

Nominal Ledger

Contents

Accounts3Enquiry3Budgets10Transactions14Cashbook Postings15Journals15Cashbook Posting Adjustments & Journal Adjustments16Revaluation Journals16Revaluation Adjustments16Chart of Account Resonance23Chart of Accounts Listing29Transaction Details30	Introduction	3
Enquiry.3Budgets.10Transactions14Cashbook Postings.15Journals15Cashbook Posting Adjustments & Journal Adjustments16Revaluation Journals.16Revaluation Adjustments.16Cheque Requisitions16Account Reconciliation18Recurring Postings23Currency Revaluation27InterCompany Processing28Reports28Chart of Accounts Listing.29Transaction Details30	Accounts	3
Budgets10Transactions14Cashbook Postings15Journals15Cashbook Posting Adjustments & Journal Adjustments16Revaluation Journals16Revaluation Adjustments16Cheque Requisitions16Cheque Requisitions16Recurring Postings23Currency Revaluation27InterCompany Processing28Reports28Chart of Accounts Listing29Trial Balance29Transaction Details30	Enquiry	3
Transactions14Cashbook Postings15Journals15Cashbook Posting Adjustments & Journal Adjustments16Revaluation Journals16Revaluation Adjustments16Cheque Requisitions16Account Reconciliation18Recurring Postings23Currency Revaluation27InterCompany Processing28Chart of Accounts Listing.29Trial Balance29Transaction Details30	Budgets	10
Cashbook Postings.15Journals15Cashbook Posting Adjustments & Journal Adjustments16Revaluation Journals16Revaluation Adjustments.16Cheque Requisitions16Account Reconciliation18Recurring Postings23Currency Revaluation27InterCompany Processing28Reports28Chart of Accounts Listing.29Trial Balance.29Transaction Details30	Transactions	14
Journals15Cashbook Posting Adjustments & Journal Adjustments16Revaluation Journals16Revaluation Adjustments16Cheque Requisitions16Account Reconciliation18Recurring Postings23Currency Revaluation27InterCompany Processing28Chart of Accounts Listing29Trial Balance29Transaction Details30	Cashbook Postings	15
Cashbook Posting Adjustments & Journal Adjustments16Revaluation Journals16Revaluation Adjustments16Cheque Requisitions16Account Reconciliation18Recurring Postings23Currency Revaluation27InterCompany Processing28Chart of Accounts Listing29Trial Balance29Transaction Details30	Journals	15
Revaluation Journals16Revaluation Adjustments16Cheque Requisitions16Account Reconciliation18Recurring Postings23Currency Revaluation27InterCompany Processing28Reports28Chart of Accounts Listing29Trial Balance29Transaction Details30	Cashbook Posting Adjustments & Journal Adjustments	16
Revaluation Adjustments16Cheque Requisitions16Account Reconciliation18Recurring Postings23Currency Revaluation27InterCompany Processing28Reports28Chart of Accounts Listing29Trial Balance29Transaction Details30	Revaluation Journals	16
Cheque Requisitions16Account Reconciliation18Recurring Postings23Currency Revaluation27InterCompany Processing28Reports28Chart of Accounts Listing29Trial Balance29Transaction Details30	Revaluation Adjustments	16
Account Reconciliation18Recurring Postings23Currency Revaluation27InterCompany Processing28Reports28Chart of Accounts Listing29Trial Balance29Transaction Details30	Cheque Requisitions	16
Recurring Postings23Currency Revaluation27InterCompany Processing28Reports28Chart of Accounts Listing29Trial Balance29Transaction Details30	Account Reconciliation	
Currency Revaluation27InterCompany Processing28Reports28Chart of Accounts Listing29Trial Balance29Transaction Details30	Recurring Postings	23
InterCompany Processing	Currency Revaluation	27
Reports28Chart of Accounts Listing29Trial Balance29Transaction Details30	InterCompany Processing	
Chart of Accounts Listing	Reports	
Trial Balance	Chart of Accounts Listing	
Transaction Details	Trial Balance	
	Transaction Details	

Budget Comparison	
Cheque Requisition Listing	
Profit Loss Account	
Balance Sheet	
Cost Centre Reports	
Trial Balance	
Transaction Details	
Budget Comparison	
Batched Reports	
Management Report Generator & Management Report Definitions	
Setup	
Nominal Parameters	
Chart of Accounts	
Cost Centres	
Analysis Setup	
Nominals	41
Descriptions	41
Opening Balances	
Auto Apportionment	
InterCompany Parameters	
Report Groups	
Exchange Rates	
VAT Nominal Codes	
Currency Nominals	
Bank Account Details	
Document Design	
Merge Accounts	
Period Processing	47
Close Period	
Window	
Minimise All	
Speedbar Visible	

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.

dataflov	v~32 Nominal I	Ledger					U	X
Accounts	Transactions	Reports	Setup	Period Processing	Tools	Window		

Accounts

dataflow	/~32 Nominal I	Ledger		A			
Accounts	Transactions	Reports	Setup	Period Processing	Tools	Window	
Enqui	ry						
Budge	ets						
Exit							

Enquiry

Company Miles Brown and Sons & Co.											
Code	Description	Opening Balance	Balance Posted	Period Balance	F'wd Balance	Current Balance	TB Group 1				
ACC.DEPN	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 CO	Accrued COS on Jobs (P&L)	0.00	0.00	0.00	0.00	0.00	Net Sales				
ACCRUED CO	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 OOO buttons to adjust the required period display.

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

dataflow~32 Nominal Ledger - [Account D Accounts Transactions Reports Setu	etails (BANK1-Bank (Current Account)) (Miles up Period Processing Tools Window	Brown and Sons & Co.)]	
Account Details Bud	gets Currency Balances	Transaction <u>D</u> etails	
Balances	Туре	Period	Actual 🔺
Opening Balance 721,054.11	Balance Sheet O Profit & Loss	31 October, 2008	0.00
Period Postings 653.187.50	Poport Groups	30 November, 2008	0.00
	TB Crown 1 Net Accels	31 December, 2008	0.00
Closing for Period 1,374,241.61		31 January, 2009 (Y/e)	0.00
Forward Dated 172,760.23		28 February, 2009	-12,050.20
1 547 001 04		31 March, 2009	-8,505.14
Current otal 1,547,001.84	TB Group 2 Current Assets	30 April, 2009	563,413.18
		31 May, 2009	653,187.50
		30 June, 2009	81,367.83
	TB Group 3 Cash	31 July, 2009	79,496.01
		31 August, 2009	12,896.39
		30 September, 2009	0.00
		31 October, 2009	0.00
	Account Parameters	30 November, 2009	0.00
	✓ Cash Account TB Sequence 43	31 December, 2009	0.00
		31 January, 2010 (Y/e)	0.00
	Ę	뿥 Pin 🛛 🔚 OnTop	🕜 Help 🛛 🙆 Close

Nominal Account Enquiry 'View' button

Clicking the <u>vew</u> 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.

dataflow~32 Nominal Ledger - [Account Details (DEPRECN-Depreciation Ch	arges) (Miles Brown a	ind Sons & Co.)]					— 0 <mark>— × —</mark>
Accounts Transactions Reports Setup Period Processing Tools	Window							_ 8 ×
Account Details Budgets		Cyrrency	Balances		1	Transaction Details	Dptions	1,
▝▖▙▆▓▆▓▆▓▆▋▆▆▓▆▙▌▆▓▆▓▆▌▌	Budget Bu	dget 2009						•
	1	Actual	Budget	Variance	% of Budget			
Budget Comparison	28 February, 2009	2,264.87	3,366.00	1,101.13	-32.71			
	31 March, 2009	3,054.28	2,958.00	-96.28	3.25			
1000.00	30 April, 2009	2,377.65	2,448.00	70.35	-2.87			
	31 May, 2009	2,264.87	2,346.00	81.13	-3.46			
0.00	30 June, 2009	1,865.46	3,264.00	1,398.54	-42.85			
	31 July, 2009	0.00	2,448.00	2,448.00	-100.00			
-1000.00 -	31 August, 2009	0.00	2,397.00	2,397.00	-100.00			
	30 September, 2009	0.00	2,040.00	2,040.00	-100.00			
-2000.00 -	31 October, 2009	0.00	3,060.00	3,060.00	-100.00			
	30 November, 2009	0.00	2,244.00	2,244.00	-100.00			
-3000.00	31 December, 2009	0.00	2,346.00	2,346.00	-100.00			
	31 January, 2010	0.00	2,040.00	2,040.00	-100.00			
-4000.00 -								
-5000.00								
1 2 3 4 5 6 7 8 9 10 11								
Periods >								
	1							
						💆 Pin 🛛 🦉	🗂 OnTop 🛛 🕜 Help	

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.

Accounts Iransactio	ns <u>R</u> eports <u>S</u> etu	up Period Processi	ng <u>T</u> ools <u>W</u> indow		_ 1
Account Details	Bud	lgets	Currency Balances	Transaction <u>D</u> etails	<u>O</u> ptions
Currency Balances		Base Equivalents		Period	Actual
Opening Balance	718,086.55	Opening Balanc	e 718,086.55	31 October, 2008	0.00
Period Postings	653 187 50	Period Posting	 653 187 50 	30 November, 2008	0.00
		r chod r osang		31 December, 2008	0.00
Closing for Period	1,371,274.05	Closing for Perio	d 1,371,274.05	31 January, 2009 (Y/e)	0.00
Forward Dated	170.052.09	Forward Date	d 170.052.09	28 February, 2009	-12,050.20
	1 5 41 000 4 4			31 March, 2009	-7,044.14
Current Total	1,541,326.14	Current Tota	al 1,541,326.14	30 April, 2009	558,984.62
				31 May, 2009	653,187.50
System Balance	1,515,326.14	Currency 🖉 👻	-	30 June, 2009	81,367.83
. ,		DM D	eutche Marks	31 July, 2009	79,496.01
		EUR E	uro	31 August, 2009	10,188.25
		STG S	ench Francs terling	30 September, 2009	0.00
		USD U	S Dollars	31 October, 2009	0.00
		YEN Ja	apanese Yen	30 November, 2009	0.00
				31 December, 2009	0.00
				. I	•

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.

	-													
	Account Details		1	Buc	igețs		C	Syrrency Balances		Transaction Det	ails		<u>Options</u>	
Batch No. /	Audit No. Date	Ledger	Туре	Reference	Source Account	Amount	Quantity	Code	Period	Source Account Name V.	AT Code VAT Amount	Currency	Rate Curren -	-
191	3144 03/02/20	109 Purchase	e INV	0001/05	BRAT	750.00			28/02/2009	Bratford Design Service 1	131.25			
191	3145 03/02/20	109 Purchase	INV	902/05	BRAT	359.80			28/02/2009	Bratford Design Service 1	62.97			
478	7974 09/02/20	109 Nominal	JRN	9424/122		12,465.60			28/02/2009		0.00			
478	7931 09/02/20	109 Nominal	JBN	9425/217		8,814.96			28/02/2009		0.00			D Sou
478	8146 09/02/20	109 Nominal	JRN	9426/103		11,575.20			28/02/2009		0.00			
478	8103 09/02/20	109 Nominal	JBN	9423/580		4,986.24			28/02/2009		0.00			
478	8060 09/02/20	109 Nominal	JBN	9427/814		12,465.60			28/02/2009		0.00			
478	8017 09/02/20	109 Nominal	JRN	9429/122		9,438.24			28/02/2009		0.00			
478	7888 09/02/20	109 Nominal	JBN	9428/015		9,171.12			28/02/2009		0.00			
191	3138 20/02/20	109 Purchase	INV	001/05	5M	2,500.00			28/02/2009	5M Quality Rail Service 1	437.50			
191	3139 20/02/20	109 Purchase	INV	002/05	5M	380.20			28/02/2009	5M Quality Rail Service 1	66.54			
191	3147 20/02/20	109 Purchase	INV	2091/05	DURA01	25.00			28/02/2009	Durapower Electonics (1	4.38			
191	3151 28/02/20	109 Purchase	INV	209/05	D00001	380.50			28/02/2009	Decime Automation Sul 0	0.00	USD	1.54	
191	3152 28/02/20	109 Purchase	INV	220/05	D00001	280.50			28/02/2009	Decime Automation Sul 0	0.00	USD	1.54	
191	3143 28/02/20	109 Purchase	INV	103/05	AUDIO	900.00			28/02/2009	Audio Supply and Rent 1	157.50			
193	3181 01/03/20	109 Purchase	INV	9282/06	BRAT	890.00			31/03/2009	Bratford Design Service 1	155.75			
479	8320 04/03/20	109 Nominal	JBN	623/621		9,616.32			31/03/2009		0.00			
479	8277 04/03/20	109 Nominal	JRN	626/144		9,794.40			31/03/2009		0.00			
479	8234 04/03/20	109 Nominal	JBN	627/814		10,684.80			31/03/2009		0.00			
479	8191 04/03/20	109 Nominal	JBN	624/163		8,904.00			31/03/2009		0.00			
479	8449 04/03/20	109 Nominal	JRN	625/258		7,123.20			31/03/2009		0.00			
479	8406 04/03/20	109 Nominal	JBN	629/163		9,794.40			31/03/2009		0.00			
479	8363 04/03/20	109 Nominal	JRN	628/056		12,465.60			31/03/2009		0.00			View
193	3177 12/03/20	109 Purchase	INV	23832/06	5M	3,900.00			31/03/2009	5M Quality Rail Service 1	682.50			CByPe
193	3179 15/03/20	09 Purchase	INV	39809/06	AUDIO	390.00			31/03/2009	Audio Supply and Rent 1	68.25			€ By Ye
													- F	CAI

Having selected a transaction the <u>Batch</u> button will open a new window displaying the corresponding batch records.

Having clicked the <u>Bach</u> 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.

4	ataflow~32	Nominal Lee	dger - (Transa	ction Batch Enquiry	(Batch 478) (Miles Brown	n and Sons & Co.)]								o x
4	Accounts	Transaction	s <u>R</u> eports	Setup Period Proc	essing <u>T</u> ools <u>W</u> indov	v								_ <i>6</i> ×
				Detail	1			<u>Options</u>						
П	Date	Audit No.	Account	Type	Source Account Name	Source Account Reference	Amount	Quantity	Notes	VAT Code VAT Amount Curr	ency Rate	Currency Amount	Currency VAT	Ledger 🔺
F	19/02/2009	7875	SALES	JRN		9428/002	-58,500.00			0.00		-58,500.00	0.00	Nominal 📃
	19/02/2009	7876	SALESEQP	JRN		9428/003	-27,500.00			0.00		-27,500.00	0.00	Nominal
П	19/02/2009	7877	SALESCONS	JRN		9428/004	-5,022.00			0.00		-5,022.00	0.00	Nominal
П	19/02/2009	7878	CARRIAGE	JRN		9428/005	-3,090.90			0.00		-3,090.90	0.00	Nominal
П	19/02/2009	7879	DISCALLOW	JRN		9428/006	980.00			0.00		980.00	0.00	Nominal
П	19/02/2009	7880	SERVICES	JRN		9428/007	-22,717.08			0.00		-22,717.08	0.00	Nominal
П	19/02/2009	7881	TRANSPORT	dataflow_22 Nomi	nal Lectore - Erroraction Batel	h Enquiry (Batch 478) (Miler Brow	n and Sonr & Co.))							- 8 X
П	19/02/2009	7882	S.CONTRACT		nai teoger - (mansaction eaiti	n Englany (bailon 476) (willes brow	manu sons er cogj	_						
П	19/02/2009	7883	COS STOCKS	Accounts Trans	actions Reports Setup Fo	eriod Processing Loois <u>W</u> indo	w							= 0' X
П	19/02/2009	7884	P&LONSTOCK			Details					<u>Ω</u> ptions			
П	39/02/2009	7885	STOCKISSUE	Scope	Transaction Types	Date Parameters								
П	39/02/2009	7886	STOCKWRITE	□ By Nominal	Invoiced	□ by <u>Period</u>								
П	39/02/2009	7887	STOCKWAST		Credit Notes									Period a
П	39/02/2009	7888	EQPPURCH		E Cath								31 Decembe	. 2009
H	09/02/2009	7889	CONPURCH		1 2444									. 2010 (179)
H	09/02/2009	7890	LABRECV		Chegues								28 February	. 2010
H	19/02/2009	7891	PROV.DEPRE		Eiscounts								31 March	. 2010
H	19/02/2009	7892	DIR.REMUN										30 April 31 Mai	2010
H	19/02/2009	7893	SALABIES		1 Deinstration								30 June	, 2010
H	19/02/2009	7894	BECBLIIT		Deb//Credits								31 July	, 2010
H	19/02/2009	7895	INSUBANCE		, _lournals								31 Augus	, 2010
H	19/02/2009	7896	FOP HIBE		E Batalan								30 Septembe 31 October	, 2010
H	19/02/2009	7897	PHONE		1 gaunes								30 November	. 2010
H	19/02/2009	7898	TRAVELEXP.										31 December	, 2010
Н	19/02/2009	7899	ENTERTAIN										31 January	. 2011 (Y/e)
Н			criticititit										28 February	. 2011
1													31 March 20 Anni	1.2011
_													30 April 31 Mar	2011
													30 June	. 2011
-	_												31 July	. 2011
													31 Augus	0011
													Ju Septembe	2011
											👻 En	C OnIop	🕜 Help	🙆 💭ose

Options

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

			_			
Account Details		Budgets		Currency Balances	Transaction Details	Options
ompany Options						Period
Individual	C	Consolidated				
count Ontions	Benort Groups					31 January, 2010 (Y/e
court options	TB Group 1	Not Sales				28 February, 2010
	in anoup]	. Interpates				31 March, 2010
						30 April, 2010
						31 May, 2010
						30 June, 2010
by Nominal						31 July, 2010
						31 August, 2010
	TT TD Cours	CashatiCalas				30 September, 2010
	IN TE Gloup 2	, Toost or balles				31 October, 2010
						30 November, 2010
						31 December, 2010
						31 January, 2011 (Y/
						28 February, 2011
						31 March, 2011
	TT TO Come 1	United				30 April, 2011
	IV: TB Group 3	/ mardware	· ·			31 May, 2011
by <u>G</u> roup						30 June, 2011
						31 July, 2011
						31 August, 2011
						30 September, 2011
						31 October, 2011
						30 November, 2011
ansaction uptions						31 December, 2011
Exclude reversals						31 January, 2012 (Y/

Nominal Account Enquiry 'Cost Centres' button

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

dataflow~32 Nominal Ledger - [Co	ost Centre View [Mil	es Brown and Sons & Co.] [Nominal: Purc	hases Engineering S	ervice]]	
Accounts <u>T</u> ransactions <u>R</u> epo	rts <u>S</u> etup <u>P</u> eriod	Processing <u>T</u> ools <u>W</u> in	dow			_ 8 ×
View C TB Group 1 View C TB Group 1 C TB Group 2 Nominal C TB Group 3	Display	31 January, 201 le Net zero balances	0			
Cost Centres	Title	Opening	Postings	Closing	Forward	
England England England Eeds Manchester South England South England England England England West Scotland Wales West Wales	England Scotland Wales	347,158,45 120,916,32 51,999,36	0.00 0.00 0.00	347,158.45 120,916.32 51,999.36	0.00 0.00 0.00	
Period: 0.00	Selected: 0.00	-%				11.
ConTop	👻 Pin	🔍 T <u>r</u> ar	is 🔍 Ac <u>t</u> ual:	s 🔍 B <u>u</u> dget	🕜 Help	O Close

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 <u>select trans</u> 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	JBN	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	JBN	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		
_												
and a												

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

-	Cost Centre Viev	/						
Γ	Region	Area	Town	App Amount	% Total			*
Į	England	North England	Manchester	10,061.52	100.00			
								-
1		172	1	1	[1		1
			n <u>T</u> op	Change	<u>U</u> pdate	Discard	(2) Help	O Close

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.

Nominal EQPPURCH Reference 9426/103	Amount Date 09/02/2009	11575.2		
Region	Area	Town	App Amount	% Total Region
England	North England	Manchester	11,575.20	100.00
•				•
Iown Manchester			Amgunt	11,575.20 % 100.
e Iown Manchester	¥		Amgunt Total	* 11,575.20 % 100. 11,575.20

The <u>Actuals</u> button takes you through to a window displaying the Actuals in both graph and grid formats.

[Region: England]	
Graph	Grid
≦₩∞%⊖ ¥₽₩⊻.♀⊵ ®ħ¢/ ₽	
	01:28/02/2009 02:31/03/2009 03:30/04/2009
5000.00	04:31/05/2009 05:30/06/2009 06:31/07/2009 07:31/08/2009
3000.00 -	08:30/09/2009 09:31/10/2009 10:30/1/2009 11:31/12/2009
2000.00 -	12:31/01/2010 13:28/02/2010 14:31/03/2010 15:30/04/2010
	16:31/05/2010 17:30/06/2010 18:31/07/2010 19:31/08/2010
1 2 3 4 5 6 7 8 9 10 11 12 13 14	15 16 17 18 19 20 21 22 23 24 21:31/10/2010 21:31/10/2010
	TYear on Year Top On Iop

The <u>Budget</u> 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.

dataflow~32 Nominal	Ledger - [Nominal Budget Input] ions <u>R</u> eports <u>S</u> etup <u>P</u> eriod Processing <u>T</u> ools <u>W</u> indow	
<u>B</u> udgets	Parameters Entry	
Budget Budget 2012 Forecast 2012	Budget Periods Nominal Periods Start Date 12 1 28/02/2009 12 1 28/02/2009	
		<u>I</u> mport
Description	Budget 2012 Start Date	🔂 Add
No. of Periods	31 January, 2009 (Y/e) 28 February, 2009	<u> </u>
No. of Nominal Periods Consolidated <u>C</u> ompany or Group	1 31 March, 2009 30 April, 2009 30 April, 2009 P & L Accounts ▼ 31 May, 2009 Miles Brown and Sons & Co. 30 June, 2009	Update Discard
	🕐 Неір	O Close

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.

dataflow~32	Nominal Ledg	jer - [Nomi	inal Budg	et Input	- Budget 2	2009]		(Real Transfer		
Accounts	Transactions	Reports	Setup	Period P	rocessing	Tools	Window			- 5
<u>B</u> udge	ets	<u>P</u> ar	ameters			<u>E</u> ntry				
Nominal Code	e Selection Meth	ods							 	
⊖ By <u>T</u> rial Ba	alance Group									🔥 Modify
C. Bu Nomina	l Code									Undata
O by <u>R</u> omine										
C By Other B	ludget									Discard
Use Currer	nt Nominal Code	s								
Initial Data Sc	ources									
From Existi	ing Budget									
с										
Erom An <u>o</u> t	her Budget									
C From Actu	als									
									🕐 Help	0 <u>C</u> lose

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

<u>A</u> ccounts <u>T</u> ransa	actions <u>R</u> eport	s <u>S</u> etup <u>P</u> eri	od Processing	<u>T</u> ools <u>W</u> ind	ow			-	ł
<u>B</u> udgets) <u>F</u>	Parameters	<u>E</u> ntry		1				
Budget	28 Feb 2009	31 Mar 2009	30 Apr 2009	31 May 2009	30 Jun 2009	31 Jul 2009	31 Aug 2009	30 Sep 2009	
ACCOUNTS	6,222.00	4,896.00	3,927.00	3,774.00	5,712.00	4,794.00	3,825.00	3,315.00	
ADVERTG	28,560.00	27,540.00	23,460.00	24,480.00	26,520.00	23,460.00	22,491.00	23,460.00	
AUDIT	4,896.00	4,692.00	4,182.00	3,111.00	4,590.00	3,774.00	3,162.00	2,907.00	
BANKCHGES	357.00	357.00	357.00	357.00	357.00	357.00	357.00	357.00	
CARRIAGE	-22,050.00	-22,050.00	-21,000.00	-22,050.00	-22,050.00	-21,000.00	-21,997.50	-22,050.00	
CONPURCH	25,500.00	23,460.00	24,480.00	22,440.00	24,480.00	22,440.00	23,511.00	21,420.00	
Budget Helpe	er				X	8,360.00	16,422.00	16,371.00	
			100	and the second s		2,448.00	2,397.00	2,040.00	
C Amendment 0	ptions		Enter a Perc	entage		1,400.00	91,851.00	78,540.00	
G Adjust by a	Percentage (Se					6,222.00	6,885.00	6,324.00	
se siduar by d		Joorg	J			1,836.00	2,295.00	2,448.00	
C. Single Valu	e for All (Select)	ı –				3,978.00	3,060.00	3,315.00	
	e i ei i i ii (e ei ee i	'				1 000 00	4 470 00	1 100 00	Þ.
🔿 Split Startin	g Value & Even	Increment							_
						🦳 🌄 н	elper 🛛 🕜 H	telp 📔 🙆 🖸	los
🔅 🔿 Split Startin	g Value & <u>V</u> arial	ble Increment							
_									
⊂ Starting <u>V</u> a	lue & Increment								
		200		- 1	-	1			

Budgets can also be imported via the 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 <u>_____</u> button found on the right side of the main Budget window.

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

Accounts	Transactions	Reports Set	up Period I	Processin	g Tools Window			_	8 X
Options Dy <u>I</u> B G	àroups 🔽	by C <u>o</u> st Centre							
B_NOMCODE	B_PEREND	B_PERNO	B_CC1		B_CC2	B_CC3	B_AMOUNT	RG_DESC1	
ACCOUNTS	28/02/2009	1	England		North England	Leeds	918	Costs	—i
ACCOUNTS	28/02/2009	1	England		North England	Manchester	918	Costs	
ACCOUNTS	28/02/2009	1	England		South England	Norwich	918	Costs	
ACCOUNTS	28/02/2009	1	England		South England	Staines	918	Costs	
ACCOUNTS	28/02/2009	1	Scotland		East Scotland	Edinburgh	918	Costs	
ACCOUNTS	28/02/2009	1	Scotland		West Scotaind	Glasgow	714	Costs	
ACCOUNTS	28/02/2009	1	Wales		West Wales	Swansea	918	Costs	
ACCOUNTS	31/03/2009	2	England		North England	Leeds	816	Costs	
ACCOUNTS	31/03/2009	2	England		North England	Manchester	918	Costs	
ACCOUNTS	31/03/2009	2	England		South England	Norwich	816	Costs	
ACCOUNTS	31/03/2009	2	England		South England	Staines	918	Costs	
									Þ.
	Region Engla	nd							
	Area North	England		_		Accumul	ated Depreciation		-
	Town Leed:	s		_			ated propresidation		
	,			Peri	iod Date 28 Feb 2009 *				
					Amount	918			
					1	[]			

The options \square by <u>IB</u> Groups and \square by Cost Centre enable the sorting of the grid view by either TB group or Cost Centre.

Using the <u>unport</u> 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 <u>Update</u> 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;

Clear Existing Budget Values	×
All budget values will be cleared from the allowing you to import a budget from so values will not yet be affected, HOWEVEF on the Update button, only the imported Import/Export browse window will be up existings ones. The current saved budget	e Import/Export browse window ratch. The current saved budget 8, when you subsequently click 1 budget values displayed in the idated and they will replace the 5 will be lost.
Do you want to continue?	
	<u>Y</u> es <u>N</u> o

Select the <u>Import</u> button from within the control screen loads the following import parameter window where you specify the source file for import;

dataflow~	32 Nominal Ledg	ger - [Budge	et Impo	rt]				
Account	s <u>T</u> ransactions	<u>R</u> eports	<u>S</u> etup	Period Processing	<u>T</u> ools	<u>W</u> indow		- 5
Import <u>F</u> i	e c:\Df32 Databa	ses\Budget	mport\R	eforecast Import file.xls;	:			
Workshe	et Sheet1							
							Import	🔯 <u>C</u> lose

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

<u>A</u> ccounts	<u>T</u> ransactions	<u>R</u> eports <u>S</u> e	tup Period Processing	g <u>T</u> ools	<u>W</u> indow	-
I	Region		-			
	Area		•			
	Town		-			

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

Accounts	Transactions Reports Setup Peri	od Processing To	ools Window	
	Cashbook Postings	1		
	Journals			
	Cashbook Posting Adjustments			
	Journal Adjustments			
	Revaluation Journals			
	Revalution Adjustments			
	Cheque Requisitions			
	Account Reconciliation			
	Recurring Postings			
	Currency Revaluation			
	InterCompany Processing			
	Contract Costing			

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.

<u>A</u> ccounts	<u>T</u> ransactions	<u>R</u> eports	<u>S</u> etup	Period Proce	essing	<u>F</u> ools	<u>W</u> indo	w						_ (
	Batch Ir	nput					<u>B</u> atch	Totals			1	١	lomina <u>l</u> Codes	
<u>N</u> ominal		•						OrCrType CDebit	ΘC	edit	VAT Type C Sales	Purchase	•	
DrCr T	ype Nominal	Contra		Date	Reference		Notes		0	Currency	Exchange @	Amount Ba	ise amount VA	Code VAT Amount
Credit				24/01/2012								0.00	0.00 1	0.00
C <u>o</u> ntra Date Beference	24/01/2012	Note:	3											,
Currency <u>A</u> mount AT Amount	<default></default>	•).00).00	Vat I	Parameters AT Calculation N <u>e</u> t C VAT Code 1	<u>G</u> ross ▼	01	nc <u>.</u>		Currenc E <u>x</u> c <dr <de< td=""><td>sy Equiva ih Rate(s) efault> Ar ifault> VA</td><td>lent III nt IIII T</td><td></td><td></td><td></td></de<></dr 	sy Equiva ih Rate(s) efault> Ar ifault> VA	lent III nt IIII T			
						~ .		N. L. 17	1.5		["	OK 1	@ o	

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.

R	d	ataflow~32	Nominal Ledg	er - [No	minal Jo	urnals (Miles Brown ar	nd Sons	& Co.)]						
ł	ų,	<u>A</u> ccounts	$\underline{\mathbf{T}}$ ransactions	<u>R</u> eport	ts <u>S</u> etu	p <u>P</u> eriod Processing	<u>T</u> ools	<u>W</u> indow	/					_ 8 ×
			Batch <u>I</u> r	nput				<u>B</u> atch 1	otals	1		Nomi	ina <u>l</u> Codes	L_,
		Nomin	al Date		Referenc	e Notes		Currency	Exchange @	Amount	Base amount	Period	Job Code	Job L 🔺
	*	0	24/0	1/2012						0.00	0.00	31/01/2012		
														-
	٠													F.
		<u>N</u> ominal			•									
		Date	24/01/2012	N	lotes									
		Reference												
						urrency Equivalent								
		Currency	<default></default>	-		E <u>x</u> ch Rate								
		Amount		0.00		(Dafaulto dant								
							•	,dd	🔥 Modify	<u>R</u> emove		ок 😵	Cancel	() Help

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 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.

	dataflow~32	Nominal Le	dger - [Nom	ninal Revalu	ation Journa	als (Miles Bro	wn and Son	s & Co.) (Tar	get Currency	: <default>)]</default>		
5	<u>A</u> ccounts	Iransaction	is <u>R</u> eports	<u>S</u> etup <u>P</u>	eriod Proces	ssing <u>L</u> ools	<u>W</u> indow					_ & ×
		Batc	h <u>I</u> nput				<u>B</u> atch To	itals		1	Nomina <u>l</u> Codes	1,
ΙΓ		Nominal	Date	Reference		Notes	Amount	Base amount	Period	Job Code	Job Line	Job Cost 🔺
	* 🗿		24/01/2012				0.00	0.00	31/01/2012			
	<											
	<u>N</u> ominal			•								
	Date	24/01/2012		Notes					_			
	Reference	,	<[Currency Default> Amt	<default></default>	•						
						Ø	Add	<u>Modify</u>	<u>Remove</u>	OK OK	😣 Cancel	() Help

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.

dataflow~32	2 Nominal Ledger -	[Nominal C	Cheque Re	quisition]								
Accounts	Transactions Re	eports Set	up Perio	d Processing	Tools Wind	dow						- 8 >
					Chegue Print & Update							
Company	Name Miles Brown a	and Sons & C	Co.	•					(∕iew € Outstandi	ng () Update	ed
Payee	Due	e Date St	atus	Bank Code	Bank Name		Amour	t Currency	Authorised by	Printed by	Cheque No.	*
Þ		Pe	ending									
												-
					Authorise	O	Add 🕹 🕹	lodify 🤤	<u>R</u> emove	() н	elp 🚺 🧿	<u>C</u> lose

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

dataflow~32 Nominal Ledg	ger - [Nomina	al Cheque Re	quisition]		
Accounts Transactions	Reports S	Setup Perio	d Processing	Tools Window	_ 8 ×
Che	que <u>I</u> nput			Chegue Pri	nt & Update
Company <u>N</u> ame Miles Br	own and Sons	& Co.	•		View © Outstanding © Updated
Payee	Due Date	Status	Bank Code	Bank Name	Amount Currency
Mr Hart	14/09/2012	Pending	BANK1	Bank (Current Account)	528.75
•	1				•
	Authorise	0	Add 🏻 🐴	<u>M</u> odify <u></u> <u>R</u> emove	(2) Help

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 Chegues button and subsequently 2 Lodee to the Nominal Ledger.

dataflow~32 Nominal Ledger - [Nominal Cheque	Requisition]
Accounts Transactions Reports Setup Per	iod Processing Tools Window
Cheque Input	Chegue Print & Update
Company Name Miles Brown and Sons & Co.	-
Payee Due Date	Currency Amount
Mr Hart 14/09/20	12 528.75
1	datanow~32 Nominal Ledger - [Nominal Cheque Print]
Bank Code BANK1	Accounts Iransactions Reports Setup Period Processing Tools Window
Bank code	Print Control
Print cheques due on or before 14 September, 201	
Cheque payment date 15 September, 201	🕾 Reprint 💦 Setup 🦓 Print
	Cheque Numbers
Chegues	First in box 1 Last in box 1
	There are 1 payees waiting to have cheques printed for them
	First Payee v
	Cancel 🕜 Help

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.

Accounts	Transactions Reports	Setup Period	Processing	Tools Window		a (o.)j	_ 8
I	Reconciliation Details		<u>B</u> atc	h Totals	Reconci <u>l</u> a	ble Accounts	
Code	Туре	Cash Account	Currency	Description	Account Name	Account No.	Sort Co
BANK DEP1	Balance Sheet	Cash Account		Bank (Deposit Acct 1)			
BANK DEP2	Balance Sheet	Cash Account		Bank (Deposit Acct 2)			
BANK1	Balance Sheet	Cash Account		Bank (Current Account)	Current Account	23456789	10-11-8
FRBANK	Balance Sheet	Cash Account	FFR	French Franc Bank Account			
USDBANK	Balance Sheet	Cash Account	USD	US Dollar Bank Accounts			

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

					5 -			
		Reconciliat	ion Detajls		<u>B</u> atch Totals			Reconcilable Accounts
Bala	ances						4	View Options
	Openir	ng Balance 🗌	-20,	,555.34 a	t 01 July, 2009	🚽 👫 Sele	ct	
	Cleare	d Balance	-20	555.34 tr	31 Januari 2010	- "N Sala	et l	View by Ledger
	Cicald		20,		, 131 ganaday, 2010		<u> </u>	Sales
St	taterne	nt Balance	1,548,	,001.84	-1,568,557.	18 Difference		✓ Purchase
_								
CI	eared	Date	Reference	Source Account	Source Account Name	Amount E	Banking No. 🔺	Transaction Grouping
·	X	31/01/2008	opening balanc			93,196.27		C On Off
	X	30/09/2008	Drawdown	BANK LOAN	Business Development	85,000.00		
	×	05/04/2009	P678	A00001	Airfreight Systems LTD	505,250.00	1	→ Yiou bu Boried
	X	05/04/2009	P678	A00001	Airfreight Systems LTD	70,500.00	1	All C Selected
	X	20/04/2009	83918	RENTRATES	Rent and Rates	-2,350.00		D : I
	X	20/04/2009	83919	PHONE	Telephone	-646.25		Period *
	X	20/04/2009	83920	MAINT	Property Maintenance	-1,069.25		31 May, 2009
	X	29/04/2009	CSHREF 002/	AB0001	A Booker PLC	4,428.56	1	30 June, 2009
	X	30/04/2009	001 2091/05	DURA01	Durapower Electonics (-5,829.38	-	31 July, 2009
•							•	31 August, 2009

There are numerous parameters within this tab as detailed below;

View	Ьу	Ledger
TIOTT	ωy	Lodger

⊽ <u>N</u>ominal

✓ Sales
✓ Purchase

Transaction	Grouping
C On	● Off

View by Period		
	C	Selected

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

Alters the display by grouping transactions together by the banking number they were posted against.

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	*

	The second s		production of the second se	
Opening Balance	0.00	at	01 January, 2010	Select

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
		Generally the <i>to</i> date should be that of your bank statement you are about to reconcile. The <i>Cleared Balance</i> will default to the same balance as the <i>Opening</i> <i>Balance</i> 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 <i>Opening</i> <i>Balance</i> and that of the <i>Cleared</i> <i>Balance</i> . The <i>Difference</i> 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.
≣ ≸ All		Will flag all available transactions within the grid and include them as part of the reconciled balance.
All		Will un-flag all ticked items appearing in the grid and therefore exclude them as part of the reconciled balance.
to Date		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.
‱√′ Item		Flags a single item as reconciled and includes it as part of the reconciled balance.
‱≠ Item		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 <u>update</u> button.

dataflow~32	Nominal Ledge	er - [Nom	inal Acco	ount Reconciliat	tion (Bank (Curr	ent Account)) (Miles Brown a	nd Sons & Co.)]	
<u>A</u> ccounts	<u>T</u> ransactions	<u>R</u> eports	<u>S</u> etup	Period Proces	sing <u>T</u> ools <u>V</u>	Vindow			- 5
F	econciliation Det	ajls			<u>B</u> atch Totals			Reconcijable Account	s
<u>C</u> ompany	Miles Brown and	Sons & Co.	•						
Account	Opening	at Open	ing Balan	ce Clear to	Cleared Balance	Movement	Items Processed	Movement Processed	Statement R S
Bank (Current A	.ccount) 01/07/2	2009	-20,555.	34 31/01/2010	69,057.18	89,612.52	3	89,612.52	
•					1	4			
•					1			1	
				S	ie <u>t</u> up	Print	Update]	<u>D</u> iscard	(2) Help

Depending on your system setup there may be two additional columns present which will require populating prior to <u>Update</u>

Statement Reference	Statement Date
24	2/

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 S	UPERVISOR
Nominal	Account Reconciliation		on 13/09/2012	Page 1 of 3
BANK1	Bank (Current Account)	Stateme	nt Reference:	
Open	ing Statement Balance @ 01/07/2009 Total Payments Total Receipts Closing Book Balance @ 26/08/2009 Postings to Period End Back-dated Postings Closing Period Balance @ 31/08/2009 Uncleared Period Balance No. of Items Processed Movement	-20,555.34 -140,792.23 1,709,734.99 1,548,387.42 -385.58 0.00 1,548,001.84 242,400.23 22 1,326,156.95	Closing Statement Balance @ 26/08/2009 Unpresented Payments Unpresented Receipts Closing Book Balance @ 26/08/2009	1,305,601.61 -81,024.35 323,810.16 1,548,387.42
Openir	ig Statement Balance @	The calcula updated ac this accoun	ted closing balance of the las ccount reconciliation run fo t.	st or
Total F	ayments	The total o made to the a transactio reconciliatio	of all negative value posting Nominal ledger account with on date prior or equal to the on date.	s h e

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.

dataflow~32	? Nominal Ledger - [Recurring Postings (Miles Brown and Sons & Co.)]	
Accounts	Iransactions Reports Setup Period Processing Tools Window	_ 8 ×
	Transaction Input Transaction Browse Nominal Codes	
Name	Electricity	
Occurr <u>e</u> nces Reverse at	Amount Type Frequency C Periodic © Total C Daily 6 Post remainder first 7 ✓ Adjust closed periods	
<u>N</u> ominal	ACCRUALS Accruals DrCr Type C Debit C Credit VAT Type C Sales C Purchase	
C <u>o</u> ntra	ELEC	
Date	30/06/2009 Notes Office Electricity	
Reference	ELEC1234	
Currency <u>A</u> mount VAT Amount	Value Value Value Value Exch Rate(s) 420.00 VAT Calculation Exch Rate(s) Exch Rate(s)	
	VALCOUR I	
	🕒 Add 📃 🗞 Modify 💭 Remove 🗌 🗍 Discard 🕜 Help	O Close

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	Specify whether the amount entered is either the <i>Total</i> amount or a <i>Periodic</i> balance.
Occurr <u>e</u> nces 1	The number of times the posting will occur.
Reverse at 2	At which point the Accrual will be reversed. Entry will always default to +1 of the number of <i>Occurrences</i> . This parameter is not available for <i>Prepayment</i> or <i>Standing Order</i> posting type.
	Denotes an active recurring posting.
	Denotes a recurring posting on Hold.

Post remainder first	Only available if <i>Total</i> is the specified Amount Type 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 <i>Occurrence</i> (or not).
Adjust closed periods	If checked the generated Journals can be posted into closed periods.
Posting Type Accrual C Prepayment C Standing Order	Choose between the available posting types.
Frequency C Daily C Lunar I Period C Yearly C Weekly C Monthly C 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 <i>Nominal Codes</i> tab and double click the required code.
DrCr Type C Debit	Specify whether the transaction is of Debit or Credit type.
VAT Type C Sales	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.
C <u>o</u> ntra	Specify the Contra Code using the drop down or alternatively select this field, navigate to the <i>Nominal</i> <i>Codes</i> tab and double click the required code.
Date 13/09/2012	Specify the Start date.

Reference	A reference entry field for the transaction.
Currency <default></default>	The currency in which the transaction will be posted. Source and Contra currencies must be the same, or must include the home currency.
Amount 0.00	The value entered will be dependent on the <u>Amount Type</u> you have chosen. Periodic the system will post <i>Amount</i> you have entered by the number or <i>Occurrences</i> but with <i>Total</i> the system will divide the <i>Amount</i> entered by the number of <i>Occurrences</i> .
VAT Amount 0.00	The VAT element will be automatically calculated based upon the parameters chosen. In order to include a VAT element the source <i>Nominal</i> selection will need to be set as a <i>Cash Account</i>
Vat Parameters VAT Calculation • N <u>et</u> <u>G</u> ross <u>Inc.</u> VAT Code 1	Allows you to specify the VAT calculation method.

Exch Rate(s)

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

xchange Rates			×
Input Currency 🗔) efault>		
Currency	Rate	Euro Rate	
Euro	0.8577		
US Dollars	0.689		
🙆 ОК	🔞 Cance	1	🕐 Help

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

nsactions <u>R</u> eports ction Input Brown and Sons & Co ence Posting Type 1234 Accrual	Setup §	Period Proces Transac Nominal (ACCRUALS	isting <u>T</u> ools stion <u>B</u> rowse Decurrences 6	s <u>W</u> ine Proc Posted	dow cess to 31 c Reverse at 7	No January, 201 Amoun 2,400.01	omina] Code: 2 It Contra 0 ELEC	s	_ ⊕ ×
ction Input Brown and Sons & Co ence Posting Type 1234 Accrual	DrCr Type Credit	Transac Nominal (ACCRUALS	tion <u>B</u> rowse	Proc Posted	cess to 31 J Reverse at 7	No January, 201 Amoun 2,400.01	ominaj Code: 2 t Contra 0 ELEC	s	Select
Brown and Sons & Co ence Posting Type 1234 Accrual	DrCr Type Credit	Nominal C ACCRUALS	Occurrences 6	Proc Posted	cess <u>t</u> o 31 J Reverse at 7	January, 201 Amoun 2,400.01	2 It Contra 0 ELEC		Select
ence Posting Type 1234 Accrual	DrCr Type Credit	Nominal (ACCRUALS	Occurrences 6	Posted 0	Reverse at 7	Amoun 2,400.0	it Contra 0 ELEC	Â.	Post
1234 Accrual	Credit	ACCRUALS	6	0	7	2,400.0	0 ELEC		
									🕂 Post
- 1 -			1		1		Þ	-	Er Roll back
	O Add	🕒 Add 🛛 🗞 Modify	😋 <u>A</u> dd 🛛 🗞 <u>M</u> odify 🕒 <u>R</u> emove	🕒 Add 🛛 🔩 Modify 🤤 Remove	Add Modify	Add Nodify G Remove Update Dist	Add <u>∿ Modify</u> <u>⊖ Remove</u> <u>Update</u> <u>Discard</u>	Add <u>Modify</u> <u>Permove</u> <u>Update</u> <u>Discard</u> <u>O Hel</u>	Add <u>Modify</u> <u>Pemove</u> <u>Update</u> <u>Discard</u> <u>O Help</u>

Parameters available in this tab;

Company	Miles Brown and Sons & Co.	•	Select the company you wish to process.
Process <u>t</u> o	31 January, 2008	Select	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.
Pos 🖥	st		Posts a single selected item up to the specified <i>Process to</i> date.
🛃 Pos	st		Posts all items available up to the specified <i>Process to</i> date
🚡 Roll b	ack		Reverses a single selected item back to that of the specified <i>Process</i> to date.

Er Roll back	Reverses all available items back to that of the specified <i>Process to</i> date.
Reset	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. <i>This option is only available for those posting that have completed their cycle.</i>
View View	Displays the history of the selected recurring posting.
🕼 Listing	Provides a listing of all Journal entries within the <i>Process to</i> 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.

Accounts	Iransactions <u>R</u> eports Setur	Period Proces	ising <u>l</u> i	ools <u>W</u> indow		- 8
Target Currend	cy Euro	•		Pro	cess <u>t</u> o 31 May, 2009	🚮 <u>S</u> eleci
Compar	ny Miles Brown and Sons & Co.	•		All ac	ecounts 🔽	
Code	Туре	Cash Account	Currency	Description		
ACCOUNTS	Profit & Loss			Accountancy Fees		
ACCRUALS	Balance Sheet	Cash Account		Accruals		
ADVERTG	Profit & Loss			Advertising		
AUDIT	Profit & Loss			Audit Fees		
BANK DEP2	Balance Sheet	Cash Account		Bank (Deposit Acct 2)		Res.
BANK LOAN	Balance Sheet	Cash Account		Business Development Loan		100
BANK1	Balance Sheet	Cash Account	FFR	Bank (Current Account)		
BANK1	Balance Sheet	Cash Account	USD	Bank (Current Account)		- 3 D
BANK1	Balance Sheet	Cash Account		Bank (Current Account)		Tes Fus
					•	
Currency Bal	ance 17,182.50	Current Value		23,910.11		
Revalu	ue @ 0.8577	Revalued 🛛		20,033.23		

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.

Accounts	Transaction	s Reports	Company	Process] Period Proces	sina Tools	Window					_				
Accounts	Transaction.	<u>Reports</u>	Batch	_enournoces	1.11g <u>1</u> .0013	<u></u>	1			Batch <u>T</u>	otal				
To Compan <u>i</u> om Compani	Green Retail	ers Ltd and Sons & C	Co.	•								Optio © 0 © P	ons)utstanding ?rocessed	C AI	
	Date	Reference	On Hold?	Code	Company To Co	ode	Amount VA	T Amount	Currency Amount	Currency VAT	Period	Туре	Notes	T	Ledge
0	19/08/2009	89003	No	INTERCO	ADVERTG		750.00	0.00	750.00	0.00	31/08/2009	INV	(Memo)		r
۵	02/08/2009	89005	No	INTERCO		5	5,500.00	962.50	5,500.00	962.50	31/08/2009	INV	(Memo)		
Company	Nominal ADV	BIG			▼ I □ On Hold	?									
o Company I	Nominal ADVI	ERTG		•		?				Amour	t Cost Ce	entre		% [

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 subsequently 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*.

Accounts	<u>T</u> ransactions <u>R</u> epo	rts <u>S</u> etup <u>P</u> eriod Processin	g <u>T</u> ools	<u>W</u> indow			- 8
]	<u>R</u> eport			<u>D</u> ata		
					Requested E	By SUPERVISOR	
Ch	art of Accounts L	_isting for: Miles Brown	and Sons 8	k Co	on 21/02/2012	Page 1 of 2	
		-				5	
	N 1 0 1	Description	Drint Co.		Curreneur		
	Nominal Code	Description	Print Set	4-	Currency		
Net	Assets	Description	Plint Set	ą .	Currency		
Net	Assets DEBTS-TRD	Another Debtors	Plint Set]. Balance Sheet	Cash Account		
Net	Assets DEBTS-TRD INTERCO	Another Debtors	Plint Set]. Balance Sheet Balance Sheet	Cash Account		
Net	Nominal Code Assets DEBTS-TRD INTERCO POA	Another Debtors Inter Company Payments On Account	Plint Set]. Balance Sheet Balance Sheet Balance Sheet	Currency Cash Account		
Net	Nominal Code Assets DEBTS-TRD INTERCO POA ROUNDING	Another Debtors Inter Company Payments On Account Multi-base rounding errors	Plint Sec	g. Balance Sheet Balance Sheet Balance Sheet Balance Sheet	Cash Account		
Net	Nominal Code Assets DEBTS-TRD INTERCO POA ROUNDING SPECVAT	Another Debtors Inter Company Payments On Account Multi-base rounding errors Special VAT Account	Plint Set]. Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet	Cash Account Cash Account Cash Account		
Net	Nominal Code Assets DEBTS-TRD INTERCO POA ROUNDING SPECVAT STOCKACCRUALS	Another Debtors Inter Company Payments On Account Multi-base rounding errors Special VAT Account Stock Accruals	Plint Sec]. Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet	Cash Account Cash Account Cash Account		
Net	Nominal Code Assets DEBTS-TRD INTERCO POA ROUNDING SPECVAT STOCKACCRUALS SUSPENSE	Another Debtors Inter Company Payments On Account Multi-base rounding errors Special VAT Account Stock Accruals Suspense Account	Plint Sec] Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet	Cash Account Cash Account Cash Account		
Net	Nominal Code Assets DEBTS-TRD INTERCO POA ROUNDING SPECVAT STOCKACCRUALS SUSPENSE WIP	Another Debtors Inter Company Payments On Account Multi-base rounding errors Special VAT Account Stock Accruais Suspense Account Work In Progress	Plint Sec	Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet	Cash Account Cash Account Cash Account		
Net	Nominal Code Assets DEBTS-TRD INTERCO POA ROUNDING SPECVAT STOCKACCRUALS SUSPENSE WIP ACCRUED COS PROV	Another Debtors Inter Company Payments On Account Multi-base rounding errors Special VAT Account Stock Accruals Suspense Account Work In Progress (BAccrued COS Provision (BS)		Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet	Cash Account Cash Account Cash Account		
Net	Nominal Code Assets DEBTS-TRD NTERCO POA ROUNDING SPECVAT STOCKACCRUALS SUSPENSE WIP ACCRUED WARDANT	Another Debtors Inter Company Payments On Account Multi-base rounding errors Special VAT Account Stock Accruals Suspense Account Work In Progress PAccrued CoS Provision (BS)		Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet	Cash Account Cash Account Cash Account		•
Net	Nominal Code Assets DEBTS-TRD INTERCO POA ROUNDING SPECVAT STOCKACCRUALS SUSPENSE WIP ACCRUED COS PROV	Another Debtors Inter Company Payments On Account Multi-base rounding errors Special VAT Account Stock Accruals Suspense Account Work In Progress / BAccrued COS Provision (BS)		Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet	Cash Account Cash Account Cash Account		•

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.

	<u>Reports</u> <u>Setup</u> <u>renou Processii</u>						
	<u>R</u> eport			<u>D</u> a	ita		
				00			
							_
Miles Brown and S	Cons & Co.			Re	quested By S	UPERVISOR	
Nominal Trial	Balance for the Period ending	g 31/05/2009		on 21/0	2/2012	Page 1 of 3	
		Opening	Closing I	Balance	Balance	Forward	
		Balance	Debits	Credits	Posted	Dated	
Net Assets Fixed Assets							
PLANT	Plant & Machinery	350,000.00	350,000.00	0.00			
OFFICEQUIP	Office Equipment	180,000.00	180,000.00	0.00		375.00	
MOTOP	Motor Vehicles	50,000.00	50,500,00	0.00		3,900.00	
ACC.DEPN	Accumulated Depreciation	0.00	0.00	0.00		(100.00)	
Fixed Assets		615,500.00	615,500.00	0.00	0.00	4,175.00	
Current Assets							

Transaction Details

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

	Transaction	s <u>R</u> eports	<u>S</u> etup	Period Processing	<u>T</u> ools <u>W</u> in	dow				-
			<u>R</u> eport						<u>D</u> ata	
Miles Brown	and Sons & Co	o.						Requested	By SUPERVISOR	
Nomina	Transact	ion Details	dated	between 01/05/2011 and 3	1/05/2012			on 21/02/2012	Page 1 of 1	
Nominal Co	le Descr	ription								
ACC.DEPN	Accur	nulated Depreci	ation							
Dated	Batch	Audit Type	Sourc	e Reference	Value	VAT Value/Code	Notes			
14/02/201	2 513	9513 IN	V A0000	0000002041	-100.00	-17.50 1				
				Total	-100.00					
DEBTORS	Debto	rs Control								
14/02/201	513	Audit Type 9515 R	at Sourc	e Reference	117.50	0.00	Notes			
14/02/201		0010 0		Total	117.50	0.00				
BANK1	Bank	(Current Accourt	nt)							
	Batch	Audit Type	Sourc	e Reference	Value	VAT Value/Code	Notes			
Dated	1 509	9504 C	SH 5M	test	-1,000.00	0.00				
Dated 13/12/201				Total	-1,000.00					
Dated 13/12/201										
Dated 13/12/201 CREDITOR	G Credit	tors Control								

Budget Comparison

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

<u>A</u> ccounts <u>T</u> ransacti	ons <u>R</u> eports <u>S</u> etup <u>P</u> er	iod Processing	Tools	<u>W</u> indow						-
	<u>R</u> eport						<u>[</u>	<u>)</u> ata		
							1			
Miles Brown and So Nominal Budge	ns & Co. t Comparison							Re on 21/02	quested By SU 2/2012 F	PERVISOR Page 1 of 2
Budget 2009: cum	lative to the Period ending 31/0	1/2010 {		Perio	d	Percentage		Year to	Date	Percentage
Net Sales			Actual	Budget	Variance	Variance	Actual	Budget	Variance	Variance
SALES SALES SALESEQP SALESCONS SERVICES CARRIAGE DISCALLOW	Recognised Revenue Sales (P& Sales of Jobs Sales of Engineering Equipment Sales of Consumables Consultancy/Planning Services Carriage out Discounts Allowed	L)	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 (231,000.00) (199,500.00) (31,500.00) (147,000.00) (22,050.00) 8,324.00	0.00 (231,000.00) (199,500.00) (31,500.00) (147,000.00) (22,050.00) 6,324.00	0.00 % (100.00 %) (100.00 %) (100.00 %) (100.00 %) (100.00 %)	(831,460.08) (1,777,500.00) (1,032,130.61) (165,255.86) (854,788.91) (102,679.68) 32,300.00	0.00 (3,900,897.50) (2,404,447.50) (417,847.50) (1,721,947.50) (254,047.50) 78,999.00	831,460.08 (2,123,197.50) (1,372,316.89) (252,591.64) (867,158.59) (151,367.82) 46,699.00	0.00 % (54.43 %) (57.07 %) (80.45 %) (50.38 %) (59.58 %) (59.11 %)
Sales Cost of Sales	Cart Of Salar an Jake		0.00	(624,726.00)	(624,726.00)	0.00.%	(4,731,515.14)	(8,619,988.50)	(3,888,473.38)	0.00 */
				Onton	👍 Colum	Drivet		0 a Mail		

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.

Accounts transactions Repo	rts Setup Period Pro	cessing lools	Window				- 1
	<u>R</u> eport				<u>D</u> ata		
					00		
Miles Brown and Sons & Co.	Payees Range*** to ***					Requested By	SUPERVISOR
Cheque Requisiton List	Due Date 21/02/2012					on 21/02/2012	Page 1 of 1
Payee	Bank	A/c Due Date	e Nominal	Amount	VAT Amount Authorised by	Requested By	Updated By
			Cheque Amo	0.00 unt: 0.00	0.00		
Pending Total:	0.00						
Authorised Total:	0.00						

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: P	age 1 of 1 (Profit and Loss Account)]				X
Accounts Transactions Reports Set	up Period Processing Tools Window			-	- 6 ×
<u>R</u> ep	ort		<u>D</u> ata		
Miles Brown and Sons & Co.			Requested By	SUPERVISOR	
Profit and Loss	for the Period ending 31/05/2009		on 21/02/2012	Page 1 of 1	
	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	
	1,379,493.40	3,793,403.54	699,719.19	2,710,069.80	-
	🔄 <u>O</u> nTop	etup 🛛 🍖 <u>P</u> rint	🔀 e-Mail	🕐 Help 🛛 🗿 🖸	lose

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 subtotal, create a new report group description for this report to use.

dataflow~32 Nominal Ledger - [Preview: P	age 1 of 1 (Balance She	et)]				
Accounts Transactions Reports Set	up Period Processing	Tools Window				_ 8 ×
<u>R</u> ep	ort			<u>D</u> ata		1
					1 🔘 🔘	
Miles Brown and Sons & Co.				Requested By SUPE	ERVISOR	E
Balance Sheet	as at 31/05/2009			on 21/02/2012 Pa	age 1 of 1	
			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		-
		nTop 🔁		nint 🛛 🔤 e-Mail		0 <u>C</u> lose

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 save and subsequently recalled by selecting Elestore

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

Accounts	<u>T</u> ransactions	<u>Reports</u> Setup	Period Processing	Tools	Window					- 6
		<u>R</u> eport						<u>D</u> ata		
Miles	Brown and S	Sons & Co.						Requested E	y SUPERVISOR	
Cost C	Centre Tr	ial Balanc	e				on	21/02/2012	Page 1 of 2	ľ
					Opening Balance	Closin Debits	ig Balance Credits	Balance Posted	Forward Dated	
C	OS PROVIS	Cost Of Sales F Another Debtor	Provision (P&L) s		155,000.00 1.035,180.27	569,955.21 1,152,908.54	0.00	414,955.21 117,728.27	0.00 142,908.55	
IN L	ITERCO ABRECV	Inter Company Engineering Lal	bour recovery		0.00 27.965.80	0.00 37.292.20	0.00	0.00 9.326.40	8,250.00 9,179.00	
P R	OA OUNDING	Payments On A Multi-base roun	Account ding errors		(960,000.00) 0.00	0.00	(1,355,540.04) 0.00	(395,540.04) 0.02	0.00	
S	TOCKACCR	Stock Accruals Suspense Acco	ount		0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	(4,140.00) 299.00	
M	VIP	Work In Progre	**		159 000 00	660 955 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 save and subsequently recalled by selecting

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

ccounts <u>T</u> ra	nsaction	s <u>R</u> eports	<u>S</u> etup <u>P</u> eri	od Processing <u>T</u> ools	<u>W</u> indow					_ đ
			<u>R</u> eport						<u>D</u> ata	
Miles Brown a	ind Sons	& Co.						Requester	By SUPERVISOR	
Nominal T	ransacti	ion Details	for the Per	od starting 01/05/2009 t	o the Period en	ding 31/05/2	009	on 21/02/2012	Page 1 of 20	
Nominal Code POA Dated 04/05/2009	Desc Paym Batch 431	ription ents On Account Audit Type 4041 SA IN	Source / AB0001	Opening Blance Reference 0000002037	-960,000.00 Apportionment -17,911.52	Value -17,911.52	VAT Value 0.00	s/Notes 0		
04/05/2009 04/05/2009	431 431	4041 SA IN 4041 SA IN	/ AB0001 / AB0001	0000002037 0000002037 Total	-143,292.14 -134,338.38 -295,540.04	-143,292.14 -134,338.38 Clos	0.00 0.00 ing Balancel	0 0 1,355,540.04		
ROUNDINC Dated 04/05/2009	Multi-I Batch 431	base rounding err Audit Type 4041 SA IN	Source / AB0001	Opening Blance Reference 0000002037	0.00 Apportionment 0.01	Value 0.01	VAT Value 0.00	e/Notes		
WIP	Work	In Progress		Opening Blance	159,000.00	Clos	ng balance	0.02		
Dated 10/05/2009 10/05/2009	Batch 432 432	Audit Type 4044 PU IN 4045 PU IN	/ D00001 / BRAT	Reference P1000/1234 P1001/567	Apportionment 49,955.21 100,000.00	Value 49,955.21 100,000.00	VAT Value 0.00 17,500.00	0 1		
					un r I			a nu l		

Budget Comparison

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

19.	dataflow~3	2 Nominal I	Ledger	- [Previe	w: Page	1 of 2 (Cost C	ientre Bu	idget Co	mparison)]								
	<u>A</u> ccounts	<u>T</u> ransacti	ions <u>F</u>	Reports	<u>S</u> etup	Period Proces	ssing <u>T</u>	ools <u>M</u>	<u>(</u> indow								_ 8 ×
					<u>R</u> eport									<u>D</u> ata			
														00	1 00	D	
	Miles Bro Cost C	own and Sor Centre Budg	ns & Co get Cor	n. mparisor	n for	the Period endir	ng 31/01/2	2010 (Cun	nulative)	Request on 21/02/201	ed By SUPE	ERVISOR 1 of 2					Î
							{		— Period —	P	ercentage	{		— Year to D	Date Pe	ercentage	=
		COS PROVIS	S Cost O)f Sales Pro	vision (Pa	L)		Actual 0.00	Budget 0.00	Variance 0.00	Variance		Actual 569 955 21	Budget 0.00	Variance (589,955,21)	Variance	
		LABRECV	Engine	ering Labou	r recovery	,		0.00	6,834.00	6,834.00	(100.00 %)		46,471.20	88,485.00	42,013.80	(47.48 %)	
		COS_STOCK	Cost of	f Sales of S	Stock			0.00	16,371.00	16,371.00	(100.00 %)		88,380.00	221,646.00	133,266.00	(60.13 %)	
		P&LONSTOC	I Profit/L	Loss on Sto	ck			0.00	(459.00)	(459.00)	(100.00 %)		(2,525.94)	(8,579.00)	(4,053.06)	(61.61 %)	
		RRS P&L	Recogn	nised Reve	nue Sales	(P&L)		0.00	0.00	0.00	0.00 %		(831,460.08)	0.00	831,460.08	0.00 %	
		SALES	Sales o	of Jobs				0.00	(231,000.00)	(231,000.00)	(100.00 %)	(1.	,777,500.00)	(3,900,897.50)(2,123,197.50)	(54.43 %)	
		STOCKWAST	E Non-Jo	Wastane or	WOe	65		0.00	2 348 00	2 348 00	(100.00 %)		11 570 20	32 028 00	212,300.11	(83.87.%)	
		STOCKWRITE	E Stock \	Write Offs				0.00	8,160.00	8.160.00	(100.00 %)		42,485.52	90,984.00	48,498,48	(53.30 %)	
		PROV.DEPR	E Provisi	ion for Depr	reciation			0.00	1,530.00	1,530.00	(100.00 %)		8,022.40	18,411.00	10,388.60	(58.43 %)	
		SALESEQP	Sales o	of Engineeri	ing Equipm	ent		0.00	(199,500.00)	(199,500.00)	(100.00 %)	(1	,032,130.61)	(2,404,447.50)(1,372,316.89)	(57.07 %)	-
								📑 <u>O</u> n'	Гор	💰 <u>S</u> eti	e 🍭	<u>P</u> rint		🔀 e-Mail	(Help	O Close

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.

Accounts Iransactions Reports Setup Period Processing Iools Window	dataflow~32 Nominal Ledger		
Cost Centre Trail Balance Cost Centre Trail Balance Cost Centre Trail Balance Cost Centre Trail Balance Dutstanding WIP Reports Contract Costing Reports Outstanding WIP Aged Reports Profit and Loss Account Balance Sheet Cost Centre Budget Comparison Nominal Transaction Details (Summary)	Accounts Iransactions Reports Setup 1 Batched Reports Description Nominal Budget Comparison Cheque Requisition List Cost Centre Trais Balance Cost Centre Trais Balance Cost Centre Traisaction Details Nominal Recurring Posting Listing Outstanding WIP Reports Contract Costing Reports Outstanding WIP Reports Outstanding WIP Reports Profit and Loss Account Balance Sheet Cost Centre Budget Comparison Nominal Transaction Details (Summary)	riod Processing Iools Window Selected Reports Selected Reports Central Transaction Details (Surf 11:44:03 21st For Balance Sheet Finally Finall	ebruary 2012 No ebruary 2012 No
15 Bun 😵 Cancel 🕜 Help 🙆 Close			Bun Cancel 🕐 Help 🙆 Close

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 it's 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 Reports

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 reports 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.

dataflow~32 Nominal Led	ger - [Nominal Man Reports Setup	agement Reports]	Tools	Nindow				
User <u>R</u> eports	Definition		<u>1</u> 0013 <u>1</u>	muow				= 0
Report Name Balance Sheet (MB)							^	
Cost Centre Management R Sales Budgets (Cost Centre	eports Comparisons))							칠 Сору
								Add
Report Definition	host (MD)	Exc	el Parameter	15			-	ᅌ <u>R</u> emov
Field Font Courier Ne Font Size 8	w Default Field <u>W</u> idth	Def	Workbook 🛛	C:\Program Files\Dataflow\da bsheet1				Update
	🔒 Save As	Save	S ∎ Er	repare 🥳 Merge	manne <u>F</u> ield Defs	Cost Centres	(2) Help	O Close

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.

dataflow~32 Nominal Ledger - [Nominal Management Reports]	
Accounts Transactions Reports Setup Period Processing Tools Window	_ B ×
User <u>R</u> eports Definition	
MS Sans Senif 🔻 8 🔹 B I U 🗉 🗉 🗄 🗐 🛱 🎇 🚇 🚳 🖇	
« COMPANYNAME Produced by: « USERNAME on: « TODA	AYDATE»
	E
Balance Sheet as at «~ENDDATE_	TY»
FIXED ASSETS	
Plant & Machinery	-
Export to Excel 🔽 Show -ves in	Brackets 🔽 Round Figures 🔽 Round to Nearest 1
🕞 Save As 🔄 Save 💱 Prepare 🥳 Merge 📼 Fi	ield Defs Centres 20 Help 20 Close

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.

dataflow~32 Nominal Ledger - [Nominal Led Accounts Transactions Reports Setur	ger Parameters]	
Supervisor Parameters	User Parameters	
	Post RRS Margin Journals as part of Period End	
☐ransaction Options ☐ Linked Sales/Purchase ledgers post to the current open Nominal period	dataflow~32 Nominal Ledger - [Nominal Ledger Parameters]	
Always Print Batch Listing	Accounts Iransactions Reports Setup Period Processing Iools Window	_ 8 ×
Prompt for Batch Listing Require Reconciliation References Allow Posting To Control Accounts?	Supervisor Parameters User Parameters Account Browse Details	
	■ (2) Cancel (2) H	lelp 0 Close

Account Level Security

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;

Nominal Codes Nor	ninal Details Charts of Accou	unts CO.	A Descriptions	Companies Security
View ← by <u>G</u> roup ←) by <u>N</u> ominal	ACCOUNTS	S CLERKS	•
Accounts not available to I	Group	-	Accounts available to	Group
ACCRUED COS PROV B ACCRUED WARRANTY BANK LOAN CIS_CONTROL COS COS PROVISION BS COS_PROVISION P&L COS_STOCKSALES	Accued COS Provision (BS) Accued Waranty Costs (BS Business Development Loar IS Control Account Cost Of Sales On Jobs Cost Of Sales Provision (BS) Cost Of Sales Provision (P&L Cost of Sales of Stock	> > <	ACCDUNTS ACCRUALS ADVERTG AUDIT BANK DEP1 BANK DEP2 BANK1 BANKCHGES	Accountancy Fees Accruals Advertising Audit Fees Bank (Deposit Acct 1) Bank (Deposit Acct 2) Bank (Current Account) Bank Charges

Linked Sales/Purchase ledgers post to the current open Nominal period 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.

Always Print Batch Listing

- Prompt for Batch Listing
- Require Reconciliation References
- Allow Posting To Control Accounts?

▼ Trial Balance Groups

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

싔	dataflow~32 Nomin	nal Ledger - [Nominal Chart	of Accounts Setup]				
5	<u>A</u> ccounts <u>T</u> ransa	actions <u>R</u> eports <u>S</u> etup <u>I</u>	eriod Processing	<u>T</u> ools <u>W</u> indow			_ 8 ×
	Nominal Codes	Nominal Details	Charts	of Accounts	COA Description	s	Companies
	Code	Description	Туре	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 PRO	Accrued COS Provision (BS)	Balance Sheet			Net Assets	Current Liabilities
	ACCRUED WARRAN	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	NK LOAN Business Development Loan		Cash Account		Net Assets	Credtors not due fr
	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 👻
	٠ 📃						•
			G	Add	<u> </u>	Up	date <u> </u> Discard
						() H	elp 👩 <u>C</u> lose

<u>A</u> ccounts	<u>T</u> ransactions	<u>R</u> eports <u>S</u> etup	<u>P</u> eriod Pro	cessing <u>T</u> ools	<u>W</u> indow		_ 5
Nominal	l Codes	Nominal De	tails	Charts of Acc	ounts	COA Descriptions	Companies
Code Description Account Para Cash <u>A</u> Recon TB Se Currency C Reve	ACC.DEPN Accumulated Accumulated Collector Col	Cepreciation	TB Group 1	Type C Bala C Prof Net Assets Fixed Assets	ance Sheet it & Loss		• •
				🕒 🕄 Add	Nodif	y <u> </u>	Update Discar

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.

Nominal Codes Chart of Accounts Chart of Accounts Chart of Accounts Chart of Accounts Chart COA Bank LOAN DEVALUATNS Ass DISPOSALS Ass REVAL_RSVS Ass	Nominal Details reen Retailers seiness Development Loan set Devaluation Write Offs set Disposals set Revaluation Reserves	Chart	s of Acco	COA Descriptions Companies Include Nominal in COA ACC DEPN Accountated Depreciation ACCOUNTS Accountancy Fees ACCPUALS Accountancy Fees ACCPUALS Account COS on Labor (P21)
xclude Nominal from COA BANK LOAN But DEVALUATNS Ass DISPOSALS Ass REVAL_RSVS Ass	<mark>siness Development Loan</mark> set Devaluation Write Offs set Disposals set Revaluation Reserves			Include Nominal in COA Accumulated Depreciation ACCOUNTS Accountancy Fees ACCRUALS Accruals ACCRUALS Accruals ACCRUED COS En Lobe (RSL)
BANK LOAN Bus DEVALUATNS Ass DISPOSALS Ass REVAL_RSVS Ass	<mark>siness Development Loan</mark> set Devaluation Write Offs set Disposals set Revaluation Reserves			ACCDEPN Accumulated Depreciation ACCOUNTS Accountancy Fees ACCRUALS Accruais
		4	> > < <	ACCRUED COS PraC BACCRUED COS Provision (BS) ACCRUED COS PROV Bi Accrued COS Provision (BS) ACCRUED WARRANTY Accrued Warranty Costs (BS) ADVERTG Advertising AUDIT Audit Fees BANK DEP1 Bank (Deposit Acct 1) BANK DEP2 Bank (Deposit Acct 2) BANK1 Bank (Deposit Acct 2) BANK1 Bank (Current Account) BANKCHGES Bank Charges BDDEBTS Bad Debts CARRIAGE Carriage out CASHADJ Cash Adjustments CIS_CONTROL CIS Control Account

<u>A</u> ccounts	\underline{T} ransactions	<u>R</u> eports	Setup	Period Proc	essing	Tools	<u>W</u> indow				- e
Nomir	nal Codes		Nomi	nal Details	1	(Charts of Accounts		COA Descriptions	Companie	es
Description											
Green Retaile	ars —										
diles Brown	and Sons & Co										
De	scription Green	n Retailers									
							0	Add	Nodify Bemove	Update	🗊 <u>D</u> isca
										- 1	

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.

dataflow~32 Nominal Ledger - [Cost Centre Setup]	
Accounts Iransactions Reports Setup Period Processing Iools Window	_ <i>B</i> ×
Description Cost Centres	
General Parameters Security Company specific Cost Centres Apply at level	
Tree Parameters	
Branches 3 Show All	Iree
Input Popup Babagon IV Sale Ledger ∑ Sales Ledger Babagon IV Dechase Ledger IV Burninal Ledger 10 mmal Ledger	
	Update 🗑 Discard 👩 Help 👩 Close

Press the <u>I</u>ree button to either view or setup the tree structure as detailed below;

Cost Centre Tree	
	<u>A</u> dd Item Add <u>S</u> ub-item <u>D</u> elete
OK Sancel	(?) Help

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 of add to complete selection and display it in the grid.

10. 1	dataflow~3	2 Nominal Ledger - [Cost Centre S	Setup (Nominals)]							
	<u>A</u> ccounts	<u>T</u> ransactions <u>R</u> eports <u>S</u> etup	Period Processing	ools <u>W</u> indow			- 8 ×			
	Туре	Value	Code	100% Apportionment			^			
	Nominal	Electricity	ELEC							
	Nominal	Entertaining	ENTERTAIN							
	Nominal	Purchases Engineering Service	EQPPURCH							
	Nominal	Property Maintenance	MAINT							
	Nominal	Telephone	PHONE							
	Nominal	Rent and Rates	RENTRATES							
	Nominal	Sales of Consumables	SALESCONS							
							-			
Г	Kind C. TB Group		SALESCONS	•						
	C TB Group	2 □ 100%	Apportionment							
	C TB Group	3								
	Nominal									
	🕒 Add 💁 Modify G Bernove Dipdate 🗊 Discard 🕜 Help 🙆 Close									

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)

Region	UK
Area	South, North
Town	London, Brighton, Manchester, Leeds, Glasgow

Click Add 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 Update 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.

<u>A</u> ccounts <u>T</u> ransactio	ns <u>R</u> eports <u>S</u> etup <u>P</u> eriod Processing <u>T</u> ools <u>W</u> ind	dow _
Level Region	•	
Description	Long Description	
England		
Scotland		
wales		
Description Fuelend		
ong Description		
	Tree 🗧 🛟 Add	🛰 Modify 🗁 Remove 🛛 🕜 Help 🔯 Clos

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.

<u>.</u>	dataflow~32 Nominal Ledger - [Cost Centre Journals]											
	🗱 Accounts Iransactions Reports Setup Period Processing Tools Window											
	Company Name Miles Brown and Sons & Co.											
_	Period Postings											
I L	Code	Description	Nominal Balance	Cost Centre Value	Default Apportionment		Period 🔺					
D	PHONE	Telephone	5,000.07	5,000.07	0.00		30 April, 2009					
IC	ENTERTAIN	Entertaining	3,872.58	3,872.58	0.00		31 May, 2009					
IE	MAINT	Property Maintenance	43,285.70	43,285.70	0.00		30 June, 2009					
١Г	RENTRATES	Rent and Rates	37,252.00	37,252.00	0.00		31 July, 2009					
11	ELEC	Electricity	3,667.55	3,667.55	0.00		31 August, 2009					
	SALESCONS	Sales of Consumables	-35,880.50	-35,880.50	0.00		30 September, 2009					
	EQPPURCH	Purchases Engineering Service	106,526.48	106,526.48	0.00		31 October, 2009					
		*	-			· •	30 November 2009					
	Change Discard O Help O Close											

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.

dataflow~32 Nominal Ledger - [Nominal Code/Cost Cer	ntre Apportionmer	nt]	
Accounts Iransactions Reports Setup Period P	rocessing <u>T</u> ools	<u>W</u> indow	_ 8 ×
Nominal Code ELEC			
Description	Default		A
elec auto appt	Yes		
<u> </u>			T
Description elec auto appt	Default 🔽		
			Cost Centres
🕒 Add 🛛 🗞 Modify	<u> R</u> emove	Update Discard	() Help

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

data <mark>flow</mark> ~32 Nominal Ledger	- [Cost Centre Input]		11				
Accounts Transactions R	eports <u>S</u> etup <u>P</u> eriod Processi	ng <u>T</u> ools <u>W</u> indow					- 6
Nominal ELEC	Amount	00.00					
Region	Area	Town		App Amount	% Total R	egion	·
England	North England	Leeds		50.00	50.00		
							Þ
<u>I</u> own Leeds	•		Am <u>o</u> ur Tota	nt 📃	50.00 100.00	% [50.0
	🕒 Add 🛛 🐁 Modify	<u>R</u> emove	_pdate 🗍	Discard	(2) Help	0	<u>C</u> los

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.

뤴	dataflow~32	Nominal Ledger - [Inte	er Company Setup]		- BAR AN	
	<u>A</u> ccounts	<u>T</u> ransactions <u>R</u> eport	s <u>S</u> etup <u>P</u> eriod Processing <u>T</u> o	ols <u>W</u> indow		_ 8 ×
	Handling %	Code	Description	Handling Code	Handling Description	Company 1 🔺
		INTERCO	Inter Company			Green Retailers Ltd 📃
	•					-
	Company 1	Green Retailers Ltd		INTERCO	•	
	Company 2	Miles Brown and Sons	& Co. 📃 Handling Nomina		▼ Value %	
		ſ	🕒 Add 🛛 🐁 Modify 🤤 B	lemove	pdate <u> </u>	Help 00 <u>C</u> lose

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.

data <mark>flow</mark> ~32 Nominal Ledger - [No	ominal Report Groups]	
Accounts <u>T</u> ransactions <u>R</u> epo	ts <u>S</u> etup <u>P</u> eriod Processing <u>T</u> ools <u>W</u> indow	_ 8 ×
Groups Required	Group <u>S</u> elected • TB Group <u>1</u>	Up
Report Group 2	C TB Group 2	E Do <u>w</u> n
Report Group 3	C TB Group 3	ا ل <u>ہ</u> sert
Descriptions]
TB Group &1	Net Assets Financed by	G Add
TB Group &2	Costs	Modify
		<u>Remove</u>
	Broadcast (2) Help	O Close

Exchange Rates

Allows maintenance of the 'General rate' only.

lite National de la constante National de la constante de la constant	lataflow~32	Nominal Ledg	er - [Nomi	nal Exch	ange Rates]	Teste	Mendaus	·			
÷0.	Accounts	<u>I</u> ransactions	<u>R</u> eports	Setup	Period Processing	<u>1</u> 00IS	window				
	Iarget Currency <default></default>										
	Default F	Rates	Company 9	Specific F	lates						
_						_					
	Valid From	General Rate			*		rency				
▶	10/05/2009	1.4513					6 Dollars	•	🔂 🔂		
	01/05/2009	1.641							3 14 19		
	01/04/2009	1.621				E <u>x</u> c	hange Rates		<u>Modify</u>		
	01/02/2009	1.548					<u>∨</u> alid From	10/05/2009	A Remove		
	01/12/2008	1.53					General Bate	1.4513			
L	01/10/2008	1.51									
	01/08/2008	1.49									
	01/07/2008	1.52							<u>U</u> pdate		
	01/06/2008	1.51									
	01/05/2008	1.48			-						
_											
								🕐 Help	Ulose <u>U</u> lose		

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.

<u>.</u>	dataflow~32 Nor	ninal l	Ledger - [VAT	Nominal Codes]		_					
2	<u>A</u> ccounts <u>T</u> ra	nsacti	ons <u>R</u> eports	Setup Period Proce	ssing <u>T</u> ool	s <u>W</u> indow			_ & ×		
	Default VAT Nom	inals	Company Sp	becific VAT Nomina					1		
	Description	Code	Nominal Code	Nominal Description	Rate	Out of Scope	Default	*			
	Zero Rated	0	VATZERO	Zero rate VAT	0	0					
	Standard Rated	1	VATSTAND	Standard Rate VAT	17.5	0					
								Ŧ	ચ <mark>્∞ M</mark> odify		
	<u>D</u> efault No	minal	VATZERO		•				Update		
	(2) Help O Close										

Currency Nominals

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

dataflow~32 Nor	<mark>mina</mark> l Ledger - [C	urrency Nominal Codes]			
Accounts Tra	nsactions Repo	orts Setup Period Proces	sing Tools Window	_ 8 ×	
Currency	Nominals	Company Specific Curr	ency Nominals Default G	ain/Loss Nominal	
Description	Code Bank	Bank Description	Gain/Loss Gain/Loss Descriptio	n 🔺	
Deutche Marks	DM				
Euro	EUR				
French Francs	FFR FRBANK	French Franc Bank Account	CASHADJ Cash Adjustments		
Sterling	STG				
US Dollars	USD USDBANK	US Dollar Bank Accounts			
Japanese Yen	YEN			🔍 Modify	
				· · · · · · · · · · · · · · · · · · ·	
1					
	<u>B</u> ank		•	<u>U</u> pdate	
Gain	/Loss		•	Discard	
	dataflow	~32 Nominal Ledger - [Cur	rency Nominal Codes]		
	Accourt	nts Transactions Reports	Setup Period Processing To	ools Window	- F X
		<u>Tansactions</u> <u>R</u> eport	· Seab Tener tocessing T	<u></u>	
		Currency Nominals	Company Specific Currency Nor	ninals Default Gain/L	oss Nominal
	Det	auit <u>u</u> ain/Loss EACHGANEC			UK
	Multi B	ase Rounding ROUNDING	▼ ▼	Suppress zero value entries	🛞 Cancel
				() H	elp 0 Close

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.

dataflow~32 Nominal Ledger - [Bank Account Details]							
Accounts <u>T</u> ran	sactions <u>R</u> eports	<u>S</u> etup <u>P</u> e	riod Processing	<u>T</u> ools <u>W</u> indow		- 8 ×	
	[4 . 14		In Accurs		In the	[
Account Name	Account No.	10.11.99	3456789643	Lode RANK1	Description Bank (Current Account)	— â	
	23430703	10-11-00	3430703043	DBNKT	Bank (current Account)		
I I I I I I I I I I I I I I I I I I I						•	
,							
Account Name Cu	rrent Account		BACS	ID. 3456789643			
Account No. 234	456789		Nomi	DANK1	-		
			NOM	nar įbanici			
Sort Code 10-	11-88		Ban	k (Current Account)			
🔂 🔂	🔩 Modify 🛛 🤤	<u>R</u> emove		e 🗊 <u>D</u> iscard	🕐 Help 🛛 🚺	<u>C</u> lose	
		_					

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

Document Design

Accounts Transactions Reports	Setup Period Processing Tools Window		_ F ×
Document Types	Description Generic Nominal Cheques	Type A System	Сору
Details Description Generic Nominal Cheques	Document <u>S</u> ub-Types ↓ Generic	•	Modify
Show L <u>a</u> bels 🔽 Show Lines 🔽 Show I <u>m</u> ages 🔽			Update
	≣≣ Revert Design	(?) Help	0 <u>C</u> lose

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.

dataflow~32 Nominal Ledger - [Me	erge Account Details]
Accounts Transactions Report	ts <u>S</u> etup <u>P</u> eriod Processing <u>T</u> ools <u>W</u> indow
Nominal Account	
Iarget BANK DEP1	▼ Name Bank (Deposit Acct 1)
L	
Code	Description
BANK DEP2	Bank (Deposit Acct 2)
1	
	<u>≰ M</u> erge <u>Gose</u> <u>(?)</u> Help <u>O</u> <u>Close</u>

Period Processing

dataflow~32 Nominal Ledger		
Accounts Transactions Reports Setu	Period Processing Tools	Window
	Close Period	

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.

Accounts <u>I</u> ransactions <u>R</u> ep	orts	Set	tup <u>P</u> eriod P	rocessing <u>l</u> ools	Window					-
Company Miles Brown and So	ns & C	ò.		•						
Period End Date	*	Г	Code	Description	Balance Posted	F'wd Balance	Opening Balance	Closing DRs	Closing CRs	
31 October, 2008		Þ	ACC.DEPN	Accumulated Depre	0.00	-100.00	0.00	0.00	0.00	
30 November, 2008			ACCOUNTS	Accountancy Fees	3,601.80	2,901.43	13,580.70	17,182.50	0.00	
31 December, 2008			ACCRUALS	Accruals	-470.00	0.00	-2,090.00	0.00	-2,560.00	
31 January, 2009 (Y/e)		ACCRUED CO	Accrued COS on Jo	0.00	0.00	0.00	0.00	0.00	
28 February, 2009			ACCRUED CO	Accrued COS Provi	0.00	0.00	0.00	0.00	0.00	
31 March, 2009	_		ACCRUED WA	Accrued Warranty C	0.00	0.00	0.00	0.00	0.00	
30 April, 2009			ADVERTG	Advertising	22,035.25	47,658.07	72,939.14	94,974.39	0.00	
31 May, 2009			AUDIT	Audit Fees	3,003.00	3,788.50	10,913.50	13,916.50	0.00	
30 June, 2009			BANK DEP1	Bank (Deposit Acct	0.00	100.00	0.00	0.00	0.00	
31 July, 2009			BANK DEP2	Bank (Deposit Acct	0.00	1,000.00	50,000.00	50,000.00	0.00	
31 August, 2009			BANK LOAN	Business Developm	0.00	0.00	-85,000.00	0.00	-85,000.00	
30 September, 2009			BANK1	Bank (Current Acco	653,187.50	172,760.23	721,054.11	1,374,241.61	0.00	
31 October, 2009	-		BANKCHGES	Bank Charges	273.84	313.60	960.96	1,234.80	0.00	
stained Profit	_	,						This	Year's <u>R</u> etaine	ed Profit

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

dataflov	v~32 Nominal L	edger					
Accounts	Transactions	Reports	Setup	Period Processing	Tools	Window	
						Minimise All	
						SpeedBar Visible	

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.

