to search for an entity by name.



A click on the entity record in the search pop-up displays the entity information for maintenance as shown below.



The maintenance screen allows you to save changes or delete the entity.

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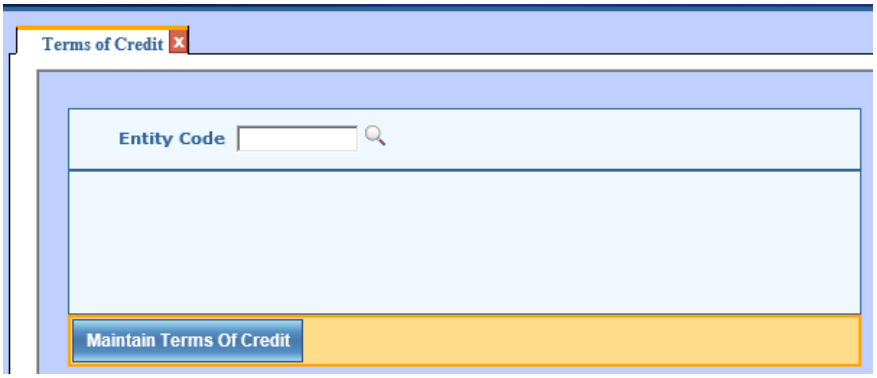
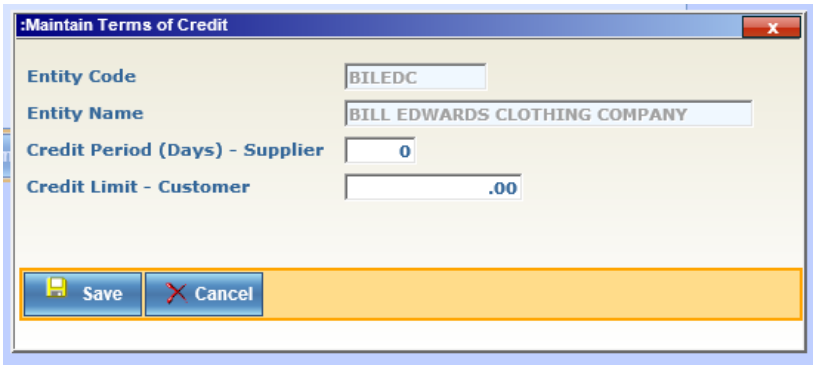
MAINTAIN TERMS OF CREDIT

The **Terms of Credit option** of the **SYSTEM TABLES MENU** facilitates view or update an entity's terms of credit. Once an entity is created, the system automatically generates a default terms of credit entry to which it is assigned. Terms of credit information is used in the computation of due dates for purchase invoice payment and specifies credit limits for customers. The screen below appears when the **Terms of Credit option** is selected.



How to Maintain Terms of Credit?

1. Type or select the desired *Entity Code* then click the **Maintain Terms of Credit** button. The screen below will appear with the terms of credit information for the entity.



   The value recorded for *Credit period (Days) – Supplier* is the credit period in days that will be allowed for payment if the entity is selected as a supplier in the generation of a purchase invoice in the accounts payable module. The value recorded for *Credit Limit – Customer* will be limit available to the entity when generating invoice from the accounts receivables module.

2. Update the amounts for *Credit period (Days) – Supplier* and *Credit Limit – Customer* as desired then click **Save** to update the entities terms of credit information.

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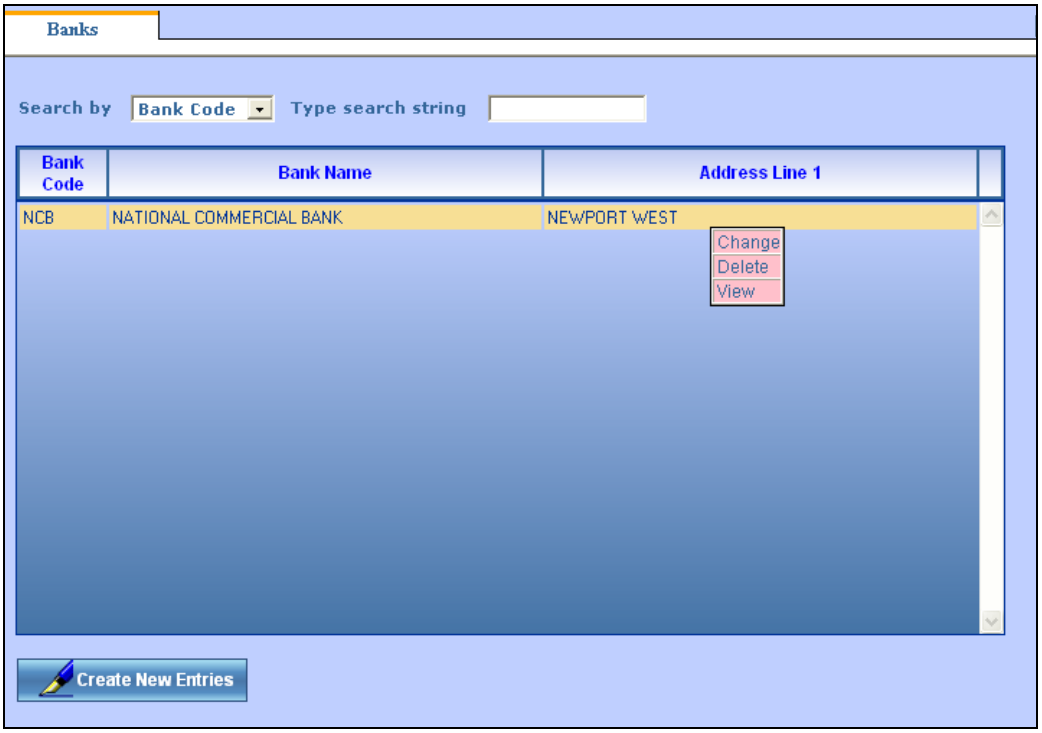
WORK WITH BANKS

The **WORK WITH BANKS** screen is obtained by selecting **Banks** from the **SYSTEM TABLES MENU.**



This Work with Banks screen facilitates the entry and maintenance of general information on banks from which banking related services are received.

The screen below shows the screen displayed for the maintenance of bank information.

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The following information is captured/maintained for all banks:

1. *Bank Code (a unique code)*
2. *Bank Name*
3. *Address*
4. *Telephone Number*
5. *Fax Number*
6. *Contact Person*
7. *Manager*

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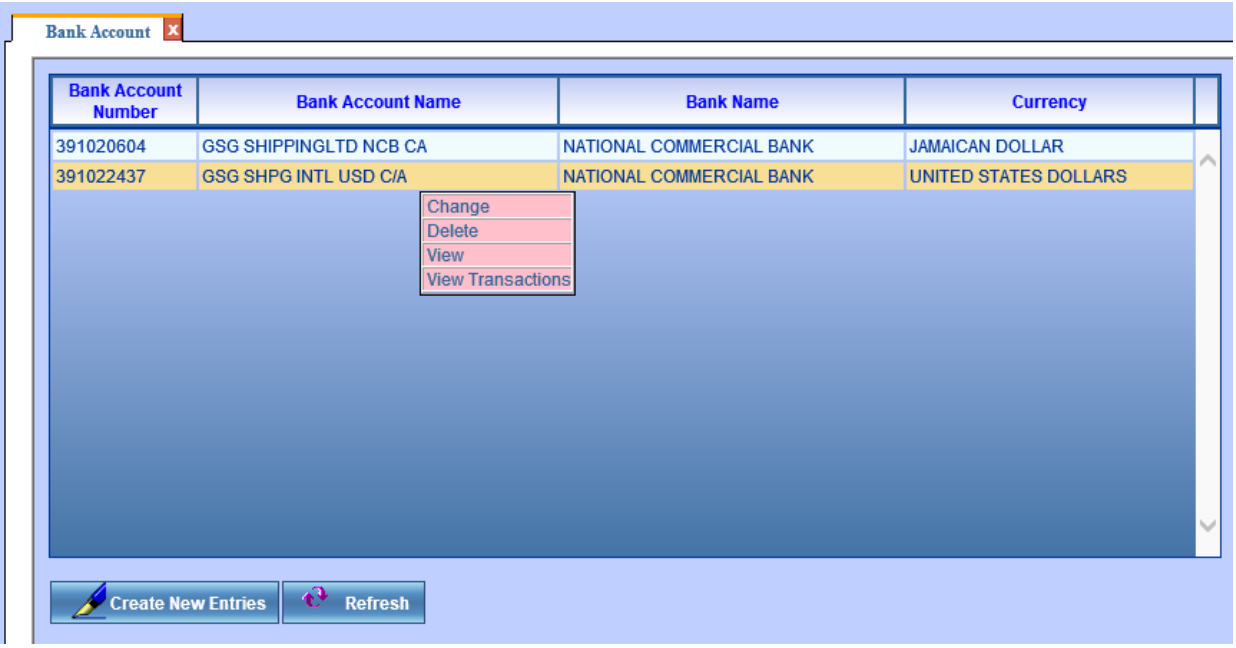
WORK WITH BANK ACCOUNTS

The **WORK WITH BANK ACCOUNTS** screen is obtained by selecting **Bank Account** from the **SYSTEM TABLES MENU.**



This screen facilitates the definition and maintenance of information for the bank accounts held at various financial institutions for the company.

How to Create a Bank Account?

1. Click the **Create** button. The **MAINTAIN BANK ACCOUNT** screen shown below appears.

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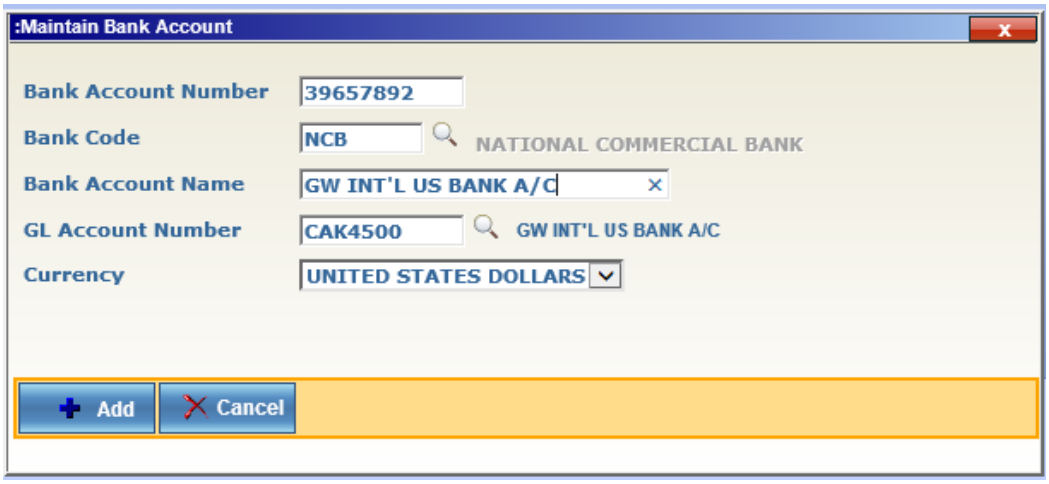

2. Type the *BANK ACCOUNT NUMBER*.

3. Type or prompt for the *BANK CODE.* These codes would have been defined using the **BANKS** option of the **SYSTEM TABLES MENU**.

4. Type or prompt for the *GL ACCOUNT NUMBER* that is to be associated with the bank account. This GL Account must be of the type 'CASH'.

5. Select the Currency of the bank account.

6. Click **Add** to save and return to the **WORK WITH BANK ACCOUNTS** screen.

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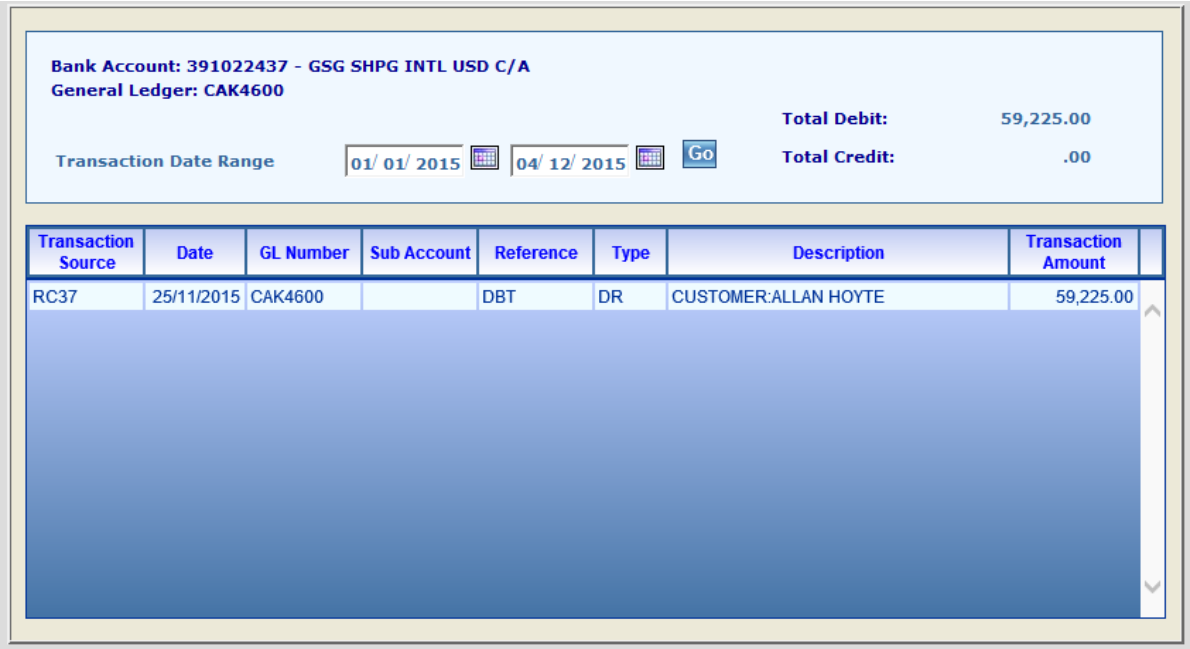
How to View Transactions for a Bank Account?

A click on a bank account record from the **WORK WITH BANK ACCOUNT** screen and then a click on the **View Transactions** option of the pop-up menu that appears afterwards displays the View Transactions screen shown below. You may then type the desired date range and click the Go button to view the transactions related to the bank account for the date range.



The transaction detail displayed is a debit transaction for receipt number 37 (RC37). The Reference DBT gives an additional description for the transaction type (debit/credit). The description XCR would indicate that the transaction is a reversal credit. The possible reference descriptions may be viewed using the **Transaction Reference** of the **SYSTEM TABLES MENU.**

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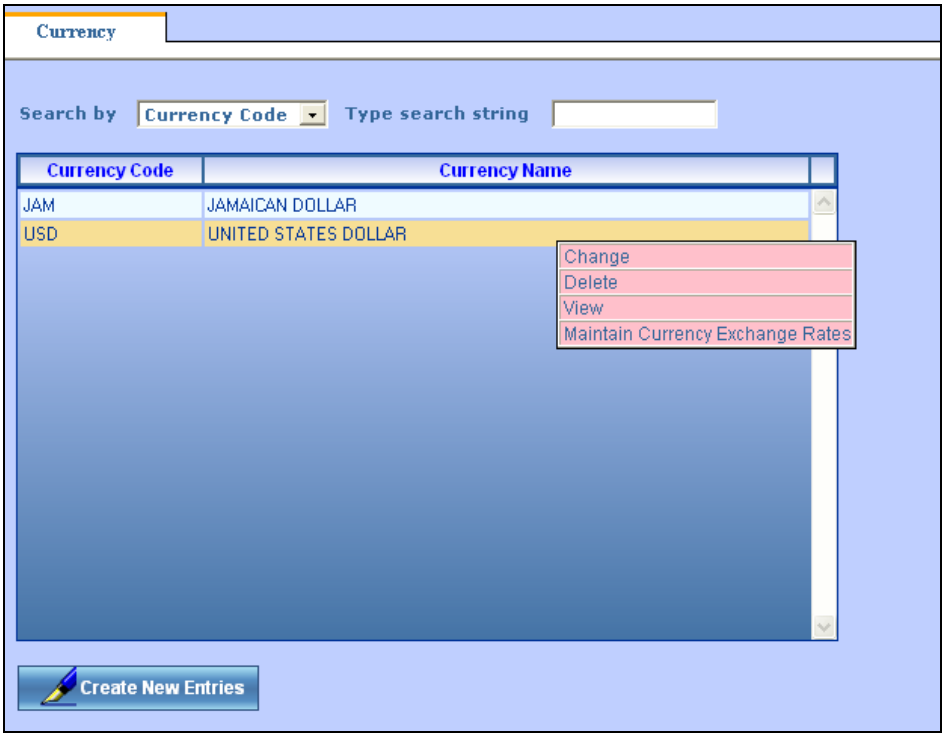
WORK WITH CURRENCY

The **WORK WITH CURRENCY** screen is obtained by selecting Currency from the **SYSTEM TABLES MENU**.

The following information should be defined for all currencies:

1. *Currency Code (a unique code)*
2. *Currency Name*



[1]The currency table must be updated on a daily basis. If this is not done erroneous results could occur in foreign currency conversions. It is not necessary to update your local currency.
The browse allows the entry and update of currencies and their exchange rates. These exchange rates are used in foreign currency conversions of transactions generated primarily by the **ACCOUNTS PAYABLE** and **ACCOUNTS RECEIVABLE** modules(sub-systems).

[1] Please note that the currency that is designated as the local currency cannot be edited and does not maintain a history.

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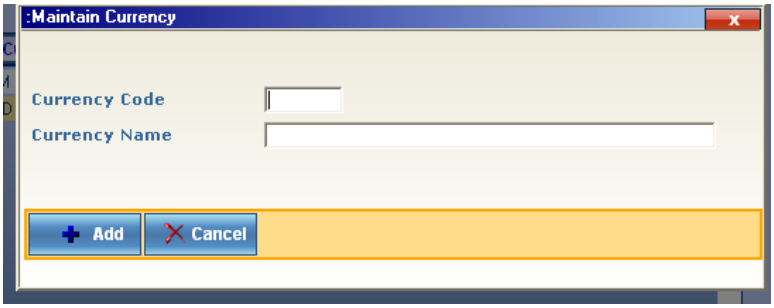
How to Create a Currency?

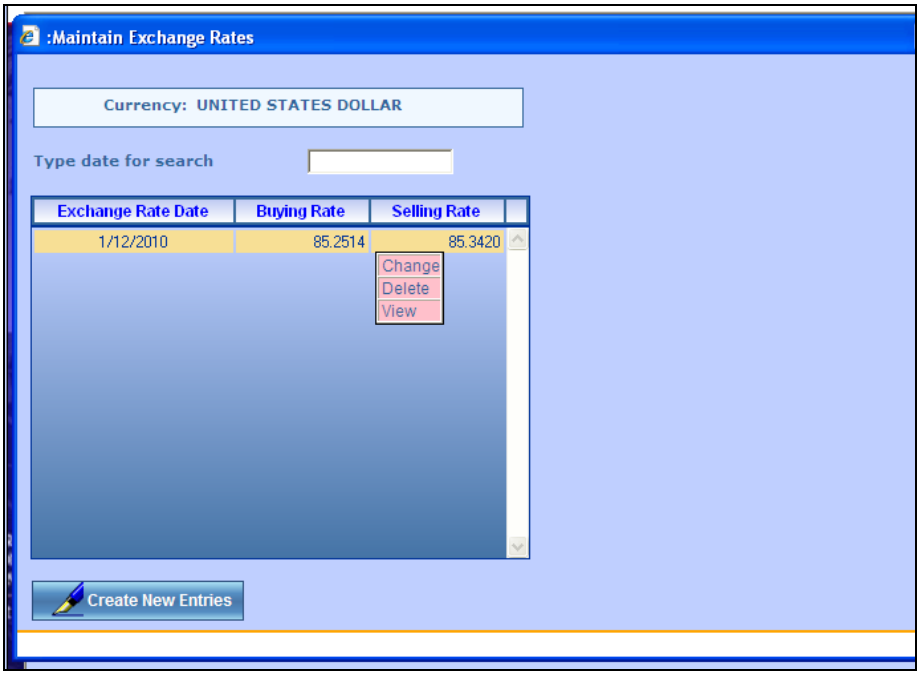
2. Click the **Create** button. The **MAINTAIN CURRENCY** screen shown below appears.



7. Type the currency details and click **Add** to save.

How to Update a Currency's Exchange Rate?

1. Click on a desired currency and select **Maintain Currency Exchange Rate** from the pop up that appears. The screen shown below appears.



This screen displays all the exchange rate dates and exchange rates entered from currency creation.

2. Click the **Create** button. The **MAINTAIN EXCHANGE RATE** screen shown below appears.

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3. Type the new trading date and exchange rates

4. Click **Add** to save.

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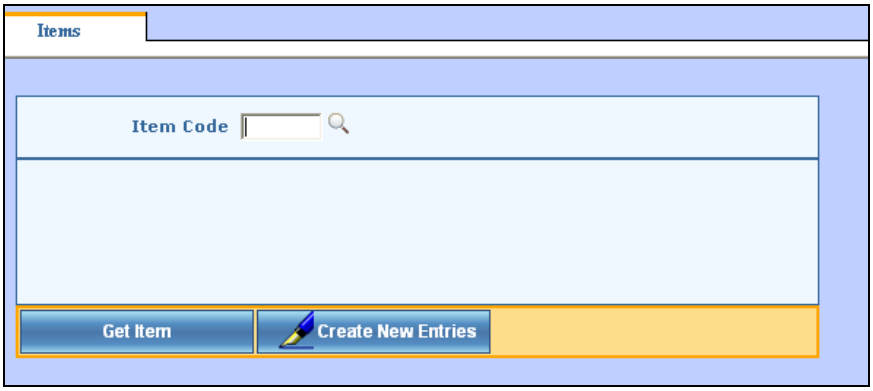
WORK WITH ITEMS

The **WORK WITH ITEMS** screen is obtained by selecting **Items** from the **SYSTEM TABLES MENU**.

The following information should be defined for all items:

1. *Item Code (a unique code)*
2. *Item Description*
3. *Fixed Asset (Y/N)*
4. *GCT Exemption*



This screen facilitates item entry/update along with their corresponding item accounts. These items represent those goods or services supplied to or provided by the company as a result of business transactions with entities. In other words, an item represents a unique category of income or expense that is brought about during the course of business transactions. These items, once defined, are used by the **ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE** and **JOURNAL VOUCHER MODULES** to post transaction entries to the general ledger.

How to Create an Item?

1. Click the **Create New Entries** button. The **MAINTAIN ITEM** screen shown below appears.

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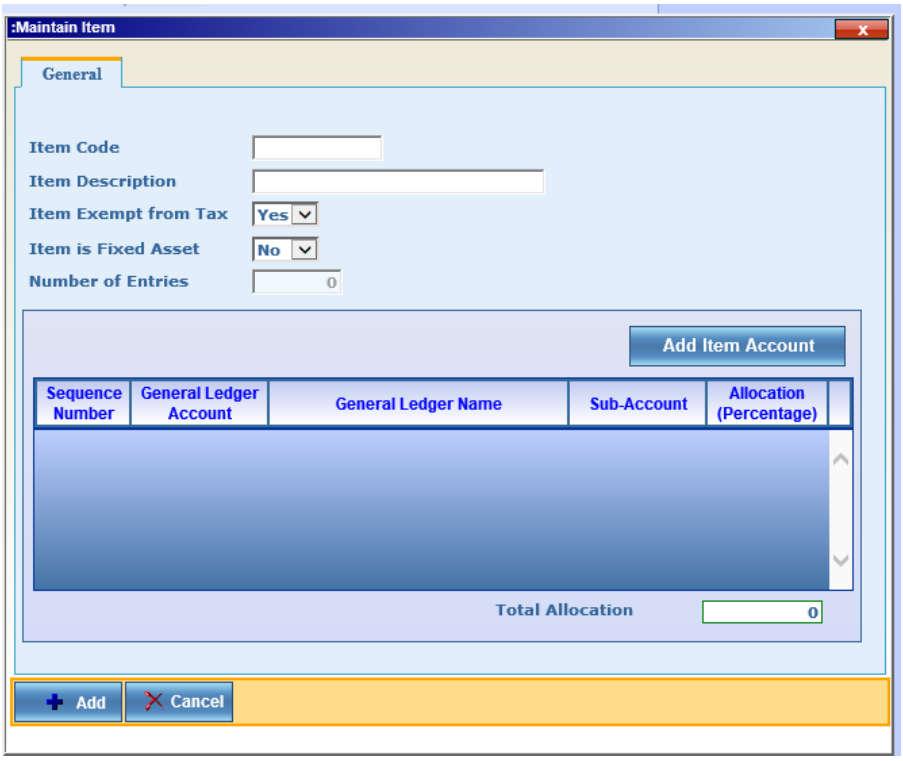
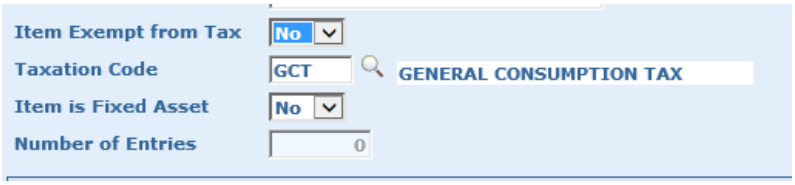


2. Type the *ITEM CODE* and *ITEM DESCRIPTION*.

3. Indicate if taxation entries are to be automatically posted when the item code is associated with a transaction. If taxation entries are to be posted select 'NO' for *ITEM EXEMPTED FROM TAX***.** You would then be prompted to select the **Taxation Code** that is applicable as shown below.



The taxation code will have associated with it a current taxation rate and a previous taxation rate which is applied based on an effective date. That is if the date of the associated transaction is on or after the effective date the current rate applies otherwise the previous taxation rate is used.

4. Select 'Yes' or 'No' for *ITEM IS FIXED ASSET*. If 'Yes' is selected the necessary fixed asset entries will be posted to the fixed asset module when a purchase invoice with which the item code is associated is approved.

5. Click the **Add Item Account** button. The **MAINTAIN ITEM ACCOUNT** screen shown below appears to facilitate entry of the accounts to be affected when a transaction with which the item code is associated is processed.

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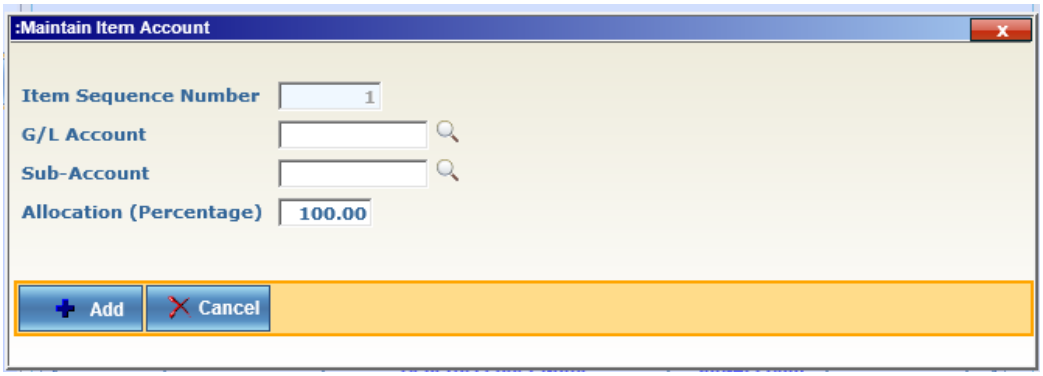
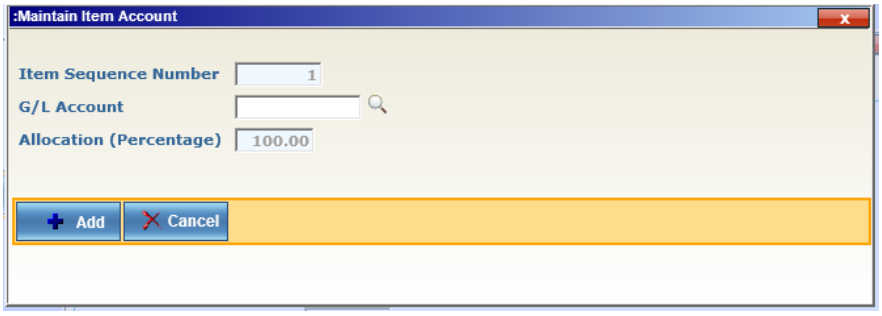


1. Type the general ledger and/or sub-ledger accounts to be associated with the item code.

2. Type the allocation percentage by which revenue/expense is to be apportioned to these accounts and press **Add**. If the allocation percentage is not 100 another entry screen appears for the entry of another set of general ledger and/or sub-ledger accounts. After all item accounts have been created the *TOTAL ALLOCATION* percentage must be 100. If an attempt is made to add another set of item accounts after the Total Allocation percentage is 100 an error message will be displayed. The *NUMBER OF ENTRIES* field will be updated with the number of item account entries recorded. If 'Yes' was selected for *ITEM IS FIXED ASSET* the screen shown below would appear when the **Add Item Account** button is clicked.



Only one G/L account may be recorded for a 'Fixed Asset' item code and this G/L account must be of the type Fixed Asset.

The item accounts recorded will be displayed on the **MAINTAIN ITEM** screen as shown below.

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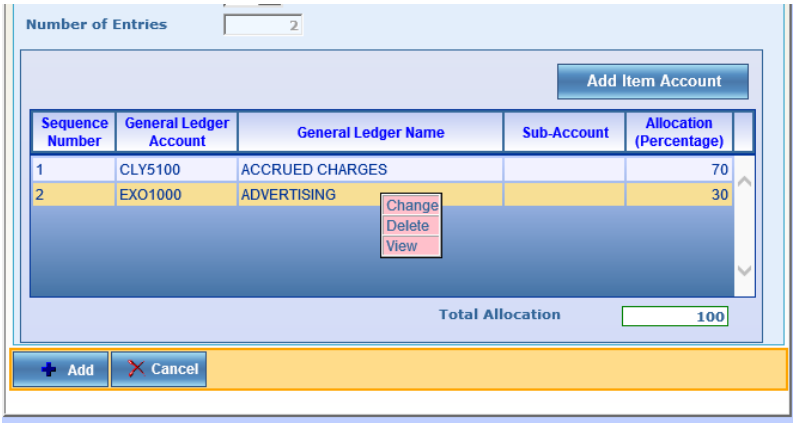

A recorded item account definition may be maintained by clicking on the item account record and Selecting the desired maintenance option from the pop-up menu that appears.

3. Click **Add** to save the information defined for Item and return to the **WORK WITH ITEMS** screen.

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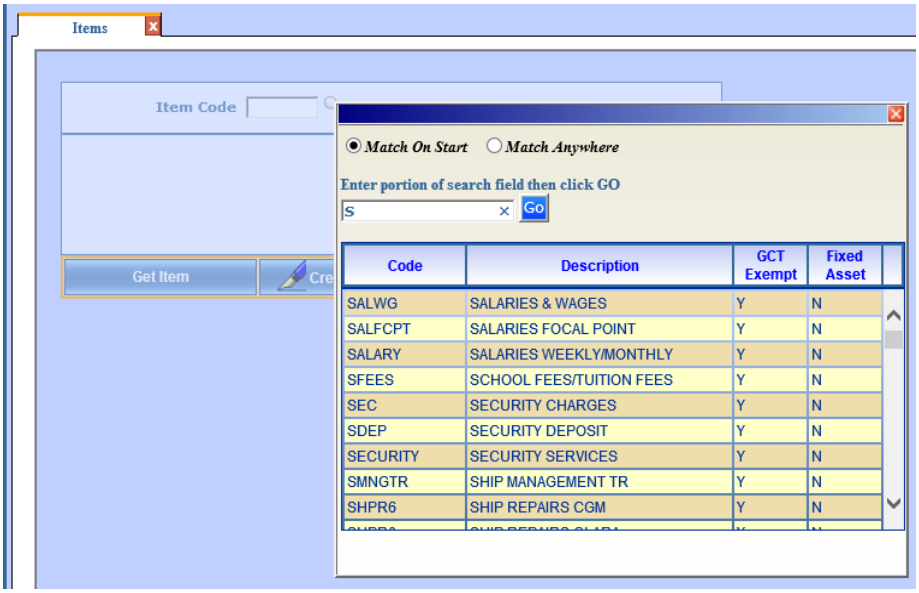
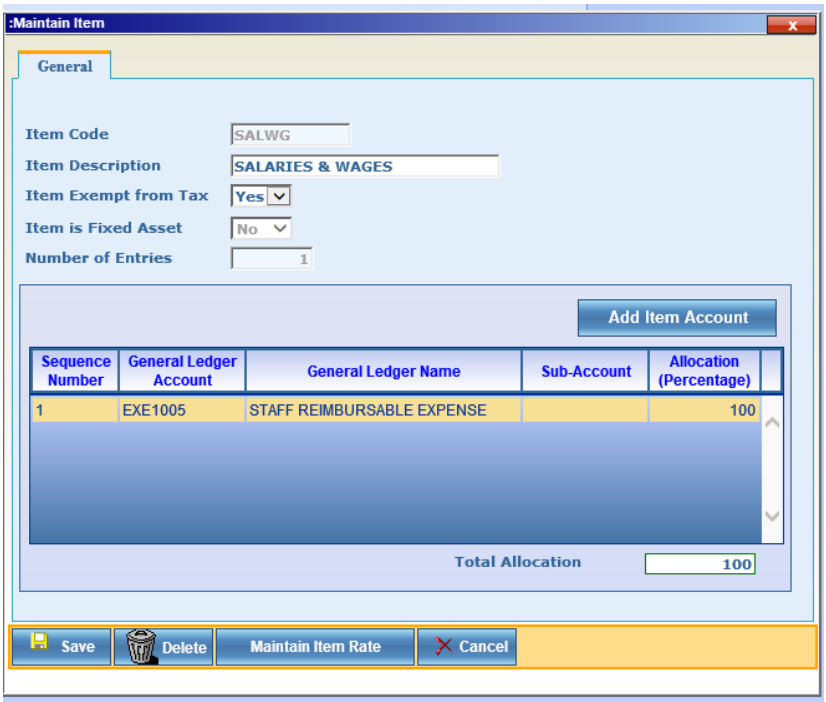
How to Maintain an Item?

A click on the prompt icon of the **WORK WITH ITEMS** screen allows the selection of an item code for maintenance.



Once the desired item code has been selected the item code information will be displayed for maintenance as shown below. The item code may also be retrieved by typing the item code and clicking the **Get Item** button.



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The item code information may now be amended and saved. The item code may be deleted if desired or an item rate may be associated with the item by clicking the **Maintain Item Rate** button.

How to Maintain an Item Rate?

A click on the **Maintain Item Rate** button displays the **Maintain Item Rate** screen shown below if no rate was previously recorded for the item.

A rate recorded here is applied to an invoice detail or receipt detail when the item code is recorded when defining an invoice detail or receipt detail. A click on the Add button save the item rate and redisplays the **Maintain Item** screen.

if a rate was previously recorded for the item A click on the **Maintain Item Rate** button displays the screen shown below to allow maintainance of the rate.

A click on the **Edit** button allows amendments to the *CURRENCY* and *RATE AMOUNT* and the Save button is displayed in place of the **Edit** button. A click on the **Delete** button would delete the item rate.

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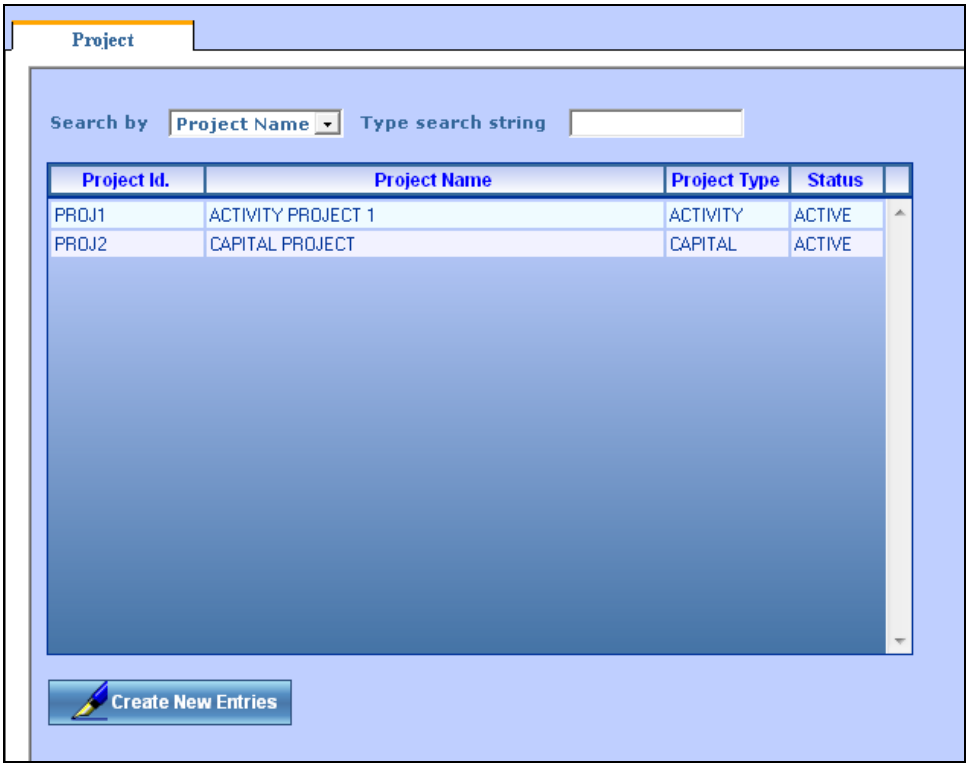
WORK WITH PROJECT

The **WORK WITH PROJECT** screen is obtained by selecting **Projects** from the **SYSTEM TABLES MENU.**



This screen allows you to create and maintain basic information on projects being undertaken by your business concern. This facilitates proper tracking of cost incurred and revenue generated for individual projects and by extension caters to more informed project management decisions.

PROJECT TYPE displays whether the project is an activity project or a capital project.

Once projects are defined to the system, it then becomes possible to attach them (through *PROJECT ID*) to general ledger transactions generated by the **ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE** and **JOURNAL VOUCHER MODULES.**

The following information should be defined for all projects:

1. *Project Id(a unique code)*
2. *Project Type*
3. *Project Name*
4. *Expense Budget*
5. *Revenue Budget*
6. *Active (Y/N)*
7. *Project Remarks Line1*

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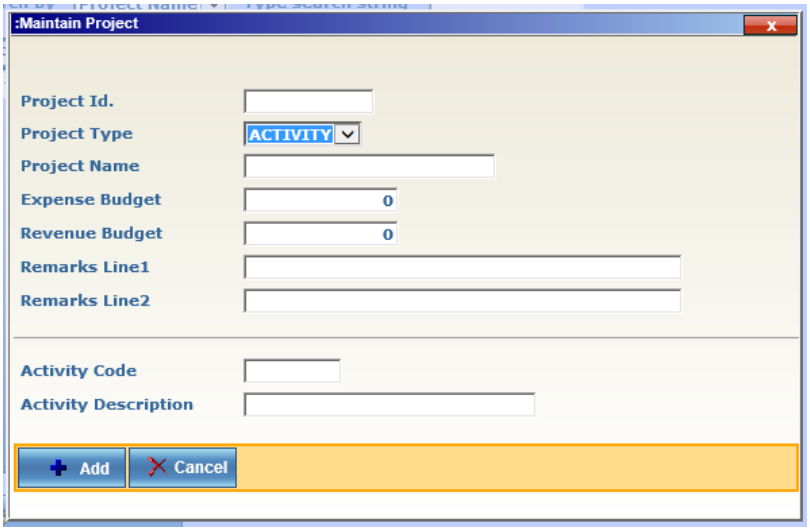
8. *Project Remarks Line2*

The screen shown below appears when the **Create New Entries** button is clicked.

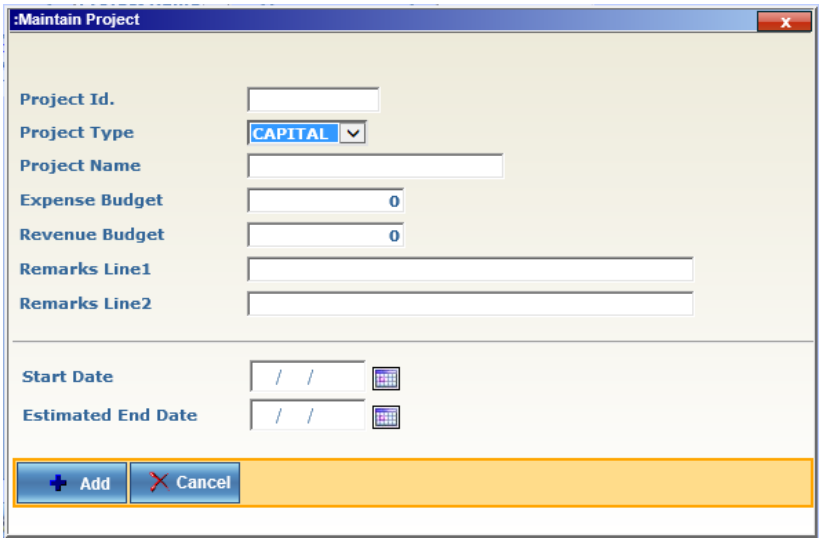


The following additional information should be defined for all activity projects:

1. *Activity Code (a unique code)*
2. *Activity Description*

If Project Type is changed to Capital the following additional information should be defined for the capital project instead (as shown on the screen below):

1. *Start Date*
2. *Estimated End Date*



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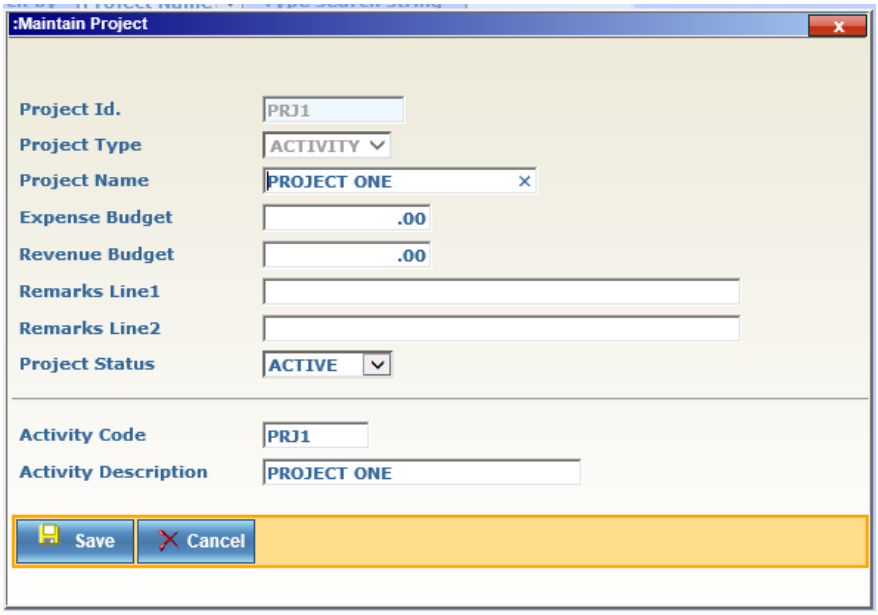
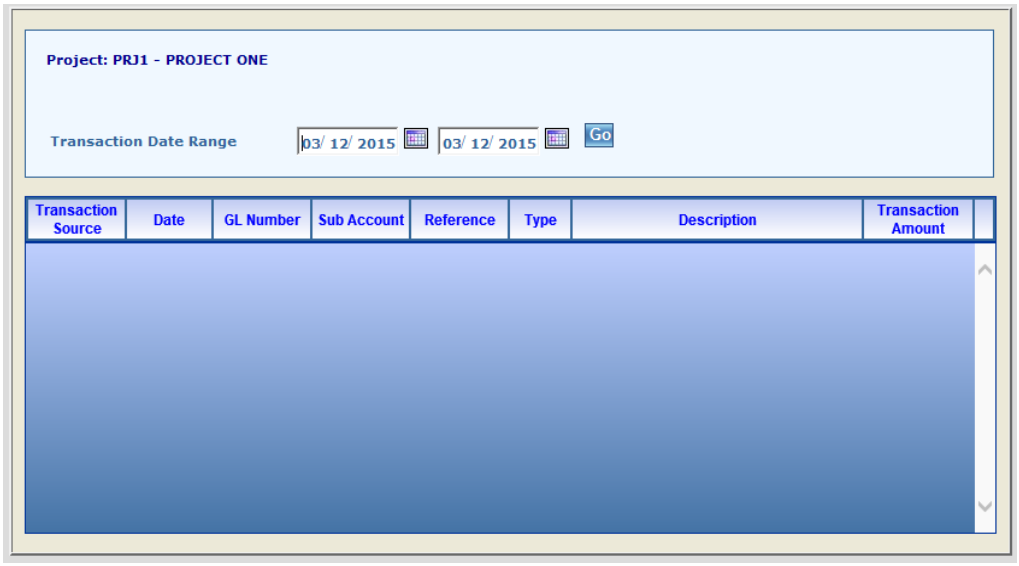
How to De-activate a Project?

The process of de-activating a project negates the option of attaching the project to generated general ledger transactions. De-activation is accomplished by selecting the **Change** option for the desired project and selecting 'INACTIVE' for the *Project Status*.



How to View Transactions for a Project?

A click on a project record from the **WORK WITH PROJECT** screen and then a click on the **View Transactions** option of the pop-up menu that appears afterwards displays the View Transactions screen shown below. You may then type the desired date range and click the Go button to view the transactions related to the project for the date range.



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WORK WITH LOCATION

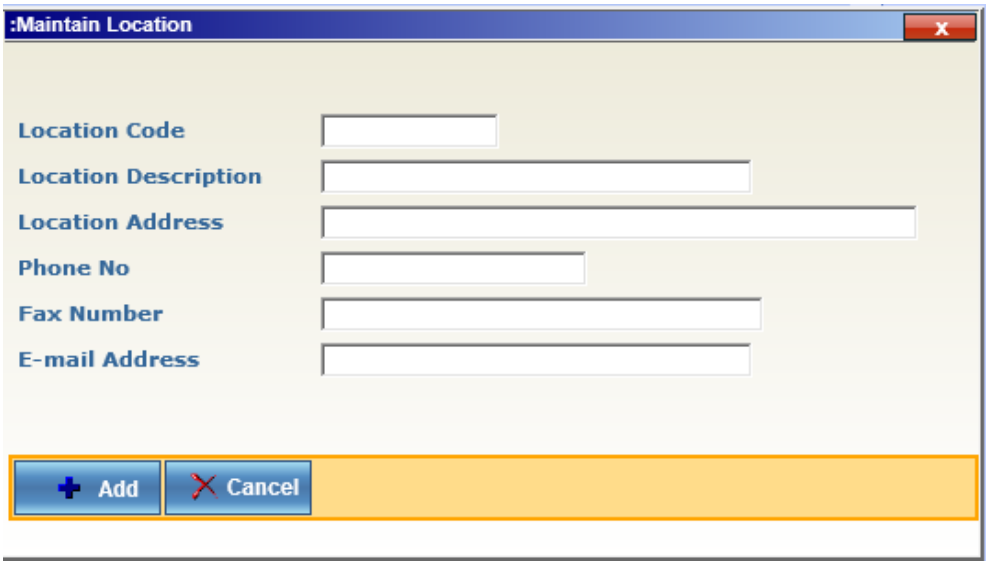
The **WORK WITH LOCATION** screen is obtained by selecting Location from the **SYSTEM TABLES MENU.**

This option facilitates the entry and maintenance of the locations used in the definition of fixed assets.

The following information should be defined for all locations:

1. *Location Code (a unique code)*
2. *Location Description*
3. *Telephone Number*
4. *Location Address*

The screen shown below appears when the **Create New Entries** button is clicked.



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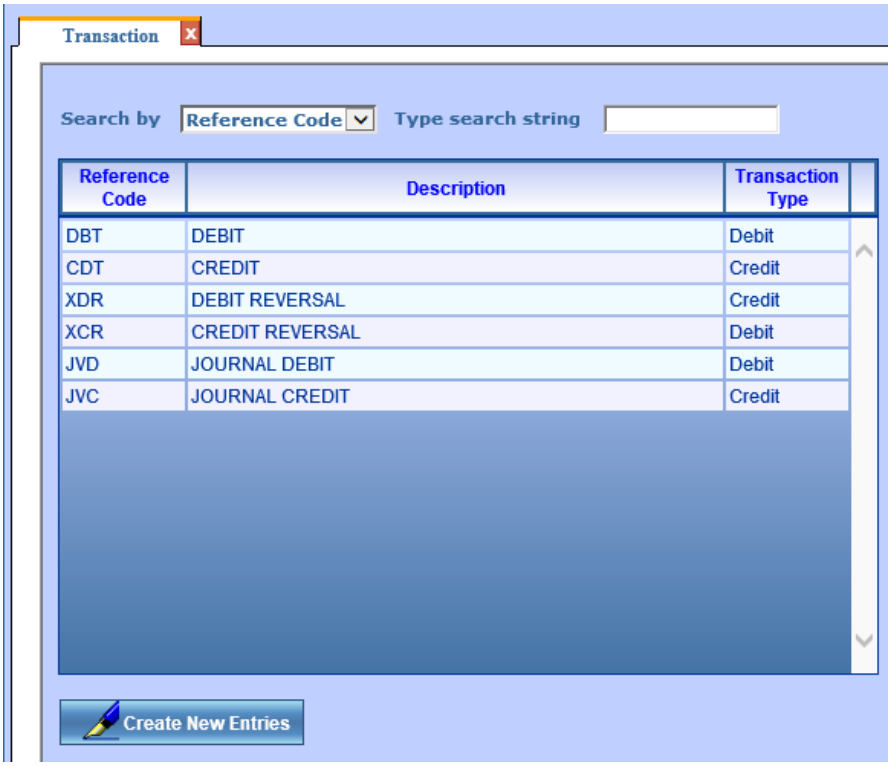
WORK WITH TRANSACTION REFERENCE

The **WORK WITH TRANSACTION REF.** screen is obtained by selecting **Transaction Reference** from the **SYSTEM TABLES MENU.**



This browse allows you to maintain the debit and credit codes (transaction references) used in posting transaction entries to the general ledger. A number of default transaction references are already provided in the system.

The following information should be defined for all transaction references:

1. *Reference Code (a unique code)*
2. *Reference Description*
3. *Transaction Type (Debit/Credit)*

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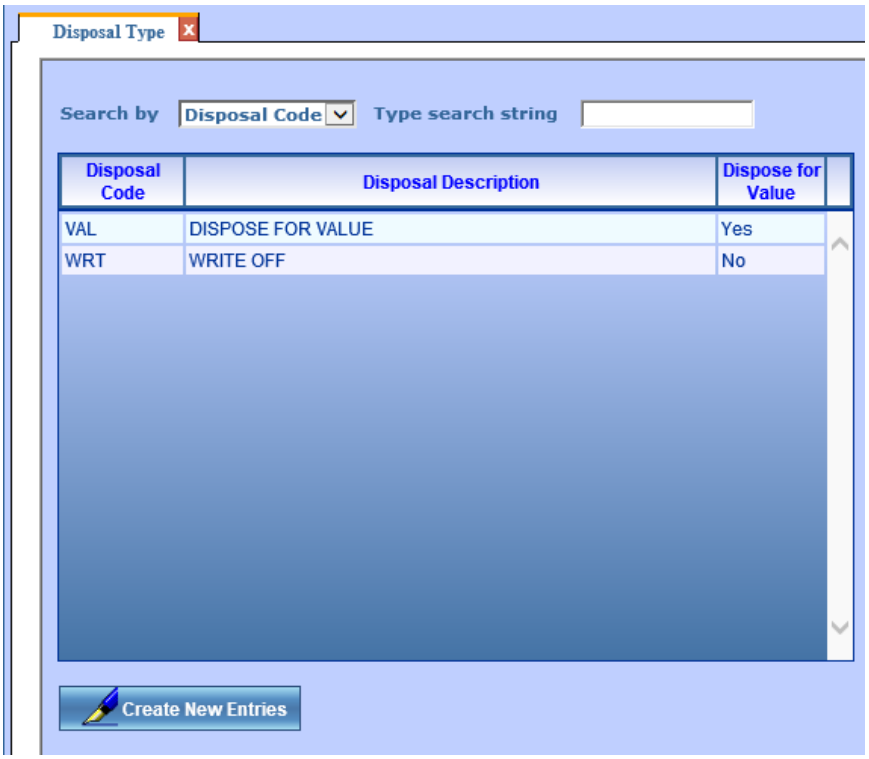
WORK WITH DISPOSAL TYPE

The **WORK WITH DISPOSABLE TYPE** screen is obtained by selecting disposable type from the **SYSTEM TABLES MENU.**



This option facilitates the entry and maintenance of possible disposal options for fixed assets.

The following information should be defined for all disposal types:

1. *Disposal Code (a unique code)*
2. *Disposal Description*
3. *Dispose for Value (Yes/No)*

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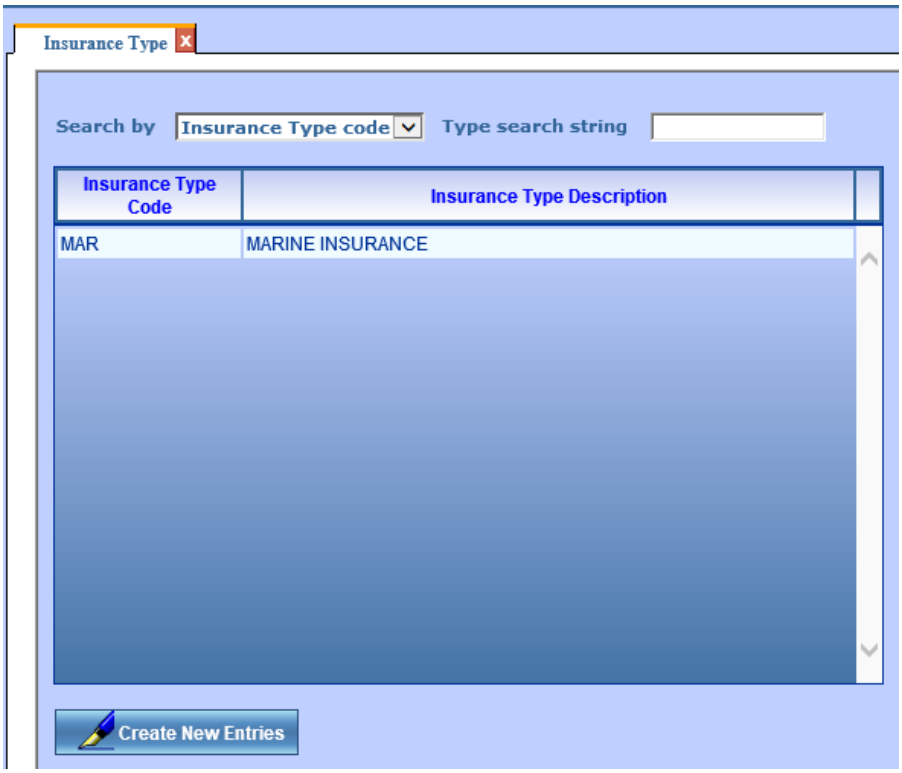
WORK WITH INSURANCE TYPE

The **WORK WITH INSURANCE TYPES** screen is obtained by selecting insurance types from the **SYSTEM TABLES MENU.**



This option facilitates the entry and maintenance of the possible insurance types which may be assigned to fixed assets.

The following information should be defined for all insurance types:

1. *Insurance Type Code (a unique code)*
2. *Insurance Type Description*

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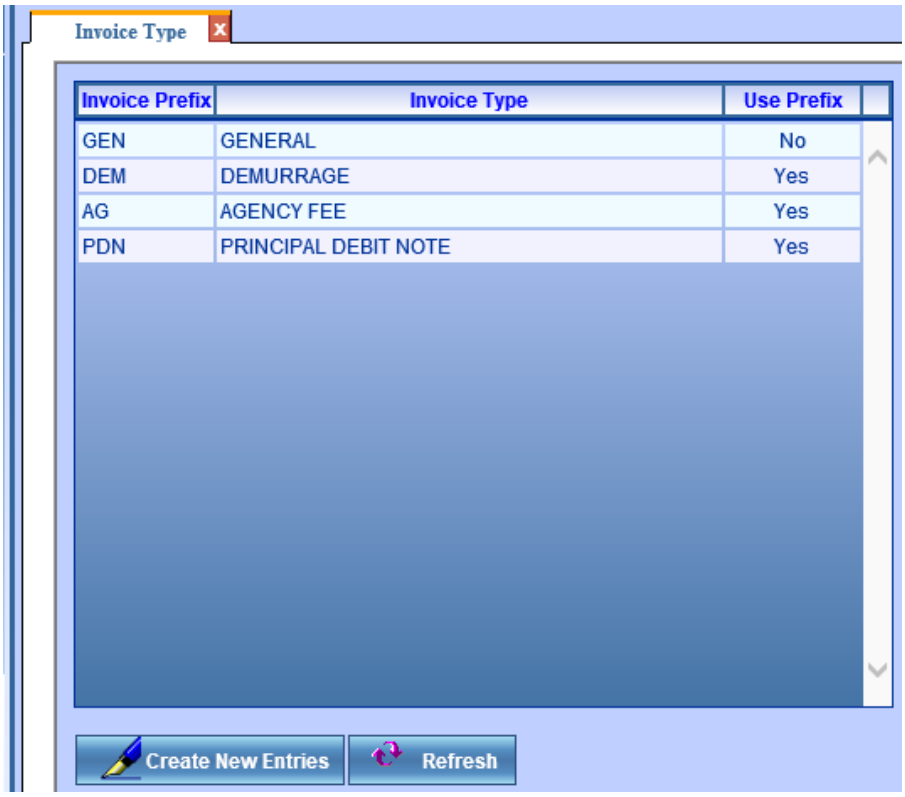
WORK WITH INVOICE TYPE

The **WORK WITH INVOICE TYPES** screen is obtained by selecting **Invoice Type** from the **SYSTEM TABLES MENU.**



This screen facilitates the definition and maintenance of possible prefixes and starting invoice numbers for invoice number sequences of sale invoices that are generated from the **ACCOUNTS RECEIVABLES** menu. In defining an Invoice Type the starting invoice number associated with the prefix is recorded. An indication is also made if the prefix is to be a part of the invoice number sequence. The option of not assigning a prefix to an invoice number sequence can only be select for one Invoice Type defined in the system. The invoice type 'GENERAL' is system defined and is the default invoice type.

How to Create an Invoice Type?

1. Click the **Create** button. The **MAINTAIN INVOICE TYPE** screen shown below appears.

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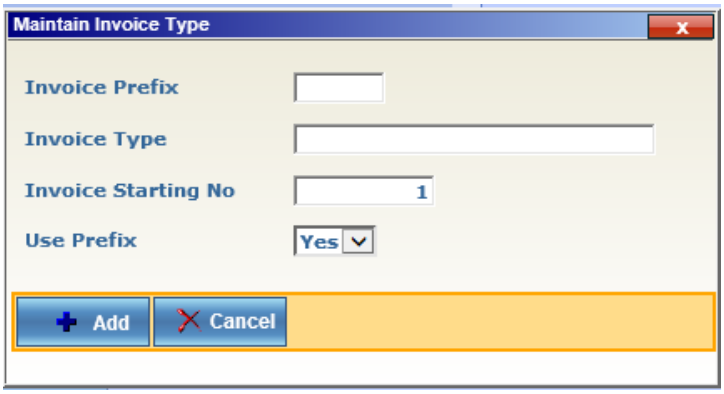

2. Type the *INVOICE PREFIX*. This is the prefix for the Invoice number sequence
3. Type *INVOICE TYPE*. This is the description of the Invoice number sequence.
4. Type *INVOICE STARTING NUMBER*.
5. Select Yes/No for *USE PREFIX* to indicate if the prefix is to be applied to the Invoice number sequence.
6. Click **Add** to save and return to the **WORK WITH INVOICE TYPE** screen.

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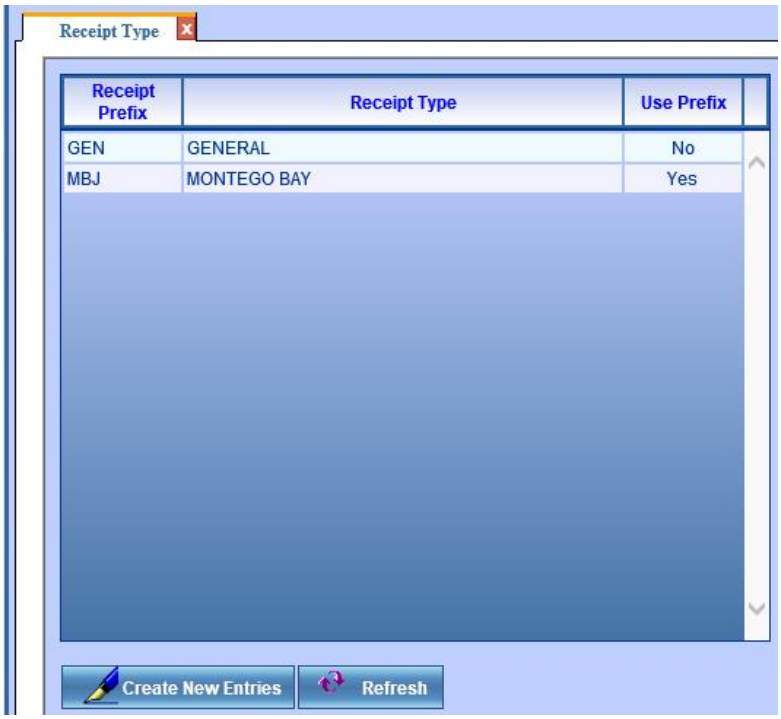
WORK WITH RECEIPT TYPE

The **WORK WITH RECEIPT TYPES** screen is obtained by selecting **Receipt Type** from the **SYSTEM TABLES MENU.**



This screen facilitates the definition and maintenance of possible prefixes and starting receipt numbers for receipt number sequences of receipts that are generated from the **ACCOUNTS RECEIVABLES** menu. In defining a Receipt Type the starting receipt number associated with the prefix is recorded. An indication is also made if the prefix is to be a part of the receipt number sequence. The option of not assigning a prefix to a receipt number sequence can only be select for one Receipt Type defined in the system. The receipt type 'GENERAL' is system defined and is the default receipt type.

How to Create a Receipt Type?

2. Click the **Create** button. The **MAINTAIN RECEIPT TYPE** screen shown below appears.

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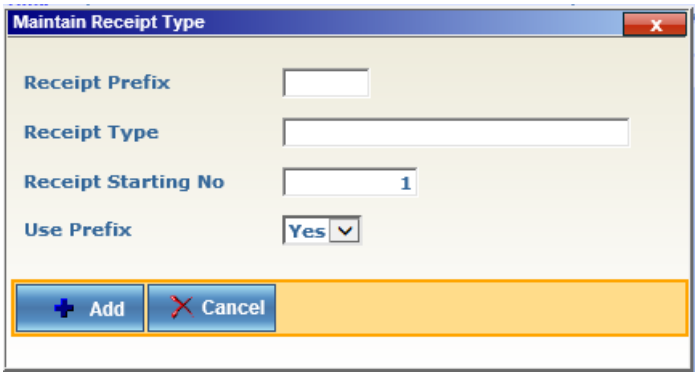

7. Type the *RECEIPT PREFIX*. This is the prefix for the Receipt number sequence

8. Type *RECEIPT TYPE*. This is the description of the Receipt number sequence.

9. Type *RECEIPT STARTING NUMBER*.

10. Select Yes/No for *USE PREFIX* to indicate if the prefix is to be applied to the Receipt number sequence.

11. Click **Add** to save and return to the **WORK WITH RECEIPT TYPE** screen.

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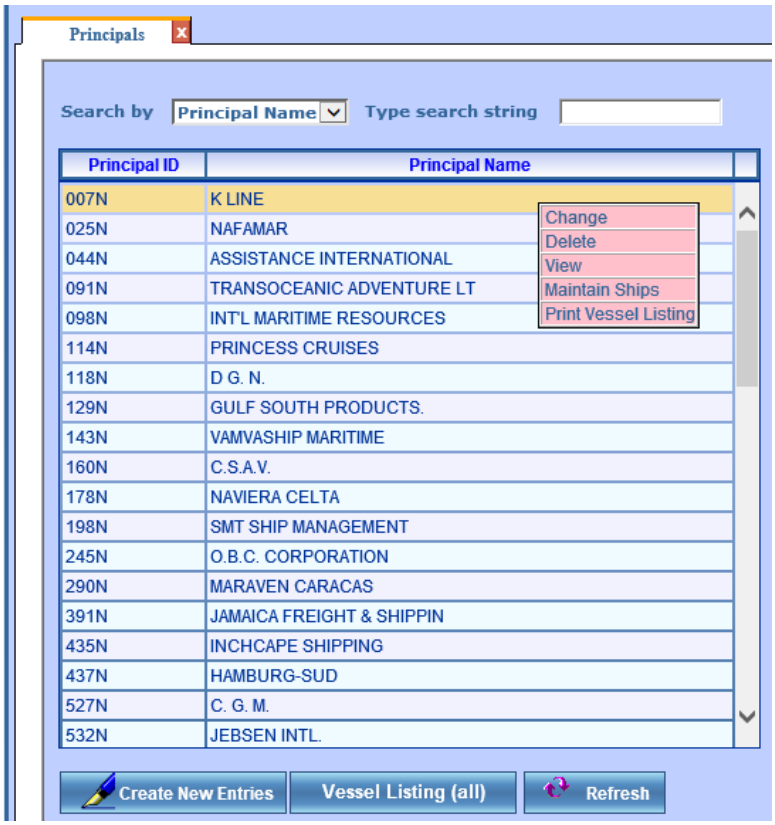
SHIP MENU

MODULE OVERVIEW

The **SHIP MENU** facilitates the definition of principals (lines), the vessels associated with these principals, the reported dates of the vessels (ships) and the various ports of origin and destination. Once defined in the system ships and reported dates can be attached to the various transactions generated throughout the system. The system allows the generation of a number of reports of ship related transactions. The **SHIP MENU** allows the ship related reports through the **Ship Report** option and **Voyage Accounting** option.

HOW TO CREATE PRINCIPALS?

Principals must be created before Ships can be defined in the system. The definition of principal are facilitated by the **Principals** option of the **SHIP MENU**. The screen below appears with the list of existing principals on option selection.



A click on the **Create New Entries** button allows the capture of information for the principal using the screen shown below.

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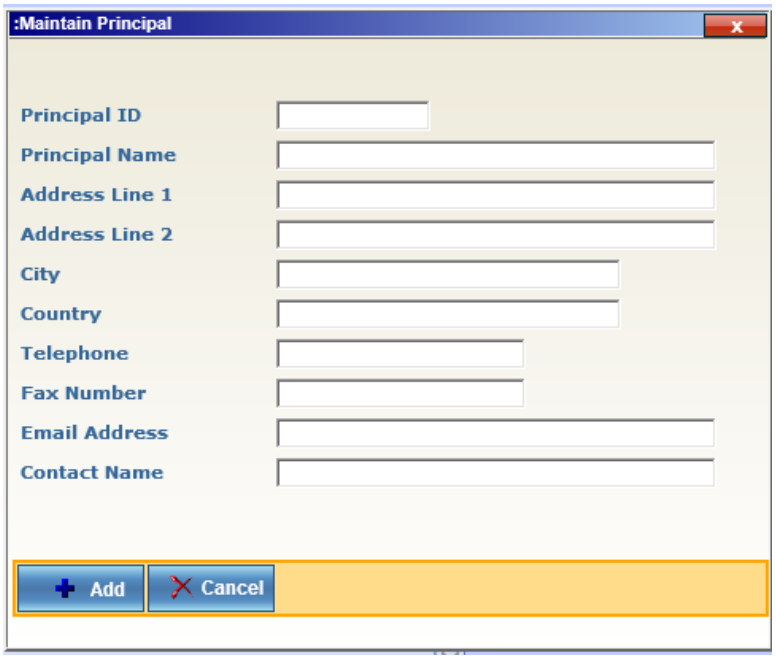

The following information should be defined for all principals:

1. *Principal Id (a unique ID)* – The system offers the option of having the *Principal Id* being generated by the system. If this is desired click on the **Company** option of the **SYSTEM SETUP** menu then select the **Maintain System Defaults** option for the company to make the selection.
2. *Principal Name*
3. *Address*
4. *City*
5. *Country*
6. *Telephone Number*
7. *Fax Number*
8. *Email Address*
9. *Contact Name*

How to Print a Vessel Listing?

A listing of all the vessels defined in the system can be generated by clicking the **Vessel Listing (All)** button that is displayed at the bottom of the **WORK WITH PRINCIPALS** screen. If a listing of the vessels defined for a principal is required a click on the record for the principal and then a click on the **Print Vessel Listing** option of the pop-up menu that appears will generate that report.

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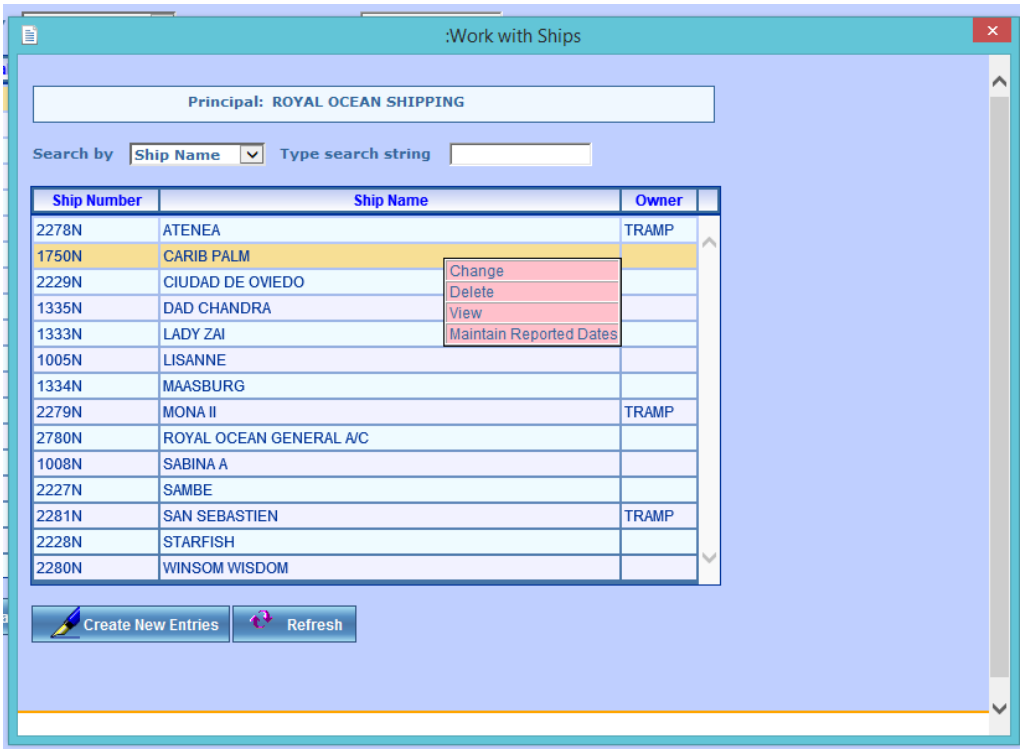
HOW TO CREATE SHIPS?

The creation of ship information is facilitated by selecting the **Principals** option of the **SHIP MENU** and then selecting the **Maintain Ships** option for the desired principal or by selecting the **Ships** option of the **SHIP MENU.**

How to Create a Ship via the Principals option of the Ship Menu?

Selecting the **Principals** option of the **SHIP MENU** and then selecting the **Maintain Ships** option for the desired principal will cause a listing of the ships defined in the system for the principal to be displayed as shown below.



A click on the **Create New Entries** button allows the capture of information for the ship using the screen shown below.

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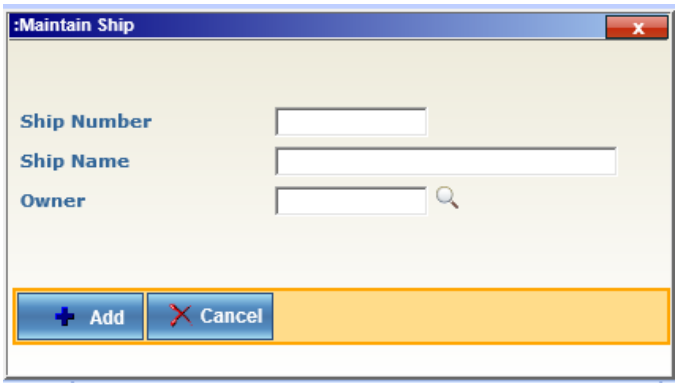
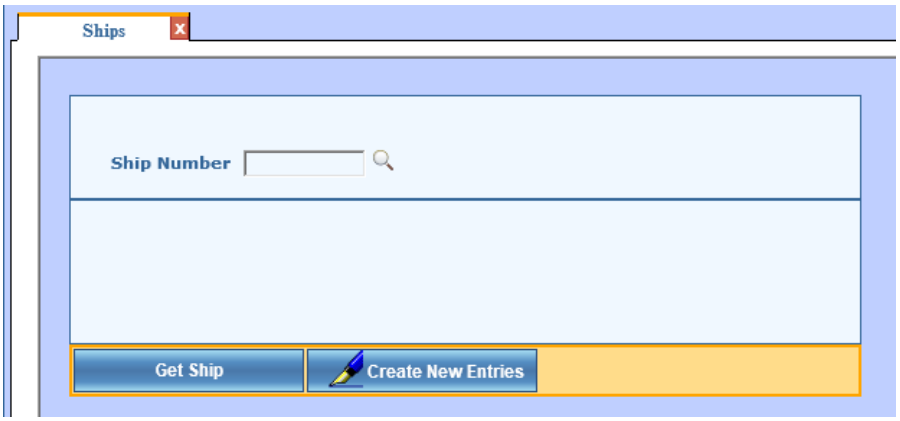


The following information should then be defined for the ship:

1. *Ship Number (a unique number)* - The system offers the option of having the *Ship Number* being generated by the system. This can be defined at the company level as outlined in the explanation of the definition of a principal.
2. *Ship Name*
3. *Owner*

How to Create a Ship using the Ships Option of the Ship Menu?

Selecting the **Ships** option of the **SHIP MENU** displays the screen shown below.



A click on the **Create New Entries** button allows the capture of information for the ship using the screen shown below.

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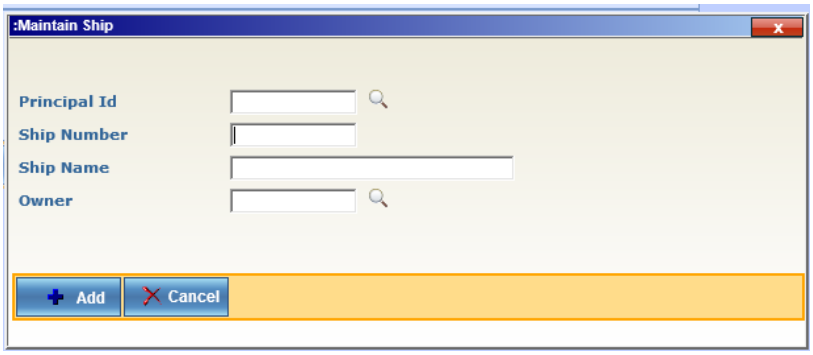
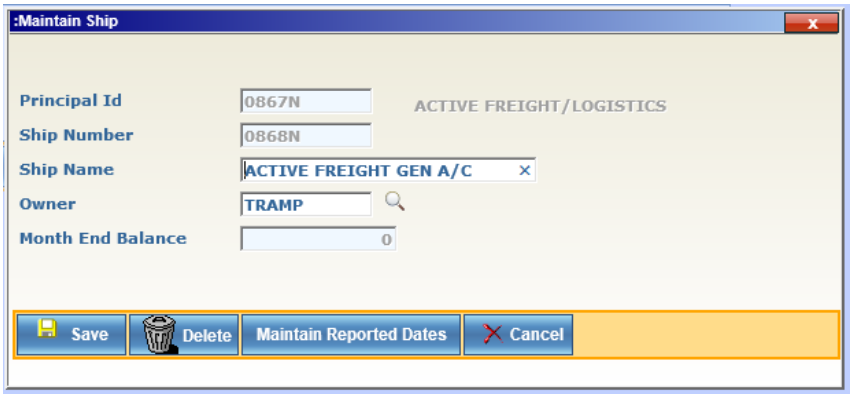


1. Record the *PRINCIPAL ID* for the principal for which the ship information is to be recorded.

2. Record the *SHIP NUMBER*, *SHIP NAME* and *OWNER* of the ship. If new *SHIP NUMBERS* are automatically generated by the system the entry of the ship number would not be required.

3. Press **Add** to save the record and return to the **WORK WITH SHIP** screen.

Maintainance of ship information from the **WORK WITH SHIP** screen is facilitated by prompting for the desired ship. The screen shown below then appears.



A click on the **Maintain Reported Dates** button allows maintainance of the reported dates for the ship.

HOW TO CREATE REPORTED DATES?

The recording of reported dates for ships is facilitated by either:

- Selecting the **Principals** option of the **SHIP MENU,** selecting the **Maintain Ships** option for the desired principal then selecting the **Maintain Reported Dates** option of the pop-up menu for the desired ship or
- Selecting the **Ships** option of the **SHIP MENU**, retrieve the desired ship for maintenance then click on the **Maintain Reported Dates** button.

The screen shown below which lists all the reported dates recorded for the vessel appears.

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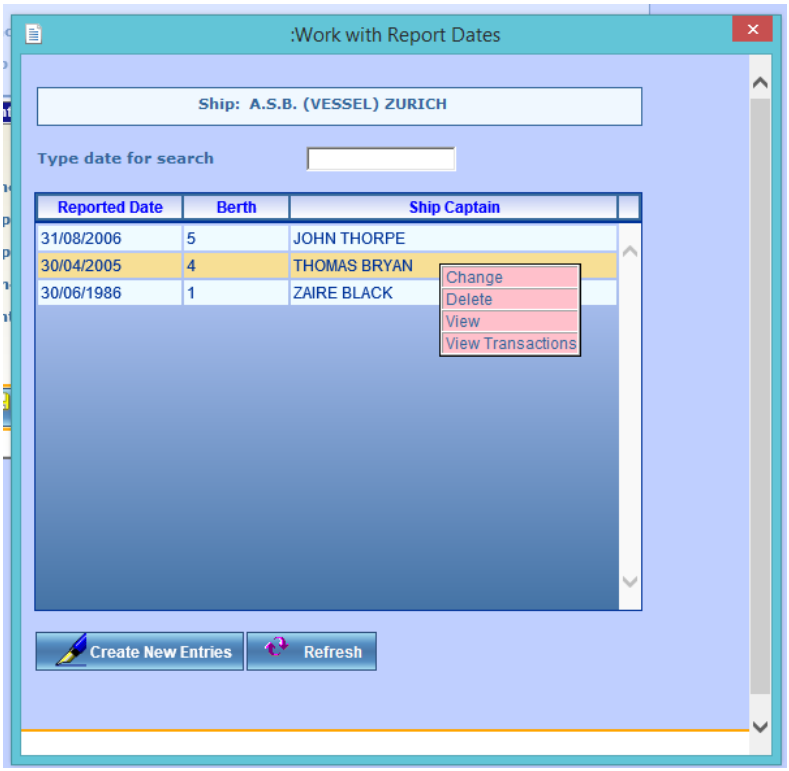
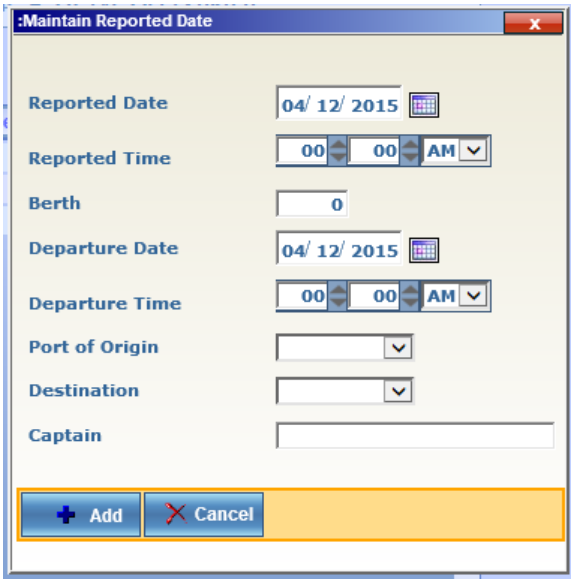


A click on the **Create New Entries** button allows the capture of information for the ship reported date using the screen shown below.



The following information should be defined for a ship reported date:

1. *Reported Date*
2. *Departure Date*
3. *Captain*

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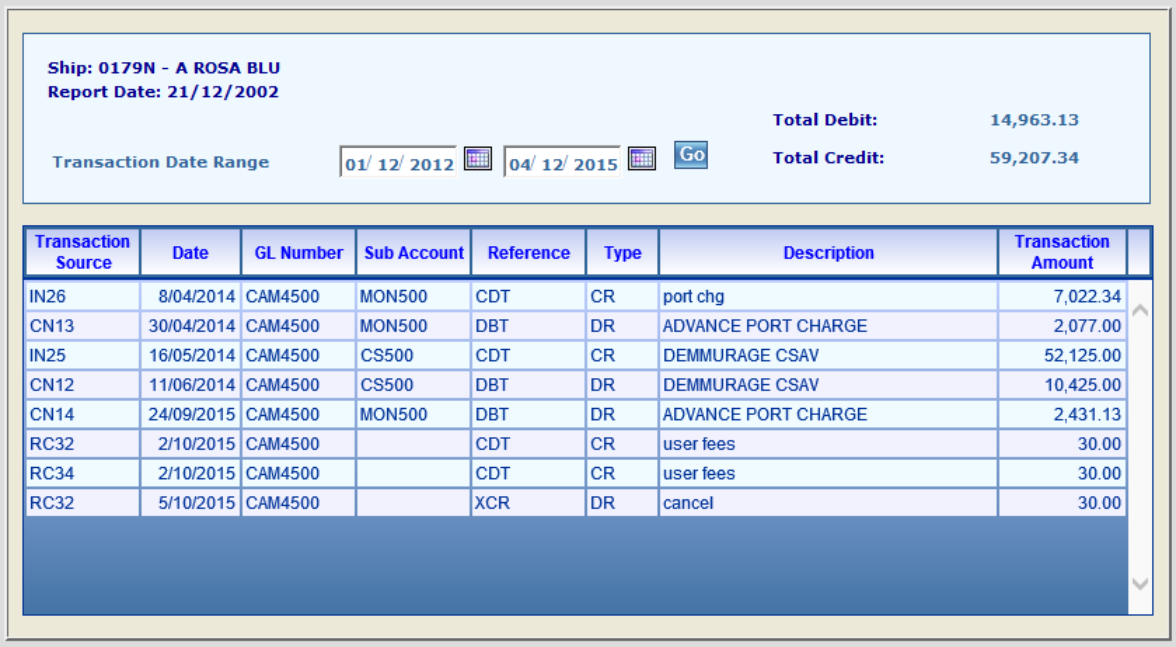
How to View Transactions for a Reported Date?

A click on a reported date record from the **WORK WITH REPORTED DATES** screen and then a click on the **View Transactions** option of the pop-up menu that appears afterwards displays the View Transactions screen shown below. You may then type the desired date range and click the Go button to view the transactions related to the reported date for the date range.



Transaction Source	Date	GL Number	Sub Account	Reference	Type	Description	Transaction Amount
IN26	8/04/2014	CAM4500	MON500	CDT	CR	port chg	7,022.34
CN13	30/04/2014	CAM4500	MON500	DBT	DR	ADVANCE PORT CHARGE	2,077.00
IN25	16/05/2014	CAM4500	CS500	CDT	CR	DEMMURAGE CSAV	52,125.00
CN12	11/06/2014	CAM4500	CS500	DBT	DR	DEMMURAGE CSAV	10,425.00
CN14	24/09/2015	CAM4500	MON500	DBT	DR	ADVANCE PORT CHARGE	2,431.13
RC32	2/10/2015	CAM4500		CDT	CR	user fees	30.00
RC34	2/10/2015	CAM4500		CDT	CR	user fees	30.00
RC32	5/10/2015	CAM4500		XCR	DR	cancel	30.00

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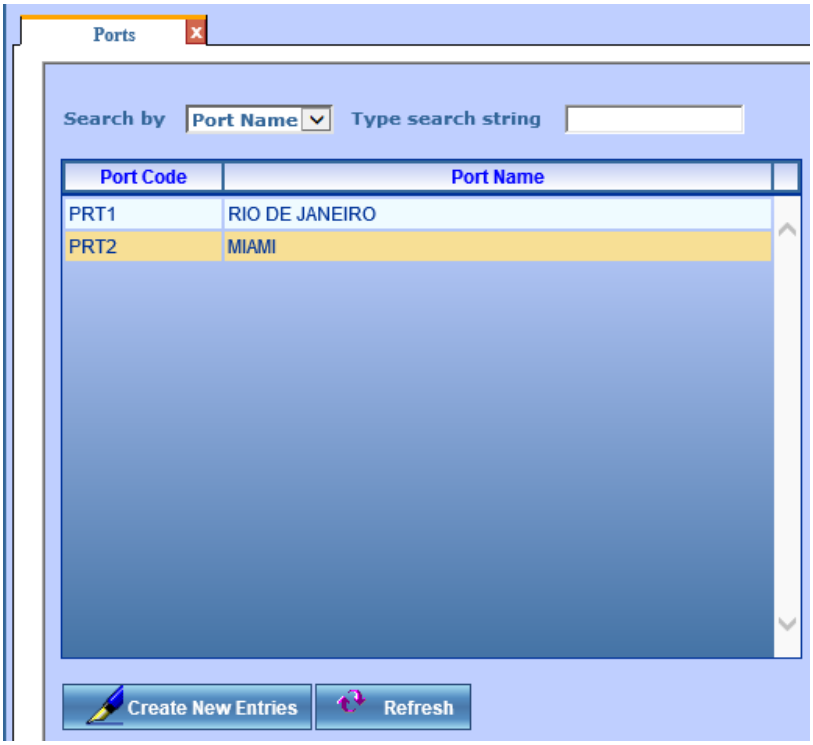
WORK WITH PORTS

The **WORK WITH PORT** screen is obtained by selecting insurance types from the **SHIP MENU.**



This option facilitates the entry and maintenance of the various ports of origin and destination

The following information should be defined for all ports:

1. *Port Code (a unique code)*
2. *Port Name*

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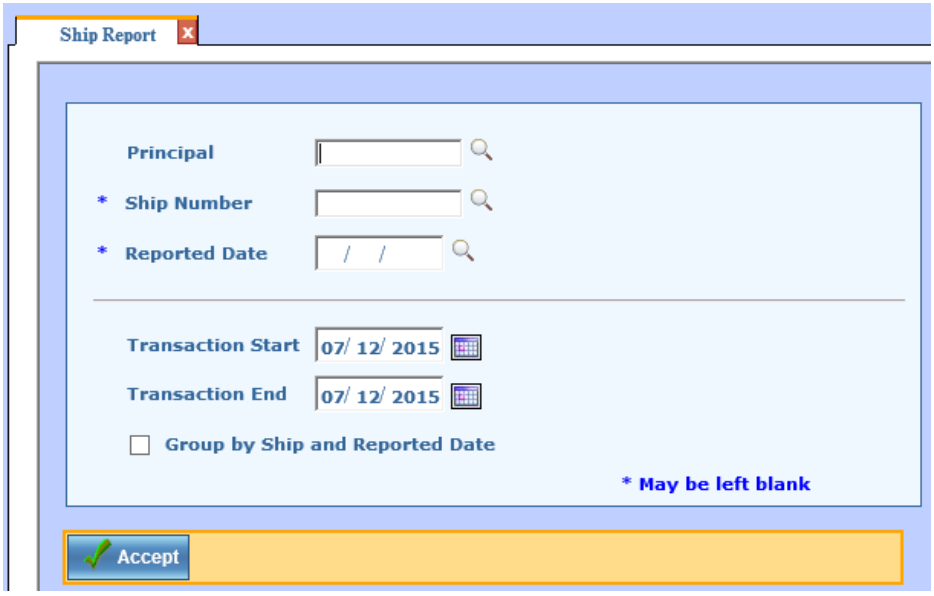
GENERATING THE SHIP REPORT

1. Select **SHIP REPORT** from the **SHIP MENU**. The screen shown below appears.



2. Type or prompt for the *PRINCIPAL ID*.

3. Optionally type the *SHIP NUMBER* and/or *REPORTED DATE* for the report. If a *REPORTED DATE* is recorded a *SHIP NUMBER* must be recorded.

4. Type the *TRANSACTION START DATE* and the *TRANSACTION END DATE* for which the ship report is required. The *TRANSACTION START DATE* typed here may go back as far as historical data exists.

5. Select the check box for *GROUP BY SHIP AND REPORTED DATE* if the data on the report should be grouped by ship and reported date.

6. Finally, click **Accept** to generate the ship report. A sample of the report is displayed below.

7/12/2015

GSG SHIPPING INT'L LTD
Ship Report
for the period 1/01/2012 - 7/12/2015
Principal A ZEE SHIPPING

Ship: 1907N A ZEE SHPG GENERAL A/C Reported Date: 13/06/2002

Source	Date	Description	GL Account	Sub Account	Type	Debit	Credit
INPDN11	3/07/2015	PRINCIPAL:A ZEE SHIPPING	CAM4500		DR	8,522.00	.00
INPDN12	22/09/2015	PRINCIPAL:A ZEE SHIPPING	CAM4500		DR	25,033.37	.00
INPDN14	29/09/2015	PRINCIPAL:A ZEE SHIPPING	CAM4500		DR	21,305.00	.00
INPDN14	29/09/2015	chfh	CAM4500		CR	.00	21,305.00
INPDN14	29/09/2015	cancel	CAM4500		DR	21,305.00	.00
INPDN14	29/09/2015	cancel	CAM4500		CR	.00	21,305.00
INPDN11	2/10/2015	rrrrr	CAM4500		CR	.00	8,522.00
					Totals	76,165.37	51,132.00
					Period Balance		25,033.37

Principal Period Balance 25,033.37

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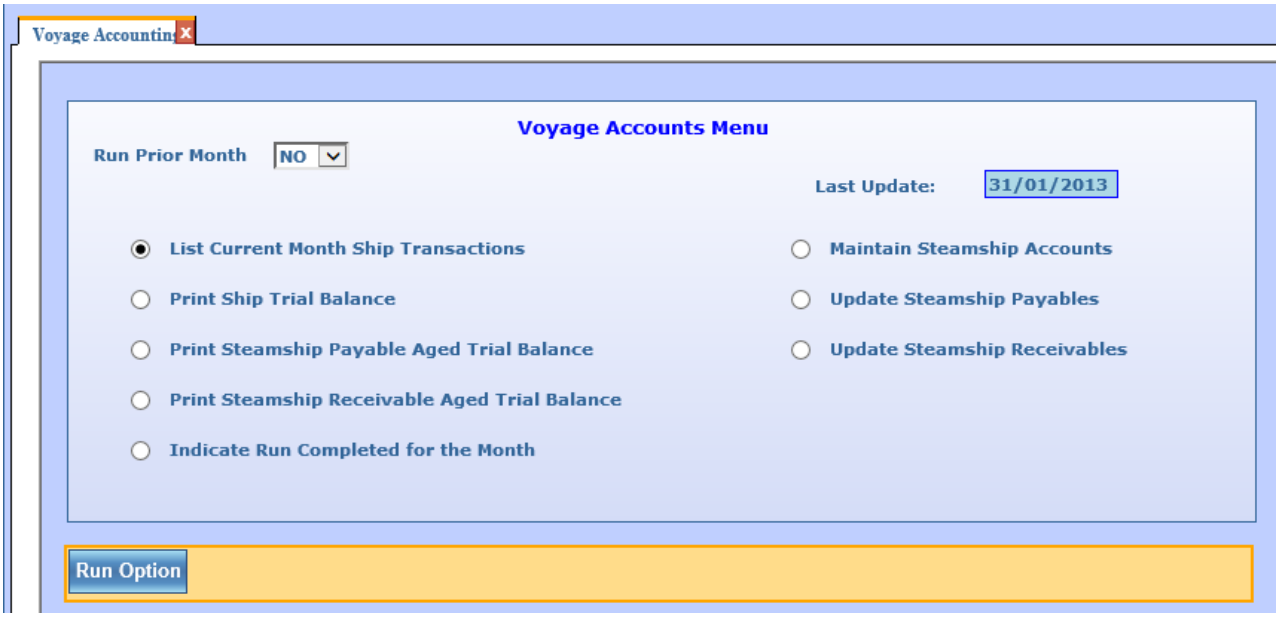
GENERATING VOYAGE ACCOUNTS REPORTS

The **VOYAGE ACCOUNTS** option of the **SHIP MENU** facilitates the definition of 'steamship accounts' which are GL accounts which must have associated ship and reported date information recorded when transactions are recorded for these GL accounts. The **VOYAGE ACCOUNTS** option also facilitates the generation of a transaction listing, a trial balance and payables aged and receivables aged reports for the current or a previous financial month for the steamship account(s). The screen shown below appears on option selection.



The options of the Voyage Accounts Menu are selected by clicking on the desired option and clicking on the **Run Option** button. Before any report is run it is necessary to first define the steamship account(s) using the **Maintain Steamship Accounts** option. Once transactions have been posted to the steamship account(s) the report options are selected in the following order:

- List Current Month Ship Transactions.
- Print Ship Trial Balance.
- Print Steamship Payable Aged Trial Balance
- Print Steamship Receivable Aged Trial Balance

If 'NO' is selected for **Run Prior Month** the reports are generated for the current financial month. If 'Yes' is selected for **Run Prior Month** you are prompted to enter the month for which the reports are to be generated and the reports are then run for the month entered.

The report options may be selected as many times as desired in the order specified for a financial month. Once all steamship transactions have been been posted for the current financial month the **Indicate Run Completed for the Month** option is selected to indicate that voyage accounting has been completed for the month. The report options may be reselected in any order thereafter to regenerate any of the reports. If new steamship transactions are posted in the system after the **Indicate Run Completed for the Month** option has been taken the report options are to be taken in the order specified to generate the updated set of reports.

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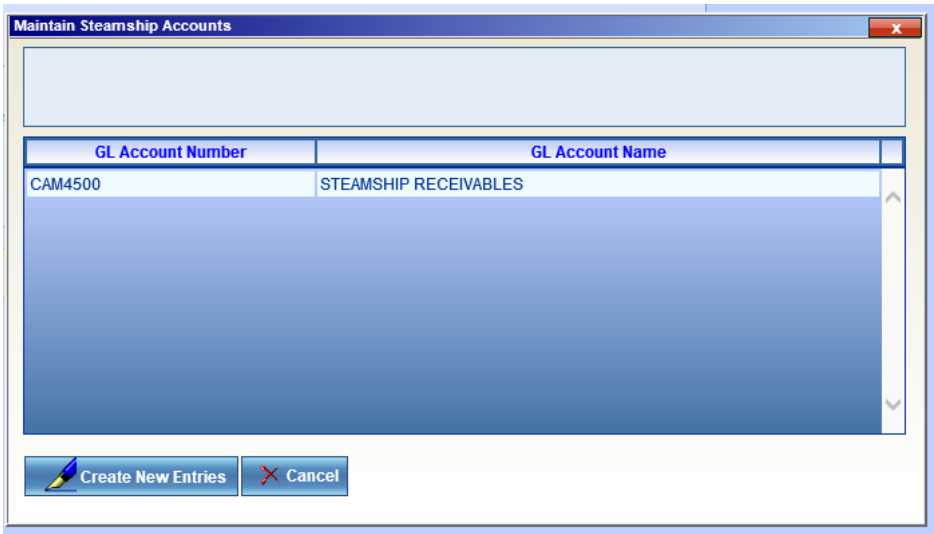
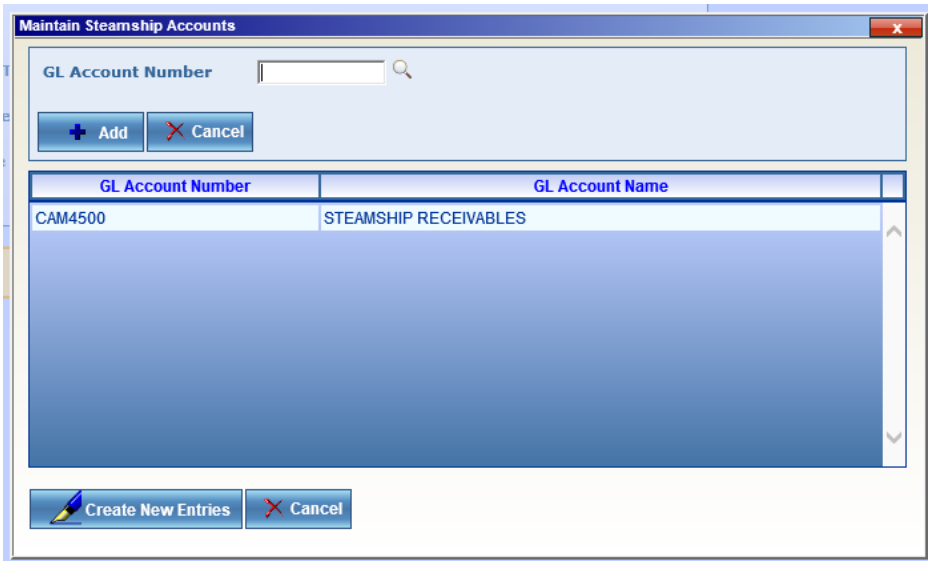
If the voyage account reports are being generated for a previous month it will not be required that the **Indicate Run Completed for the Month** option is taken. The date displayed for **Last Update** will be the date of the last general ledger update. The procedure to define the steamship account(s) is outlined below. Samples of the various reports are also displayed.

How to Maintain Steamship Accounts?

Selction of the **Maintain Steamship Accounts** option and a click on the **Run Option** button displays the screen below which lists the existing set of defined steamship accounts.



A click on the **Create New Entries** button allows the definition of a new steamship account in the gray area above the list of steam accounts as shown below.



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List Current Month Ship Transactions

A sample of of the **Current Month Ship Transactions** report generated when the option is shown is shown below.

7/12/2015 Page: 1

GSG SHIPPING INT'L LTD
Ship Transaction Report
For the Period 1/02/2013 - 28/02/2013

Trans. Date	Ship	Ship Name	Report Date	Description	Debit	Credit
28/02/2013	018N	CSAV GENERAL A/C	31/12/2010	TRANSFER OF CQ84142	7,711.29	.00
28/02/2013	018N	CSAV GENERAL A/C	31/12/2010	TRANSER OF CQ84142	9,424.91	.00
28/02/2013	3255N	ASTA	20/07/2009	BOOKING EXCHANGE LOSS	.00	174.23
28/02/2013	3255N	ASTA	20/07/2009	CORRECTING JV14578	.00	6,679.53
28/02/2013	3255N	ASTA	20/07/2009	DISBAL TRANSFER	.00	56,024.03
28/02/2013	3255N	ASTA	20/07/2009	REVERSING JV14565	62,877.79	.00
28/02/2013	3255N	ASTA	11/02/2010	CORRECTING JV14578	6,679.53	.00
28/02/2013	3255N	ASTA	26/03/2010	EXCHANGE GAINS	107.80	.00
28/02/2013	3255N	ASTA	26/03/2010	REVERSING JV14566	43,973.81	.00
28/02/2013	3255N	ASTA	19/07/2010	REVERSING JV14566	.00	43,973.81
28/02/2013	3255N	ASTA	19/07/2010	REVERSING JV14565	.00	62,877.79
28/02/2013	3255N	ASTA	19/07/2010	TRANSFER OF PROT ADVANCE	.00	514,489.45
28/02/2013	3255N	ASTA	19/07/2010	EXCHANGE GAINS	7,915.54	.00
28/02/2013	3255N	ASTA	19/07/2010	DISBAL TRANSFER	56,024.03	.00
28/02/2013	3327N	NAVAGA	1/06/2009	CORRECTING JV13801	.00	45.00
28/02/2013	3327N	NAVAGA	1/06/2009	REVERSING BANK CHRG	.00	1,547.73
28/02/2013	3327N	NAVAGA	16/07/2009	REVERSING BANK CHRG	.00	3,093.94
28/02/2013	3327N	NAVAGA	16/07/2009	CORRECTING JV13801	45.00	.00
28/02/2013	3327N	NAVAGA	1/09/2009	REVERSING BANK CHRG	.00	4,116.75
6/02/2013	3427N	CSAV LAJA	28/11/2010	EXPENSE: DR. VISIT-H SUBRAMAIAM	2,500.00	.00
5/02/2013	3473N	M/T KINGSTON	15/10/2010	DISBURSEMENT BALANCE	.00	48,420.72
28/02/2013	3473N	M/T KINGSTON	27/04/2011	TRANSFER OF EXCHANGE GAINS	.00	2.52
28/02/2013	3488N	ONEGO MONSOON	3/05/2010	REVERSING BANK CHRG	.00	13,551.50
28/02/2013	3488N	ONEGO MONSOON	3/05/2010	TRANSFER OF PORT ADVANCE	514,489.45	.00
28/02/2013	3606N	EMSTOR	30/05/2010	REVERSING BANK CHRG	.00	2,313.42
6/02/2013	3639N	WEHR ELBE	13/05/2011	EXPENSE: DR. VISIT-P STEPHAN	4,142.00	.00
28/02/2013	3647N	CSAV RENAICO	13/07/2010	EXPENSE: REF RC#25571-POLYMILL PLA	84,600.85	.00
15/02/2013	3667N	AGGELIKI P	6/01/2011	EXPENSE: CESS CHRGS	17,582.58	.00
6/02/2013	3668N	AS JUTLANDIA	24/12/2010	EXPENSE: DR. VISIT-V MANALANSON	2,500.00	.00
28/02/2013	3673N	LANIA	11/01/2011	EXPENSE: REF RC#31240-ICON IMPORT	12,802.69	.00
28/02/2013	3682N	PRAIA	7/01/2011	EXPENSE: REF RC#31028-C.B. MACHINE	12,788.94	.00
28/02/2013	3703N	ONEGO EXPRESS	29/09/2010	REVERSING BANK CHRG	.00	2,331.09
28/02/2013	3703N	ONEGO EXPRESS	14/12/2010	REVERSING BANK CHRG	.00	4,664.55
28/02/2013	3703N	ONEGO EXPRESS	14/12/2010	TRANSFER OF CQ84142	55,342.21	.00
28/02/2013	3703N	ONEGO EXPRESS	14/12/2010	TRANSFER ING CQ84142	81,396.95	.00
28/02/2013	3732N	MARIANELA	1/11/2010	TRANSFERING CQ84142	32,122.66	.00
28/02/2013	3739N	CMA CGM CHATEAU D'IF	11/05/2011	EXPENSE: REF RC#33907-SPANISH GRAN	14,157.81	.00
6/02/2013	3741N	CSAV LANCO	24/02/2011	EXPENSE: DR. VISIT-I MAURICIO	2,000.00	.00
28/02/2013	3769N	CSAV LICANTEN	23/03/2011	EXPENSE: REF RC#32774-SPANISH GRAN	33,050.98	.00
28/02/2013	3798N	MCP LONDON	20/03/2011	REVERSING BANK CHRG	.00	2,341.62
6/02/2013	446N	MARIANELA	4/01/2011	EXPENSE: DR. VISIT-E MERINO	2,000.00	.00
28/02/2013	18600	NORASIA ALYA	11/11/2010	EXPENSE: REF RC#29730-VIRGINA DARE	33,153.81	.00
6/02/2013	874N	LIBRA SANTA CATARINA	20/10/2010	EXPENSE: DR. VISIT-R KRAWCZAK	3,200.00	.00
6/02/2013	874N	LIBRA SANTA CATARINA	20/10/2010	EXPENSE: DR. VISIT-B KRZYZTOF	3,450.00	.00
Total					1,106,040.63	766,647.68

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Print Ship Trial Balance

A sample of of the **Ship Trial Balance** report generated when the option is shown is shown below.

7/12/2015

GSG SHIPPING INT'L LTD
Ship Trial Balance
For the Period Ending 28/02/2013

PRINCIPAL: CARIB STAR

Ship	Ship Name	Report Date	Debit	Credit
3613N	SHAMROCK	8/06/2010	54,743.66	.00
3613N	SHAMROCK	15/06/2010	52,053.13	.00
3613N	SHAMROCK	21/06/2010	49,492.09	.00
3613N	SHAMROCK	28/06/2010	48,704.33	.00
3613N	SHAMROCK	5/07/2010	51,381.36	.00
3613N	SHAMROCK	13/07/2010	53,160.47	.00
3613N	SHAMROCK	19/07/2010	50,747.13	.00
3613N	SHAMROCK	28/07/2010	54,813.24	.00
3613N	SHAMROCK	2/08/2010	44,549.80	.00
3613N	SHAMROCK	9/08/2010	63,338.00	.00
3613N	SHAMROCK	16/08/2010	45,251.40	.00
3613N	SHAMROCK	25/08/2010	50,238.14	.00
3613N	SHAMROCK	30/08/2010	47,689.32	.00
3613N	SHAMROCK	20/09/2010	47,093.75	.00
3613N	SHAMROCK	25/10/2010	51,083.10	.00
3613N	SHAMROCK	1/11/2010	51,936.86	.00
3613N	SHAMROCK	8/11/2010	48,523.18	.00
3613N	SHAMROCK	23/11/2010	51,226.68	.00
Principal Totals			72,276,461.42	75,221,412.25

Print Steamship Payable Aged Trial Balance

A sample of of the **Steamship Payable Aged Trial Balance** report generated when the option is shown is shown below.

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GSG SHIPPING INT'L LTD
STEAMSHIP PAYABLES AGED REPORT
For the Period Ending - 28/02/2013

Principal ID	Principal name	Current	31 - 60 Days	61- 90 Days	Over 90 Days	Total	Remark
2505N	SNF INC	141,096.50	.00	.00	.00	141,096.50	Payment due 21/1/2014
2056N	SOREIDOM	.00	.00	.00	.00	.00	
3762N	SOUTHERN LOGISTICS	24,061.80	.00	.00	.00	24,061.80	
1800N	SSR INCH	324,763.54	.00	.00	.00	324,763.54	
161N	STENA BULK	83,309.01	.00	.00	.00	83,309.01	
024N	STENTEX LLC	.00	.00	.00	.00	.00	
057N	STOLT NIELSEN	5,321,225.94	.00	.00	.00	5,321,225.94	
795N	STOLT PARCEL TANKERS	216,742.66	.00	.00	.00	216,742.66	
6004N	STOLT TANK CONTAINER	246,842.97	.00	.00	.00	246,842.97	
0856N	STX PANOCEAN	.00	.00	.00	.00	.00	
0125N	TARGET LOGISTICS	2,607,212.86	.00	.00	.00	2,607,212.86	
1077N	TCL TRADING LTD	.00	.00	.00	.00	.00	
2920N	THOME SHIP MANAGEMENT PT	184,163.06	.00	.00	.00	184,163.06	
185N	TRAFIGURA BEHEER BV	142,990.88	.00	.00	.00	142,990.88	
031N	TRANSAN SHPG	.00	.00	.00	.00	.00	
806N	TRANSMARITIMA DEL CARIBE	.00	.00	.00	.00	.00	
3775N	TRAVELL GUARD MEDICAL	106,318.76	.00	.00	.00	106,318.76	
034N	UNITED BULK CARRIER	.00	.00	.00	.00	.00	
1025N	UNIVAN SHIP MANAGEMENT	.00	.00	.00	.00	.00	
3488N	VENSPORT	.00	.00	.00	.00	.00	
699N	V-SHIPS	2,846,854.30	.00	.00	.00	2,846,854.30	
3486N	WELLS TRANSPORT	28,943.13	.00	.00	.00	28,943.13	
	Total	2,071,637,194.82	.00	.00	.00	2,071,637,194.82	

The **Update Steamship Payables** option allows the input of comments under the *Comments* column. The **Print Steamship Payable Aged Trial Balance** option can then be rerun to regenerate the report.

Print Steamship Receivable Aged Trial Balance

A sample of of the **Steamship Receivable Aged Trial Balance** report generated when the option is shown is shown below.

GSG SHIPPING INT'L LTD
STEAMSHIP RECEIVABLES AGED REPORT
For the Period Ending - 28/02/2013

Principal ID	Principal name	Current	31 - 60 Days	61- 90 Days	Over 90 Days	Total	Remark
2505N	SNF INC	252,952.10	.00	.00	.00	252,952.10	
2056N	SOREIDOM	.00	.00	.00	.00	.00	
3762N	SOUTHERN LOGISTICS	28,222.57	.00	.00	.00	28,222.57	
1800N	SSR INCH	173,060.83	.00	.00	.00	173,060.83	
161N	STENA BULK	80,351.68	.00	.00	.00	80,351.68	
024N	STENTEX LLC	75,370.89	.00	.00	.00	75,370.89	
057N	STOLT NIELSEN	5,652,454.30	.00	.00	.00	5,652,454.30	
795N	STOLT PARCEL TANKERS	802.73	.00	.00	.00	802.73	
6004N	STOLT TANK CONTAINER	108,154.20	.00	.00	.00	108,154.20	
0856N	STX PANOCEAN	.00	.00	.00	.00	.00	
0125N	TARGET LOGISTICS	2,442,194.87	.00	.00	.00	2,442,194.87	
1077N	TCL TRADING LTD	86,227.43	.00	.00	.00	86,227.43	
2920N	THOME SHIP MANAGEMENT PT	62,553.20	.00	.00	.00	62,553.20	
185N	TRAFIGURA BEHEER BV	.00	.00	.00	.00	.00	
031N	TRANSAN SHPG	.00	.00	.00	.00	.00	
806N	TRANSMARITIMA DEL CARIBE	.00	.00	.00	.00	.00	
3775N	TRAVELL GUARD MEDICAL	61,725.36	.00	.00	.00	61,725.36	
034N	UNITED BULK CARRIER	4,415.54	.00	.00	.00	4,415.54	
1025N	UNIVAN SHIP MANAGEMENT	.00	.00	.00	.00	.00	
3488N	VENSPORT	.00	.00	.00	.00	.00	
699N	V-SHIPS	1,591,776.15	.00	.00	.00	1,591,776.15	
3486N	WELLS TRANSPORT	.00	.00	.00	.00	.00	
	Total	2,028,521,383.73	.00	.00	60,809.07	2,028,582,192.80	

The **Update Steamship Receivable** option allows the input of comments under the *Comments* column. The **Print Steamship Receivable Aged Trial Balance** option can then be rerun to regenerate the report.

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GENERAL LEDGER MENU

MODULE OVERVIEW

The above menu allows:

- **The definition and maintenance of general ledger and sub-ledger accounts**.
- **The allocation of budgeted amounts for general ledger accounts and sub-ledger accounts**. These budgeted amounts are stored in GL and sub-ledger history files
- **The viewing of transactions posted to the general ledger and sub-ledger accounts**.
- **The production of general ledger and trial balance reports**.
- **General ledger update**. The GL balances for the month and year are stored in the GL history file.
- **Sub-Ledger update**. The Sub-Ledger balances for the month and year are stored in the Sub-Ledger history file.
- **Close off of the financial year**. When the close-off option is taken the net of the income and expense GL balances are transferred to the company's retained earnings and tax accounts.

  When the close of option is done, new GL and sub ledger history records are created to store the GL and sub ledger balances for the new financial year.

Late entry adjustment and general ledger rerun. The system facilitates the posting of transactions to the last month of the previous financial year and the update of the general ledger to the current financial month.

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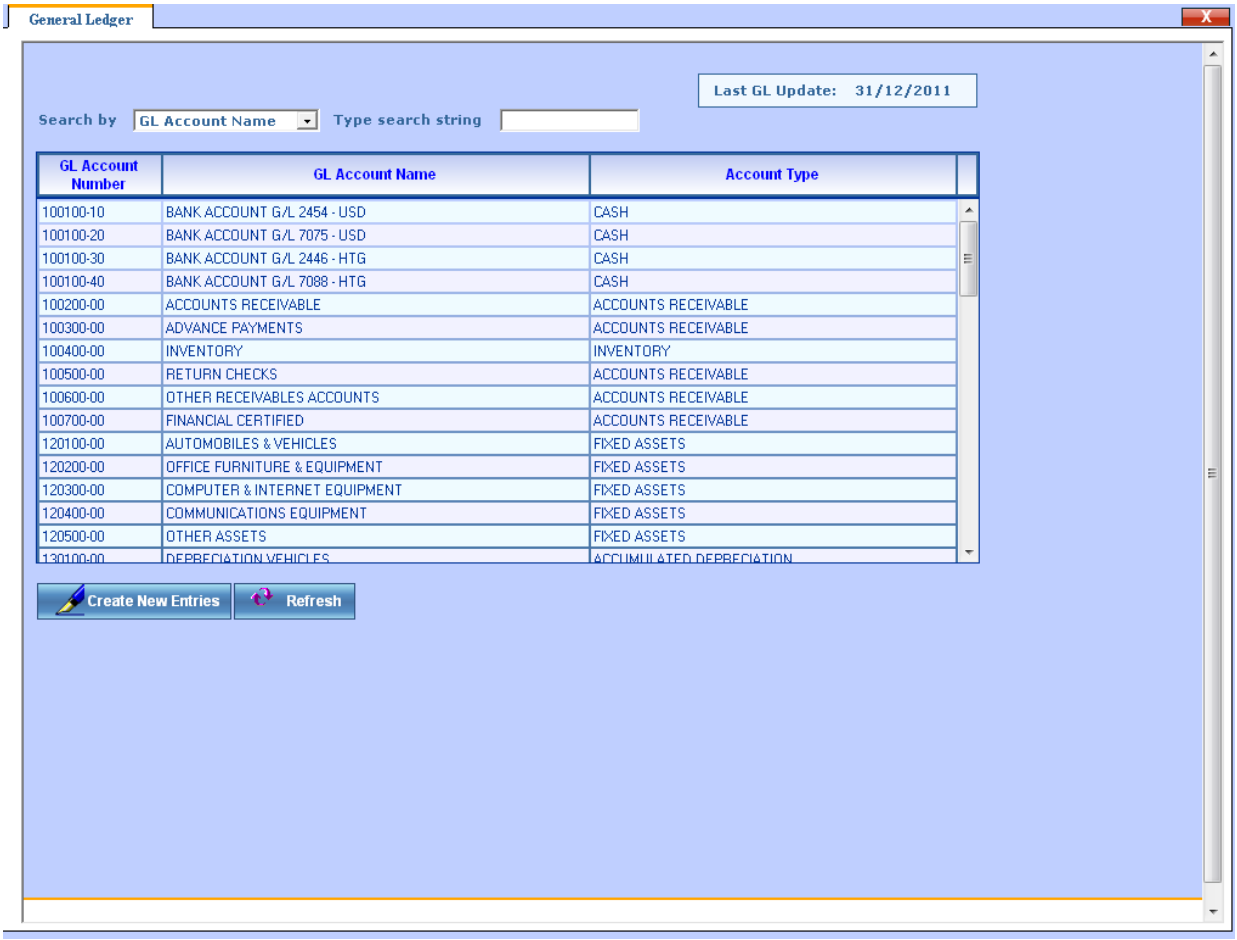
WORK WITH GL ACCOUNT

The **WORK WITH GL ACCOUNT** screen is obtained by selecting **GENERAL LEDGER** from the **GENERAL LEDGER MENU**.



This screen shows all the general ledger accounts that have been defined in the system.

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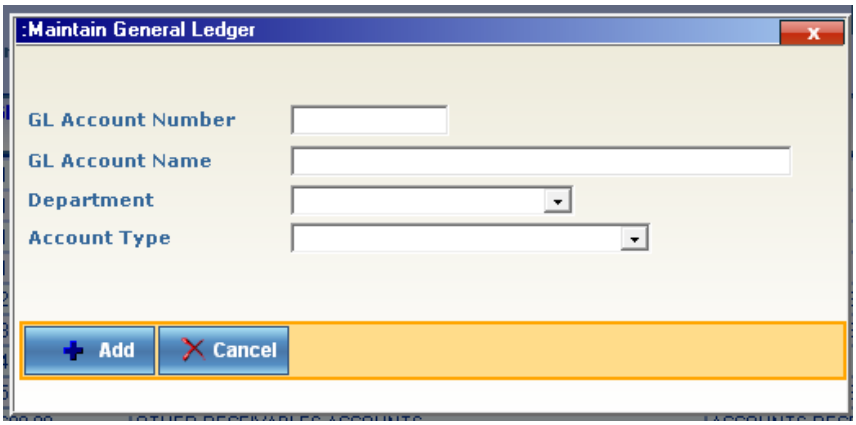
How to Create a General Ledger Account?

Click the **Create New Entries** button. The screen shown below appears.



Record the required information. *GL ACCOUNT NUMBER* should be a unique number.

Press **Add** to save. The **CREATE GL ACCOUNT** screen reappears for the entry of another general ledger account. If no more general ledger accounts are to be created press **Cancel** to return to the **WORK WITH GL ACCOUNT** screen.

Once a general ledger account has been created, the system automatically generates a default 'General ledger history' for the account for the current financial year. The current financial year would have been defined in the **SYSTEM SETUP MENU** during company creation. When the current financial year is closed a general ledger history is automatically created for the following year.

Once transactions have been posted to the general ledger account, changes to the following details of the account are no longer allowed:

- *ACCOUNT TYPE*
- *DEPARTMENT CODE*.

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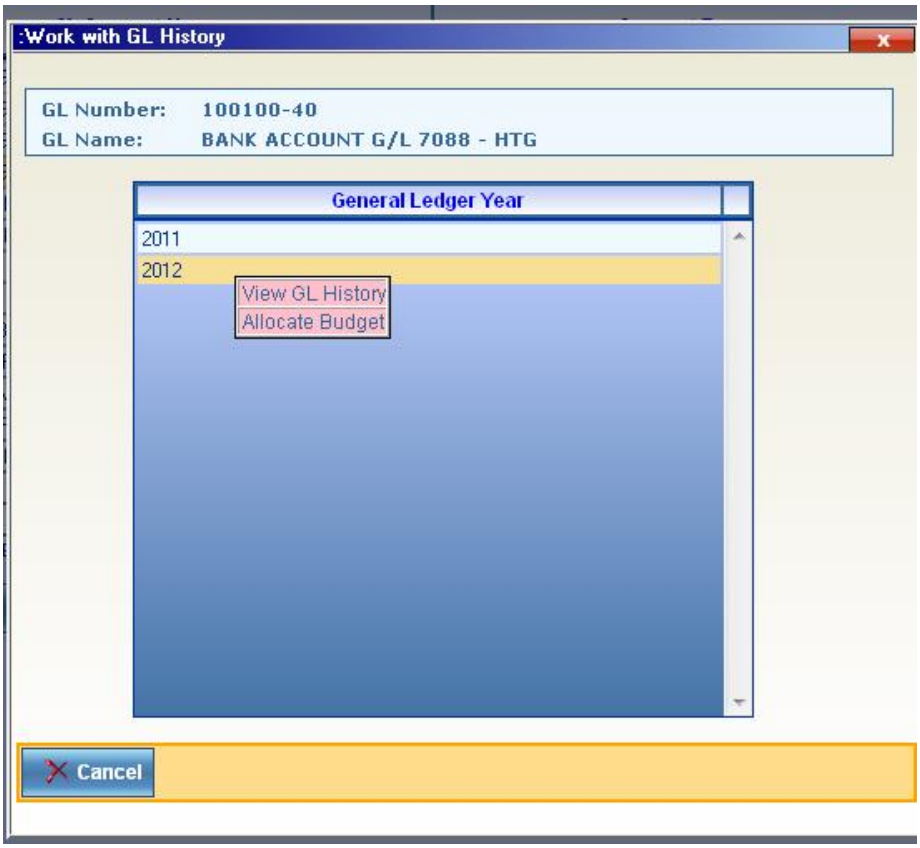
Work with GL History

A browse of the General ledger histories of a General ledger account is obtained by clicking on the GL Account and clicking on **WORK WITH GL HISTORY** option on the menu that appears.



How to Allocate Budgets for a GL History?

A click on the **Allocate Budget** option for a year allows the allocation of budgeted amounts for the months of the current year's GL history. If this option is selected for any other GL history, only viewing of the GL history is allowed. The screen below appears for the entry of allocated budgets.

If the **View GL History** option is selected from the pop-up menu the information is displayed as shown below however no input will be allowed.

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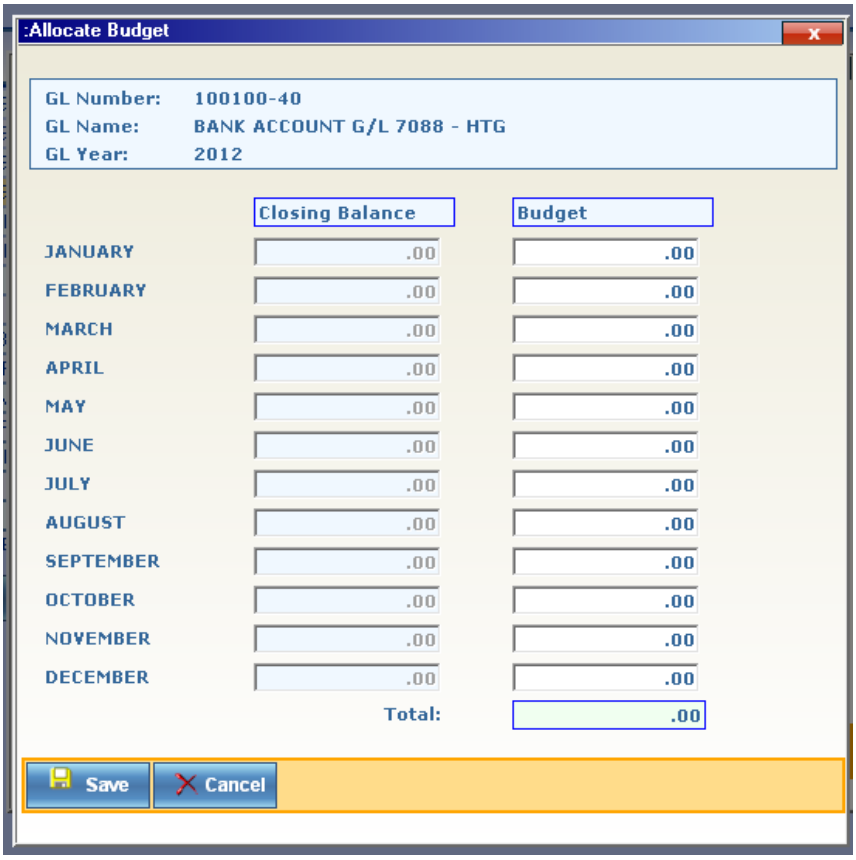

Type the budgeted amounts into the input capable fields for the respective months and press **Save** to save the data. The **WORK WITH GL HISTORY** screen reappears.

How to View Transactions?

1. Click on a GL Account from the **WORK WITH GL ACCOUNT** Screen

2. Selecting option **View Transactions.** The **VIEW TRANSACTIONS BY GL ACCOUNT** screen shown below appears.

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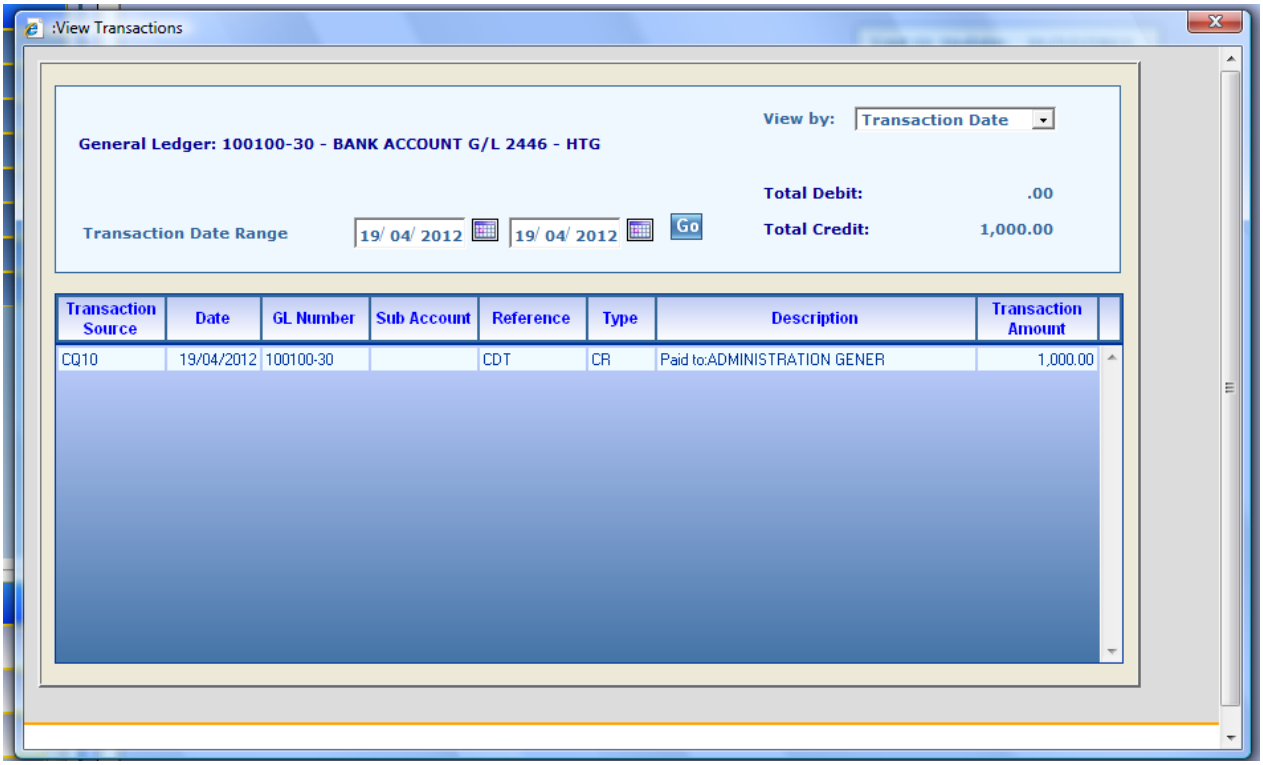

This screen allows viewing by date range or transaction source. To view by date range select **Transaction date** for the *VIEW BY* drop down then type the desired date range and press **Go.** The transactions for the GL account for the date range will be displayed.

The transaction detail displayed is a credit transaction for cheque number 10 (CQ37). The Reference CDT gives an additional description for the transaction type (debit/credit). The description XCR would indicate that the transaction is a reversal credit. The possible reference descriptions may be viewed using the **Transaction Reference** of the **SYSTEM TABLES MENU.**

How to View by Transaction Source?

Click on the drop down for *VIEW BY* and select **Transaction Source**. The View Transaction screen will appear as shown below.

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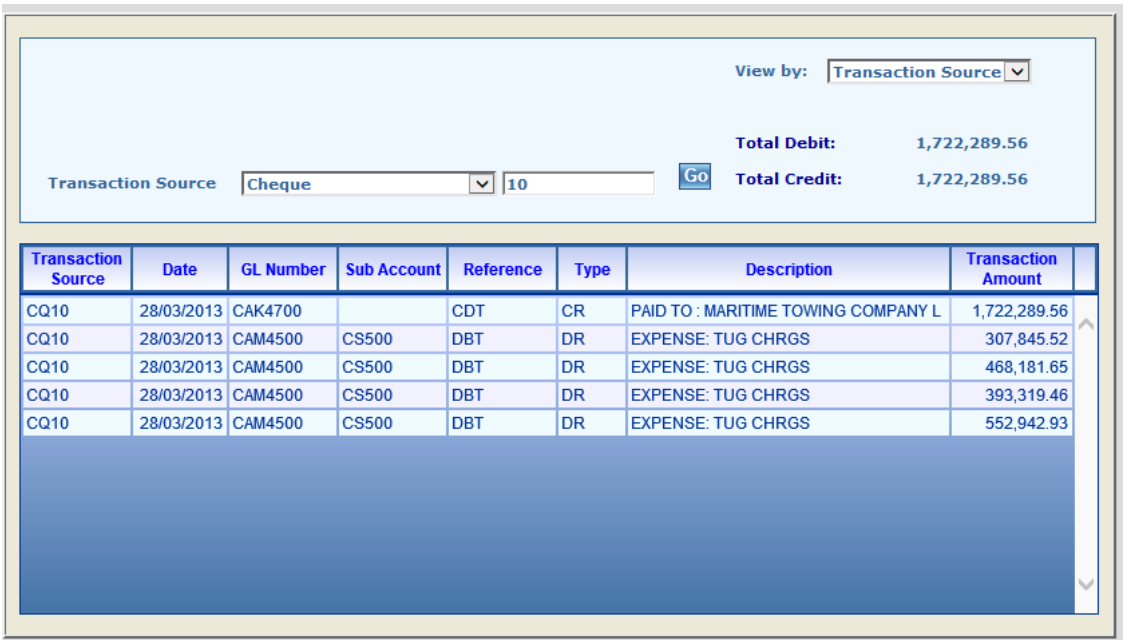
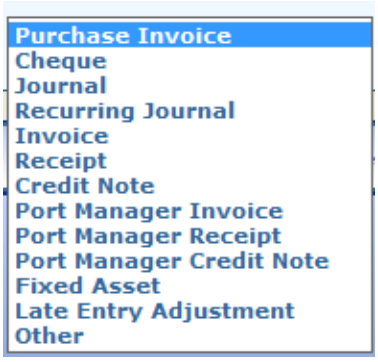


Transaction Source	Date	GL Number	Sub Account	Reference	Type	Description	Transaction Amount
CQ10	28/03/2013	CAK4700		CDT	CR	PAID TO : MARITIME TOWING COMPANY L	1,722,289.56
CQ10	28/03/2013	CAM4500	CS500	DBT	DR	EXPENSE: TUG CHRGS	307,845.52
CQ10	28/03/2013	CAM4500	CS500	DBT	DR	EXPENSE: TUG CHRGS	468,181.65
CQ10	28/03/2013	CAM4500	CS500	DBT	DR	EXPENSE: TUG CHRGS	393,319.46
CQ10	28/03/2013	CAM4500	CS500	DBT	DR	EXPENSE: TUG CHRGS	552,942.93

Select the desired *TRANSACTION TYPE*, record the *TRANSACTION NUMBER* then click **Go** to display all the related transactions. In the above screen information is displayed for cheque number 10. Displayed below are the possible *transactions types* that may be selected.



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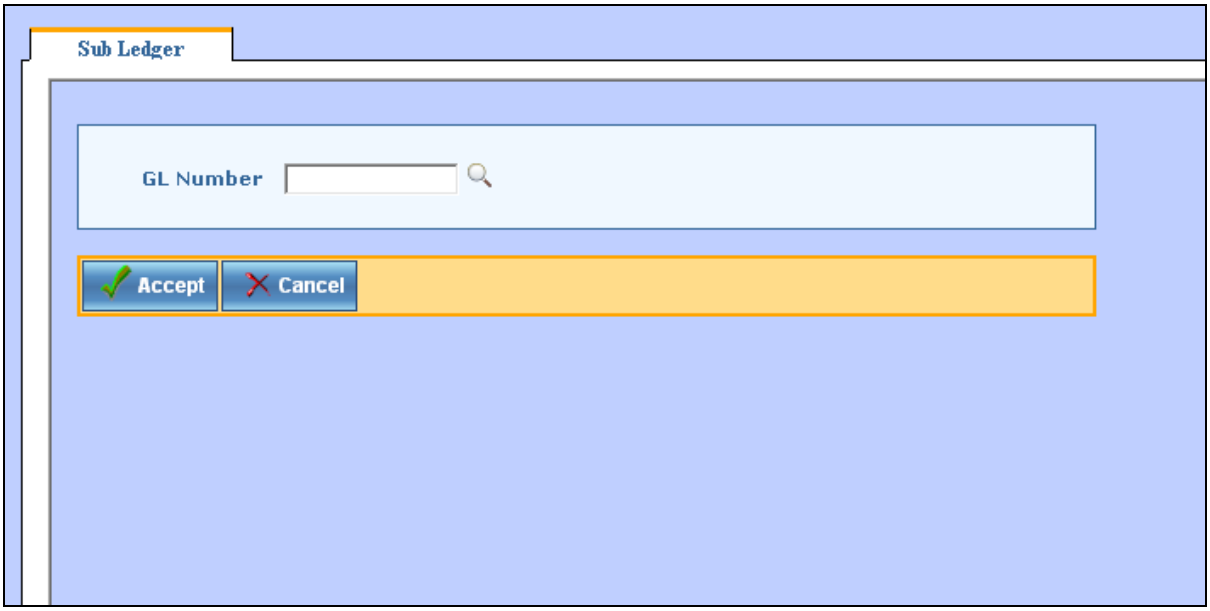
WORK WITH SUB-LEDGER ACCOUNTS

The **WORK WITH SUB-LEDGER ACCOUNT** screen is obtained by selecting **SUB-LEDGER** from the **GENERAL LEDGER MENU**. The screen below appears requesting the entry of a GL Account.



Enter the Gl Account Number and click **Accept.** The list of sub accounts defined for the GL account is displayed as shown below.

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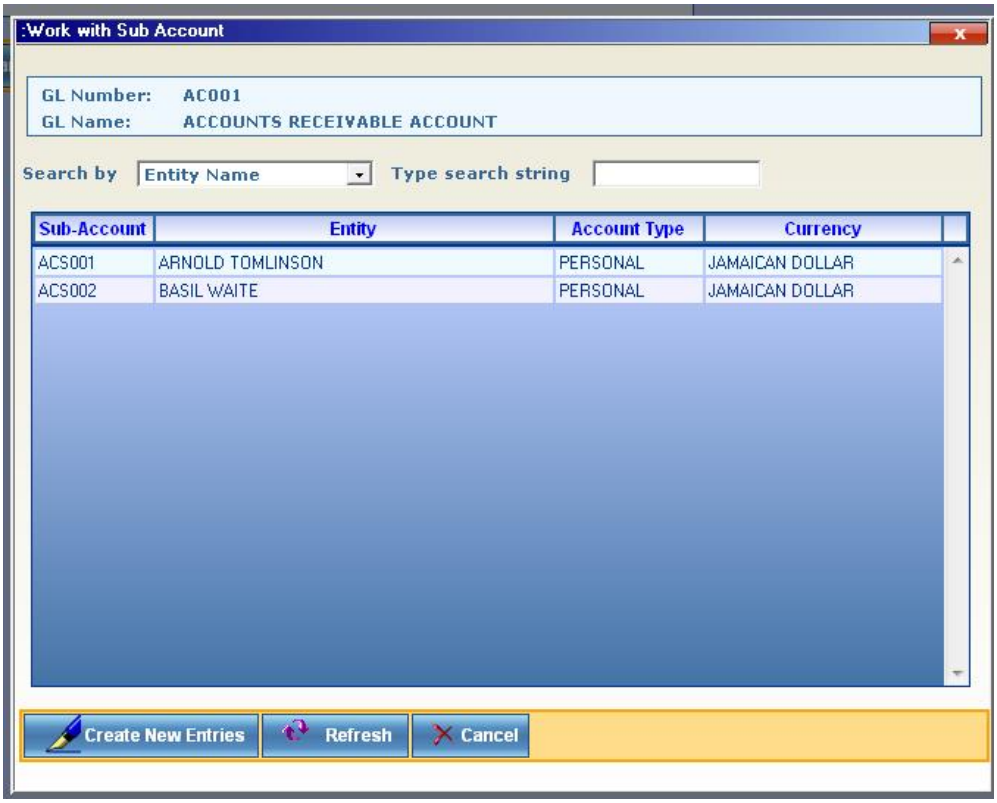
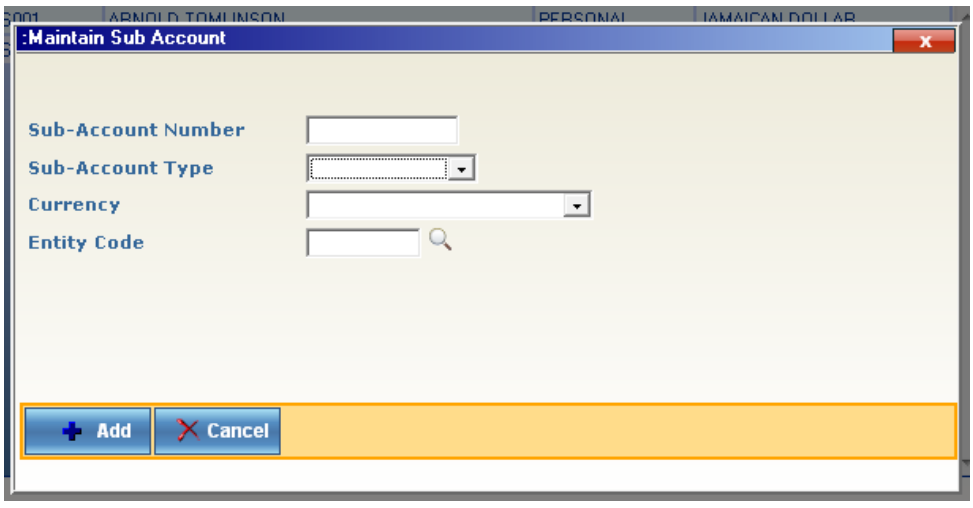


How to Create a Sub-Ledger Account?

Click the **Create New Entries** button. The **CREATE SUB-LEDGER ACCOUNT** shown below appears.



Type the *SUB-ACCOUNT NUMBER.* This should be a unique number.

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Select the *SUB-ACCOUNT TYPE*. This may be (Personal) or (Impersonal). Personal is used when the sub-ledger account being defined is for an individual or organization with whom business is done. (Eg. Trade Debtors, Trade Creditors, Sundry Debtors and Sundry Creditors). Impersonal is selected for the creation of impersonal sub-ledger accounts. An example of such an account would be one used for the posting of expenses.

Select the *CURRENCY.*

Type the *ENTITY CODE*.

Press enter to save. The **CREATE SUB-LEDGER ACCOUNT** screen reappears for the entry of another sub-ledger account. If no more sub-ledger accounts are to be created press **Cancel** to return to the **WORK WITH SUB-LEDGER ACCOUNT** screen.

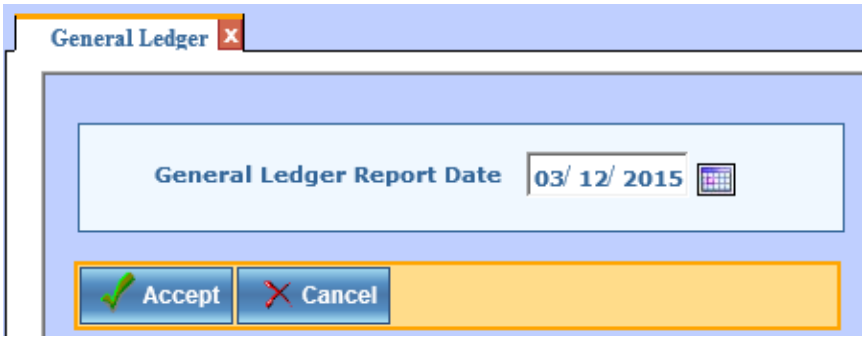
Once transactions have been posted to the sub-ledger account, changes to the *ENTITY CODE* and the *CURRENCY* of the account are no longer allowed.

Maintaining Sub Account Budget

This is carried out as outlined for GL Account

GENERATING THE GENERAL LEDGER REPORT

1. Select **GENERAL LEDGER REPORT** from the **GENERAL LEDGER MENU**. The screen shown below appears.



2. Type the end of month date for which the general ledger report is required and click accept. The end of month date typed here may go back as far as historical data exists. The general ledger report is then generated.

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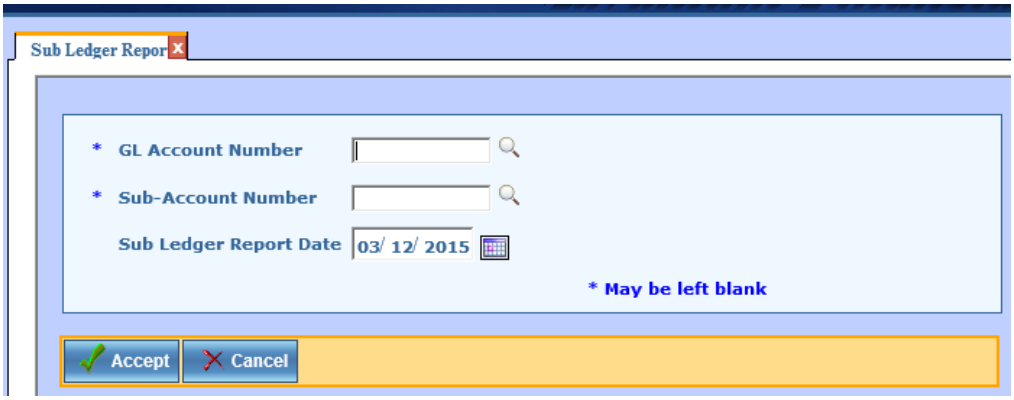
GENERATING THE TRIAL BALANCE

1. Select **TRIAL BALANCE** from the **GENERAL LEDGER MENU**.

2. Type the end of month date for which the trial balance is required and click accept. The end of month date typed here may go back as far as historical data exists. The trial balance is then generated.

GENERATING THE SUB LEDGER REPORT

7. Select **SUB LEDGER REPORT** from the **GENERAL LEDGER MENU**. The screen shown below appears.



8. Optionally type the *GL ACCOUNT NUMBER* and/or *SUB-ACCOUNT NUMBER* for the report. If a *SUB-ACCOUNT NUMBER* is recorded a *GL ACCOUNT NUMBER* must be recorded.

9. Type the end of month date for which the sub ledger report is required and click accept. The end of month date typed here may go back as far as historical data exists. The sub ledger report is then generated.

   If only a *GL ACCOUNT NUMBER* is recorded the report will display information for all the sub-accounts for the GL Account recorded. If no *GL ACCOUNT NUMBER* is recorded the report will display information for all the sub-accounts in the system.

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UPDATE GENERAL LEDGER

The **UPDATE GENERAL LEDGER** option of the **GENERAL LEDGER MENU** allows the update of the general ledger.

On option selection the end of month date for the next general ledger update is presented on the screen displayed. Click **Accept** to carry out the update process.

The system does the following for the update process:

- The year to date balance for each general ledger account is written to the general ledger history file. (This year to date balance is the general ledger's account balance as at the end of the month in question).

- The year to date balance for each sub ledger account is written to the sub ledger history file. (This year to date balance is the sub ledger's account balance as at the end of the month in question).

The date of the last General ledger update is also updated with the end of month date for the month closed. This date is displayed at the top right hand corner of the **WORK WITH GENERAL LEDGER ACCOUNT** screen which is obtained by selecting the **GENERAL LEDGER** option from the **GENERAL LEDGER MENU**. The posting of transactions on or prior to this date is not allowed.

RERUN GENERAL LEDGER

The **RERUN GENERAL LEDGER** option of the **GENERAL LEDGER MENU** facilitates the re-update of the general ledger for a previous month.

On option selection record the end of month date for which the rerun is to be done on the screen displayed. Click **Accept** to carry out the update process. The **RERUN GENERAL LEDGER** option cannot be used to re-update a financial month for a previous financial year.

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CLOSING THE FINANCIAL YEAR

The **CLOSE FINANCIAL YEAR** option of the **GENERAL LEDGER MENU** allows the closure of the year end accounts. This option is run after the final general ledger update for the financial year.

Once the year end accounts have been closed the following is done:

- General ledger histories are created for the general ledger accounts for the following financial year.
- The net amount of the income and expense accounts (as at year end) less taxation is transferred to the retained earnings account.
- The taxation on the profit is transferred to the taxation account. The retained earnings and taxation accounts used in the close financial year procedure are defined using the **Maintain Profit Accounts** option of the **Work with Companies** screen (The Work with Companies screen is obtained by selecting the **COMPANIES** option of the **SYSTEM SETUP MENU**.) If a taxation account was not recorded using the **Maintain Profit Accounts** option taxation entries are not processed by the system.
- The balances of the income and expense GL accounts are set to zero for the next financial year.

Any transactions to be posted to the closed financial year (e.g., auditors adjustments) are posted using the **LATE ENTRY ADJUSTMENT** option.

CREATING LATE ENTRY ADJUSTMENTS

Late entry adjustments created are used to make adjustments to the general ledger of the previous financial year. These late entry adjustments are created as a result of discrepancies found during the audit of the previous financial year. Once late entry adjustments have been created, they are then posted to the general ledger of the previous financial year through use of the **Apply Adjustments** button. This button appears on the creation of these adjustment entries. Once these late entry adjustments have been posted, the respective balance changes are brought over into the current financial year. The procedures for the creation and application of adjustment entries are outlined below.

How to Create a Late Entry Adjustment?

1. Select **LATE ENTRY ADJUSTMENTS** from the **GENERAL LEDGER MENU**. The screen shown below appears.

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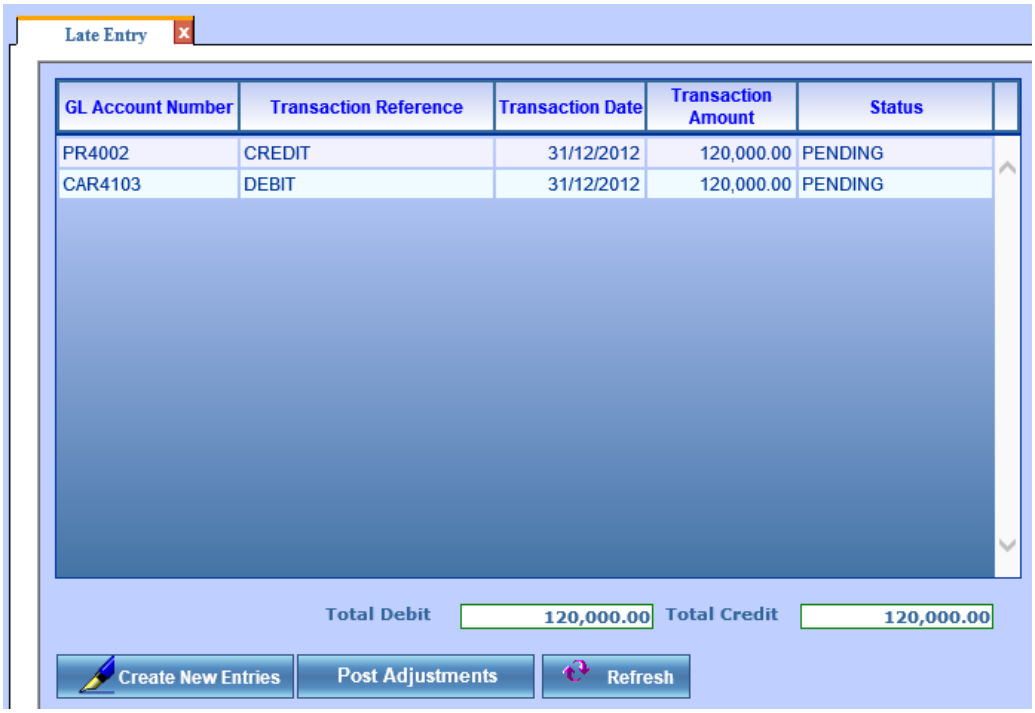
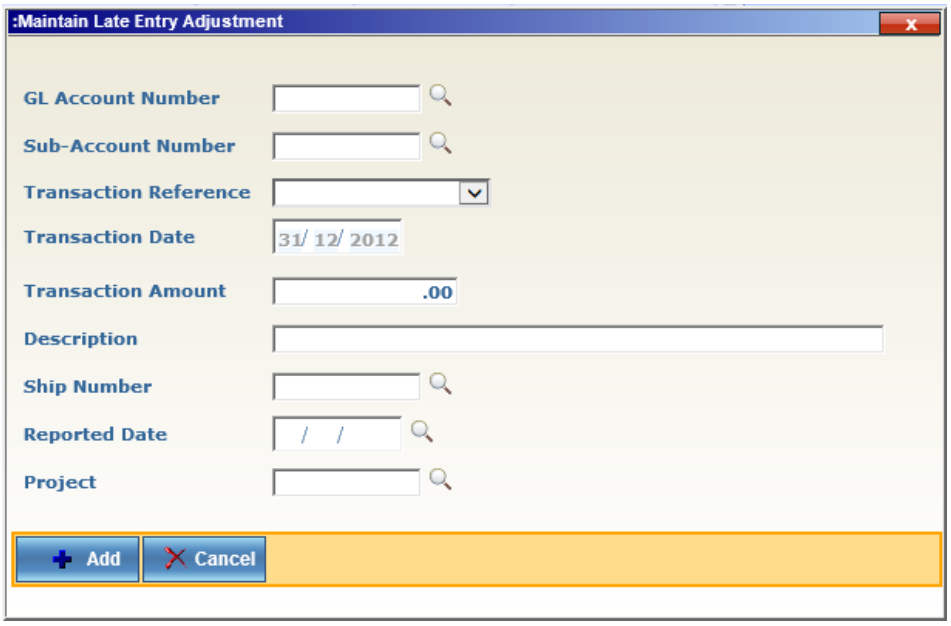


2. Click the **Create New Entries** button. The screen shown below appears.



3. Type the *GL ACCOUNT NUMBER*, or both the *GL ACCOUNT NUMBER* and the *SUB-ACCOUNT NUMBER* if the transaction is to be posted to a sub-ledger account.

4. Select the debit or credit *TRANSACTION REFERENCE*.

5. The *TRANSACTION DATE* defaults to the end of month date for the last month of the previous financial year.

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6. Type the *TRANS. AMOUNT* and *TRANS. DESCRIPTION* then click **Add** to save. The **CREATE LATE ENTRY ADJUSTMENT** screen reappears for the entry of another late entry adjustment. On creating all the necessary double entries, the total debit amount should equal the total credit amount. Clicking the **Cancel** button now redisplays the **WORK WITH LATE ENTRY ADJUSTMENTS** screen with the late entry adjustments created. The **Apply Adjustments** button also appears to facilitate the update of the general ledger for the previous financial year.

How to apply Late Entry Adjustments to the previous year's general ledger?

1. Press the **Post Adjustments** button. The **OFFICER AUTHORITY** screen appears.
2. Type the username and authorization password then click **Accept**. The previous year's general ledger is now updated with all the existing late entry adjustments. The respective balance changes are then carried over into the current financial year. The posting of late entry adjustments updates the general ledger history balances for the last month of the previous year with the late entry transactions. The GL balances for the last month of the previous year are the opening balances for the current year. The general ledger history balances for all the months of the current year prior to the current financial month are also updated. Once these late entry adjustments are posted, they are no longer shown on the **WORK WITH LATE ENTRY ADJUSTMENTS** screen. The **Post Adjustments** button is also removed.

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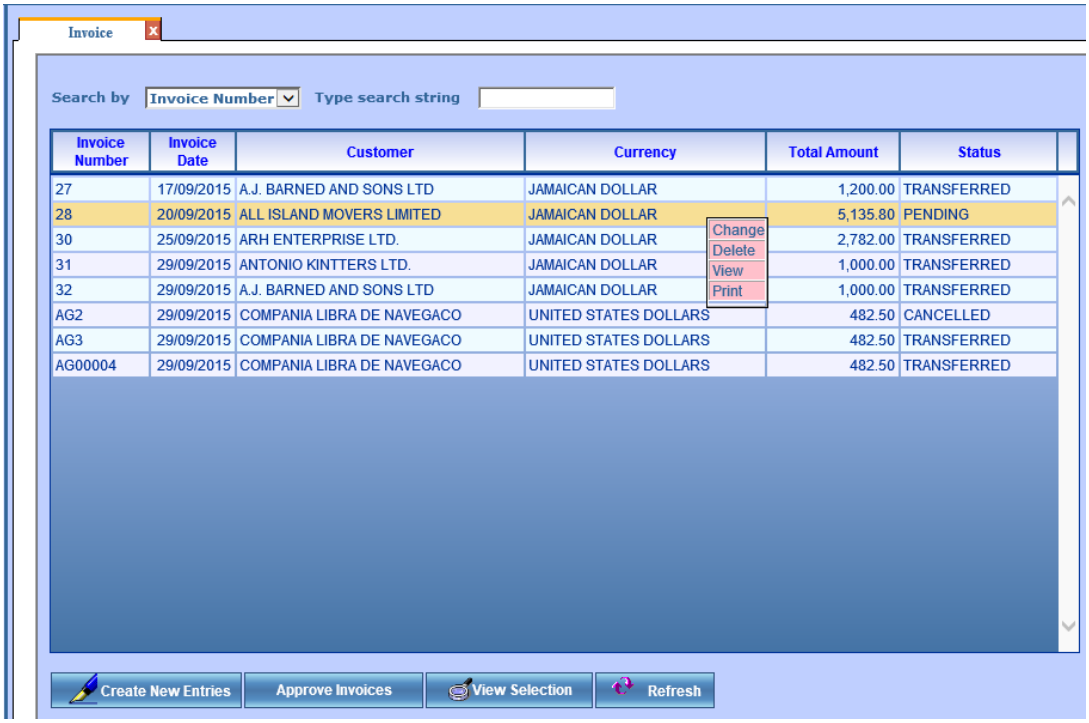
ACCOUNT RECEIVABLE MODULE

WORK WITH SALE INVOICE

How to Create Sale Invoices?

1. Select the **INVOICE** option from the **RECEIVABLE MENU.** The screen shown below appears.



2. Click the **Create New Entries** button. The **MAINTAIN INVOICE** screen shown below appears.

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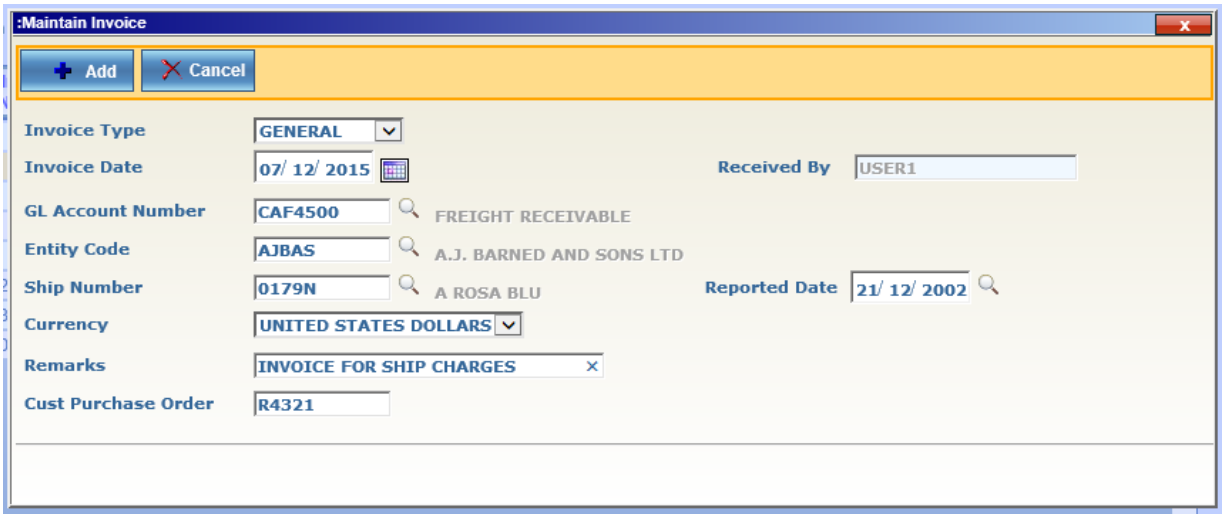

3. Select the *INVOICE TYPE*.

4. Record the *INVOICE DATE, the CURRENCY,* the *GL ACCOUNT* and the *ENTITY CODE.* The entry of the GL and entity code will determine what GL and sub accounts are to be debited.

5. Optionally record a *SHIP NUMBER* and a *REPORTED DATE* if the debit transaction for the invoice is to have ship information associated with it.

6. If desired record the *CUSTOMER'S PURCHASE ORDER* number if one is available.

7. Click **Add**. The screen shown below appears enabling the creation of sale invoice detail.

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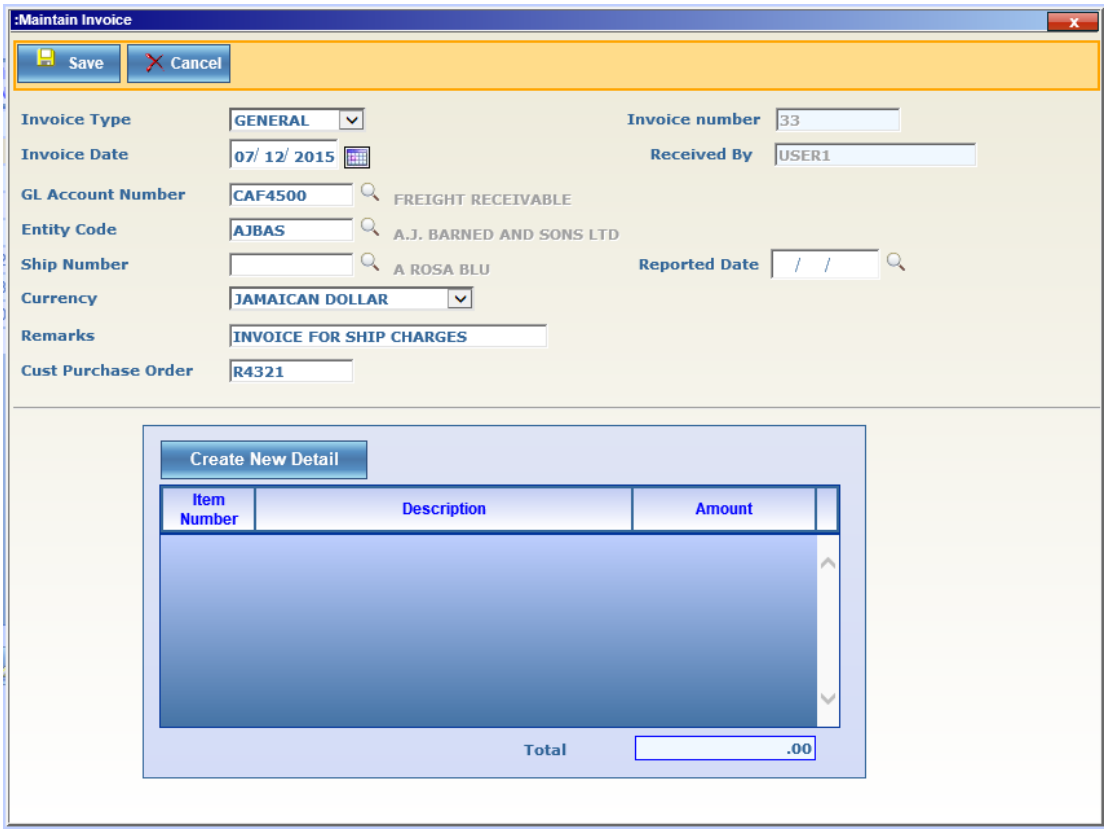

How to Create Sale Invoice Detail?

A click on the **Create New Detail** button displays the screen below to facilitate the recording of invoice detail.

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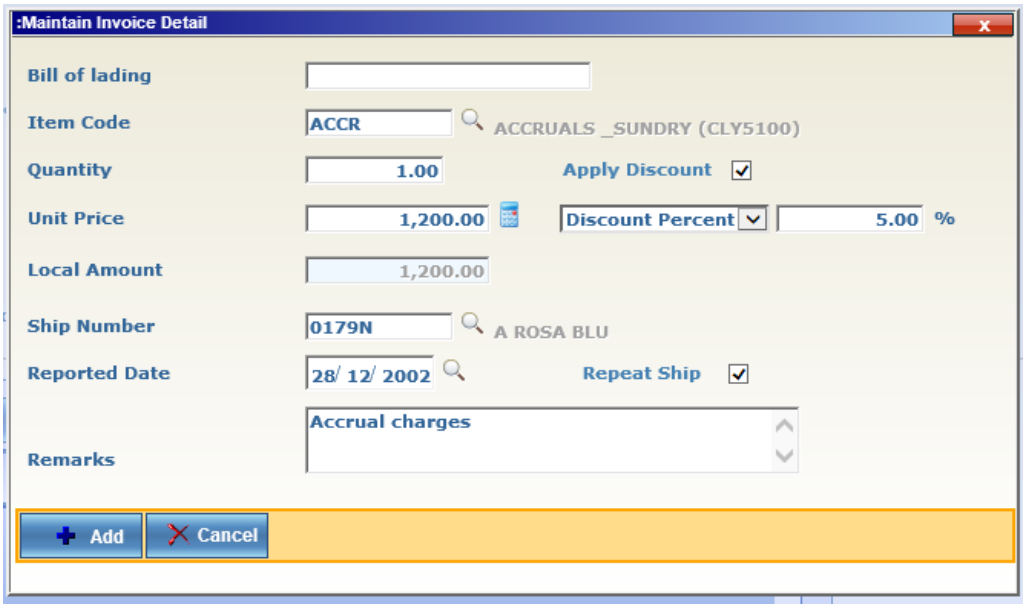

1. Type the *BILL OF LADING* number and the *ITEM CODE* for the goods or services provided. The item code is linked to the account(s) to which credit entries are to be written. If a rate is associated with the item code the *UNIT PRICE* will be populated with the applicable rate based on the currency of the invoice.

2. Type the *QUANTITY* and update the *UNIT PRICE* if necessary. A click on the Calculator icon beside *UNIT PRICE* will display a calculator as shown below.

   A click on the **Accept** button of the calculator will return the result of any calculation done to the *UNIT PRICE* field.

3. A click on the *APPLY DISCOUNT* checkbox will allow the recording of a *DISCOUNT AMOUNT* or a *DISCOUNT PERCENT*.

4. Record a *SHIP* and *REPORTED DATE* if desired. Click *REPEAT SHIP* if the ship information is to be repeated for the next invoice detail to be recorded.

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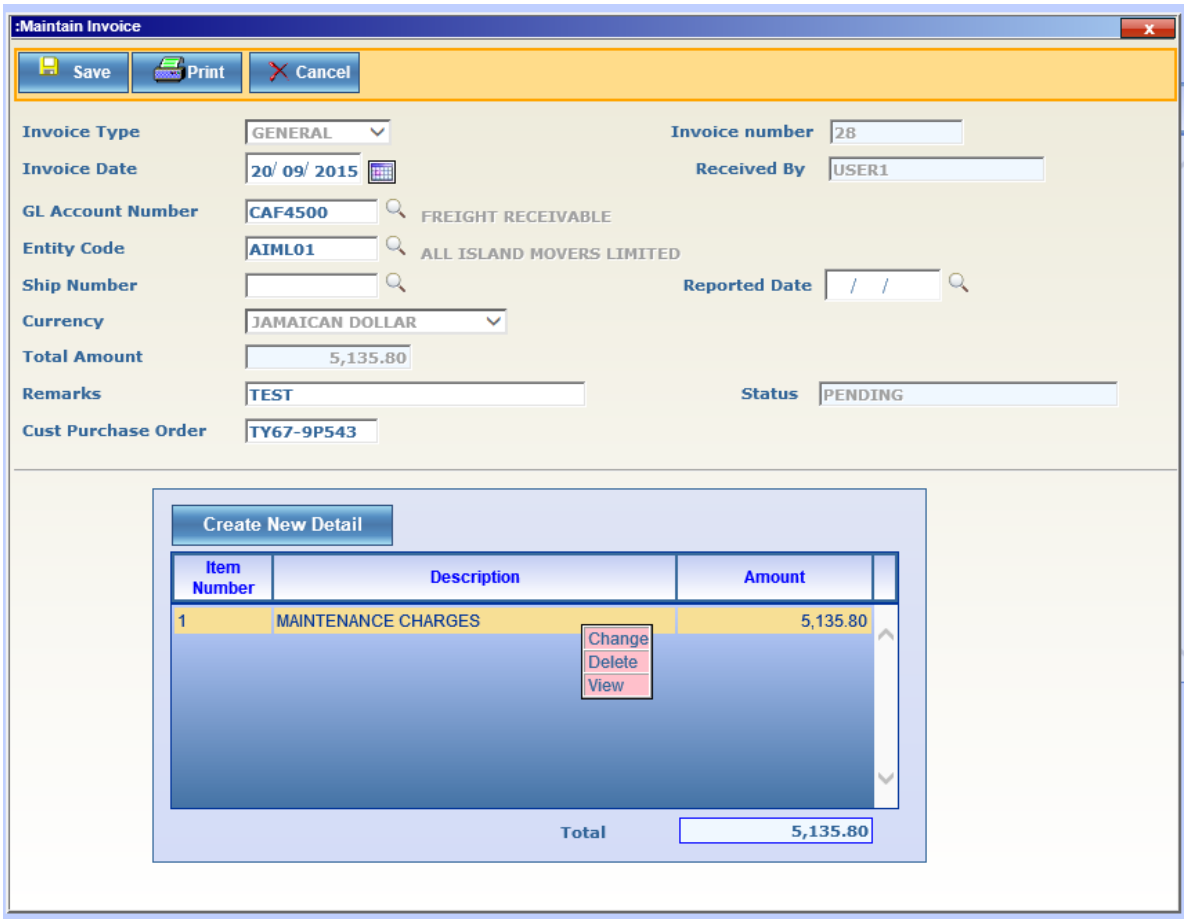
5. Record any *REMARKS* then click **Add** to save. If a taxation percentage was specified during the creation of the item code, the taxation amount would be calculated for the invoice detail. Another **MAINTAIN INVOICE DETAIL** screen then appears for the entry of another sale invoice detail. This facilitates multiple sale invoice detail entries. Click Cancel if no more entries are to be created. The **MAINTAIN INVOICE** screen reappears with a list of the sale invoice detail entered as shown below.



Once sale invoice detail has been recorded a **Print** button appears at the top of the **MAINTAIN INVOICE** screen. You may make any desired changes and click **Save** to return to the **WORK WITH INVOICE** screen or click the **Print** button to print the invoice right away and return to the **WORK WITH INVOICE** screen.

How to Print an Invoice?

A click on an invoice listed on the **WORK WITH INVOICE** screen displays a pop-up. Select the print option if the invoice had not already been printed or select the reprint option if the invoice had already been printed. A click on the **Print** button on the screen that appears will print the invoice and post the necessary transactions if the invoice had not already been printed.

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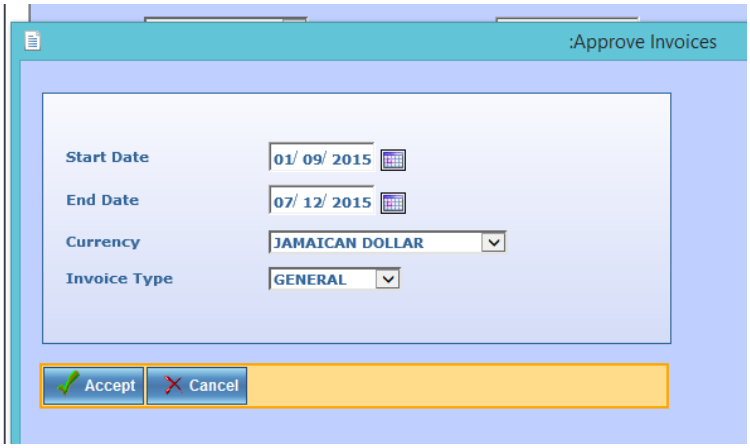
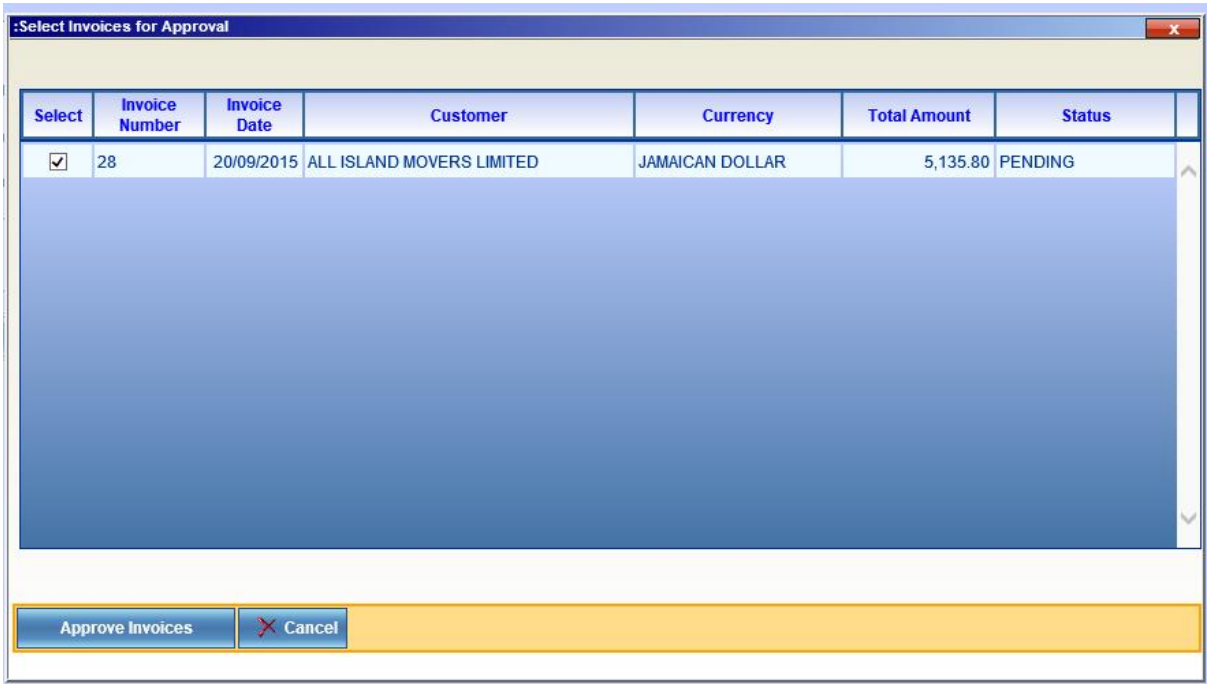
How to Approve Multiple Invoices?

1. A click on the Approve Invoices button at the bottom of the **WORK WITH INVOICE** screen displays the screen shown below.



2. Type the *START* and *END* dates, select the *CURRENCY* and select the *INVOICE TYPE* for the Invoices to be approved then click **Accept**. The screen below appears for the selection of the invoices to be approved.



3. Select the desired invoices to be approved the click **Approve** Invoices. The Officer Authority screen will appear for the entry of the authorizing officer's user name and password. On approval by the officer the initial approval selection screen will be redisplayed.

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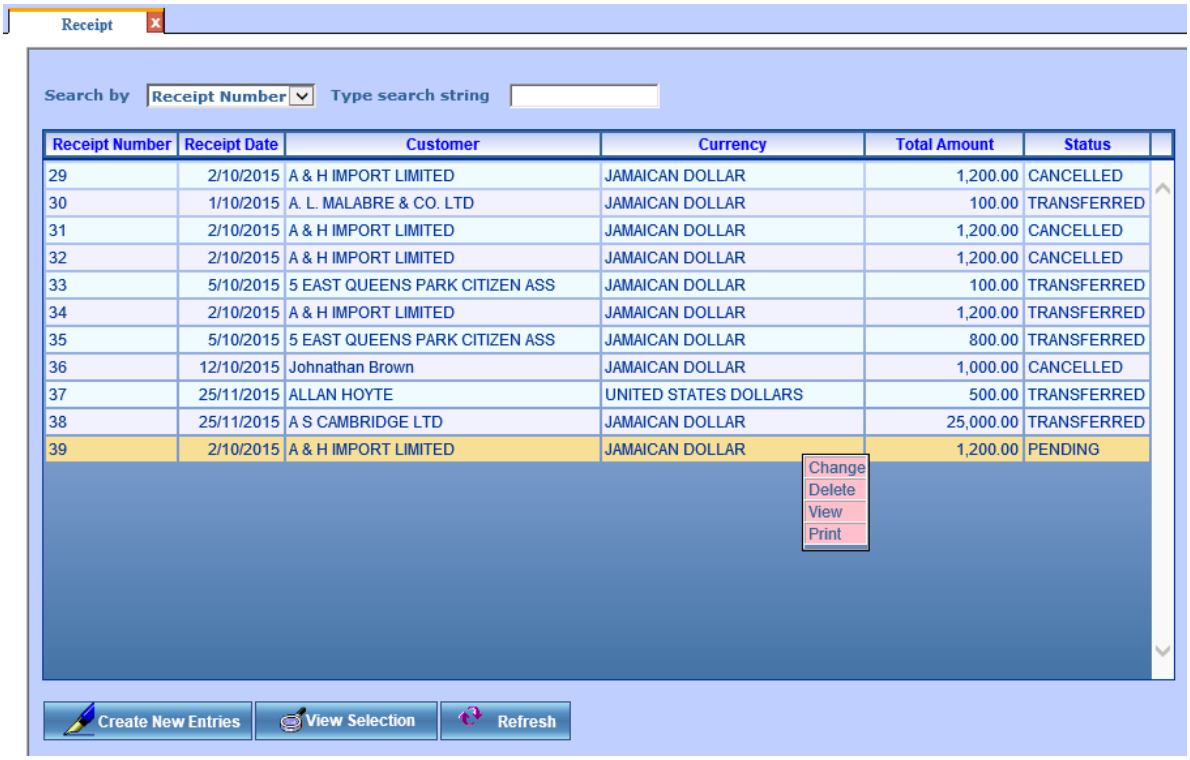
WORK WITH RECEIPT

How to Create Receipts?

Select the **RECEIPT** option from the **RECEIVABLE MENU**. The screen shown below appears.



1. Click the **Create New Entries** button. The **MAINTAIN RECEIPT** screen shown below appears.

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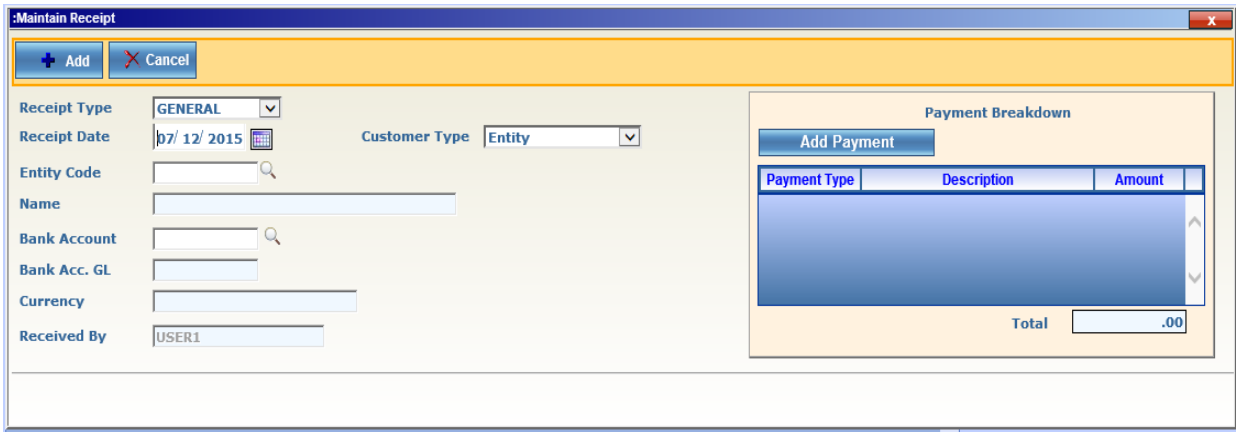
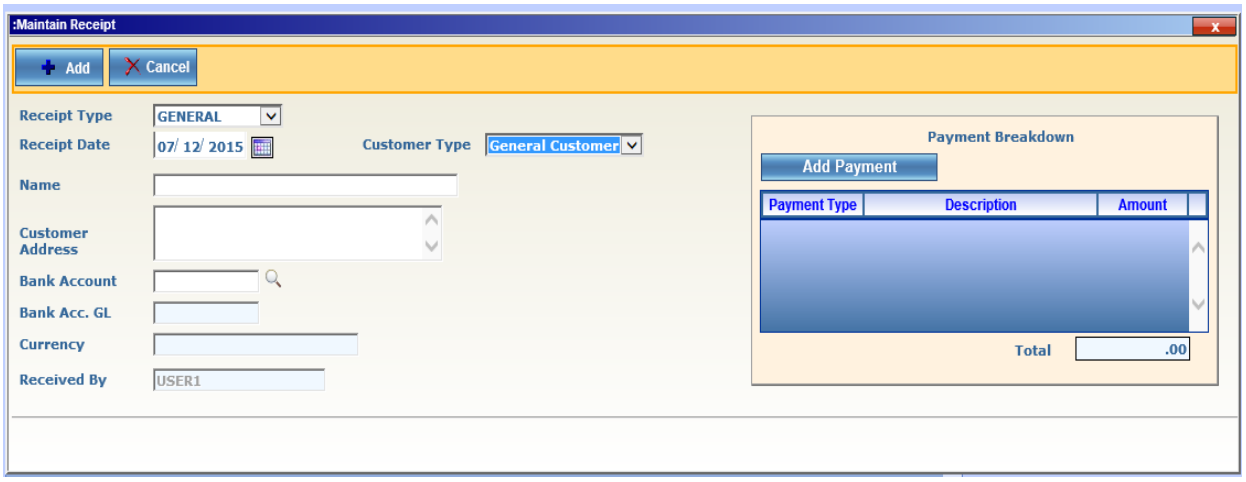


2. Select the Receipt Type, record the *RECEIPT DATE* and select the *CUSTOMER TYPE* (*Entity* or *General Customer*).

3. *If the CUSTOMER TYPE* is '*Entity' record the ENTITY CODE.* If *General Customer* is selected for *CUSTOMER TYPE* the screen appears are shown below to facilitate the recording of the Customer Name and Address.



4. *Record the BANK ACCOUNT NUMBER.*

5. Click **Add Payment** to record payment details. The screen shown below appears.

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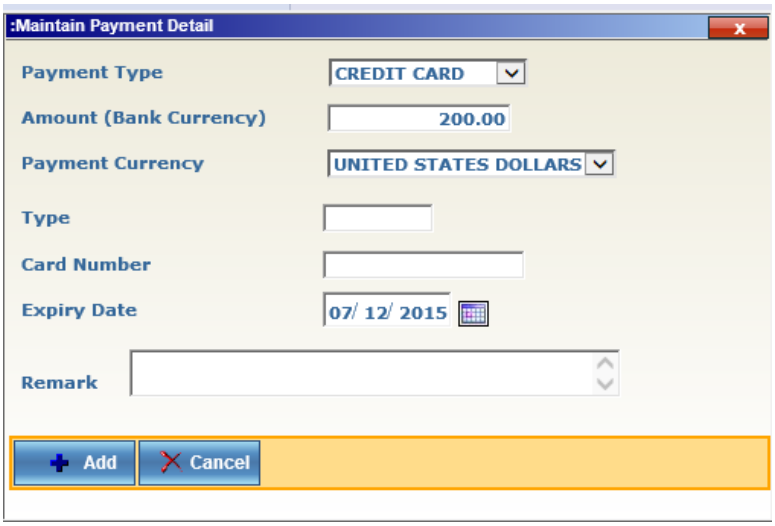
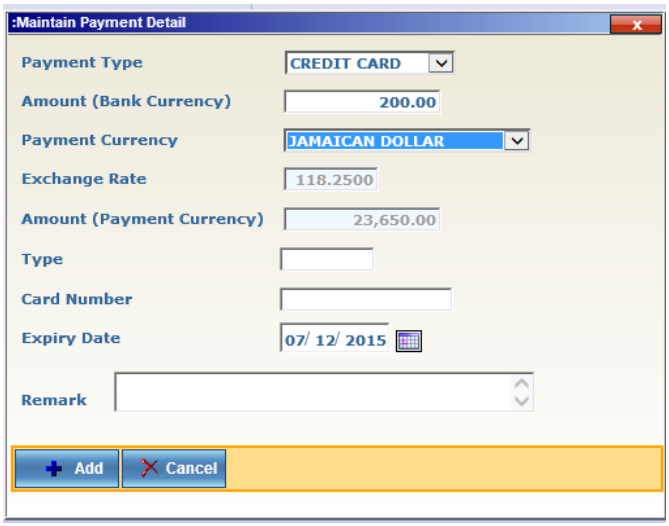


6. Select the *PAYMENT TYPE*. One of the following may be recorded for the *PAYMENT TYPE:*
   - Cash
   - Cheque
   - Credit Card
   - Debit Card
   - Wire Transfer

7. Record the *PAYMENT AMOUNT (BANK CURRENCY)* and the other necessary payment details. If the *PAYMENT CURRENCY* is not the same as the currency of the receipt the screen appears as shown below with the *PAYMENT AMOUNT* converted to the new *PAYMENT CURRENCY*.



8. Click **Add**. The payment details are recorded and a new screen is presented for the entry of another payment detail. When all payment details are recorded click **Cancel**. The **MAINTAIN RECEIPT** screen is redisplayed.

9. Click the **Add button** of the **MAINTAIN RECEIPT** screen. The screen shown below appears enabling the creation of receipt detail.

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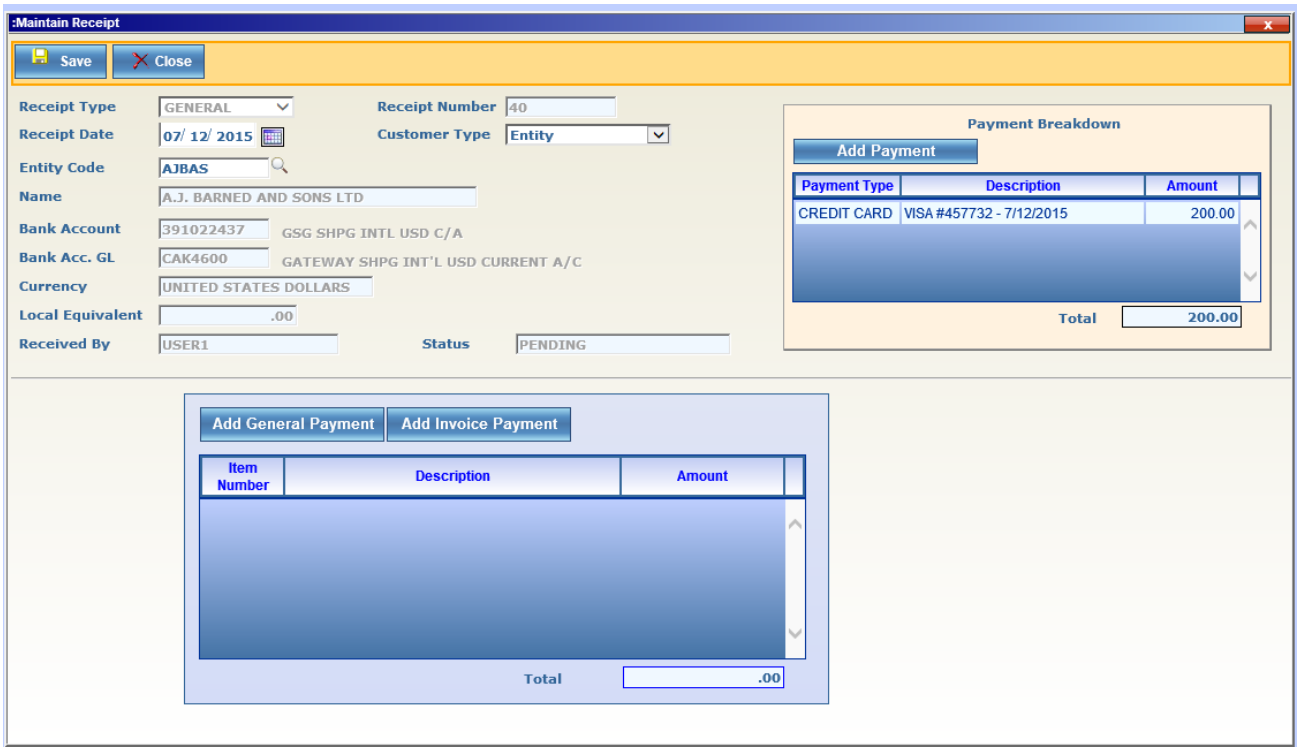

If the CUSTOMER TYPE selected was '*Entity'* both the ***Add General payment*** button and the ***Add Invoice Payment*** button will appear on the above screen. If *General Customer* is selected for *CUSTOMER TYPE* only the ***Add General payment*** button will appear.

How to Add General Payment Receipt Detail?

A click on the **Add General Payment** button displays the screen below to facilitate the recording of receipt detail.

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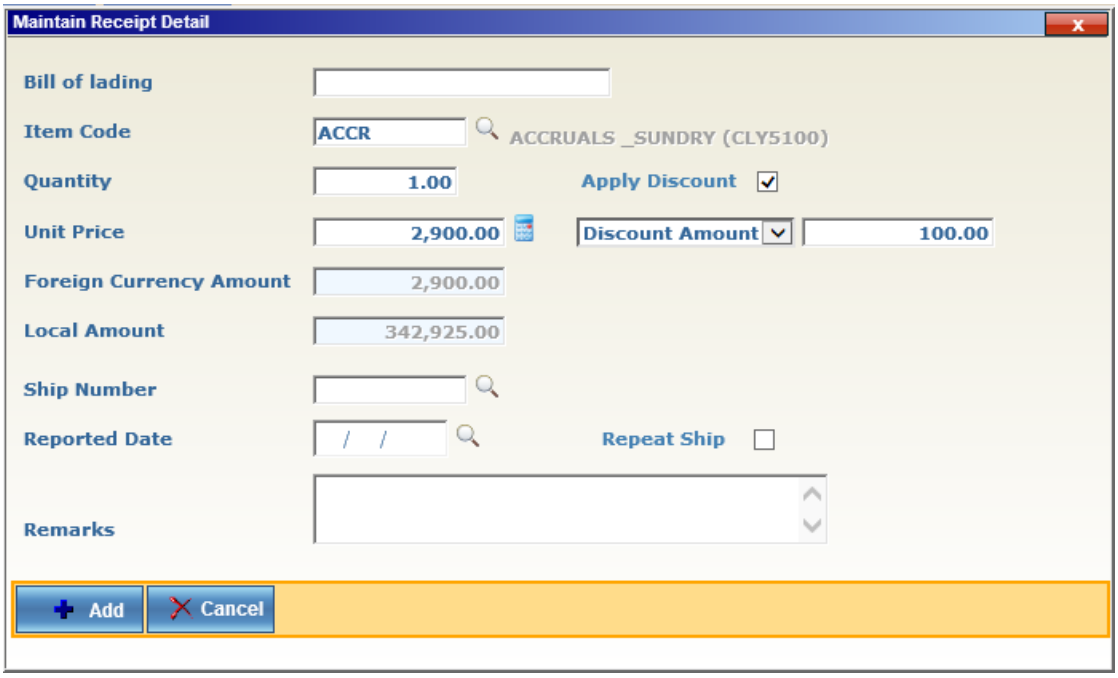

3. Type the *BILL OF LADING* number and the *ITEM CODE* for the goods or services provided. The item code is linked to the account(s) to which credit entries are to be written. If a rate is associated with the item code the *UNIT PRICE* will be populated with the applicable rate based on the currency of the receipt.

4. Type the *QUANTITY* and update the *UNIT PRICE* if necessary. A click on the Calculator icon beside *UNIT PRICE* will display a calculator as shown below.

A click on the **Accept** button of the calculator will return the result of any calculation done to the *UNIT PRICE* field.

4. A click on the *APPLY DISCOUNT* checkbox will allow the recording of a *DISCOUNT AMOUNT* or a *DISCOUNT PERCENT*.

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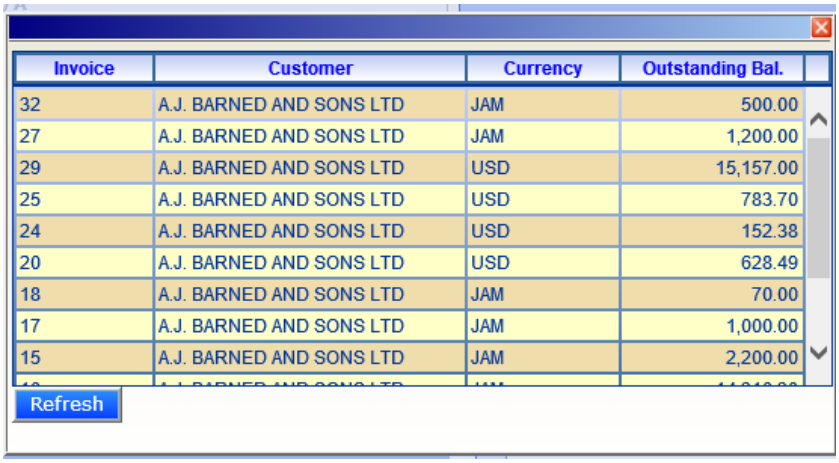
5. Record a *SHIP* and *REPORTED DATE* if desired. Click *REPEAT SHIP* if the ship information is to be repeated for the next receipt detail to be recorded.

Record any *REMARKS* then click **Add** to save. If a taxation percentage was specified during the creation of the item code, the taxation amount would be calculated for the receipt detail. Another **MAINTAIN RECEIPT DETAIL** screen then appears for the entry of another sale receipt detail. This facilitates multiple receipt detail entries. Click Cancel if no more entries are to be created. The **MAINTAIN RECEIPT** screen reappears with a list of the receipt detail entered.

How to Add Invoice Payment Receipt Detail?

1. A click on the **Add Invoice Payment** button from the **MAINTAIN RECEIPT** screen displays a list of outstanding invoices for the customer as shown below.



2. Click on the invoice for which payment is to be made. The screen below appears with the list of outstanding amounts of the charges of the invoice. The outstanding amounts are displayed in the currency of the receipt.

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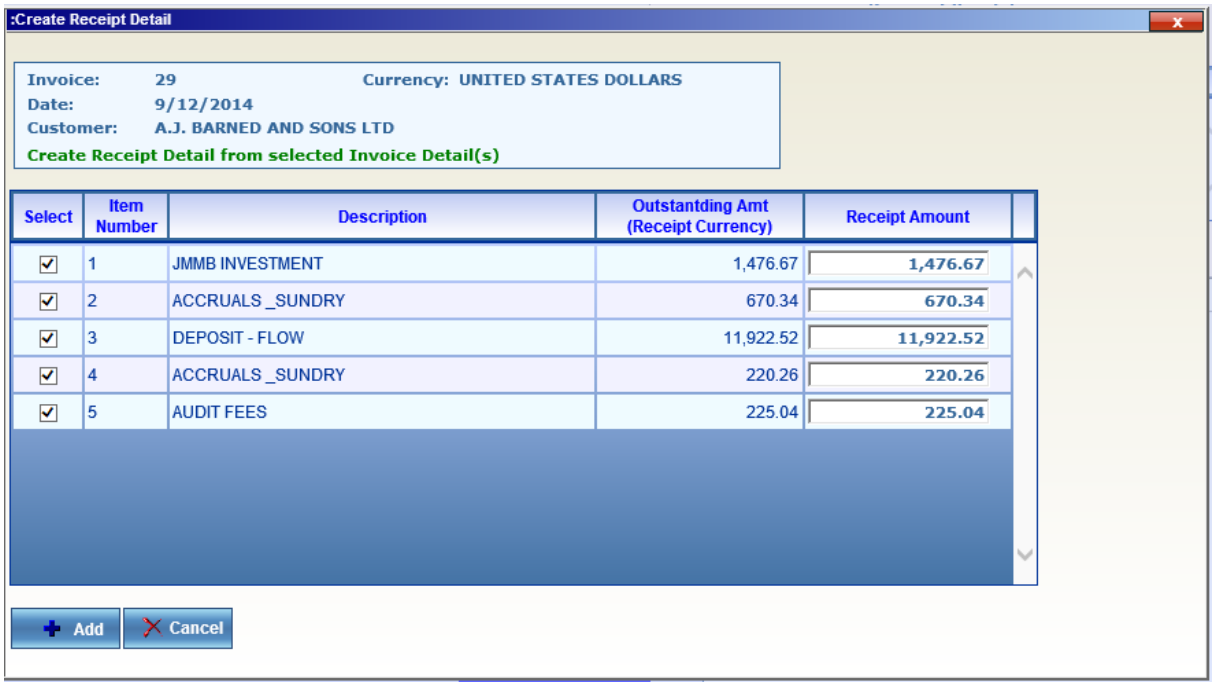
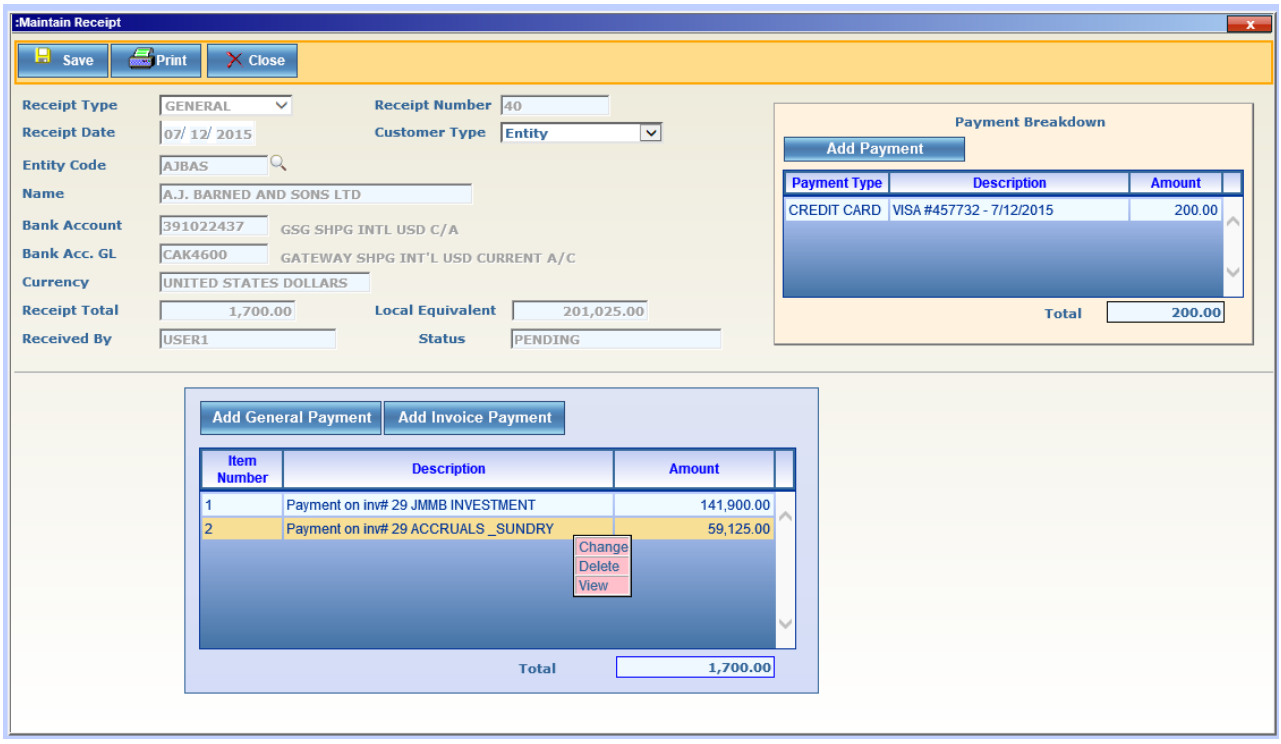


3. Select the charges to be paid and update the *RECEIPT AMOUNTS* with the amounts to be paid for the selected charges then click **Add**. Receipt details are added to the Receipt as shown below.



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Completing Receipt Creation

Once receipt detail has been recorded a **Print** button appears at the top of the **MAINTAIN RECEIPT** screen. You may make any desired changes, add other general payments or record payments for another invoice. Click **Save** to return to the **WORK WITH RECEIPT** screen or click the **Print** button to print the receipt right away and return to the **WORK WITH RECEIPT** screen.

How to Print a Receipt?

A click on a receipt listed on the **WORK WITH RECEIPT** screen displays a pop-up. Select the print option if the receipt had not already been printed or select the reprint option if the receipt had already been printed. A click on the **Print** button on the screen that appears will print the receipt and post the necessary transactions if the receipt had not already been printed.

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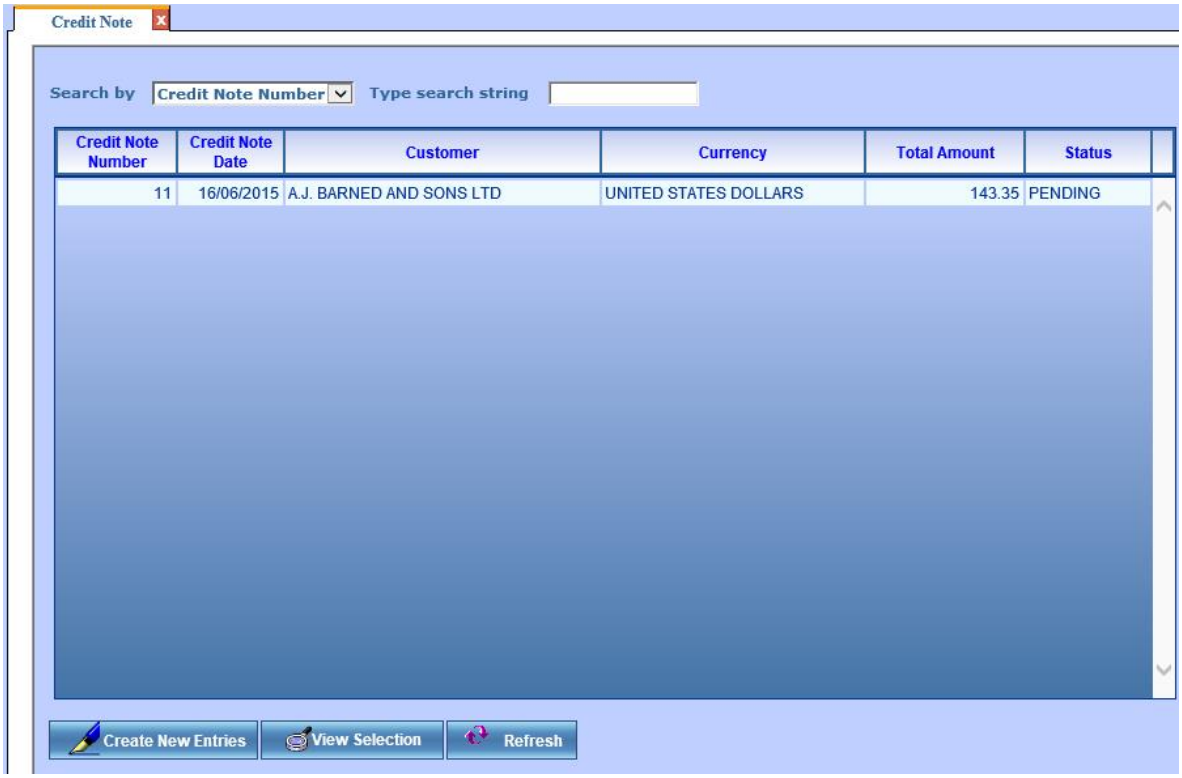
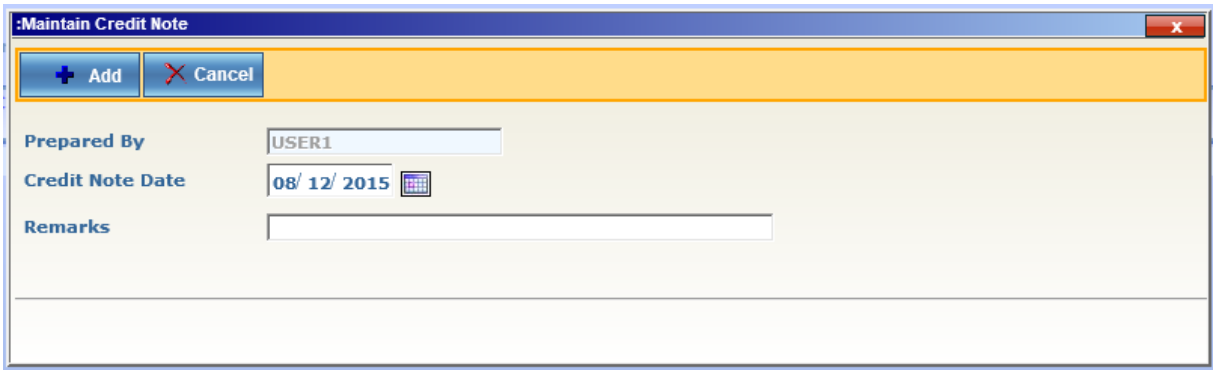
WORK WITH CREDIT NOTE

How to Create a Credit Note?

Select the **CREDIT NOTE** option from the **RECEIVABLE MENU**. The screen shown below appears.



1. Click the **Create New Entries** button. The screen shown below appears.



2. Type the *Credit Note Date and a Remark*.

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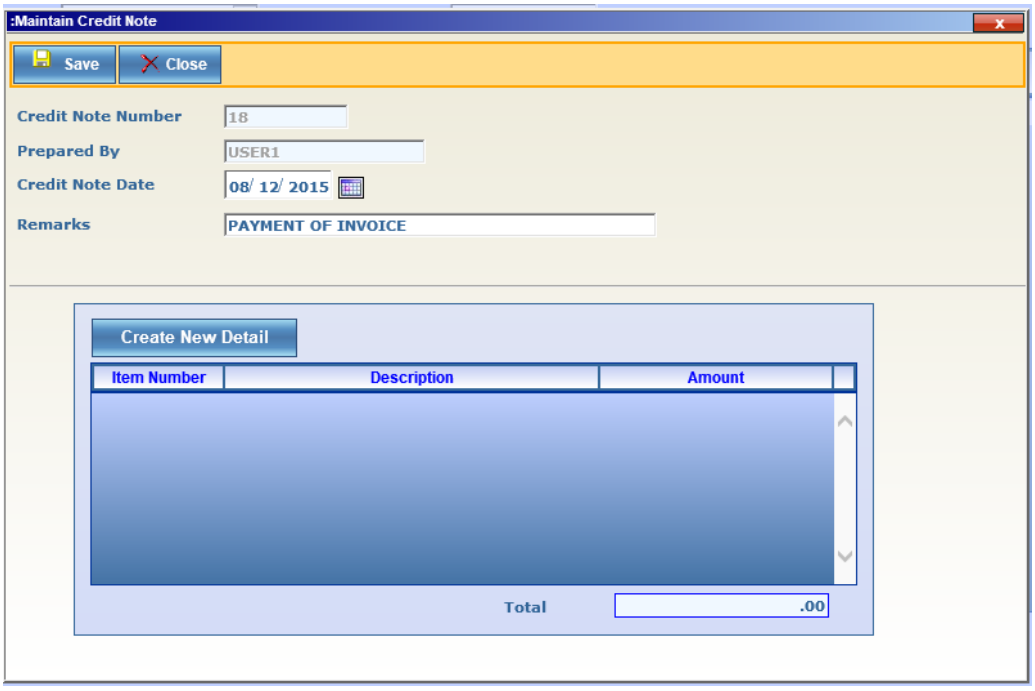
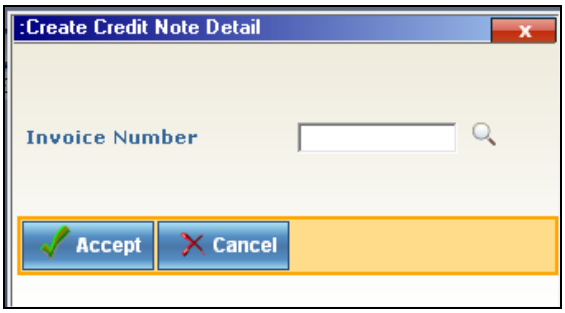
3. Click **Add**. The screen appears as shown below to allow the recording of credit note detail.



How to Create Credit Note Detail?

1. Click the **Create New Detail** button from the **MAINTAIN CREDIT NOTE** screen. The screen below appears for the selection of the invoice against which the credit note is to be applied.



1. Record the desired invoice number and Click **Accept**. The details of the invoice appear for selection as shown below.

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2. Select the charges for which the credit note is to be applied and update the Credit *AMOUNTS* with the amounts to be credited for the selected charges then click the **Add** button. Credit Note details are added to the credit note as shown below.

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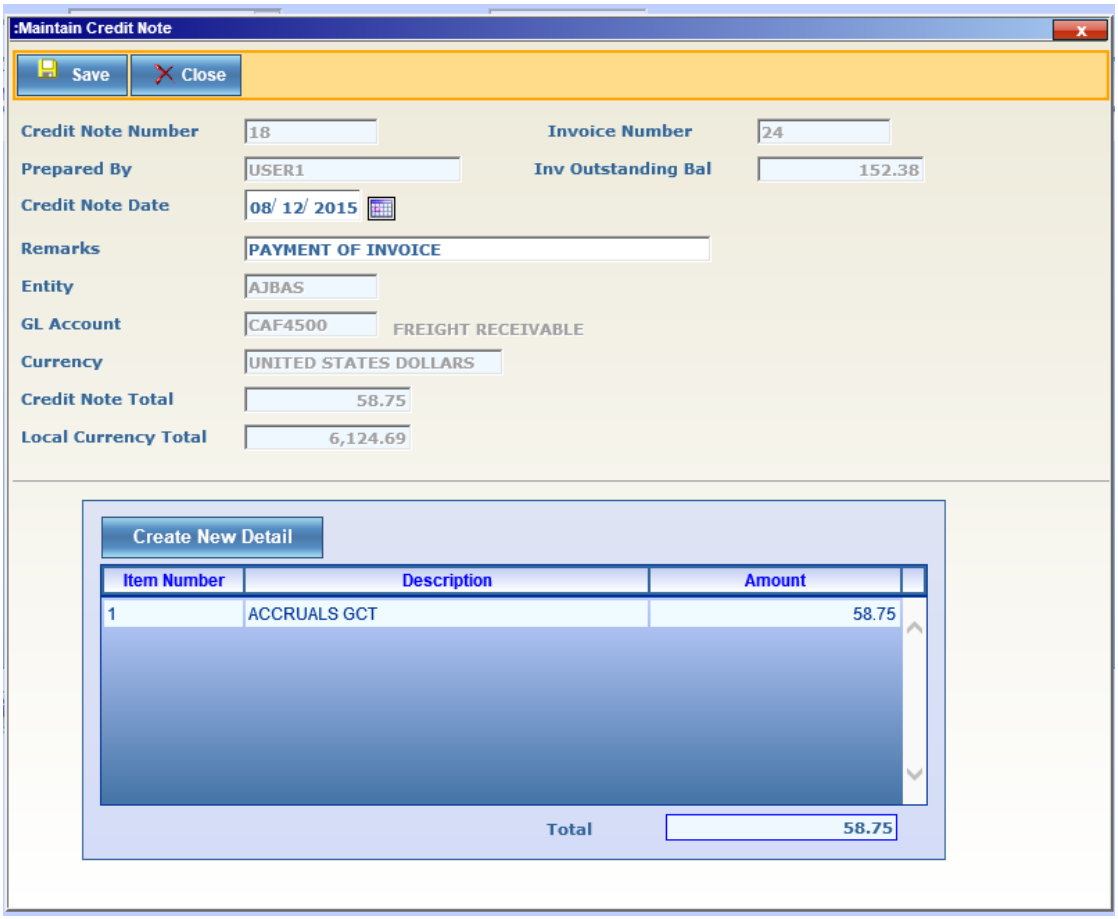

The header of the **MAINTAIN CREDIT NOTE** screen is also updated with information from the invoice such as the *INVOICE NUMBER*, the *INVOICE OUTSTANDING BALANCE*, the *GL ACCOUNT* and *ENTITY CODE* of the invoice and the *CURRENCY* of the Invoice.

3. You may now amend the credit note information as desired or click the **Create New Detail** button to select other invoice detail that was not previously selected for the recorded invoice. To complete credit note creation click the Save button to save the credit note and return to the **WORK WITH CREDIT NOTE** screen.

How to approve a Credit Note?

Before the credit note can be printed it must first be approved. A click on the credit note displays a pop-up. Select the Approve option to proceed with approval. The necessary transactions will then be posted.

How to print a Credit Note?

Locate the credit note using the **View Selection** button of the **WORK WITH CREDIT NOTE** screen then click on the credit note. Select the print option from pop-up that appears. A click on the **Print** button on the screen that appears will print the credit note.

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ACCOUNTS PAYABLE MENU

MODULE OVERVIEW

All available options on this menu facilitate the recording, processing and verification of transactions with suppliers of goods and services. This menu permits the entry of purchases from vendors, editing and verification of invoices, due-date monitoring of purchase invoices for payment planning, payment by cheques and provides purchase history on the date and amount of last invoice and payment made to each vendor.

For credit purchases, the accounts payable process chain starts with a Purchase Order Requisition and ends with the issuance of a cheque. In the case of cash purchases, the process flow starts with a Cheque Requisition and ends with the disbursement of a cheque

For a credit or cash purchase the recording of ship and reported date information is allowed. When transactions are posted to the general ledger any ship and reported date information is also recorded in the general ledger transaction file.

The Accounts Payable Menu contains the following options:

1. Requisition
2. Purchase Order
3. Receival
4. Purchase Invoice
5. C.R. Batch
6. Cheque

The credit payment process may be done as follows:

A. Generate the Liability Entries

- Create a Purchase Order Requisition
- Create a Purchase Order from the requisition
- Create a Receival from the Purchase Order
- Create a Purchase Invoice from the Receival

Optionally, the process of generating the liability entries may start with the creation of a Purchase Order or with the creation of a Purchase Invoice.

B. Generate payment for outstanding Purchase Invoices

- Select the outstanding purchase invoices for payment using the **Purchase Invoice** option. Cheque requisition for payment will be generation in a cheque requisition batch.
- Use the **C.R. Batch** option to generate the cheque(s) for payment.

For cash payments option 5 (the **C.R. Batch** option) alone is used.

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How to Process a Credit Payment

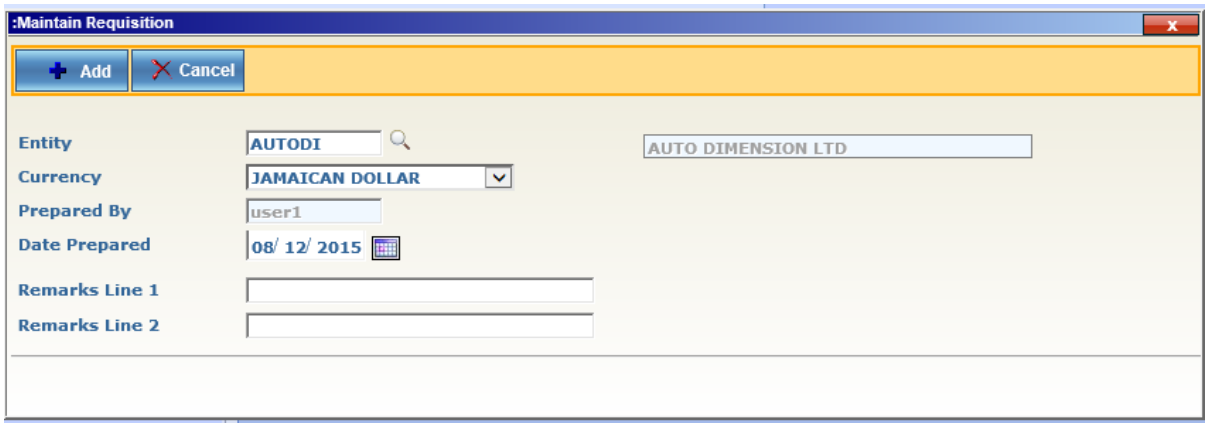
This is done as follows:

1. Create a (Purchase Order) Requisition

a. Select **REQUISITION** from the **ACCOUNTS PAYABLES MENU**.

b. Record the department for requisition processing on the screen that appears then click accept.

c. Click the **Create New Entries** button. The screen below appears for the creation of a purchase order requisition header.



d. Record the *ENTITY CODE*, *CURRENCY*, *DATE PREPARED* and any *REMARKS* then click the **Add** button. The screen below appears to facilitate the recording of requisition detail.

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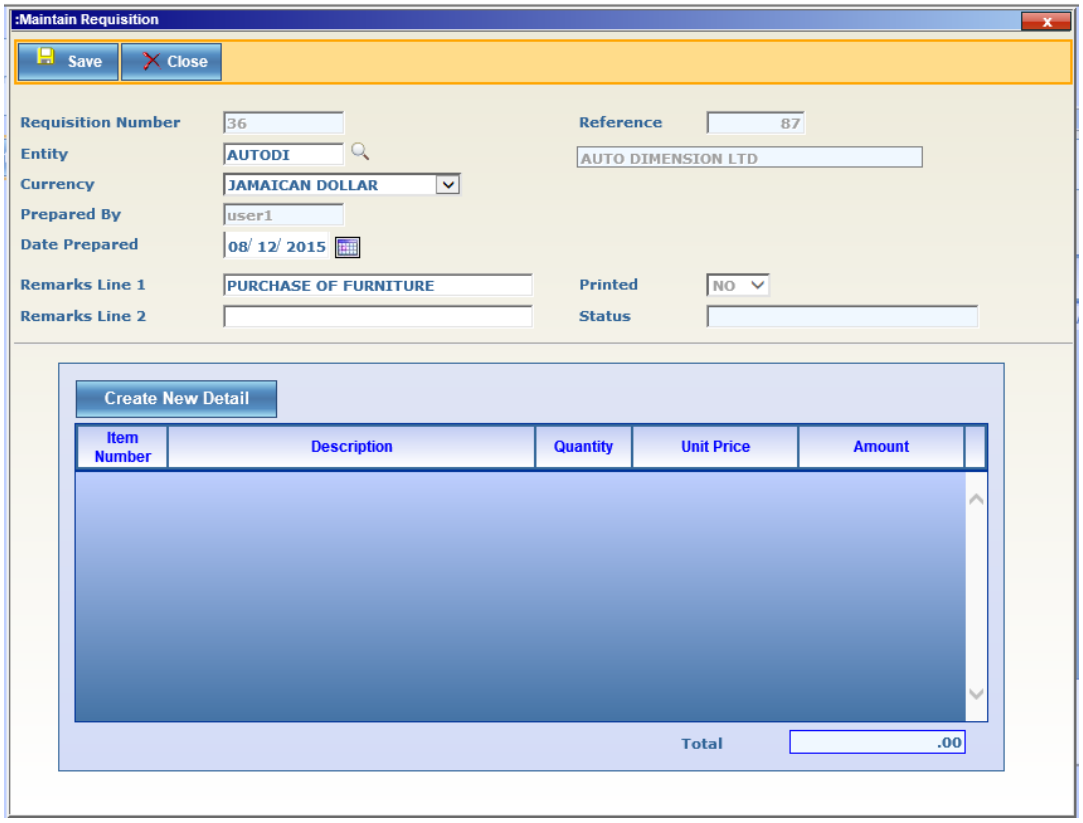
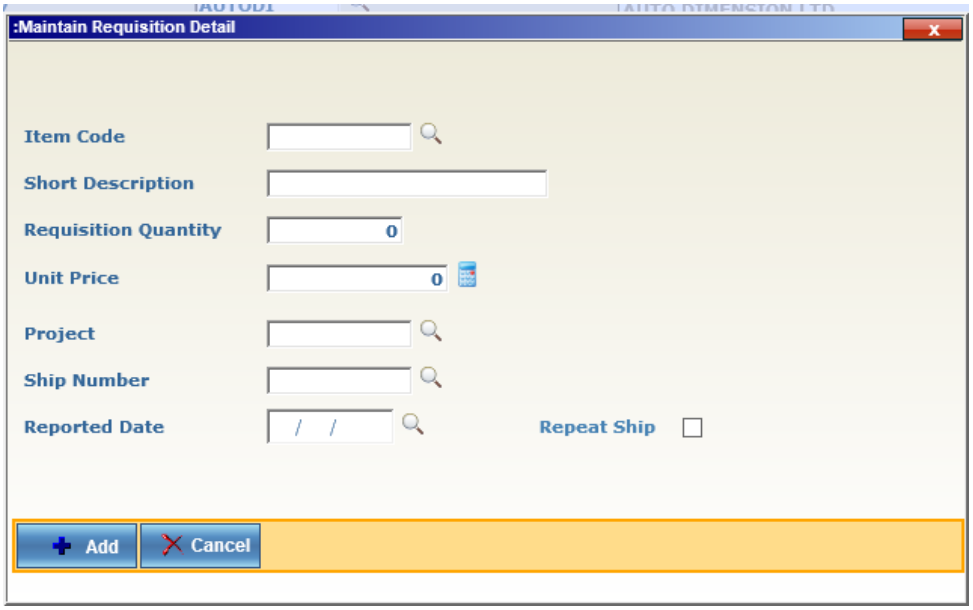


e. Click the **Create New Detail** button. The screen below appears.



f. Record the *ITEM CODE*, *SHORT DESCRIPTION*, *REQUISITION QUANTITY* and *UNIT PRICE*. The calculator icon may be clicked to perform calculations and return the result in the *UNIT PRICE* field if desired.

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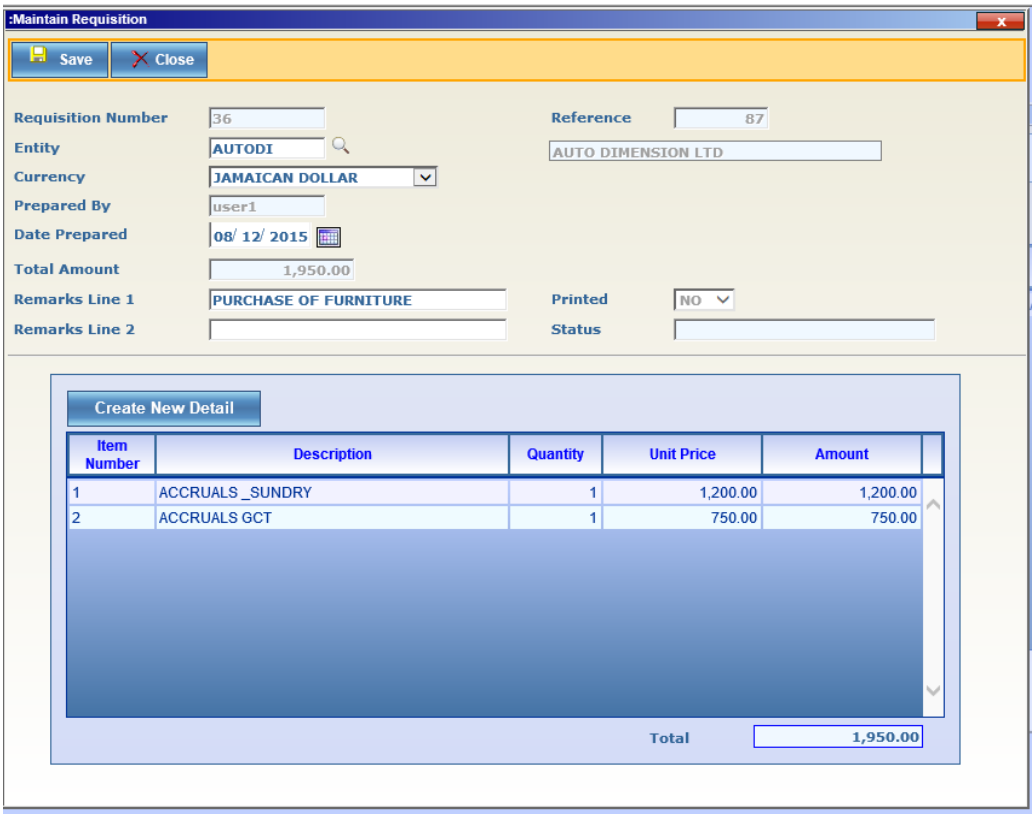
g. Optionally, record a *PROJECT ID*.

h. If desired, record a *SHIP* and *REPORTED DATE* and click the *REPEAT SHIP* check box if the ship information is to be recorded for another requisition detail.

i. Click the **Add** button. Another **Maintain Requisition Detail** screen appears to facilitate the recording of another Requisition Detail. Record as many detail as desired. When no other purchase order requisitions are to be created press cancel. The **Maintain Requisition** screen will appear as shown below with the added requisition details.



j. Make any necessary changes then click Save to return to the **Work With Requisition** screen.

k. Approve the requisition by clicking on the requisition record, then selecting the Approve option from the pop-up menu that appears, next enter the authorization officer's ID and Password and finally click on the **Approve** button on the screen that appears.

Multiple requisition may be approved at once by doing the following:

- Click on the **Approve Requisitions** button at the bottom of the **WORK WITH REQUISITION** screen.
- Type the *START* and *END* dates, select the *CURRENCY* and optionally select the *SUPPLIER* for the requisitions to be approved then click **Accept**.

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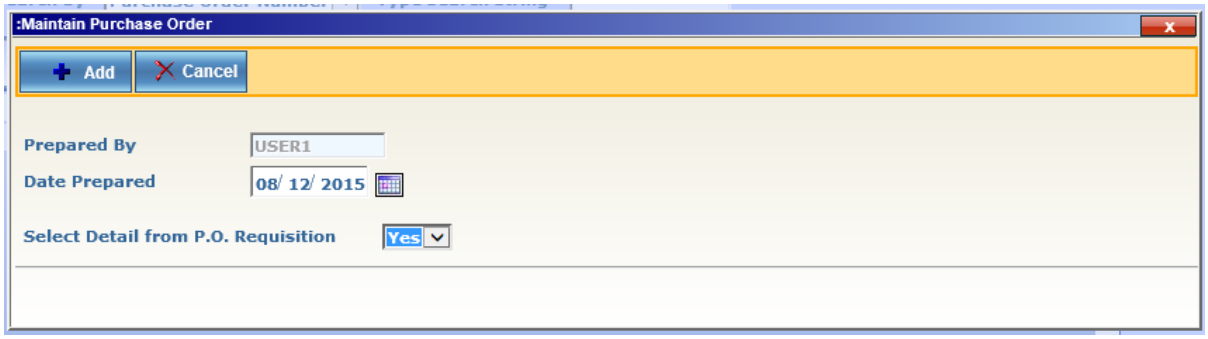
- Select the desired requisitions to be approved from the screen that appears then click **Approve Requisitions**. Enter of the authorizing officer's ID and password on the **Officer Authority** screen to complete the approval process.

2. Create a Purchase Order

a. Select **PURCHASE ORDER** from the **PAYABLES MENU.**

b. Click the **Create New Entries** button. The screen below appears for the creation of a purchase order header.



c. If purchase order details are to be created from purchase order requisition details select 'Yes' for **Select Detail from P.O. Requisition**. If the credit purchase process is to begin with the creation of a purchase order select 'No' for **Select Detail from P.O. Requisition**. You would then be required to record an *ENTITY CODE* and the *CURRENCY* of the purchase order.

d. Click the **Add** button. The screen below appears to facilitate the recording of purchase order details

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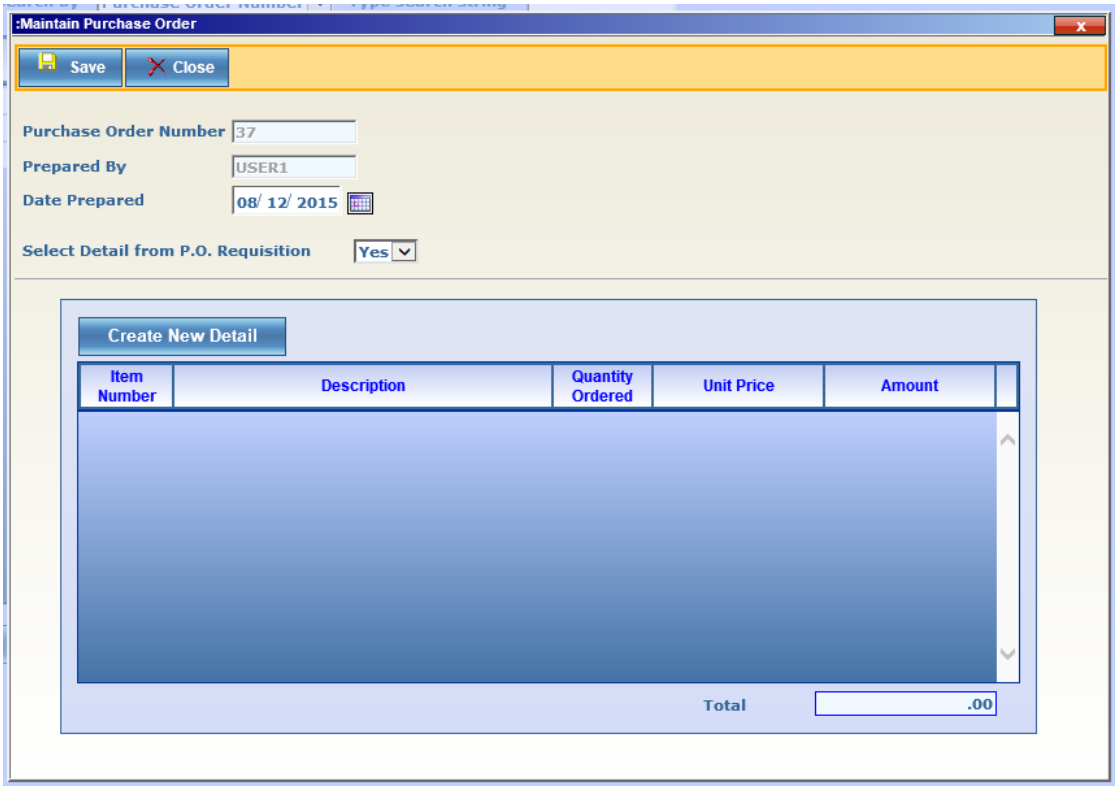
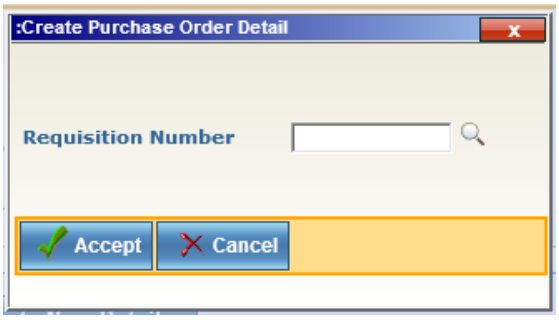


e. Click the **Create New Entries** button. If 'No' was selected for **Select Detail from P.O. Requisition**, purchase order details are recorded as outlined for the creation of purchase order requisition details. If 'Yes' was specified the screen below would appear allowing the selection of a purchase order requisition.



When **Accept** is clicked the details of the purchase order requisition are displayed for selection as shown below.

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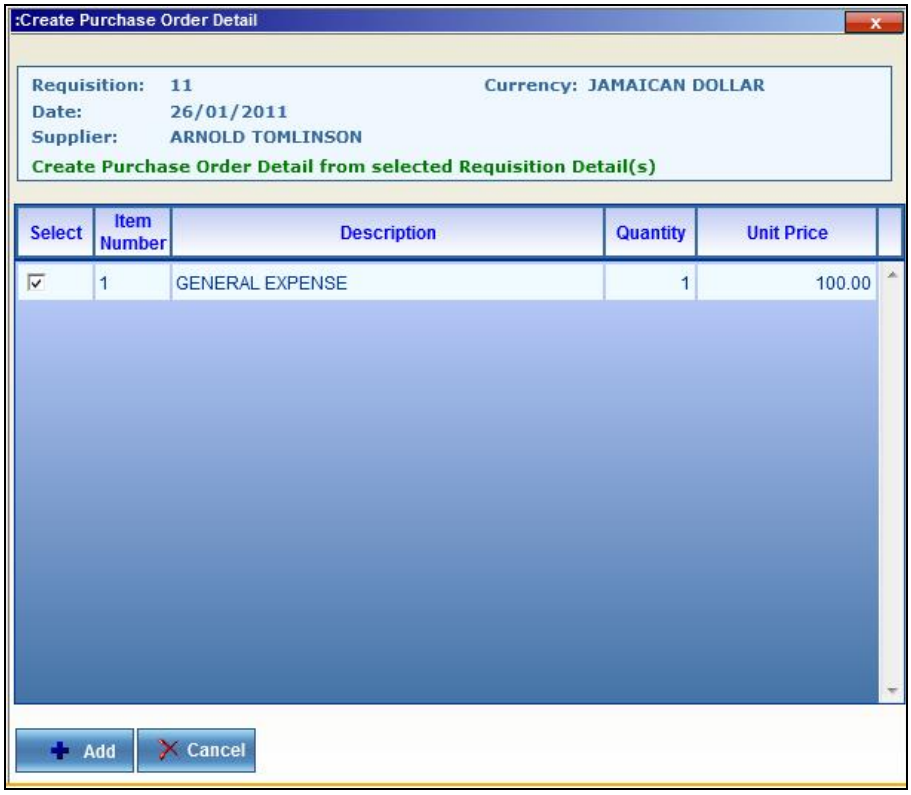

f. Click on the **Add** button records the selected details as purchase order details. The **Maintain Purchase Order** screen will appear as shown below with the added purchase order details.

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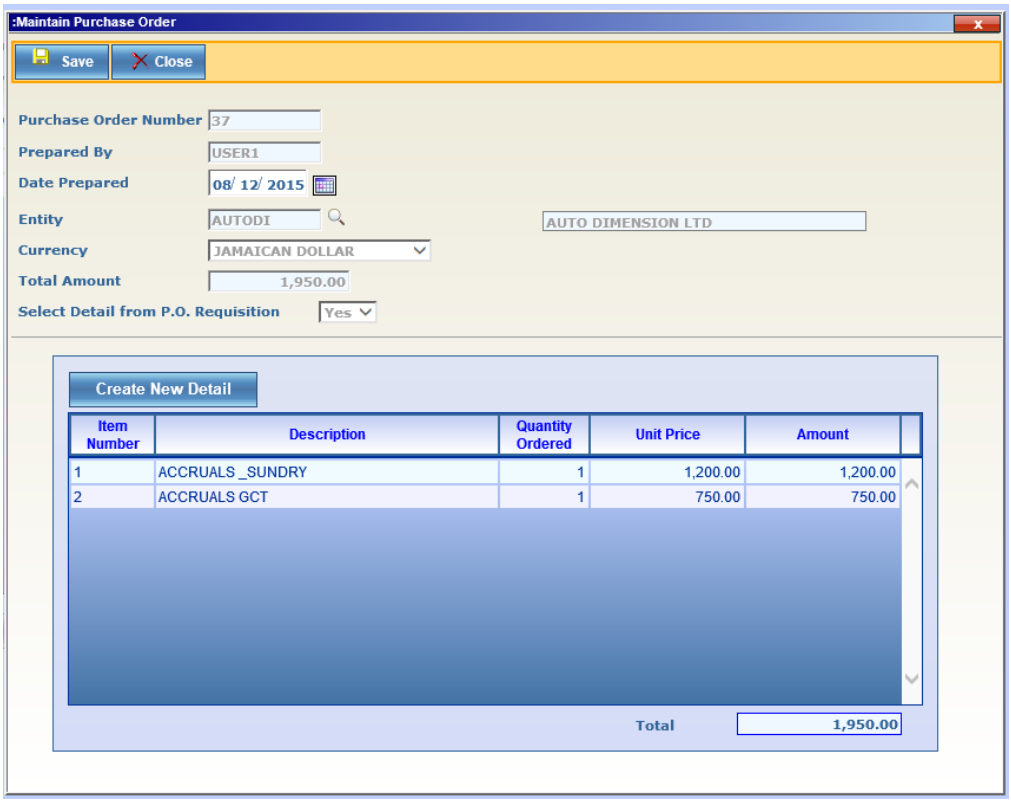

g. Make any necessary changes then click **Save** to return to the **Work With Purchase order** screen.

h. Approve the purchase order by clicking on the purchase order record, then selecting the **Approve** option from the pop-up menu that appears, next enter the authorization officer's ID and Password and finally click on the **Approve** button on the screen that appears.

Multiple purchase orders may be approved at once by doing the following:

- Click on the **Approve Purchase orders** button at the bottom of the **WORK WITH PURCHASE ORDER** screen.
- Type the *START* and *END* dates, select the *CURRENCY* and optionally select the *SUPPLIER* for the purchase orders to be approved then click **Accept**.
- Select the desired purchase orders to be approved from the screen that appears then click **Approve Purchase orders**. Enter of the authorizing officer's ID and password on the **Officer Authority** screen to complete the approval process.

3. Create a Receival

a. Select **RECEIVAL** from the **PAYABLES MENU.**

b. Click the **Create New Entries** button. The screen below appears for the creation of a receival header.

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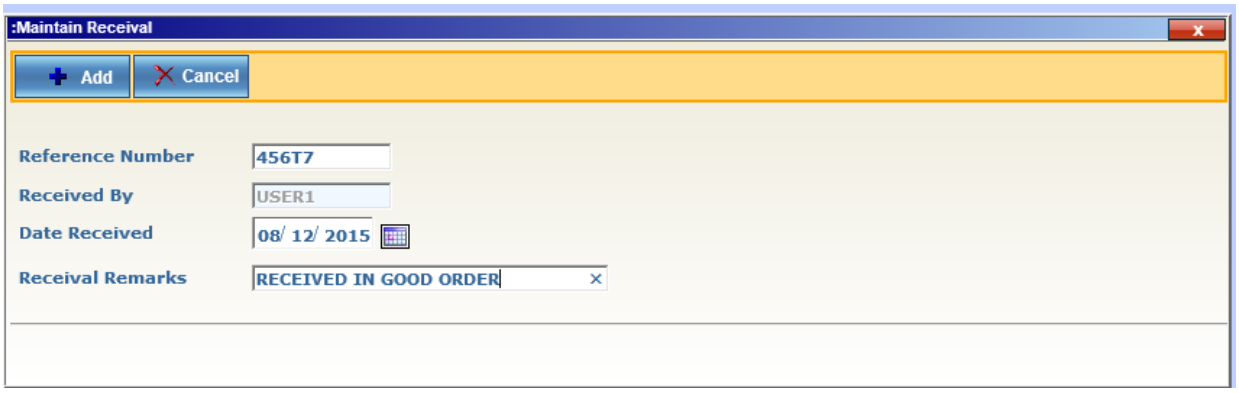
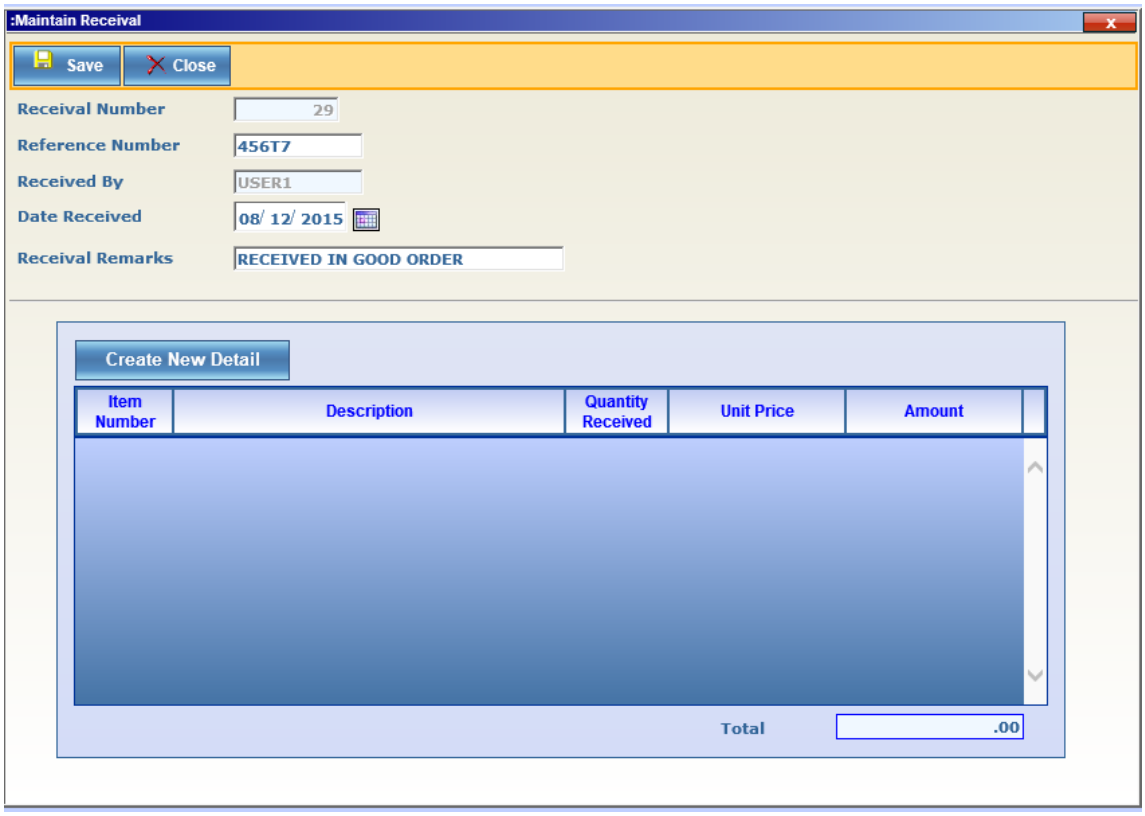


c. Record the *REFERENCE NUMBER*, *DATE RECEIVED* and *RECEIVAL REMARKS* then click the **Add** button. The screen below appears to facilitate the recording of receival detail.



d. Click the **Create New Detail** button to select the purchase order to be used in the creation of receival detail. The selection process is carried out as outlined for purchase order detail creation.

e. Once receival details have been recorded click the Save button to return to the **Work With Receival** screen.

f. Click on the receival record and select the **Approve** option to approve the receival. A click on the **Approve Receival** button at the bottom of the **WORK WITH RECEIVAL** screen optionally allows the approval of multiple receivals.

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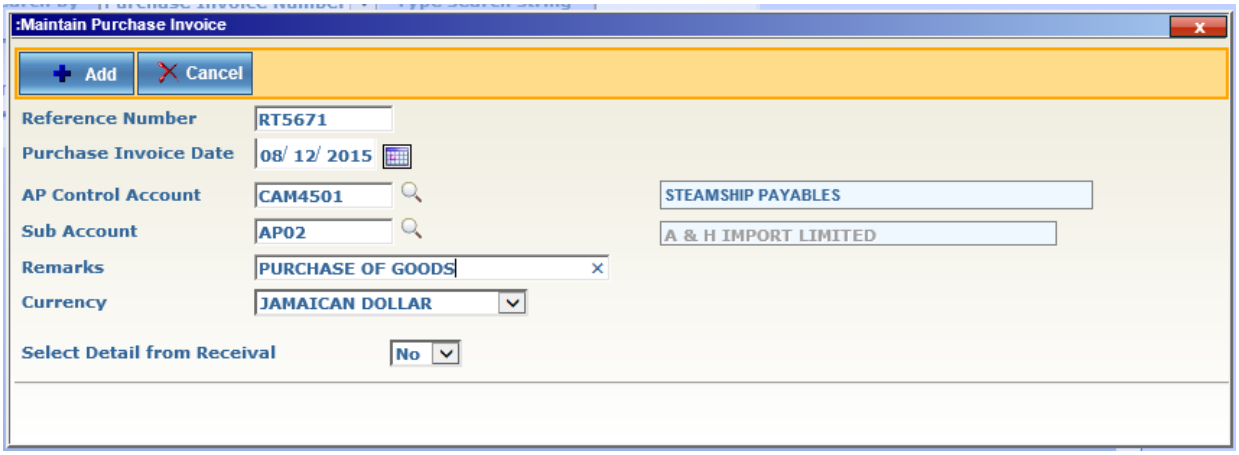
4. Create a Purchase Invoice

a. Select **PURCHASE INVOICE** from the **PAYABLES MENU.**

b. Click the **Create New Entries** button. The screen below appears for the creation of a purchase invoice header.



c. Record the *REFERENCE NUMBER, PURCHASE INVOICE DATE*, the *GL ACCOUNT* and *SUB ACCOUNT* to which the debit entry of the liability entries is to be posted and the *REMARKS.*

d. If the credit purchase process is to begin with purchase invoice creation select 'No' for *SELECT DETAIL FROM RECEIVAL*. You would then be required to select a *CURRENCY*.

e. Click the **Add** button. The screen below appears to facilitate the recording of purchase invoice detail.

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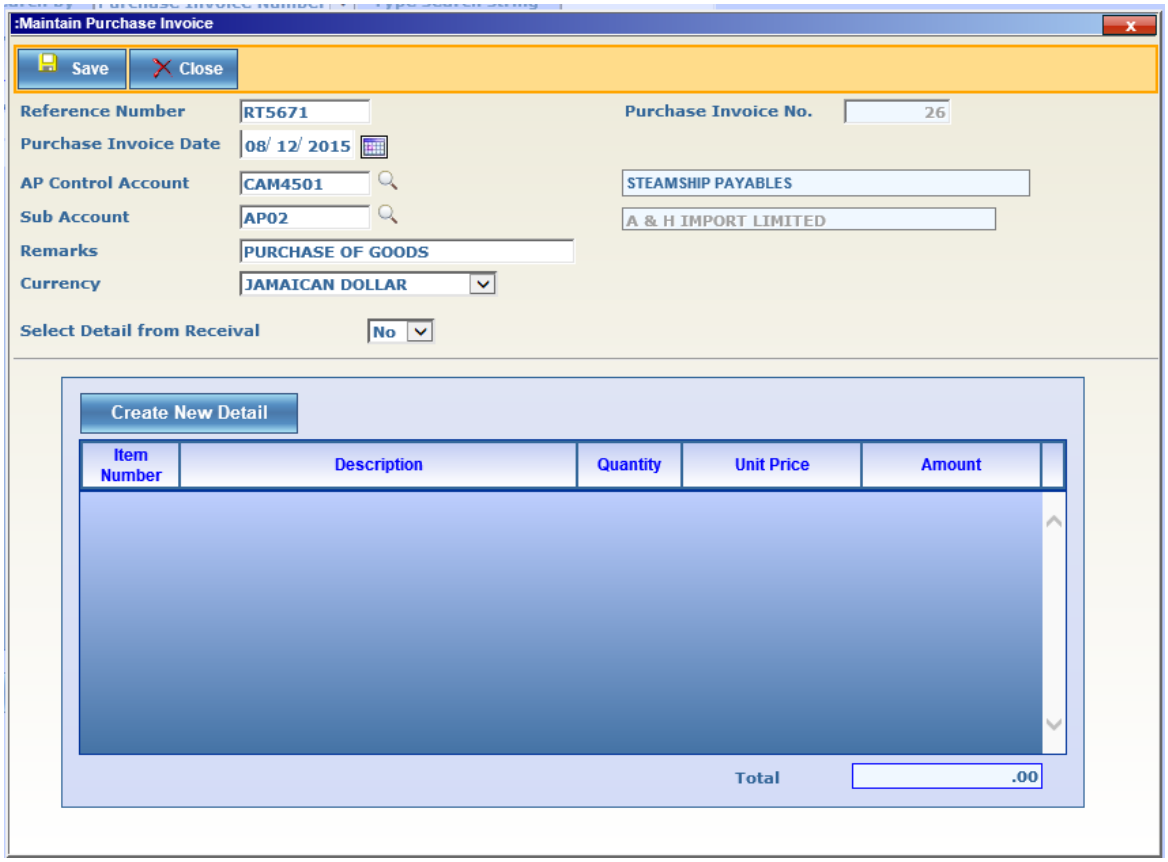
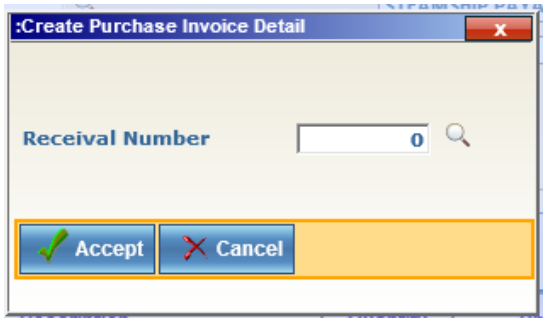


f. Click the **Create New Detail** button. If 'Yes' was selected for *SELECT DETAIL FROM RECEIVAL* the screen below would appear to facilitate the selection of the receival to be used in the creation of purchase invoice detail.



The selection process is carried out as outlined for purchase order detail creation.

g. If 'No' was selected for *SELECT DETAIL FROM RECEIVAL* the screen below would appear to facilitate the entry of purchase invoice detail.

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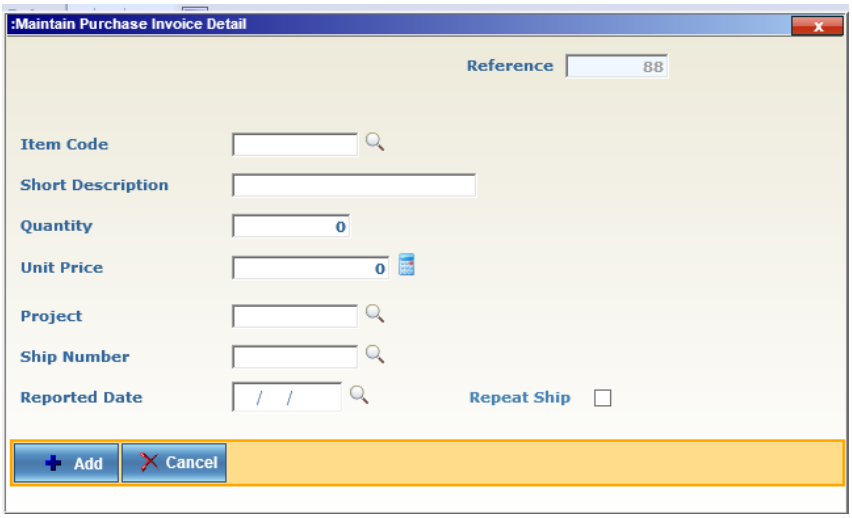


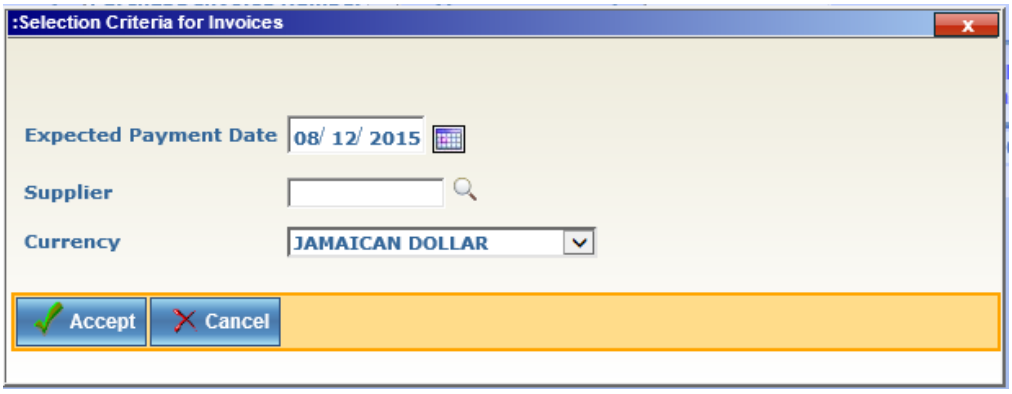
h. When the **Add** button is clicked after recording the necessary details another Maintain **Purchase Invoice Detail** screen appears for the entry of another purchase invoice detail. If no other detail is to be recorded click Cancel to returnto the Maintain **Purchase invoice** screen.

i. Once purchase invoice details have been recorded click the Save button to return to the **Work With Purchase invoice** screen.

j. Click on the purchase invoice record and select the **Approve** option to approve the purchase invoice. A click on the **Approve Purchase invoice** button at the bottom of the **WORK WITH PURCHASE INVOICE** screen optionally allows the approval of multiple purchase invoices.This writes liability entries to the general ledger.

5. Select Purchase Invoices for Payment

a. From within the **WORK WITH PURCHASE INVOICE** screen click on the **Select Invoices for Payment** button. The screen below appears.



b. Record the *EXPECTED PAYMENT DATE*, the *CURRENCY* of the purchase Invoices to be selected and optionally the *SUPPLIER*.

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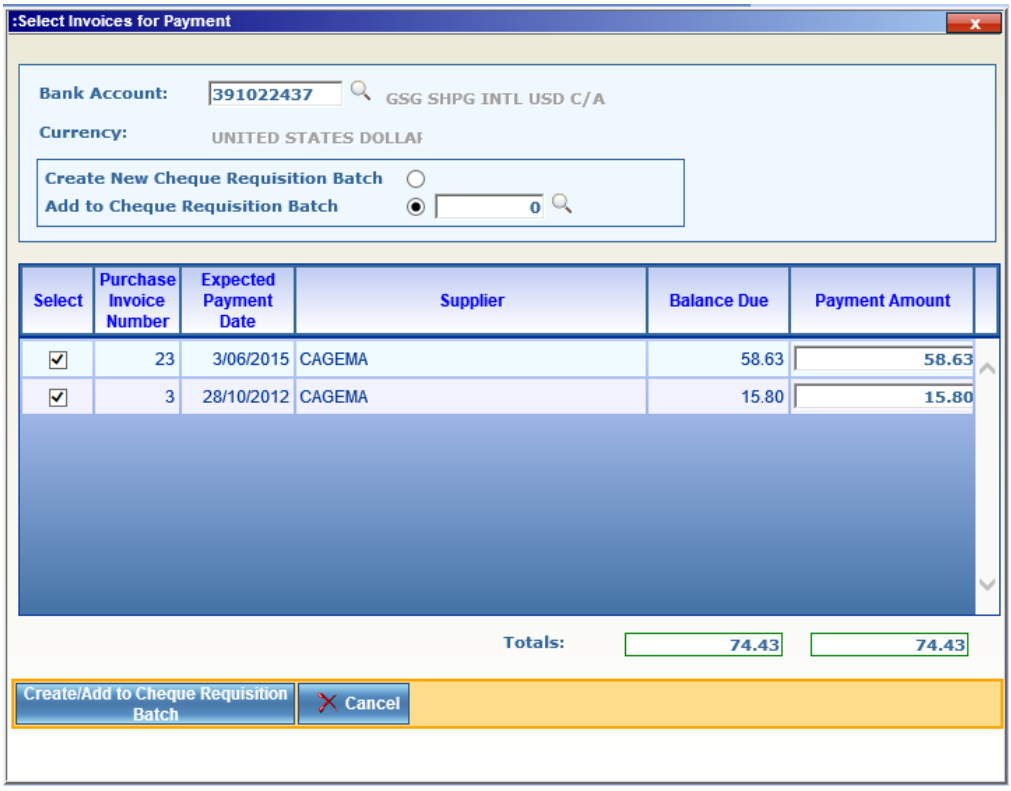
The *EXPECTED PAYMENT DATE* for each purchase invoice would be the date arrived at when the number of days for credit (credit period) recorded for each supplier is added to the purchase invoice date. The number of days for credit (credit period) for each supplier is recorded using the **Terms of Credit** option of the **System Tables** menu. If no credit period is recorded for a supplier the default credit period is seven days. The screen below appears with the invoices eligible for payment based on the criteria entered when the **Accept** button is clicked.



c. Select the purchase invoices to be paid and specify the *BANK ACCOUNT* to be used for payment. If the currency of the bank account differs from the currency of the purchase invoices the *BALANCE DUE* amounts and *PAYMENT AMOUNTS* would be converted to the currency of the *BANK ACCOUNT* selected using the rate as at the *EXPECTED PAYMENT DATE* of each purchase invoice.

d. Cheque requisitions for the purchase invoices to be paid will be generated and placed in a cheque requisition batch for processing when the **Create/Add to Cheque Requisition Batch** button is clicked. Click the radio button for **Create New Cheque Requisition Batch** if the requisitions are to be placed in a new requisition batch. Otherwise click the radio button for **Add to Cheque Requisition Batch** and select the batch number if the requisitions are to be placed in an existing requisition batch.

e. Amend the amounts to be paid of the selected purchase invoices if desired then click the **Create/Add to Cheque Requisition Batch** button to generate the cheque requisitions.

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6. Process Payment

The cheque requisitions generated from the selection of purchase invoice process are processed from a batch which is accessed by selecting the **C.R. Batch** option of the menu. The process of generating payments is as outlined below.

a. Select **C.R. Batch** from the **PAYABLES MENU**.

b. Approve the cheque requisition batch.

c. Generate cheque(s) from the cheque requisition batch.

d. Print the Cheque(s).

The cheque(s) report will be generated for printing and general ledger entries will be written. The steps for processing payment are detailed in the next section.

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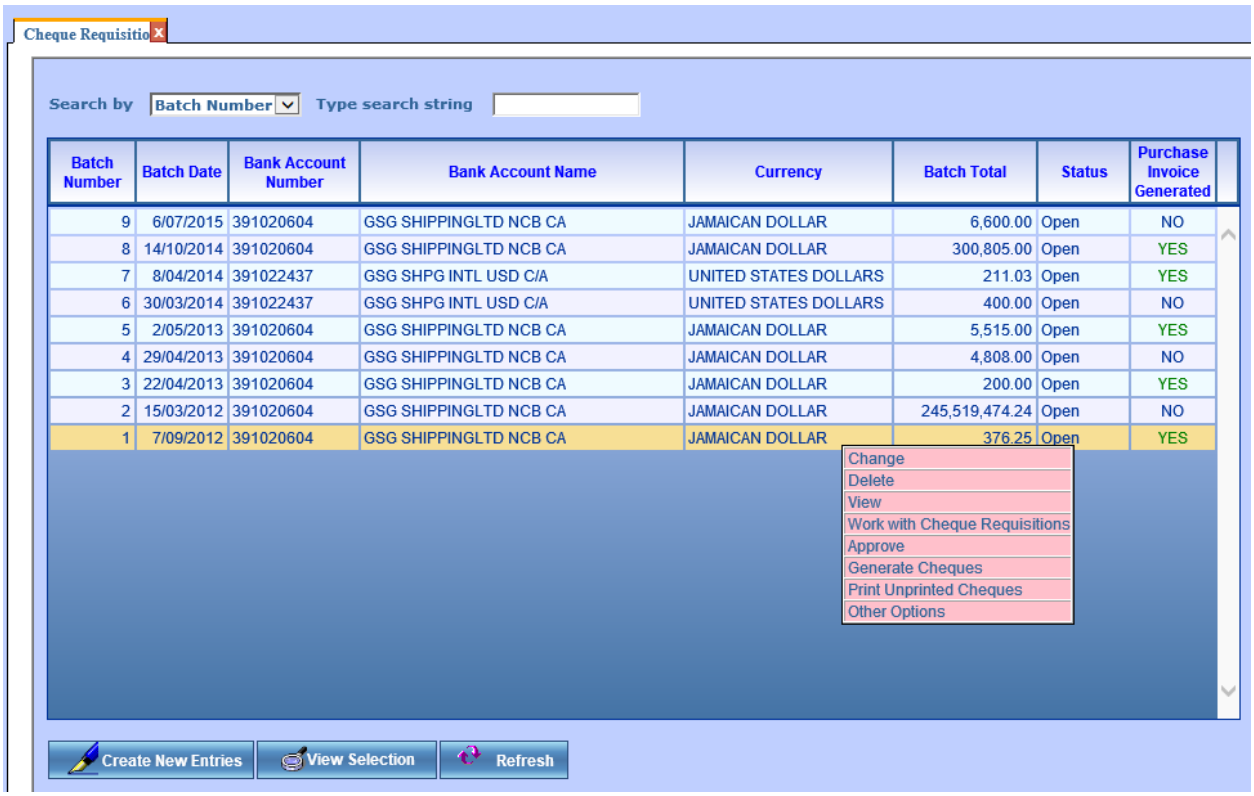
HOW TO PROCESS A CASH PAYMENT

This is done by selecting **C.R. BATCH** from the **ACCOUNTS PAYABLE MENU**.



This screen allows the processing of cheque requisition batches for the preparation and printing of cheques. As you will recall, cheque requisition batches are generated from the **Purchase Invoices** option of the **ACCOUNTS PAYABLE MENU** for goods or services obtained on credit. Cheque requisition batches may also be created within this screen for the purpose of immediate payment.

The options used in the prepation of cheques from cheque requisition batches are as follows,
Approve
Generate Cheques.
Print Cheques is then used to post general ledger transactions and spool cheque information for printing.

The process of creating a Cheque requisition batch for the purpose of immediate payment will however first be looked at.

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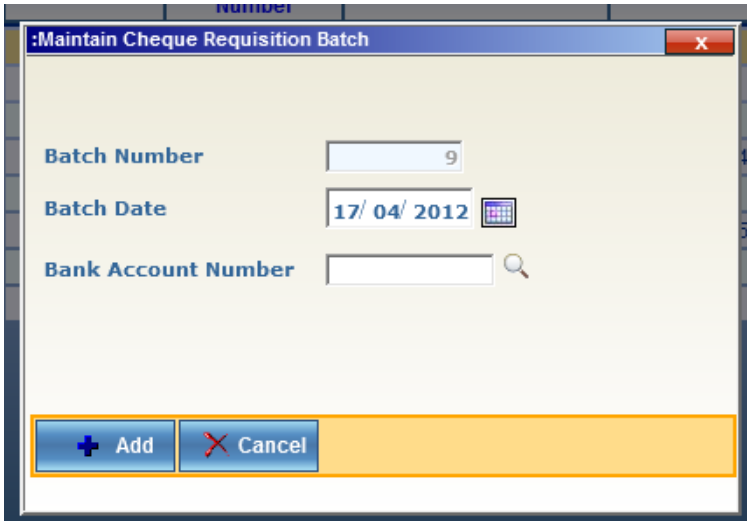
How to Create a Cheque Requisition Batch?

1. Click the **Create New Entries** button.
   The **CREATE C.R. BATCH** screen shown appears.



   A unique *Batch Number* is automatically generated. *BATCH DATE* defaults to the current date.

2. Enter the *Bank Account Number* of the bank account to be credited for cheque payment and press Add to save. The **CREATE CHEQUE REQUISITION** screen shown below appears - This is done in order to facilitate the speedy entry of the cheque requisition after the creation of the cheque requisition batch. If the cheque requisition is not to be entered immediately use cancel to return to the **WORK WITH CHEQUE REQUISITION BATCH** screen. Subsequent creation of cheque requisitions is done by selecting option **Work with Cheque Requisition for** a desired cheque requisition batch followed by a press of the **Create New Entries** button.

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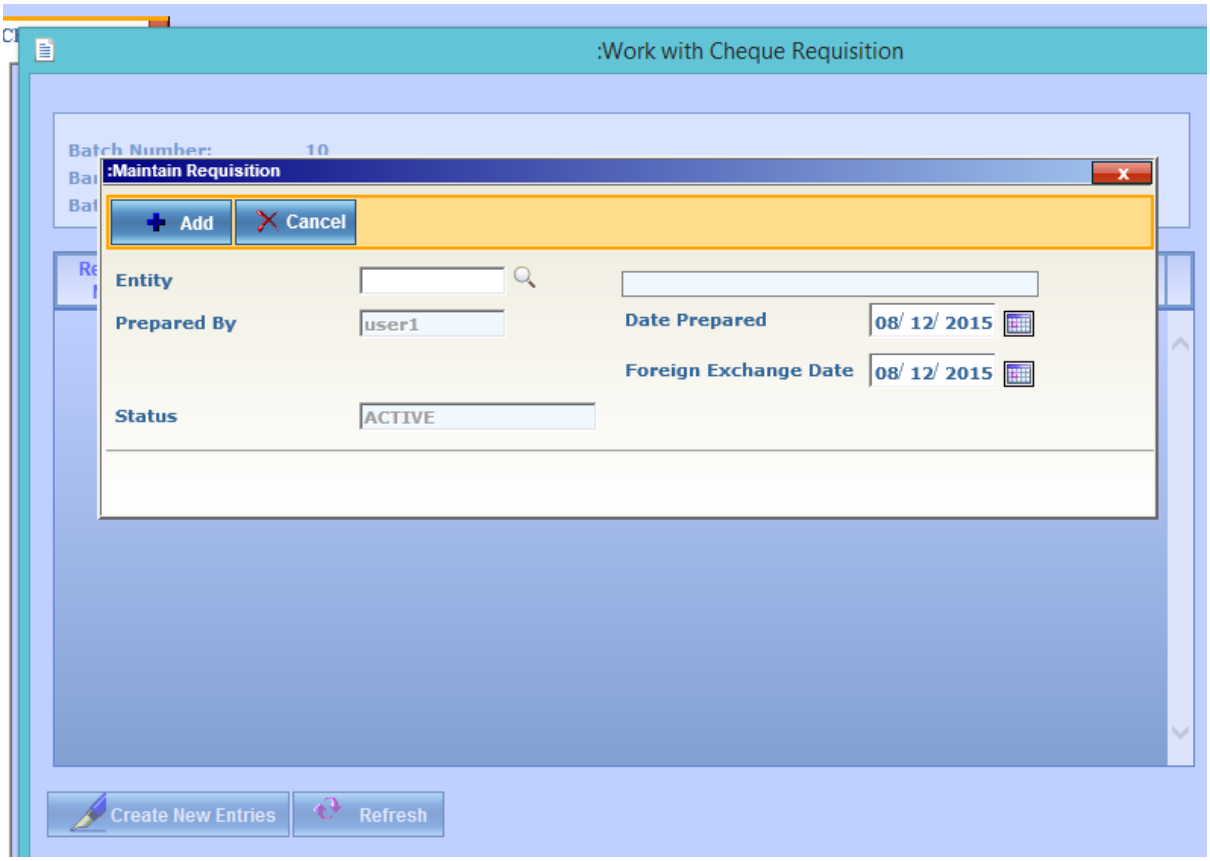

How to Create Cheque Requisitions?

The following defaults are displayed:

- *PREPARED BY* - defaults to the *User ID* and
- *FOREIGN EXCHANGE DATE* - defaults to the current date.(If the C.R. Batch is of foreign currency)
- *DATE PREPARED* - defaults to the current date.

1. Type the *Entity Code.*

2. If the batch is of a currency other than the local currency, type the *FOREIGN EXCHANGE DATE*.

3. Press add to save. The screen appears as shown below to facilitate the entry of cheque requisition detail

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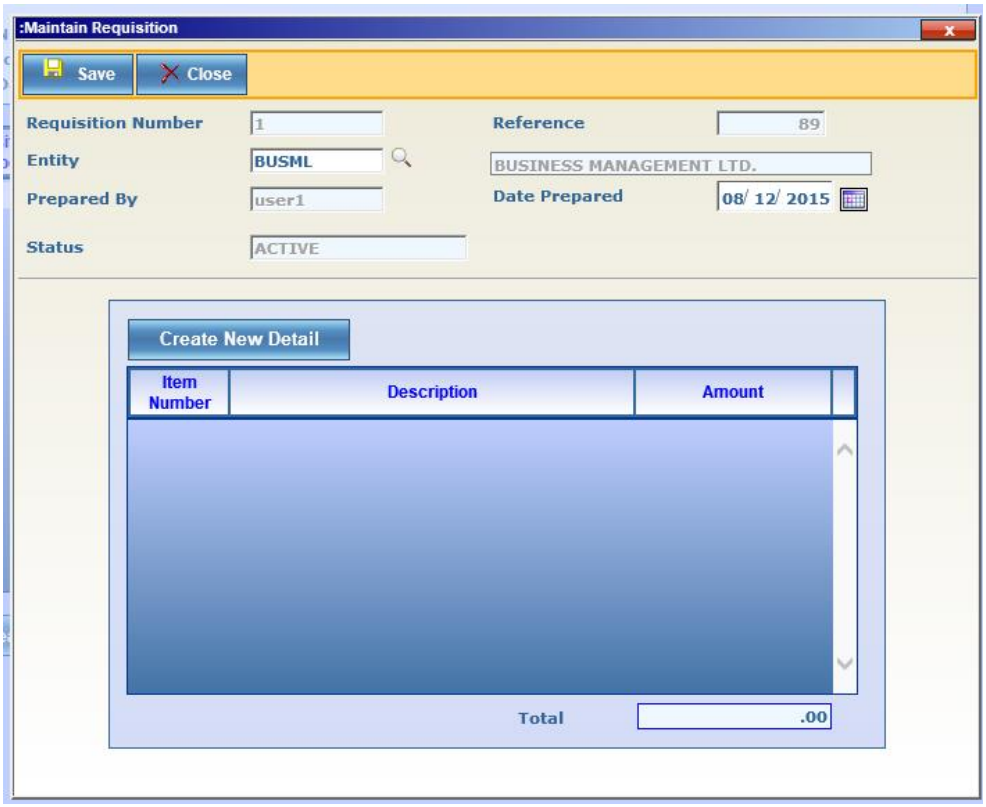

How to Create Cheque Requisition Detail?

1. Click the **Create New Detail** button. The screen below appears.

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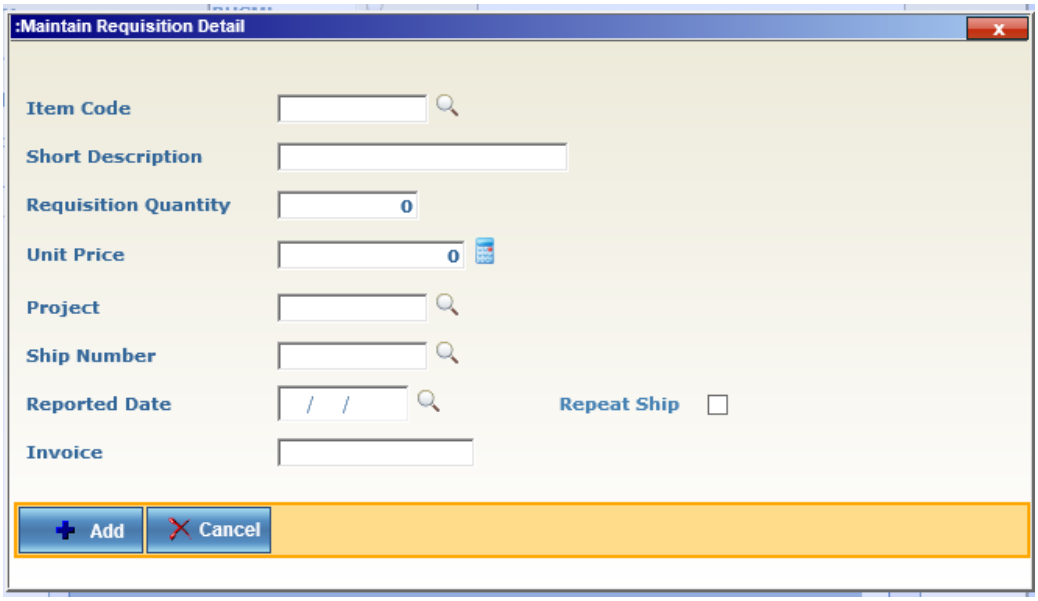

2. Type the *Item Code*, *SHORT DESCRIPTION*, *Unit Price* and *Quantity*.

3. *Record a Project ID, Ship and Reported Date* if desired. Click the *Repeat Ship* check box if ship information is to be repeated for the next cheque requisitioin detail.

4. Record the suppliers invoice number. This number is mandatory if the option of mandatory invoice numbers for immediate payments was selected at the company level.

5. Press **Add** to save the detail. Another **Maintain Requisition Detail** screen appears for the entry of another detail. If no other detail is to be recorded press **Cancel**. The **Maintain Requisition** screen would be displayed as shown below with the added requisition details.

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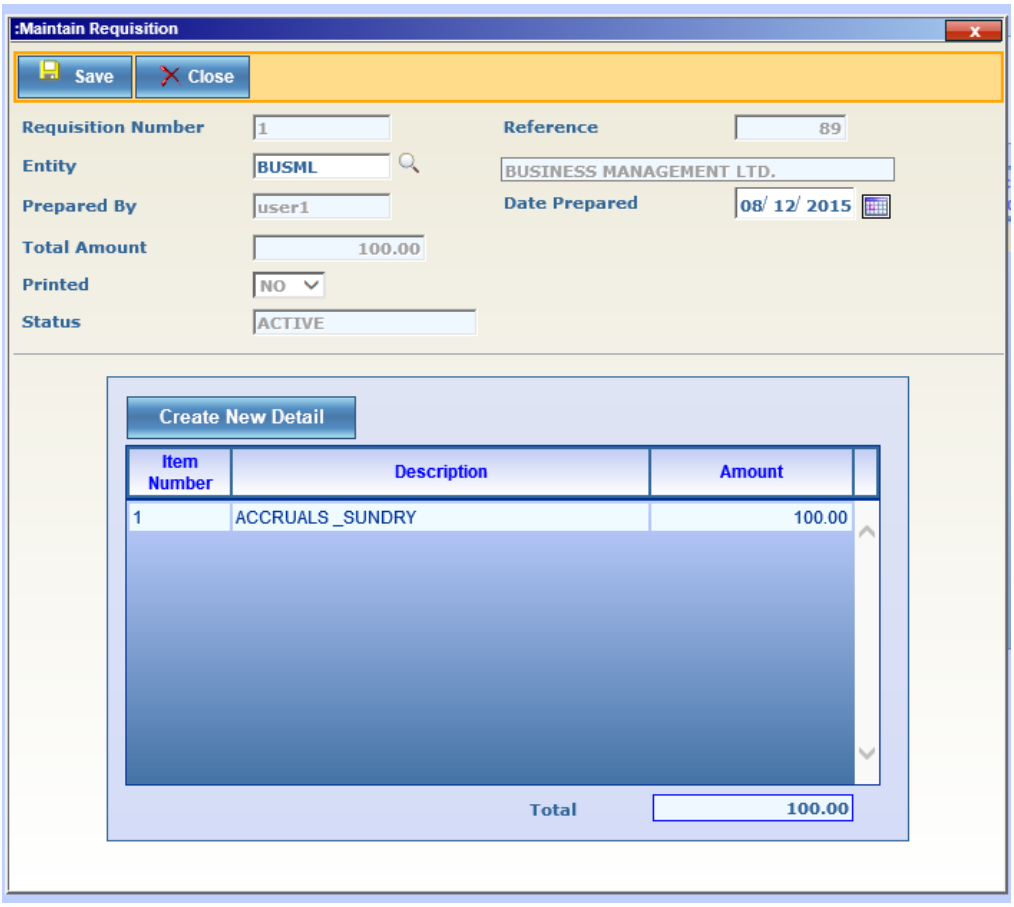

6. Click **Save** to return to the **work with Requisition** screen. If no more requisitions are to be created close the **work with Requisition** screen to return to the **work with Cheque Requisition** screen.

How to Approve a Cheque Requisition Batch?

1. Select **Approve** for the cheque requisition batch to be approved.
   The **SELECT REQUISITIONS FOR PAYMENT** screen shown below appears.

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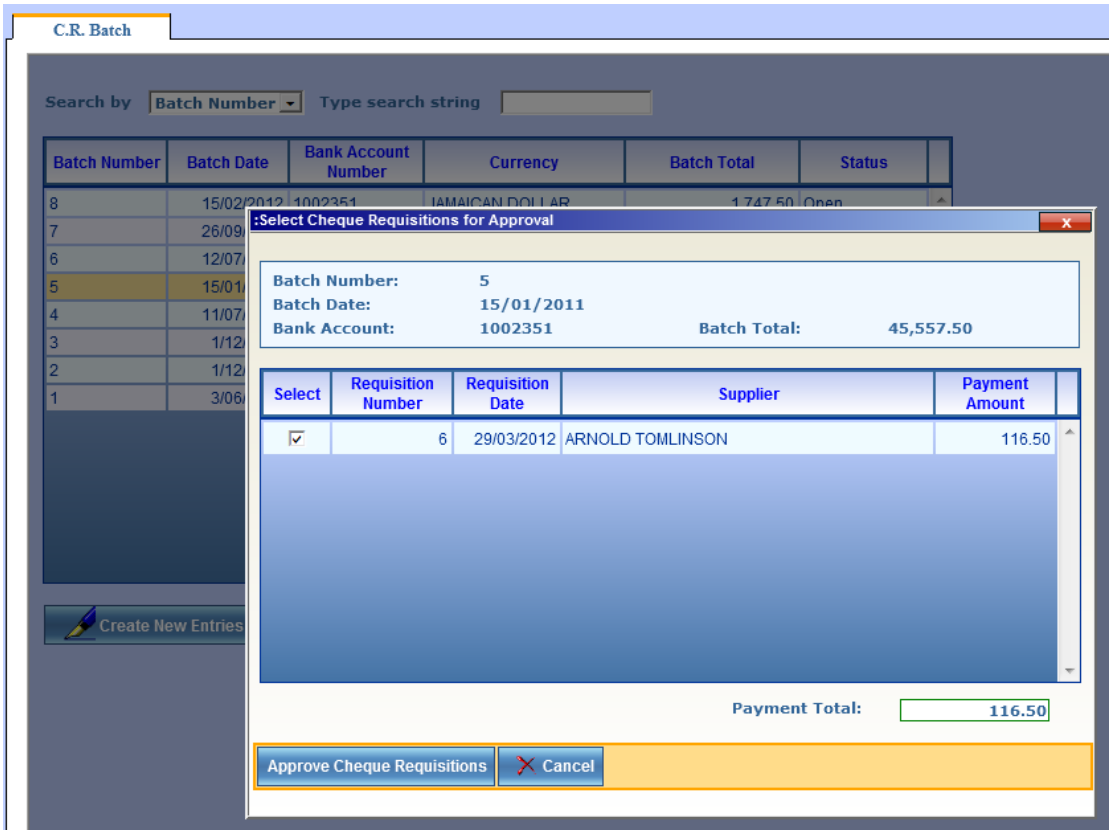

Here the cheque requisitions of the cheque requisition batch are presented for selection.

2. Proceed with selection by performing one of the following operations:

   A. select all cheque requisitions or
   B. Uncheck unwanted cheque requisitions then press Approve Cheque Requisitions.

   The **CONFIRM CHEQUE REQUISITIONS SELECTIONS** pop-up screen appears. This pop-up screen displays the *Batch Total* along with the *Total Payment* amount arrived at as a result of the selection process.

3. Click Accept. The **TRANSACTION AUTHORITY AUTHENTICATION** pop-up screen appears.

4. Complete the authorization process by typing the *Officer ID* and *password* and pressing enter. The **WORK WITH C.R. BATCH** screen is now redisplayed.

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How to Generate Cheques?

Once a cheque requisition batch has been approved, cheque numbers are assigned to the cheque requisitions in the batch as follows:

1. Select option **Generate Cheques** for the cheque requisition batch. The **GENERATE CHEQUES** screen appears.

2. Select the requisition for which cheques are to be generated then type the starting *CHEQUE NUMBER* and the *CHEQUE DATE* then press Generare Cheques. The selected requisitions will be assigned consecutive numbers starting at the number inputted. A message will be displayed asking if the cheques are to be printed now. If OK is selected the screen below appears.

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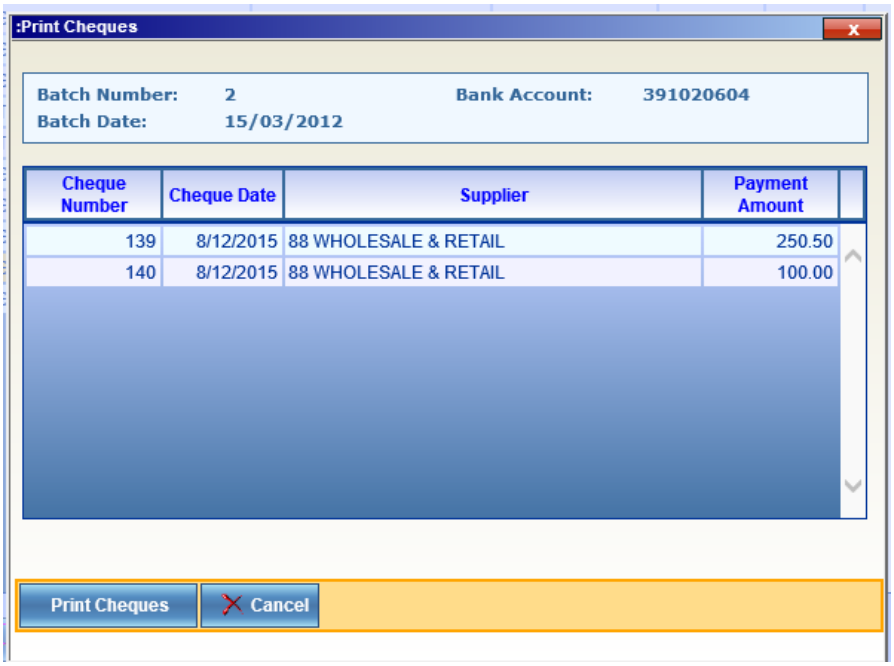

3. Click the **Print Cheques** button then typing the *Officer ID* and *password* on the screen that appears and press enter. To generate the cheques for printing. The respective transaction entries are also posted.

If the cheques were not printed immediately the **Print Unprinted Cheques** option would be selected for the cheque requisition batch to print the cheques later.

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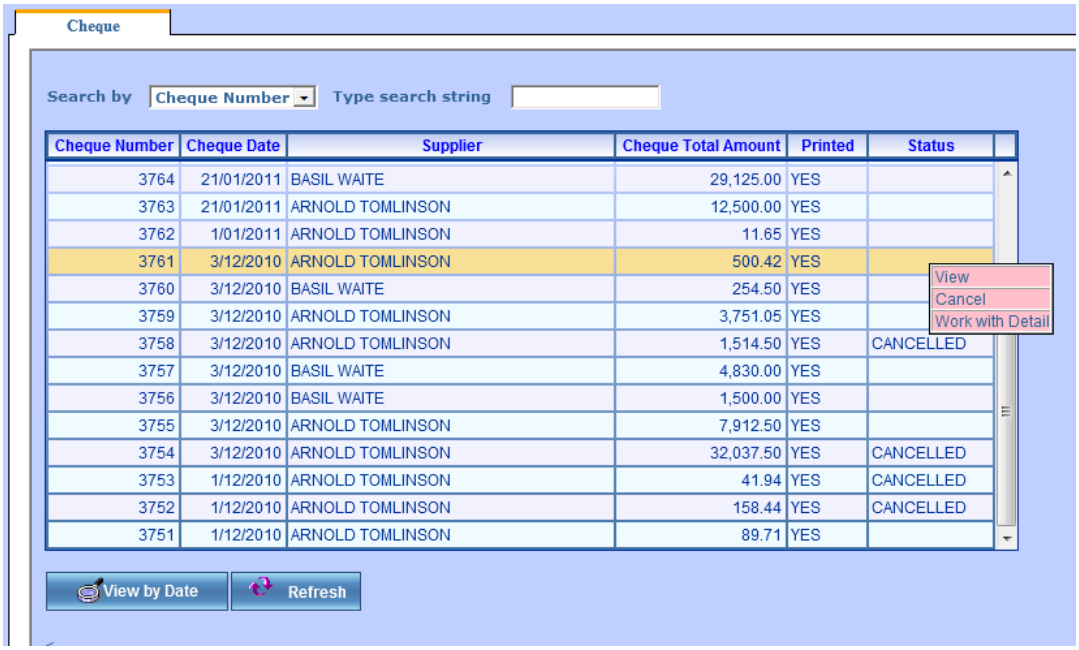
WORK WITH CHEQUES

The **WORK WITH CHEQUE** screen is obtained by selecting cheque from the **ACCOUNTS PAYABLE MENU.**



Cheque Number	Cheque Date	Supplier	Cheque Total Amount	Printed	Status
3764	21/01/2011	BASIL WAITE	29,125.00	YES	
3763	21/01/2011	ARNOLD TOMLINSON	12,500.00	YES	
3762	1/01/2011	ARNOLD TOMLINSON	11.65	YES	
3761	3/12/2010	ARNOLD TOMLINSON	500.42	YES	
3760	3/12/2010	BASIL WAITE	254.50	YES	
3759	3/12/2010	ARNOLD TOMLINSON	3,751.05	YES	
3758	3/12/2010	ARNOLD TOMLINSON	1,514.50	YES	CANCELLED
3757	3/12/2010	BASIL WAITE	4,830.00	YES	
3756	3/12/2010	BASIL WAITE	1,500.00	YES	
3755	3/12/2010	ARNOLD TOMLINSON	7,912.50	YES	
3754	3/12/2010	ARNOLD TOMLINSON	32,037.50	YES	CANCELLED
3753	1/12/2010	ARNOLD TOMLINSON	41.94	YES	CANCELLED
3752	1/12/2010	ARNOLD TOMLINSON	158.44	YES	CANCELLED
3751	1/12/2010	ARNOLD TOMLINSON	89.71	YES	

Figure 6 - 42

You will recall that cheques would have been generated from the **Generate Cheque** option of the **ACCOUNTS PAYABLE MENU's WORK WITH C.R. BATCH** screen. *PRINTED* indicates whether or not these cheques were printed from the **WORK WITH C.R. BATCH** screen.

This browse allows you to perform the following actions:

- Cheque and cheque detail viewing.
- Cancellation of cheques.

How to View the Details of a Cheque?

The Work With Detail option allows the viewing of a cheque's details.
On selecting this option the **WORK WITH CHEQUE DETAIL** screen shown below appears with the relevant cheque information at the top of the screen and a browse of the cheque's details.

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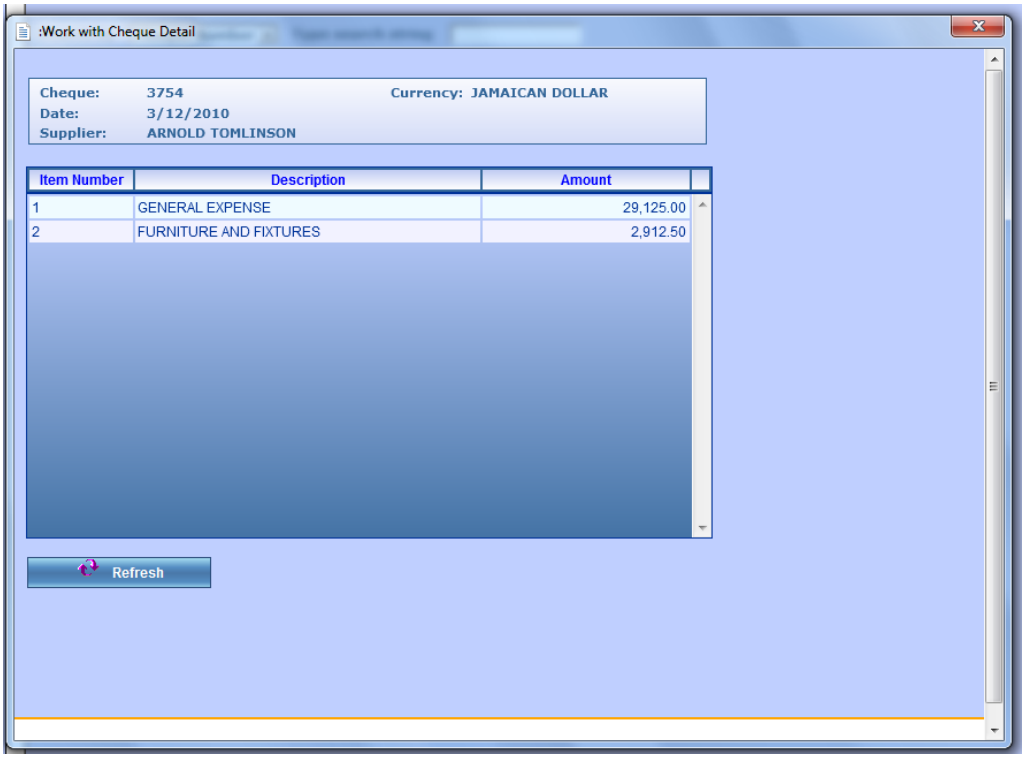

How to Cancel a Cheque?

The following procedure may only be carried out for cheques that have been printed.

1. Select **Cancel** on the cheque to be cancelled. The **CANCEL CHEQUE** screen appears.
2. Type the reason for reversing the cheque in the space provided for remarks.
3. Type the authorizing officer's ID and password.
4. Finally, press accept

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JOURNAL VOUCHER MENU

MODULE OVERVIEW

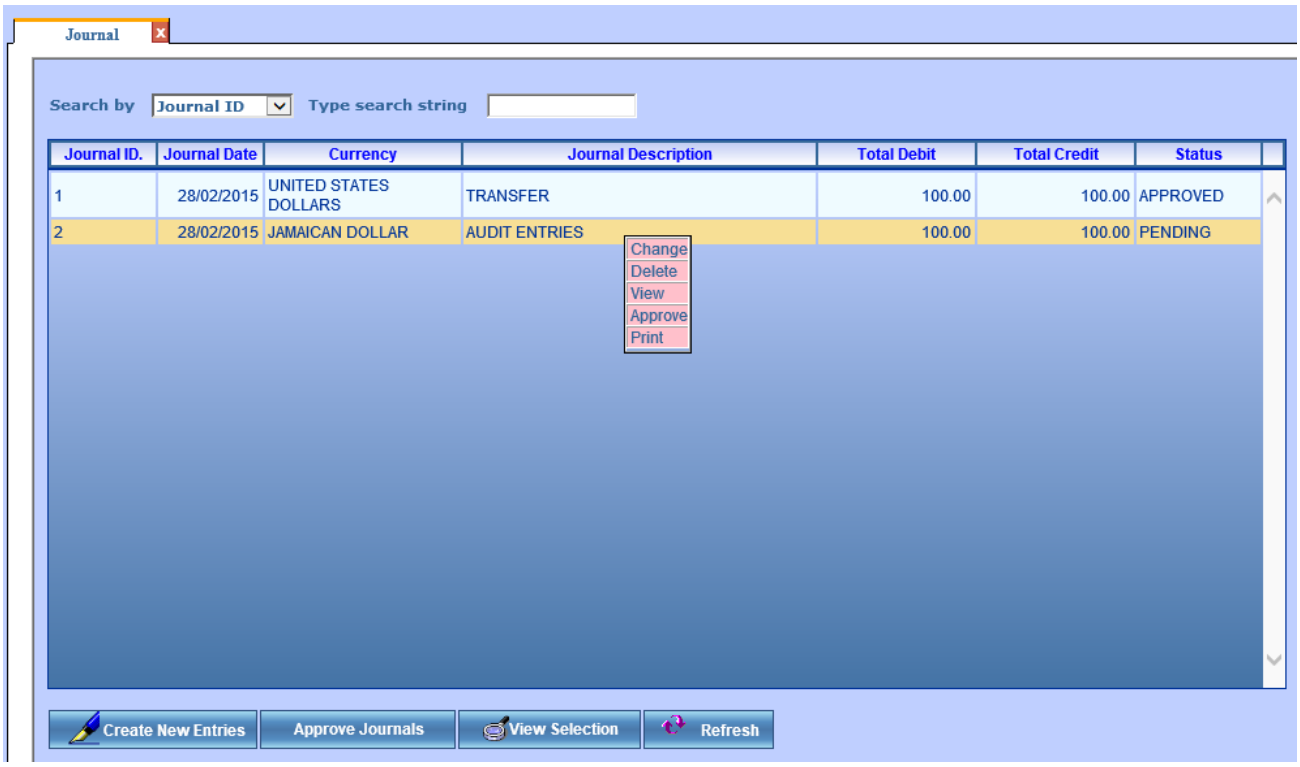
The options of this menu facilitate the creation and maintenance of Journal Vouchers and Recurring Journal Vouchers. Both of which are used to make adjustments to the General Ledger.

In the case of Recurring Journal Vouchers, transactions are posted to the General Ledger on a recurring basis.

HOW DO I ENTER AND POST JOURNALS?

1. Select the **JOURNAL** menu option.

2. Select **JOURNAL**. The screen below appears



3. Click the **Create New Entries** button. The screen below appears.

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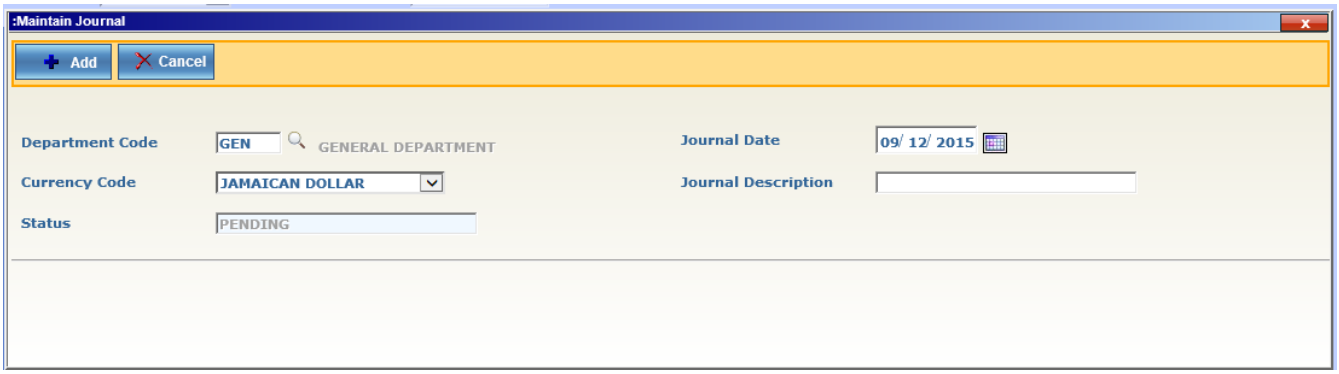
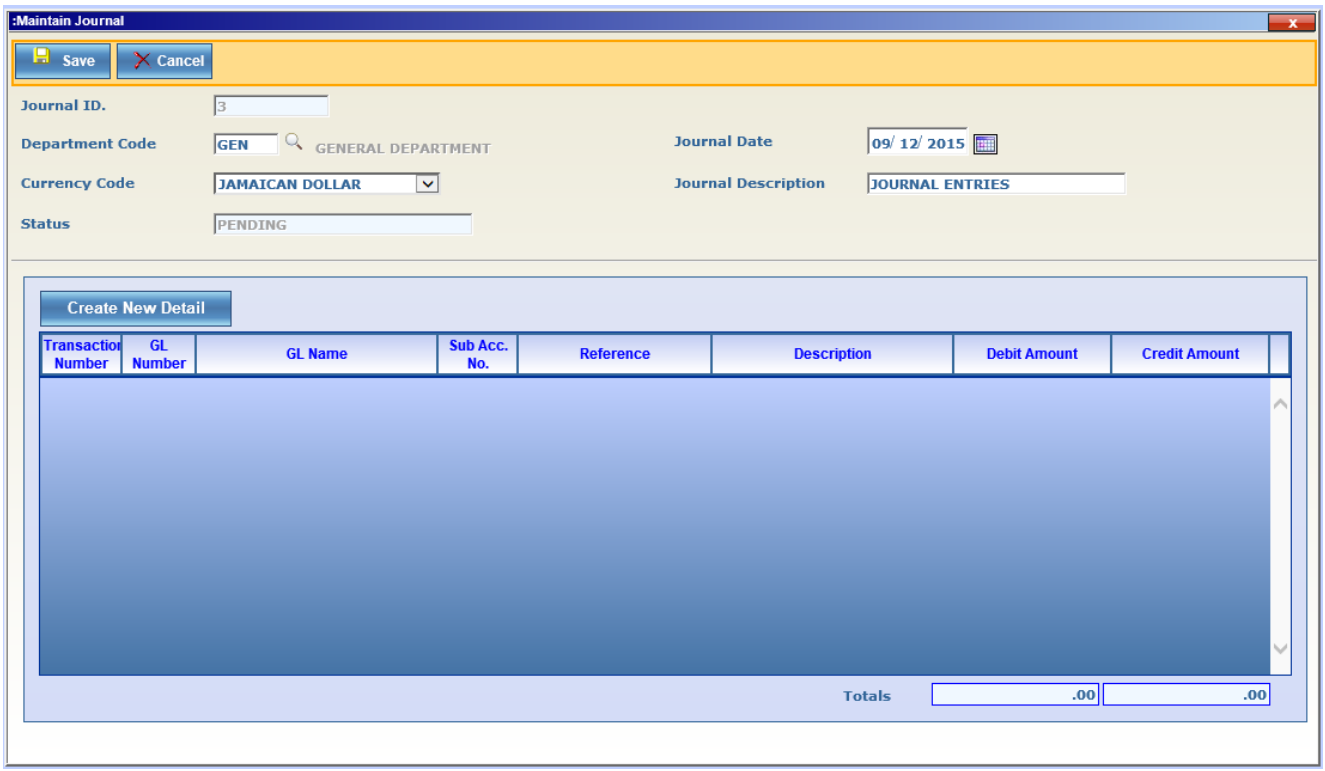


4. Enter the requested information, *Department Code, Journal Date, Currency***,** etc then press **Add** to save. The screen appears as shown below to facilitate the entry of journal details.



5. Click the **Create New Detail** button. The screen shown below appears to allow the entry of the details for the debit or credit side of a transaction**.**

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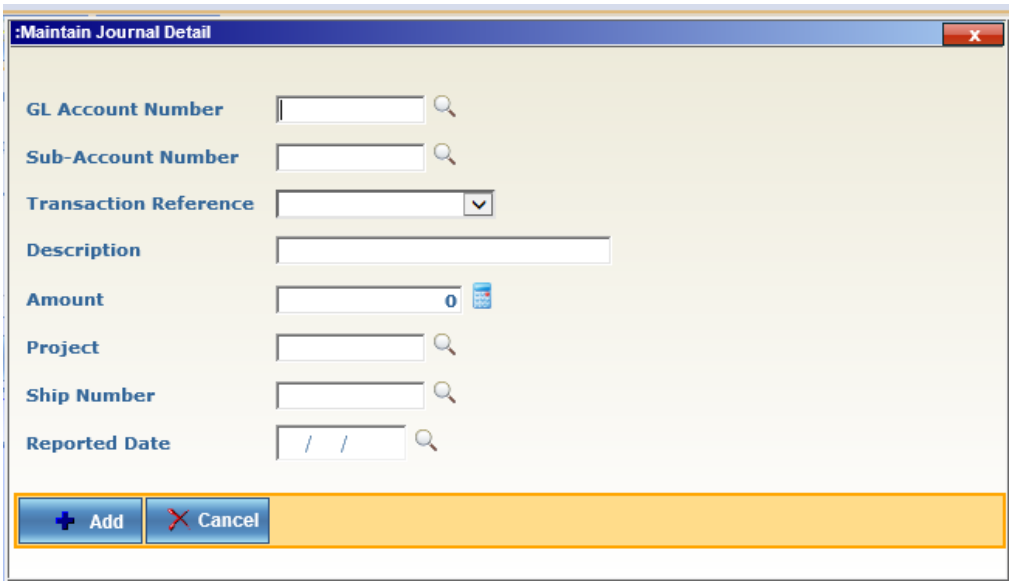
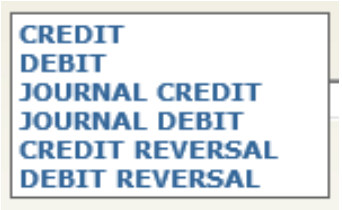


6. Record the *GL ACCOUNT NUMBER* and *SUB-ACCOUNT NUMBER* for the transaction.

7. Select the *TRANSACTION REFERENCE* to indicate whether the transaction being recorded is a debit or credit transaction. The drop down for *TRANSACTION REFERENCE* contains the following default entries:



8. Record the *DESCRIPTION* and the *AMOUNT* for the transaction. A click on the Calculator icon beside *AMOUNT* will display a calculator as shown below.

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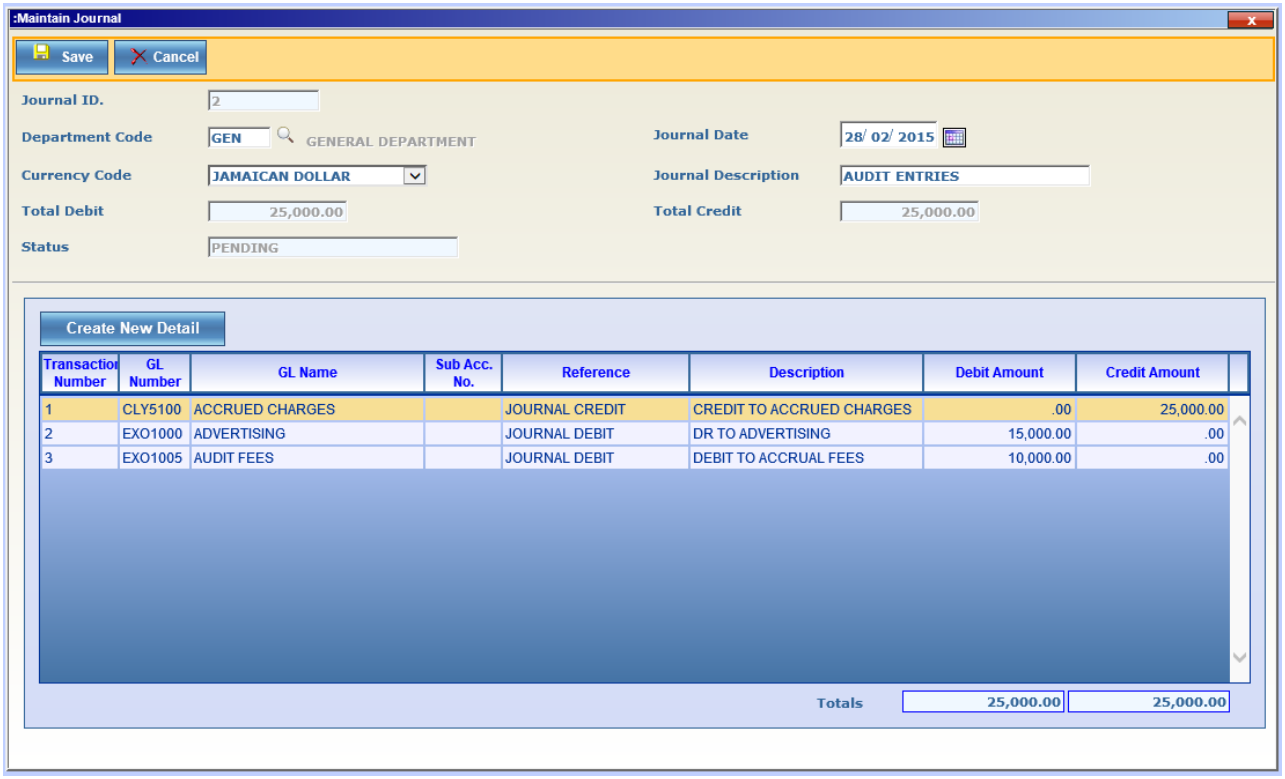
A click on the **Accept** button of the calculator will return the result of any calculation done to the *AMOUNT* field.

9. Record a *PROJECT ID* if desired.

10. Record a *SHIP* and *REPORTED DATE* if desired.

11. Click the **Add** button to save the transaction. The **Maintain Journal Detail** screen will reappear for the entry of another transaction detail. Record as many transaction details as desired then click the **Cancel** button if no more details are to be recorded. The transactions will appear on the **Maintain Journal** screen as shown below.



12. Make any necessary amendments then click Save to save the journal and return to the **Work with Journal** screen. To post the entries of the journal the next step would be to approve the journal.

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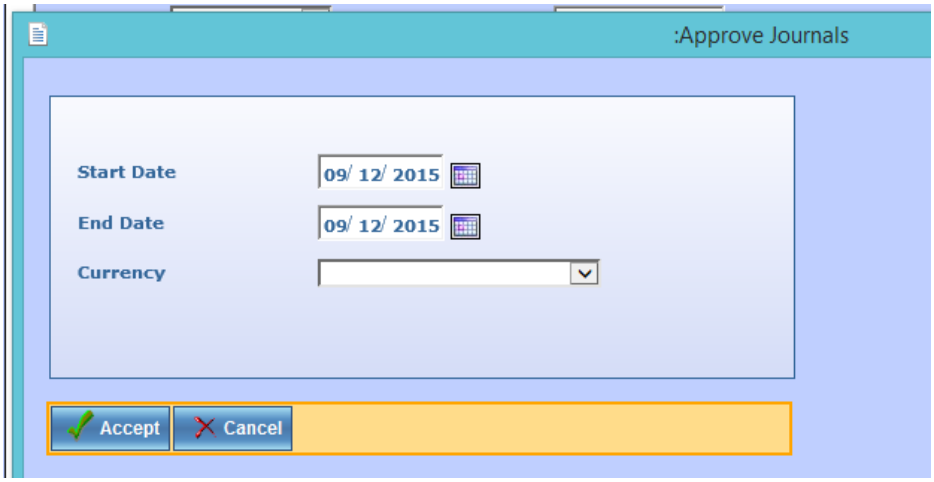
How to Approve a Journal?

A journal may be approved by doing the following:

1. Clicking on the journal record.
2. Select the **Approve** option from the pop-up menu that appears.
3. Enter the authorization officer's ID and Password on the screen that appears
4. Finally click on the **Approve** button to post the journal entries.

Multiple requisition may be approved at once by doing the following:

1. A click on the Approve Invoices button at the bottom of the **WORK WITH JOURNAL** screen displays the screen shown below.



2. Type the *START* and *END* dates and select the *CURRENCY* for the journals to be approved then click **Accept**. The screen below appears for the selection of the journals to be approved.

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3. Select the desired journals to be approved then click **Approve** Invoices. The Officer Authority screen will appear for the entry of the authorizing officer's user name and password. On approval by the officer the initial approval selection screen will be redisplayed.

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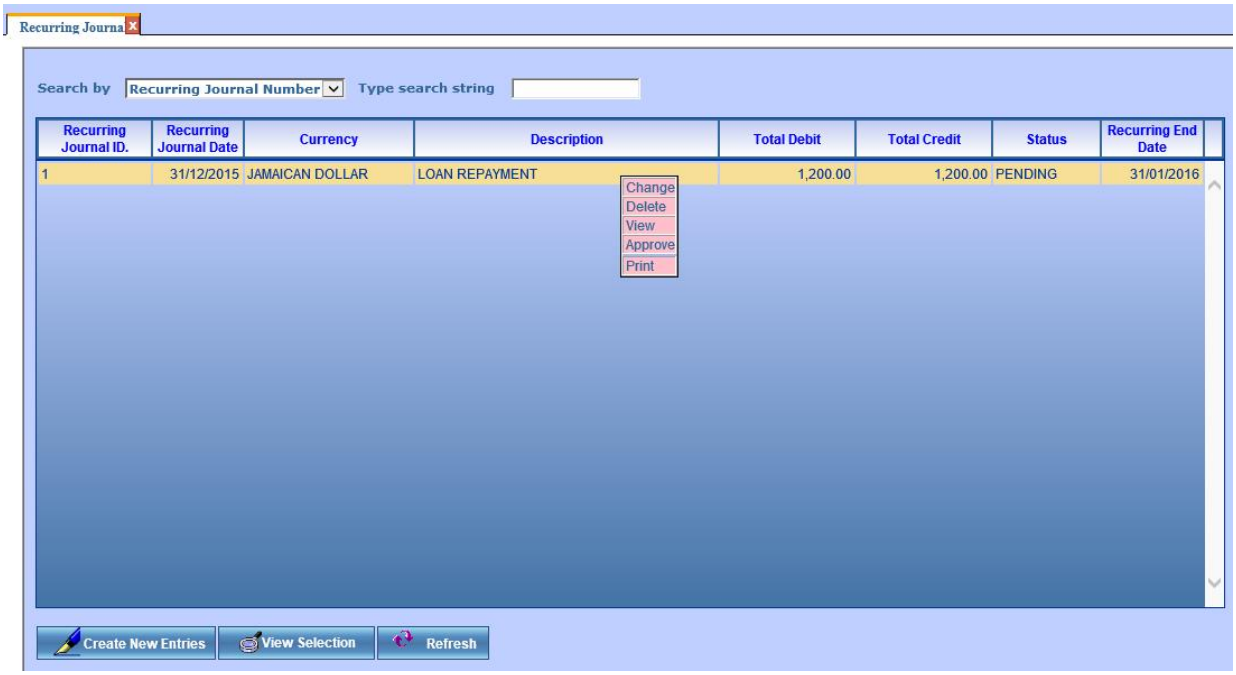
RECURRING JOURNALS

Recurring Journals are maintain by selecting the **JOURNAL VOUCHER** menu and then Selecting **RECURRING JOURNAL.** The screen below will appear.



Recurring Journal Vouchers are used for the posting of transactions to the General Ledger on a regular basis. The details of these transactions are recorded as 'Recurring Journal Voucher Details'. The posting cycle of the Recurring Journal Voucher becomes effective once approval has taken place.

The creation and approval of recurring journals are carried out as was previously outlined for the Journal Voucher. The screen below shows the information recorded for a recurring journal.

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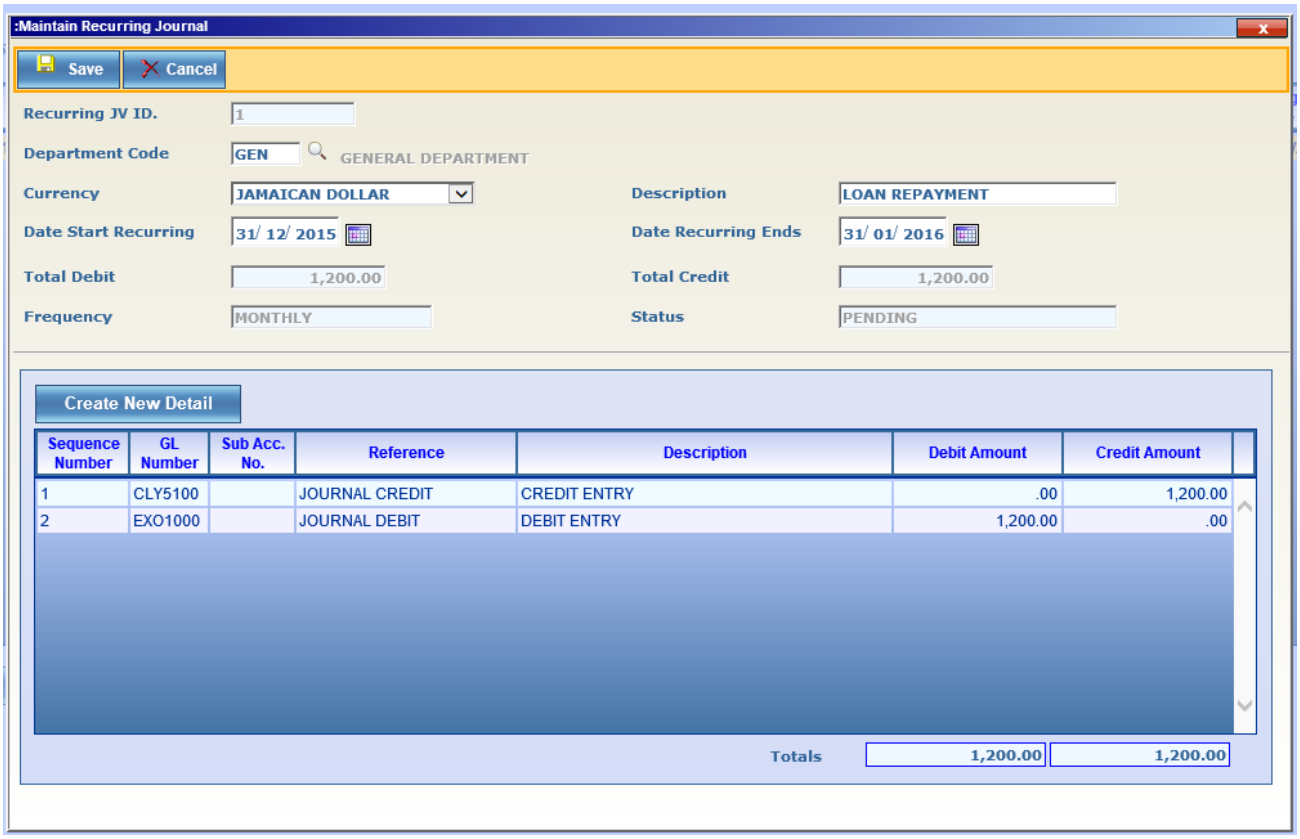

DATE START RECURRING indicates the date that posting is to begin for the entries of the recurring journal. *DATE RECURRING ENDS* indicates the date that posting is to end. The dates recorded must be end of month dates. Approval of a recurring journal makes the journal eligible for posting. If the posting cycle is to be discontinued click on the recurring journal and select the Cancel option to cancel the Recurring Journal.

How to Post Recurring Journals

Recurring journal entries are posted on a monthly basis. The posting process is carried out as follows:

- Select the **Post Recurring Journal** option from the **JOURNAL VOUCHER MENU**. The screen that appears displays the date for the posting of the recurring journals.
- Click the Accept button to post the entries.

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FIXED ASSETS MENU

MODULE OVERVIEW

The options of the fixed assets menu allow:

- The maintenance of fixed assets,
- The posting of fixed asset depreciation and
- The printing of the fixed asset register.

Fixed assets are maintained in categories.

After purchase invoice approval, information pertaining to a fixed asset's acquisition is automatically transferred to a predefined 'New Assets category'. This category is used to temporarily hold fixed assets until they are assigned to a desired category. Fixed assets may also be manually defined in the New Assets category.

When fixed assets are assigned (transferred) to a category the initial depreciation entries are posted for the asset.

Aside from the basic fixed assets maintenance options, the following other fixed assets maintenance options are presented:

- Fixed Assets revaluation
- Relocation of a fixed asset – a file is kept with fixed asset location data.
- Viewing of depreciation information for an individual asset and viewing of the total depreciation for the assets in a category.
- Asset Disposal
- Recording of insurance information

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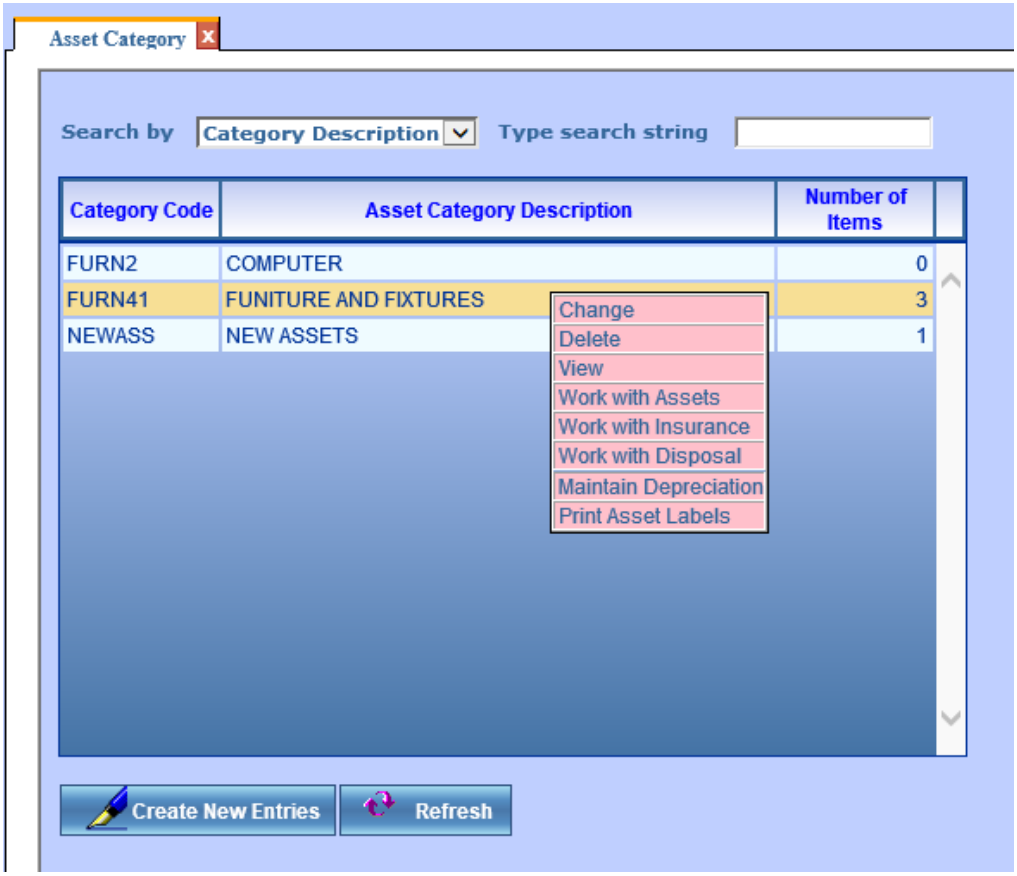
WORK WITH ASSET CATEGORY

The **WORK WITH ASSET CATEGORY** screen is obtained by selecting **ASSET CATEGORY** from the **FIXED ASSETS MENU**.



This browse enables the definition and maintenance of asset categories for fixed assets.

NUMBER OF ITEMS displays the number of fixed assets contained in the asset category.

After purchase invoice approval, information pertaining to a fixed asset's acquisition is automatically transferred to a predefined 'New Assets category'. This category is used to temporarily hold fixed assets until they are assigned to a desired category.

Only the **Work with Assets** and **View** option and can be selected from the pop-up menu that appears when the New Assets category is clicked.

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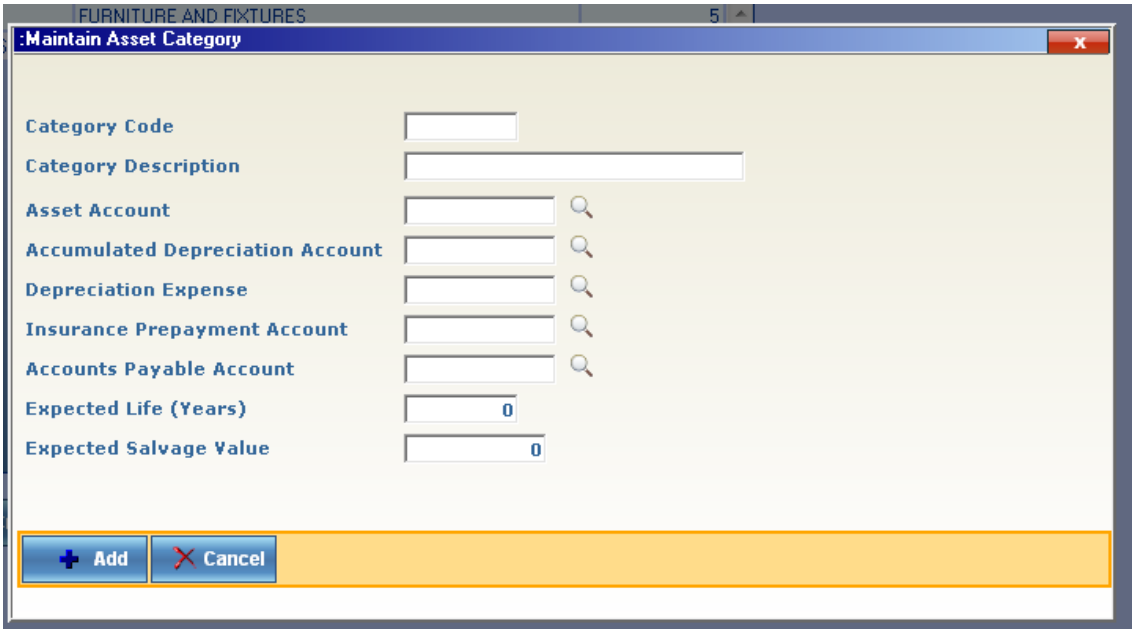
How to Create an Asset Category?

Click the Create New Entries button. The screen below appears.



Type the *CATEGORY CODE* (*this should be a unique alphanumeric code*) and *CATEGORY DESCRIPTION*.

Record the respective GL Accounts

ASSET ACCOUNT should be of type *FIXED ASSET*

ACCUMULATED DEPRECIATION ACCOUNT should be of type *Accumulated Depreciation*

DEPRECIATION EXPENSE should be an *Expense Account*

INSURANCE PREPAYMENT ACCOUNT should be of type *Other Current Assets*

ACCOUNTS PAYABLE ACCOUNT should be of type *Accounts Payable*.

Type the *EXPECTED LIFE* for the assets in the category. This time period should be typed as a decimal number. 3.33 would represent three years and four months.

Type the Expected *SALVAGE VAL* for the assets in the category.

Press **Add** to save. The **CREATE ASSET CATEGORY** screen reappears for the entry of another asset category. If no more asset categories are to be entered press **Cancel** to return to the **WORK WITH ASSET CATEGORY** screen.

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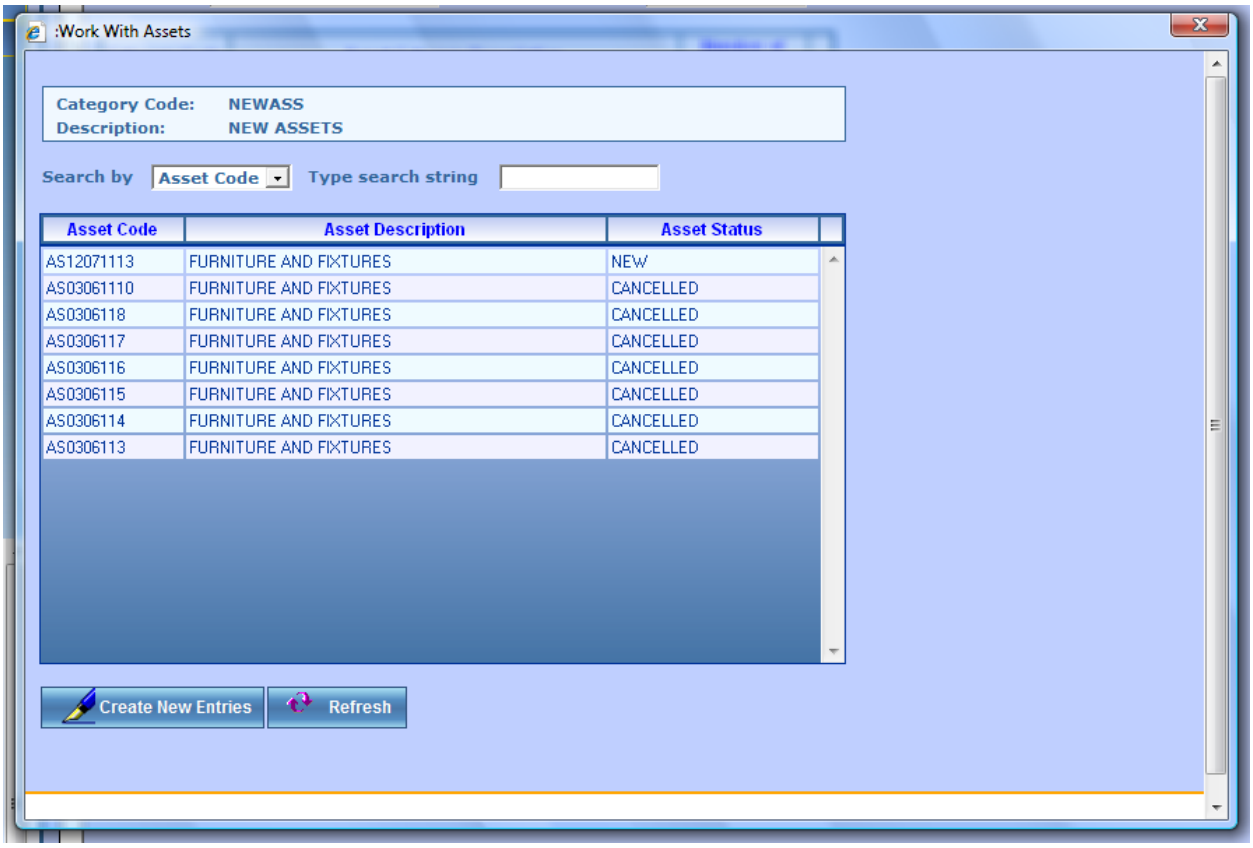
How to Create an Asset?

Click on the *New Assets category* and select **Work with Assets.**

The **WORK WITH ASSETS** screen shown below appears.



This browse allows the creation and maintenance of assets. The fixed assets transferred from the Accounts Payable Module are also displayed here. (As previously explained, the New Assets category is used to temporarily hold fixed assets until they are assigned to another category). These transferred fixed assets are assigned an *ASSET CODE* that consists of a 2 character prefix [AS] followed by a six digit date in the format DD/MM/YY then finally a 2 digit number for uniqueness.

Click the ***Create New Entries*** button. The screen below appears.

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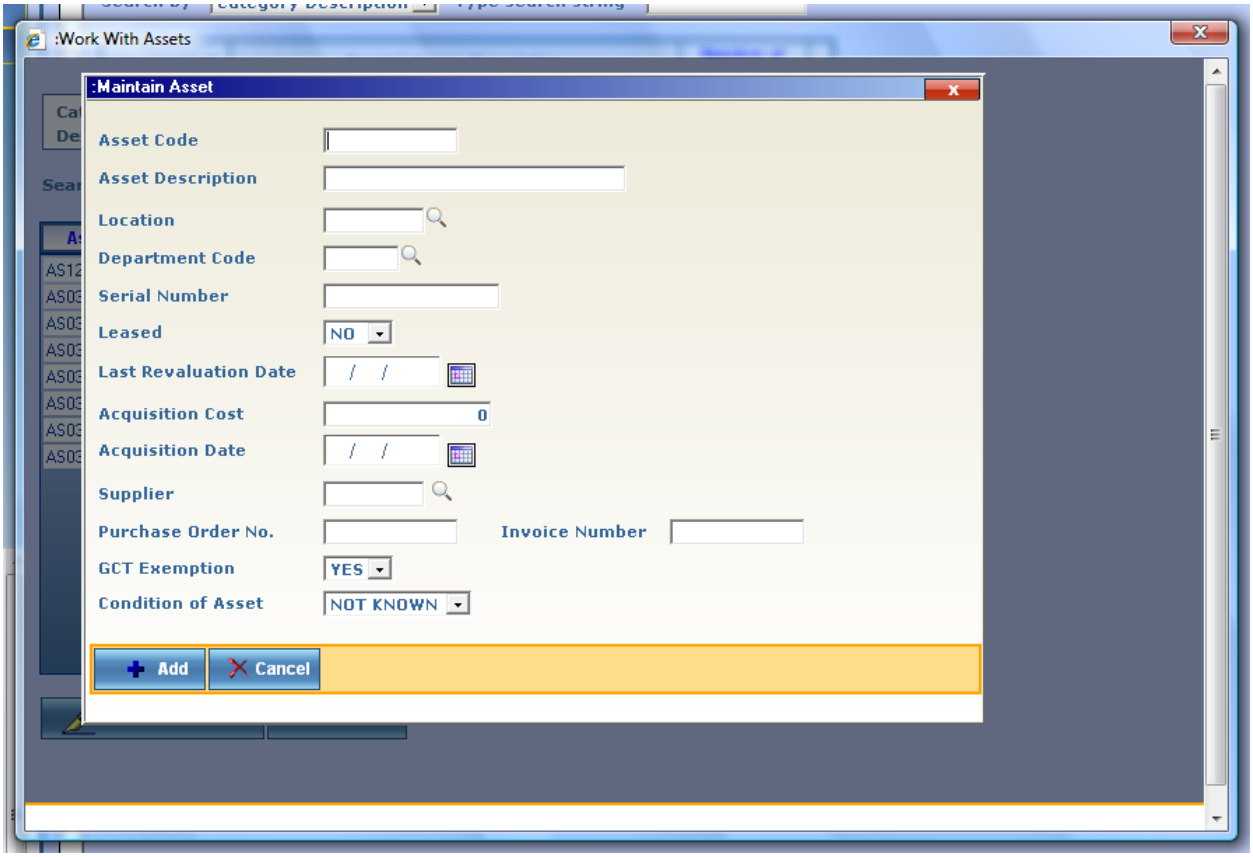

Type the *ASSET CODE* for the asset. This should be a unique alphanumeric code. It is advisable to avoid the use of a code that may fall in sequence with the codes assigned to transferred fixed assets.

Type the *ASSET DESCRIPTION* and the *LOCATION CODE.*

Type the *DEPARTMENT CODE*.

Type the *SERIAL NUMBER*.

Select 'Yes' or 'No' for *LEASED* to indicate whether the fixed is leased or not.

Type the *ACQUISITION DATE*.

Type the *SUPPLIER CODE*.

Type the *PURCHASE ORDER NO*. and the *INVOICE NUMBER*.

Type either 'Yes' or 'No' for *GCT EXEMPTION*.

Select the *CONDITION OF ASSET*.

Press **Add** to save. The **CREATE ASSET ITEM** screen reappears for the entry of another asset. If no more assets are to be entered press **Cancel** to return to the **WORK WITH ASSET** screen. An *ASSET STATUS* of 'New' is automatically displayed for the newly created asset.

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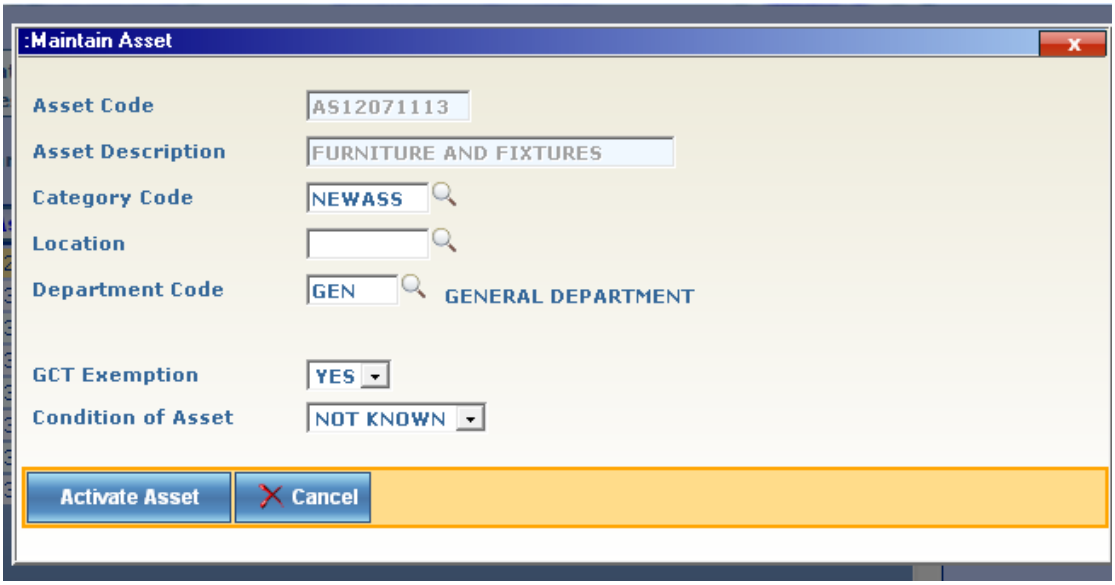
How to Activate a Fixed Asset?

The process of activating a new fixed asset causes the asset to be assigned to a category. This is done as follows:

1. Select the **Work with Assets** option for the New Asset category.

2. Select the **Activate option** for a desired asset.
   The **ACTIVATE ASSET ITEM** screen shown below appears.



Type the *CATEGORY CODE* that the asset is to be transferred to. 'NEWASS' is displayed by default.

Type the *LOCATION CODE*. If the asset being activated was created from the **WORK WITH ASSET** screen, the location code previously recorded would be displayed here.

Record any necessary changes for *DEPARTMENT CODE, GCT EXEMPTION* and *CONDITION OF ASSET*.

Click Activate Asset. The asset is transferred to the category specified and the **WORK WITH ASSET** screen is redisplayed

The asset can now be displayed and maintained by selecting the **Work with Assets** option for the category to which the asset was transferred. An *ASSET STATUS* of Active will now be displayed for the asset.

Once an asset has been activated, the details of the asset cannot be changed.

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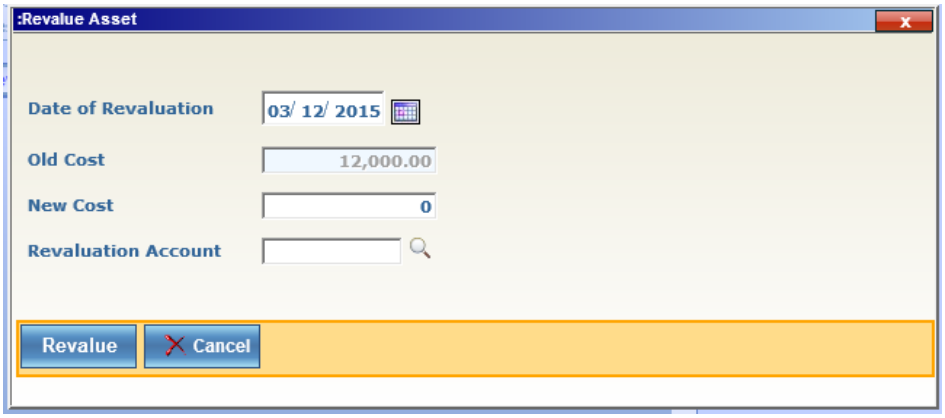
How to Revalue an Asset?

The act of asset revaluation is performed after an asset has been assigned to a category (activated). Revaluation is done as follows:

1. Select **Work with Assets** for the asset category that contains the asset to be revalued.
2. Select **Revalue Asset** for a desired asset.
3. Click the **Revalue Asset** button
4. Type the *OFFICER ID* and *OFFICER PASSWORD* on the password pop-up that appears then click **Accept**. The screen shown below will appear.



5. Type the *NEW COST* for the asset. This cost should be greater than the cost displayed for *OLD COST*.
6. If desired, type a *DATE OF REVALUATION*. The current date is displayed here by default.
7. Type the *REVALUATION ACCOUNT* number. This general ledger account should be defined in the system with an account type of **Equity - Reserve**.
8. Press **Revalue** to save. The depreciation for the fixed asset is now recalculated to increase the life span of the asset.

   When posting for depreciation is done to the general ledger, the difference between the old and new depreciation amounts is posted to the revaluation account specified. The remaining depreciation amount is posted to the accumulated depreciation account specified during asset category creation.

How to Relocate an Asset?

The act of asset relocation is performed after an asset has been assigned to a category (activated). Relocation is done as follows:

1. Select **Work with Assets** for the asset category that contains the asset to be relocated.
2. Select **Maintain Location History** for a desired asset. The screen shown below appears. This screen displays the location history of the asset.

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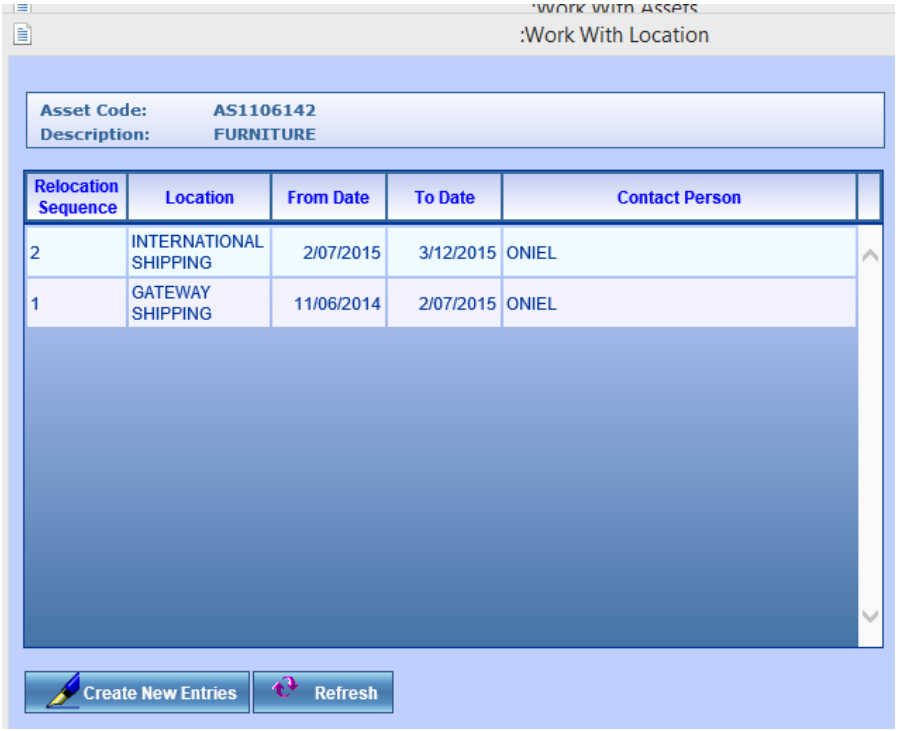
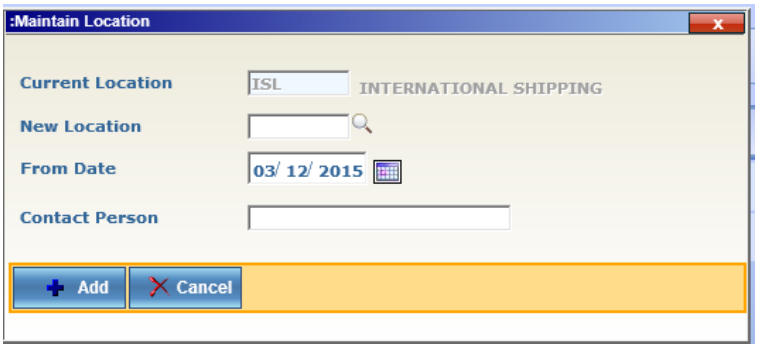


3. Click **Create New Entries**. The



4. Record the *NEW LOCATION*, The date of the asset relocation (*FROM DATE*) and the *CONTACT PERSON*.
5. Press **Add** to save.

How to Dispose of an Asset?

Selection of the **Work with Disposal** option for an asset category allows you to dispose of fixed assets in that category. On option selection, the assets in the category that have been disposed of are displayed.

The disposal of an asset is then carried out as follows:

- Click on the **Create New Entries** button – this enables the recording of disposal information for an asset.
- Clicking on the **Dispose of Asset Item** option for the newly created disposal detail – this option is then used for the actual disposal of the asset.

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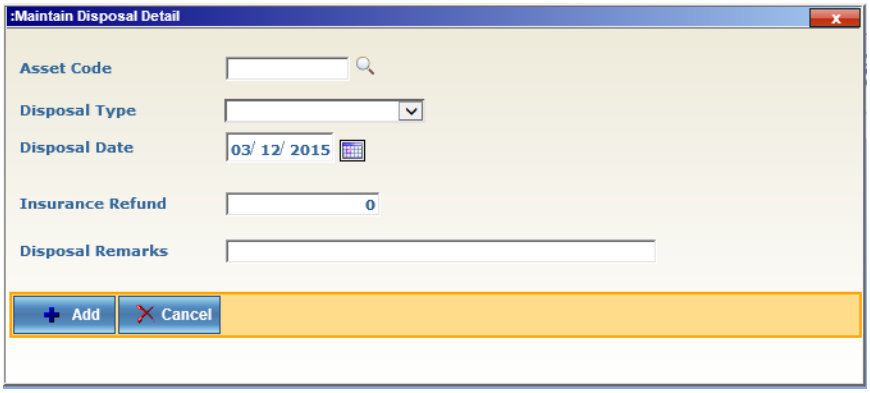
How to Create a Disposal Detail?

The recording of disposal information for an asset is done as follows:

1. Click on the **Create New Entries** button. The **CREATE DISPOSAL DETAIL** screen appears.

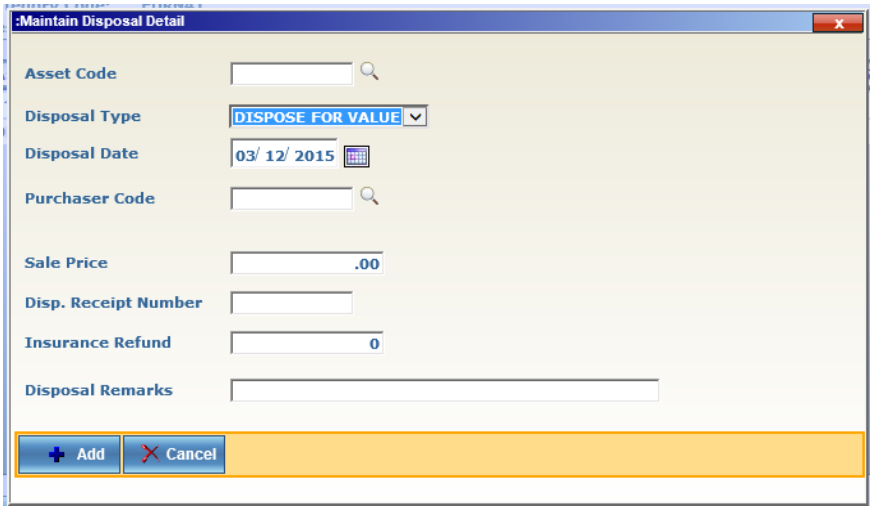


2. Type the *ASSET CODE*.

3. Select the *DISPOSAL TYPE*. (*Dispose for Value* or *Write Off*)

4. Type the *DISPOSAL DATE*. The current date is displayed here by default.

5. If Disposed for Value was selected for the screen display would be as shown below.



6. Type the *PURCHASER CODE* if the asset is being disposed for value.

7. Type the *SALE PRICE* if the asset is being disposed for value.

8. Type the *DISP. RECEIPT NUMBER* if the asset is being disposed for value.

9. Type the *INSURANCE REFUND* amount.

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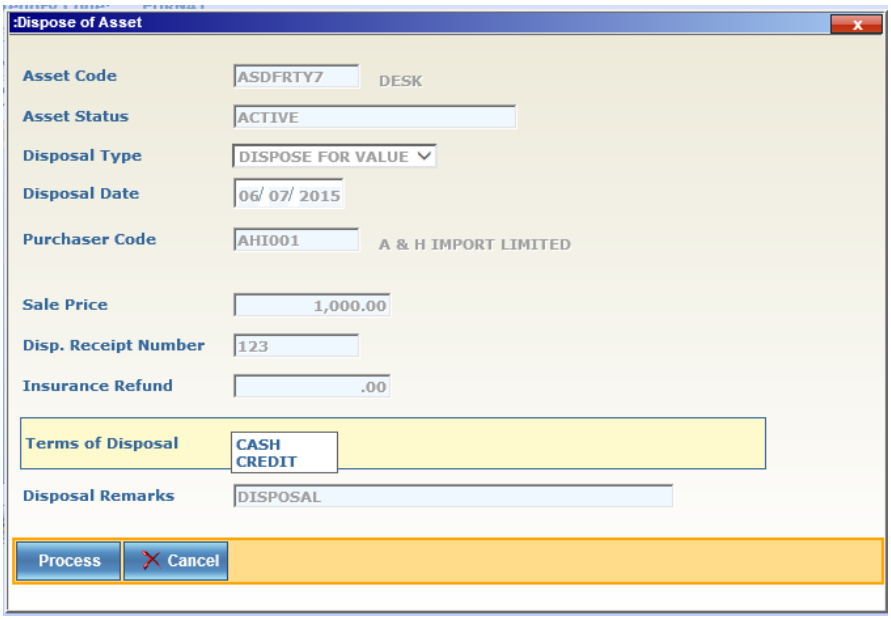
10. Type the *DISPOSAL REMARKS* then press **Add** to save. The **WORK WITH DISPOSAL** screen is now redisplayed with the asset for which disposal information was recorded.

How to Dispose of an Asset Item?

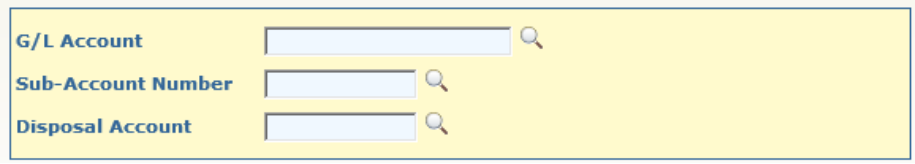
Once disposal information has been recorded for an asset, the following is done to post the necessary entries to the general ledger:

1. Select the **Dispose of Asset Item** option for the asset to be disposed of. The screen shown below appears.

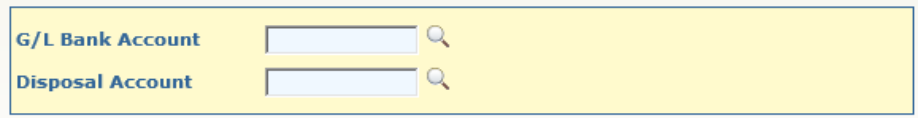


2. Select the *TERMS OF DISPOSAL*. Either 'CASH' or 'CREDIT'.

3. Click the **Process** button. Additional entry fields now appear on the **DISPOSE OF ASSET ITEM** screen. If 'CREDIT' was selected the following additional fields would be displayed.



If 'CASH' was selected the following additional fields would be displayed instead.



4. Type the *G/L BANK ACCOUNT (and SUB ACCOUNT if being disposed of for credit)* and the *DISPOSAL ACCOUNT* for transaction posting.

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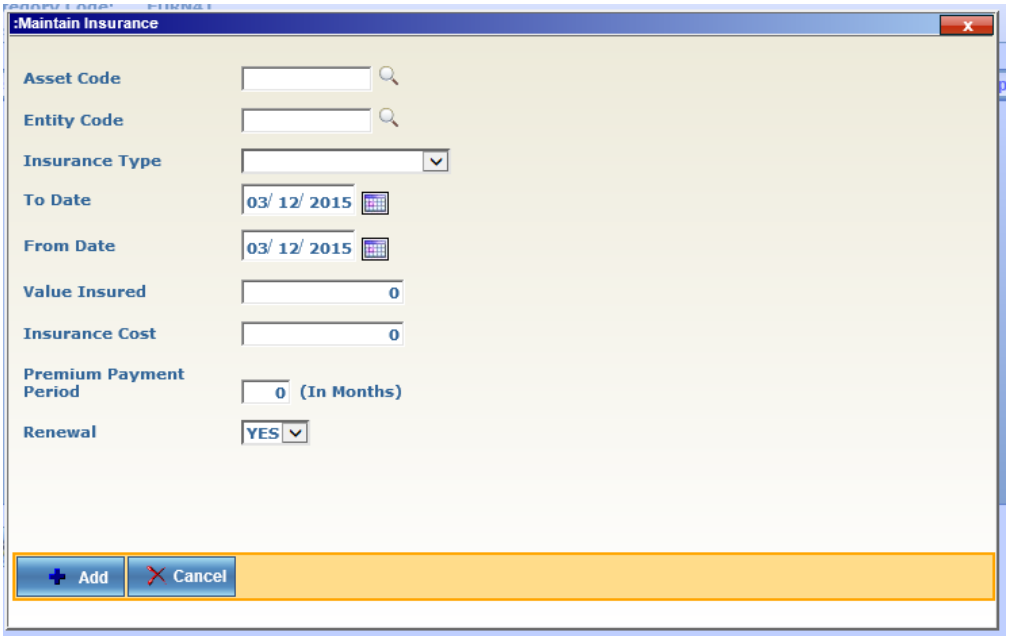
5. Click **Dispose**. The general ledger transactions are now posted.

How to Record Insurance Information for an Asset?

Selection of the **Work with Insurance** option for an asset category allows you to record insurance information for the fixed assets in that category. On option selection, a click on the **Create New Entries** button facilitates the actual recording if insurance information for an asset on the screen shown below.



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HOWTO RUN THE FIXED ASSET REGISTER

Select **Fixed Asset Register** from the **Fixed asset** menu. The screen below appears

Select 'Yes' for the asset types to be displayed on the register then click Accept. The Asset is then generated for printing.

HOW TO POST DEPRECIATION

Select **Post Depreciation** from the **Fixed asset** menu then click **Accept**. Depreciation will then be posted the next month for which depreciation is to be posted.

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REPORTS

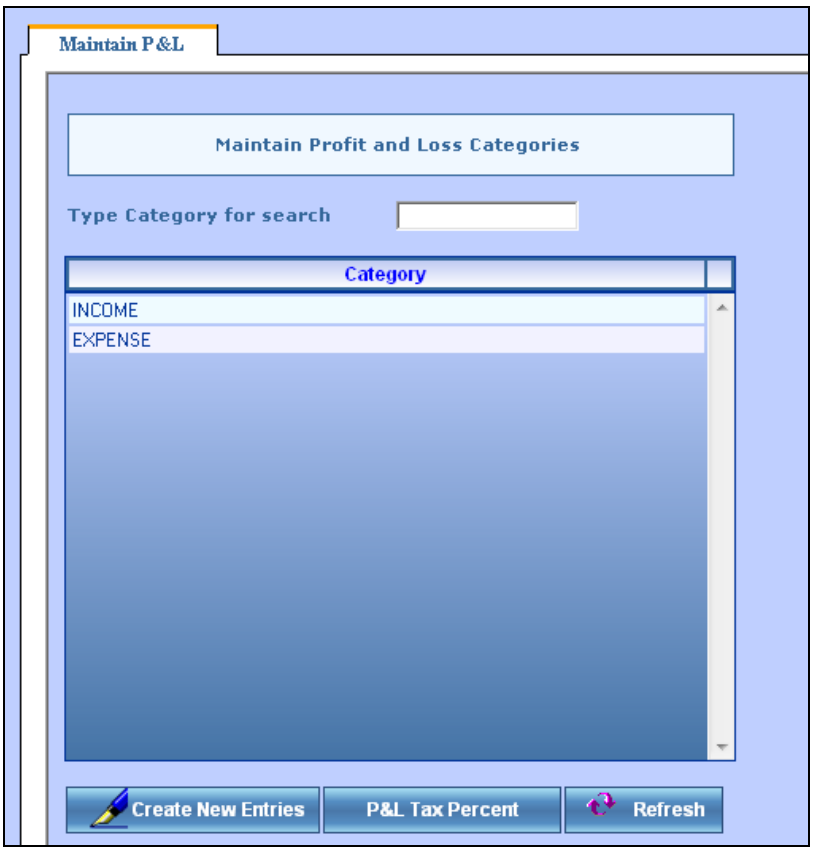
MAINTAIN PROFIT AND LOSS ACCOUNTS

In defining Profit and Loss accounts the following are recorded:

- The Profit and Loss category
- The Account groups for each category
- The accounts that comprise the account group

How to Create a Profit and Loss Category?

1. Select the **MAINTAIN P & L ACCOUNTS** option from the **REPORTS MENU.** The screen shown below appears.



2. Click the **Create New Entries** button. The screen shown below appears.

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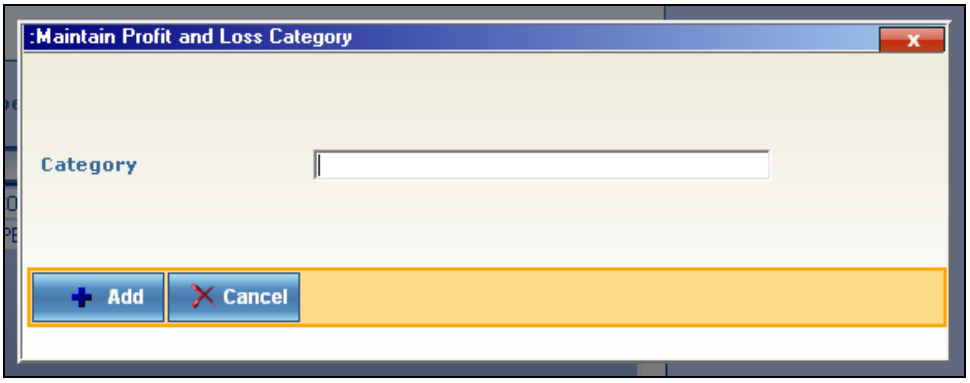


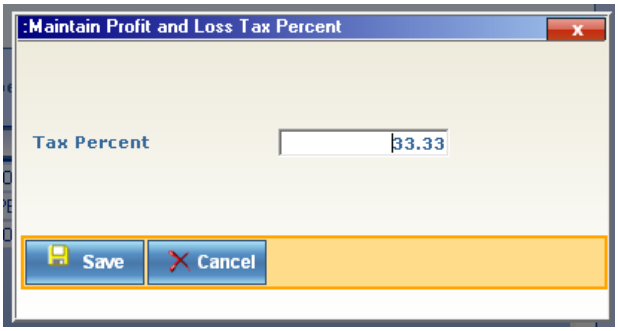
3. Type the *Category* name.

4. Click **Add**. The category appears among the list of categories and the entry of another category is allowed.

5. Click **Cancel** to discontinue the entry of categories.

How to record the Taxation Percentage for the Profit and Loss Report?

1. From the **MAINTAIN P&L** screen click the **P&L Tax Percent** button. The screen below appears.



2. Record the *Tax Percent* and click **Save**. The **MAINTAIN P&L** screen is redisplayed.

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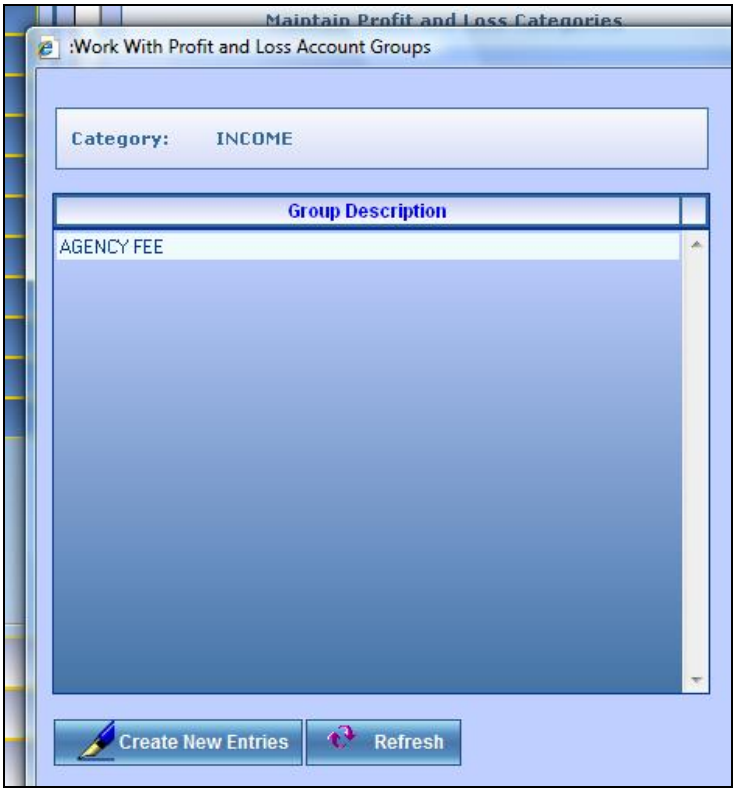
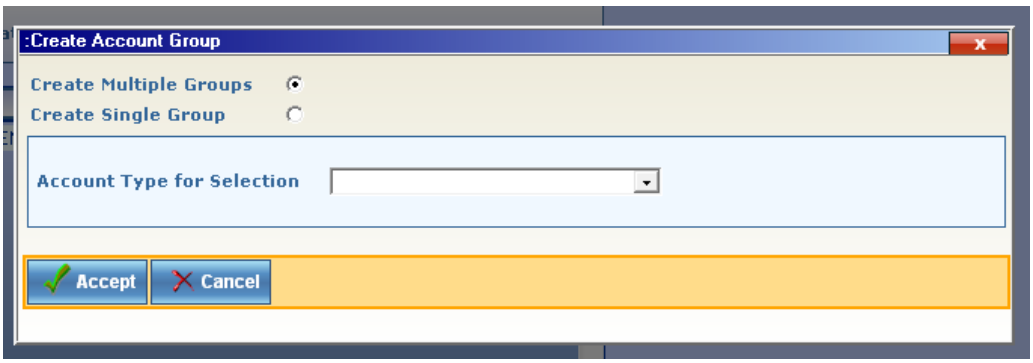
How to Add Account Groups to a Category?

1. Click on a desired category on the **MAINTAIN P&L** screen and click on **Work with Accounts Group**. The screen below appears.



2. Click the **Create New Entries** button. The screen shown below appears.



You may create multiple groups or a single group for the category at this point.

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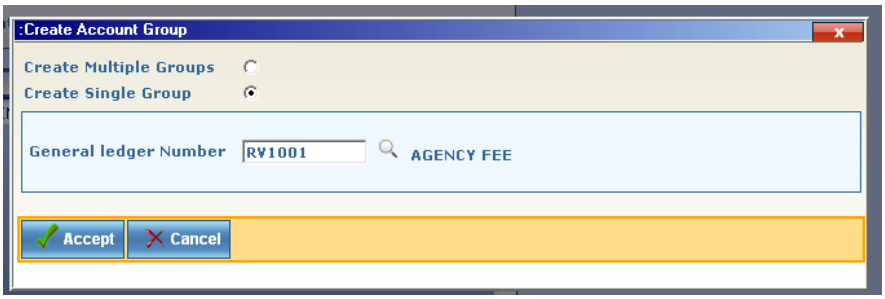
How to add a Single Account Group to a Category?

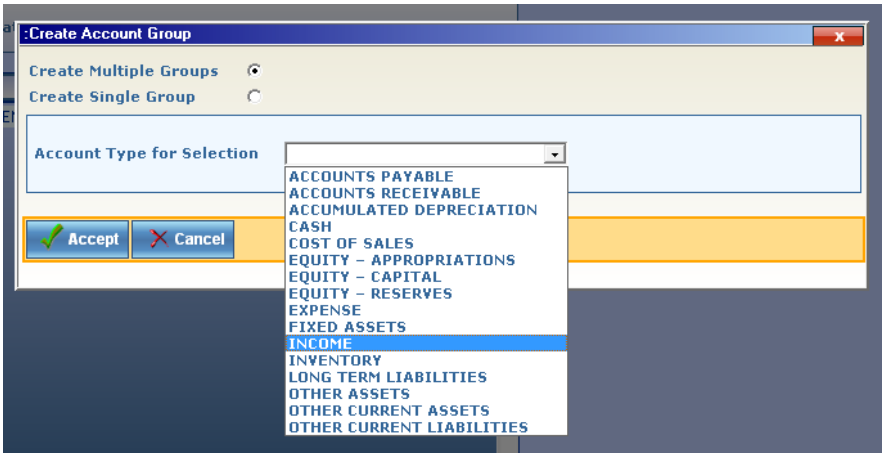
1. Click the radio button for **Create Single Group**. The screen shown below appears.



2. Type or prompt for the desired *General Ledger Number* and click **Accept**. The **WORK WITH PROFIT AND LOSS ACCOUNTS GROUP** screen is redisplayed with the newly added GL account.

How to add a Multiple Groups to a Category?

1. Click the radio button for **Create Multiple Groups** and select the desired account type.



2. Click **Accept**. The screen shown below appears.

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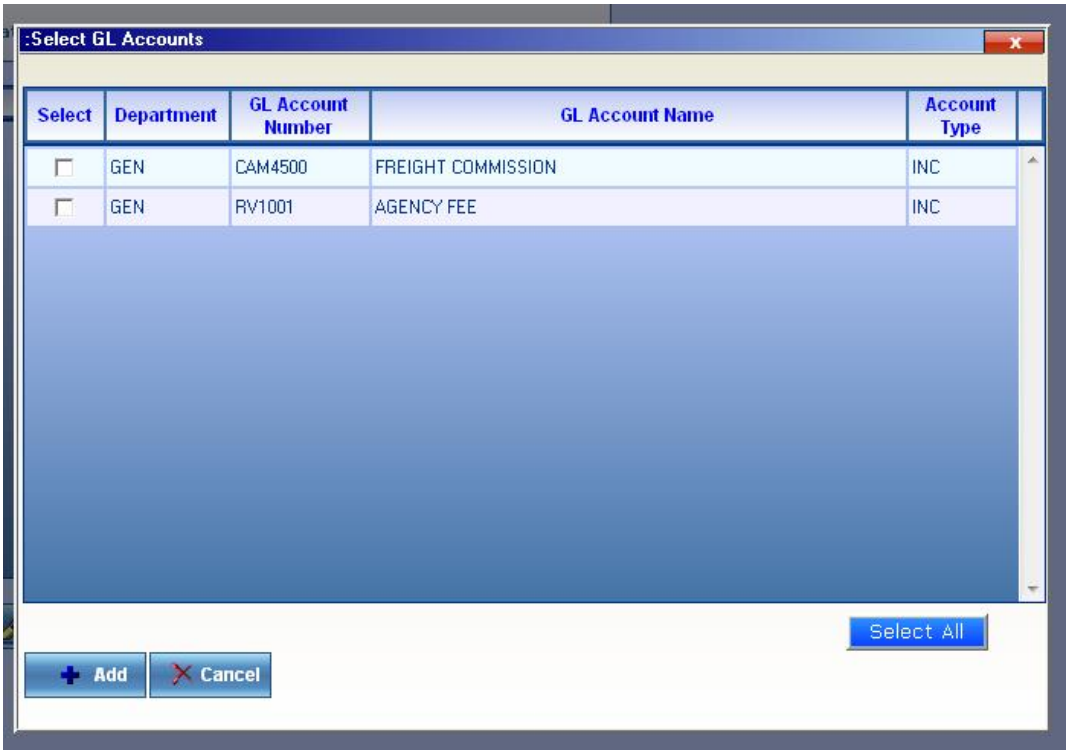

3. Select the desired GL accounts for the accounts group (You may click the **Select All** button or select the accounts individually). Click **Add**. The **WORK WITH PROFIT AND LOSS ACCOUNTS GROUP** screen is redisplayed with the newly added GL account(s).

How to Add Accounts to an Accounts Group?

This process which is similar to the procedure of adding an accounts group to a category is done as follows:

1. Click on a desired account group on the **WORK WITH PROFIT AND LOSS ACCOUNTS GROUP** screen and click on **Work with Accounts.**
2. Click the **Create New Entries** button on the **WORK WITH PROFIT AND LOSS ACCOUNTS** screen that appears. You may record multiple accounts or a single account for the group at this point.

How to add a Single Account to a Group?

1. Click the radio button for **Create Single Account**.

2. Type or prompt for the desired *General Ledger Number* and click **Accept**. The **WORK WITH PROFIT AND LOSS ACCOUNTS** screen is redisplayed with the newly added GL account.

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How to add a Multiple Groups to a Category?

1. Click the radio button for **Create Multiple Accounts** and select the desired account type.

2. Click **Accept**.

3. Select the desired GL accounts for the accounts group (You may click the **Select All** button or select the accounts individually). Click **Add**. The **WORK WITH PROFIT AND LOSS ACCOUNTS** screen is redisplayed with the newly added GL account(s).

MAINTAIN SCHEDULES

In defining schedules the following are recorded:

- Schedule headers
- The category for each schedule
- The Account groups for each category
- The accounts that comprise the account group

The following schedule headers are predefined in the system for use:

- Current Assets
- Current Liabilities
- Fixed Assets

How to Create a Schedule Header?

1. Select the **MAINTAIN SCHEDULE** option from the **REPORTS MENU.** The screen shown below appears.

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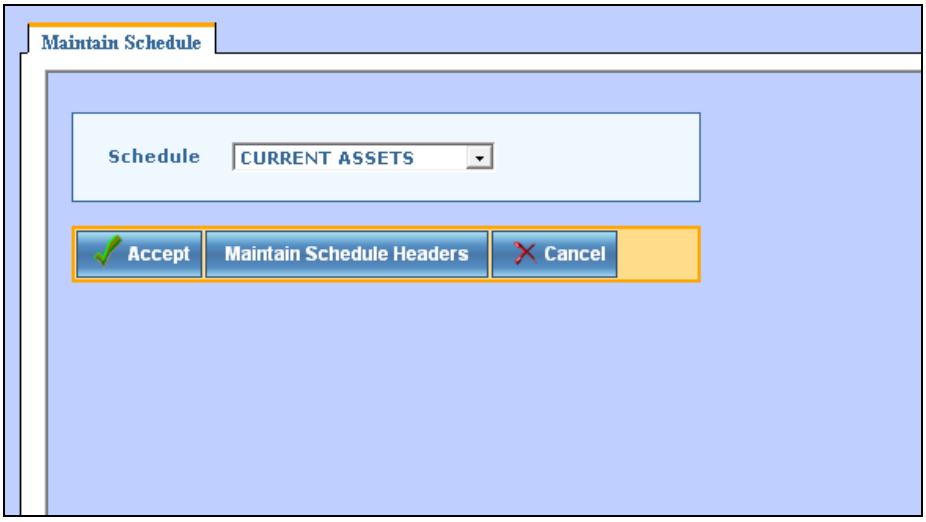
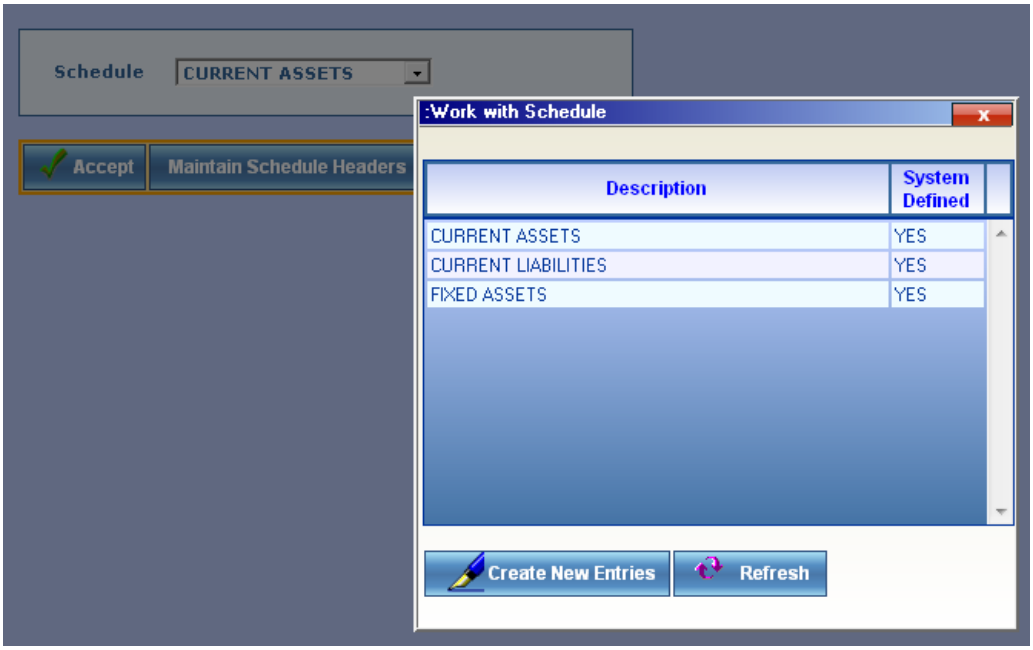


2. Click the **Maintain Schedule Headers** button. The screen shown below appears.



3. Click the **Create New Entries** button, type the description and press Add to Save.

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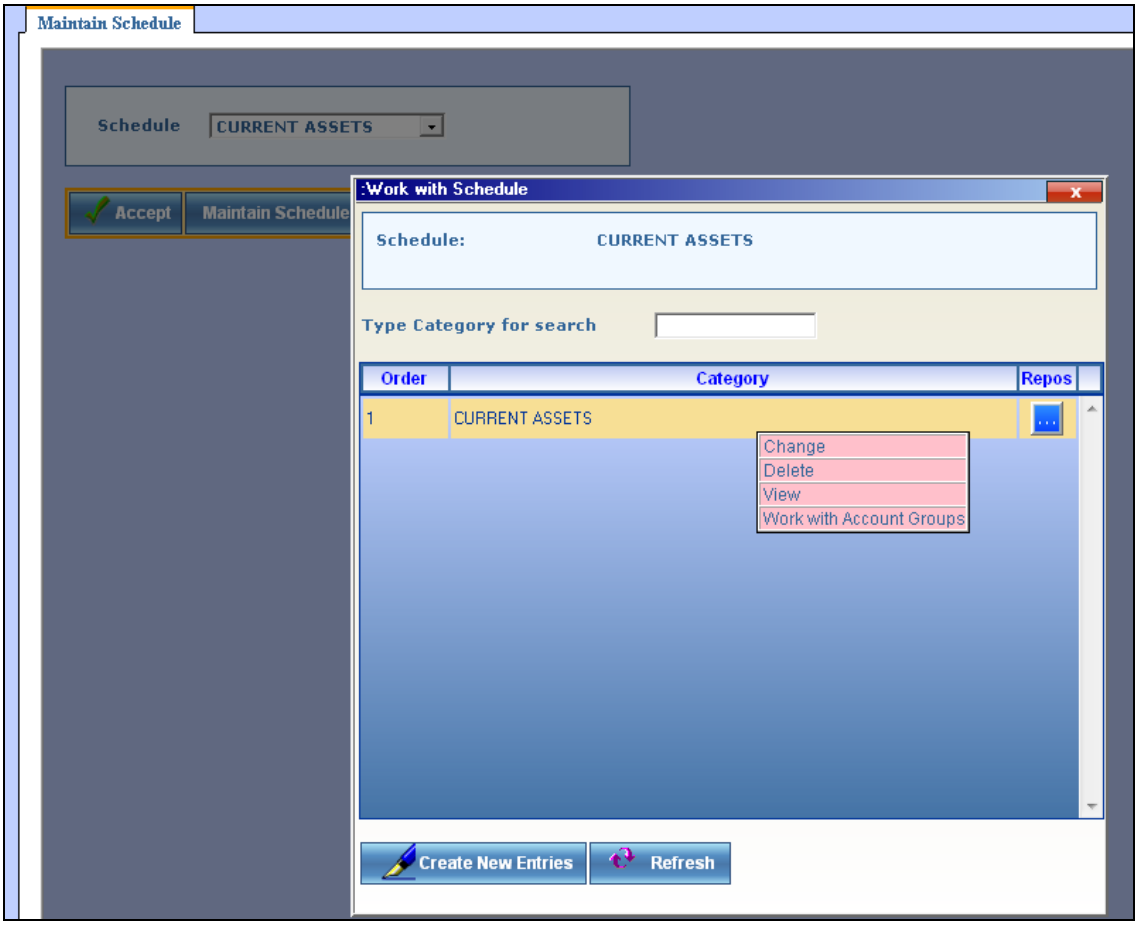
How to Maintain Categories for a Schedule?

The schedule reports may consist of major groupings (categories) and these grouping will have account groups.

From the Maintain Schedule screen, select the desired schedule and click accept. The screen below appears with the existing categories for the schedule.



You may add a new category by clicking the **Create New Entries** button.

A click on a desired category displays the maintenance options as displayed above.

A click on the Work with Account Groups allows the definition of the account groups for the category. The definition of these account groupings is carried out as outlined for the maintain profit and loss option.

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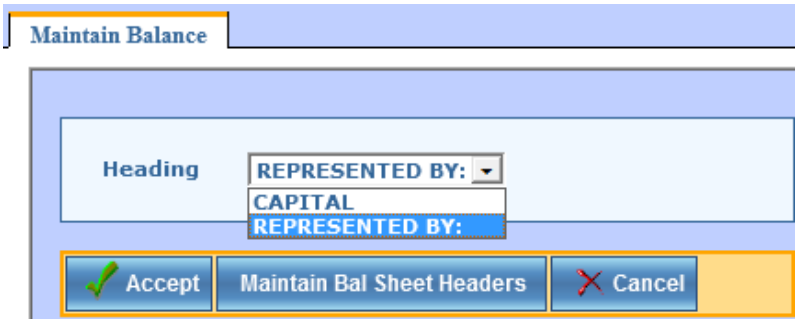
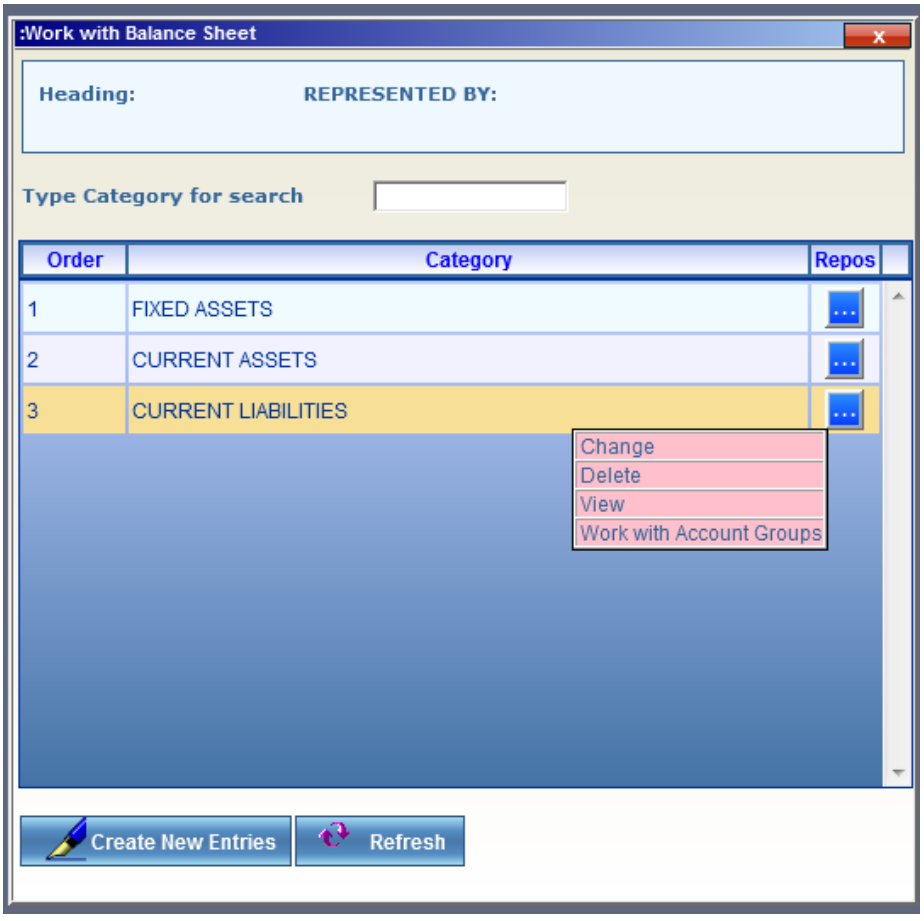
MAINTAIN BALANCE SHEET

The Maintain Balance Sheet option allows maintenance of the balance sheet report similar to the maintenance of schedules. The option allows the maintenance for two major headings (shown below).



Maintain Bal Sheet Headers allows maintenance of the descriptions of these headers and a click on the Accept button allows maintenance of the categories for a major header. The screen below shows the categories for the Represented by header.



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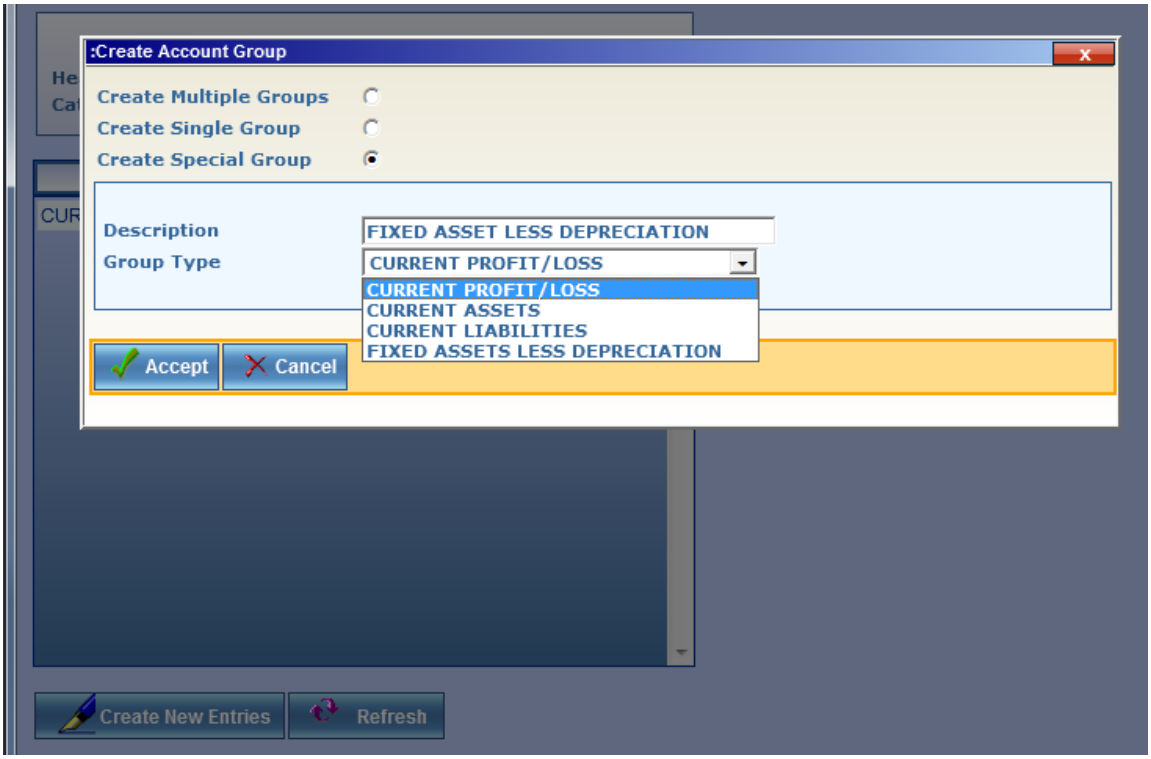
The Work with Account Groups allows maintenance of the account groups for each category as previously outlined with the facility to add special account groupings.



The special group types that may be added to a category are:

Current Profit/Loss – Balances for this are retrieved from the profit and loss report
Current Assets – Balances for this are retrieved from the current assets schedule.
Current Liabilities – Balances for this are retrieved from the current liabilities schedule
Fixed Asset Less Depreciation Balances for this are retrieved from the fixed assets schedule

RUNNING THE FINANCIAL REPORTS

The **Generate Profit & Loss** option allows generation of the Profit & Loss report. On option selection select the end of month date and click accept.

The **Generate Shedules** option allows generation of the schedules. On option selection select the end of month date and click accept.

The **Generate Balance Sheet** option allows generation of the balance sheet report. On option selection select the end of month date and click accept.

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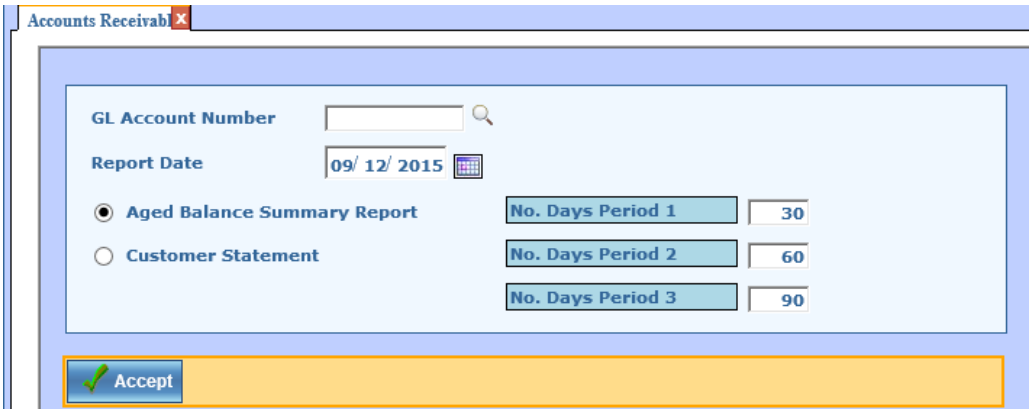
The **Financial Statement Listing** option facilitates the generation of reports that display:

- The line items that comprise the individual financial reports and
- A listing of the general ledger accounts that have not been recorded on any financial report.

The screen that appears on option selection is shown below.

GENERATING THE ACCOUNTS RECEIVABLES REPORT

The **Accounts Receivables** option allows the generation of the accounts receivables report. The screen below appears on option selection.



On this screen select the **GL Account Number** and record the **Report Date** for which the report is to be generated. Define the aging period for report. The aging period defaults to the periods shown above. Select the type of report to be generated **Aged Balance Summary Report** or **Customer Statement** Then click Accept to generate the desired report. Samples of each report are displayed below.

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Aged Balance Summary Report

GSG SHIPPING INT'L LTD
Accounts Receivables Report
FREIGHT RECEIVABLE (CAF4500)
for period ending 9/12/2015

Customer	Outstanding Amount	0 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days
A.J. BARNED AND SONS LTD	400.00	.00	.00	.00	400.00
Total for FREIGHT RECEIVABLE (CAF4500)	400.00	.00	.00	.00	400.00

Customer Statement

GSG SHIPPING INT'L LTD
Customer Statement
for period ending 9/12/2015

Customer: A.J. BARNED AND SONS LTD (AJBAS)
Address:

KINGSTON
JAMAICA

Invoice	Date	Rcpt/CNote	Date	Debit	Credit	Outstanding Amount
1	28/02/2015	RC16	28/02/2015	1,000.00	500.00	500.00
1	28/02/2015	CN1	28/02/2015	.00	100.00	400.00
Over 90 Days				1,000.00	600.00	400.00
Customer Totals				1,000.00	600.00	400.00

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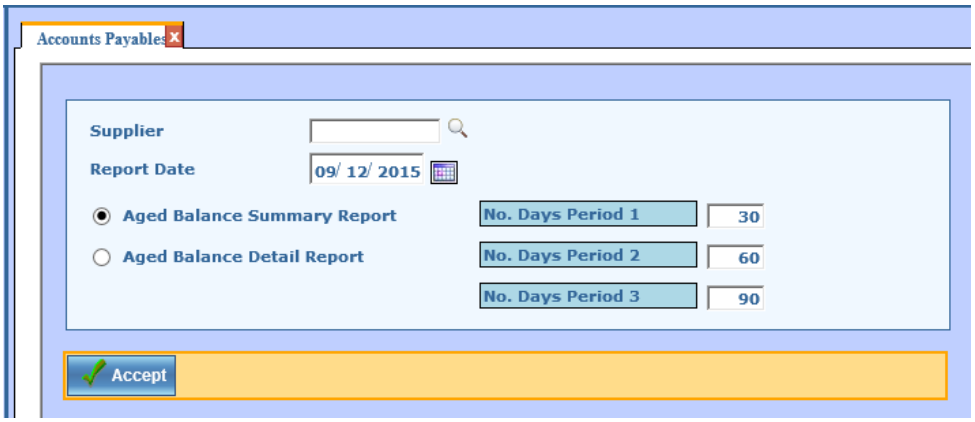
GENERATING THE ACCOUNTS PAYABLES REPORT

The **Accounts Payables** option allows the generation of the accounts payables report. The screen below appears on option selection.



On this screen select the **Supplier** and record the **Report Date** for which the report is to be generated. Define the aging period for report. The aging period defaults to the periods shown above. Select the type of report to be generated **Aged Balance Summary Report** or **Aged Balance Detail Report** Then click Accept to generate the desired report. Samples of each report are displayed below.

Aged Balance Summary Report

GSG SHIPPING INT'L LTD
Accounts Payable Report
A & H IMPORT LIMITED (AHI001)
for period ending 9/12/2015

Purchase Invoice	Outstanding Amount	0 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days
1	5,862.50	.00	.00	.00	5,862.50
Total for A & H IMPORT LIMITED	5,862.50	.00	.00	.00	5,862.50

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Aged Balance Detail Report

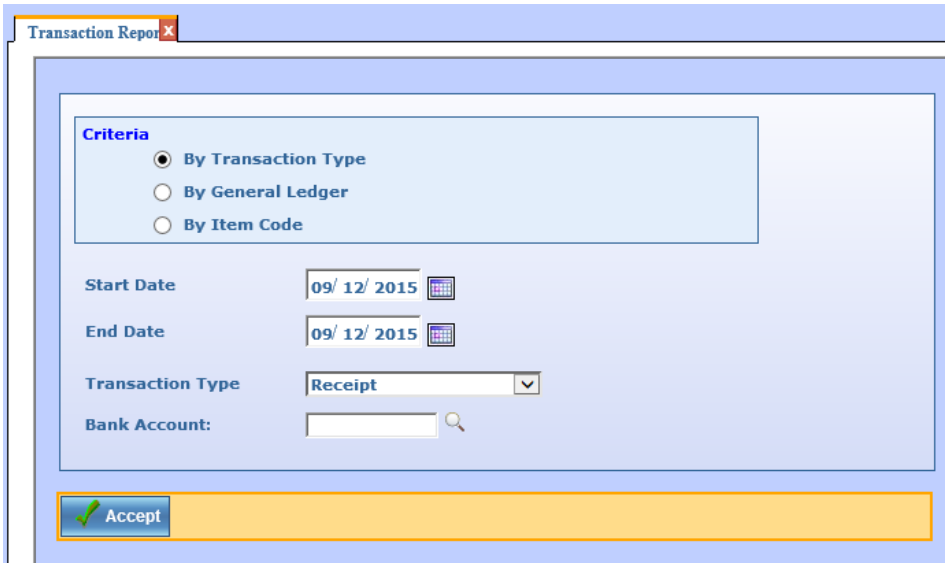
GSG SHIPPING INT'L LTD
Outstanding Purchase Invoice Report
for period ending 9/12/2015

Supplier: A & H IMPORT LIMITED (AHI001)
Address: 72A Hagley Park Road
Kingston
Kingston
Jamaica

Invoice	Date	Cheque	Date	Debit	Credit	Outstanding Amount
1	30/03/2015	CQ1001	28/02/2015	23,450.00	17,587.50	5,862.50
Over 90 Days				23,450.00	17,587.50	5,862.50
Supplier Totals				23,450.00	17,587.50	5,862.50

GENERATING A TRANSACTION REPORT

The **Transaction Report** option allows the generation of a transaction report. The screen below appears on option selection.



This screen facilitates the generation of a transaction report based on the criteria selected. If **By Transaction Type** is selected a report can be generated for a **transaction type** (for e.g., receipts), for a particular **date range** and **bank account.**

If **By General Ledger** is selected a report can be generated for a **General Ledger**, for a particular **date range.** The screen that appears when **By General Ledger** is selected is shown below.

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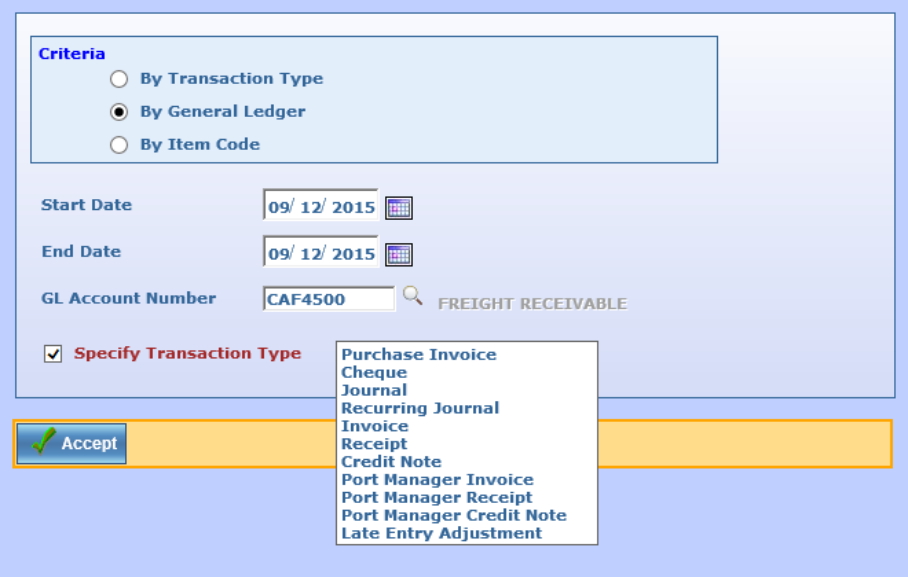
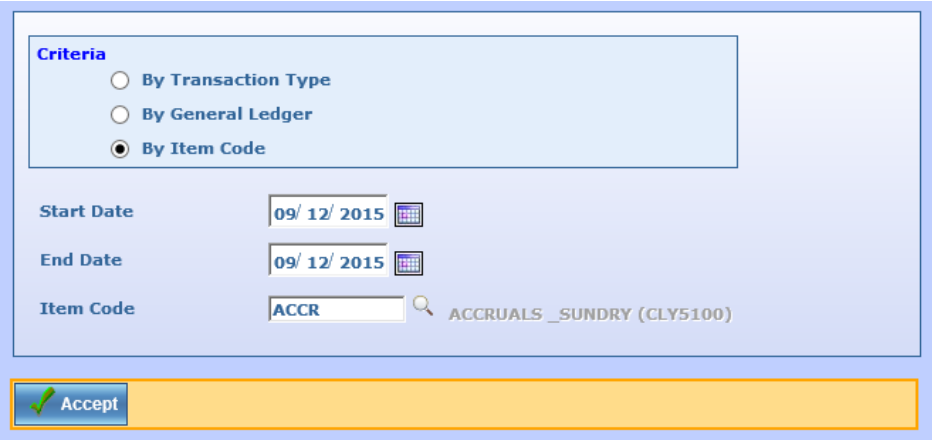


If **Specify Transaction Type** is checked the report will display only the transactions of the selected transaction type that were posted to the general ledger within the date period specified.

If **By Item Code** is selected a report can be generated for the transactions associated with a specified **Item Code**, for a particular **date range.** The screen that appears when **By Item Code** is selected is shown below.



A sample of a transaction report is displayed below.

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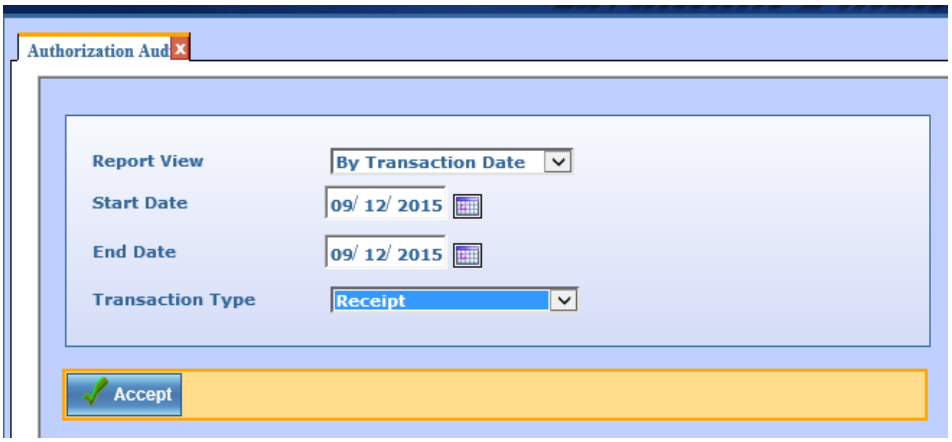
GSG SHIPPING INT'L LTD
ITEM: ACCR - ACCRUALS _SUNDRY
PERIOD
1/10/2015 - 30/11/2015

Source	Date	Description	GlAccount	Sub Account	Reference	Debit	Credit	Ship	Reported Date
CN15	2/11/2015	ACCRUALS _SUNDRY	EXO1000		DBT	3.00	.00		
CN15	2/11/2015	ACCRUALS _SUNDRY	CLY5100		DBT	7.00	.00		
CQ138	2/11/2015	Expense:PAYMENTInvoice:123WE5	EXO1000		DBT	360.00	.00		
CQ138	2/11/2015	Expense:PAYMENTInvoice:123WE5	CLY5100		DBT	840.00	.00		
CQ139	2/11/2015	Expense:SUNSRYInvoice:DFRTY7	EXO1000		DBT	360.00	.00	A ROSA BLU	21/12/2002
CQ139	2/11/2015	Expense:SUNSRYInvoice:DFRTY7	CLY5100		DBT	840.00	.00	A ROSA BLU	21/12/2002
IN34	2/11/2015	invoice for accruals	EXO1000		CDT	.00	360.00		
IN34	2/11/2015	invoice for accruals	CLY5100		CDT	.00	840.00		
RC33	26/10/2015	ACCRUALS _SUNDRY	EXO1000		CDT	.00	150.00		
RC33	26/10/2015	ACCRUALS _SUNDRY	CLY5100		CDT	.00	350.00		
RC34	2/11/2015	ACCRUALS _SUNDRY	EXO1000		CDT	.00	120.00		
RC34	2/11/2015	ACCRUALS _SUNDRY	CLY5100		CDT	.00	280.00		
				Totals		2,410.00	2,100.00		

GENERATING THE AUTHORIZATION AUDIT REPORT

The **Authorization Audit Report** option allows the generation of a report of the details of authorized transactions in the system. The screen below appears on option selection.



Select *By Transaction Date* or *By Authorization Date* for **Report View**. Record the **date range** and **Transaction Type** of the authorized transactions to be viewed. Finally, click **Accept**. The report will be generated as shown below.

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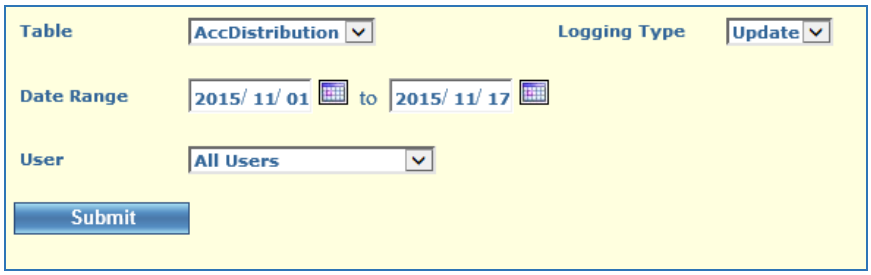
GSG SHIPPING INT'L LTD
Journal Voucher Authorization Audit Report
By Transaction Date
Transaction Status: APPROVED
Period
1/01/2015 - 9/12/2015

Source	Date	Currency	Local Currency Amount	Officer	Authorization Date	Authorization Time
JV15	10/02/2015	JAMAICAN DOLLAR	457,777.24	user1 - User System	10/02/2015	3:40 PM
JV17	2/07/2015	JAMAICAN DOLLAR	150.00	user1 - User System	2/07/2015	4:15 PM
JV21	9/10/2015	JAMAICAN DOLLAR	1,000.00	user1 - User System	9/10/2015	1:20 PM

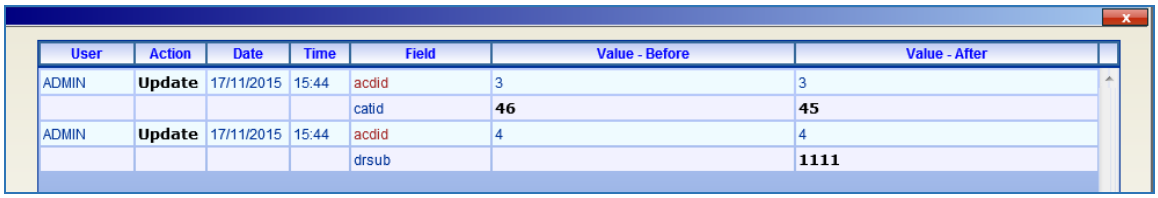
DISPLAY LOG FILE

To view logs for activities for a specified period, user and record type, follow these steps:

1. Select the **View Logs** option from the **Reports menu**.



2. Select the table for which activity data should be returned from the **Table** drop down list. **Note:** Only tables which have been defined for logging via the Maintain Log screen will be presented in this drop down list.
3. Select the **Logging Type** for which data should be displayed. If data for all activities should be displayed, select '**All**'.
4. Enter the **Date Range** and specify a user or select 'All Users' for the **User** field.
5. Click Submit to generate the report similar to the one shown below.



User	Action	Date	Time	Field	Value - Before	Value - After
ADMIN	**Update**	17/11/2015	15:44	acdid	3	3
				catid	**46**	**45**
ADMIN	**Update**	17/11/2015	15:44	acdid	4	4
				drsub		**1111**

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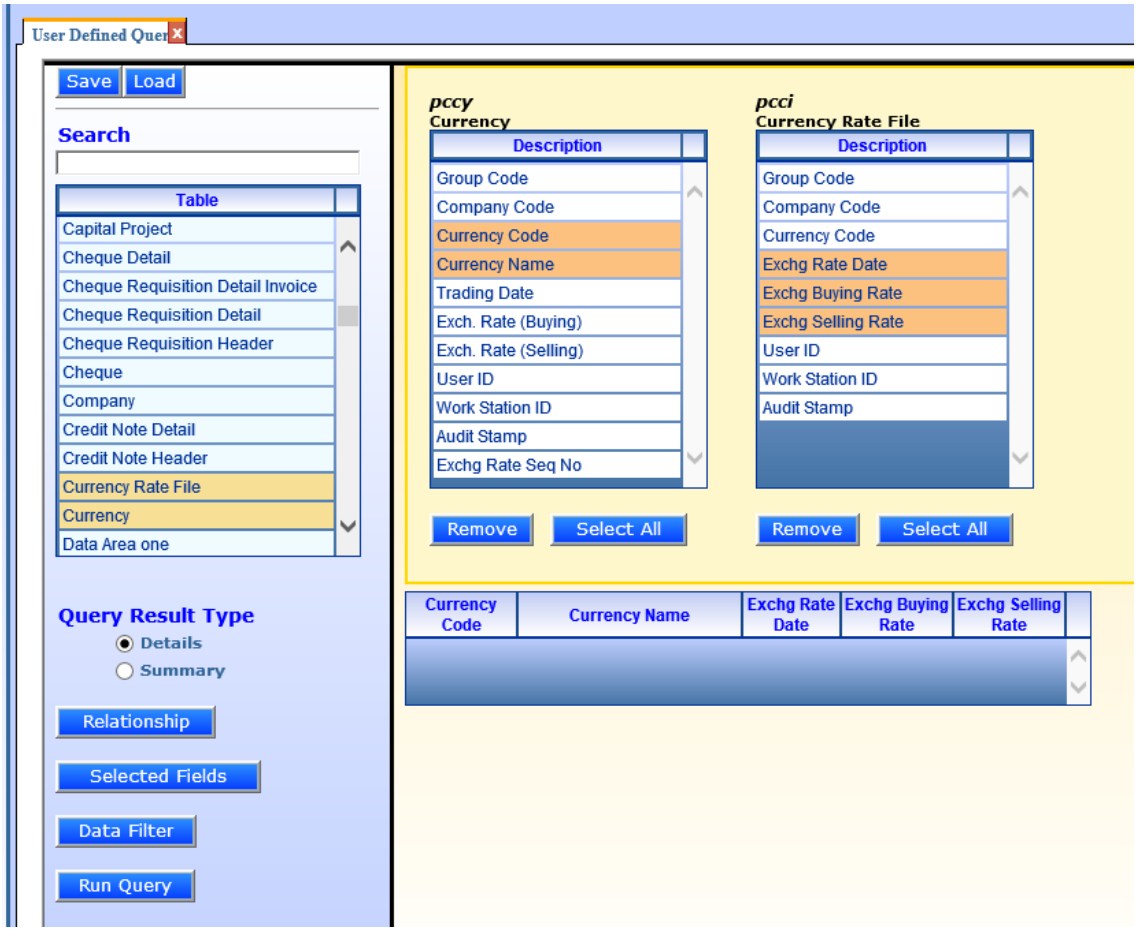
GENERATING A USER DEFINED QUERY

The **user Defined Query** option allows the generation of a user defined report. The screen below appears on option selection.



Selection of Tables

The list of tables from which one or more tables may be selected for the creeation of a query is displayed at the left of the screen. A click a table in the list displays the fields of the table in the centre of the screen. Above, the tables for Currency and Currency Rate File were selected.

Selection of Fields to Report On

Clicking on the desired fields from the selected tables will display the field at the bottom of the field listing(s). Above *Currency Code* and *Currency Name* were selected from the **Currency table** and the *Exchange Rate date*, *Buying Rate* and *Selling Rate* were select from the **Currency Rate File**.

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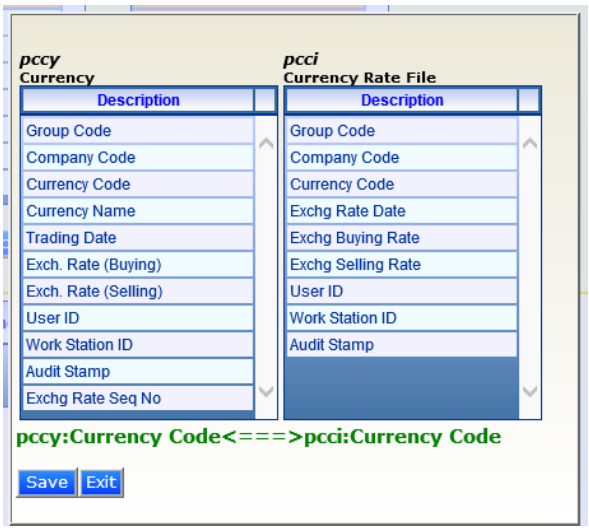
Linking Tables for Reporting

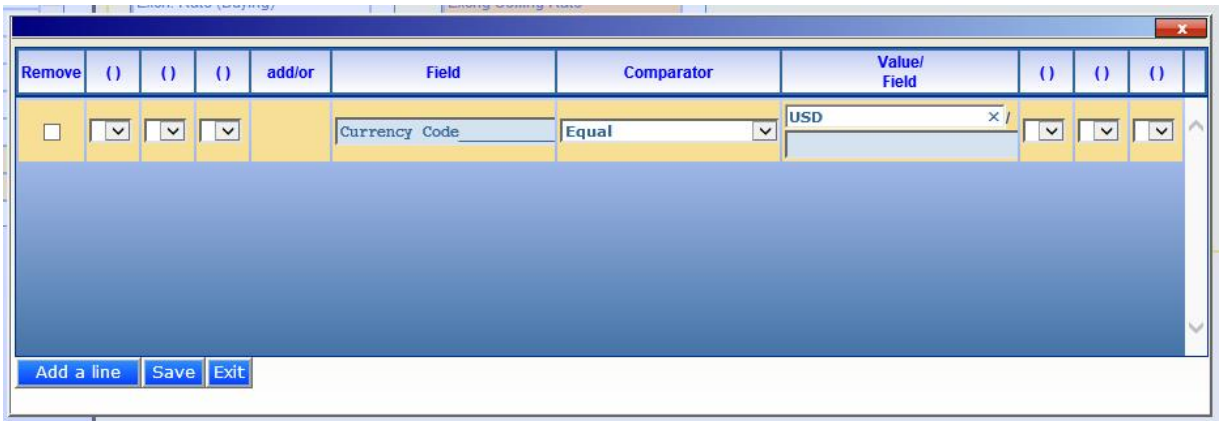
If multiple tables were selected it will be necessary to link the tables by field(s) that are common to both tables. In the above example *Currency Code* is common 'key field' to both tables. The link or relationship is created by clicking the Relationship button at the bottom left of the screen then clicking the New Relationship button. The screen below will appear.



Click on the Key field in both tables listing. The relationship (link) is then displayed at the bottom of the screen. Click Save and then click the Close icon at the top of the previous screen.

Filtering the Report Data

If only select information is required for the report click the **Data Filter** button. The screen below will appear.



Click on the blue input field and select the field for which the selection is to be made (*Currency Code* was selected in the above example). Select the Comparator (*Equal* in the above example). Record the Value (USD in the above example) then click save.

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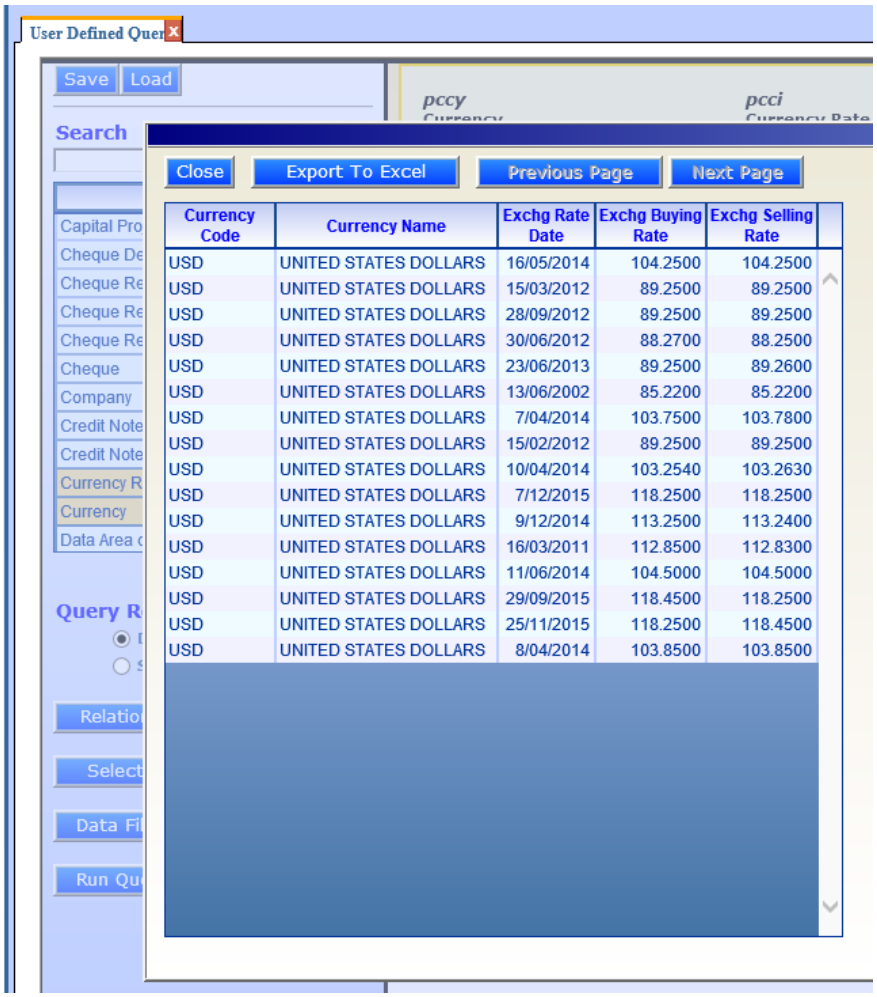
Running the Query

A click on the **Run Query** button will display the results as shown below.



Currency Code	Currency Name	Exchg Rate Date	Exchg Buying Rate	Exchg Selling Rate
USD	UNITED STATES DOLLARS	16/05/2014	104.2500	104.2500
USD	UNITED STATES DOLLARS	15/03/2012	89.2500	89.2500
USD	UNITED STATES DOLLARS	28/09/2012	89.2500	89.2500
USD	UNITED STATES DOLLARS	30/06/2012	88.2700	88.2500
USD	UNITED STATES DOLLARS	23/06/2013	89.2500	89.2600
USD	UNITED STATES DOLLARS	13/06/2002	85.2200	85.2200
USD	UNITED STATES DOLLARS	7/04/2014	103.7500	103.7800
USD	UNITED STATES DOLLARS	15/02/2012	89.2500	89.2500
USD	UNITED STATES DOLLARS	10/04/2014	103.2540	103.2630
USD	UNITED STATES DOLLARS	7/12/2015	118.2500	118.2500
USD	UNITED STATES DOLLARS	9/12/2014	113.2500	113.2400
USD	UNITED STATES DOLLARS	16/03/2011	112.8500	112.8300
USD	UNITED STATES DOLLARS	11/06/2014	104.5000	104.5000
USD	UNITED STATES DOLLARS	29/09/2015	118.4500	118.2500
USD	UNITED STATES DOLLARS	25/11/2015	118.2500	118.4500
USD	UNITED STATES DOLLARS	8/04/2014	103.8500	103.8500

You may export the results to excel if desired. On closing the result screen you may save the query if desired and click the Load button to retrieve the query on another occasion.

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MONTH END PROCEDURES

When all transactions have been posted for a financial month the following is done:

- The necessary reports are generated for review and any necessary corrections made in the system.
- The financial reports are generated. Corrections may also be made and these reports regenerated.
- Finally the financial month is closed.

GENERATING REPORTS

The General Ledger and Trial Balance can be generated as follows:

Generating the General Ledger:

1. Select **GENERAL LEDGER REPORT** from the **GENERAL LEDGER MENU**.

2. Type the end of month date for which the general ledger report is required and click accept. The end of month date typed here may go back as far as historical data exists. The general ledger report is then generated.

Generating the Trial Balance

1. Select **TRIAL BALANCE** from the **GENERAL LEDGER MENU**.

2. Type the end of month date for which the trial balance is required and click accept. The end of month date typed here may go back as far as historical data exists. The trial balance is then generated.

Generating Financial Reports

The **REPORTS** menu facilitates the definition of the structure of the profit & loss, schedules (current assets, current liabilities and fixed asset schedules) and the balance sheet.

The **GENERATE PROFIT AND LOSS, GENERATE SCHEDULES** and the **GENERATE BALANCE SHEET** options of the reports menu facilitate the generation of the financial reports.

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CLOSING THE FINANCIAL MONTH

Update General Ledger

The **UPDATE GENERAL LEDGER** option of the **GENERAL LEDGER MENU** allows the update of the general ledger.

On option selection the end of month date for the next general ledger update is presented on the screen displayed. Click Accept to carry out the update process.

The system does the following for the update process:

- The year to date balance for each general ledger account is written to the general ledger history file. (This year to date balance is the general ledger's account balance as at the end of the month in question).

- The year to date balance for each sub ledger account is written to the sub ledger history file. (This year to date balance is the sub ledger's account balance as at the end of the month in question).

- The date of the last General ledger update is also updated with the end of month date for the month closed. This date is displayed at the top right hand corner of the Work with General ledger Account screen which is obtained by selecting the **GENERAL LEDGER** option from the **GENERAL LEDGER MENU**. The posting of transactions on or prior to this date is not allowed.

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YEAR END PROCEDURES

CLOSING THE FINANCIAL YEAR

The **CLOSE FINANCIAL YEAR** option of the **GENERAL LEDGER MENU** allows the closure of the year end accounts. This option is run after the final general ledger update for the financial year.

Once the year end accounts have been closed the following is done:

- General ledger histories are created for the general ledger accounts for the following financial year.
- The net amount of the income and expense accounts (as at year end) less taxation is transferred to the retained earnings account.
- The taxation on the profit is transferred to the taxation account. The retained earnings and taxation accounts used in the close financial year procedure are defined using the **Maintain Profit Accounts** option of the Work with Companies screen. The Work with Companies screen is obtained by selecting the **GROUP** option of the **SYSTEM SETUP MENU** then selecting Work with Companies after clicking on the group record.
- The balances of the income and expense GL accounts are set to zero for the next financial year.

Any transactions to be posted to the closed financial year (e.g., auditors adjustments) are posted using the **LATE ENTRY ADJUSTMENT** option.

CREATING LATE ENTRY ADJUSTMENTS

Late entry adjustments created are used to make adjustments to the general ledger of the previous financial year. These late entry adjustments are created as a result of discrepancies found during the audit of the previous financial year. Once late entry adjustments have been created, they are then posted to the general ledger of the previous financial year through use of the **Apply Adjustments** button. This button appears on the creation of these adjustment entries. Once these late entry adjustments have been posted, the respective balance changes are brought over into the current financial year.

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