



DATAFLOW

Financial Software Solutions

Nominal Ledger

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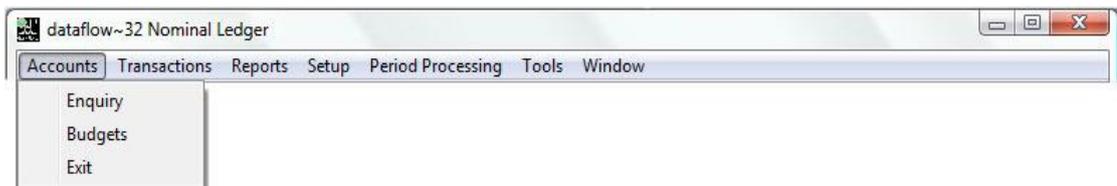
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Introduction

Maintains and provides for analysis of Balance Sheet and Trading accounts. Links with Sales, Purchase and Stock Ledgers are established within the respective modules. In addition to Nominal issues this section also covers, briefly, the use of Cost Centre analysis options.



Accounts



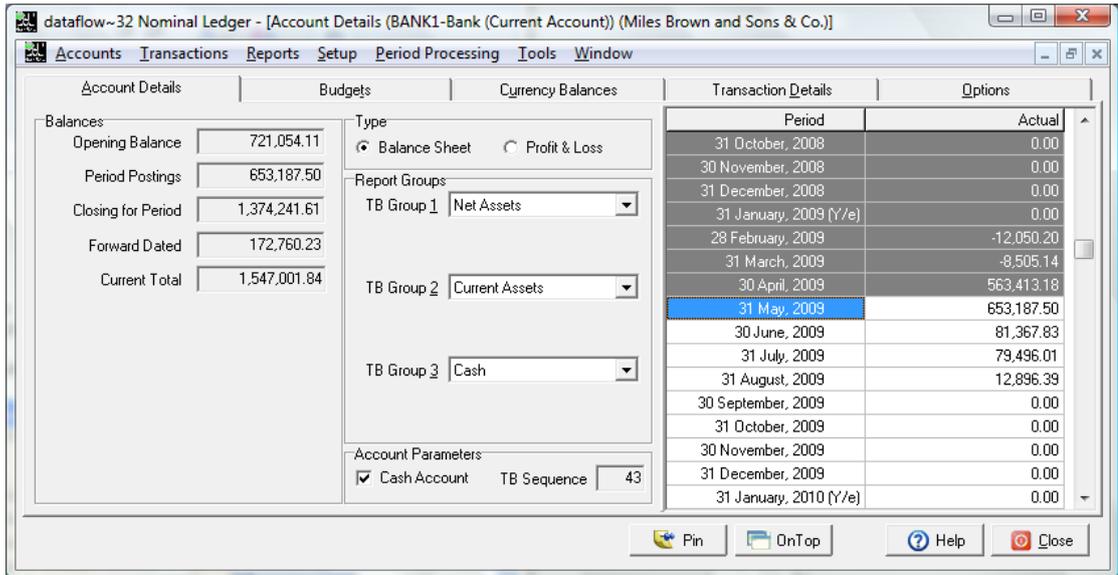
Enquiry

Code	Description	Opening Balance	Balance Posted	Period Balance	F'wd Balance	Current Balance	TB Group 1
▶ ACC.DEFN	Accumulated Depreciation	0.00	0.00	0.00	0.00	0.00	Net Assets
ACCOUNTS	Accountancy Fees	13,580.70	3,601.80	17,182.50	2,901.43	20,083.93	Costs
ACCRUALS	Accruals	-2,090.00	-470.00	-2,560.00	0.00	-2,560.00	Net Assets
ACCRUED C	Accrued COS on Jobs (P&L)	0.00	0.00	0.00	0.00	0.00	Net Sales
ACCRUED C	Accrued COS Provision (BS)	0.00	0.00	0.00	0.00	0.00	Net Assets
ACCRUED W	Accrued Warranty Costs (BS)	0.00	0.00	0.00	0.00	0.00	Net Assets
ADVERTG	Advertising	72,939.14	22,035.25	94,974.39	47,658.07	142,632.46	Costs
AUDIT	Audit Fees	10,913.50	3,003.00	13,916.50	3,788.50	17,705.00	Costs
BANK DEP1	Bank (Deposit Acct 1)	0.00	0.00	0.00	100.00	100.00	Net Assets
BANK DEP2	Bank (Deposit Acct 2)	50,000.00	0.00	50,000.00	1,000.00	51,000.00	Net Assets
BANK LOAN	Business Development Loan	-85,000.00	0.00	-85,000.00	0.00	-85,000.00	Net Assets
BANK1	Bank (Current Account)	721,054.11	653,187.50	1,374,241.61	172,760.23	1,547,001.84	Net Assets

Enhance the grid display of nominal codes by clicking View Balances check box. Balance information will default to the current open Nominal period with the option of utilizing the forward and backward buttons to adjust the required period display.

Click on a selected account (anywhere on its row) then click the or button to start detailed enquiries.

Nominal Account Enquiry 'View' button



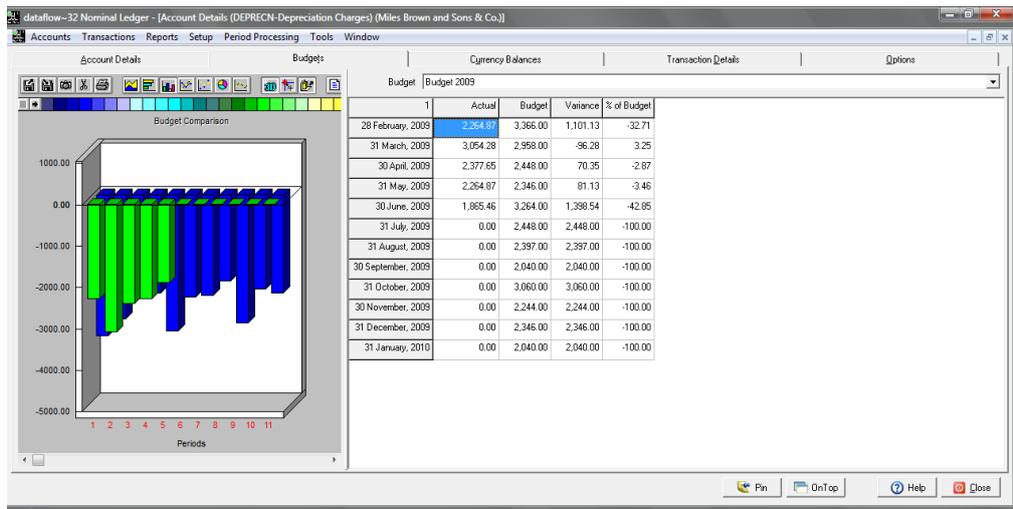
Clicking the  button will default you to the *Account Details* tab displaying an overview of the selected accounts balances. Click the *Options* tab to specify enquiry by account 'Group' (refer Report Group headings) or consolidated companies, either by individual or account groups. The option to view the balances displayed within these tabs in currencies other than the system default can also be available (see entries *Add Base Currency* and *Change Base Currency* within the *Login and Main Toolbar* guide)

The tab sheets within the enquiry window offer varying levels of information with drill down into transactions, source documents and batch details. To display period information simply click on the required period within the period listing on the right or alternatively you may select a range of periods by click and dragging the mouse over multiple periods.

The Actual and Budget information is supported by period analysis with the option to produce graphical presentations on selected period ranges, click the right mouse button on the required period to use this facility

Budgets

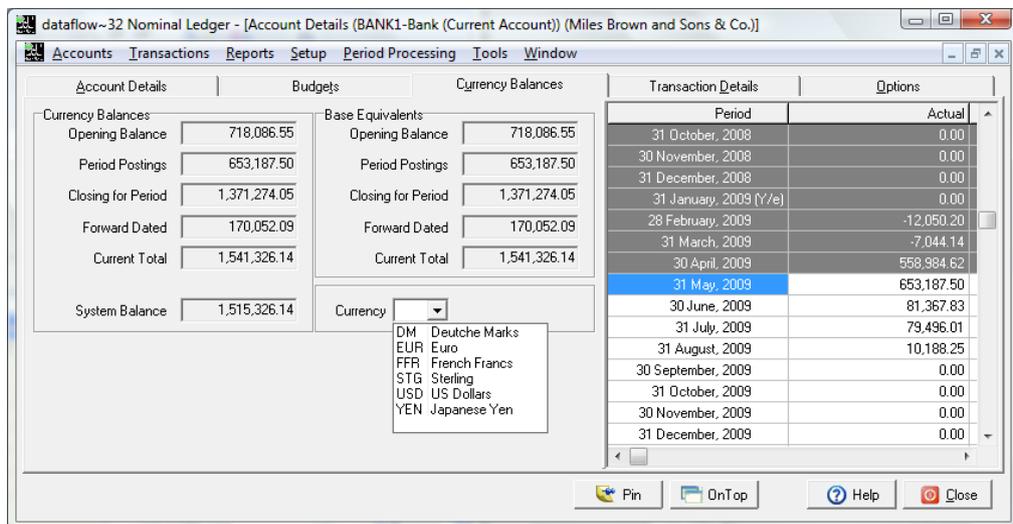
This tab displays the budget entries for the selected Nominal account. Use the Budget drop down to switch the display between established Budgets.



Currency Balances

Use this tab to review *Currency Balances* and related period analyses, enter the required currency code using the *Currency* drop down option.

Note that a blank currency code reflects 'default' currency postings only and excludes details of all foreign currency codes.



Transaction Details

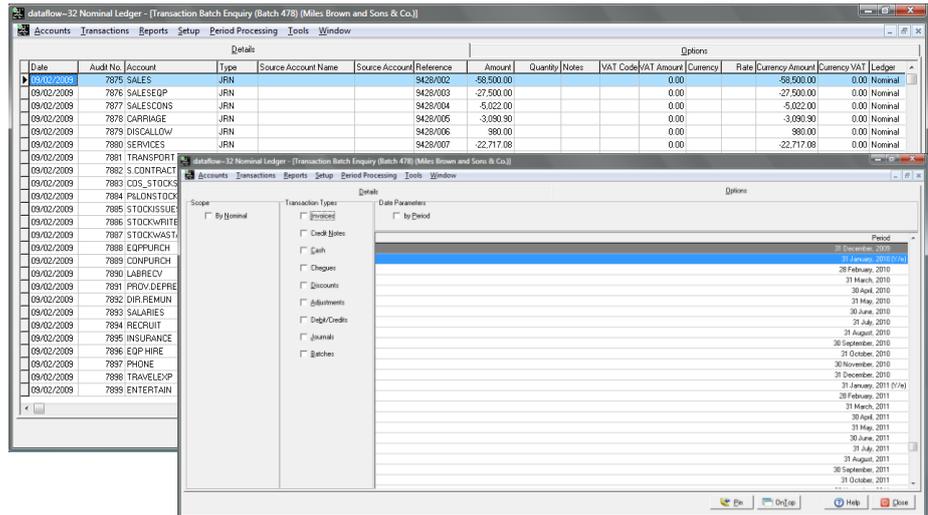
The *Transaction Details* tab provides an overview of transactions posted to the selected period, There is also a *View* parameter in the bottom right corner allowing you to choose between *By Year* and *All* without have to revert back to the *Account Details* tab to change the period view.

There are also a number of right click options available when selecting a transaction within the grid including *View batch* and *Modify Batch* providing the ability to modify, repeat or reverse Journal and Cash Book postings. The available right click options are controlled by the type of transaction you have selected.

Batch No	Audit No	Date	Ledger	Type	Reference	Source Account	Amount	Quantity	Code	Period	Source Account Name	VAT Code	VAT Amount	Currency	Rate	Current
191	3144	03/02/2009	Purchase	INV	001/05	BRAT	750.00			28/02/2009	Bratford Design Service 1		131.25			
191	3145	03/02/2009	Purchase	INV	902/05	BRAT	359.80			28/02/2009	Bratford Design Service 1		62.37			
478	7974	09/02/2009	Nominal	JRN	9424/122		12,465.60			28/02/2009			0.00			
478	7971	09/02/2009	Nominal	JRN	9425/217		8,814.96			28/02/2009			0.00			
478	8146	09/02/2009	Nominal	JRN	9426/103		11,575.20			28/02/2009			0.00			
478	8103	09/02/2009	Nominal	JRN	9423/580		4,986.24			28/02/2009			0.00			
478	8060	09/02/2009	Nominal	JRN	9427/814		12,465.60			28/02/2009			0.00			
478	8017	09/02/2009	Nominal	JRN	9429/122		9,438.24			28/02/2009			0.00			
478	7888	09/02/2009	Nominal	JRN	9428/015		9,171.12			28/02/2009			0.00			
191	3138	20/02/2009	Purchase	INV	001/05	SM	2,500.00			28/02/2009	SM Quality Flat Service 1		437.50			
191	3139	20/02/2009	Purchase	INV	002/05	SM	380.20			28/02/2009	SM Quality Flat Service 1		66.54			
191	3147	20/02/2009	Purchase	INV	2091/05	DURAO1	25.00			28/02/2009	Durapower Electronics (1		4.38			
191	3151	28/02/2009	Purchase	INV	2091/05	D00001	380.50			28/02/2009	Decime Automation Ssq 0		0.00	USD	1.54	
191	3152	28/02/2009	Purchase	INV	220/05	D00001	280.50			28/02/2009	Decime Automation Ssq 0		0.00	USD	1.54	
191	3143	28/02/2009	Purchase	INV	103/05	AUDIO	300.00			28/02/2009	Audio Supply and Rent 1		157.50			
193	3191	01/03/2009	Purchase	INV	9382/06	BRAT	990.00			31/03/2009	Bratford Design Service 1		195.75			
479	8203	04/03/2009	Nominal	JRN	623/621		9,616.32			31/03/2009			0.00			
479	8277	04/03/2009	Nominal	JRN	626/144		9,794.40			31/03/2009			0.00			
479	8234	04/03/2009	Nominal	JRN	627/814		10,884.80			31/03/2009			0.00			
479	8191	04/03/2009	Nominal	JRN	624/163		8,904.00			31/03/2009			0.00			
479	8449	04/03/2009	Nominal	JRN	625/258		7,123.20			31/03/2009			0.00			
479	8406	04/03/2009	Nominal	JRN	629/163		9,794.40			31/03/2009			0.00			
479	8363	04/03/2009	Nominal	JRN	628/056		12,465.60			31/03/2009			0.00			
193	3177	12/03/2009	Purchase	INV	23832/06	SM	3,900.00			31/03/2009	SM Quality Flat Service 1		682.50			
193	3179	15/03/2009	Purchase	INV	39809/06	AUDIO	390.00			31/03/2009	Audio Supply and Rent 1		68.25			

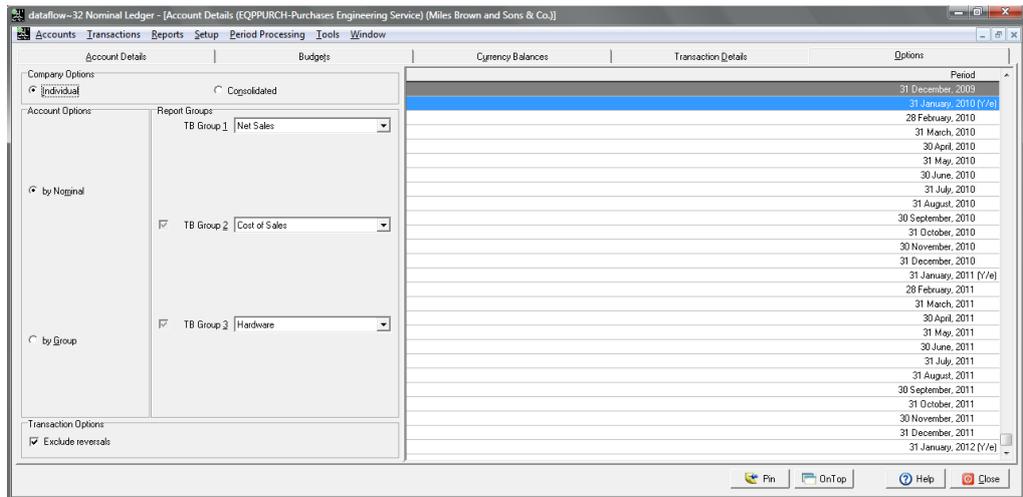
Having selected a transaction the  **Batch** button will open a new window displaying the corresponding batch records.

Having clicked the  **Batch** button there is an *Options* tab to the right. The *Options* tab contains parameters enabling you to apply filters to the information displayed within the *Details* tab.



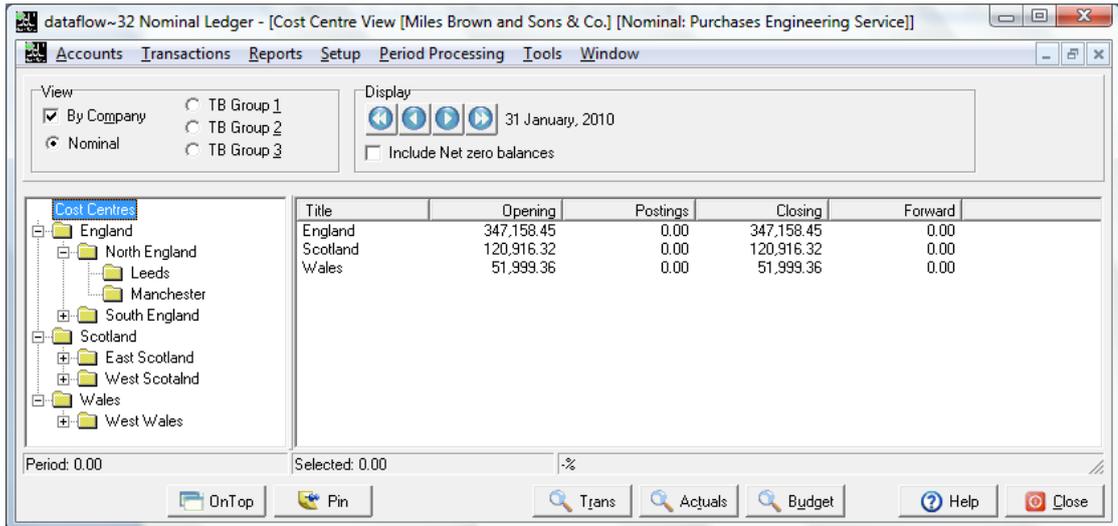
Options

The *Options* tab contains control parameters allowing you to tailor how you wish the information in the previous tabs to be displayed.



Nominal Account Enquiry 'Cost Centres' button

From the Nominal Account Enquiry screen, press the **Cost Centres** button.

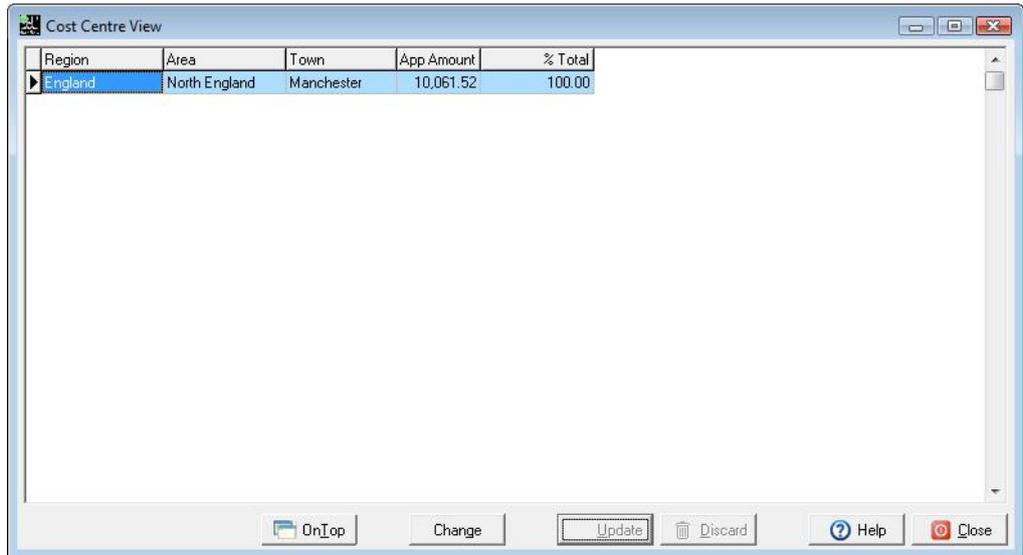


Initially Cost Centre information is presented for the selected nominal account. Once started, the enquiry can be switched to a selected 'TB Group' level view if required.

Open the cost centre tree list on the left, and select branches on it to display the corresponding posting analysis and Period Actuals. Having selected a branch the  button will display all the corresponding transactions as detailed below.

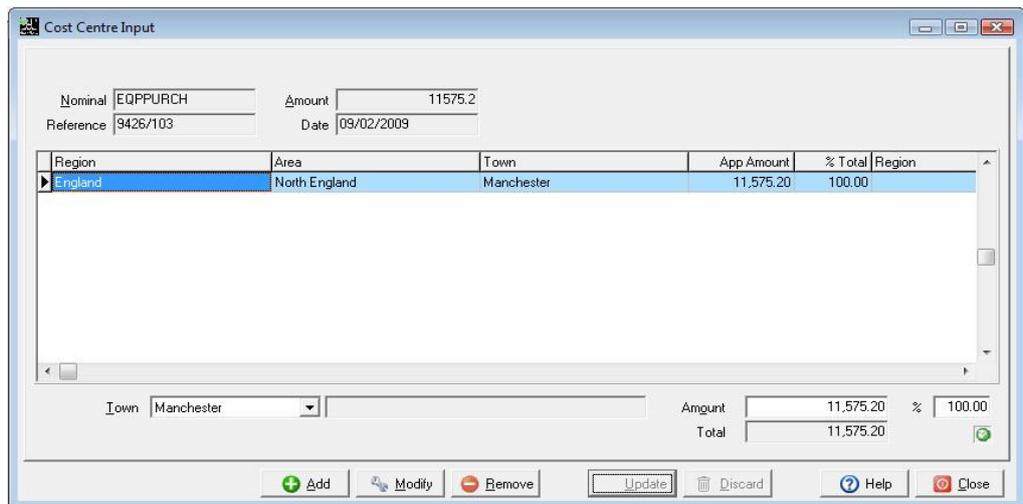
Date	Reference	Type	Period	Notes	Amount	App Amount	% Total	Batch No.	Audit No.	Ledger	VAT Code	VAT Type
27/02/2008	126/103	JRN	29/02/2008		9,616.32	9,616.32	100.00	466	4383	Nominal		
15/03/2008	226/103	JRN	31/03/2008		9,171.12	9,171.12	100.00	467	4686	Nominal		
19/04/2008	326/103	JRN	30/04/2008		5,164.32	5,164.32	100.00	468	4989	Nominal		
10/05/2008	426/103	JRN	31/05/2008		9,438.24	9,438.24	100.00	469	5292	Nominal		
08/06/2008	526/144	JRN	30/06/2008		9,794.40	9,794.40	100.00	470	5552	Nominal		
19/07/2008	626/144	JRN	31/07/2008		10,061.52	10,061.52	100.00	471	5855	Nominal		
16/08/2008	726/103	JRN	31/08/2008		9,438.24	9,438.24	100.00	472	6200	Nominal		
16/08/2008	726/103	JRN	31/08/2008		4,986.24	4,986.24	100.00	472	6286	Nominal		
15/09/2008	826/104	JRN	30/09/2008		8,814.96	8,814.96	100.00	473	6417	Nominal		
17/01/2009	8826/105	JRN	31/01/2009		9,260.16	9,260.16	100.00	477	7843	Nominal		
22/10/2008	926/144	JRN	31/10/2008		7,123.20	7,123.20	100.00	474	6935	Nominal		
08/11/2008	1026/145	JRN	30/11/2008		11,753.28	11,753.28	100.00	475	7151	Nominal		
10/12/2008	1126/144	JRN	31/12/2008		12,465.60	12,465.60	100.00	476	7325	Nominal		
09/02/2009	9426/103	JRN	28/02/2009		11,575.20	11,575.20	100.00	478	8146	Nominal		
04/03/2009	626/144	JRN	31/03/2009		9,794.40	9,794.40	100.00	479	8277	Nominal		
04/04/2009	726/144	JRN	30/04/2009		10,061.52	10,061.52	100.00	480	8579	Nominal		
25/05/2009	826/104	JRN	31/05/2009		16,027.20	16,027.20	100.00	481	8968	Nominal		
27/06/2009	926/104	JRN	30/06/2009		17,808.00	17,808.00	100.00	482	9099	Nominal		
31/01/2009	Year End	JRN	31/01/2009		-752,655.12	-117,087.60	15.56	494	9416	Nominal		

From the Cost Centre Transactions window you are able to view the Cost Centre Apportionment within the Cost Centre View window by clicking the  button.

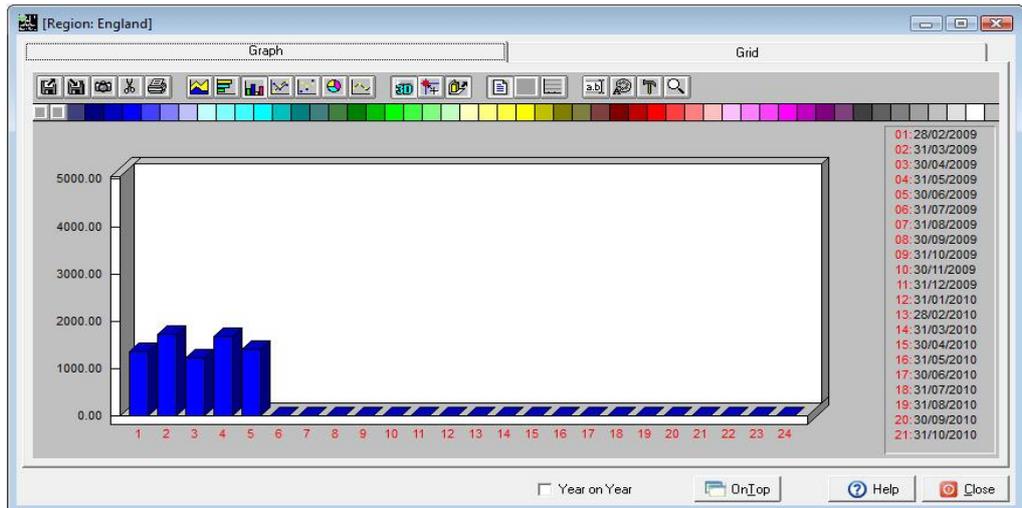


The *Cost Centre View* window displays the current apportionment set for that transaction. The set apportionment can be changed from this window by using the **Change** button.

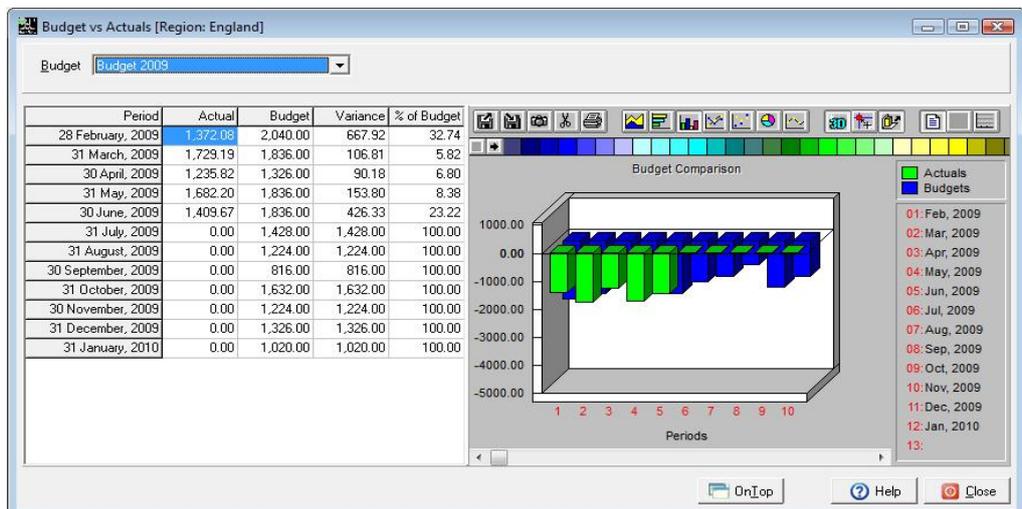
Clicking the **Change** option simply takes you into the standard Cost Centre Apportionment window as shown below.



The **Actuals** button takes you through to a window displaying the Actuals in both graph and grid formats.

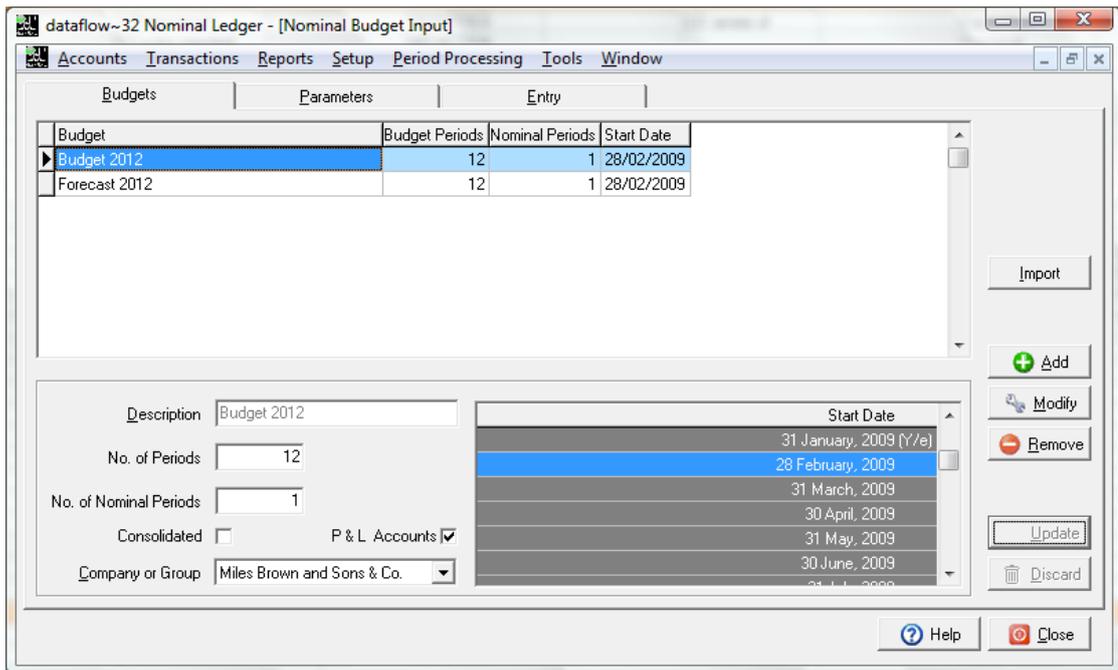


The  **Budget** button enables a view of the associated budget information where you can view the *Budget v Actuals* comparison for all established budgets.

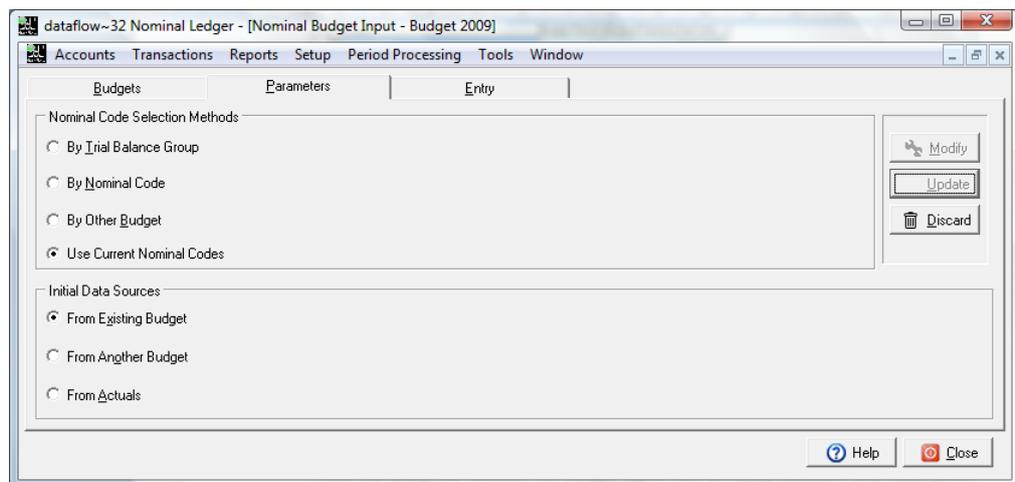


Budgets

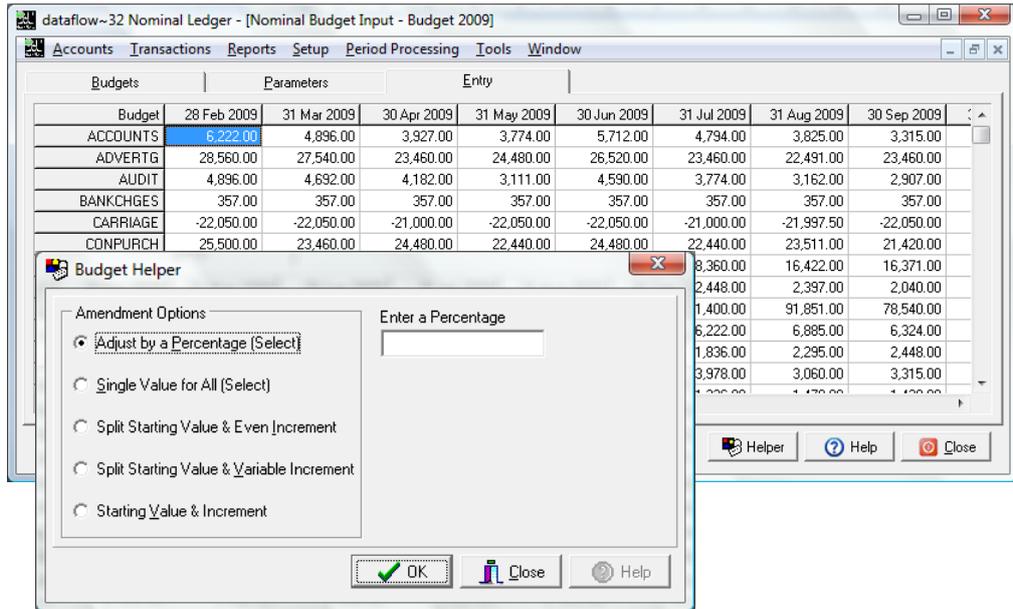
This window provides the facilities to create and revise multiple budgets and tasks that can be performed at any time.



Each budget can adopt its own properties i.e. the company and periods it covers etc. The control over its content is set within the *Parameters* tab where account ranges and the source of initial values are specified.

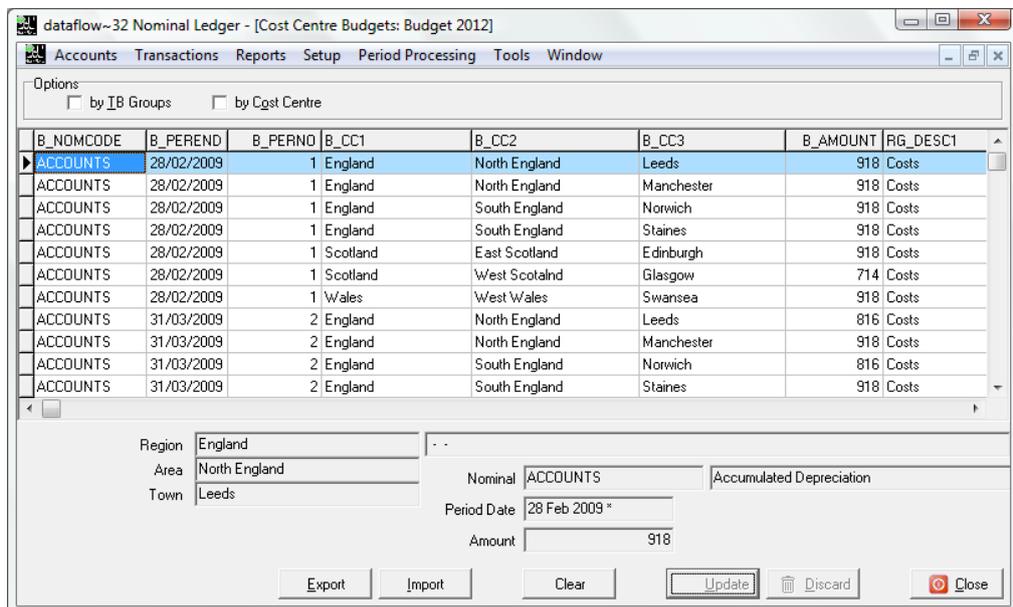


Finally the *Entry* tab displays the budget values and provides various calculator options via the  **Helper** button to change or increment selected values and entire ranges.



Budgets can also be imported via either the standard *Data Import* option found under the *Tools* menu on the main toolbar (refer to the *Data Import* section within the *Login and Main Toolbar* document) or by using the dedicated button found on the right side of the main Budget window.

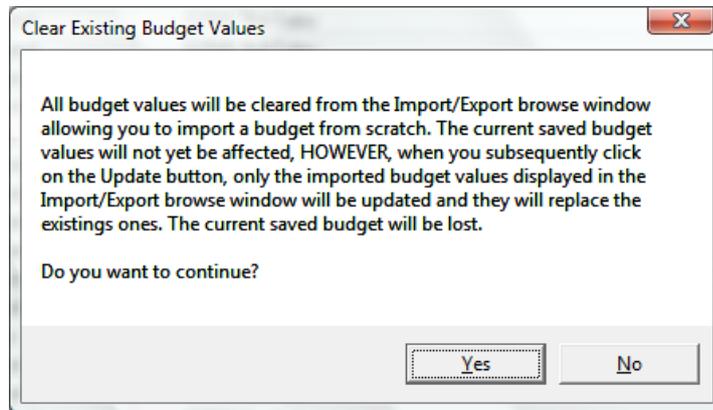
The button from the main Budget window loads the following control screen;



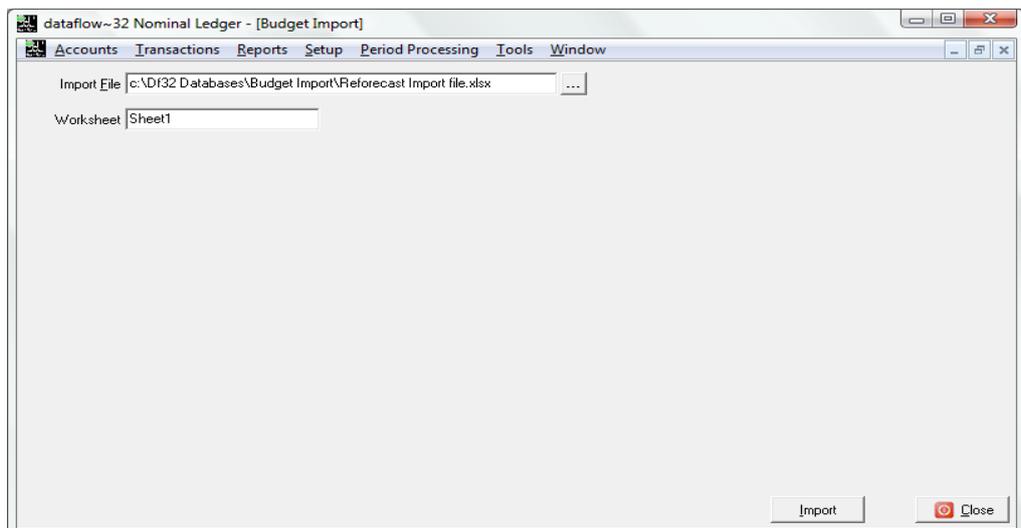
The options *by IB Groups* and *by Cost Centre* enable the sorting of the grid view by either TB group or Cost Centre.

Using the utility you can continuously update your budget as you go by appending the new import to the existing or previously imported information. The information that appears in this window will only be updated to the actual Budget once the button is selected, prior to this action the information will simply be stored within this window.

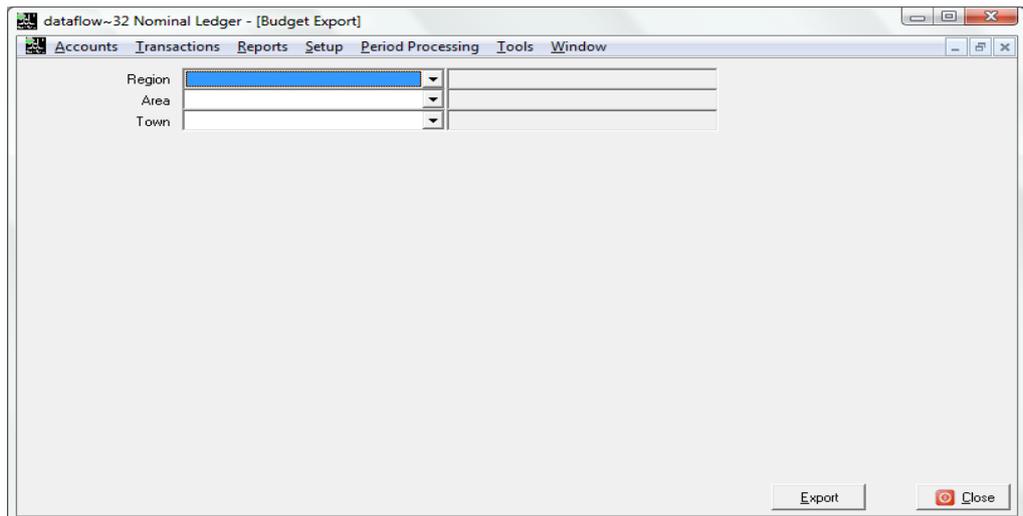
The button can be used to completely clear the previously imported budget information allowing you to start from scratch. Selecting the button will load the following conformation;



Select the button from within the control screen loads the following import parameter window where you specify the source file for import;



Or alternatively you also have the option to Export an existing budget using the button. Selecting the button will load the following window;

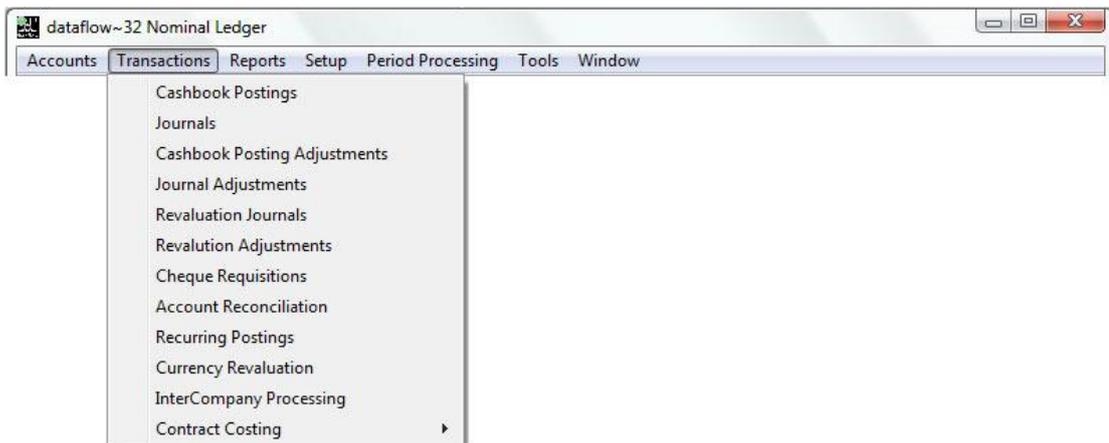


This is a useful facility enabling you to export an existing budget, revise the figures and import back into dataflow making budget entry a far more efficient process.

As you can see from the screenshot provided there are three drop down descriptions listed *Region, Area and Town*, these examples relate to the Cost Centre levels established within the database. The options that appear within your window will relate to the descriptions setup within your database, if Cost Centres are utilized (*if they are not then this window will not display the drop down selection options*).

By using the Cost Centre drop down options you can filter the information that will be exported i.e. selecting the first Cost Centre for each level you will only export information that relates to those descriptions. If you wish to export all data simply leave the selection options blank.

Transactions



Transactions are held under their corresponding period based upon their transaction date, providing that period hasn't been closed. This means entries dated into the future can be recorded without distorting current period balances.

To record entries against closed Nominal periods, separate *Adjustment* posting routines are available for both *Journals* and *Cashbook Postings*. The closing and opening balances for all periods affected by adjustment entries are updated automatically. Refer to section ***Cashbook Posting Adjustments & Journal Adjustments***

Cashbook Postings

Use this option to post entries, which require VAT analysis, for example where Sales, Purchases and expenses are posted directly into the Nominal ledger.

The Cashbook style of entry prompts for entry of one account, say the Bank account, against which values are recorded for many contra accounts.

Entries dated ahead of the current nominal period are held as forward dated - those dated within or before the current period are all analysed as current and therefore posted to the current open Nominal period

Journals

To record standard Journal entries to reflect NON-VATable transactions e.g. depreciation, payroll journals etc.

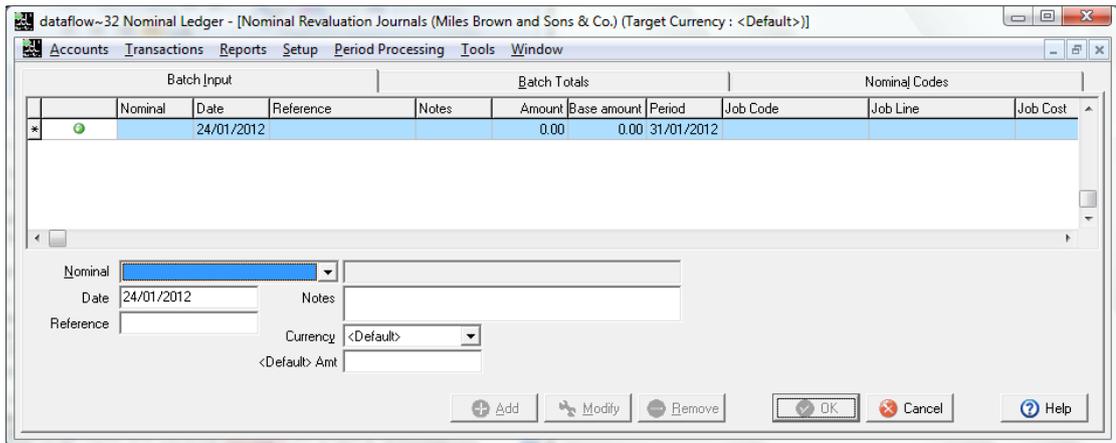
The total of debits and credits must sum to zero. Entries dated ahead of the current Nominal period are held as forward dated - those dated within or before the current period are all analysed as current and therefore posted to the current open Nominal period.

Cashbook Posting Adjustments & Journal Adjustments

Although the input routines are identical to their counterparts above it is important to recognise the one and very significant difference. The date entered against the transaction will determine the period and the year in which it is analysed, even if that period or year is closed (applicable up to and over one Year End). The Opening and Closing balances for all ensuing periods and Year Ends are maintained automatically. It is likely that access to these options would be restricted to senior accounts personnel.

Revaluation Journals

Allows you to post entries to accounts on a single currency basis (e.g. for rounding entries). The target currency is set within the *Batch Totals* tab.



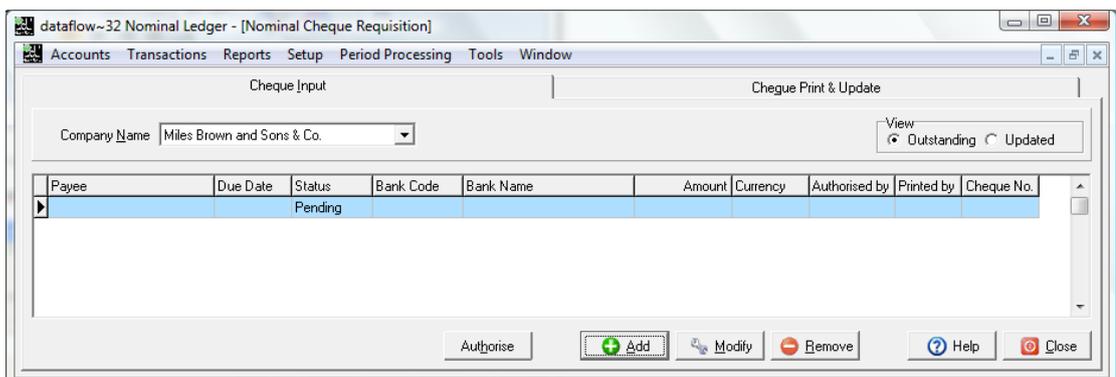
Revaluation Adjustments

An identical window with the same input method same as the standard *Revaluation Journals* detailed above, but as an adjustment routine allows you to post to closed nominal periods without having to re-open them (applicable up to and over one Year End).

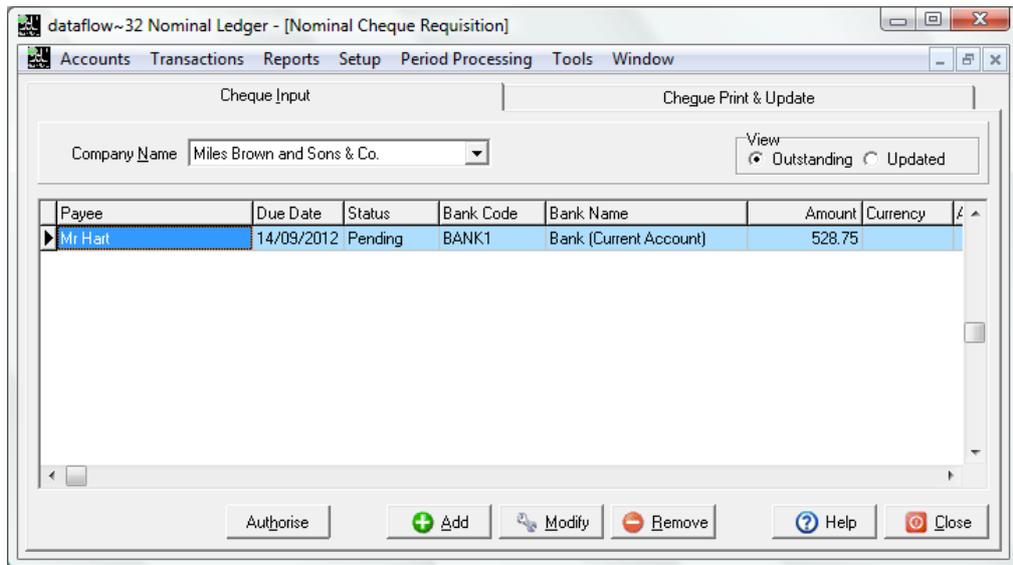
Cheque Requisitions

This routine allows for the raising of instant cheques. Upon opening the window you will be defaulted to the *Cheque Input* tab.

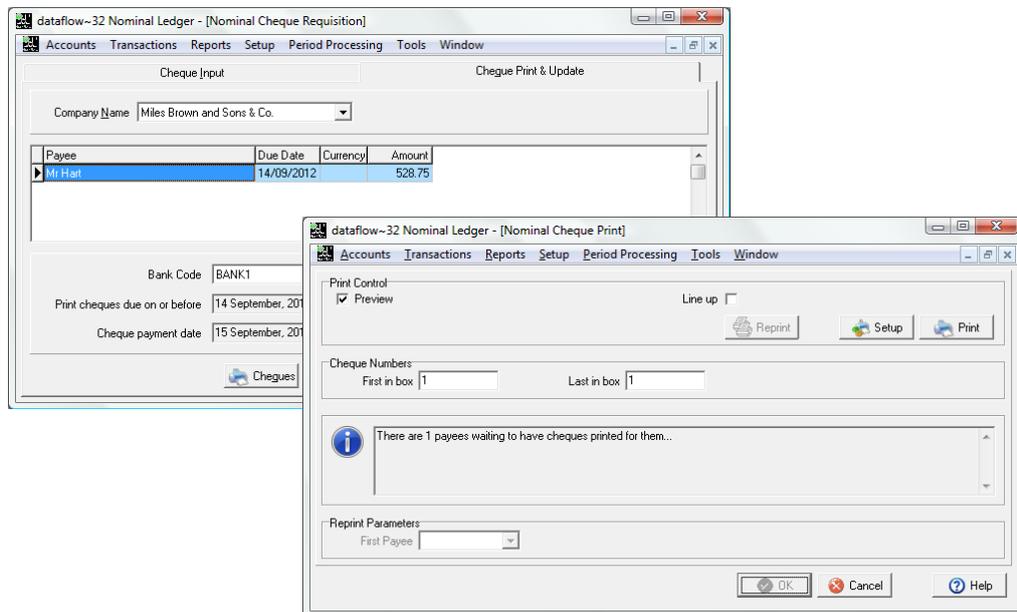
Use the system generic  **Add**  **Modify** and  **Remove** buttons to enter, alter or remove cheques.  **Add** or  **Modify** will open the entry window pictured below;



Once cheques have been created they will appear listed in a grid format pictured below;



Once the entry has been authorized using the **Authorise** button, you can then print your cheque or a range of cheques to the pre-selected cheque layout using the **Cheques** button and subsequently **Update** to the Nominal Ledger.

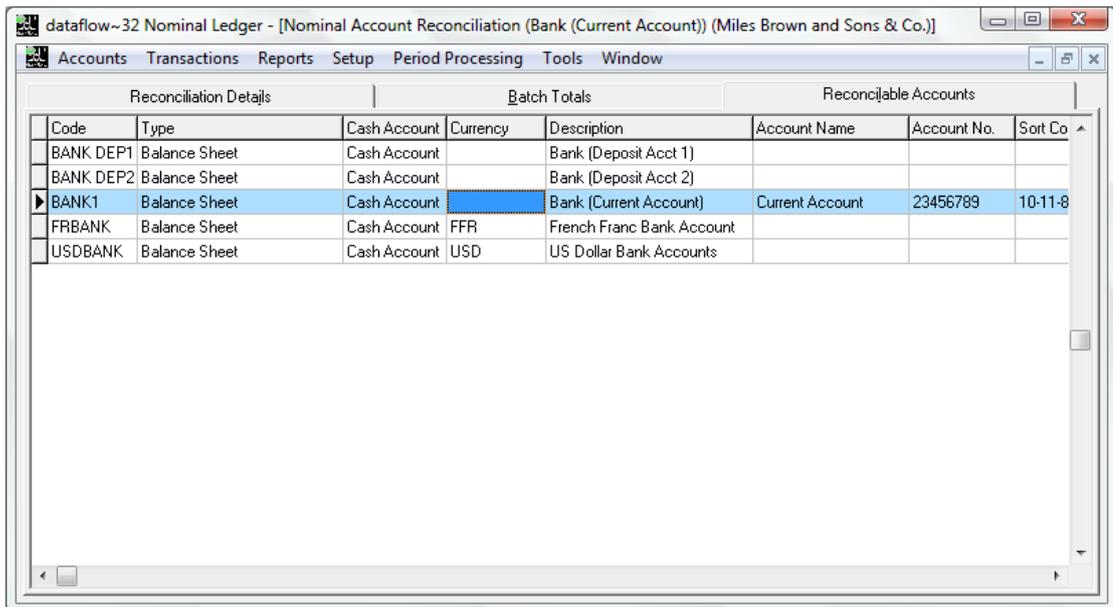


Account Reconciliation

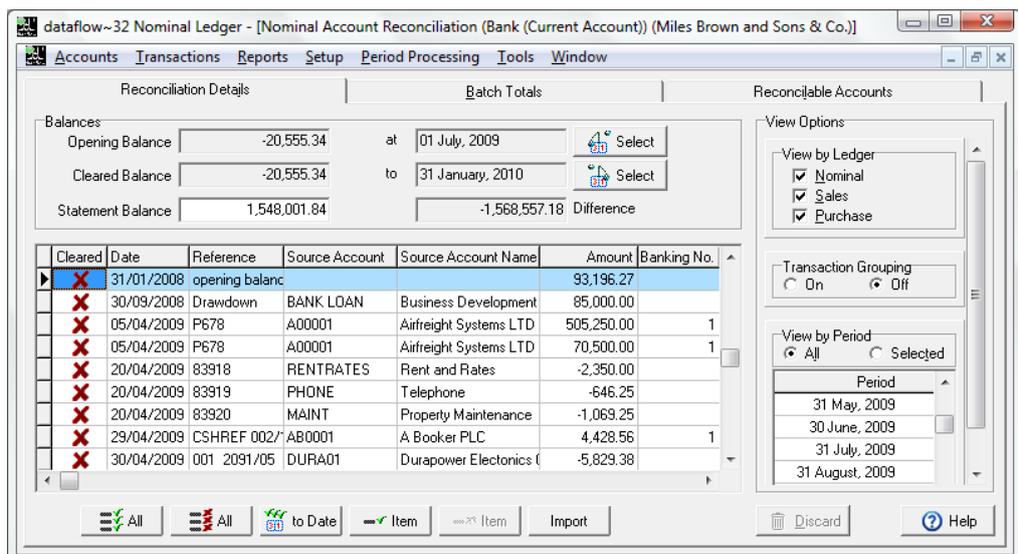
Enables agreement of postings against Nominal accounts that have been set as 'Reconcilable' - refer to the Nominal Ledger Setup menu **Chart of Accounts** maintenance options. Typical use would be reconciliation of the bank account balance on the system against that of the bank statement.

Each reconciliation session is completed with batch update thus setting up opening balances for the next time on the basis of the *as at* date specified.

Upon the initial to the Account Reconciliation window you will be defaulted to the *Reconcilable Accounts* tab. This is where you specify which Nominal account you will be reconciling.



After you have made your selection within the *Reconcilable Accounts* tab navigate to the *Reconciliation Details* tab to view the available transactions and start reconciling.



There are numerous parameters within this tab as detailed below;

View by Ledger

<input checked="" type="checkbox"/>	Nominal
<input checked="" type="checkbox"/>	Sales
<input checked="" type="checkbox"/>	Purchase

You can apply a filter by ledger of origin to the transactions appearing within the grid.

Transaction Grouping

<input type="radio"/>	On	<input checked="" type="radio"/>	Off
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Alters the display by grouping transactions together by the banking number they were posted against.

View by Period

<input checked="" type="radio"/>	All	<input type="radio"/>	Selected
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Define the volume of transactions that will appear in the grid.

All displays all transactions available to be reconciled and *Selected* displays transactions based upon the period selection below. Multiple periods may be selected by dragging the mouse over the required posted.

Period
31 January, 2012 (Y/e)
29 February, 2012
31 March, 2012
30 April, 2012
31 May, 2012
30 June, 2012
31 July, 2012
31 August, 2012
30 September, 2012
31 October, 2012
30 November, 2012
31 December, 2012
31 January, 2013 (Y/e)
28 February, 2013

Opening Balance	0.00	at	01 January, 2010	Select
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Select the *at* date to determine the *Opening Balance*. This date will automatically default to the day after the date of the last updated reconciliation (and subsequently agreeing with your previous bank statement) and therefore should not require changing unless you are un-reconciling.

Cleared Balance	100.00	to	31 January, 2010	 Select
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Generally the *to* date should be that of your bank statement you are about to reconcile. The *Cleared Balance* will default to the same balance as the *Opening Balance* field.

Statement Balance	0.00		100.00	Difference
-------------------	------	--	--------	------------

The Statement balance field is where you would enter the current balance appearing on your current bank statement. The Difference section displays the calculated difference between the *Opening Balance* and that of the *Cleared Balance*.

The *Difference* value will decrease as you start to reconcile items until eventually reaching 0.00 upon reconciliation completion and therefore in agreement with your current bank statement.



Will flag all available transactions within the grid and include them as part of the reconciled balance.



Will un-flag all ticked items appearing in the grid and therefore exclude them as part of the reconciled balance.



Select an available transaction within the grid and using this option you are able to flag all available prior transactions as reconcilable up to and including the date of the selected transaction.

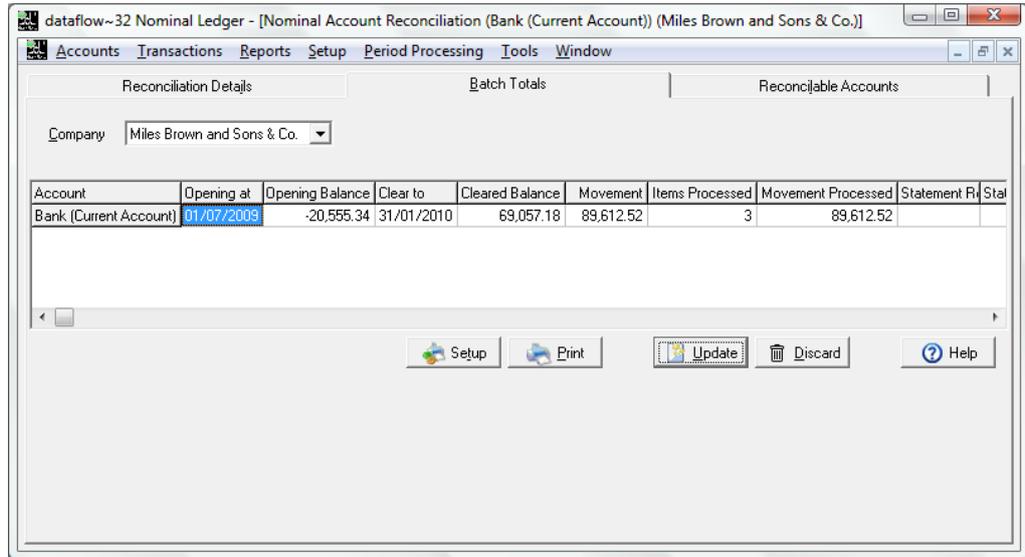


Flags a single item as reconciled and includes it as part of the reconciled balance.



Flags a single item as un-reconciled and excludes it from the reconciled balance.

The final stage of the reconciliation process is to navigate to the Batch Totals tab to print the reconciliation listing and process the batch using the  button.



Depending on your system setup there may be two additional columns present which will require populating prior to .

Statement Reference	Statement Date

If **Require Reconciliation References** is checked with the **Nominal Ledger Parameters** window these two free type fields will be available within the **Batch Totals** tab allowing the entry for a Statement Reference and Date.

Below is a screenshot of the top section of the reconciliation listing followed by a brief explanation for each entry;

Miles Brown and Sons & Co.		Requested By SUPERVISOR	
Nominal Account Reconciliation		on 13/09/2012	Page 1 of 3
BANK1	Bank (Current Account)	Statement Reference:	
Opening Statement Balance @ 01/07/2009	-20,555.34	Closing Statement Balance @ 26/08/2009	1,305,601.61
Total Payments	-140,792.23	Unpresented Payments	-81,024.35
Total Receipts	1,709,734.99	Unpresented Receipts	323,810.16
Closing Book Balance @ 26/08/2009	1,548,387.42	Closing Book Balance @ 26/08/2009	1,548,387.42
Postings to Period End	-385.58		
Back-dated Postings	0.00		
Closing Period Balance @ 31/08/2009	1,548,001.84		
Uncleared Period Balance	242,400.23		
No. of Items Processed	22		
Movement	1,326,156.95		

Opening Statement Balance @ The calculated closing balance of the last updated account reconciliation run for this account.

Total Payments The total of all negative value postings made to the Nominal ledger account with a transaction date prior or equal to the reconciliation date.

Total Receipts	The total of all positive value postings made to the Nominal ledger account with a transaction date prior or equal to the reconciliation date.
Closing Book Balance @	The total of the three values described above.
Postings to Period End	The net total of all postings made to the Nominal ledger account with a transaction date between the reconciliation date and the following period end. If the reconciliation date is a period end then this value will be zero.
Back-dated Postings	The net total of all postings made to the Nominal ledger account with a transaction date prior to the period end following, or equal to, the reconciliation date, but which were posted AFTER that period end had been closed.
Closing Period Balance @	The total of the previous three values described above. This value should match the closing period balance of the account at period end following, or equal to, the reconciliation date.
Uncleared Period Balance	The total of uncleared transactions to the period end following, or equal to, the reconciliation date.
Closing Statement Balance @	The closing balance entered on the Reconciliation Details tab.
Unpresented Payments	The total of uncleared negative value postings left on the Nominal ledger account with a transaction date prior or equal to the reconciliation date.
Unpresented Receipts	The total of all positive value postings made to the Nominal ledger account with a transaction date prior or equal to the reconciliation date.
Closing Book Balance @	The total of the three values described above.

Recurring Postings

This window allows you to automate the production of debit and credit postings, which occur on a repetitive basis, for example Standing Orders, Prepayments and Accruals.

Each recurring posting is set up on the *Transaction Input* tab which acts as a template and keeps track of the related Journal schedule.

Name

Type in a description for the recurring posting.

Amount Type
 Periodic Total

Specify whether the amount entered is either the *Total* amount or a *Periodic* balance.

Occurrences

The number of times the posting will occur.

Reverse at

At which point the Accrual will be reversed. Entry will always default to +1 of the number of *Occurrences*. This parameter is not available for *Prepayment* or *Standing Order* posting type.



Denotes an active recurring posting.



Denotes a recurring posting on Hold.

Post remainder first

Only available if *Total* is the specified

Amount Type
 Periodic Total

If the system is unable to split the total equally throughout the occurrences this option controls whether the difference will be posted with the first *Occurrence* (or not).

Adjust closed periods

If checked the generated Journals can be posted into closed periods.

Posting Type
 Accrual Prepayment Standing Order

Choose between the available posting types.

Frequency
 Daily Lunar Period Yearly
 Weekly Monthly Quarterly

Set the Frequency of the recurring posting.

Nominal

Specify the Source Nominal code using the drop down or alternatively select this field, navigate to the *Nominal Codes* tab and double click the required code.

DrCr Type
 Debit Credit

Specify whether the transaction is of Debit or Credit type.

VAT Type
 Sales Purchase

Specify whether the *VAT Type* is of *Sales* or *Purchase*. In order to include a VAT element the source *Nominal* selection will need to be set as a *Cash Account*.

Contra

Specify the Contra Code using the drop down or alternatively select this field, navigate to the *Nominal Codes* tab and double click the required code.

Date 13/09/2012

Specify the Start date.

Reference

Currency <Default>

Amount

VAT Amount

Vat Parameters

VAT Calculation

Net Gross Inc.

VAT Code

Exch Rate(s)

A reference entry field for the transaction.

The currency in which the transaction will be posted.

Source and Contra currencies must be the same, or must include the home currency.

The value entered will be dependent on the

Periodic Total you have chosen. Periodic the system will post *Amount* you have entered by the number or *Occurrences* but with *Total* the system will divide the *Amount* entered by the number of *Occurrences*.

The VAT element will be automatically calculated based upon the parameters chosen. In order to include a VAT element the source *Nominal* selection will need to be set as a *Cash Account*

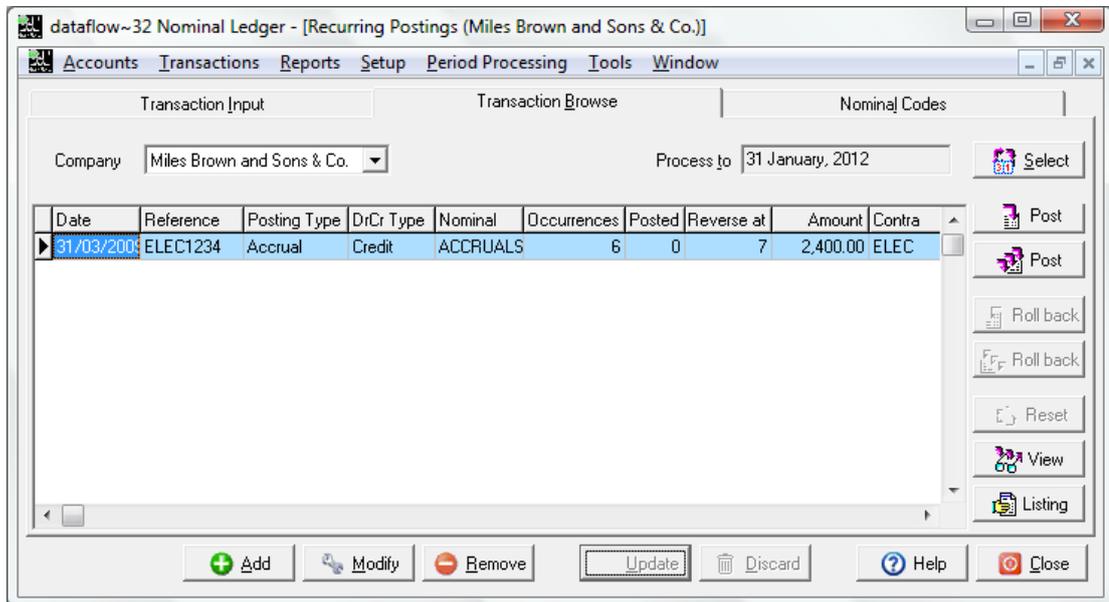
Allows you to specify the VAT calculation method.

Access to the Exchange rate information for the selected currency. This can be manually changed at the time of entry.

Currency	Rate	Euro Rate
Euro	0.8577	
US Dollars	0.689	

Generation of Journal postings may be triggered by manual selection from the *Transaction Browse* tab or, if outstanding at the time, automatically by the Nominal period close routine.

The  button enables enquiry on Journal entries that have been processed. Posting can be rolled back to undo the original posting, if necessary.



Parameters available in this tab;



Select the company you wish to process.



Select the date you wish to process up to. The process to date controls which Journals appear within the grid and whether the post options are available.



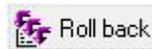
Posts a single selected item up to the specified *Process to* date.



Posts all items available up to the specified *Process to* date



Reverses a single selected item back to that of the specified *Process to* date.



Reverses all available items back to that of the specified *Process to date*.



Resets the details of the recurring posting allowing you re-use it. The new start date will be one occurrence from the last process date on the previous instance. Does not affect the previously posted Journals.

This option is only available for those posting that have completed their cycle.



Displays the history of the selected recurring posting.

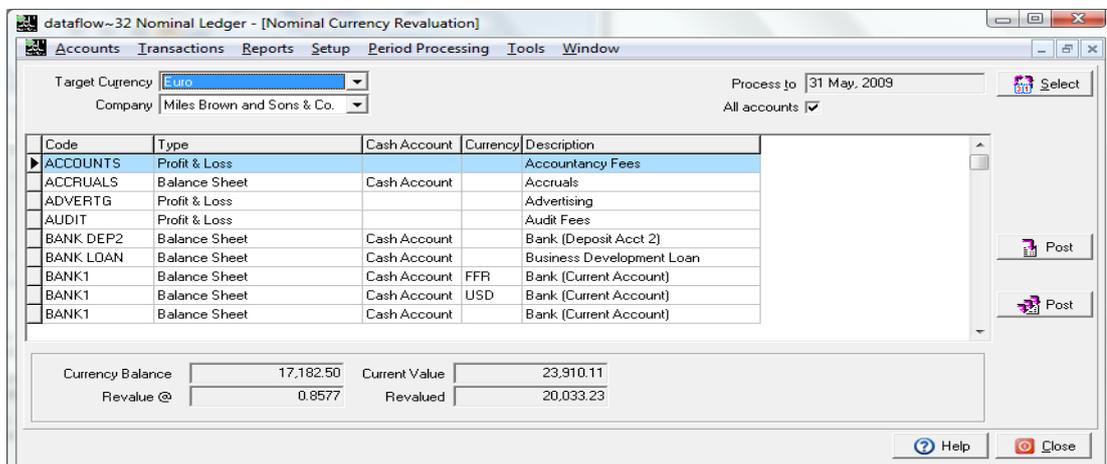


Provides a listing of all Journal entries within the *Process to date* selection on the report parameters.

Currency Revaluation

This routine enables you to re-value a foreign currency account balance, as at a specified date, by reference to the exchange rate in force for that date. Consequently, a journal posting is automatically generated for the related accounting period to reflect the gain or loss on exchange. This process is available for use on *Balance Sheet* accounts assigned to a specific currency and set as *Revaluable*, for example a US Dollar bank account.

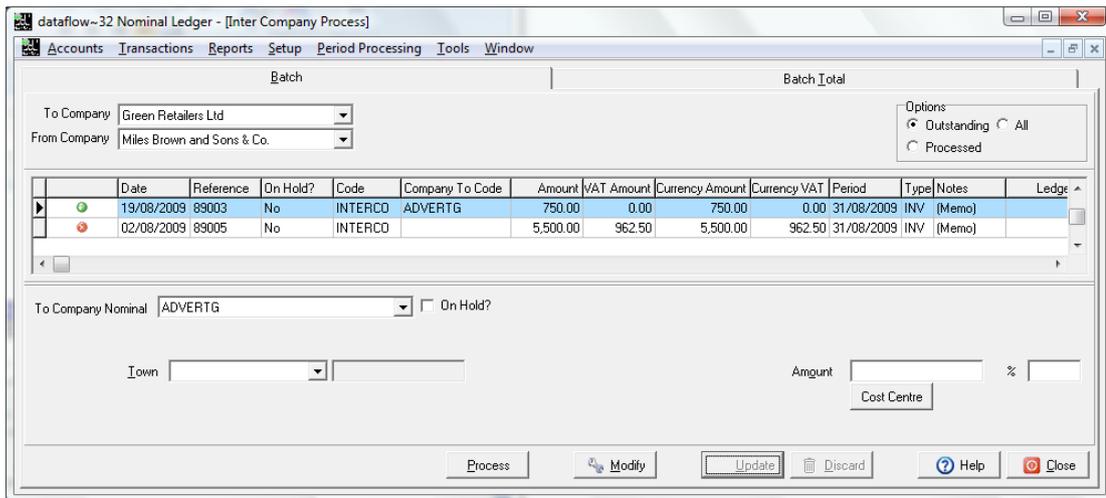
The Journal created under this process will post the gain or loss to the appropriate accounting period, even if that period has been closed. Before using this routine, check that the Setup options for *Exchange Rates* and *Currency Nominals* are correctly specified and kept up to date.



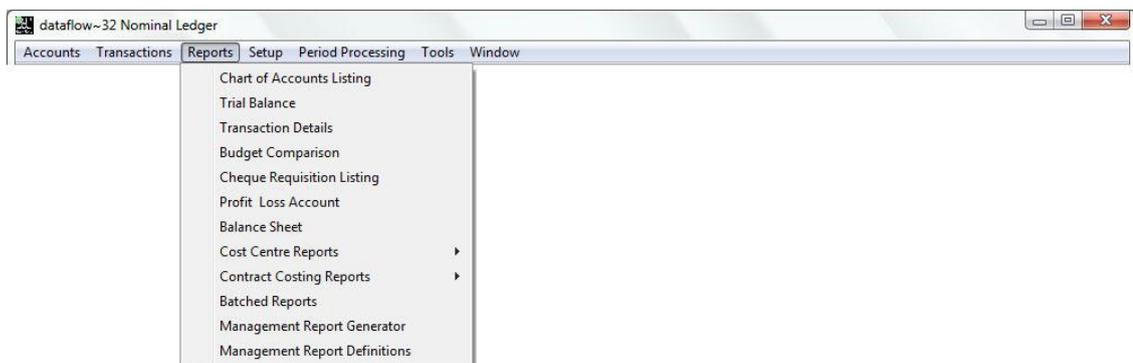
InterCompany Processing

The InterCompany Processing routine allows for postings to two sets of books from one posting entry. You can record an expense, either through Invoice or directly via the Nominal Ledger transaction postings, where cost is part of a larger Invoice billed to one Company but part of the expense belongs to another Company.

To ensure that a transaction is eligible for the InterCompany process you must use the InterCompany controlling Nominal code specified within the **InterCompany Parameters** setup window against the transaction. If the controlling Nominal is used for the transaction it will appear in the widow detailed below allowing you to review, process and finally update it against the other company.



Reports



Reporting options produce information on screen via a *Preview Mode* or sent directly to a printer. You should ensure all printer devices have been installed using Windows routines.

Consolidated information is available whenever required. If applicable, you can change the base currency before running the reports via the *Change Base Currency* window.

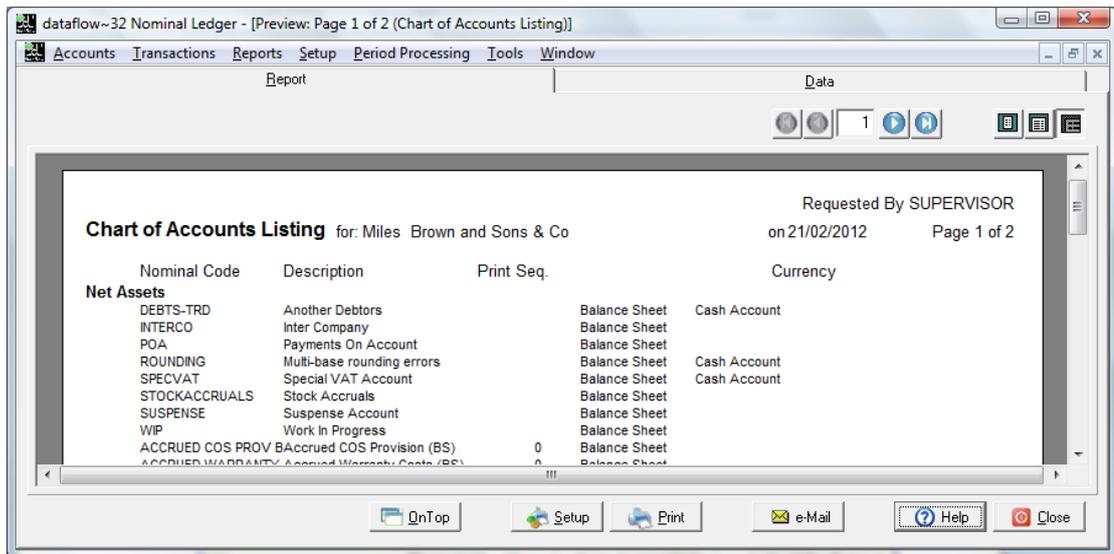
Extensive reporting filters are available on standard reports with full support for currency information. Some of your choices can be stored as default settings and subsequently recalled using the Save and Restore buttons.

These reporting options can be used to produce information at any period in time. This explains why the period close down routine does NOT include report production.

If required, change the design of standard reports. To do so your user name must have Supervisory rights. To start design procedures preview the selected report on screen then click the right mouse button to invoke the design button which appears at the bottom of the window, click the design button to enter the Document Design utility.

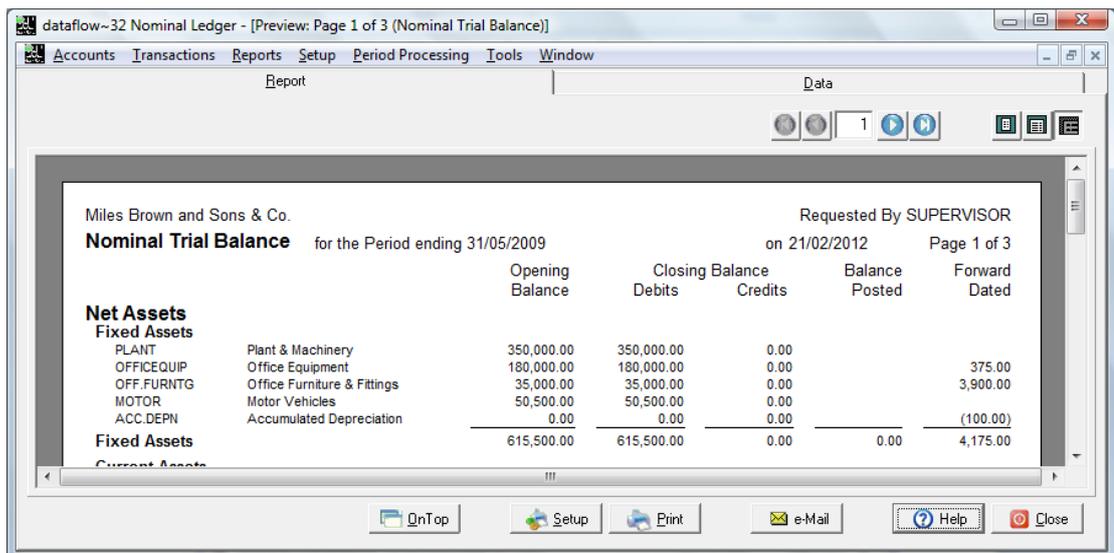
Chart of Accounts Listing

This report lists Nominal accounts with the option to sort by *Report Group*.



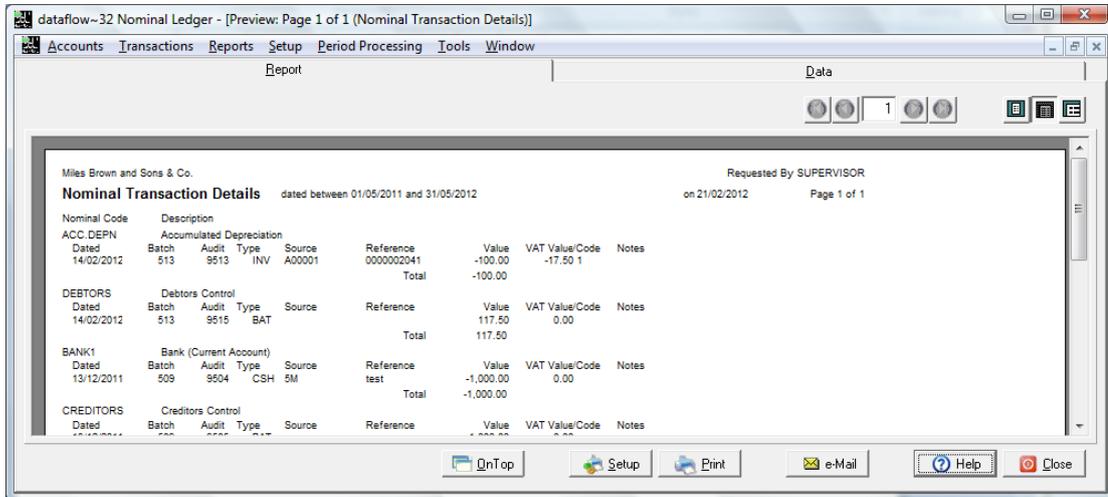
Trial Balance

The Trial Balance is a definitive list of Nominal balances, select to produce the list in detail (each nominal code will be listed). The *Grouping* parameter enables you to select to which *Report Group* level to apply sub totals too.



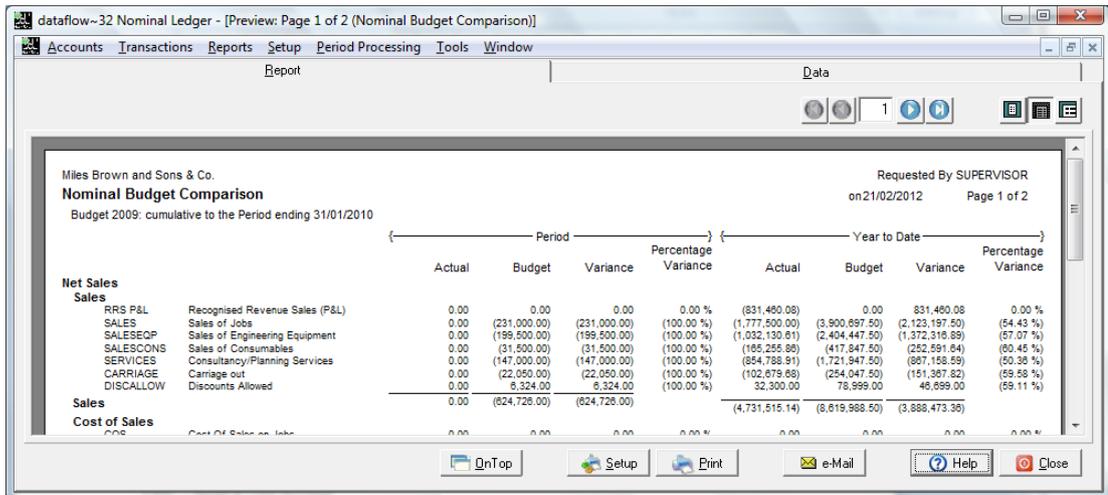
Transaction Details

Select a Nominal account code and date range to produce a list of transactions.



Budget Comparison

Select a budget from the drop down list and produce a list either in summary or detail, with or without sub totals.



The report will show a period actual against budget with variance, or a check box is available for cumulative which will change the report to a Year to date comparison.

Cheque Requisition Listing

Will produce a list of cheques either pending or authorised that require printing.

dataflow-32 Nominal Ledger - [Preview: Page 1 of 1 (Cheque Requisition List)]

Miles Brown and Sons & Co. Payees Range™ to™ Requested By SUPERVISOR
 on 21/02/2012 Page 1 of 1

Cheque Requisition List Due Date 21/02/2012

Payee	Bank A/c	Due Date	Nominal	Amount	VAT Amount	Authorised by	Requested By	Updated By
				Cheque Amount:	0.00	0.00		
Pending Total:		0.00						
Authorised Total:		0.00						

Buttons: QnTop, Setup, Print, e-Mail, Help, Close

Profit Loss Account

This report will show in summary or detail for only those accounts marked as Profit & Loss accounts.

dataflow-32 Nominal Ledger - [Preview: Page 1 of 1 (Profit and Loss Account)]

Miles Brown and Sons & Co. Requested By SUPERVISOR
 on 21/02/2012 Page 1 of 1

Profit and Loss for the Period ending 31/05/2009

	Current Period	Year to Date	Current Period (Last Year)	Year to Date (Last Year)
Sales				
Hardware	275,569.79	1,018,064.12	222,627.07	893,057.43
Services	164,476.67	590,729.34	139,142.12	536,312.37
	<u>1,379,493.40</u>	<u>3,793,403.54</u>	<u>699,719.19</u>	<u>2,710,069.80</u>

Buttons: QnTop, Setup, Print, e-Mail, Help, Close

Balance Sheet

This report can be run in detail or summary only those accounts marked as Balance Sheet, an extra field needs to be entered to build the balance of the profit & loss accounts into a sub-total, create a new report group description for this report to use.

	Current Year	Last Year
Fixed Assets	615,500.00	615,500.00
Current Assets		
Stock	1,098,773.70	1,114,973.70
Debtors	932,192.78	352,677.64

Cost Centre Reports

Trial Balance

Set the options in this window to control the content of the Cost Centre Trial Balance report and how it is to be produced.

Some of your choices, grouping and options, can be stored as default settings by selecting and subsequently recalled by selecting .

If necessary, click to review your printer settings and then click to produce the report.

If *Preview* mode is selected the report is first produced in a Preview Window. This includes further options one of which allows you to re-design the report layout.

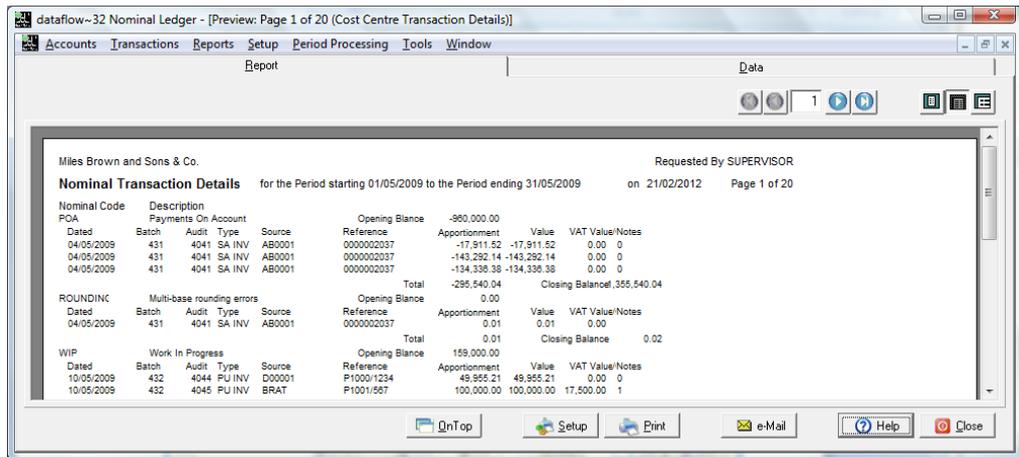
	Opening Balance	Closing Balance		Balance Posted	Forward Dated
		Debits	Credits		
COS PROVIS Cost Of Sales Provision (P&L)	155,000.00	569,955.21	0.00	414,955.21	0.00
DEBTS-TRD Another Debtors	1,035,180.27	1,152,908.54	0.00	117,728.27	142,908.55
INTERCO Inter Company	0.00	0.00	0.00	0.00	8,250.00
LABRECV Engineering Labour recovery	27,965.80	37,292.20	0.00	9,326.40	9,179.00
POA Payments On Account	(960,000.00)	0.00	(1,355,540.04)	(395,540.04)	0.00
ROUNDING Multi-base rounding errors	0.00	0.02	0.00	0.02	0.00
STOCKACCR Stock Accruals	0.00	0.00	0.00	0.00	(4,140.00)
SUSPENSE Suspense Account	0.00	0.00	0.00	0.00	299.00
WIP Work In Progress	159,000.00	650,955.21	0.00	501,955.21	0.00

Transaction Details

Set the options on this window to control the content of the Cost Centre Transaction Details report and how it is to be produced.

Some of your choices, grouping and options, can be stored as default settings by selecting  and subsequently recalled by selecting .

If necessary, click  to review your printer settings and then click  to produce the report.

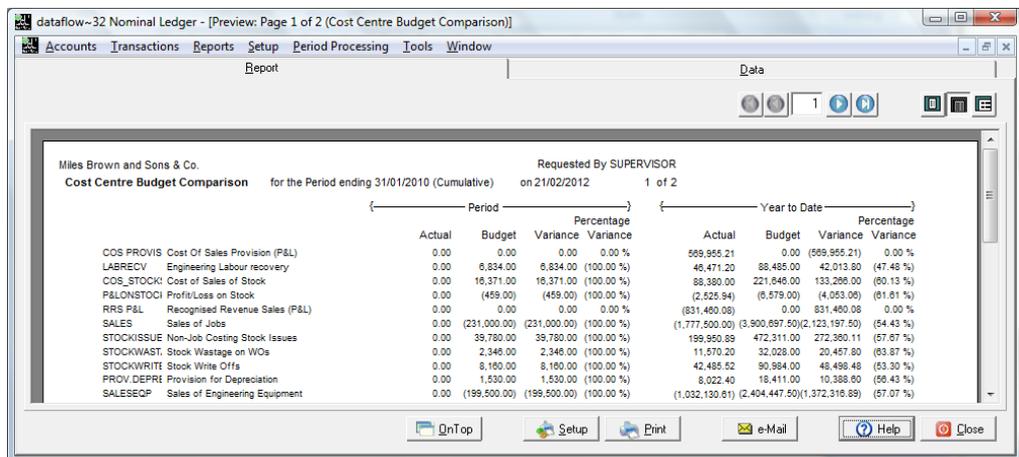


Nominal Transaction Details for the Period starting 01/05/2009 to the Period ending 31/05/2009 on 21/02/2012 Page 1 of 20

Nominal Code	Description	Opening Balance	Reference	Apportionment	Value	VAT Value/Notes
P&A Payments On Account		-960,000.00				
04/05/2009	431 4041 SA INV AB0001		0000002037	-17,911.52	-17,911.52	0.00 0
04/05/2009	431 4041 SA INV AB0001		0000002037	-143,292.14	-143,292.14	0.00 0
04/05/2009	431 4041 SA INV AB0001		0000002037	-134,336.38	-134,336.38	0.00 0
		Total		-295,540.04		Closing Balance, 355,540.04
ROUNDING Multi-base rounding errors		0.00				
04/05/2009	431 4041 SA INV AB0001		0000002037	0.01	0.01	0.00
		Total		0.01		Closing Balance 0.02
WIP Work In Progress		159,000.00				
10/05/2009	432 4044 PU INV D00001		P1000/1234	49,955.21	49,955.21	0.00 0
10/05/2009	432 4045 PU INV BRAT		P1001/567	109,000.00	109,000.00	17,500.00 1

Budget Comparison

Prints a comparison of budget versus actual with variances, analysed by Cost Centres.

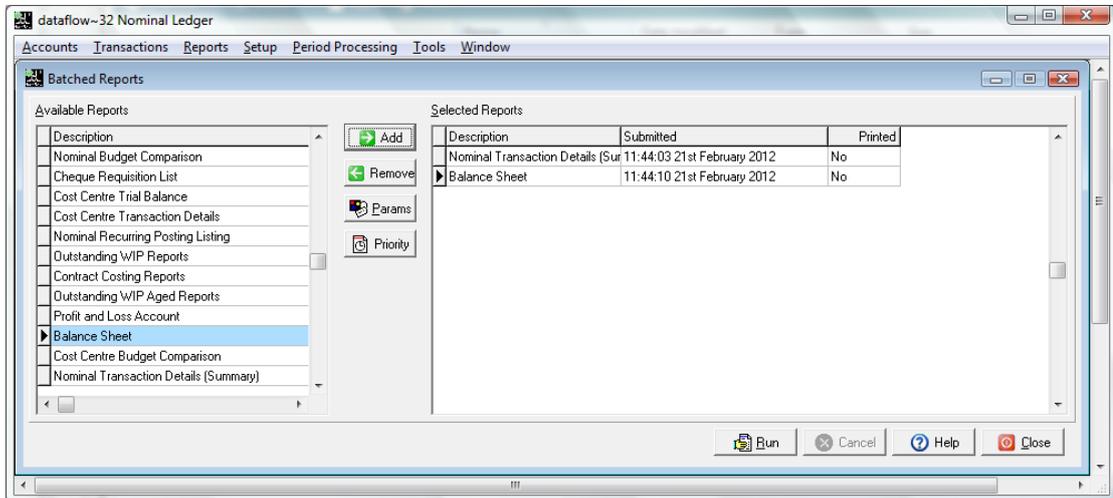


Cost Centre Budget Comparison for the Period ending 31/01/2010 (Cumulative) on 21/02/2012 1 of 2

	Period				Year to Date			
	Actual	Budget	Variance	Percentage Variance	Actual	Budget	Variance	Percentage Variance
COS PROVIS Cost Of Sales Provision (P&L)	0.00	0.00	0.00	0.00 %	569,955.21	0.00	(569,955.21)	0.00 %
LABRECV Engineering Labour recovery	0.00	6,834.00	6,834.00	(100.00 %)	46,471.20	88,486.00	42,013.80	(47.48 %)
COS_STOCK Cost of Sales of Stock	0.00	16,371.00	16,371.00	(100.00 %)	88,380.00	221,646.00	133,266.00	(60.13 %)
P&LONSTOCK Profit/Loss on Stock	0.00	(459.00)	(459.00)	(100.00 %)	(2,525.94)	(6,579.00)	(4,053.06)	(61.61 %)
RRS P&L Recognised Revenue Sales (P&L)	0.00	0.00	0.00	0.00 %	(831,460.08)	0.00	831,460.08	0.00 %
SALES Sales of Jobs	0.00	(231,000.00)	(231,000.00)	(100.00 %)	(1,777,500.00)	(3,900,697.50)	(2,123,197.50)	(54.43 %)
STOCKISSUE Non-Job Costing Stock Issues	0.00	39,780.00	39,780.00	(100.00 %)	199,950.89	472,311.00	272,360.11	(57.67 %)
STOCKWAST Stock Wastage on WOs	0.00	2,346.00	2,346.00	(100.00 %)	11,570.20	32,028.00	20,457.80	(63.87 %)
STOCKWRITE Stock Write Offs	0.00	6,160.00	6,160.00	(100.00 %)	42,465.52	90,964.00	48,498.48	(63.30 %)
PROV_DEPRE Provision for Depreciation	0.00	1,530.00	1,530.00	(100.00 %)	8,022.40	18,411.00	10,388.60	(56.43 %)
SALESEQP Sales of Engineering Equipment	0.00	(199,500.00)	(199,500.00)	(100.00 %)	(1,032,130.61)	(2,404,447.50)	(1,372,316.89)	(57.07 %)

Batched Reports

Specify a suite of reports that may comprise different reports or many versions of the same report. The procedure involves selecting reports from those available, setting the applicable criteria or parameters and finally using a single command to RUN them off.



Use the options on this window to specify a suite of reports for batched production purposes.

This involves selecting reports from those available, setting the criteria or parameters by which each should be produced and finally using a single command to produce the entire set of reports.

Browse entries in the *Available Reports* list to select a report name (click its row) and click  to move it over to the *Selected Reports* list. To move a report item out of the *Selected Reports* list click its name then click .

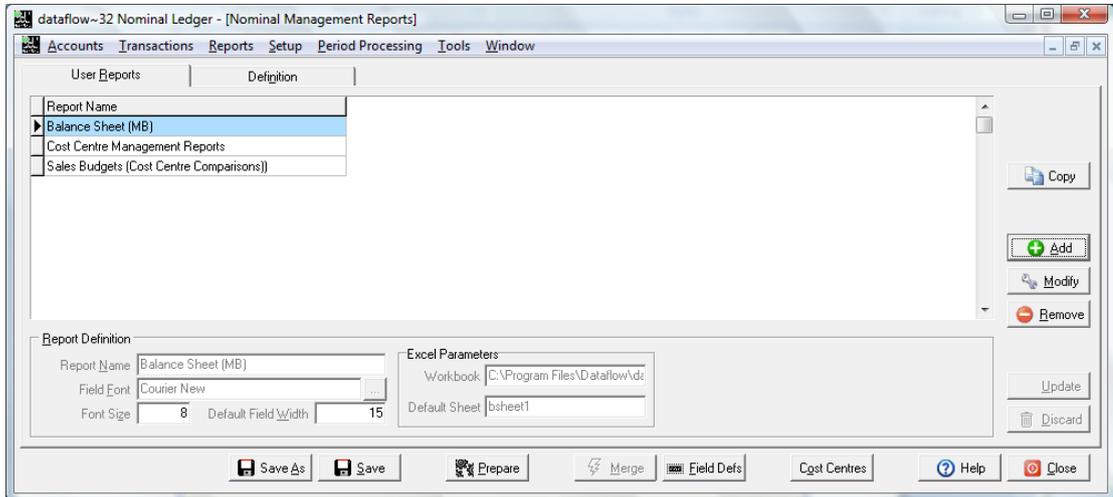
The same report may be registered in the *Selected Reports* list more than once. In doing so you may wish to produce copies of the same report or you can mark each report item in the *Selected Reports* list and specify parameters (see below) to produce different versions of the same report.

Mark a report in the *Selected Reports* list and specify options to control its content by clicking the  button. Also click  to set its production order in relation to other selected reports.

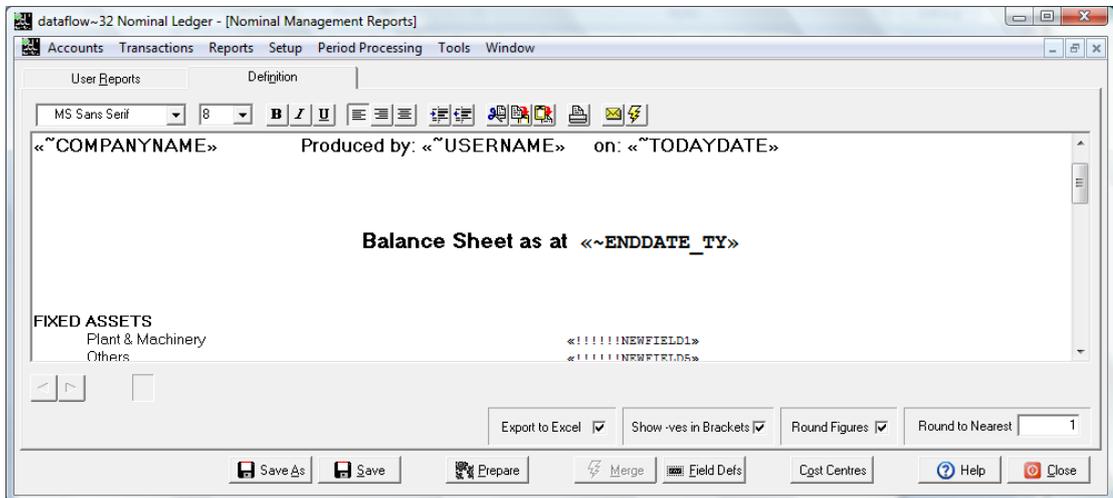
To produce all reports in the 'Selected' list click .

Management Report Generator & Management Report Definitions

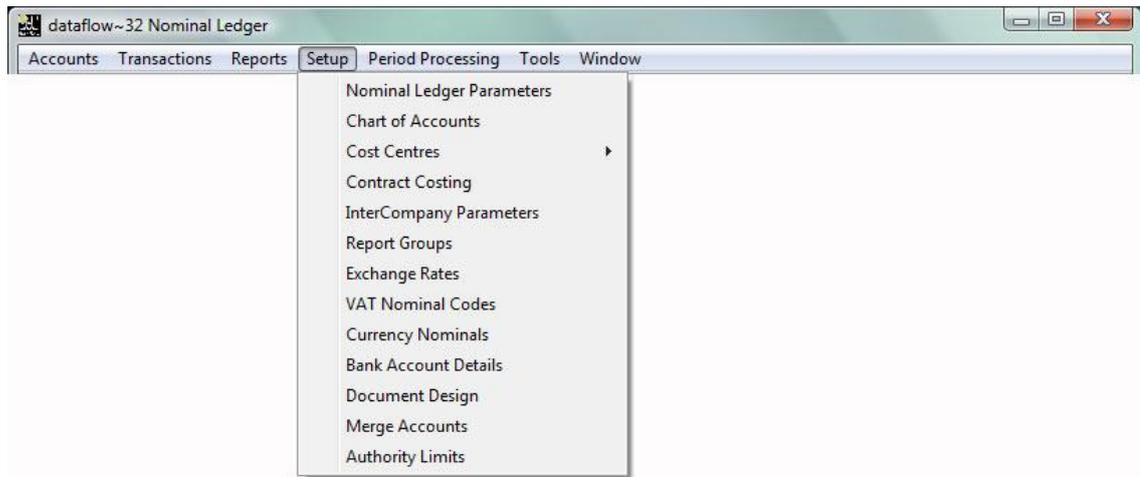
Lets you design reports, financial statements and management analyses, based on Nominal period balances. Specifically you may include Budget and Actual balances accumulated for each period in the current financial year and Actuals for each period in the previous financial year. Typically these routines may be used to design and produce Profit & Loss and Balance Sheet reports.



Each user report comprises two basic elements, first the layout, specifying the report headings and the position of special *Fields*, second the Definitions, which define how the value for each field is to be derived from the Nominal account records or other fields.



Setup



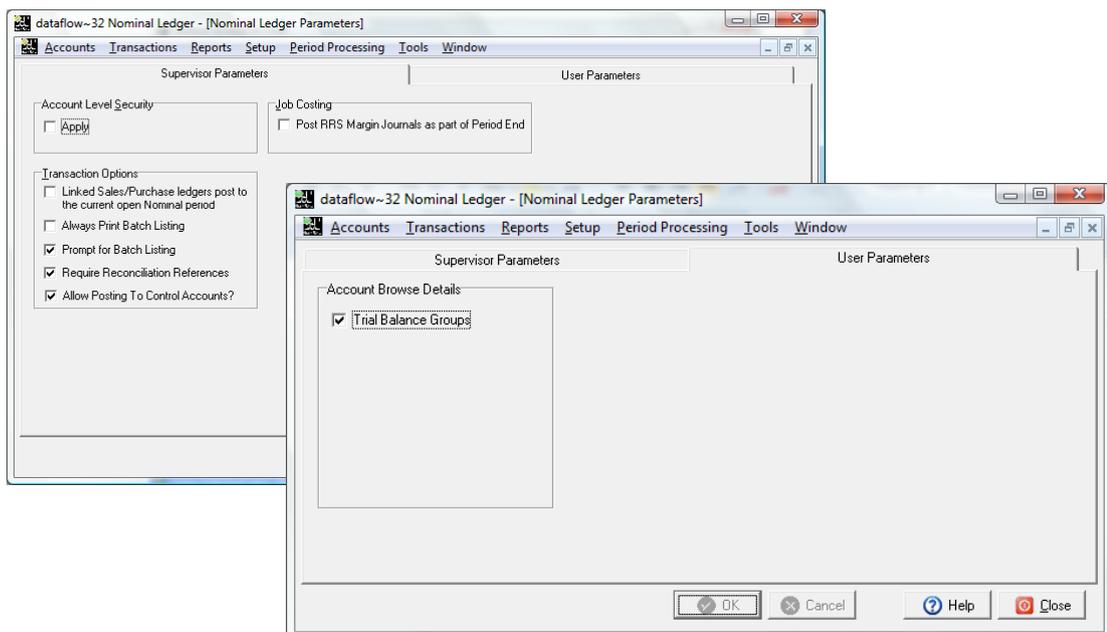
The approach to *Setup* is extremely flexible - you can return to these options at any time to change account coding, properties and reference tables. Before operations begin ensure details for Chart of Accounts and VAT Nominal Codes are covered. Account details may be imported should these be available in file or spreadsheet format.

Where appropriate these options offer the choice of setting details on a Company specific basis.

Nominal Parameters

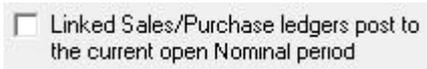
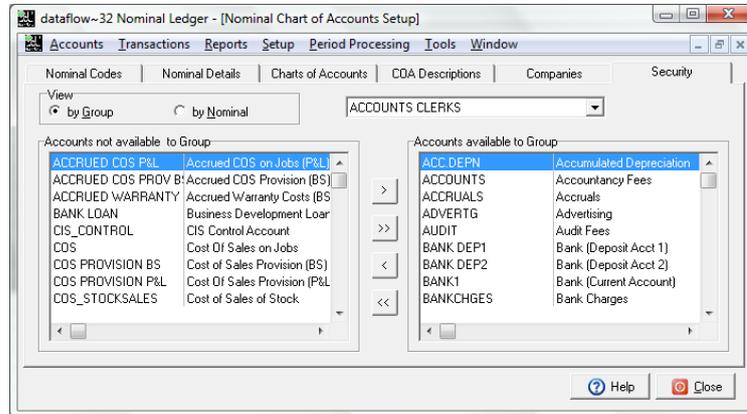
If access to individual nominal accounts is to be restricted to groups of users then indicate the requirement here. If so, use the *Security* tab within the 'Chart of accounts' option to implement the policy.

Options are also provided to specify how production of final batch listings should be handled when Nominal transactions are updated.





Option checked enables the *Security* tab within the *Chart of Accounts Setup* allowing the *Supervisor* to restrict Nominal codes from *User Groups*. See *Security* tab screen shot below;



Option unchecked will post Nominal entries to the same period as posted to within the Sales/ Purchase Ledgers.



Option checked (assuming that the Sales/ Purchase current open period is greater than that of the Nominal Ledger) will post to the current open Nominal Period.



Option checked system will automatically produce Batch Listing upon a batch update.



Option checked system will prompt for Batch Listing upon a batch update.



Option checked will force Bank Reconciliation Reference input prior to update.



Option Checked enables postings to Control Accounts.

Option Checked enables the view of TB Groups whilst browsing.

Chart of Accounts

Nominal account codes are displayed and maintained within the first 2 tab sections.

Nominal Codes Tab
Nominal Details Tab

The screenshot shows the 'Nominal Chart of Accounts Setup' window with the 'Nominal Codes' tab selected. The window title is 'dataflow-32 Nominal Ledger - [Nominal Chart of Accounts Setup]'. The menu bar includes 'Accounts', 'Transactions', 'Reports', 'Setup', 'Period Processing', 'Tools', and 'Window'. The main area is a table with columns: Code, Description, Type, Cash Account, Currency, TB Group 1, and TB Group 2. The 'ACC.DEPN' row is highlighted.

Code	Description	Type	Cash Account	Currency	TB Group 1	TB Group 2
ACC.DEPN	Accumulated Depreciation	Balance Sheet			Net Assets	Fixed Assets
ACCOUNTS	Accountancy Fees	Profit & Loss			Costs	Professional Costs
ACCRUALS	Accruals	Balance Sheet	Cash Account		Net Assets	Current Liabilities
ACCRUED COS P&L	Accrued COS on Jobs (P&L)	Profit & Loss			Net Sales	Cost of Sales
ACCRUED COS PRC	Accrued COS Provision (BS)	Balance Sheet			Net Assets	Current Liabilities
ACCRUED WARRANT	Accrued Warranty Costs (BS)	Balance Sheet			Net Assets	Current Liabilities
ADVERTG	Advertising	Profit & Loss			Costs	Marketing Costs
AUDIT	Audit Fees	Profit & Loss			Costs	Professional Costs
BANK DEP1	Bank (Deposit Acct 1)	Balance Sheet	Cash Account		Net Assets	Current Assets
BANK DEP2	Bank (Deposit Acct 2)	Balance Sheet	Cash Account		Net Assets	Current Assets
BANK LOAN	Business Development Loan	Balance Sheet	Cash Account		Net Assets	Current Assets
BANK1	Bank (Current Account)	Balance Sheet	Cash Account		Net Assets	Current Assets
BANKCHGES	Bank Charges	Profit & Loss			Costs	Administration Cos
BDDEBTS	Bad Debts	Balance Sheet			Net Assets	Current Assets
CARRIAGE	Carriage out	Profit & Loss			Net Sales	Sales

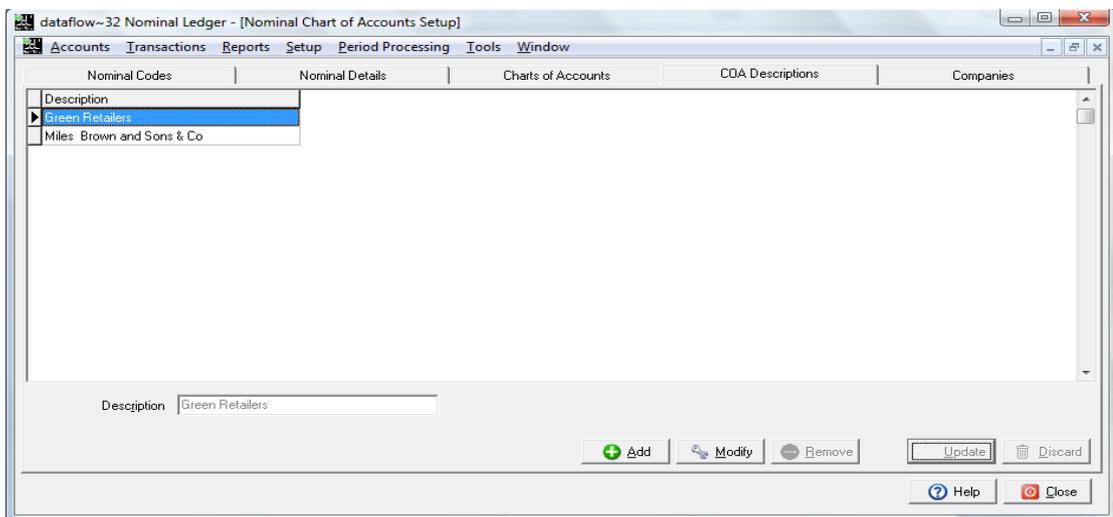
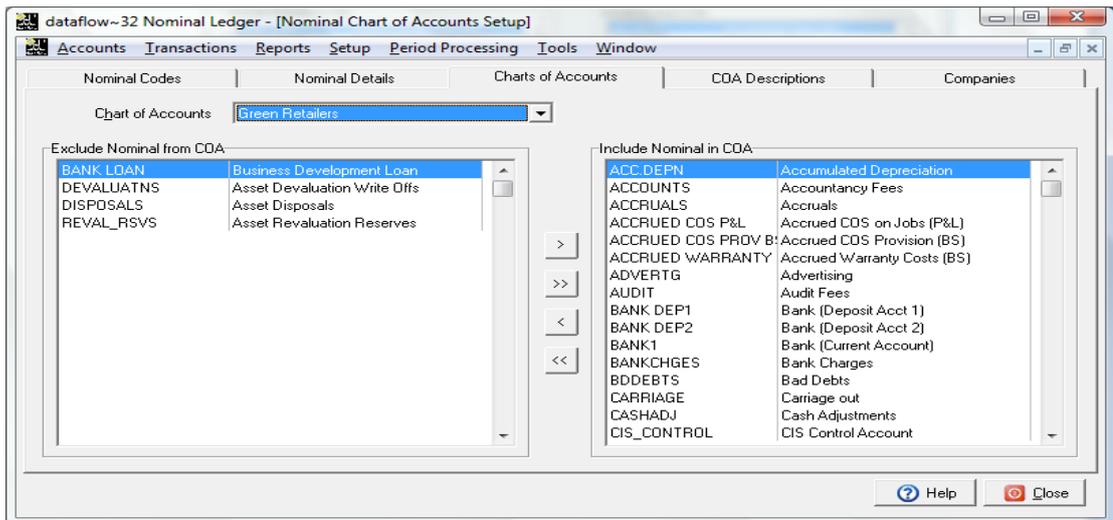
At the bottom of the window, there are buttons for '+ Add', 'Modify', '- Remove', 'Update', 'Discard', 'Help', and 'Close'.

The screenshot shows the 'Nominal Details' tab for the 'ACC.DEPN' account. The window title is 'dataflow-32 Nominal Ledger - [Nominal Chart of Accounts Setup]'. The menu bar is the same as in the previous screenshot. The main area is a form with the following fields:

- Code:** ACC.DEPN
- Description:** Accumulated Depreciation
- Type:** Radio buttons for 'Balance Sheet' (selected) and 'Profit & Loss'.
- Account Parameters:**
 - Cash Account:
 - Reconcilable:
 - TB Sequence: 25
- Currency:**
 - Currency: <Default>
 - Revalueable:
- Report Groups:**
 - TB Group 1: Net Assets
 - TB Group 2: Fixed Assets
 - TB Group 3: (empty)

At the bottom of the window, there are buttons for '+ Add', 'Modify', '- Remove', 'Update', 'Discard', 'Help', and 'Close'.

Furthermore, the *Chart of Accounts* tab handles the assignment of accounts to each Chart of Accounts description, themselves defined on the *Chart of Accounts descriptions* tab. The *Companies* tab determines the company or companies that use a selected CoA description.

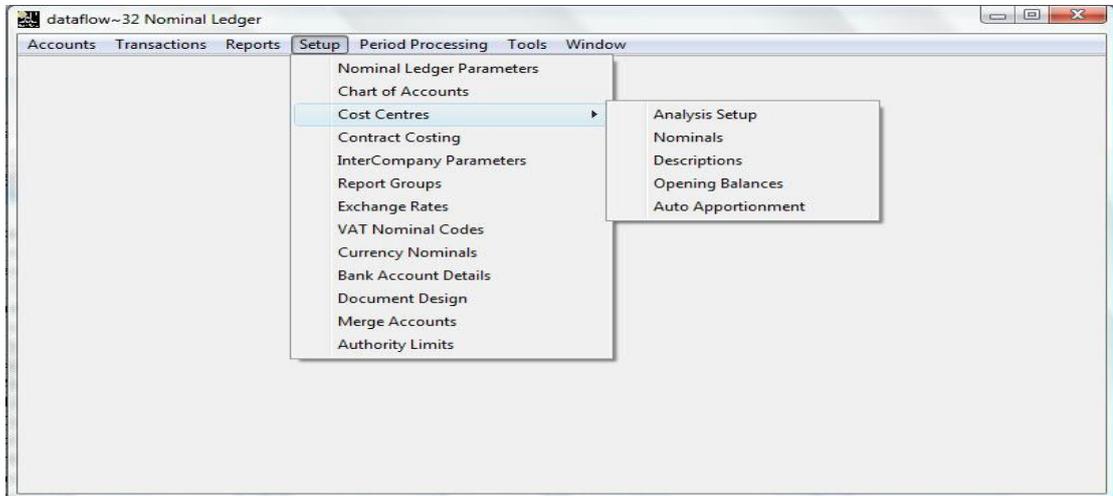


If applicable the *Security tab* determines which group(s) of users are granted access to selected Nominal accounts. Refer to [Nominal Parameters](#) setup section detailed earlier.

When adding new accounts you should always assign them to a CoA set on the *Chart of Accounts* tab.

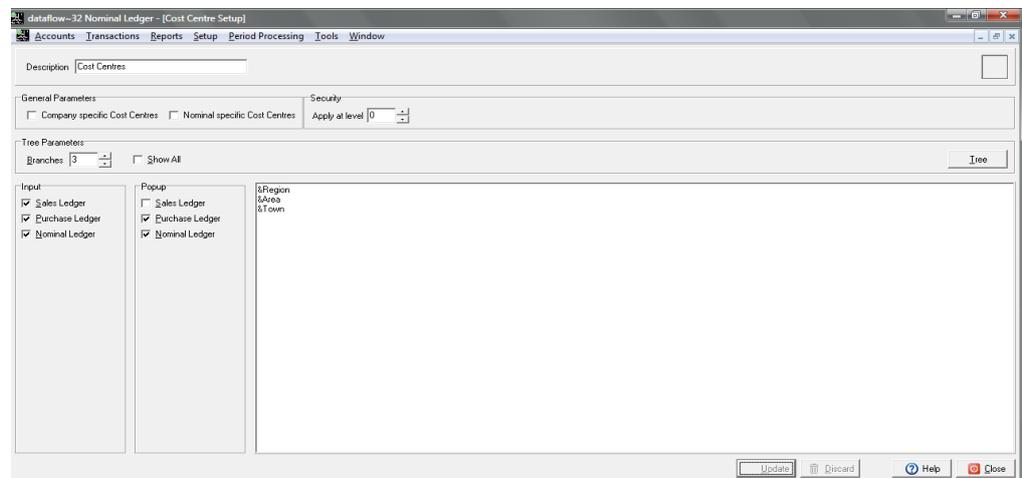
Cost Centres

Cost Centres provide further dimensions over which to analyse Nominal transactions. Up to five levels are available with unlimited descriptions attributable to each. Analysis may be targeted to selected Nominal accounts or groups of accounts (refer *Report Groups*).

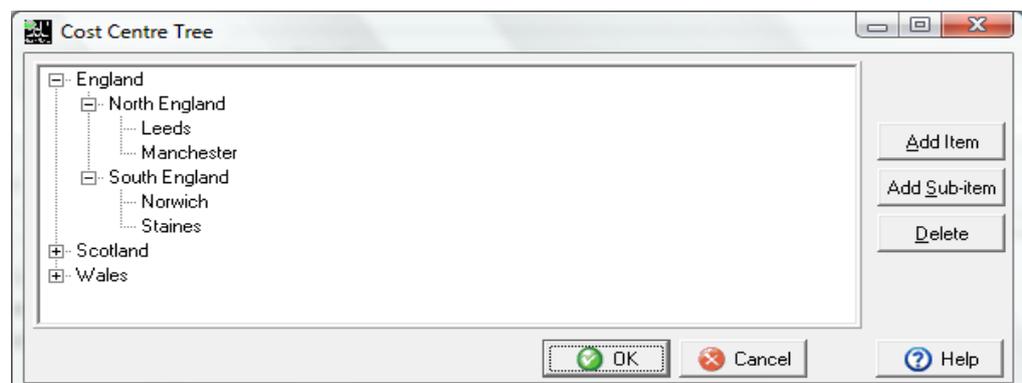


Analysis Setup

Sets up the number of levels of cost centre analysis and which modules will use Cost Centres. It also sets the level of security, if required.



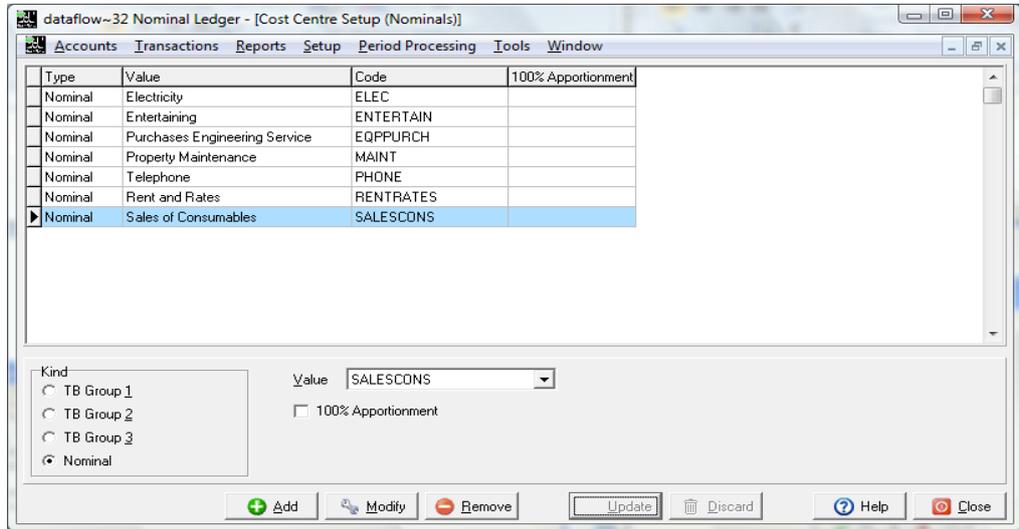
Press the **Tree** button to either view or setup the tree structure as detailed below;



Nominals

This window defines which accounts are to be subjected to Cost Centre analysis. The selection can be based on a *TB Group* (refer *Report Groups*) as well as individual account basis.

Start the procedure by setting the *Nominal* or *TB Group* radio button and then selecting the appropriate heading in the drop down list alongside. Click  to complete selection and display it in the grid.



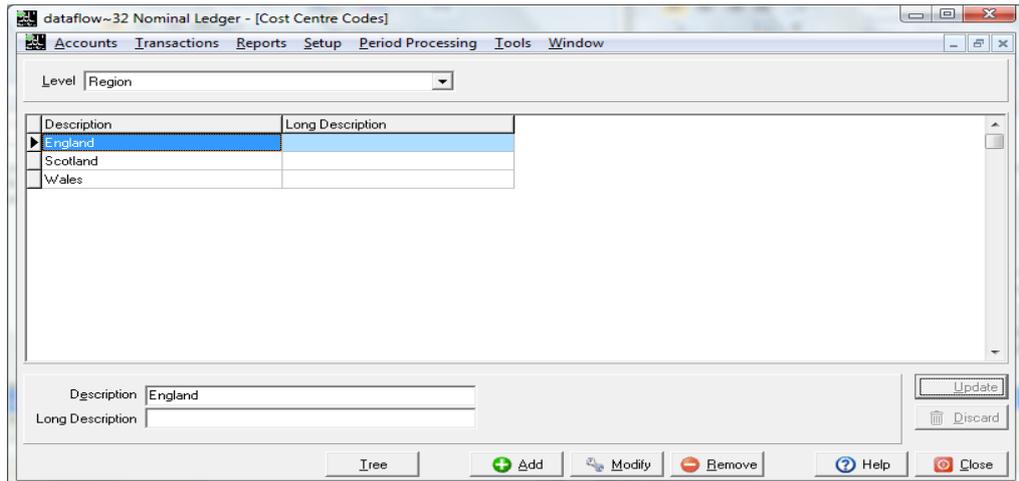
Descriptions

Use this window to maintain the analysis headings that relate to each cost centre level. For example, a three level structure may be shown as;

LEVELS	DESCRIPTIONS (Analysis headings)
<i>Region</i>	<i>UK</i>
<i>Area</i>	<i>South, North</i>
<i>Town</i>	<i>London, Brighton, Manchester, Leeds, Glasgow</i>

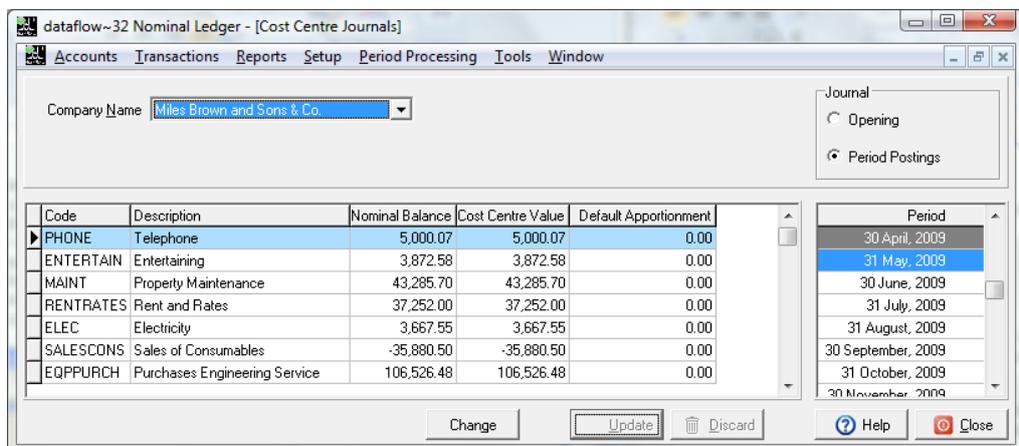
Click  to start entry of a new description. Select the Cost Centre level from the drop down list and enter the description in the edit box. Click  to include the new description in the grid display.

If two or more Cost Centre levels apply, the headings at each level can be related using the Tree facilities. At the top level, a heading for Region may be a parent for several area headings (sub items) at level two.



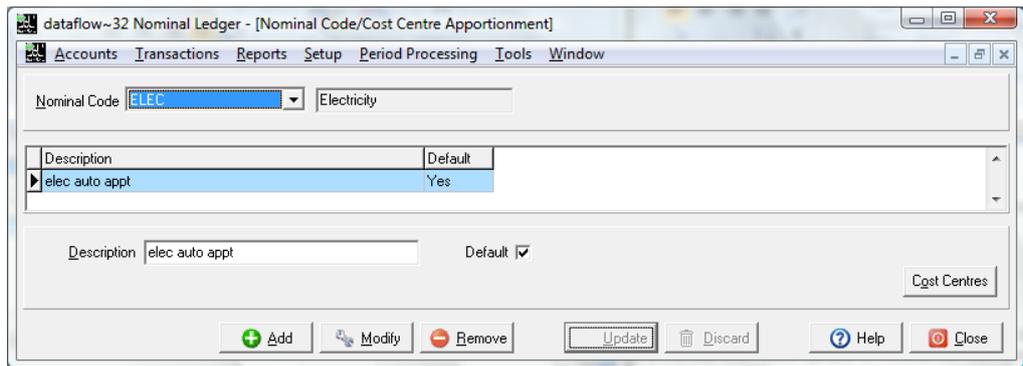
Opening Balances

For Nominal accounts that have been designated for Cost Centre analysis, this routine enables the distribution of unallocated account balances i.e. balances derived from transactions that were posted without a Cost Centre breakdown and analysed automatically to a *default* heading. This may arise from entries recorded before the start of Cost Centre operations, where Cost Centre analysis has been bypassed by the operator or when the Cost Centre operations are no longer required. Nominal account balances are not changed, this routine simply re-distributes the unallocated balances to the Cost Centre headings.

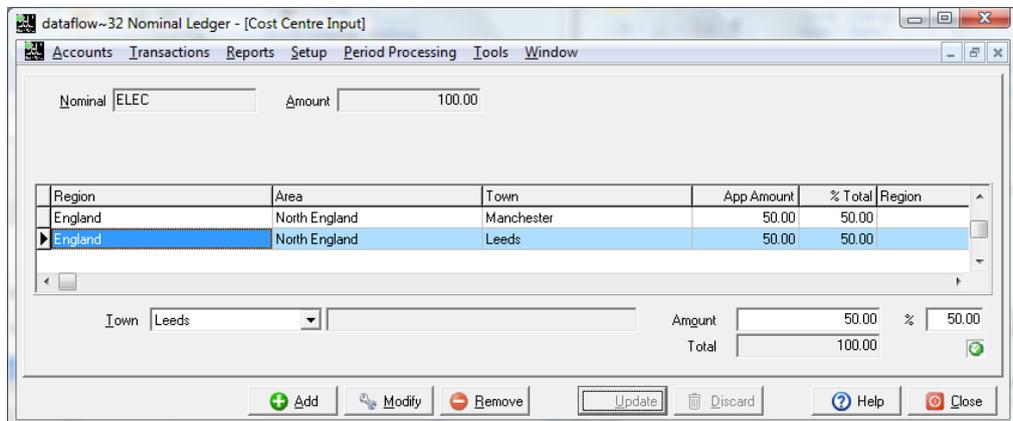


Auto Apportionment

This procedure uses percentage based allocations against a selected Nominal account under an apportionment name. During transaction entry the Cost Centre allocation will process automatically if only one apportionment has been defined. If two or more apportionment names exist for any one nominal the allocation will process automatically simply by selecting the *Auto Apportionment* description you wish to adopt for that transaction.

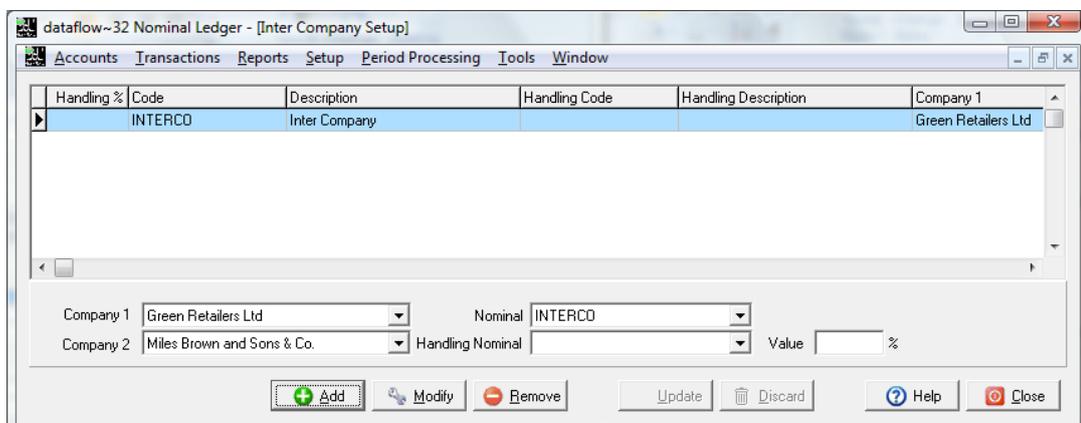


Click **+ Add** to start, enter the Nominal account from the drop down list and enter the apportionment name. Next click the **Cgst Centres** button and follow input procedures to specify percentage allocation to one or more Cost Centres. When this window displays again click **Update** to finish the entry (or **Discard** to start again).



InterCompany Parameters

This facility allow for cross company postings. A dedicated control Nominal code must be created to incorporate the postings. A dedicated *Handling Nominal* code can also be created and assigned to incorporate any handling charges that may occur between the two companies.



Report Groups

Up to three levels of analysis may be defined. At each level the headings listed become available for assignment to each Nominal account - refer to the *Chart of Accounts* detailed earlier in this document. The order in which headings are listed here determines the order in which they print. By creating your Report Groups prior to your Nominal account codes you will be able to assign them at the start.

When account information is reported options are available to produce analysis at any one or more of the three levels. Account enquiry may also be performed on the basis of group headings listed here.

The screenshot shows the 'Nominal Report Groups' window. It has a menu bar with 'Accounts', 'Transactions', 'Reports', 'Setup', 'Period Processing', 'Tools', and 'Window'. The main area is divided into several sections:

- Groups Required:** Three checkboxes, all checked, labeled 'Report Group 1', 'Report Group 2', and 'Report Group 3'.
- Group Selected:** Three radio buttons labeled 'TB Group 1', 'TB Group 2', and 'TB Group 3'. 'TB Group 1' is selected.
- Descriptions:** Three text input fields labeled 'TB Group &1', 'TB Group &2', and 'TB Group &3'.
- Items:** A list box containing 'Net Assets', 'Financed by', 'Net Sales', and 'Costs'.

On the right side, there are buttons for 'Up', 'Down', 'Insert', 'Add', 'Modify', and 'Remove'. At the bottom, there are buttons for 'Broadcast', 'Help', and 'Close'.

Exchange Rates

Allows maintenance of the 'General rate' only.

The screenshot shows the 'Nominal Exchange Rates' window. It has a menu bar with 'Accounts', 'Transactions', 'Reports', 'Setup', 'Period Processing', 'Tools', and 'Window'. The main area is divided into several sections:

- Target Currency:** A dropdown menu currently showing '<Default>'.
- Default Rates / Company Specific Rates:** Two tabs, with 'Default Rates' selected.
- Table:** A table with two columns: 'Valid From' and 'General Rate'. The data is as follows:

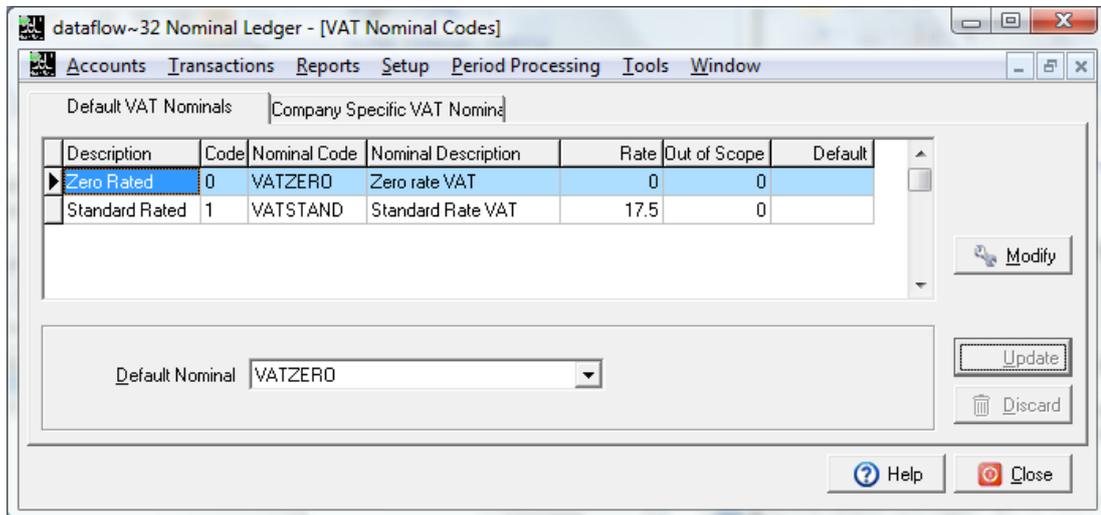
Valid From	General Rate
10/05/2009	1.4513
01/05/2009	1.641
01/04/2009	1.621
01/02/2009	1.548
01/12/2008	1.53
01/10/2008	1.51
01/08/2008	1.49
01/07/2008	1.52
01/06/2008	1.51
01/05/2008	1.48

- Currency:** A dropdown menu currently showing 'US Dollars'.
- Exchange Rates:** A section with 'Valid From' (10/05/2009) and 'General Rate' (1.4513) fields.

On the right side, there are buttons for 'Add', 'Modify', 'Remove', 'Update', and 'Discard'. At the bottom, there are buttons for 'Help' and 'Close'.

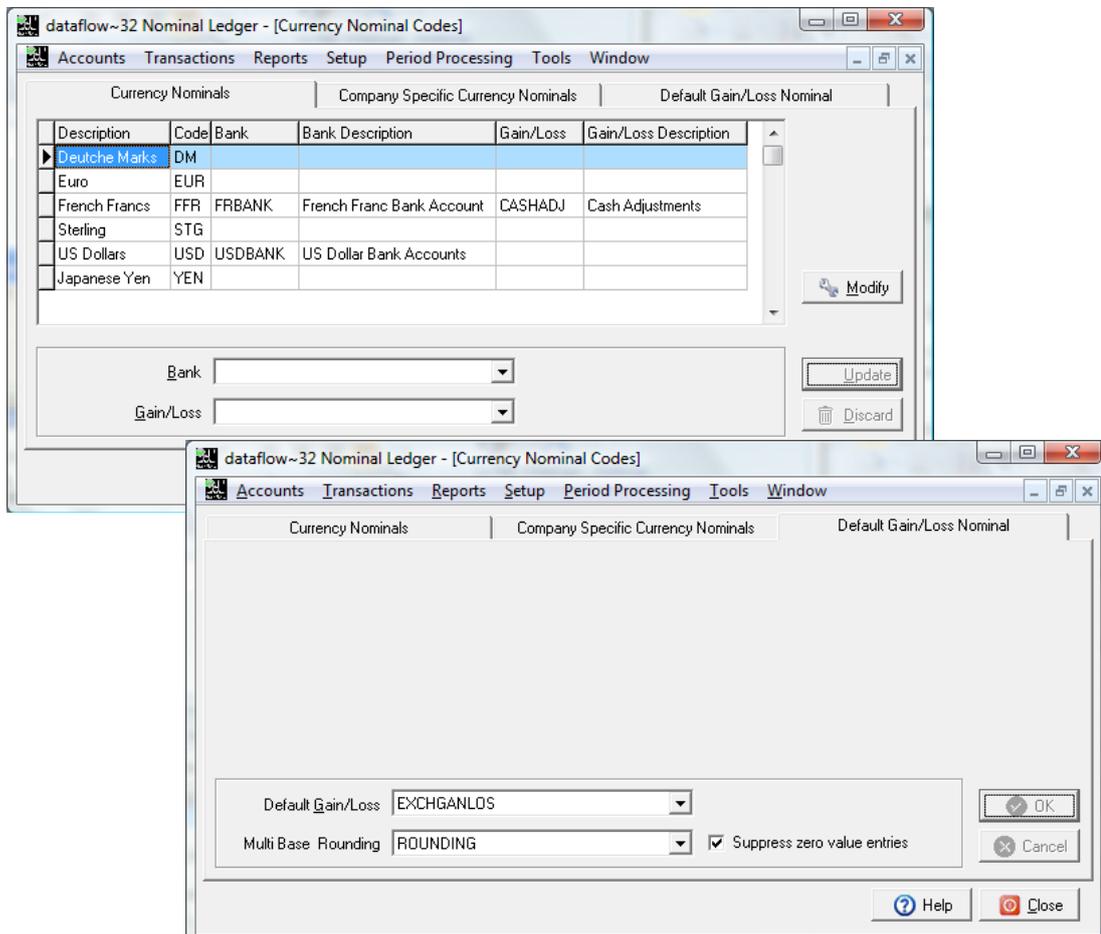
VAT Nominal Codes

For each VAT code/rate a VAT Nominal account must be assigned to permit automatic postings for VAT analysis on the system.



Currency Nominals

Set a default Bank and Gain/Loss Nominal account for currency.

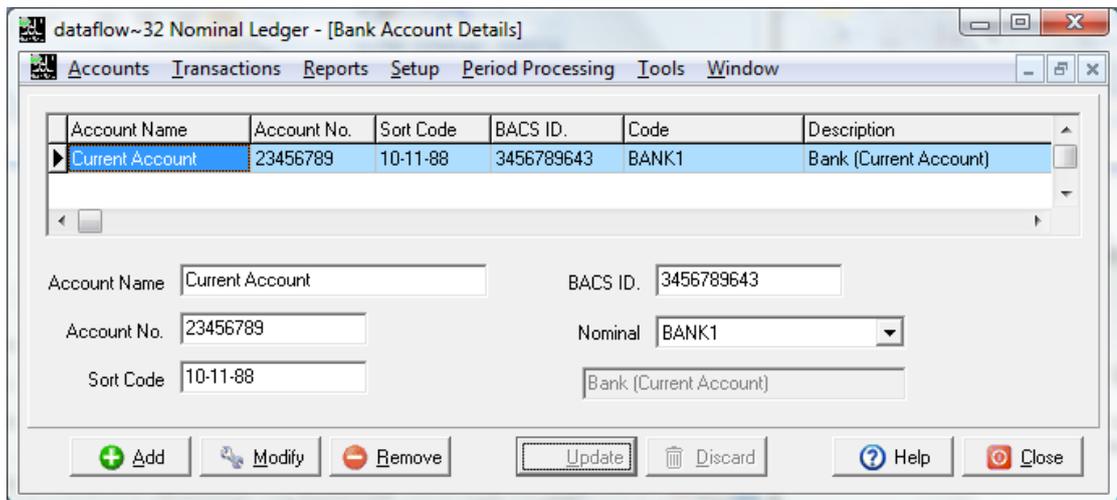


Allows the mapping of Nominal accounts that are used automatically by the system to post exchange gains/losses. On the basis of currency code it is also possible to specify a bank account that will act as the default when recording receipts or payments in that currency within the Sales and Purchase ledgers respectively.

As a minimum you should enter a 'Default Gain/Loss' account. Enter mappings on the 'Currency' or 'Company' tabs only if different Nominal accounts are set up for these categories. This is for the rounding transactions that are inevitable with multi-base systems.

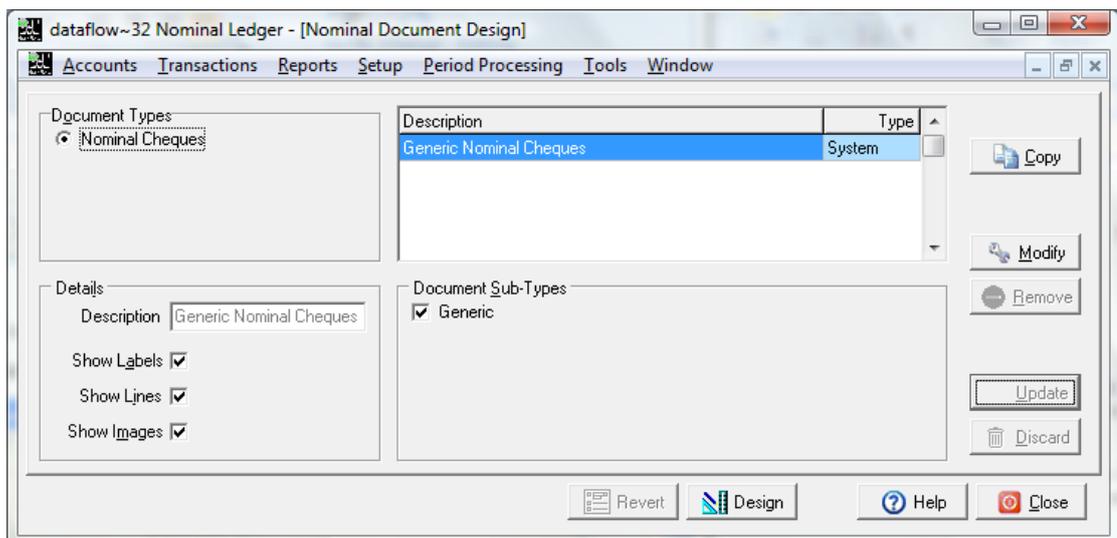
Bank Account Details

If you are using the BACS facility through the Purchase Ledger, you will need to set up the bank details applicable here.



These details will be used within the BACS output file and BACS Parameters tab in Automatic payments.

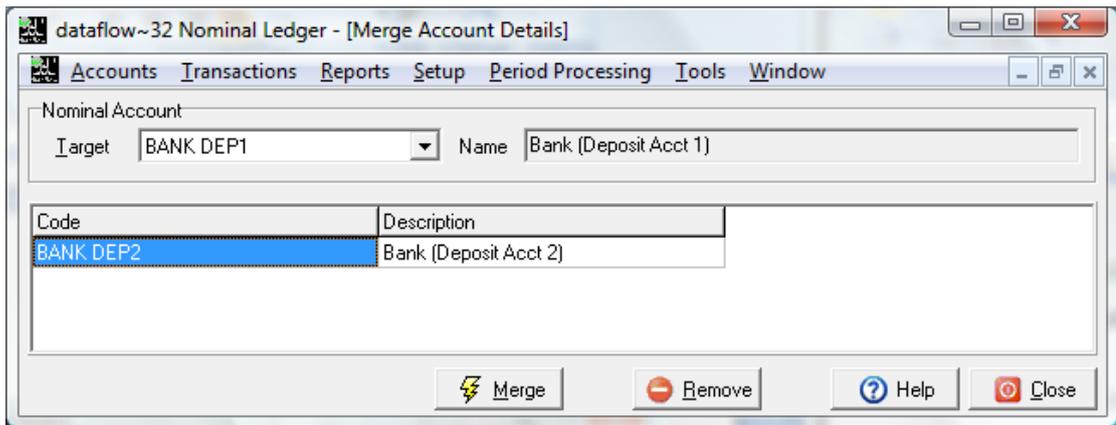
Document Design



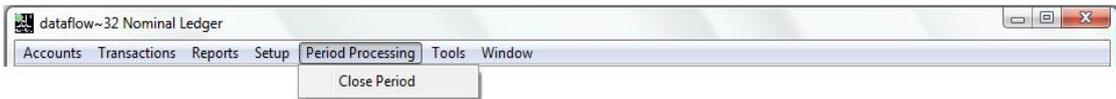
This window lets you create and update the properties of cheque layouts for use in the production of cheques directly from the Nominal Ledger (refer to Cheque Requisitions). It is also where you launch the designer window to specify the components and format of a particular document layout.

Merge Accounts

Merge accounts is a facility that allows accounts history to be combined into a new account or into an existing account. There is no undo command. Place the *Merge Accounts* Icon on the *Speedbar* before you start.

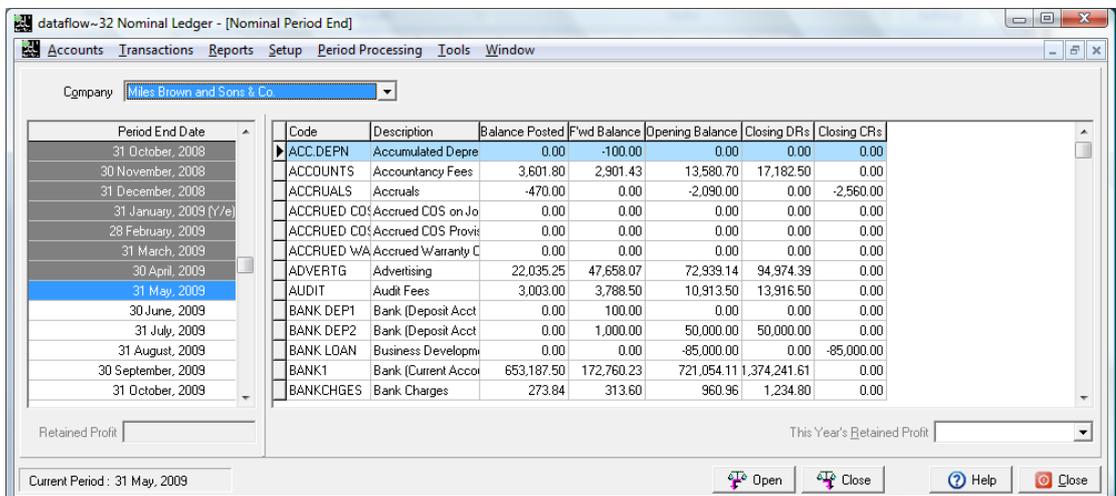


Period Processing



Close Period

Closes the current Nominal period and consequently sets the period balances on each account. If any recurring journals are outstanding, a journal will be created for you. If a period selected for closure is set as the financial year end, the associated year end updates are automatically handled within this same process.



Procedurally, prior to closing a period, you may wish to set up and follow a period end time table prompting checks on any outstanding entries and the production of key reports. You may also consider that a backup of the system data, prior to close-down, is an essential measure. Note: Standard reports can be produced for any period at any time.

Window



Minimise All

All open windows are minimised.

Speedbar Visible

Available to each user to create a personalised toolbar providing fast access to specific routines in any *dataflow~32* module. Nominal Ledger routines can be accessed directly by configuring the speedbar within the System manager.

