

ADVANTUM Financials User Manual

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ADVANTUM FINANCIALS PROCEDURE MANUAL

ADVANTUM FINANCIALS PROCEDURE MANUAL INTRODUCTION: WELCOME	
GETTING STARTED	_ 0
Deployment Environment	0
Deployment Environment Installing Advantum Financials	0
Product Costing	
Technical Support	
SYSTEM FEATURES	
THE SYSTEM INTERFACE	-7
WENUS	
Processing options common to the WORK WITH screens	
DEFINING YOUR ORGANIZATIONAL STRUCTURE, GENERAL LEDGER & COD	
PROCESSING	_ 1 /
 SELECT THE COMPANY TO WORK WITH. DEFINE ANY OTHER USERS (SYSTEM USERS) OF THE ADVANTUM FINANCIALS SOFTWARE. 	
 DEFINE THE AUTHORIZING OFFICERS OF THE SELECTED COMPANY SET UP YOUR GENERAL LEDGER AND CODES FOR USE IN ACCOUNTS PROCESSING 	
 SET UP YOUR GENERAL LEDGER AND CODES FOR USE IN ACCOUNTS PROCESSING. DEFINE PRINCIPAL AND SHIP INFORMATION IN THE SYSTEM. 	
0. DEFINE PRINCIPAL AND SHIP INFORMATION IN THE SYSTEM	
SYSTEM SETUP MENU	_22
WORK WITH GROUP	22
WORK WITH COMPANY	24
How to Create a Company?	
How to Select a Company as the Current Company?	
How to Maintain System Defaults?	
How to Create a Taxation Default?	28
How to Create a Department?	
How to Maintain Profit Accounts?	
WORK WITH SYSTEM USERS	
How to Create a System User?	
How to Define What Companies a System User has Access to?	
How to Define What Options System User has Access to?	
WORK WITH AUTHORIZING OFFICERS	
How to Create Transaction Authority for an Authorizing Officer?	
How to Edit/Delete Transaction Authority for an Officer?	
WORK WITH PASSWORD PARAMETERS	
MAINTAIN LOG FILE	
How to Define Activities to Be Logged?	
How to Update the Activity Log?	40
How to View the Activity Logs?	41
MAINTAIN MENU GROUPS AND OPTIONS	
How to Create a Menu Group?	
How to Update Menu Groups?	
How to Maintain Options?	
How to Create a New Option for a Menu Group?	
How to Update Options?	43

46

SYSTEM	MODULES.
--------	----------

SYSTEM TABLES MENU	46
CODE AND TYPE DESIGN	
WORK WITH ENTITY	
How to Create an Entity?	
How to Maintain an Entity?	
MAINTAIN TERMS OF CREDIT	
How to Maintain Terms of Credit?	
WORK WITH BANKS	
WORK WITH BANK ACCOUNTS	54
How to Create a Bank Account?	54
How to View Transactions for a Bank Account?	
WORK WITH CURRENCY	57
How to Create a Currency?	
How to Update a Currency's Exchange Rate?	
WORK WITH ITEMS	60
How to Create an Item?	60
How to Maintain an Item?	64
How to Maintain an Item Rate?	65
WORK WITH PROJECT	66
How to De-activate a Project?	68
How to View Transactions for a Project?	
WORK WITH LOCATION	
WORK WITH TRANSACTION REFERENCE	70
WORK WITH DISPOSAL TYPE	
WORK WITH INSURANCE TYPE	
WORK WITH INVOICE TYPE	73
How to Create an Invoice Type?	
WORK WITH RECEIPT TYPE	75
How to Create a Receipt Type?	75
SHIP MENU	
MODULE OVERVIEW	
HOW TO CREATE PRINCIPALS?	
How to Print a Vessel Listing?	
HOW TO CREATE SHIPS?	
HOW TO CREATE REPORTED DATES?	
How to View Transactions for a Reported Date?	
WORK WITH PORTS	
GENERATING THE SHIP REPORT	
GENERATING VOYAGE ACCOUNTS REPORTS	
How to Maintain Steamship Accounts?	
List Current Month Ship Transactions	
Print Ship Trial Balance	
Print Steamship Payable Aged Trial Balance	
Print Steamship Receivable Aged Trial Balance	
GENERAL LEDGER MENU	
MODULE OVERVIEW	
WORK WITH GL ACCOUNT	
How to Create a General Ledger Account?	
Work with GL History	
How to View Transactions?	

ADVANTUM Financials User Manual

Port Computer Services Ltd. All Rights Reserved December 2015

WORK WITH SUB-LEDGER ACCOUNTS	98
How to Create a Sub-Ledger Account?	99
Maintaining Sub Account Budget	100
GENERATING THE GENERAL LEDGER REPORT	100
GENERATING THE TRIAL BALANCE	101
GENERATING THE SUB LEDGER REPORT	101
UPDATE GENERAL LEDGER	102
RERUN GENERAL LEDGER	
CLOSING THE FINANCIAL YEAR	
CREATING LATE ENTRY ADJUSTMENTS	
How to Create a Late Entry Adjustment?	
How to apply Late Entry Adjustments to the previous year's general ledger?	
ACCOUNT RECEIVABLE MODULE	
WORK WITH SALE INVOICE	
How to Create Sale Invoices?	
How to Create Sale Invoices?	
How to Print an Invoice?	
How to Approve Multiple Invoices?	
WORK WITH RECEIPT	
How to Create Receipts?	
How to Add General Payment Receipt Detail?	
How to Add Invoice Payment Receipt Detail?	
Completing Receipt Creation	
How to Print a Receipt?	
WORK WITH CREDIT NOTE	
How to Create a Credit Note?	
How to Create Credit Note Detail?	
How to approve a Credit Note?	
How to print a Credit Note?	123
ACCOUNTS PAYABLE MENU	
MODULE OVERVIEW	124
How to Process a Credit Payment	125
1. Create a (Purchase Order) Requisition	125
2. Create a Purchase Order	128
3. Create a Receival	131
4. Create a Purchase Invoice	133
5. Select Purchase Invoices for Payment	135
6. Process Payment	137
HOW TO PROCESS A CASH PAYMENT	
How to Create a Cheque Requisition Batch?	139
How to Approve a Cheque Requisition Batch?	
How to Generate Cheques?	
WORK WITH CHEQUES	
How to View the Details of a Cheque?	
How to Cancel a Cheque?	
JOURNAL VOUCHER MENU	149
MODULE OVERVIEW	
HOW DO I ENTER AND POST JOURNALS?	
How to Approve a Journal?	
RECURRING JOURNALS	
How to Post Recurring Journals	

ADVANTUM Financials User Manual

Port Computer Services Ltd. All Rights Reserved December 2015

FIXED ASSETS MENU	157
MODULE OVERVIEW	
WORK WITH ASSET CATEGORY	158
How to Create an Asset Category?	159
How to Create an Asset?	
How to Activate a Fixed Asset?	
How to Revalue an Asset?	
How to Relocate an Asset?	
How to Dispose of an Asset?	164
How to Record Insurance Information for an Asset?	
HOWTO RUN THE FIXED ASSET REGISTER	
HOW TO POST DEPRECIATION	168
REPORTS	169
MAINTAIN PROFIT AND LOSS ACCOUNTS	
How to Create a Profit and Loss Category?	
How to record the Taxation Percentage for the Profit and Loss Report?	
How to Add Account Groups to a Category?	
How to Add Accounts to an Accounts Group?	
MAINTAIN SCHEDULES	
How to Create a Schedule Header?	174
How to Maintain Categories for a Schedule?	176
MAINTAIN BALANCE SHEET	
RUNNING THE FINANCIAL REPORTS	
GENERATING THE ACCOUNTS RECEIVABLES REPORT	179
GENERATING THE ACCOUNTS PAYABLES REPORT	
GENERATING A TRANSACTION REPORT	
GENERATING THE AUTHORIZATION AUDIT REPORT	184
DISPLAY LOG FILE	
GENERATING A USER DEFINED QUERY	186
MONTH END PROCEDURES	189
GENERATING REPORTS	
Generating the General Ledger:	
Generating the Trial Balance	
Generating Financial Reports	
CLOSING THE FINANCIAL MONTH	190
Update General Ledger	190
YEAR END PROCEDURES	191
CLOSING THE FINANCIAL YEAR	191
CREATING LATE ENTRY ADJUSTMENTS	

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 <u>any licensed copy</u> 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 <u>licensed</u> 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

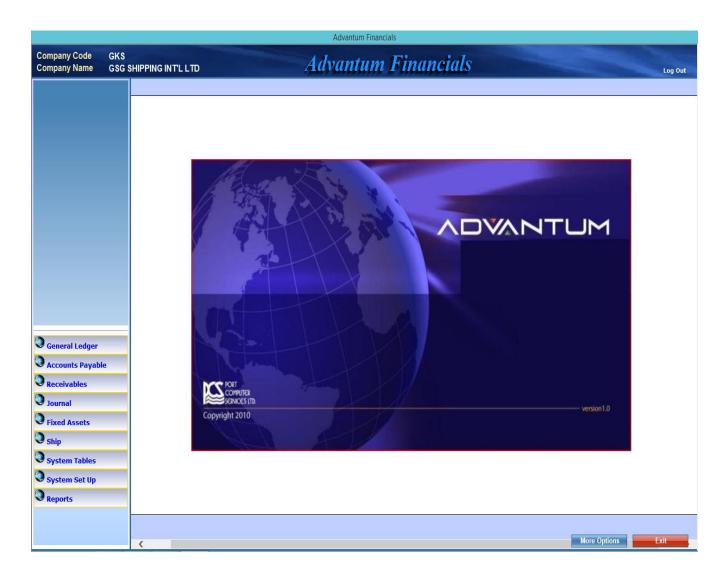
If training is required for the implementation of Advantum Financials, our training Department would be more than welcome to offer this support service. Any such queries should be directed to our marketing department at the above number.

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.

ADVANTUM Financials User Manual

Port Computer Services Ltd. All Rights Reserved December 2015 Displayed below are the menu options presented when the Accounts Payable menu is selected.

Accounts Payable
Requisition
Purchase Order
Receival
Purchase Invoice
Cheque Requisition Batch
Cheque
General Ledger
Accounts Payable
O Receivables
O Journal
• Fixed Assets
O Ship
System Tables
 System Tables System Set Up

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.

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.

Order Number	Purchase Order Date	Supplier	Currency	Purchase Order Total	Status	
26	4/05/2015	A.J. BARNED AND SONS LTD	JAMAICAN DOLLAR	112,850.00	CANCELLED	Т
27	4/05/2015	A & H IMPORT LIMITED	JAMAICAN DOLLAR	1,000.00	APPROVED	-1
28	4/05/2015	A & H IMPORT LIMITED	JAMAICAN DOLLAR	128,580.00	APPROVED	1
29	4/05/2015	A & H IMPORT LIMITED	JAMAICAN DOLLAR	136,750.00	APPROVED	
30	4/05/2015	CAGEMA	JAMAICAN DOLLAR	7,640.00	APPROVED	1
31	3/06/2015	A.J. BARNED AND SONS LTD	JAMAICAN DOLLAR	100.00	APPROVED	1
32	29/09/2015	A. L. MALABRE & CO. LTD	JAMAICAN DOLLAR	1,000.00	APPROVED	1
33	2/10/2015	88 WHOLESALE & RETAIL	JAMAICAN DOLLAR	100.00	CANCELLED	1
34	2/10/2015	BRAETON S.D.A. CHURCH	JAMAICAN DOLLAR	100.00	APPROVED	1
35	14/10/2015	A & H IMPORT LIMITED Change	JAMAICAN DOLLAR	1,000.00	ACTIVE	
Create Ne		Approve Purchase Orders	View Selection 🛛 🕀 Refr			1

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.

ADVANTUM Financials User Manual

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*.

Order Numb		Supplier	Currency	Purchase Order Total	Status	
		A.J. BARNED AND SONS LTD	JAMAICAN DOLLAR		CANCELLED	~
			JAMAICAN DOLLAR		APPROVED	
	4/05/2015	A & H IMPORT LIMITED	JAMAICAN DOLLAR	128,580.00	APPROVED	
Da Er Cu	epared By ite Prepared itity irrency elect Detail from	USER1 01/ 12/ 2015 IIII SEQPCA Q JAMAICAN DOLLAR V n P.O. Requisition No V	_	UEENS PARK CITI	IZEN ASS]

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.

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.

Maintain Purchase Orde	r				
🕂 Add 🔀 Car	ncel				
Prepared By	lucros				
	USER1	_			
Date Prepared	01/ 12/ 2015				
Entity		C			
Currency	JAMAICAN DOL	Match	On Start O Match Anywhere		
Select Detail from P	.O. Requisition		-		
		A Enter port	on of search field then click GO		
		JIA.	X		
		Code	Entity	Address	
		AHI001	A & H IMPORT LIMITED	72A Hagley Park Road	_
		ASCL0	A S CAMBRIDGE LTD		
		ASCL0 AMAL01	A S CAMBRIDGE LTD A. L. MALABRE & CO. LTD	40 Second Street	
		AMAL01	A. L. MALABRE & CO. LTD A.E. PARNELL & COMPANY		
		AMAL01 AEPCL	A. L. MALABRE & CO. LTD A.E. PARNELL & COMPANY LIMITED		
Create New Entries	Approve Purchase C	AMAL01 AEPCL AJBAS AISL	A. L. MALABRE & CO. LTD A.E. PARNELL & COMPANY LIMITED A.J. BARNED AND SONS LTD ADVANCED INTEGRATED	40 Second Street	

Date Selection

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

Ε.	ninger i enninger i										_
c	:Maintain Purchase Order									x - x	
	Add X Cancel										
1	Prepared By	USER1									
	Date Prepared	01/ 12/ 2015	De	cem	ber	~	20:	15	~		
•	Entity	AHI001	Sun	Mon	Tue	Wed	Thu	Fri	Sat	A & H IMPORT LIMITED	
	Currency	JAMAICAN DO	_	_	1	2	3	4	-		
	-		6 13	7	8 15	9 16	10 17	11 18			
	Select Detail from P.O. R	equisition	20	21	10	23		18 25			
			27	28	29	30					-
					Ca	1091					

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'.

					X
📙 Save 🔀 Close					
Purchase Order Number					
Prepared By	USER1				
Date Prepared	01/ 12/ 2015				
Entity	AHI001	A & H	IMPORT LIMITED		
Currency	JAMAICAN DOLLAR	Printe			
Total Amount	.00	Status	ACTIVE		
Select Detail from P.O. I	Requisition No 🗸				
					_
Create New D	etail				
Item Number	Description	Quantity Ordered	Unit Price	Amount	
				^	
				×	
			Total	.00	
			Total	.00	

ADVANTUM Financials User Manual

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.

:Maintain Purchase Order	X
🔒 Save 🔀 Close	
Purchase Order Number 36	
Prepared By	ER1
Date Prepared 01	12/ 2015 🥅
Entity AH	Maintain Purchase Order Detail
Currency JA	Reference 86
Total Amount	
Select Detail from P.O. Requ	i Item Code
	Short Description
Create New Detail	Quantity 0
Item	Unit Price 0
Number	Project
	Ship Number
	Reported Date / / Repeat Ship
	+ Add × Cancel
	Total .00

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.

ADVANTUM	Financials	User	Manual	

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.

:Officer Authority	
Officer ID Password	
Accept X Cancel	

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

E		:Approve Purchase Orders	×
			^
	Start Date	01/ 12/ 2015	
	End Date	01/ 12/ 2015	
	Currency	JAMAICAN DOLLAR	
	Supplier	Q	
	🗸 Accept 🔀 Cancel		
			~

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.

Approve Purchase Orders								
-Select Purchase Orders for Approval						^		
Select	Purchase Order Number	Purchase Order Date	Supplier	Currency	Purchase Order Total	Status		
•	36	1/12/2015	A & H IMPORT LIMITED	JAMAICAN DOLLAR	100.00	ACTIVE		
							Ľ	
Appro	ove Purchase Or	ders 🔀	Cancel					
								_~

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.

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.

:View Selection	
P.O. Number	(Optional)
Entity Code	(optional)
Currency	(Optional)
Status Code	(Optional)
Start Date	01/ 12/ 2015
End Date	01/ 12/ 2015
🖌 Accept 🔀 Canc	el

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.

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

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: Description: Account number: PC Personal computer 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%

ADVANTUM Financials User Manual

- 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

SLDSold for valueDCHDonated to charitySTLStolen

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*.

ADVANTUM Financials User Manual

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.

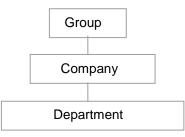
SYSTEM SETUP MENU

System Set Up		
Group		
Company		
System Users		
Authorizing Officers		
Menu Groups		
Menu Options		
Password Parameters		
Maintain Log File		

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.

Co	de	GLO	up Name	
CS	:Maintain Grou	D		×
	Group Code		PCS	
	Group Name		PORT COMPUTER GROUP	
	Group Name		PORT COMPUTER GROUP	_
				_
	🔒 Save	🗙 Cancel		
ļ				

What System Defaults Are Created at the Group Level?

STATUS

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

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.

6	E :Work With Companies ×				
Company Code	Company	Company Name C			^
GKS	GSG SHIPPING INT'L LTD	Change	۲	~	
ISL	IVL SHIPPING LTD	Delete	0		
		View Maintain Departments			
		Maintain System Defaults			
		Maintain Tax Defaults Maintain Profit Accounts			
				\sim	
Create New Entries	Refresh				
					<u> </u>

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.

:Maintain Company			
			×
Company Code	GKS		
Company Name	GSG SHIPPING INT'L LTD ×		
Default Currency	JAMAICAN DOLLAR	Start of Financial Year	January 🗸
Taxation Reg. Number	123	Gct Registration No.	123
Address Line 1	P.O BOX 86, KINGPORT BUILDING	Address Line 2	3RD STREET, NEWPORT WEST
City	KINGSTON	Country	JAMAICA W.I.
Telephone	(876) 923-8581-7	Fax Number	(876) 923-6536
Email Address		Contact Name	WAYNE CLARKE
Depreciation Method	Straight Line 🗸	Issued Shares (Ord.)	1
Ordinary Share Price	1	Issued Shares(Pref.)	1
Share Price (Pref.)	1	Authorized Shares	1
group holdings	1	Website Address	
Depreciation Start Date	Acquisition Date	Current Financial Year	2013
Save X Cancel			

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.

What System Defaults Are Created at the Company Level?

ASSET CATEGORY

Category	Category
Code	Description
NEWASS	New Assets

TRANSACTION REFERENCE		
Reference Reference		
Code	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).

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.

Company	IVL SHIPPING LTD
Last GL Update	31/ 01/ 2013
GCT Input Account	CAR4124 GCT ACCOUNT
GCT Output Account	CAR4124 GCT ACCOUNT
Defererred GCT Account	CAR4124 GCT ACCOUNT
GCT Recoverable Floor Value	.00
Invoice Credit Limits Applicable	No
Post Depreciation	Yes v
Generate Principal/Ship Numbers	No 🗸
Invoice Required for Cash Payment	No
Calculate Fx Gain Loss	Yes
FX Gain Loss Account	CAR4124 GCT ACCOUNT

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.

- 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.

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.

:Maintain Profit Accounts	
Company	GSG SHIPPING INT'L LTD
Profit Account	RE1001 Q PROFIT/LOSS ACCOUNT
Tax Account	Q
Tax Percentage	.000
Save X Cancel	

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*.

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.

User Id	First Name	Last Nam	ne Level	
ADMIN	Howard	James	Super User	
ONIEL	oniel		nove	

How to Create a System User?

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

Ando	rean	Ronular Hear
:Maintain User		X
User Id		
Level	Regular User 🔽	
First Name		
Last Name		
Password		
Group Profile	None	
🕂 Add 🔀 Cancel		

ADVANTUM Financials User Manual

- 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 popup 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.

	Hoor Id First Name	Loot Nome	لمرما
1	🗈 :Work With User Access Control		
	User: ADMIN - James Howard		
	Company		
	PORT COMPUTER SERVICES		
	💋 Create New Entries 🛛 🚱 Refresh		

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

ADVANTUM Financials User Manual

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.

	Comna		-
	:Maintain User Access Contro	bl 🚽 🚽 🚽 🚽 🚽	1
RT C			
	Group	PORT COMPUTER GROUP	
	_		
	Company	▼	
	🛉 Add 🛛 🗙 Cancel		

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.

Options Included for	User				c	Options	Excluded fre	om User			
Select For Option-Id Exclusion	Description	Can Add	Can Change	Can Delete		Select For Inclusion	Option-Id	Description	Can Add	Can Change	Can Delete
				,			SYC	Authorizing Officers			
							SYAB	Company			
							SYA	Group			
							SYH	Maintain Log File			
							SYE	Menu Groups			
							SYF	Menu Options			
							SYG	Password Parameters			
							SYI	Remove Unwanted Entities			
							SYB	System Users			

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*.

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**.

н	oward james	→ Menu Group	Accounts Pa	/able ▼								
Options	Included for	User					Options	Excluded fro	om User			
Select For Exclusion	Option-Id	Description	C	an Can dd Chan			Select For Inclusion	Option-Id	Description	Can Add	Can Change	C De
	APG	Cheque	E	/	~	~						
	APE	Cheque Requisition Batch	E		~							
	APD	Purchase Invoice	E		\checkmark							
	APB	Purchase Order	6		~							
	APC	Receival	E		~							
	APA	Requisition	E	/	~							
						~						

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**.

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.

Authorizing			
iearch by La	st Name 🔽 Type search st	ring	
Officer ID	Last Name	First Name	
126	JAMES	HOWARD	<u>~</u>
3421	BLABKBURNE	JOHN	
3765	BLAKE	SHERYL	
🖌 Create Ne	w Entries 🔂 Refresh		

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.

BURN	IE	JOHN	
:	aintain Authorizing Officer		
0	Officer ID		
C	Officer First Name		
0	Officer Last Name		
s	Supervising Officer	•	
C	Officer Password		
C	Confirm Password	••••	
	📥 Add 🔀 Cancel		
	A Defrech		

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.

	Authorizing Officer: System, User						
			_				
Authority Type	Officer Limit	Currency					
Asset Disposal	9,999,999.00	JAMAICAN DOLLAR	~				
Asset Revaluation	9,999,999.00	JAMAICAN DOLLAR					
Bank Deposit		JAMAICAN DOLLAR					
Bank Deposit	9,999,999.00	UNITED STATES DOLLARS					
Bank Reconciliation	9,999,999.00	JAMAICAN DOLLAR					
Bank Reconciliation	9,999,999.00	UNITED STATES DOLLARS					
Cheque Requisition	9,999,999.00	JAMAICAN DOLLAR					
Cheque Requisition	9,999,999.00	UNITED STATES DOLLARS					
Cheque	500,000,000.00	JAMAICAN DOLLAR					
Cheque	9,999,999.00	UNITED STATES DOLLARS					
Credit Note	9,999,999.00	JAMAICAN DOLLAR					
Credit Note	9,999,999.00	UNITED STATES DOLLARS					
Journal Voucher	500,999,999.00	JAMAICAN DOLLAR					
Journal Voucher	9,999,999.00	UNITED STATES DOLLARS					
Late Entry Adjustment	9,999,999.00	JAMAICAN DOLLAR					
Purchase Invoice	9,999,999.00	JAMAICAN DOLLAR					
Purchase Invoice	9,999,999,00	UNITED STATES DOLLARS	~				

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.

Select		1
	Authority Type	Officer Limit
•	Asset Disposal	999,999.00
•	Asset Revaluation	9,999,999.00
•	Late Entry Adjustment	5,000,000.00

- 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.

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.

60 5 Y N No. of Days Before Password Expires 60 Minimum Length 5 ✓ Uppercase Character Yes ✓ Lowercase Character No. ✓ No. ✓ Numeric Character No. ✓ Refresh No. ✓	Number of Days Before Password Expires	Minimum Length	Uppercase Character Required	Lowercase Character Required	Numeric Character Required	Edit 🔀 Cancel	1
		5	ALC: NOT ALC	11/2	N	Password Expires Minimum Length Uppercase Character Required? Lowercase Character Required? Numeric Character	5 V Yes V

- 3. Select for editing.
- 4. Update the attributes as desired.
- 5. Click to save the changes.

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.

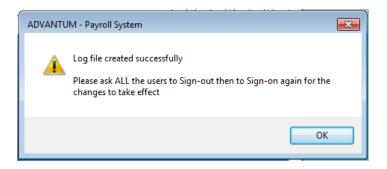
How to Define Activities to Be Logged?

To define a new log file:

- 1. Select the Maintain Log option from the System Setup menu.
- 2. Select Create New Entries to add a new table, for which activities should be logged.

ile to Log	pcat		Account Transaction
Log Add Log Change			
Log Delete	✓ ✓		
Key Field	Description		
pcgpcdcp1	Cheque Group Code		
pccpcdcp1	Cheque Company Code	\sim	
pctrno	Transaction Number		
		~	
Add to K	ey Field List		

- 3. In the Create Log File window, click \square 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 Accept 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.



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.

File to Log	Description		Log Addition	Log Change	Log Delete	
pcen	Entity			~	~	>
pcjd		hange		√	V	
	VI	iew				

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

ADVANTU	IM - Payroll System	8
Â	Log file updated successfully Please ask ALL the users to Sign-out then to Sign-on again for the logging to take effect	
	ОК	

ADVANTUM Financials User Manual

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**.

Table	AccDistribution	Logging Type	Update 🗸
Date Range	2015/ 11/ 01 🗰 to 2015/ 11/ 17	3	
User	All Users 🗸		
Submit			

- 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	1
				catid	46	45	
ADMIN	Update	17/11/2015	15:44	acdid	4	4	
				drsub		1111	

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.

group	description				
ST	System Tables				
SY	System Set Up				
SH	Ship				
AG	General Ledger				
AP	Accounts Payable				
CF	Fixed Assets				
AR	Receivables				
BJ	Journal				
тн	Reports				
Create	New Entries	~			
	Create New Entries	butto	n.		
	Create New Entries	butto	on.		
. Selec group	t the Create New Entries	butto	on.		
. Selec	t the Create New Entries	butto	on.		
. Selec group	t the Create New Entries	butto	on.		
. Selec group descrip	t the Create New Entries	butto	on.		

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 4 dd to save the new Menu Group.

ADVANTUM Financials User Manual

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.

	×
group	MNT
description	Maintenance
icon	bluicon.png
🔒 Save 🗙 Cancel	

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

group	descri	ption		
ST	System Tables			
SY	System Set Up			
SH	Ship			
AG	General Ledger			
AP	Accounts Payable	Change		
CF	Fixed Assets	Delete		
AR	Receivables	View		
BJ	Journal	Maintain Options		
TH	Reports			

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.

Menu Options	×
Group	Accounts Payable Fixed Assets General Ledger
Option ID	Journal on
АРА	Receivables Reports
АРВ	Ship System Set Up
APC	System Tables
APD	Purchase Invoice
APE	Cheque Requisition Batch
APG	Cheque
	· · · · · · · · · · · · · · · · · · ·
Create N	lew Entries

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.
option id
description
function
icon
Program
Display Mode
Display Height 0
Display Width 0
Add X Cancel
3. Enter the required fields and then click Add to save the option.

ADVANTUM Financials User Manual

How to Update Options?

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

Changing a menu option	x.
Option Id	APE
Description	Cheque Requisition Batch
Function	
icon	rightarr1.png
Program	ap_work_CrBatch.htm
Display Mode	Iframe 🗸
Display Height	0
Display Width	0
_	
🔒 Save 🗙 Cancel	
	Save

SYSTEM MODULES SYSTEM TABLES MENU

System Tables
Entities
Banks
Currency
ltems
Project
Location
Transaction Reference
Disposal Type
Insurance Type

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.

ADVANTUM Financials User Manual

- 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.

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	
Entity Code 📗	<u> </u>
Get Entity	Create New Entries

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

ADVANTUM Financials User Manual

How to Create an Entity?

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

:Maintain Entity		×
Entity Code		
Entity Name		
Entity Type	External 🔽	
Address Line 1		
Address Line 2		
City		
Country		
Telephone		
Fax Number		
Email Address		
Contact Name		
🕈 Add 🔀 Cancel		

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.

:Maintain Entity	
Entity Code	
Entity Type	Employee -
Address Line 1	
Address Line 2	
City	
Country	
Telephone	
Fax Number	
Email Address	
Contact Name	
First Name	Last Name
Job Position	Sex Female -
🛉 Add 🗙 Cancel	

ADVANTUM Financials User Manual

How to Maintain an Entity?

Entity Code				
	Enter portio a	on of search field then click GO		
	Code	Entity	Address	
	EN001	ARNOLD TOMLINSON	5 ROSENBERRY CLOSE	<u>_</u>
Get 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.

:Maintain Entity		
Entity Code	AMALG	
Entity Name	AMALGAMATED DISTRIBUTORS	
Entity Type	External V	
Address Line 1	194 SPANISH TOWN ROAD	
Address Line 2	KINGSTON 11	
City	KINGSTON	
Country	JAMAICA	
Telephone		
Fax Number		
Email Address		
Contact Name	MR. GIFFORD WILLIAMS	
🔒 Save 🗑 Delet	te X Cancel	

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

ADVANTUM	Financials	User	Manual	

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.

ſ	Ter	ms of Credit 🗙
		Entity Code
		Maintain Terms Of Credit

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.

	:Maintain Terms of Credit	
	Entity Code	BILEDC
	Entity Name	BILL EDWARDS CLOTHING COMPANY
n	Credit Period (Days) - Supplier	0
	Credit Limit - Customer	.00
	🚽 Save 🔀 Cancel	
ļ		

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.

ADVANTUM Financials User Manual

WORK WITH BANKS

Code	Bank Name	Address Line 1
ICB	NATIONAL COMMERCIAL BANK	NEWPORT WEST Change Delete View

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.

Bank Code	NCB
Bank Name	NATIONAL COMMERCIAL BANK
Address	54 2ND STREET NEW PORT WEST
Telephone	923-3901,923-5009
Fax Number	923-5008
Contact Person	J.ROBERTS(JA)/P WHITE(US
Manager	MRS MCKENZIE

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

WORK WITH BANK ACCOUNTS

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

Bank Account Number	Bank Account Name	Bank Name	Currency
391020604	GSG SHIPPINGLTD NCB CA	NATIONAL COMMERCIAL BANK	JAMAICAN DOLLAR
391022437	GSG SHPG INTL USD C/A Change Delete View View View Trans	NATIONAL COMMERCIAL BANK	UNITED STATES DOLLARS

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.

:Maintain Bank Account	×
Bank Account Number	39657892
Bank Code	NCB ANTIONAL COMMERCIAL BANK
Bank Account Name	GW INT'L US BANK A/C ×
GL Account Number	CAK4500 GW INT'L US BANK A/C
Currency	UNITED STATES DOLLARS
🕂 Add 🔀 Cancel	

- 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.

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.

Transacti	on Date Rai	nge 0	1/ 01/ 2015	04/ 12/ 2	015	Total Debit: Go Total Credit:	59,225.00 .00
Transaction Source	Date	GL Number	Sub Account	Reference	Туре	Description	Transaction Amount

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**.

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

Ситтенсу	
	ncy Code 🔽 Type search string
Currency Code	Currency Name
JAM USD	JAMAICAN DOLLAR UNITED STATES DOLLAR Change Delete View Maintain Currency Exchange Rates

¹The 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).

ADVANTUM Financials User Manual

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

How to Create a Currency?

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

:Maintain Currency	<u> </u>	۲.
Currency Code	li internet	
Currency Name		
Add 🗙 Cance	el	

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.

5	:Maintain Exchange Rate	
te		
	Exchange Rate Date	06/ 07/ 2011
	Buying Rate	0
	Selling Rate	0
	🕂 Add 🔀 Cancel	

- 3. Type the new trading date and exchange rates
- 4. Click Add to save.

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

Items		
	Item Code	
G	iet Item Create New Entries	

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.

laintain Item General					
Item Code Item Descri Item Exemp	-	'es V			
Item is Fixe Number of I			Add	Item Account	
Sequence Number	General Ledger Account	General Ledger Name	Sub-Account	Allocation (Percentage)	
					< <
		Total Al	location	0	
🖡 Add	X Cancel				

- 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.

No
GCT GENERAL CONSUMPTION TAX
No 🗸
0

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.
- 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.

ADVANTUM Financials User Manual

:Maintain Item Account	×
Item Sequence Number 1	
G/L Account	
Sub-Account	
Allocation (Percentage) 100.00	
+ Add X Cancel	

- 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.

:Maintain Item Account	
Item Sequence Number	1
G/L Account	Q
Allocation (Percentage)	00.00
🕂 Add 🗙 Cancel	

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.

				Add	tem Account
Sequence Number	General Ledger Account	General L	edger Name	Sub-Account	Allocation (Percentage)
1	CLY5100	ACCRUED CHARG	ES		70
2	EXO1000	ADVERTISING	Change Delete View		30
			Total All	ocation	100

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.

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.

Item Code						
	Match On Start O Match Anywhere					
	Enter portion of search field then click GO					
Get Item Cre	Code	Description	GCT Exempt	Fixed Asset		
	SALWG	SALARIES & WAGES	Y	N		
	SALFCPT	SALARIES FOCAL POINT	Y	N		
	SALARY	SALARIES WEEKLY/MONTHLY	Y	N		
	SFEES	SCHOOL FEES/TUITION FEES	Y	N		
	SEC	SECURITY CHARGES	Y	N		
	SDEP	SECURITY DEPOSIT	Y	N		
	SECURITY	SECURITY SERVICES	Y	N		
	SMNGTR	SHIP MANAGEMENT TR	Y	N		
	SHPR6	SHIP REPAIRS CGM	Y	N		

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.

General Item Code SALWG Item Description SALARIES & WAGES Item Exempt from Tax Yes V Item is Fixed Asset No Number of Entries 1
Item Code SALWG Item Description SALARIES & WAGES Item Exempt from Tax Yes V Item is Fixed Asset No V
Item Exempt from Tax Yes V Item is Fixed Asset No V
Item Exempt from Tax Yes V Item is Fixed Asset No V
Item Exempt from Tax Yes V Item is Fixed Asset No V
Item is Fixed Asset
Number of Entries 1
Add Item Account
Sequence Number General Ledger Account General Ledger Name Sub-Account Allocation (Percentage)
1 EXE1005 STAFF REIMBURSABLE EXPENSE 100
Total Allocation 100
💂 Save 🕅 Delete Maintain Item Rate 🔀 Cancel

ADVANTUM Financials User Manual

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.

	Maintain Item Rate	
	Currency	UNITED STATES DOLLARS
n	Rate Amount	250.00
	🕈 Add 🗙 Cancel	

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.

:Maintain Item Rate		X
Currency	UNITED STATES DOLLARS V	
Rate Amount	250.00	
	the X Consul	
Edit Del	ete X Cancel	

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.

WORK WITH PROJECT

Project Id.	Project Name	Project Type		
PROJ1	ACTIVITY PROJECT 1	ACTIVITY	ACTIVE	1
PROJ2	CAPITAL PROJECT	CAPITAL	ACTIVE	
				l

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

ADVANTUM Financials User Manual

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8. Project Remarks Line2

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

:Maintain Project	
Project Id.	
Project Type	
Project Name	
Expense Budget	0
Revenue Budget	0
Remarks Line1	
Remarks Line2	
Activity Code	
Activity Description	
🕈 Add 🗙 Cance	

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

Maintain Project	
Project Id.	
Project Type	CAPITAL V
Project Name	
Expense Budget	0
Revenue Budget	0
Remarks Line1	
Remarks Line2	
Start Date	
Estimated End Date	
Estimated End Date	
🗕 Add 🔀 Cancel	
	5

ADVANTUM Financials User Manual

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*.

:Maintain Project	X
Project Id.	PRJ1
Project Type	ACTIVITY Y
Project Name	PROJECT ONE ×
Expense Budget	.00
Revenue Budget	.00
Remarks Line1	
Remarks Line2	
Project Status	ACTIVE
Activity Code	PRJ1
Activity Description	PROJECT ONE
🔒 Save 🄀 Cancel	

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.

Project: Pl	RJ1 - PROJE	CT ONE					
Transacti	on Date Rai	nge þ	3/ 12/ 2015	03/ 12/ 2	015 🛄	Go	
Fransaction Source	Date	GL Number	Sub Account	Reference	Туре	Description	Transaction Amount

ADVANTUM Financials User Manual

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.

:Maintain Location
Location Code
Location Description
Location Address
Phone No
Fax Number
E-mail Address
Add X Cancel

WORK WITH TRANSACTION REFERENCE

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

Search by	Reference Code V Type search string	
Reference Code	Description	Transaction Type
DBT	DEBIT	Debit
CDT	CREDIT	Credit
XDR	DEBIT REVERSAL	Credit
XCR	CREDIT REVERSAL	Debit
JVD	JOURNAL DEBIT	Debit
JVC	JOURNAL CREDIT	Credit

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)

WORK WITH DISPOSAL TYPE

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

Disposal Code	Disposal Description	Dispose Value
VAL	DISPOSE FOR VALUE	Yes
WRT	WRITE OFF	No

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)

WORK WITH INSURANCE TYPE

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

nsurance Type 🗙			
Search by Insur	ance Type code 💙 Type search string		
Insurance Type Code	Insurance Type Description		
MAR	MARINE INSURANCE	,	
		1	
Create New E	ntries		

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

WORK WITH INVOICE TYPE

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

Invoice Prefix	Invoice Type	Use Prefix
GEN	GENERAL	No
DEM	DEMURRAGE	Yes
AG	AGENCY FEE	Yes
PDN	PRINCIPAL DEBIT NOTE	Yes

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.

Maintain Invoice Type	×
Invoice Prefix	
Invoice Type	
Invoice Starting No	1
Use Prefix	Yes
+ Add X Cance	

- 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.

WORK WITH RECEIPT TYPE

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

GEN GENERAL No MBJ MONTEGO BAY Yes	Receipt Prefix	Receipt Type	Use Prefi
MBJ MONTEGO BAY Yes	GEN	GENERAL	No
	MBJ	MONTEGO BAY	Yes

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.

Maintain Receipt Type	
Receipt Prefix	
Receipt Type	
Receipt Starting No	1
Use Prefix	Yes 🗸
🕇 Add 🗙 Canc	el

- 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.

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.

Search by Pr	incipal Name V Type search string				
Principal ID	Principal Name				
007N	K LINE				
025N	NAFAMAR	Change Delete			
044N	ACCIOTANIOS INTERNATIONAL	View			
091N	TRANSOCEANIC ADVENTURE LT	Maintain Ships			
098N	INT'L MARITIME RESOURCES	Print Vessel Listing			
114N	PRINCESS CRUISES				
118N	G. N.				
129N	GULF SOUTH PRODUCTS.				
143N	VAMVASHIP MARITIME				
160N	C.S.A.V.				
178N	IAVIERA CELTA				
198N	SMT SHIP MANAGEMENT				
245N	D.B.C. CORPORATION				
290N	MARAVEN CARACAS				
391N	AMAICA FREIGHT & SHIPPIN				
435N	NCHCAPE SHIPPING				
437N	HAMBURG-SUD				
527N	C. G. M.				
532N	JEBSEN INTL.				

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

ADVANTUM Financials User Manual

Principal ID [Principal Name [Address Line 1 [Address Line 2 [City [Country [Telephone [
Address Line 1	
Address Line 2	
City [Country [
Country	
-	
Telephone	
Fax Number	
Email Address	
Contact Name	
,	
🔸 Add 🔀 Cancel	

The following information should be defined for all principals:

- 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.

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.

]		:Work with Ships			
	Principal: ROYAL OCEAN SHIPPI	ING			
Search by Sh	ip Name 🔽 Type search string				
Ship Number	Ship Name		Owner		
2278N	ATENEA		TRAMP		
1750N	CARIB PALM			\sim	
2229N	CIUDAD DE OVIEDO	Change Delete			
1335N	DAD CHANDRA	View			
1333N	LADY ZAI	Maintain Reported Dates			
1005N	LISANNE				
1334N MAASBURG					
2279N	MONA II		TRAMP		
2780N	ROYAL OCEAN GENERAL A/C				
1008N	SABINA A				
2227N	SAMBE				
2281N	SAN SEBASTIEN		TRAMP		
2228N	STARFISH				
2280N	WINSOM WISDOM			×.	
Create Nev	w Entries 🕂 Refresh				

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

:Maintain Ship		×
Ship Number		
Ship Name		
Owner		Q
🕇 Add 🗙 Ca	ncel	

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.

Γ_	Ships X
	Ship Number
	Get Ship Create New Entries

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

:Maintain Ship		X
Principal Id Ship Number Ship Name		
Owner	cel	

- 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.

:Maintain Ship	
Principal Id	0867N ACTIVE FREIGHT/LOGISTICS
Ship Number	0868N
Ship Name	ACTIVE FREIGHT GEN A/C ×
Owner	TRAMP
Month End Balance	0
📮 Save 🗑 Delet	Maintain Reported Dates X Cancel

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.

ADVANTUM Financials User Manual

Ĩ		:Work with Repo	ort Dates		×
	Ship: A.S.I	B. (VESSEL) ZURI	СН		· · · · · ·
Type date for sea					
Reported Date	Berth	Sh	ip Captain		
31/08/2006 30/04/2005 30/06/1986	5 4 1	JOHN THORPE THOMAS BRYAN ZAIRE BLACK	Change Delete View View Transactions		
Create New	Entries 🤣	Refresh		~	

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

:Maintain Reported Date	
Reported Date	04/ 12/ 2015
Reported Time	00 00 AM V
Berth	0
Departure Date	04/ 12/ 2015
Departure Time	00 00 AM V
Port of Origin	~
Destination	~
Captain	
🔸 Add 🔀 Cancel	

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

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

ADVANTUM Financials User Manual

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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.

Total Debit: 14,963.13 Transaction Date Range 01/ 12/ 2012 04/ 12/ 2015 Go Total Credit: 59,207.34									
Transaction Source	Date	GL Number	Sub Account	Reference	Туре	Description	Transaction Amount		
N26	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		
N25	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		

WORK WITH PORTS

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

Ports X	
Search by Po	rt Name 🗸 Type search string
Port Code	Port Name
PRT1	RIO DE JANEIRO
PRT2	MIAMI
Create Ne	w Entries 🔗 Refresh
	w Entries C Refresh

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

GENERATING THE SHIP REPORT

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

Principal	
* Ship Number	
* Reported Date / / Q	
Transaction Start 07/ 12/ 2015	
Transaction End 07/12/2015	
Group by Ship and Reported Date	
	* May be left blank

- 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	Reporte	d Date: 13/	06/2002		
Source	Date	Description	GL Account	Sub Account	Туре	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	rmr	CAM4500		CR	.00	8,522.00
				Tot	als	76,165.37	51,132.00
				Period Balar	nce		25,033.37

ADVANTUM Financials User Manual

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.

Run Prior Month NO 💙	Voyage Accounts Menu			
			Last Update:	31/01/2013
List Current Month Ship Transact	ions	0	Maintain Stea	mship Accounts
O Print Ship Trial Balance		0	Update Steam	ship Payables
O Print Steamship Payable Aged T	rial Balance	0	Update Steam	ship Receivables
O Print Steamship Receivable Age	1 Trial Balance			
O Indicate Run Completed for the I	Month			

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. 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.

Maintain Steamship Accounts			x
GL Account Numb	er	GL Account Name	
CAM4500	STEAMSHIP R	ECEIVABLES	
			r
			_
Create New Entries	X Cancel		

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.

	Maintain Steamship Accounts	
T	GL Account Number	Q
e	Add X Cancel	
	GL Account Number	GL Account Name
	CAM4500	STEAMSHIP RECEIVABLES

ADVANTUM Financials User Manual

Page: 1

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

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

	Ship	Ship Name	Report Date	Description	Debit	Cred
28/02/2013 01	18N	CSAV GENERALA/C	31/12/2010	TRANSFER OF CQ84142	7,711.29	.0
8/02/2013 01	18N	CSAV GENERALA/C	31/12/2010	TRANSER OF CQ84142	9,424.91	.0
8/02/2013 32	255N	ASTA	20/07/2009	BOOKING EXCHANGE LOSS	.00	174.2
8/02/2013 32	255N	ASTA	20/07/2009	CORRECTING JV14578	.00	6,679.5
28/02/2013 32	255N	ASTA	20/07/2009	DISBAL TRANSFER	.00	56,024.0
8/02/2013 3	255N	ASTA	20/07/2009	REVERSING JV14565	62,877.79	.0
28/02/2013 32	255N	ASTA	11/02/2010	CORRECTING JV14578	6,679.53	.0
28/02/2013 32	255N	ASTA	26/03/2010	EXCHANGE GAINS	107.80	.0
28/02/2013 32	255N	ASTA	26/03/2010	REVERSING JV14566	43,973.81	.0
8/02/2013 32	255N	ASTA	19/07/2010	REVERSING JV14566	.00	43,973.8
8/02/2013 32	255N	ASTA	19/07/2010	REVERSING JV14565	.00	62,877.7
8/02/2013 3	255N	ASTA	19/07/2010	TRANSFER OF PROTADVANCE	.00	514,489.4
28/02/2013 32	255N	ASTA	19/07/2010	EXCHANGE GAINS	7,915.54	.0
28/02/2013 32	255N	ASTA	19/07/2010	DISBAL TRANSFER	56,024.03	.0
28/02/2013 33	327N	NAVAGA	1/06/2009	CORRECTING JV13801	.00	45.0
8/02/2013 33	327N	NAVAGA	1/06/2009	REVERSING BANK CHRG	.00	1,547.7
8/02/2013 33	327N	NAVAGA	16/07/2009	REVERSING BANK CHRG	.00	3,093.9
8/02/2013 33	327N	NAVAGA	16/07/2009	CORRECTING JV13801	45.00	.0
8/02/2013 33	327N	NAVAGA	1/09/2009	REVERSING BANK CHRG	.00	4,116.7
/02/2013 3/	427N	CSAV LAJA	28/11/2010	EXPENSE: DR. VISIT-H SUBRAMAIAM	2,500.00	.0
/02/2013 3/	473N	M/T KINGSTON	15/10/2010	DISBURSEMENT BALANCE	.00	48,420.7
8/02/2013 3/	473N	M/T KINGSTON	27/04/2011	TRANSFER OF EXCHANGE GAINS	.00	2.5
8/02/2013 3/	488N	ONEGO MONSOON	3/05/2010	REVERSING BANK CHRG	.00	13,551.5
8/02/2013 3/	488N	ONEGO MONSOON	3/05/2010	TRANSFER OF PORTADVANCE	514,489.45	.0
8/02/2013 36	606N	EMSTOR	30/05/2010	REVERSING BANK CHRG	.00	2,313.4
/02/2013 36	639N	WEHR ELBE	13/05/2011	EXPENSE: DR. VISIT-P STEPHAN	4,142.00	.0
8/02/2013 36	647N	CSAV RENAICO	13/07/2010	EXPENSE: REF RC#25571-POLYMILL PLA	84,600.85	.0
5/02/2013 36	667N	AGGELIKI P	6/01/2011	EXPENSE: CESS CHRGS	17,582.58	.0
/02/2013 36	668N	AS JUTLANDIA	24/12/2010	EXPENSE: DR. VISIT-V MANALANSON	2,500.00	.0
8/02/2013 36	673N	LANIA	11/01/2011	EXPENSE: REF RC#31240-ICON IMPORT	12,802.69	.0
8/02/2013 36	682N	PRAIA	7/01/2011	EXPENSE: REF RC#31028-C.B. MACHINE	12,788.94	.0
8/02/2013 3	703N	ONEGO EXPRESS	29/09/2010	REVERSING BANK CHRG	.00	2,331.0
8/02/2013 3	703N	ONEGO EXPRESS	14/12/2010	REVERSING BANK CHRG	.00	4,664.5
8/02/2013 3	703N	ONEGO EXPRESS	14/12/2010	TRANSFER OF CQ84142	55,342.21	.0
8/02/2013 3	703N	ONEGO EXPRESS	14/12/2010	TRANSFER ING CQ84142	81,396,95	.0
		MARIANELA	1/11/2010	TRANSFERING CQ84142	32,122,66	.0
8/02/2013 3	739N	CMA CGM CHATEAU D'IF	11/05/2011	EXPENSE: REF RC#33907-SPANISH GRAN	14,157.81	.0
		CSAV LANCO	24/02/2011	EXPENSE: DR. VISIT-I MAURICIO	2.000.00	.0
		CSAV LICANTEN	23/03/2011	EXPENSE: REF RC#32774-SPANISH GRAN	33.050.98	.0
		MCP LONDON	20/03/2011	REVERSING BANK CHRG	.00	2.341.6
		MARIANELA	4/01/2011	EXPENSE: DR. VISIT-E MERINO	2.000.00	2,041.0
		NORASIAALYA	11/11/2010	EXPENSE: REF RC#29730-VIRGINA DARE	33,153,81	.0
		LIBRA SANTA CATARINA	20/10/2010	EXPENSE: DR. VISIT-R KRAWCZAK	3,200.00	.0
		LIBRA SANTA CATARINA	20/10/2010	EXPENSE: DR. VISIT-B KRZYZTOF	3,450.00	.0

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				
PRINCIPA	L: 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 To	otals		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.

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	
Tota		2.071.637,194.82	.00	.00		.071.637.194.82	

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

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

		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	STENABULK	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	

GSG SHIPPING INT'L LTD STEAMSHIP RECEIVABLES AGED REPORT

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.

ADVANTUM Financials User Manual

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.

WORK WITH GL ACCOUNT

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

arch by GL	Account Name Type search string			
GL Account Number	GL Account Name	Account Type		
)100-10	BANK ACCOUNT G/L 2454 - USD	CASH	<u> </u>	
)100-20	BANK ACCOUNT G/L 7075 - USD	CASH		
)100-30	BANK ACCOUNT G/L 2446 - HTG	CASH	Ξ	
100-40	BANK ACCOUNT G/L 7088 - HTG	CASH		
)200-00	ACCOUNTS RECEIVABLE	ACCOUNTS RECEIVABLE		
)300-00	ADVANCE PAYMENTS	ACCOUNTS RECEIVABLE		
)400-00	INVENTORY	INVENTORY		
)500-00	RETURN CHECKS	ACCOUNTS RECEIVABLE		
)600-00	OTHER RECEIVABLES ACCOUNTS	ACCOUNTS RECEIVABLE		
)700-00	FINANCIAL CERTIFIED	ACCOUNTS RECEIVABLE		
)100-00	AUTOMOBILES & VEHICLES	FIXED ASSETS		
)200-00	OFFICE FURNITURE & EQUIPMENT	FIXED ASSETS		
)300-00	COMPUTER & INTERNET EQUIPMENT	FIXED ASSETS		
)400-00	COMMUNICATIONS EQUIPMENT	FIXED ASSETS		
)500-00	OTHER ASSETS	FIXED ASSETS		
100-00	DEPRECIATION VEHICLES		Ŧ	
rtno.on			•	

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

How to Create a General Ledger Account?

:Maintain General Ledger	
GL Account Number GL Account Name Department Account Type	
Add X Cancel	

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.

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.

L Numb L Name		HTG
	General Ledger Y	ear
	2012 View GL History Allocate Budget	

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.

Allocate Budget		
GL Name:	100100-40 Bank Account G/L 7088 - H 2012	TG
	Closing Balance	Budget
JANUARY	.00	.00
FEBRUARY	.00	.00
MARCH	.00	.00
APRIL	.00	.00
MAY	.00	.00
JUNE	.00	.00
JULY	.00	.00
AUGUST	.00	.00
SEPTEMBER	.00	.00
OCTOBER	.00	.00
NOVEMBER	.00	.00
DECEMBER	.00	.00
	Total:	.00

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.

View by: Transaction Date General Ledger: 100100-30 - BANK ACCOUNT G/L 2446 - HTG							
Transacti	on Date Rai	nge 1	9/ 04/ 2012	19/ 04/ 2	012	Total Debit: Go Total Credit:	.00 1,000.00
Transaction Source	Date	GL Number	Sub Account	Reference	Туре	Description	Transaction Amount
CQ10	19/04/2012	100100-30		CDT	CR	Paid to:ADMINISTRATION GENER	1,000.00 🔺

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.

Transacti	on Source	Cheque		v 10		Go		2,289.56 2,289.56
Transaction Source	Date	GL Number	Sub Account	Reference	Туре		Description	Transaction Amount
CQ10	28/03/2013	CAK4700		CDT	CR	PAID TO : MA	RITIME TOWING COMPANY L	1,722,289.56
CQ10	28/03/2013	CAM4500	CS500	DBT	DR	EXPENSE: T	UG CHRGS	307,845.52
CQ10	28/03/2013	CAM4500	CS500	DBT	DR	EXPENSE: T	UG CHRGS	468,181.65
CQ10	28/03/2013	CAM4500	CS500	DBT	DR	EXPENSE: T	UG CHRGS	393,319.46
CQ10	28/03/2013	CAM4500	CS500	DBT	DR	EXPENSE: T	UG 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.

Purchase Invoice
Cheque
Journal
Recurring Journal
Invoice
Receipt
Credit Note
Port Manager Invoice
Port Manager Receipt
Port Manager Credit Note
Fixed Asset
Late Entry Adjustment
Other

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.

Sub Ledger	
GL Number	
Accept X Cancel	

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

GL Name: earch by T	intity Name	Type sea			
Sub-Account		Entity	Account Type	Currency	
ACS001	ARNOLD TOMLINSON		PERSONAL	JAMAICAN DOLLAR	
ACS002	BASIL WAITE		PERSONAL	JAMAICAN DOLLAR	

How to Create a Sub-Ledger Account?

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

ABNOLD TOMUNSON	PERSONAL	TAMAICAN DOLLAR	
:Maintain Sub Account			х
Sub-Account Number			
Sub-Account Type			
Currency	•		
Entity Code			
🛉 Add 🗙 Cancel			

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

ADVANTUM Financials User Manual	
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Port Computer Services Ltd. All Rights Reserved December 2015 Select the *SUB-ACCOUNT TYPE*. This may be (Personal) or (Impersonal). Personal is used when the subledger 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.

ر ا	Ge	neral Ledger X
		General Ledger Report Date 03/ 12/ 2015
		Accept X Cancel

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 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.

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.

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.

GL Account Number	Transaction Reference	Transaction Date	Transaction Amount	Status	
PR4002	CREDIT	31/12/2012	120,000.00	PENDING	
CAR4103	DEBIT	31/12/2012	120,000.00	PENDING	

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

:Maintain Late Entry Adjustme	ent 🛛 🚽 📉
GL Account Number	Q.
Sub-Account Number	Q.
Transaction Reference	×
Transaction Date	31/ 12/ 2012
Transaction Amount	.00
Description	
Ship Number	Q.
Reported Date	// 9
Project	Q.
🕂 Add 🔀 Cancel	

- 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.

ADVANTUM Financials User Manual

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.

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.

Invoice Number	Date	Customer	Currency		Total Amount	Status
27	17/09/2015	A.J. BARNED AND SONS LTD	JAMAICAN DOLLAR		1,200.00	TRANSFERRED
28	20/09/2015	ALL ISLAND MOVERS LIMITED	JAMAICAN DOLLAR	Change	5,135.80	PENDING
30	25/09/2015	ARH ENTERPRISE LTD.	JAMAICAN DOLLAR	Delete	2,782.00	TRANSFERRED
31	29/09/2015	ANTONIO KINTTERS LTD.	JAMAICAN DOLLAR	View	1,000.00	TRANSFERRED
32	29/09/2015	A.J. BARNED AND SONS LTD	JAMAICAN DOLLAR	Print	1,000.00	TRANSFERRED
AG2	29/09/2015	COMPANIA LIBRA DE NAVEGACO	UNITED STATES DOLLARS	s	482.50	CANCELLED
AG3	29/09/2015	COMPANIA LIBRA DE NAVEGACO	UNITED STATES DOLLARS	S	482.50	TRANSFERRED
AG00004	29/09/2015	COMPANIA LIBRA DE NAVEGACO	UNITED STATES DOLLARS	s	482.50	TRANSFERRED

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

:Maintain Invoice	
Add X Cance	
Invoice Type	GENERAL
Invoice Date	07/ 12/ 2015
GL Account Number	CAF4500 CAF4500 FREIGHT RECEIVABLE
Entity Code	AJBAS Q A.J. BARNED AND SONS LTD
Ship Number	0179N A ROSA BLU Reported Date 21/ 12/ 2002
Currency	UNITED STATES DOLLARS
Remarks	INVOICE FOR SHIP CHARGES ×
Cust Purchase Order	R4321
1	

- 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.

:Maintain Invoice	
🔒 Save 🗙 Cancel	
Invoice Type	GENERAL V Invoice number 33
Invoice Date	07/ 12/ 2015 E
GL Account Number	CAF4500 GREIGHT RECEIVABLE
Entity Code	AJBAS A.J. BARNED AND SONS LTD
Ship Number	A ROSA BLU Reported Date / / Q
Currency	JAMAICAN DOLLAR
Remarks	INVOICE FOR SHIP CHARGES
Cust Purchase Order	R4321
Сгеа	ate New Detail
Item	
	Total .00

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.

:Maintain Invoice Detail	
Bill of lading	
Item Code	ACCR ACCRUALS _SUNDRY (CLY5100)
Quantity	1.00 Apply Discount
Unit Price	1,200.00 Discount Percent V 5.00 %
Local Amount	1,200.00
Ship Number	0179N A ROSA BLU
Reported Date	28/ 12/ 2002 C Repeat Ship
Remarks	Accrual charges
🕂 Add 🔀 Cancel	

- 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.

15'	*117.2	8		17	59.2
			BK	С	
	7	8	9	1	
	4	5	6	*	
	1	2	3	-	
		0	=	+	
	Accept	Cancel			

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.

ADVANTUM Financials User Manual

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.

🔒 Save 🚔 Print	× Cancel			
Invoice Type	GENERAL Y		Invoice number 28	
Invoice Date	20/ 09/ 2015		Received By USER1	
GL Account Number	CAF4500	REIGHT RECEIVABLE		
Entity Code		LL ISLAND MOVERS LIMITE	D	
Ship Number	Q		Reported Date / /	Q
Currency	JAMAICAN DOLLAR	\checkmark		
Total Amount	5,135.80			
Remarks	TEST		Status PENDING	
Cust Purchase Order	TY67-9P543			
]
Cre	eate New Detail			
	eate New Detail			
Iter	m	Description	Amount	
Iter	m	RGES	Amount 5,135.80	
lter Num	n D	RGES Change Delete		
lter Num	n D	RGES		
lter Num	n D	RGES Change Delete		
iter Num	n D	RGES Change Delete		
iter Num	n D	RGES Delete View	5,135.80	
lter Num	n D	RGES Change Delete		

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.

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.

E			:Approve Invoices
	Start Date End Date	01/ 09/ 2015	
	Currency Invoice Type	JAMAICAN DOLLAR	
	🖌 Accept 🔀 Can	cel	

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.

:Select In	voices for Appr	oval					X
Select	Invoice Number	Invoice Date	Customer	Currency	Total Amount	Status	
•	28	20/09/2015	ALL ISLAND MOVERS LIMITED	JAMAICAN DOLLAR	5,135.80	PENDING	^
							~
Ap	prove Invoices	🔀 Ca	ncel				
U							

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.

ADVANTUM Financials User Manual

WORK WITH RECEIPT

How to Create Receipts?

Receipt Number	Receipt Date	Customer	Currency	Total Amount	Status
29	2/10/2015	A & H IMPORT LIMITED	JAMAICAN DOLLAR	1,200.00	CANCELLED
30	1/10/2015	A. L. MALABRE & CO. LTD	JAMAICAN DOLLAR	100.00	TRANSFERRE
31	2/10/2015	A & H IMPORT LIMITED	JAMAICAN DOLLAR	1,200.00	CANCELLED
32	2/10/2015	A & H IMPORT LIMITED	JAMAICAN DOLLAR	1,200.00	CANCELLED
33	5/10/2015	5 EAST QUEENS PARK CITIZEN ASS	JAMAICAN DOLLAR	100.00	TRANSFERRE
34	2/10/2015	A & H IMPORT LIMITED	JAMAICAN DOLLAR	1,200.00	TRANSFERRE
35	5/10/2015	5 EAST QUEENS PARK CITIZEN ASS	JAMAICAN DOLLAR	800.00	TRANSFERRE
36	12/10/2015	Johnathan Brown	JAMAICAN DOLLAR	1,000.00	CANCELLED
37	25/11/2015	ALLAN HOYTE	UNITED STATES DOLLARS	500.00	TRANSFERRE
38	25/11/2015	A S CAMBRIDGE LTD	JAMAICAN DOLLAR	25,000.00	TRANSFERRE
39	2/10/2015	A & H IMPORT LIMITED	JAMAICAN DOLLAR		PENDING
			Change Delete View Print		

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.

:Maintain Receipt						
+ Add	< Cancel					
Receipt Type Receipt Date	GENERAL 🗸	Customer Type	Entity 🗸	Add Payment	Payment Breakdown	
Entity Code Name				Payment Type	Description	Amount
Bank Account Bank Acc. GL	Q					
Currency Received By	USER1				Total	.00
	USERI					

- 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.

:Maintain Receipt						
🕇 Add 🗙 C	Cancel					
	GENERAL V 07/ 12/ 2015	Customer Type	General Customer 🗸	Add Payment	Payment Breakdown	
Name				Payment Type	Description	Amount
Customer Address		$\hat{\mathbf{C}}$				^
Bank Account	Q					
Bank Acc. GL						\sim
Currency					Total	.00
Received By	USER1					

- 4. Record the BANK ACCOUNT NUMBER.
- 5. Click Add Payment to record payment details. The screen shown below appears.

Payment Type CREDIT CARD Amount (Bank Currency) 200.00 Payment Currency UNITED STATES DOLLARS Type	:Maintain Payment Detail	
Payment Currency UNITED STATES DOLLARS ▼ Type	Payment Type	CREDIT CARD
Type Card Number Expiry Date 07/ 12/ 2015	Amount (Bank Currency)	200.00
Card Number Expiry Date 07/ 12/ 2015	Payment Currency	UNITED STATES DOLLARS
Expiry Date 07/ 12/ 2015	Туре	
	Card Number	
Remark	Expiry Date	07/ 12/ 2015
	Remark	\Diamond
Add X Cancel	Add X Cancel	

- 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*.

:Maintain Payment Detail	
Payment Type	CREDIT CARD
Amount (Bank Currency)	200.00
Payment Currency	JAMAICAN DOLLAR
Exchange Rate	118.2500
Amount (Payment Currency)	23,650.00
Туре	
Card Number	
Expiry Date	07/ 12/ 2015
Remark	\bigcirc
+ Add X Cancel	

- 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.

ADVANTUM Financials User Manual

:Maintain Receipt	
Save Close	
Receipt Type GENERAL Receipt Number 40 Receipt Date 07/12/2015 Customer Type Entity Entity Code AJBAS Customer Type Entity Entity Code AJBAS Customer Type Supervision of the second secon	Payment Breakdown Add Payment Description Amount CREDIT CARD VISA #457732 - 7/12/2015 200.00
Local Equivalent .00 Received By USER1 Status PENDING	Total200.00

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.

aintain Receipt Detail					
ill of lading					
tem Code	ACCR		RUALS _SUNDRY (C	CLY5100)	
)uantity		1.00	Apply Discount	✓	
Init Price		2,900.00	Discount Amou	nt 🗸	100.00
oreign Currency Amount		2,900.00			
ocal Amount	34	12,925.00			
hip Number		Q			
eported Date	1 1	Q.	Repeat Ship		
emarks				$\langle \rangle$	
+ Add X Cancel					

- 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.

15	*117.2	8			
				17	59.2
			BK	С	
	7	8	9	1	
	4	5	6	*	
	1	2	3	-	
		0	=	+	
	Accept	Cancel			

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.

ADVANTUM Financials User Manual

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.

Invoice	Customer	Currency	Outstanding Bal.
32	A.J. BARNED AND SONS LTD	JAM	500.00
27	A.J. BARNED AND SONS LTD	JAM	1,200.00
29	A.J. BARNED AND SONS LTD	USD	15,157.00
25	A.J. BARNED AND SONS LTD	USD	783.70
24	A.J. BARNED AND SONS LTD	USD	152.38
20	A.J. BARNED AND SONS LTD	USD	628.49
18	A.J. BARNED AND SONS LTD	JAM	70.00
17	A.J. BARNED AND SONS LTD	JAM	1,000.00
15	A.J. BARNED AND SONS LTD	JAM	2,200.00
40			1101000

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.

Invoice: Date: Customer: Create Rece	29 Currency: UNITED S 9/12/2014 A.J. BARNED AND SONS LTD pt Detail from selected Invoice Detail(s)	STATES DOLLARS		
Select Num		Outstantding Amt (Receipt Currency)	Receipt Amount	
✓ 1	JMMB INVESTMENT	1,476.67	1,476.67	~
✓ 2	ACCRUALS_SUNDRY	670.34	670.34	
✓ 3	DEPOSIT - FLOW	11,922.52	11,922.52	
✓ 4	ACCRUALS_SUNDRY	220.26	220.26	
✓ 5	AUDIT FEES	225.04	225.04	
				~

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.

:Maintain Receipt		x
🔒 Save 🖾	Print X Close	
Receipt Type	GENERAL V Receipt Number 40	Payment Breakdown
Receipt Date	07/ 12/ 2015 Customer Type Entity	Add Payment
Entity Code	AJBAS	
Name	A.J. BARNED AND SONS LTD	Payment Type Description Amount
Bank Account	391022437 GSG SHPG INTL USD C/A	CREDIT CARD VISA #457732 - 7/12/2015 200.00
Bank Acc. GL	CAK4600 GATEWAY SHPG INT'L USD CURRENT A/C	
Currency	UNITED STATES DOLLARS	
Receipt Total	1,700.00 Local Equivalent 201,025.00	Total 200.00
Received By	USER1 Status PENDING	
	Add General Payment Add Invoice Payment	
	Item Description Amount	
	1 Payment on inv# 29 JMMB INVESTMENT 141,900	0.00
	2 Payment on inv# 29 ACCRUALS_SUNDRY 59,125	5.00
	Change Delete	
	View	
	Total 1,700	.00

ADVANTUM Financials User Manual

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.

WORK WITH CREDIT NOTE

How to Create a Credit Note?

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

11 16/06/2015 A.J. BARNED AND SONS LTD UNITED STATES DOLLARS 143.35 PE	NDING

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

:Maintain Credit Note	
🕂 Add 🔀 Cancel	
Prepared By Credit Note Date	USER1 08/ 12/ 2015
Remarks	

- 2. Type the Credit Note Date and a Remark.
- ADVANTUM Financials User Manual

Maintain Credit Note	paranti, I		
🔒 Save 🔀 Close			
Credit Note Number	18		
Prepared By	USER1		
Credit Note Date	08/ 12/ 2015		
Remarks	PAYMENT OF INVOICE		
Create Ne	w Detail		
Item Number		Amount	
		Amount	
		^	
	Description	~	

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.

:Create Credit Note Detail	×
Invoice Number	<u> </u>
Accept 🗙 Cancel	

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

ADVANTUM Financials User Manual

:Create C	redit Note C	Detail			x
Invoic Date: Custor Create	1 ner: A	4 Currency: UNITED STATES 6/05/2014 J. BARNED AND SONS LTD ote Detail from selected Invoice Detail(s)	DOLLARS]	
Select	ltem Number	Description	Foreign Currency Amount	Credit Amount	
•	1	ACCRUALS GCT	129.69	129.69	~
					~
+ A	dd 🗙	Cancel			

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.

Credit Note Number 18 Invoice Number 24 Prepared By USER1 Inv Outstanding Bal 152.38 Credit Note Date 08/ 12/ 2015 Invoice Number 152.38 Remarks PAYMENT OF INVOICE Invoice Number 152.38 Entity AJBAS Invoice Number Invoice Number 152.38 GL Account CAF4500 FREIGHT RECEIVABLE Invoice Number Invoice Number	:Maintain Credit Note		
Item Number Description Amount 1 ACCRUALS GCT 58.75	Prepared By Credit Note Date Remarks Entity GL Account Currency Credit Note Total	USER1 Inv Outstandi 08/ 12/ 2015 E PAYMENT OF INVOICE AJBAS CAF4500 FREIGHT RECEIVABLE UNITED STATES DOLLARS 58.75	
1 ACCRUALS GCT 58.75			
		Total	

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.

ADVANTUM Financials User Manual

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.

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.

:Maintain Requisition		
🛉 Add 🔀 Cancel		
Entity Currency		AUTO DIMENSION LTD
Prepared By Date Prepared	user1 08/ 12/ 2015	
Remarks Line 1 Remarks Line 2		

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.

Maintain Requisition					
🔒 Save 🔆 🗙 Clo	se				
Requisition Number		Refere	nce 8	7	
urrency	JAMAICAN DOLLAR	AUTO	DIFICUSION CTD		
repared By	user1				
ate Prepared	08/ 12/ 2015				
Remarks Line 1	PURCHASE OF FURNITURE	Printe	d NO V		
temarks Line 2		Status			
Create Nev	v Detail				
Item	w Detail Description	Quantity	Unit Price	Amount	
		Quantity	Unit Price	Amount	
Item		Quantity	Unit Price	Amount	
Item		Quantity	Unit Price	Amount	
Item		Quantity	Unit Price	Amount	<u> </u>
Item		Quantity	Unit Price	Amount	<u>^</u>
Item		Quantity	Unit Price	Amount	
Item		Quantity	Unit Price	Amount	

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

IAUTUDI	~	IATITO DIMENSION LTD	
:Maintain Requisition Detail			x
. –			
Item Code	4		
Short Description			
Description Overstitut			
Requisition Quantity	0		
Unit Price	0		
,			
Project	4		
Ship Number	Q		
Reported Date	11 9	Repeat Ship	
Reported bute		Kepear Ship	
🕂 Add 🔀 Cancel			

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.

ADVANTUM Financials User Manual

- 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.

Maintain Requisition				
🔒 Save 🄀 Close				
Requisition Number Entity Currency Prepared By Date Prepared Total Amount	36 AUTODI Q JAMAICAN DOLLAR ▼ user1 08/ 12/ 2015 1,950.00 PURCHASE OF FURNITURE	Reference AUTO DI Printed Status	e 87 MENSION LTD	
Create New De	tail			
item Number	Description	Quantity	Unit Price	Amount
1 ACCRU	ALS_SUNDRY	1	1,200.00	1,200.00
2 ACCRU	ALS GCT	1	750.00	750.00
				~
			Total	1,950.00

- 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**.

ADVANTUM Financials User Manual

 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.

:Maintain Purchase Order
Add X Cancel
Prepared By USER1
Date Prepared 08/ 12/ 2015
Select Detail from P.O. Requisition

- 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

Maintain Purchase Or	rder				
					-
save 🔨	Close				
Purchase Order N	umber 37				
Prepared By	USER1				
Date Prepared	08/ 12/ 2015				
elect Detail from	P.O. Requisition Yes				
Create	New Detail				
Item	Description	Quantity	Unit Price	Amount	
Number	Description	Ordered	Unit Trice		
				^	
			Total	.00	
			Total	.00	

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.

:Create Purchase Order Detail	X
Requisition Number	<u> </u>
Accept X Cancel	

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

Requisition: 11 Currency: JAMAICAN DOLLAR Date: 26/01/2011				
Select	ltem Number	Description	Quantity	Unit Price
V	1	GENERAL EXPENSE	1	100.00

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.

Save X Close Inchase Order Number 37 repared By USER1 inte Prepared 08/12/2015 intity AUTODI AUTODI AUTODIMENSION LTD intrency JAMAICAN DOLLAR internery Internery internery	Maintain Purchas	e Order						
epared By USERI ste Prepared 08/12/2015 AUTO DIMENSION LTD intrency JAMAICAN DOLLAR internet Jamain Structure Stevensor St	🔒 Save	🗙 Close						
epared By USERI ste Prepared 08/12/2015 AUTO DIMENSION LTD intrency JAMAICAN DOLLAR internet Jamain Structure Stevensor St	Purchase Orde	r Number	37					
ate Prepared 08/12/2015 AUTO DIMENSION LTD AUTO DIMENSI AUTO DIMENSION LTD AUTO DIMENSION LTD AUTO DIMENSION								
AUTO DI Q AUTO DIMENSION LTD Irrency JAMAICAN DOLLAR ital Amount 1,950.00 Elect Detail from P.O. Requisition Yes Create New Detail I ACCRUALS_SUNDRY 1 1,200.00 1,200.00				1				
Irrency JAMAICAN DOLLAR V stal Amount 1,950.00 elect Detail from P.O. Requisition Yes V Create New Detail tem Description Quantity Ordered Unit Price Amount 1 1 ACCRUALS_SUNDRY 1 1,200.00 1,200.00								
Create New Detail Quantity Ordered Unit Price Amount 1 ACCRUALS_SUNDRY 1 1,200.00 1,200.00				- 1	AUTO	DIMENSION LTD		
Create New Detail Item Description Item Number Ordered 1 ACCRUALS_SUNDRY 1 1,200.00								
Create New Detail Quantity Ordered Unit Price Amount 1 ACCRUALS_SUNDRY 1 1,200.00 1,200.00								
Item Number Description Quantity Ordered Unit Price Amount 1 ACCRUALS_SUNDRY 1 1,200.00	select beidli I	UII P.U. Kt						
Item Number Description Quantity Ordered Unit Price Amount 1 ACCRUALS_SUNDRY 1 1,200.00				es ∨				
Number Description Ordered Onterprese Amount I 1 ACCRUALS_SUNDRY 1 1,200.00 1,200.00 I				es V				
	Сгеа			es V				
2 ACCRUALS GCT 1 750.00 750.00	Item	te New De	tail			Unit Price	Amount	
	ltem Numbe	te New De	tail		Ordered			
	Item Numbe	te New De er ACCRU	tail Descrij ALS_SUNDRY		Ordered 1	1,200.00	1,200.00	
	Item Numbe	te New De er ACCRU	tail Descrij ALS_SUNDRY		Ordered 1	1,200.00	1,200.00	
	Item Numbe	te New De er ACCRU	tail Descrij ALS_SUNDRY		Ordered 1	1,200.00	1,200.00	
~ ~	Item Numbe	te New De er ACCRU	tail Descrij ALS_SUNDRY		Ordered 1	1,200.00	1,200.00	
Total 1,950.00	Item Numbe	te New De er ACCRU	tail Descrij ALS_SUNDRY		Ordered 1	1,200.00 750.00	1,200.00 750.00	~

- 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.

ADVANTUM Financials User Manual

:Maintain Receival		×
🕂 Add 🔀 Cance		
Reference Number	456T7	
Received By	USER1	
Date Received	08/ 12/ 2015	
Receival Remarks	RECEIVED IN GOOD ORDER ×	

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.

Save X Close Receival Number 29 Reference Number 456T7 Received By USER1 Date Received 08/12/2015 Receival Remarks RECEIVED IN GOOD ORDER Create New Detail Item Description Quantity Unit Price Amount Received
teference Number 456T7 teceived By USER1 teceived 06/12/2015 teceival Remarks RECEIVED IN GOOD ORDER Create New Detail tem Description Quantity Unit Price Amount
eceived By USER1 ate Received 08/12/2015 E eceival Remarks RECEIVED IN GOOD ORDER
ate Received 08/12/2015 E ecceival Remarks RECEIVED IN GOOD ORDER
eceival Remarks RECEIVED IN GOOD ORDER
Create New Detail Item Description Quantity Received Unit Price Amount
Item Number Description Quantity Received Unit Price Amount
Item Number Description Quantity Received Unit Price Amount
Item Number Description Quantity Received Unit Price Amount
Number Description Received Unit Price Amount
Total .00

- 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.

ADVANTUM Financials User Manual

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.

:Maintain Purchase Invoice	continuer + Type search string	
🔹 Add 🔀 Cancel		
Reference Number	RT5671	
Purchase Invoice Date	08/ 12/ 2015	
AP Control Account	CAM4501	STEAMSHIP PAYABLES
Sub Account	AP02	A & H IMPORT LIMITED
Remarks	PURCHASE OF GOODS ×	
Currency	JAMAICAN DOLLAR	
Select Detail from Recei	val No 🗸	
<u> </u>		

- 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.

laintain Purchase Invoice	centumper,				
🔒 Save 🔀 Close					
eference Number	RT5671	Purcha	ise Invoice No.	26	
Purchase Invoice Date	08/ 12/ 2015				
P Control Account	CAM4501	STEAMS	SHIP PAYABLES		
Sub Account	AP02	A & H	IMPORT LIMITED		
temarks	PURCHASE OF GOODS				
Currency	JAMAICAN DOLLAR				
elect Detail from Rece	ival No 🗸				
	·				
Create New D	etail				
Item	Description	Quantity	Unit Price	Amount	
Number	Description	Quantity	Unit Price	Amount	
					^
					\sim
			Total		.00
			L		

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.

:Create Purchase Invoice Detail	X
Receival Number	0 9
Accept X Cancel	

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.

ADVANTUM Financials User Manual

:Maintain Purchase Invoice D	etail	×
		Reference 88
Item Code	Q.	
Short Description		
Quantity	0	
Unit Price	0	
Project	Q	
Ship Number	Q	
Reported Date	<u> </u>	Repeat Ship
+ Add X Cancel		

- 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 return to 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.

:Selection Criteria for Ir	ivoices	x
Expected Payment	Date 08/12/2015	
Supplier	Q	
Currency	JAMAICAN DOLLAR	
🗸 Accept 🔀 C	ancel	

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

ADVANTUM Financials User Manual

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.

:Select Inv	oices for Pa	yment			X
Bank	Account:	3910224	37 GSG SHPG INTL USD C/A		
Curre	ncy:	UNITED S	TATES DOLLAF		
		eque Requisi Requisition I	<u> </u>		
Select	Purchase Invoice Number	Expected Payment Date	Supplier	Balance Due	Payment Amount
✓	23	3/06/2015	CAGEMA	58.63	58.63
✓	3	28/10/2012	CAGEMA	15.80	15.80
			Totals:	74.43	74.43
Create/A	dd to Chequ. Batch	e Requisition	X Cancel		

- *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 a new 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.

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.

HOW TO PROCESS A CASH PAYMENT

Batch Number	Batch Date	Bank Account Number	Bank Account Name	Currency		Batch Total	Status	Purchase Invoice Generated
9	6/07/2015	391020604	GSG SHIPPINGLTD NCB CA	JAMAICAN DOLLAR		6,600.00	Open	NO
8	14/10/2014	391020604	GSG SHIPPINGLTD NCB CA	JAMAICAN DOLLAR		300,805.00	Open	YES
7	8/04/2014	391022437	GSG SHPG INTL USD C/A	UNITED STATES DOL	LLARS	211.03	Open	YES
6	30/03/2014	391022437	GSG SHPG INTL USD C/A	UNITED STATES DOL	LLARS	400.00	Open	NO
5	2/05/2013	391020604	GSG SHIPPINGLTD NCB CA	JAMAICAN DOLLAR		5,515.00	Open	YES
4	29/04/2013	391020604	GSG SHIPPINGLTD NCB CA	JAMAICAN DOLLAR		4,808.00	Open	NO
3	22/04/2013	391020604	GSG SHIPPINGLTD NCB CA	JAMAICAN DOLLAR		200.00	Open	YES
2	15/03/2012	391020604	GSG SHIPPINGLTD NCB CA	JAMAICAN DOLLAR		245,519,474.24	Open	NO
1	7/09/2012	391020604	GSG SHIPPINGLTD NCB CA	JAMAICAN DOLLAR		376.25	Open	YES
					Approv Genera Print U	vith Cheque Requisi	tions	

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.

How to Create a Cheque Requisition Batch?

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

	Nul	libei		
	:Maintain Cheque Requ	isition Ba	tch	X
ľ				
ľ	Batch Number	Г	9	
	Batch Date	1	17/ 04/ 2012	
	Bank Account Num	ıber 🛛	Q	
	🛉 Add 🔆 C	ancel		
	1			

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.

			:Work with Cheque Requisition
Bat Bat Bat			
Re	+ Add × Cance Entity Prepared By	Q user1	Date Prepared 08/ 12/ 2015
	Status	ACTIVE	Foreign Exchange Date 08/ 12/ 2015
			~
	Create New Entries	Refresh	

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

equisition Number	1	_	Reference		89
Entity	BUSML	Q	BUSINESS MANA	GEMENT LTD.	
Prepared By	user1	_	Date Prepared	11111111111111111111111111111111111111	2015
Status	ACTIVE				
		1			
	New Detail				
Item Number		Descrip	tion	Amount	
		Descrip	tion	Amount	
		Descrip	tion	Amount	^
		Descrip	tion	Amount	Ŷ
		Descrip	tion	Amount	^
		Descrip	tion	Amount	Ŷ
		Descrip	tion	Amount	^
		Descrip	tion	Amount	Ŷ

How to Create Cheque Requisition Detail?

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

:Maintain Requisition Detail			
-maintain Requisition Detail			X
Item Code			
Short Description			
Requisition Quantity	0		
Unit Price	0		
Project	Q		
Ship Number			
Reported Date	/ / Q	Repeat Ship	
Invoice			
🕂 Add 🔀 Cancel			

- 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.

Requisition Entity Prepared E Total Amou Printed Status	Зу	I BUSML User1 100.00 NO ACTIVE	Reference BUSINESS MAN/ Date Prepared	89 AGEMENT LTD. 08/ 12/ 2015
	Create M	lew Detail	n	Amount
				100.00
		ACCRUALS_SUNDRY		100.00

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.

		_						_
Batch Number	Batch Date		k Account lumber	Currency		Batch Total	Status	
8	15/02/201	2 10023	351 1		R	1 747 50	Onen	×
7	26/09/	lect Che	eque Requisitio	ons for Approval				
6	12/07/							
5	15/01/		lumber:	5				
4	11/07)	Batch D Bank A)ate: ccount:	15/01/20 1002351	11	Batch Total:	45.5	57.50
3	1/12/		ccount.	1002551		baten rotan	45,5	57.50
2	1/12/		Requisition	Requisition				Payment
1	3/06/	Select	Number	Date		Supplier		Amount
		V		6 29/03/2012	ARNOLD	TOMUNSON		116.50
						romentoort		110.00
						Tomentoort		110.00
								110.00
						TOWERTOOT		110.00
						TOMENTOON		10.50
						TOMENTOON		10.00
Create N	ew Entries					TOMENTOON		
Create N	ew Entries					TOMENTOON		
Create N	ew Entries							
Create N	ew Entries					Payment	t Total:	116.50

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 a*mount 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.

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.

Generate (Cheques			×
Batch M Batch I	Number: Date:	2 15/03/20	Bank Account: 3910200	504
Starting	Cheque Numb	er	Cheque Date 08/ 12/ 2015	
Select	Requisition Number	Requisition Date	Supplier	Payment Amount
✓	6	9/04/2014	88 WHOLESALE & RETAIL	250.50
✓	7	8/12/2015	88 WHOLESALE & RETAIL	100.00
Generate	e Cheques 🔀	Cancel		

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.

Batch Numbe Batch Date:		Bank Account: 39102 /2012	20604
Cheque Number	Cheque Date	Supplier	Payment Amount
139	8/12/2015	88 WHOLESALE & RETAIL	250.50
140	8/12/2015	88 WHOLESALE & RETAIL	100.00

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.

WORK WITH CHEQUES

		Type search string				
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	View	_
3760	3/12/2010	BASIL WAITE	254.50	YES	Cancel	
3759	3/12/2010	ARNOLD TOMLINSON	3,751.05	YES	Work w	ith D
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		CANCELLED	
3751	1/12/2010	ARNOLD TOMLINSON	89.71	YES		-

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

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.

Work with Che	que Detail			
Cheque: Date: Supplier:	3754 Currency: 3 3/12/2010 ARNOLD TOMLINSON	JAMAICAN DOLLAR		
ltem Number	Description	Amount		
	GENERAL EXPENSE	29,125.00	*	
	FURNITURE AND FIXTURES	2,912.50		
			Ŧ	
🥀 Rei	fresh			

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

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

Journal	x							
Search by	Journal ID	▼ Type search strin	a					
Journal ID.	Journal Date	Currency	Journa	I Description	Total Debit	Total Credit	Status	
1	28/02/2015	UNITED STATES DOLLARS	TRANSFER		100.00	100.00	APPROVED	
2	28/02/2015	JAMAICAN DOLLAR	AUDIT ENTRIES	Change	100.00	100.00	PENDING	
				View Approve Print				
Create	New Entries	Approve Journals	View Selection	Refresh				

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

ADVANTUM Financials User Manual Port Computer Services Ltd.

:Maintain Journal				
+ Add X Cance	el			
Department Code	GEN GENERAL DEPARTMENT	Journal Date	09/ 12/ 2015	
Currency Code	JAMAICAN DOLLAR	Journal Description		
Status	PENDING			

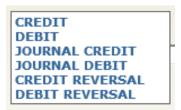
4. Enter the requested information, *Department Code, Journal Date, Currency*, etc then press **Add** to save. The screen appears as shown below to facilitate the entry of journal details.

:Maintain Journal							×
📮 Save 🗙 Cance	4						
Journal ID.	3						
Department Code	GEN Q GENERAL DEPAR	RTMENT	Jour	al Date	09/ 12/ 201	15 🛄	
Currency Code	JAMAICAN DOLLAR]	Jour	al Description	JOURNAL E	NTRIES	ĺ
Status	PENDING						
Create New Detai	1						
Transaction GL Number Number	GL Name	Sub Acc. No.	Reference	Descriptio	n	Debit Amount	Credit Amount
							~
							_
				То	tals	.00	.00

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.

:Maintain Journal Detail	
GL Account Number	
Sub-Account Number	Q.
Transaction Reference	
Description	
Amount	ο
Project	Q.
Ship Number	Q.
Reported Date	
🕂 Add 🔀 Cancel	

- 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.

15'	*117.2	8		17	
I					59.2
			BK	С	
	7	8	9	1	
	4	5	6	*	
	1	2	3	-	
		0	=	+	
	Accept	Cancel			

ADVANTUM Financials User Manual

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.

aintair	n Journal								
.	Save	X Cance	el						
ourna	al ID.		2						
)epar	rtment Co	de	GEN C GENERAL DEPAR	TMENT	Jour	nal Date	28/ 02/ 201	5 📖	
urre	ncy Code		JAMAICAN DOLLAR	[Jour	nal Description	AUDIT ENT	RIES	1
otal	Debit		25,000.00		Tota	l Credit	25,	000.00	
tatus	5		PENDING						
	Create Ne	ew Deta	il						
	nsaction	GL	GL Name	Sub Acc.	Reference	Descriptio		Debit Amount	Credit Amount
N		Number		No.					
1			ACCRUED CHARGES		JOURNAL CREDIT	CREDIT TO ACCRUE	CHARGES	.00	25,000.00
2			ADVERTISING		JOURNAL DEBIT	DR TO ADVERTISING		15,000.00	.00
3	E	XO1005	AUDIT FEES		JOURNAL DEBIT	DEBIT TO ACCRUAL F	EES	10,000.00	.00
									,
						- 10	tale	25.000.00	25.000.00
						Το	tals	25,000.00	25,000.00

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.

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.

Ē			:Approv	ve Journals
	Start Date	09/ 12/ 2015		
	End Date	09/ 12/ 2015		
	Currency		~	
	🖌 Accept 🛛 🗙 Cancel			

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.

2 28/02/2015 JAMAICAN DOLLAR AUDIT ENTRIES 25,000.00 25,000.00 PENDING 3 9/12/2015 JAMAICAN DOLLAR GENERAL LEDGER ADJUSTMENT 5,000.00 5,000.00 PENDING	Select	Journal ID.	Journal Date	Currency	Journal Description	Total Debit	Total Credit	Status	
3 9/12/2015 JAMAICAN DOLLAR GENERAL LEDGER ADJUSTMENT 5,000.00 5,000.00 PENDING	~	2	28/02/2015	JAMAICAN DOLLAR	AUDIT ENTRIES	25,000.00	25,000.00	PENDING	
	~	3	9/12/2015	JAMAICAN DOLLAR	GENERAL LEDGER ADJUSTMENT	5,000.00	5,000.00	PENDING	

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.

RECURRING JOURNALS

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

Journal ID.	Recurring Journal Date	Currency	Descrip	ion	Total Debit	Total Credit	Status	Recurring En Date
	31/12/2015 JAMAI	ICAN DOLLAR	LOAN REPAYMENT	Change Delete View Approve Print	1,200.00	1,200.00	PENDING	31/01/201

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.

:M	Maintain Recurring Journal										
	🔒 Save	X Cance	1								
R	lecurring JV	ID.	1								
C)epartment	Code	GEN	GENERAL DE	PARTMEN	п					
c	Currency		JAMAI	CAN DOLLAR	~		Description	LOAN F	REPAYMENT		
C	ate Start Re	ecurring	31/12/	2015 🧰			Date Recurring Ends	31/01/	2016		
1	otal Debit			1,200.00			Total Credit		1,200.00		
F	Frequency MONTHLY Status PENDING										
_											
	Create I	New Detai									
	Sequence Number	GL Number	Sub Acc. No.	Reference	e		Description		Debit Amount	Credit Amount	
	1	CLY5100		JOURNAL CREDIT		CREDIT ENTRY	Y		.00	1,200.00	
	2	EXO1000		JOURNAL DEBIT		DEBIT ENTRY			1,200.00	.00	\sim

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.

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

WORK WITH ASSET CATEGORY

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

Category Code	Asset Category	Description	Number of Items
FURN2	COMPUTER		0
FURN41	FUNITURE AND FIXTURES	Change	3
NEWASS	NEW ASSETS	Delete	1
		View	
		Work with Assets	
		Work with Insurance Work with Disposal	
		Maintain Depreciation	
		Print Asset Labels	

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.

How to Create an Asset Category?

FURNITURE AND FIXTURES		5 4	
:Maintain Asset Category			×
Category Code			
category code			
Category Description			
Asset Account		Q	
Accumulated Depreciation Account		Q,	
Depreciation Expense		\sim	
Insurance Prepayment Account		Q.	
Accounts Payable Account		Q	
Expected Life (Years)	0		
Expected Salvage Value	0		
🕂 Add 🔀 Cancel			

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.

How to Create an Asset?

Click on the *New Assets category* and select **Work with Assets**. The **WORK WITH ASSETS** screen shown below appears.

Asset Code	Asset Description	Asset Status		
S12071113	FURNITURE AND FIXTURES	NEW	*	
S03061110	FURNITURE AND FIXTURES	CANCELLED		
S0306118	FURNITURE AND FIXTURES	CANCELLED		
S0306117	FURNITURE AND FIXTURES	CANCELLED		
S0306116	FURNITURE AND FIXTURES	CANCELLED		
\$0306115	FURNITURE AND FIXTURES	CANCELLED		
S0306114	FURNITURE AND FIXTURES	CANCELLED		
\$0306113	FURNITURE AND FIXTURES	CANCELLED		

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.

e	Wor	rk With Assets		×
Γ		:Maintain Asset		
	Cat			
	De	Asset Code		
	Sear	Asset Description		
	Δ.	Location		
	AS12	Department Code		
	AS03	Serial Number		
	AS03 AS03	Leased	ND •	
	AS03	Last Revaluation Date		
	AS03 AS03	Acquisition Cost		
	AS03	Acquisition Date		=
		Supplier		
		Purchase Order No.	Invoice Number	
-		GCT Exemption	YES -	
		Condition of Asset	NOT KNOWN -	
		🕂 Add 🔀 Cancel		
		Add		
	-	_		
				-

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.

ADVANTUM Financials User Manual

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.

:Maintain Asset		(–
1		
Asset Code	A512071113	
Asset Description	FURNITURE AND FIXTURES	
Category Code	NEWASS	
Location	Q	
Department Code	GEN GENERAL DEPARTMENT	
5		
GCT Exemption	YES -	
Condition of Asset	NOT KNOWN -	
3		
Activate Asset	× Cancel	
P		

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.

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.

:Revalue Asset	×
Date of Revaluation	03/ 12/ 2015 🥅
Old Cost	12,000.00
New Cost	0
New Cost	U
Revaluation Account	
Revalue 🔀 Cance	

- 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.

ADVANTUM Financials User Manual

Ē					Work With Assets Work With Location	
	Asset Cod Descriptio					
	Relocation Sequence	Location	From Date	To Date	Contact Person	
	2	INTERNATIONAL SHIPPING	2/07/2015	3/12/2015	ONIEL	^
	1	GATEWAY SHIPPING	11/06/2014	2/07/2015	ONIEL	
						~
	🥖 Creat	te New Entries	€ Refresh			

3. Click Create New Entries. The

:Maintain Location	x
Current Location	ISL INTERNATIONAL SHIPPING
New Location	Q
From Date	03/ 12/ 2015
Contact Person	
🛉 Add 🔀 Cancel	

- 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.

ADVANTUM Financials User Manual

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.

:Maintain Disposal Detail	
Asset Code	<u> </u>
Disposal Type	V
Disposal Date	03/ 12/ 2015
Insurance Refund	0
Disposal Remarks	
Add X Cancel	

- 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.

:Maintain Disposal Detail	
Asset Code	Q.
Disposal Type	DISPOSE FOR VALUE V
Disposal Date	03/ 12/ 2015
Purchaser Code	Q
Sale Price	.00
Disp. Receipt Number	
Insurance Refund	0
Disposal Remarks	
🕂 Add 🗙 Cancel	

- 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.

ADVANTUM Financials User Manual

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.

Dispose of Asset	en e
Asset Code	ASDFRTY7 DESK
Asset Status	ACTIVE
Disposal Type	DISPOSE FOR VALUE V
Disposal Date	06/ 07/ 2015
Purchaser Code	AHI001 A & H IMPORT LIMITED
Sale Price	1,000.00
Disp. Receipt Number	123
Insurance Refund	.00
Terms of Disposal	CASH CREDIT
Disposal Remarks	DISPOSAL
Process 🗙 Cancel	

- 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.

G/L Account	Q.
Sub-Account Number	Q
Disposal Account	Q

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

G/L Bank Account	Q.
Disposal Account	Q

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

ADVANTUM Financials User Manual

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.

Maintain Insurance	
Asset Code	Q
Entity Code	Q.
Insurance Type	V
To Date	03/ 12/ 2015
From Date	03/ 12/ 2015
Value Insured	0
Insurance Cost	0
Premium Payment Period	0 (In Months)
Renewal	YES
🕂 Add 🔀 Cance	

HOWTO RUN THE FIXED ASSET REGISTER

Active	YES -	
New	N0 -	
Disposed	NO 🔽	
Revalued	YES -	
Fully Depreciated	NO -	
Cancelled	NO -	

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.

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.

Maintain Profit and Loss Categories Type Category for search Category INCOME EXPENSE	Maintain P&L
Category INCOME	Maintain Profit and Loss Categories
INCOME	Type Category for search
INCOME	Category

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

ADVANTUM Financials User Manual

ľ	:Maintain Profit and Loss Cat	egory	
10	Category		
	Add X Cancel		

- 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.

:Maintain Profit	and Loss Tax Percent	×
e		
Tax Percent	33.33	
D E		
Save	X Cancel	

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

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.

1	Maintain Profit and Loss Categories	
	Work With Profit and Loss Account Groups	
	Category: INCOME	
	Group Description	
	AGENCY FEE	-
-		
_		
		Ŧ
	Create New Entries 😯 Refresh	

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

Create Account Group	
Create Account Group	×
Create Multiple Groups 📀	
Create Single Group C	
Account Type for Selection	•
Accept X Cancel	
J.	

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

ADVANTUM Financials User Manual

How to add a Single Account Group to a Category?

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

:Create Account Group	
Create Multiple Groups	c
Create Single Group	e .
General ledger Number	RV1001 AGENCY FEE
Accept X Cancel	

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.

Constant and Constant		
Create Account Group		×
Create Multiple Groups 🛛 💿		
Create Single Group O		
Account Type for Selection	_	
	ACCOUNTS PAYABLE	
	ACCOUNTS RECEIVABLE ACCUMULATED DEPRECIATION	
	CASH	
Accept X Cancel	COST OF SALES	
	EQUITY - APPROPRIATIONS EQUITY - CAPITAL	
μ	EQUITY - RESERVES	
	EXPENSE FIXED ASSETS	
	INCOME	
	INVENTORY	
	LONG TERM LIABILITIES OTHER ASSETS	
	OTHER CURRENT ASSETS	
	OTHER CURRENT LIABILITIES	

2. Click Accept. The screen shown below appears.

:Select G	L Accounts				×
Select	Department	GL Account Number	GL Account Name	Account Type	
	GEN	CAM4500	FREIGHT COMMISSION	INC	^
Γ	GEN	RV1001	AGENCY FEE	INC	
+ A	dd 🔀 Car	ncel		Select All	

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.

ADVANTUM Financials User Manual

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.

ſ	Maintain Schedule
	Schedule CURRENT ASSETS -
	Accept Maintain Schedule Headers X Cancel

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

	• :Work with Schedule	×	-
Accept Maintain Schedule Headers	Description	System Defined	
	CURRENT ASSETS	YES	~
	CURRENT LIABILITIES	YES	
	FIXED ASSETS	YES	
	Create New Entries Refresh		Ŧ

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

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.

Maintain Schedule		
Schedule CURRENT ASSET	rs 🔽	
Accept Maintain Schedule	:Work with Schedule Schedule: CURRENT ASSETS Type Category for search	
	Order Category 1 CURRENT ASSETS Change Delete View Work with Account Groups	Repos
	Create New Entries Refresh	

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.

ADVANTUM Financials User Manual

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 Balance		
Heading	REPRESENTED BY: -	
	REPRESENTED BY:	
🖌 Accept	Maintain Bal Sheet Headers	X Cancel

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.

Work with	Balance Sheet		x
Heading	: REPRESENTED BY:		
Type Cate	egory for search		
Order	Category	Repos	
1	FIXED ASSETS		^
2	CURRENT ASSETS		
3	CURRENT LIABILITIES		
	Change Delete View Work with Account Grou	ps	
Cre	ate New Entries 🛛 😯 Refresh		

ADVANTUM Financials User Manual

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.

:Create Account Group	
He Cal Create Multiple Groups	c
Create Single Group	c
Create Special Group	•
CUR	FIXED ASSET LESS DEPRECIATION
Group Type	CURRENT PROFIT/LOSS
	CURRENT PROFIT/LOSS
	CURRENT ASSETS
🗸 Accept 🔀 Cancel	FIXED ASSETS LESS DEPRECIATION
	*
🖉 Create New Entries 🛛 🚱	Refresh

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.

ADVANTUM Financials User Manual

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.

ſ	Financial Stat. 🗴
	Financial Statement Account Listing
	Financial Statement Exception Report
	Accept

GENERATING THE ACCOUNTS RECEIVABLES REPORT

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

A	accounts Receivabl ×
	GL Account Number
	Report Date 09/ 12/ 2015
	Aged Balance Summary Report No. Days Period 1 30
	O Customer Statement No. Days Period 2 60
	No. Days Period 3 90
	Accept

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.

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

	0/ WI/ NO/						
Invoice	Date	Rcpt/CNote	Date	Debit	Credit Outsta	Inding 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 I	Days			1,000.00	600.00	400.00	
Customer Totals				1,000.00	600.00	400.00	
-							

GENERATING THE ACCOUNTS PAYABLES REPORT

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

ſ	Accounts Payables ×
	Supplier Q
	Report Date 09/ 12/ 2015 O
	Aged Balance Detail Report No. Days Period 2 60
	No. Days Period 3 90
	Accept

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

Aged Balance Detail Report

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

	A & H IMPORT LIN 72A Hagley Park Kingston Kingston Jamaica		01)			
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.

Tran	saction Repor ×	
	Criteria	
	O By Item Co	
	Start Date	09/ 12/ 2015
	End Date Transaction Type	09/ 12/ 2015
	Bank Account:	
	Accept	

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.

ADVANTUM Financials User Manual

Criteria				
🔘 By Tra	insaction Type			
💿 By Ge	neral Ledger			
O By Ite	m Code			
0 -,				
Start Date	09/12	2015		
End Date		(
chu Date	09/12	2015		
GL Account Numb	er CAF45	00 Q FREIGHT RECEIV		
		FREIGHT RECEIV	ABLE	
Consiler Terms	action Tune	Purchase Invoice		
Specify Trans	action Type	Cheque		
		Journal		
		Recurring Journal		
1		Invoice		
Accept		Receipt Credit Note		
		Port Manager Invoice		
		Port Manager Receipt		
		Port Manager Credit Note		
		Late Entry Adjustment		

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.

Criteria	
0	insaction Type
🔵 By Ger	neral Ledger
By Iter	m Code
Start Date	09/ 12/ 2015
End Date	09/ 12/ 2015
item Code	ACCR ACCRUALS _SUNDRY (CLY5100)

A sample of a transaction report is displayed below.

		ITEM		CRUALS _8 RIOD - 30/11/2018					
Source	Date	Description	GIAccount	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		

GSG SHIPPING INT'L LTD

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.

Aut	thorization Aud ×	
	Report View	By Transaction Date
	Start Date	09/ 12/ 2015
	End Date	09/ 12/ 2015
	Transaction Type	Receipt
	Accept	

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.

ADVANTUM Financials User Manual

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**.

Table	AccDistribution 🗸	Logging Type	Update 🗸
Date Range	2015/ 11/ 01 🕮 to 2015/ 11/ 17	1	
User	All Users 🗸		
Submit			

- 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
	Update	17/11/2015	15:44	acdid	3	3
				catid	46	45
ADMIN	Update	17/11/2015	15:44	acdid	4	4
				drsub		1111

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.

ser Defined Quer <mark>×</mark>					
Search		-	pccy Currency Description		pcci Currency Rate File Description
			Group Code		Group Code
Table			Company Code		Company Code
Capital Project	~		Currency Code		Currency Code
Cheque Detail	\cap		Currency Name		Exchg Rate Date
Cheque Requisition Detail Invoice			Trading Date		Exchg Buying Rate
Cheque Requisition Detail			Exch. Rate (Buying)	1	Exchg Selling Rate
Cheque Requisition Header					User ID
Cheque			User ID	1	Work Station ID
Company			Work Station ID	1	Audit Stamp
Credit Note Detail			Audit Stamp	1	
Credit Note Header			Exchg Rate Seq No	\sim	✓
Currency Rate File					
Currency			Remove Select All	1	Remove Select All
Data Area one	Ľ		Select All		Nelliove Select All
Query Result Type Details Summary 			Currency Code Currency Nam	e	Exchg Rate Exchg Buying Exchg Selling Date Rate Rate
Relationship Selected Fields Data Filter					
Run Query					

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**.

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.

Description		Currency Rate File Description	
Group Code		Group Code	
Company Code	\neg	Company Code	
Currency Code		Currency Code	
Currency Name		Exchg Rate Date	
Trading Date		Exchg Buying Rate	
Exch. Rate (Buying)		Exchg Selling Rate	
Exch. Rate (Selling)		User ID	
User ID		Work Station ID	
Work Station ID		Audit Stamp	
Audit Stamp			
Exchg Rate Seg No	\sim		\sim

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.

emove	0	0	0	add/or	Field	Comparator	Value/ Field		0	0 0
					Currency Code	Equal N	USD	×1		

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.

ADVANTUM Financials User Manual

Running the Query

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

Save Loa	ad	рссу			pcci Currence
Search	Close	Export To Excel	Previous I	Page N	ext Page
Capital Pro	Currency Code	Currency Name	Exchg Rate Date	Exchg Buying Rate	Exchg Selling Rate
Cheque De	USD	UNITED STATES DOLLARS	16/05/2014	104.2500	104.2500
Cheque Re	USD	UNITED STATES DOLLARS	15/03/2012	89.2500	89.2500
Cheque Re	USD	UNITED STATES DOLLARS	28/09/2012	89.2500	89.2500
Cheque Re	USD	UNITED STATES DOLLARS	30/06/2012	88.2700	88.2500
Cheque	USD	UNITED STATES DOLLARS	23/06/2013	89.2500	89.2600
Company	USD	UNITED STATES DOLLARS	13/06/2002	85.2200	85.2200
Credit Note	USD	UNITED STATES DOLLARS	7/04/2014	103.7500	103.7800
Credit Note	USD	UNITED STATES DOLLARS	15/02/2012	89.2500	89.2500
Currency R	USD	UNITED STATES DOLLARS	10/04/2014	103.2540	103.2630
· · ·	USD	UNITED STATES DOLLARS	7/12/2015	118.2500	118.2500
Currency	USD	UNITED STATES DOLLARS	9/12/2014	113.2500	113.2400
Data Area c	USD	UNITED STATES DOLLARS	16/03/2011	112.8500	112.8300
	USD	UNITED STATES DOLLARS	11/06/2014	104.5000	104.5000
Query R	USD	UNITED STATES DOLLARS	29/09/2015	118.4500	118.2500
) (i)	USD	UNITED STATES DOLLARS	25/11/2015	118.2500	118.4500
0 5	USD	UNITED STATES DOLLARS	8/04/2014	103.8500	103.8500
Relation Select Data Fil Run Que					

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.

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.

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.

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.