



## **Auditor's Guide**

### **Sage Line 500 v6.0**

**Reference : AG02**

POWER TO RUN YOUR BUSINESS

**sage**

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# SUMMARY

## Objectives

This document is designed to provide information on the core financial transactions of Sage Line 500 to be used for the following purposes:

- To provide easy to use documentation suitable for auditors
- To assist finance managers and consultants implementing the software to understand how to configure the accounting aspects of the system

This document provides details of how information is processed from source transaction through to the General Ledger.

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## SCOPE

This guide covers the following modules: General Ledger, Accounts Payable and Accounts Receivable.

The following Projects have been assessed (see Appendix for projects licensed):

- DA0167 Interest on O/D debts
- DA0330 Auto Y/E Journal
- DA0331 Sep G/L accounts – gains and losses
- DA0370 European tax
- DA0483 VAT on Core
- DA0497 International tax reports
- DA0539 International reports phase 2
- DA0613 Reminder Letters
- DA0659 Euro
- DA0813 Multi-currency Payments
- DA0814 Multi-currency Receipts
- DA0829 GL Y/E Closing Routine
- DA0838 Date and sequence number control
- DA0918 Accounts Receivable Multi-Currency
- DA1169 General Ledger Documents Header
- DA1233 Sales VAT Posting Enhancements
- DA1234 VAT on Settlement Discount
- DA1236 AP & AR Prepayments

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## TERMS OF REFERENCE

Transactions have a specific set of identifiers to determine the transaction itself and its impact on the system; an important factor when understanding the transaction processing discussed in this document.

There are three types of transaction identification:

1. **Reference** (the unique identifier)
2. **Date** (dependent primarily on effective date)
3. **Value** (partially calculated from the exchange / currency set-up)

For each transaction type within the modules covered, much of the information is driven in a similar way, determined by the values in the general settings. This document therefore focuses on a) the general parameters involved, and b) how individual transaction information or posting details are generated for these transactions.

To verify how postings have been derived for the examples used, refer to the relevant system parameters in the Appendix of this document

### General Settings

The general settings for the system are the parameters that determine how transactions are generated and how each function interfaces with other areas of the system.

Two key aspects need to be set up before transaction type parameters are specified:

- **Calendar**
- **Exchange details**

#### Calendar

The system requires a calendar to be created to govern the number of periods within financial years and when they occur. The system thus achieves the following two objectives

- Use of calendars to hold financial and tax period information for any number of financial years.
- Use the information held on the Calendar file to obtain posting period and year information.

See the Appendix for details of the calendar used with the transaction examples.

#### Dates

There are three dates associated with transactions when posted in the system:

- **Effective**
- **Posting**
- **Item**

## Effective Dates

Transactions in Accounts Receivable and Accounts Payable allow an effective date to be entered on the header details. This date is used to obtain the posting period and year and, optionally, the tax period, by reading the Calendar file.

For example, a calendar used for financial periods is set up as follows:

Year	Period	Date
03	01	01/04/03
03	02	01/05/03
03	03	01/06/03

If an effective date of 10/05/03 was entered, the system uses the calendar file to determine the financial period in which the date falls. In this case, it falls within period 02. Therefore the posting period and year for this transaction is 02/03.

The effective date is also used to govern the journal date in the General Ledger.

## Date Posted

Each transaction records a posting date, i.e. the date the transaction was physically posted onto the ledger. This date cannot be changed within the program although it is visible in General Ledger transaction enquiries.

## Item Dates

Item dates describes the various transaction dates used throughout the system.

Again, each transaction in Accounts Receivable and Accounts Payable allows a date to be entered when the header details are entered. This is typically used to reflect the date of an external document, for instance the invoice date.

In General Ledger Transaction Enquiry, the three dates associated with transactions, date posted, effective date and item date are each shown; one on each of the currency toggles. In General Ledger document postings, the date posted and posted username are shown on each detail line.

## Exchange / Currencies

Any currencies used within the system should be set up through the Currencies option. This allows the creation of currencies, exchange rates and types that are used in other modules.

An unlimited number of currencies can be created and the system allows the exchange rates to be held on the following basis:

- **Annual**
- **Period**
- **Spot**

The currencies are calculated relevant to the base currency entered:

- a) Currencies entered with a spot rate frequency allow the entry of the relevant date.
- b) Currencies entered with a period frequency allow the entry of the rates for each period. These periods relate to the calendar created in the system.

### Euro Compliance

In addition to the above it is recommended that DA0659 is enabled as this ensures system compliance with Euro community rules as detailed in Article 235 paragraph 4.

The system enables the following additional functions within the solution

An additional field in currency maintenance to determine the number of significant digits against each currency for exchange rates.

The system thus ensures that there is no rounding or truncation when making conversions.

Some functions within the products have been updated where they have used the inverse of the rates rather than those entered within currency maintenance to also store the operator in addition to the rate.

The support of triangulation i.e. conversion from one national currency unit into another shall must be first converted into a monetary amount expressed in the euro unit, which amount may be rounded to not less than three decimals and shall be converted into the other national currency unit. This is achieved within the system by looking up the two relevant rates and be explicit about the order of calculation: divide by rate A then multiply by rate B.

Therefore for each currency pair (e.g. DEM / FRF) it will be possible to set up a cross-currency and for that cross-currency to be used to look up two further rates. It is possible to set an effective date for the start of the triangulation and the standard currency set up for a FRF base currency company might look like this:

Base/ Reference	Currency	Cross Currency	Operator	Rate
FRF	DEM	EUR	*	
FRF	EUR		*	6.60831
EUR	DEM		/	1.97087
EUR	ITL		/	1946.54

The operator on the original currency will determine how any cross- rates are displayed and in the above example, with the operator as multiply, then the DEM / FRF rate will be presented as

3.3529913 = 6.60831 / 1.97087

and not as 0.29824115

### Triangulation Example:

To convert 100,000,000.00 French Francs to Deutschmarks the calculation will be expressed as:

$$\begin{aligned}
 (\text{DEM value} / \text{FRF rate}) * \text{DEM rate} &= \text{DEM value} \\
 (100,000,000 / 6.60831 * 1.97087) &= 29,824,115.3941022 \\
 &= 29,824,115.39
 \end{aligned}$$

---

## General Ledger Posting Considerations

The following parameters are essential in governing the destination and value of the posting of transactions.

### Control Accounts

The system utilises the concept of control accounts for contra-postings of sales and purchase invoices, cash, A/R refunds, and journals. The system allows you to maintain control accounts for both Receivable and Payable transactions.

Multiple sets of General Ledger control accounts often need to be defined for both sales (receivables) and purchase (payables) transactions. These can additionally be categorised by account type, transaction type, and/or currency:

- **Account type:** You can define an account type for each customer and supplier. This might be used to maintain different control accounts for group and non-group suppliers, for instance.
- **Transaction type or short name:** This field is required for legal and fiscal reasons in certain countries, mainly for defining the reasons for purchasing/selling items. For example, to show whether an item is a fixed asset or a traceable item. This is important when considering implications of IFRS.
- **Currency:** This can be used to maintain a set of control accounts for each currency.

The standard Control Account option allows entry of the following accounts:

- Control Account
- Authorised Settlement Discount
- Unauthorised Settlement Discount
- Exchange Difference
- Interest Charges
- Journal Account

If DA0331 is licensed, four additional fields are added to the Control Account Maintenance form for recording of a gains and a losses account for Profit & Loss and Balance Sheet accounts.

Finally, with Sales VAT Posting controls enabled, the system will block use of the revenue posting codes for all except the Interest Charge field. You should allow only revenue posting codes in the Interest Charge field. The Interest Charge field is used in the generation of interest invoices on overdue debts.

### VAT

The VAT codes and rates used throughout the system are set up and maintained in General Supporting Files. These options govern the set up of VAT types for customers/vendors and products/services. VAT codes can be related to a combination of specific customers/vendors and products/services.

For the transaction examples used in this document, the VAT set up is reflected in the Appendix. An unlimited number of VAT codes can be set up, specifying for each the rate as a percentage and the General Ledger control account.

A VAT code can be related to a combination of specific customer/supplier and product/service. The VAT matrix provides the facility to allow this.

You can specify the rate of VAT that each customer or supplier will pay on each product or service. For example, a customer may be liable to pay VAT at a rate of 17.5%. However, some products you sell to that customer may be zero-rated. You can set up a matrix of customer/supplier and product specifying the VAT rate payable to ensure that VAT is not charged on the zero rated products.

The system holds the total goods value and total VAT value of each transaction in the VAT register file.

For reporting purposes, multiple VAT registers can be defined, for instance for sales and purchases, deferred VAT, etc.

## VAT Protocol Numbers

Some countries require protocol numbers. A protocol number is generated for each transaction that is written to the VAT register file and posted to the General Ledger. There must be a separate, unbroken sequence of numbers for each transaction source, transaction type and period. System keys for each module control the protocol number sequences.

When the Period-End routines have been run for each module, each set of sequential numbers for each of the transaction types is set to zero, ready for a new set of sequential numbers to be used for the new period.

## VAT / European Tax

Project DA0370 allows the handling of requirements for making European Tax Calculations and therefore must be licensed if any of the following have to be addressed within the set up of the system:

## VAT Register

The VAT Register file contains the total goods value (including zero rated and exempt transactions) and the total VAT value. These values are held separately for Accounts Receivable, Accounts Payable, Cash Management receipts and payments, and General Ledger journals lines where VAT codes were entered.

Information in this file is described uniquely by the following key values:

- Year/period
- Company
- VAT Code
- Source/Transaction type
- Transaction number
- Customer/Supplier code
- Transaction currency code

The following additional information is also held:

- Transaction date
- Register date
- Batch number
- Amounts in both base and transaction currency
- Protocol number

Each posting program writes one record per combination of the following:

- Company
- VAT code
- Transaction type
- Transaction currency

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Since the VAT rate may change for a given VAT code, the rate needs to be held on the register: it is the rate used when the transaction is posted.

### Non/Partially recoverable VAT

In some cases VAT is only partially recoverable, or non-recoverable. The system can handle non / partially recoverable VAT, the non-recoverable rate (i.e. the percentage of the VAT element) must be entered against the VAT code and control accounts for non-recoverable debit and credit.

The functionality of partially recoverable VAT is not affected by the presence of Supplementary VAT on an invoice.

### Supplementary VAT

Certain countries, such as Spain, require supplementary rates of VAT in some circumstances. The system key OPSUPPVAT must be set to **YES** to allow supplementary VAT to be used.

The option VAT Codes accommodates supplementary VAT as well as normal VAT. A supplementary VAT code is set up in the usual way. However, to establish that a particular code is a supplementary VAT code, you must also specify the normal VAT code that is used in conjunction with the supplementary VAT code.

For invoices produced in Accounts Receivable directly (when VAT lines are generated automatically), an extra VAT line is created for the supplementary VAT. All supplementary and normal VAT codes are displayed separately on the Invoice Audit Trail.

A separate record for supplementary VAT is posted to the VAT Register file.

### VAT Clawback

The system key OPCLAWVAT switches this functionality on or off.

In the UK, when settlement discount is included in an invoice, it is permissible to charge VAT on the discounted amount on that invoice. In Germany, however, the VAT is charged on the full amount and it is only when the customer pays within the settlement discount terms that the VAT element of the discount can be claimed back. This is known as VAT claw-back.

When discount is taken during the posting of a cash batch in Accounts Receivable, the VAT already charged on the discount can be reclaimed by the company selling the goods.

The VAT is then posted to a separate VAT account with the default held in the system key SLNLCLAW, or by a General Ledger posting code defined on the VAT Code file (if multiple VAT codes are being used).

The following example shows how an invoice, including a discount, is calculated when VAT Clawback (or DA1234) is enabled:

Goods value £100 + VAT @ 17.5% = £117.50  
Discount offered = 10  
Cash Paid = £107.50 (which is broken down into £91.49 + £16.01)

The difference between the VAT already posted to the General Ledger and the VAT amount of the cash transaction is £1.49, which is posted to the VAT claw-back account and can subsequently be reclaimed.

## VAT Rounding

The standard system will calculate VAT rounding based on simple criteria of taking the system settings for decimal places and applying the rule that if a value is 5 or above it will be rounded up and under 5 rounded down.

If project DA0370 (European Tax) is enabled it is possible to associate a rounding rule with all VAT codes in the VAT Codes maintenance option in order to meet VAT legislation requirements of different territories. If the 'Rounding Rule' field is left blank, rounding is performed in the usual manner.

A rounding rule consists of a rule code, a method of rounding and a 'smallest unit' to which VAT amounts should be rounded. The smallest unit may be set to **T** to indicate that the VAT amount should use the number of decimal places associated with the transaction currency to determine the smallest unit. The following rules can be applied:

- 0** Round up to a multiple of the smallest unit.
- 1** Round down to a multiple of the smallest unit.
- 2** Round to the nearest smallest unit; round up if equidistant.
- 3** Round to the nearest smallest unit; round down if equidistant.

The following examples explain the effect of these rules:

**1:** Rounding rule : R01  
 Smallest unit : 1  
 Rounding method : 0

37.324 would be rounded to 38

37.6 would be rounded to 38

**2:** Rounding rule : R02  
 Smallest unit : 0.01  
 Rounding method : 1

37.328 would be rounded to 37.32

37.315 would be rounded to 37.31

**3:** Rounding rule : R03  
 Decimal places : 0.01  
 Rounding method : 2

37.32678 would be rounded to 37.33

37.315 would be rounded to 37.32

---

If the 'Rounding rule' field is left blank against a VAT code, the VAT is rounded as in the current functionality.

A system key (CEVATROUND) determines whether the VAT amounts should be rounded in base currency, transaction currency or whether they should ignore the rounding rule held against the VAT code and round as in the current functionality.

CEVATROUND can be set to one of the following: 'BASE', 'TRANSACTION' or 'NONE'.

## **Tax Retentions**

Purchase Invoices received from 'agents' and 'individuals' are treated in a different way to ordinary company invoices. This requirement stems from fiscal laws in certain countries, where the customer is required to retain certain taxes when paying an invoice received from an agent or an individual. The customer subsequently submits these taxes to a government agency.

The deductions from agents'/individuals' invoices are based on the 'type' of invoice lines, not the total value of the invoice. Retention details are held on two central files:

- **Retention codes**
- **Retention types**

Each retention code may have up to five retention types associated with it.

A default retention code is held against the supplier, in addition to the extra details needed for retention reports. The code entered against a supplier in the Suppliers maintenance option is validated against the Retention Code. As certain countries require the extra fields to be held against the supplier but do not require any of the retention functionality, the 'Retention Code' can be left blank.

Note: The Tax retention functionality has no association with retentions on purchase invoices.

## FUNCTIONAL AREAS

### Identification of transactions

The following lists all items required to identify a transaction, broken down into three sections. There are three types of transaction identification:

1. Reference (the unique identifier)
2. Date (dependent primarily on effective date)
3. Value (partially calculated from the exchange / currency set-up).

The names shown are the field names from the transaction table containing all of the final postings to the General Ledger:

Reference	Full Name	Description
transaction_group	Transaction group	This, together with the sequence number, is automatically generated when the transaction is posted. The transaction group number is incremented at batch level.
Seq	Sequence	The transaction sequence number is incremented for each transaction line in the batch posted to the G/L.
posting_code	G/L Posting Code	The destination posting code.
Origin	Origin	The origin of the transaction, two digits the first being the module and the second being the transaction type.
journal_number	Journal reference	This is the transaction reference number.
<b>Date</b>		
Nlyear	G/L year	The year and period information is determined from the financial calendar.
trans_period	Transaction period	
journal_date	Journal date	The journal date is governed by the effective date of the transaction.
post_date	Post date	The post date represents the physical date of the system.
transaction_date	Transaction date	The transaction date is normally used to represent the date of the document or business date.
<b>Value</b>		
journal_amount	Base Currency amount	The base currency of the system.
currency_amount	Transaction amount	The currency of the transaction
report_amount	Reporting Currency amount	The reporting currency associated with the posting code, this is intended for reporting purposes only.

## Document Headers

In addition to the above means of transaction identification, it is possible to track complete transaction processes using Document Header functionality. This applies to transactions raised in the General Ledger and subsidiary modules where there is fully or partially integrated G/L posting.

In general, a document number will be generated and a document header will be created for each transaction where project DA1169 is enabled and the appropriate module requires documenting. This will happen immediately prior to posting to the G/L, or when a G/L journal is created by a subsidiary ledger.

G/L postings specific to the transaction will be recorded against the document. The functionality provides the capability to enquire on all postings relating to a specific transaction and, where multiple transactions are cross-referenced, these postings are held against a single document header.

For example, where an invoice has been generated and subsequently paid the document header will remain the same.

This then provides the user with an alternative way of enquiring on sets of related transactions and allows the ability to see all related postings.

## Locating transaction details

The following table lists the key transactions referred to in this document together with recommended enquiries and reports to use to view the results of the transaction postings:

Option	Enquiries	Key Search Options	Reports	Key Search Options
GL Journal	GL Transaction Enquiry	Posting Code, Document Number	Journal Audit Trail Detail Trial Balance	Journal Reference Posting Code
AP Invoices	AP Transaction Enquiry GL Transaction Enquiry	Supplier, Invoice Reference Document Number	Invoice Audit Trail GL Distribution Analysis	Supplier, Invoice Reference
Registered invoices	AP Transaction Enquiry GL Transaction Enquiry	Supplier, Invoice Reference Document Number	Invoice Audit Trail GL Distribution Analysis	Supplier, Invoice Reference
AP Credit Notes	AP Transaction Enquiry GL Transaction Enquiry	Supplier, Credit Note Reference Document Number	Invoice Audit Trail GL Distribution Analysis	Supplier, Credit Note Reference
AP Journals	AP Transaction Enquiry GL Transaction Enquiry	Supplier, Journal Reference Document Number	Journal Audit Trail GL Distribution Analysis	Supplier
AP Cash	AP Transaction Enquiry GL Transaction Enquiry	Supplier, Cash Reference Document Number	Cash Audit Trail GL Distribution Analysis	Supplier
AR Invoices	AR Transaction Enquiry GL Transaction Enquiry	Customer, Invoice Reference Document Number	Invoice Audit Trail GL Distribution Analysis	Customer, Invoice Reference

AR Credits	AR Transaction Enquiry GL Transaction Enquiry	Customer, Credit Note Reference Document Number	Invoice Audit Trail GL Distribution Analysis	Customer, Credit Note Reference
AR Cash	AR Transaction Enquiry GL Transaction Enquiry	Customer, Cash Reference Document Number	Cash Audit Trail GL Distribution Analysis	Customer
AR Journals	AR Transaction Enquiry GL Transaction Enquiry	Customer, Journal Reference Document Number	Journal Audit Trail GL Distribution Analysis	Customer
Refunds	AR Transaction Enquiry GL Transaction Enquiry	Customer, Cash Reference Document Number	Refund Audit Trail GL Distribution Analysis	Customer
Interest Charges	AR Transaction Enquiry GL Transaction Enquiry	Customer, Invoice Reference Document Number	Invoice Audit Trail GL Distribution Analysis	Customer, Invoice Reference
VAT / European Tax	GL Transaction Enquiry	Posting Code, Document Number	VAT Register Reports	Register Code

## General Ledger

### Journal Entry

In general, journals are used to cover any accounting requirements not handled by the day-to-day operations of the rest of the system or in order to correct other entries. The entry process is therefore not as restrictive as other areas and so care should be taken with the provision of access and entry itself.

The General Ledger can be updated by journals of the following types:

- Normal – Normal journals are used to directly enter and post transactions to the General Ledger. Each journal is identified by a number, which is either typed in manually or generated automatically. The transaction date of the journal can be past (only if NLPREVPOST system key is set to YES), present or future.
- Recurring – Recurring journals can be set up for those transactions that are the same every month. Examples of a recurrent transaction are rent or vehicle leasing. These journals, once set up, will post automatically into the General Ledger during the first batch posting of the month.
- Reversing – Reversing journals are used to post prepayments and accruals to the General Ledger. These journals are posted normally in the period they are set up in and a reversing entry is posted automatically when the first batch posting of the next period is run.
- Opening Balance – Opening year balances on balance sheet accounts are entered using journals and specifying the year indicator as O for opening period.
- Adjustment – These journals are entered in exactly the same way as normal journals except that you specify the year indicator as A to post them to the adjustment period of the previous year.

The processing validation rules are the same for all, so other than aspects described above then the following applies to all:

Line Details	Line 1	Line 2	
G/L Code:	1-01-10-01-301	1-01-10-01-302	<p>So in this simple example there is a contra from one account to another. If, however, project DA1233 (Sales VAT Posting) is enabled and authorised revenue codes are being used then the system has automatically generated the corresponding VAT value. When a revenue code has been entered on a journal line the program validates that the VAT code entered against the journal line is the correct VAT code for the associated GL posting code. If this is not the case the line will not be accepted.</p> <p>When a revenue code has been accepted on a journal line, the system calculates the VAT applicable to the line based on the VAT code held against the GL posting code. It will assume that the VAT is inclusive in the transaction amount. Therefore the VAT is calculated differently to Accounts Payable and Receivable as the VAT is calculated based on the gross amount. Additionally, the VAT line will not be displayed as an extra journal line but as additional information to the original line. It is possible to view the VAT details of the current line using a function key.</p> <p>The VAT amount dependent on authorisation can be amended.</p>
Value:	100.00	100.00-	
VAT:	V70	V71	

Each line of a journal can be held in a different currency and the exchange rate can be updated and changed as often as required, until the journal is posted. Each journal line can be re-valued both before and after it has been posted. If posted, a revaluation posting is made. Up to three analysis codes can be typed in against each journal line. Posting codes can also be automatically created within each line of a journal. As long as each of the cost centres and account codes have initially been created and automatic generation is allowed for those relevant cost centres and account codes.

<b>Journal Header</b>		<p>The journal header is where general information is typed in and held for each journal, such as the number, the date and period information, and up to three analysis codes. If a description is typed in here it is used on any journal line where the description is left blank. In addition, the journal header allows the user to specify the relevant VAT register. Only normal registers are allowed to be selected.</p> <p>The example therefore shows a journal header for a journal that will be posted to the current period, as the period and year indicator have been left blank and will update VAT Register "N01".</p>
Journal:	00000121	
Date:	16/12/03	
Period /Year:	<input type="text"/> <input type="text"/>	
VAT Reg:	N01	

The G/L Posting Result from the above transaction can be seen in the following table.

Note that the VAT codes for each account are different and so the amount and VAT accounts are different.

Posting Code	Origin	Transaction	Debit	Credit	Sequence Period Yr		
1-01-10-01-301	NJ	00000121	85.11		594	12 03	SALES - NORTH REVENUE TYPE 1
9-99-60-04-301	NJ	00000121	14.89		595	12 03	BALANCE SHEET VAT CONTROL V70
1-01-10-01-302	NJ	00000121		83.33	596	12 03	SALES - NORTH REVENUE TYPE 2
9-99-60-04-302	NJ	00000121		16.67	597	12 03	BALANCE SHEET VAT CONTROL V71

The journal details can be seen in the 'journal audit trail' or through the 'G/L transaction enquiry' option.

The VAT amount can be changed. The goods amount will be reduced by the same amount so that the line value stays the same.

When the journal is posted for revenue lines, the VAT amounts held against the line will be posted instead of those normally calculated and posted when project DA0370 is switched on.

### Rounding Lines

The system, when journals lines are entered in foreign currency, automatically generates a rounding line to balance the journal provided it is within the tolerances set.

For example, if an exchange rate uses more than two decimal places rounding differences may occur. You can make allowances for rounding differences by typing a tolerance level, e.g. 0.05, within the system key NLROUNDTOL.

It will be necessary to set up a rounding difference account for each cost centre. Alternatively, hold a default in the system key NLROUNDACC.

If there is a rounding difference within the specified tolerance level in Journal Entry, you have the option to create another journal line showing the difference; enabling the journal to balance and ultimately post into the General Ledger.

## Reporting Currencies

You can optionally force the reporting currency balances to balance within Journal Entry when rounding lines are created, this is controlled by the system key NLREPTBAL.

If this functionality is in use, the reporting currency must have a separate rounding tolerance and rounding account than that for the base currency. The rounding tolerance and account for reporting currency is held within the Currency file.

The following example illustrates this:

Base Currency	Transaction Currency	Reporting Currency
12.05	99.99	49.43
- 4.02	-33.33	-16.48
- 4.02	-33.33	-16.48
- 4.02	-33.33	-16.48

This will create the following rounding line:

Base Currency	Transaction Currency	Reporting Currency
0.01	0.00	0.00

However, in addition to this, a second rounding line for the reporting currency is created, as follows:

Base Currency	Transaction Currency	Reporting Currency
0.00	0.00	0.01

Although this rounding line will not appear on the journal itself, the transaction will post to the rounding account held on the Currency file against the relevant reporting currency.

## Year End

At year end, checks are made that the total balance on Profit & Loss accounts is zero. As part of the requirements in certain countries for closing the General Ledger at the year end, the following options are available:

- The system enables all Profit & Loss accounts and all Balance Sheet accounts to be *closed off* into nominated accounts at the year end. To support this an option is available to automatically balance all Profit & Loss and all Balance Sheet accounts to zero by creating a journal that is then posted to the nominated accounts at the year end. Users are unable to amend the initial analysis field on journals created by this option.
- Project DA0829 (Additional year End closing routines) enhances this further by preventing Year-End journals from being posted into the current period, as this produces incorrect entries on the Libro Giornale for instance. In order to achieve this, the closing balance transactions created via the option Year-End Closing Balances can be posted to a new period (period 20).
- The system supports an adjustment period, which remains open in parallel with the new accounting year. During this period, processing must continue for the new year in addition to allow adjustments to be made. When the adjustment period is closed, an effective date can be entered which is then written to the generated opening balances.

## Accounts Payable

### Invoices

In a standard system setup the user can manually enter Goods and VAT lines and optionally use the functions to verify if the entered amount equals the amount calculated by the system, however, if project DA1233 is enabled the only manual variable in an invoice posting is the selection of a posting code for the goods or service line. In addition, there are a number of variables that will help determine where any VAT amount or contra posting will be posted. To explain the criteria each aspect is covered in turn.

### Goods / Service Line

The GL code can be entered in the invoice entry line details; this is the posting code in the General Ledger. The selection will be restricted by

- a) whether the user has rights to enquire / enter that code dependent on whether user security categories are set , and
- b) providing the posting code is not flagged as a revenue account.

### VAT line

Within the Invoices option, you can generate the VAT line(s) automatically or enter the VAT line(s) manually. If the VAT is calculated automatically, it will be calculated in each goods line, rounding at line level, if project DA0370 is enabled there are a number of additional calculation options for further details see the VAT rounding section in this document. There will be a separate VAT line for the total of each VAT code used in the invoice or credit note.

Whether you enter the VAT manually, or it is generated automatically, there is the facility to check that the nett and VAT amounts are correct to the total entered. A message will be displayed indicating whether the amounts are correct or not.

If however, Project DA1233 is enabled, the calculation of VAT is enforced. Only authorised users (defined by user groups) are enabled to amend the VAT line posting code and/or value, controlled by system key PLMODVxxxx (where xxxx refers to user group in user profile). The VAT line posting code is determined by the settings for the supplier selected as this may have a specific Supplier Account VAT type and/or the VAT type selected for the item (goods/service line). The combination of the two determines the VAT code to be used from the VAT matrix . This VAT code then determines the VAT posting code and VAT rate. As there may be multiple item lines then there may be multiple VAT lines calculated on a single invoice.

### Contra line

The control entry for the goods and VAT line is calculated dependent on a combination of up to three factors based on the setting of the PLCONTMETH system key. These are:

- a) the supplier account type
- b) the currency of the transaction
- c) whether the transaction is of a particular type, as entered in the transaction short name field.

This combination will then determine the posting code from the option, control account maintenance.

The following example helps to explain how the values are determined:

<b>Header</b>		<p>The invoice header reference shows the invoice number entered and the "our reference" field which is an internal company reference that can be generated. The value of the system key PLNLREF will determine which of these is used as the journal reference in the General Ledger. The supplier selected will govern the default values for the Header details.</p>
Invoice:	SUPINV1	
Our Reference:	IN000004	
Supplier:	VS001	

<b>Header Dates</b>		<p>These fields reflect the date information of the transaction. The effective date is also used to govern the journal date in the General Ledger. The invoice date is utilised by the payment terms to determine the due date, which can be overwritten. If DA0838 is enabled then the effective date is checked to identify whether it is on or after the invoice date. The invoice received date must be equal to or less than the system date.</p>
Invoice date:	01/12/03	
Due date:	31/12/03	
Effective date:	01/12/03	
Invoice received:	03/12/03	

<b>Header Reference</b>		<p>These fields will show any default information held against the supplier but typically will allow this information to be overwritten. If the supplier has a retention code because there is a requirement to retain certain taxes then this code will determine the default % and posting codes that the retention amount will be posted to. The short name can be used to determine different control accounts for particular transaction types. VAT register will determine the VAT Register that is updated. Finally the settlement discount will determine if any settlement discount is applicable. This will also effect VAT calculation dependent on whether VAT Clawback is enabled and ensure sales revenue can be validated against VAT.</p>
Retention Code:	VT	
Short Name:		
VAT Register:	PP1	
Sett. Disc. Cat:	VS	

Line Details	Goods	VAT	Retention	<p>The user is allowed to select a G/L posting code for the transaction. If DA1233 is enabled, the system will only allow non-revenue accounts to be selected. The VAT line is automatically calculated and takes into account the settlement discount code selected. The user is not allowed to amend VAT unless they are authorised to do so. In this case, because the supplier has retention flagged, a line is calculated for this as well. The retention value is based on a percentage held against the retention code.</p>
G/L Code:	1-01-20-01-301	7-00-35-10-301	1-01-10-37-412	
Value:	100.00	16.63	-20.00	
VAT:	V60	V60		
Type:	G	V		

The G/L Posting Result from the above transaction will result in the following:

Posting Code	Origin	Transaction	Debit	Credit	Sequence Period		
					Yr		
1-01-20-01-301	PI	SUPINV1	100		491	12 03	SALES - NORTH COST TYPE 1
7-00-35-10-301	PI	SUPINV1	16.63		492	12 03	FINANCE DIV PENDING VAT V70
1-01-10-37-412	PI	SUPINV1		20.00	493	12 03	SALES - NORTH RETENTIONS
9-99-80-03-502	PI	SUPINV1		96.63	494	12 03	BALANCE SHEET PL CONTROL ACC

The invoice details can be seen in the 'Invoice Audit Trail'.

This table gives a more detailed view of the resulting entry from the above example for the relevant fields, this information is visible in 'G/L Transaction Enquiry':

Source (AP)	Destination (GL)	Goods Line	VAT Line	Contra Line	Retention
	<b>Reference Items</b>				
(generated)	transaction_group	0000000084	0000000084	0000000084	0000000084
(generated)	Seq	0000000491	0000000492	0000000493	0000000494
nominal_code	posting_code	1-01-20-01-301	7-00-35-10-301	9-99-80-03-502	1-01-10-37-412
"PI"	Origin	PI	PI	PI	PI
Item	journal_number	SUPINV1	SUPINV1	SUPINV1	SUPINV1
	<b>Date Items</b>				
Pyear	Nlyear	03	03	03	03
Period	trans_period	12	12	12	12
effective_date	journal_date	01/12/2003	01/12/2003	01/12/2003	01/12/2003
user_date	Post_date	03/12/2003	03/12/2003	03/12/2003	03/12/2003
Dated	transaction_date	01/12/2003	01/12/2003	01/12/2003	01/12/2003
	<b>Value Items</b>				
local_amount	journal_amount	100.00	16.63	96.63-	20.00-
Currency_amount	currency_amount	100.00	16.63	96.63-	20.00-
(calculated)	report_amount	100.00	16.63	96.63-	20.00-

The control account entry was calculated based on the Supplier's account type, which is set to 001. The transaction short name/ type was blank and the currency was the default base currency, therefore the account type was the only criteria used.

Depending on how the system is set, items/batches can be posted immediately or the invoices/batch suspended until they have been authorised by a valid authoriser. The invoice/batch can then be posted via Authorised Invoice Posting. There may be instances where there are combinations of the different VAT calculations on an invoice. A special condition could be, for example, that there is a requirement for retention to be catered for, by Supplier. In such a case, the VAT rate may be partially recoverable and therefore the percentage posted through to the VAT control account, based on what is held against the VAT matrix.

The following example helps to explain how the values are determined:

Header	
Invoice:	SUPINV6
Our Reference:	IN000010
Supplier:	VS002

Header Dates	
Invoice date:	01/12/03
Due date:	31/12/03
Effective date:	01/12/03
Invoice received:	03/12/03

Header Reference		This example has been kept simple in order to show the VAT calculation
Retention Code:		
Short Name:		
VAT Register:	NO1	
Sett. Disc. Cat:		

Line Details	Goods	VAT	Non-Recoverable	
G/L Code:	1-01-20-01-601	9-99-60-04-403	9-99-60-04-404	9-99-60-04-405
Value:	101.00	19.00	1.00	-1.00
VAT:	VN5	VN5	VN5	
Type:	G	V	D	C

The same rules apply as before with the posting code selection and either a combination of item and account type will automatically determine the VAT code or it can be selected and in this case a partially recoverable code is entered. The VAT line is automatically calculated and takes into account the non-recoverable element.

In this example, VAT code VN5 has a rate of 20% and is 95% recoverable. Control account entries are created automatically for the non-recoverable amount. This amount for the line is added to the goods amount (in the case of a goods line), and subtracted from the VAT amount (in the case of a VAT line); the amount shown in 'entry' mode does not include the non-recoverable portion of the VAT.

As with the current functionality, you can calculate the VAT and then change the goods value. The user must therefore observe correct procedures in this instance and ensure VAT is recalculated. The functionality of partially recoverable VAT is not affected by the presence of Supplementary VAT on an invoice.

The G/L Posting Result from the above transaction will result in the following:

Posting Code	Origin	Transaction	Debit	Credit	Sequence Period Yr		
1-01-20-01-601	PI	SUPINV6	101.00		539	12 03	SALES - NORTH COST TYPE 601
9-99-60-04-403	PI	SUPINV6	19.00		540	12 03	BALANCE SHEET VAT CONTROL VPZ
9-99-60-04-404	PI	SUPINV6	1.00		541	12 03	BALANCE SHEET VAT CONTROL PEX
9-99-60-04-405	PI	SUPINV6		1.00	542	12 03	BALANCE SHEET VAT CONTROL PCR
9-99-80-03-509	PI	SUPINV6		120.00	543	12 03	BALANCE SHEET P/L CONTROL EXT

## Registered invoices

Registered invoices ultimately post to the General Ledger as per standard invoices however the option Invoice Registration allows you to create and post registered invoices with minimum information prior to final costing. This is to allow the VAT value to be posted to the General Ledger for early recording and reclamation of VAT and for the invoice to be visible on the supplier's account.

The goods amount is posted to a suspense account, which is defined within the system key PLGOODSUSP. The VAT amount will immediately be posted to the relevant VAT control account, enabling you to record and reclaim VAT more quickly. This program will use the same batch numbers as those used by normal invoices.

The invoice will be updated to the transaction file but will be marked as REG with the status of R for registered.

The following example helps to explain how the values are determined for the invoice registration stage:

Header		
Invoice:	<input type="text" value="SUPINV2"/>	Invoice registration information on the invoice header reference is handled in the same way as standard invoices and shows the invoice number entered and the "our reference" field which is an internal company reference that can be generated. The value of the system key PLNLREF will determine which of these is used as the journal reference in the General Ledger. The supplier selected will govern the default values for the Header details
Our Reference:	<input type="text" value="IN000008"/>	
Supplier:	<input type="text" value="VS002"/>	

Header Dates		
Invoice date:	<input type="text" value="04/12/03"/>	Again the date information is handled as per standard invoice processing. These fields reflect the date information of the transaction. The effective date is also used as to govern the journal date in the General Ledger. The invoice date is utilized by the payment terms to determine the due date that can be overwritten. In this case the terms are I060 and this therefore adds 60 days to the date of the invoice to determine the due date. If DA0838 is enabled then the effective date is checked to be on or after the invoice date. The invoice received date must be equal to or less than the system date.
Due date:	<input type="text" value="02/02/04"/>	
Effective date:	<input type="text" value="04/12/03"/>	
Invoice received:	<input type="text" value="07/12/03"/>	

Header Reference		
Retention Code:	<input type="text"/>	These fields will show any default information held against the supplier but typically will allow this information to be overwritten. If the supplier has a retention code because there is a requirement to retain certain taxes then this code will determine the default % and posting codes that the retention amount will be posted to. The short name can be used to determine different control accounts for particular transaction types. VAT register will determine the VAT Register that is updated. Finally the settlement discount will determine if any settlement discount is applicable. This will also effect VAT calculation dependent on whether VAT Clawback is enabled and ensure sales revenue can be validated against VAT.
Short Name:	<input type="text"/>	
VAT Register:	<input type="text"/>	
Sett. Disc. Cat:	<input type="text"/>	

Line Details	Goods	VAT	
G/L Code:	<input type="text" value="1-01-20-01-999"/>	<input type="text" value="9-99-60-04-401"/>	The user is allowed to select a G/L posting code for the transaction. If project DA1233 enabled, the system will only allow non-revenue accounts to be selected. However, in this case it is assumed that the invoice has been registered only as the invoice would be passed for coding and authorisation after this registration. Therefore, the G/L code was left blank and the field was automatically populated with the G/L suspense code, from the PLGOODSUSP system key. The VAT line is automatically calculated. The user is not allowed to amend VAT unless they are authorised to do so.
Value:	<input type="text" value="100.00"/>	<input type="text" value="17.50"/>	
VAT:	<input type="text" value="V60"/>	<input type="text" value="V60"/>	
Type:	<input type="text" value="G"/>	<input type="text" value="V"/>	
	<input type="text"/>	<input type="text"/>	

The G/L Posting Result will look like this from the above transaction:

Posting Code	Origin	Transaction	Debit	Credit	Sequence		
					Period	Yr	
1-01-20-01-999	PI	SUPINV2	100		520	12 03	SALES - NORTH COST SUSPENSE
9-99-60-04-401	PI	SUPINV2	17.50		521	12 03	BALANCE SHEET VAT CONTROL V60
9-99-80-03-509	PI	SUPINV2		117.50	522	12 03	BALANCE SHEET P/L CONTROL EXT

This table gives a more detailed view of the resulting entry from the above example for the relevant fields:

Source (AP)	Destination (GL)	Goods Line	VAT Line	Contra Line
	<b>Reference Items</b>			
(generated)	transaction_group	0000000093	0000000093	0000000093
(generated)	Seq	0000000520	0000000521	0000000522
nominal_code	posting_code	1-01-20-01-999	9-99-60-04-401	9-99-80-03-509
"PI"	Origin	PI	PI	PI
Item	journal_number	SUPINV2	SUPINV2	SUPINV2
	<b>Date Items</b>			
Pyear	Nlyear	03	03	03
Period	trans_period	12	12	12
effective_date	journal_date	04/12/2003	04/12/2003	04/12/2003
User_date	Post_date	07/12/2003	07/12/2003	07/12/2003
Dated	transaction_date	04/12/2003	04/12/2003	04/12/2003
	<b>Value Items</b>			
local_amount	journal_amount	100.00	17.50	117.50-
Currency_amount	currency_amount	100.00	17.50	117.50-
(calculated)	report_amount	100.00	17.50	117.50-

The control account entry was calculated based on the Supplier's account type, which is set to COR. The transaction short name/ type was blank and the currency was the default base currency, therefore the account type was the only criteria used.

### Code & Post Registered Invoices

The option Code & Post Registered Invoices allows you to process the invoice once it has been returned from manual/paper based coding and authorisation.

Once the registered invoices have been cost coded, there are two stages, or phases, of posting registered invoices. These are as follows:

- Phase 1 – This is the initial posting of a registered invoice and any subsequent postings before the registered invoice is fully cost coded.
- Phase 2 – This is the final stage of posting a registered invoice after it has been cost coded. This will post the detail of the invoices to the new codes and reverse post the detail from the suspense account.

The relevant goods distribution codes can be added to the registered invoice. If phase 2 posting is selected, the goods amount is reversed out of the suspense account held in PLGOODSUSP and updated to the relevant goods distribution codes defined on the invoice detail lines. It will then be posted as a normal invoice.

If a cost coded invoice is posted as a Phase 1 posting, the postings to the new distribution codes will be reversed and the original suspense account will be updated. If a registered invoice is deleted, reverse distributions will occur automatically.

In our example, the registered invoice would be re-selected through the Code & Post Registered invoices option.

**Important: The invoice distribution lines must be allocated to an account that is not the suspense account before the invoice can be fully posted.**

<b>Header</b>		These details cannot be amended.
Invoice:	SUPINV2	
Our Reference:	IN000008	
Supplier:	VS002	

<b>Header Dates</b>		The only detail that can be amended is the effective date; this is in order to avoid issues with postings to previous period.
Invoice date:	04/12/03	
Due date:	02/02/04	
Effective date:	04/12/03	
Invoice received:	07/12/03	

<b>Header Reference</b>		Again, this information cannot be amended.
Retention Code:		
Short Name:		
VAT Register:		
Sett. Disc. Cat:		

Line Details	Goods	VAT	
G/L Code:	1-01-20-01-304	9-99-60-04-401	The user is required to amend the suspense code to a valid G/L posting code for the transaction. The system will only allow non-revenue accounts to be selected. The VAT line is automatically calculated. The user is not allowed to amend VAT unless they are authorised to do so. Once the user has completed the amendment, the invoice can be fully posted.
Value:	100.00	17.50	
VAT:	V60	V60	
Type:	G	V	

The G/L Posting Result from the above transaction will result in the following. Note that the posting of the above adds two lines to the existing transaction rather than creating a new transaction group:

Posting Code	Origin	Transaction	Debit	Credit	Sequence Period		Description
					Yr		
1-01-20-01-999	PI	SUPINV2	100		520	12 03	SALES - NORTH COST SUSPENSE
9-99-60-04-401	PI	SUPINV2	17.50		521	12 03	BALANCE SHEET VAT CONTROL V60
9-99-80-03-509	PI	SUPINV2		117.50	522	12 03	BALANCE SHEET P/L CONTROL EXT
1-01-20-01-999	PI	SUPINV2		100	523	12 03	SALES - NORTH COST SUSPENSE
1-01-20-01-304	PI	SUPINV2	100		524	12 03	SALES - NORTH COST TYPE 1

The invoice details can be seen in the 'Invoice Audit Trail'.

## Credit Notes

In a standard system configuration, credit notes work in exactly the same way as invoices and are therefore not detailed in this document. However, there are three significant differences:

1. The internal reference field has a different sequence available for credit notes, governed by the system key PLLASTOURC. The selection of this reference governs the processing of the transaction as a credit note.
2. The setting of the settlement discount flag and/or payment category does not affect the due date, which defaults to the credit note date. In addition, settlement discount does not have any affect on the calculation of transaction lines.
3. Finally, the user has the ability to amend VAT lines, although still restricted to non-revenue posting codes.

## Journals

The option allows you to enter journals to make adjustments to a supplier account. You can store a memorandum for each journal.

You can close off cash items that were posted without being allocated to specific invoices. The Journals option can also be used for making minor adjustments. Items can be closed off in full or in part. There is no restriction on the number of items that can be closed off by one journal.

Where journals are used to match an invoice(s) with a prepayment CSH item, the prepayment element of the original posting is reversed in the same way as in Invoice Entry. A new record is written to the VAT register.

The following example helps to explain how the values are determined:

Header	
Journal:	<input type="text" value="PJ0002"/>
Supplier:	<input type="text" value="VS001"/>

The journal header reference shows the journal number entered and is the reference used for G/L Posting. The default number is the batch number but can be overwritten. The supplier selected will govern the default values for the Header details

Header Reference	
Effective date:	<input type="text" value="01/12/03"/>
Amount:	<input type="text"/>
Open Amount:	<input type="text"/>
Short Name:	<input type="text"/>

There is no external transaction as such and so the effective date is the only date available for entry. The effective date is also used as to govern the journal date in the General Ledger.

The amount fields could be filled in if the journal was being used for a formal write-off. However, dependent on the system set up this field the system will govern whether the amount can be anything other than zero.

The short name can be used to determine different control accounts for particular transaction types.

Line Details			
Item Disc:	Value:	Partial:	Sett. Disc
<input type="text" value="AP1001"/>	<input type="text" value="133.25"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="PC0001"/>	<input type="text" value="100-"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="PC0012"/>	<input type="text" value="50-"/>	<input type="text" value="33.25-"/>	<input type="text"/>

The user is allowed to select items for allocation either through reviewing items on the account or manually typing the numbers of the transactions to be matched. The system will provide information for each transaction regarding settlement discount available and allow the partial allocation against transactions if PLPARTCASH is set to yes.

The G/L Posting Result will look like this from the above transaction:

Posting Code	Origin	Transaction	Debit	Credit	Sequence		
					Period	Yr	
9-99-80-03-599	PJ	PJ0002		33.25	564	12 03	BALANCE SHEET P/L PREPAYMENT
1-01-20-01-599	PJ	PJ0002	28.30		565	12 03	SALES - NORTH COST PREPAYMENT
9-99-60-04-490	PJ	PJ0002	4.95		566	12 03	BALANCE SHEET VAT CONTROL PPV

The journal details can be seen in the 'Journal Audit Trail'.

## Cash

The posting of cash to the General Ledger is consistent, whether the payments are made as a manual entry or through the creation of payment lists. Typically there is greater flexibility when using the manual cash entry process.

When posting a cash batch where an exchange difference is involved, the correct exchange difference account is used. This means that:

- For positive exchange differences the account for gains is used.
- For negative exchange differences account for losses is used.

The account is taken from the Balance Sheet pair or the Profit & Loss pair depending on the type of the bank account being posted to.

The process of cash entry allows the user to enter an amount of cash against each account and determine whether:

- a) cash is to be allocated against transactions, or
- b) to be left unallocated against the account.

The user has the option to include any discount as part of this allocation. Dependent on system settings such as PLPARTCASH, the user can select partial allocation of cash against invoices.

The following provides an example of the manual cash entry process:

Header		
Cash Batch:	PC0004	<p>The cash header requires a batch number to be entered. This can either be manually entered or generated. This again can be restricted to force generation of numbers through the system key PLSEQCSHB. This batch number will be used as the default reference when posting to the General Ledger. The bank code also needs to be selected. This is important as this will help determine the posting code to be used as part of the posting to the General Ledger.</p> <p>These fields reflect the default date information of the transaction. The effective date is also used as to govern the journal date in the General Ledger. The effective date can be overwritten for each transaction in the batch.</p>
Bank Code:	VB	
Effective date:	15/12/03	
Cash Date:	15/12/03	

Header Reference	
Account:	<input type="text" value="VS001"/>
Item:	<input type="text" value="PC0004"/>
Currency	<input type="text" value="GBP"/>

These fields will show the header reference related to each payment. This allows the selection of the supplier account and the option to overwrite the main batch reference with item specific details. If this is overwritten dependent on the value of parameters including PLCONTPOST will determine whether the batch or item reference is used as the journal reference in the General Ledger.

The amount and currency can also be inputted.

Header Additional Reference	
Short Name:	<input type="text"/>
Unallocated:	<input type="text"/>
Discount:	<input type="text"/>

These fields will show additional reference information for each payment. This will allow the user to select a transaction short name if required.

The main function at this point is the selection and allocation of items. Alternatively the amount can be allocated or partially allocated. In addition the user can select and confirm any discount taken.

Finally, there is the ability to enter the bank amount, which may be different to the calculated amount if multiple currencies are involved. The user dependent on system set up has the ability to select additional exchange functions such as setting the exchange rate of the transaction and swapping the currency of allocation.

Line Details			
Item	Value:	Partial:	Sett. Disc.
<input type="text" value="SUPINV1"/>	<input type="text" value="120.00"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The user is allowed to select items for allocation either through reviewing items on the account or manually typing the numbers of the transactions to be matched. The system will provide information for each transaction regarding settlement discount available and allow the partial allocation against transactions if PLPARTCASH is set to yes.

The G/L Posting Result will look like this from the above transaction:

Posting Code	Origin	Transaction	Debit		Credit		Sequence Period Yr	
9-99-80-03-509	PC	PC0004	120		544	12 03		BALANCE SHEET P/L CONTROL EXT
9-99-70-01-408	PC	PC0004		120	545	12 03		BALANCE SHEET BANK VECTION



This table gives a more detailed view of the resulting entry from the above example for the relevant fields:

Source (AP)	Destination (GL)	Cash Line	Contra Line
	<b>Reference Items</b>		
(generated)	transaction_group	0000000101	0000000101
(generated)	Seq	0000000544	0000000545
nominal_code	posting_code	9-99-70-01-408	9-99-80-03-509
"PC"	Origin	PC	PC
Item	journal_number	PC0004	PC0004
	<b>Date Items</b>		
Plyear	Nlyear	03	03
Period	trans_period	12	12
effective_date	journal_date	15/12/2003	15/12/2003
user_date	Post_date	15/12/2003	15/12/2003
Dated	transaction_date	15/12/2003	15/12/2003
	<b>Value Items</b>		
local_amount	journal_amount	120-	120
Currency_amount	currency_amount	120-	120
(calculated)	report_amount	120-	120

Depending on how your system is setup, you can:

- a) post the items/batches immediately, or
- b) suspend the cash batch until they have been authorised by a valid authoriser.

The cash batch can then be posted via Cash Batch Entry.

As stated, there are a number of variables which will affect how and where the transaction is posted to. In the following example, settlement discount has been taken against the transaction.

Header	
Cash Batch:	<input type="text" value="PC0005"/>
Bank Code:	<input type="text" value="VB"/>
Effective date:	<input type="text" value="15/12/03"/>
Cash Date:	<input type="text" value="15/12/03"/>

The cash header requires a batch number to be entered. This can either be manually entered or generated. This again can be restricted to force generation of numbers through the system key PLSEQCSHB. This batch number will be used as the default reference when posting to the General Ledger. The bank code also needs to be selected. This is important as this will help determine the posting code to be used as part of the posting to the General Ledger.

These fields reflect the default date information of the transaction. The effective date is also used as to govern the journal date in the General Ledger. The effective date can be overwritten for each transaction in the batch.

Header Reference	
Account:	<input type="text" value="VS001"/>
Item:	<input type="text" value="PC0005"/>
Currency:	<input type="text" value="GBP"/>
Amount:	<input type="text" value="91.63"/>

These fields will show the header reference related to each payment. This allows the selection of the supplier account and the option to overwrite the main batch reference with item specific details. If this is overwritten dependent on the value of parameters including PLCONTPOST will determine whether the batch or item reference is used as the journal reference in the General Ledger.

The amount and currency can also be inputted.

Header Additional Reference	
Short Name:	<input type="text"/>
Unallocated:	<input type="text"/>
Discount:	<input type="text"/>

These fields will show additional reference information for each payment. This will allow the user to select a transaction short name if required.

The main function at this point is the selection and allocation of items. Alternatively the amount can be allocated or partially allocated. In addition the user can select and confirm any discount taken.

Finally, there is the ability to enter the bank amount which may be different to the calculated amount, if multiple currencies are involved. The user dependent on system set up has the ability to select additional exchange functions such as setting the exchange rate of the transaction and swapping the currency of allocation.

Line Details			
Item	Value:	Partial:	Sett. Disc.
<input type="text" value="SUPINV1"/>	<input type="text" value="96.63"/>	<input type="text"/>	<input type="text" value="-5.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The user is allowed to select items for allocation either through reviewing items on the account or manually typing the numbers of the transactions to be matched. The system will provide information for each transaction regarding settlement discount available and allow the partial allocation against transactions if PLPARTCASH is set to yes.

The G/L Posting Result will look like this from the above transaction. Note the reversal of the pending VAT amount as well as the discount allocation:

Posting Code	Origin	Transaction	Debit	Credit	Sequence Period Yr		Description
9-99-80-03-502	PC	PC0005	96.63		546	12 03	BALANCE SHEET P/L CONTROL ACC
9-99-70-01-408	PC	PC0005		91.63	547	12 03	BALANCE SHEET BANK VECTION
7-00-30-50-020	PC	PC0005		5.00	548	12 03	FINANCE DIV PL AUTH DISC
7-00-35-10-301	PC	PC0005		16.63	549	12 03	FINANCE DIV PENDING VAT V70
9-99-60-04-401	PC	PC0005	16.63		550	12 03	BALANCE SHEET VAT CONTROL V60

**Multiple-Currency handling**

In the following example the item has been paid in a currency other than the base currency and has led to an exchange difference for the cash entry. If project DA813 is enabled then Cash transaction entry is allowed in any currency and allocations allowed against items of different currencies. Allocations may be made in the cash transaction currency or the account currency. The bank account may be of any currency.

The cash transaction currency code and the transaction amounts (in the cash transaction currency) will be posted to the Open Item file, along with other information. The open item amounts in the statement account (customer) currency will be calculated from the transaction amounts. Accounts Payable Cash Transaction Posting to the General Ledger will be in the cash transaction currency.

<b>Header</b>	<p>Cash Batch: <input type="text" value="PC1234"/></p> <p>Bank Code: <input type="text" value="VB"/></p> <p>Effective date: <input type="text" value="15/12/03"/></p> <p>Cash Date: <input type="text" value="15/12/03"/></p>	<p>The cash header requires a batch number to be entered. This can either be manually entered or generated. This again can be restricted to force generation of numbers through the system key PLSEQCSHB. This batch number will be used as the default reference when posting to the General Ledger. The bank code also needs to be selected. This is important as this will help determine the posting code to be used as part of the posting to the General Ledger.</p> <p>These fields reflect the default date information of the transaction. The effective date is also used as to govern the journal date in the General Ledger. The effective date can be overwritten for each transaction in the batch.</p>
<b>Header Reference</b>	<p>Account: <input type="text" value="VS002"/></p> <p>Item: <input type="text" value="PC1234"/></p> <p>Currency: <input type="text" value="EU"/></p> <p>Amount: <input type="text" value="169.20"/></p>	<p>These fields will show the header reference related to each payment. This allows the selection of the supplier account and the option to overwrite the main batch reference with item specific details. If this is overwritten dependent on the value of parameters including PLCONTPOST will determine whether the batch or item reference is used as the journal reference in the General Ledger.</p> <p>The amount and currency can also be inputted.</p>

<b>Header Additional Reference</b>	<p>These fields will show additional reference information for each payment.. This will allow the user to select a transaction short name if required.</p> <p>The main function at this point is the selection and allocation of items. Alternatively the amount can be allocated or partially allocated. In addition the user can select and confirm any discount taken.</p> <p>Finally, there is the ability to enter the bank amount which may be different to the calculated amount, if multiple currencies are involved. The user dependent on system set up has the ability to select additional exchange functions such as setting the exchange rate of the transaction and swapping the currency of allocation.</p>
Short Name : <input type="text"/>	
Unallocated : <input type="text"/>	
Discount : <input type="text"/>	

<b>Line Details</b>	<p>The user is allowed to select items for allocation either through reviewing items on the account or manually typing the numbers of the transactions to be matched. The system will provide information for each transaction regarding settlement discount available and allow the partial allocation against transactions if PLPARTCASH is set to yes.</p>																
<table border="1"> <thead> <tr> <th>Item</th> <th>Value:</th> <th>Partial:</th> <th>Sett. Disc.</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="INV1234"/></td> <td><input type="text" value="169.20"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>		Item	Value:	Partial:	Sett. Disc.	<input type="text" value="INV1234"/>	<input type="text" value="169.20"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item		Value:	Partial:	Sett. Disc.													
<input type="text" value="INV1234"/>		<input type="text" value="169.20"/>	<input type="text"/>	<input type="text"/>													
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>													
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														

The G/L Posting Result from the above transaction will result in the following:

Source (AP)	Destination (GL)	Cash Line	Contra Line	Exch Diff Line
	<b>Reference Items</b>			
(generated)	transaction_group	0000000104	0000000104	0000000104
(generated)	Seq	0000000554	0000000555	0000000556
nominal_code	posting_code	9-99-70-01-408	9-99-80-03-509	9-99-EX-00-000
"PC"	Origin	PC	PC	PC
Item	journal_number	PC1234	PC1234	PC1234
	<b>Date Items</b>			
Pyear	Nlyear	03	03	03
Period	trans_period	12	12	12
effective_date	journal_date	15/12/2003	15/12/2003	15/12/2003
user_date	Post_date	15/12/2003	15/12/2003	15/12/2003
Dated	transaction_date	15/12/2003	15/12/2003	15/12/2003



	<i>Value Items</i>			
local_amount	journal_amount	119.92-	120	0.08-
Currency_amount	currency_amount	169.20-	169.20	0
(calculated)	report_amount	119.92-	120	0.08-

### Accounts Payable Prepayments

Cash Entry allows unallocated cash to be marked as a prepayment. A VAT code can be entered and the extra postings that have been produced then displayed.

The Cash posting routine records the prepayment amounts in the appropriate G/L accounts. The VAT register is also updated. The VAT protocol number is taken from the system key PLLASTVPP.

Cash posting, journal posting and invoice posting will reverse the amounts when the prepayment item is matched and posted. Partial matchings are allowed.

The prepayments are distinguishable on the Cash Audit Trail and corresponding VAT amounts will be shown. The prepayment reversals are also shown on the audit trails.

Header		
Cash Batch:	PC0012	<p>These fields show the header reference related to each payment. This allows the selection of the supplier account and gives the option to overwrite the main batch reference with item specific details. If this is overwritten, dependent on the value of parameters including PLCONTPOST, it will determine whether the batch or item reference is used as the journal reference in the General Ledger.</p> <p>The amount and currency can also be inputted.</p>
Bank Code:	VB	
Effective date:	15/12/03	
Cash Date:	15/12/03	

Header Reference		
Account:	VS001	<p>These fields will show the header reference related to each payment. This allows the selection of the supplier account and the option to overwrite the main batch reference with item specific details. If this is overwritten dependent on the value of parameters including PLCONTPOST will determine whether the batch or item reference is used as the journal reference in the General Ledger.</p> <p>The amount and currency can also be inputted.</p>
Item:	PC0012	
Currency:	GBP	
Amount:	50.00	

<b>Header Additional Reference</b>		<p>These fields will show additional reference information for each payment. This will allow the user to select a transaction short name if required.</p> <p>The user can at this point, if an amount remains unallocated, treat this as a prepayment. If this additional information is selected then the user can choose the appropriate VAT code. Only VAT codes with valid accounts for prepayment will be displayed.</p>
Short Name:	<input type="text"/>	
Unallocated:	<input type="text" value="50.00"/>	
Discount:	<input type="text"/>	

<b>Line Details</b>			
<b>Item</b>	<b>Value:</b>	<b>VAT Code</b>	<b>Rate</b>
<input type="text" value="Unall"/>	<input type="text" value="50.00"/>	<input type="text" value="PPV"/>	<input type="text" value="17.5%"/>

The G/L Posting Result from the above transaction will result in the following:

Posting Code	Origin	Transaction	Debit	Credit	Sequence Period Yr		Description
9-99-80-03-502	PC	PC0012	50		559	12 03	BALANCE SHEET PL CONTROL ACC
9-99-70-01-408	PC	PC0012		50	560	12 03	BALANCE SHEET BANK VECTION
9-99-80-03-599	PC	PC0012		50	561	12 03	BALANCE SHEET P/L PREPAYMENT
1-01-20-01-599	PC	PC0012	42.55		562	12 03	SALES - NORTH COST PREPAYMENT
9-99-60-04-490	PC	PC0012	7.45		563	12 03	BALANCE SHEET VAT CONTROL PPV

## Accounts Receivable

### Invoices

In a standard system configuration, the user can manually enter Goods and VAT lines and optionally use the functions to verify if the entered amount equals the amount calculated by the system. However, if project DA1233 is enabled, the only manual variable in an invoice posting is the selection of a posting code for the goods or service line. In addition, there are a number of variables that help determine where any VAT amount or contra posting will be posted. The system enforces a clean relationship between sales revenue accounts and VAT accounts in the general ledger. This is to meet the expectation that multiplying the total sales in a sales account for a period by the VAT rate will give the total VAT posted to its equivalent VAT account.

To explain the criteria, each aspect is covered in turn in the following sections.

### Goods / Service Line

The GL code can be entered in the invoice entry line details; this is the posting code in the General Ledger. The selection will be restricted by:

- a) whether the user has rights to enquire / enter that code dependent on whether user security categories are set, and
- b) providing the posting code is flagged as a sales revenue account.

### VAT Line

Within the Invoices option, you can generate the VAT line(s) automatically or enter the VAT line(s) manually. If the VAT is calculated automatically, it will be calculated in each goods line, rounding at line level, if project DA0370 is enabled there are a number of additional calculation options for further details see the VAT rounding section in this document. There will be a separate VAT line for the total of each VAT code used in the invoice or credit note.

Whether you enter the VAT manually, or it is generated automatically, there is the facility to check that the nett and VAT amounts are correct to the total entered. A message will be displayed indicating whether or not the amounts are correct.

If, however, Project DA1233 is enabled, the calculation of VAT is enforced. Only authorised users (defined by user groups) are enabled the calculation of VAT is enforced. The user is not allowed to enter the VAT line as all VAT lines will be calculated automatically and written to the invoice when the user confirms the invoice. Only authorised users as defined by user groups are enabled to amend the VAT line posting code and/or value. This is controlled by system key SLMODVxxxx (where xxxx refers to user group in user profile). The VAT line posting code is determined by the settings for the goods /service line posting code, as the General Ledger posting code entry has

- a) a flag to indicate that the account is a revenue account and
- b) a field to indicate the VAT code to be used (see Appendix on GL posting codes.)

The VAT code then determines the VAT posting code and VAT rate. As there may be multiple item lines, there may be multiple VAT lines calculated on a single invoice.

### Contra Line

The control entry for the goods and VAT line is calculated dependent on a combination of up to three factors based on the setting of the SLCONTMETH system key. These are:

- a) the customer account type
- b) the currency of the transaction
- c) whether the transaction is of a particular type, as entered in the transaction short name field.

This combination will then determine the posting code from the option, control account maintenance. The following example helps to explain how the values have been determined.

<b>Header</b>		The invoice header reference shows the invoice number entered and the customer selected. The Invoice reference will determine the journal reference in the General Ledger. The Customer selected will govern the default values for the Header details
Invoice:	CUSTINV	
Customer:	VC003	

<b>Header Dates</b>		These fields reflect the date information of the transaction. The effective date is also used to govern the journal date in the General Ledger. The invoice date is utilised by the payment terms to determine the Due date, which can be overwritten. If DA0838 is enabled, the Effective date is checked to see whether it is on or after the invoice date. The posted date is not recorded but taken from the system date.
Invoice date:	05/12/03	
Due date:	04/01/04	
Effective date:	05/12/03	

<b>Header Reference</b>		These fields show any default information held against the customer, but typically will allow this information to be overwritten. The Short Name can be used to determine different control accounts for particular transaction types. In addition, the Settlement Discount category field will determine if any settlement discount is applicable. This will also effect VAT calculation, dependent on whether VAT Clawback is enabled, and ensures sales revenue can be validated against VAT. If the customer has a different currency to the base currency of the system, the exchange rate is also shown.  Dependent on system configuration, the additional fields will be displayed on an extra details screen that can be accessed via a function key. This screen shows the VAT Register field and this value will determine the VAT Register that is updated.
Sales Type:		
Short Name:		
VAT Register:	N01	
Sett. Disc. Cat:		

Line Details	Goods	VAT	The user is allowed to select a G/L posting code for the transaction. If project DA1233 enabled, the system will only allow revenue accounts to be selected. In addition the posting code browse will show the associated VAT code associated with each posting code. This VAT code must be used against the posting code. The VAT line is automatically calculated and takes into account the settlement discount code selected. The user is not allowed to amend VAT unless they are authorised to do so.
G/L Code:	1-01-10-01-306	7-00-35-10-301	
Value:	300.00	60.00	
VAT:	V71	V71	
Type:	G	V	

The G/L Posting Result from the above transaction will result in the following:

Posting Code	Origin	Transaction	Debit	Credit	Sequence Period		
					Yr		
1-01-10-01-306	SI	CUSTINV1	300.00		525	12 03	SALES - NORTH REVENUE TYP 306
7-00-35-10-301	SI	CUSTINV1	60.00		526	12 03	FINANCE DIV PENDING VAT V70
9-99-60-01-301	SI	CUSTINV1		360.00	527	12 03	BALANCE SHEET SL CONTROL ACC

This table gives a more detailed view of the resulting entry from the above example for the relevant fields.

Source (AR)	Destination (GL)	Goods Line	VAT Line	Contra Line
	<b>Reference Items</b>			
(generated)	transaction_group	0000000095	0000000095	0000000095
(generated)	Seq	0000000525	0000000526	0000000527
nominal_code	posting_code	1-01-10-01-306	7-00-35-10-301	9-99-60-01-301
"SI"	Origin	SI	SI	SI
Item	journal_number	CUSTINV1	CUSTINV1	CUSTINV1
	<b>Date Items</b>			
Slyear	Nlyear	03	03	03
Period	trans_period	12	12	12
effective_date	journal_date	05/12/2003	05/12/2003	05/12/2003
User_date	Post_date	08/12/2003	08/12/2003	08/12/2003
Dated	transaction_date	05/12/2003	05/12/2003	05/12/2003
	<b>Value Items</b>			
Local_amount	journal_amount	212.77	42.55	255.32-
currency_amount	currency_amount	300.00	60.00	360.00-
(calculated)	report_amount	212.77	42.55	255.32-

The invoice details can be seen in the 'Invoice Audit Trail'.

The control account entry is taken from the default control account, as the customer settings are blank for the account type and the transaction short name/ type. Although the customer's currency is EUR, this is not being used to differentiate the control account settings.

This second example for invoices shows different criteria:

<b>Header</b>		<p>These fields reflect the date information of the transaction. The Effective date is also used to govern the journal date in the General Ledger. The Invoice date is utilized by the payment terms to determine the Due date which can be overwritten. If project DA0838 is enabled, the effective date is checked to be on or after the invoice date. The posted date is not recorded but taken from the system date.</p>
Invoice:	CUSTINV	
Customer:	VC001	

<b>Header Dates</b>		<p>These fields reflect the date information of the transaction. The effective date is also used to govern the journal date in the General Ledger. The invoice date is utilized by the payment terms to determine the due date which can be overwritten. If DA0838 is enabled then the effective date is checked to be on or after the invoice date. The posted date is not recorded but taken from the system date.</p>
Invoice	06/12/03	
Due date:	05/01/04	
Effective date:	06/12/03	

<b>Header Reference</b>		<p>These fields will show any default information held against the customer but typically will allow this information to be overwritten. The Short Name can be used to determine different control accounts for particular transaction types. In addition the settlement discount field will determine if any settlement discount is applicable. This will also effect VAT calculation dependent on whether VAT Clawback is enabled and ensure sales revenue can be validated against VAT. If the customer has a different currency to the base currency of the system, the exchange rate is also shown.</p> <p>Dependent on system configuration the additional fields will be displayed on an extra details screen that can be accessed via a function key. This screen will show the VAT register field and this value will determine the VAT Register that is updated.</p>
Sales Type:		
Short Name:		
VAT Register:	N01	
Sett. Disc. Cat:	VS	

<b>Line Details</b>	<b>Goods</b>	<b>VAT</b>	<p>The user is allowed to select a G/L posting code for the transaction. If project DA1233 enabled, the system will only allow revenue accounts to be selected. In addition the posting code browse will show the associated VAT code associated with each posting code. This VAT code must be used against the posting code. The VAT line is automatically calculated and in this case takes into account the settlement discount code selected. The user is not allowed to amend VAT unless they are authorised to do so.</p>
G/L Code:	1-01-10-01-301	9-99-60-04-301	
Value:	100.00	16.63	
VAT:	V70	V70	
Type:	G	V	

The G/L Posting Result will look like this from the above transaction:

Posting Code	Origin	Transaction	Debit	Credit	Sequence Period Yr		
1-01-10-01-301	SI	CUSTINV2	100.00		528	12 03	SALES - NORTH REVENUE TYPE 1
9-99-60-04-301	SI	CUSTINV2	16.63		529	12 03	BALANCE SHEET VAT CONTROL V70
9-99-60-01-309	SI	CUSTINV2		116.63	530	12 03	BALANCE SHEET S/L CONTROL EXT

This table gives a more detailed view of the resulting entry from the above example for the relevant fields.

Source (AR)	Destination (GL)	Goods Line	VAT Line	Contra Line
	<b>Reference Items</b>			
(generated)	transaction_group	0000000096	0000000096	0000000096
(generated)	Seq	0000000528	0000000529	0000000530
nominal_code	posting_code	1-01-10-01-301	9-99-60-04-301	9-99-60-01-309
"SI"	Origin	SI	SI	SI
Item	journal_number	CUSTINV2	CUSTINV2	CUSTINV2
	<b>Date Items</b>			
Slyear	Nlyear	03	03	03
Period	trans_period	12	12	12
effective_date	journal_date	06/12/2003	06/12/2003	06/12/2003
user_date	Post_date	08/12/2003	08/12/2003	08/12/2003
Dated	transaction_date	06/12/2003	06/12/2003	06/12/2003
	<b>Value Items</b>			
local_amount	journal_amount	100.00	16.63	116.63-
currency_amount	currency_amount	100.00	16.63	116.63-
(calculated)	report_amount	100.00	16.63	116.63-

The control account entry is calculated based on the Customer's account type, which is set to VAL. The transaction short name/ type was blank and the currency was the default base currency, therefore the account type was the only criteria used.

## Credit Notes

In a standard system configuration, credit notes work in exactly the same way as invoices. Therefore they are not detailed in this document. However, like Accounts Payable there are significant differences. These are:

- The setting of the settlement discount flag and/or payment category **does not** affect the due date, which defaults to the credit note date.
- Settlement discount **does** affect the calculation of transaction lines.
- Finally the user has the ability to amend VAT lines although still restricted to revenue posting codes.

## Cash

As for Accounts Payable, when posting a cash batch where an exchange difference is involved, the correct exchange difference account is used. This means that:

- for positive exchange differences the account for gains is used
- for negative exchange differences the account for losses is used

The account is taken from the Balance Sheet pair or the Profit & Loss pair depending on the type of the bank account being posted to.

The process of cash entry allows the user to enter an amount of cash against each account and determine whether cash is to be allocated against transactions, or to be left unallocated against the account. The user has the option to include any discount as part of this allocation.

Receipts can be partially allocated if the system key SLPARTCASH is set to YES. If the cash received is less than the invoiced figure, the outstanding amount remains in the Accounts Receivable Open Item file until it is closed off completely, either by another cash payment or a journal.

On enquiry programs the open figure gives the current status of the account. However, the original amount of each partially allocated item is also shown. The item cannot be archived or dropped from the ledger until the whole of the original value has been settled.

If a cash receipt is posted in Accounts Receivable but was not allocated to any invoices at the time of entry, it must be closed off by means of one or more journals, each containing the cash item itself and the invoices to which it is to be allocated (in full or in part).

The following provides an example of the manual cash entry process:

Header		
Cash Batch:	<input type="text" value="SC0004"/>	The cash header requires a batch number to be entered. This can either be manually entered or generated. This again can be restricted to force generation of numbers through the system key SLSEQCSHB. This batch number will be used as the default reference when posting to the General Ledger. The bank code also needs to be selected. This is important as this will help determine the posting code to be used as part of the posting to the General Ledger.
Bank Code:	<input type="text" value="VB"/>	
Effective date:	<input type="text" value="15/12/03"/>	
Cash Date:	<input type="text" value="15/12/03"/>	
		These fields reflect the default date information of the transaction. The effective date is also used as to govern the journal date in the General Ledger. The effective date can be overwritten for each transaction in the batch.

Header Reference		
Account:	<input type="text" value="VC001"/>	These fields will show the header reference related to each receipt. This allows the selection of the supplier account and the option to overwrite the main batch reference with item specific details. If this is overwritten dependent on the value of parameters including SLCONTPOST will determine whether the batch or item reference is used as the journal reference in the General Ledger.
Item:	<input type="text" value="SC0004"/>	
Currency:	<input type="text" value="GBP"/>	
		The amount and currency can also be inputted.

<b>Header Additional Reference</b>	<p>These fields will show additional reference information for each receipt. This will allow the user to select a transaction short name if required.</p> <p>The main function at this point is the selection and allocation of items. Alternatively the amount can be allocated or partially allocated. In addition the user can select and confirm any discount taken.</p> <p>Finally, there is the ability to enter the bank amount which may be different to the calculated amount if multiple currencies are involved. The user dependent on system set up has the ability to select additional exchange functions such as setting the exchange rate of the transaction and swapping the currency of allocation</p>
Short Name:	<input type="text"/>
Unallocated:	<input type="text"/>
Discount:	<input type="text"/>
	<input type="text"/>

<b>Line Details</b>	<p>The user is allowed to select items for allocation either through reviewing items on the account or manually typing the numbers of the transactions to be matched. The system will provide information for each transaction regarding settlement discount available and allow the partial allocation against transactions if SLPARTCASH is set to yes.</p>																
<table border="1"> <thead> <tr> <th>Item</th> <th>Value:</th> <th>Partial:</th> <th>Sett. Disc.</th> </tr> </thead> <tbody> <tr> <td>ARINV1</td> <td>100.00</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Item	Value:	Partial:	Sett. Disc.	ARINV1	100.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Item	Value:	Partial:	Sett. Disc.														
ARINV1	100.00	<input type="text"/>	<input type="text"/>														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														

The G/L Posting Result from the above transaction will result in the following:

Posting Code	Origin	Transaction	Debit	Credit	Sequence Period Yr		
9-99-60-01-309	SC	SC0004		100	567	12 03	BALANCE SHEET S/L CONTROL EXT
9-99-70-01-408	SC	SC0004		100	568	12 03	BALANCE SHEET BANK VECTION

This table gives a more detailed view of the resulting entry from the above example for the relevant fields:

Source (AR)	Destination (GL)	Cash Line	Contra Line
	<b>Reference Items</b>		
(generated)	transaction_group	0000000108	0000000108
(generated)	Seq	0000000568	0000000567
nominal_code	posting_code	9-99-70-01-408	9-99-60-01-309
"SC"	Origin	SC	SC
Item	journal_number	SC0004	SC0004

	<i>Date Items</i>		
Pyear	Nlyear	03	03
Period	trans_period	12	12
effective_date	journal_date	15/12/2003	15/12/2003
user_date	Post_date	15/12/2003	15/12/2003
Dated	transaction_date	15/12/2003	15/12/2003
	<i>Value Items</i>		
local_amount	journal_amount	100	100-
Currency_amount	currency_amount	100	100-
(calculated)	report_amount	100	100-

Depending on how your system is set, you can either post the items/batches immediately or suspend the cash batch until they have been authorised by a valid authoriser. The cash batch can then be posted via Cash Batch Entry.

As stated there are a number of variables, which will affect how and where the transaction is posted to. In the following example settlement discount has been taken against the transaction:

Header		
Cash Batch:	<input type="text" value="SC0005"/>	<p>The cash header requires a batch number to be entered. This can either be manually entered or generated. This again can be restricted to force generation of numbers through the system key SLSEQCSHB. This batch number will be used as the default reference when posting to the General Ledger. The bank code also needs to be selected. This is important as this will help determine the posting code to be used as part of the posting to the General Ledger.</p> <p>These fields reflect the default date information of the transaction. The effective date is also used as to govern the journal date in the General Ledger. The effective date can be overwritten for each transaction in the batch.</p>
Bank Code:	<input type="text" value="VB"/>	
Effective date:	<input type="text" value="15/12/03"/>	
Cash Date:	<input type="text" value="15/12/03"/>	

Header Reference		
Short Name:	<input type="text"/>	<p>These fields will show the header reference related to each receipt. This allows the selection of the supplier account and the option to overwrite the main batch reference with item specific details. If this is overwritten dependent on the value of parameters including SLCONTPOST will determine whether the batch or item reference is used as the journal reference in the General Ledger.</p> <p>The amount and currency can also be inputted.</p>
Unallocated:	<input type="text"/>	
Discount:	<input type="text" value="4.00-"/>	

<b>Header Additional Reference</b>		These fields will show additional reference information for each receipt. This will allow the user to select a transaction short name if required.
Account:	<input type="text" value="VC001"/>	The main function at this point is the selection and allocation of items. Alternatively the amount can be allocated or partially allocated. In addition the user can select and confirm any discount taken.
Item:	<input type="text" value="SC0005"/>	
Currency:	<input type="text" value="GBP"/>	Finally, there is the ability to enter the bank amount which may be different to the calculated amount if multiple currencies are involved. The user dependent on system set up has the ability to select additional exchange functions such as setting the exchange rate of the transaction and swapping the currency of allocation.
Amount:	<input type="text" value="112.63"/>	

<b>Line Details</b>				The user is allowed to select items for allocation either through reviewing items on the account or manually typing the numbers of the transactions to be matched. The system will provide information for each transaction regarding settlement discount available and allow the partial allocation against transactions if SLPARTCASH is set to yes.
Item	Value:	Partial:	Sett. Disc.	
<input type="text" value="CUSTINV"/>	<input type="text" value="116.63"/>	<input type="text"/>	<input type="text" value="-4.00"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

The G/L Posting Result from the above transaction will result in the following; note the discount allocation:

Posting Code	Origin	Trans.	Debit	Credit	Sequence Period Yr		
9-99-60-01-309	SC	SC0005		116.63	569	12 03	BALANCE SHEET S/L CONTROL ACC
9-99-70-01-408	SC	SC0005		112.63	570	12 03	BALANCE SHEET BANK VECTION
7-00-30-50-010	SC	SC0005	4.00		571	12 03	FINANCE DIV SL AUTH DISC

**Multiple-Currency handling**

In the following example the item has been paid in a currency other than the base currency and has led to an exchange difference for the cash entry. If DA813 is enabled then Cash transaction entry is allowed in any currency and allocations allowed against items of different currencies. Allocations may be made in the cash transaction currency or the account currency. The bank account may be of any currency.

The cash transaction currency code and the transaction amounts (in the cash transaction currency) will be posted to the Open Item file, along with other information. The open item amounts in the statement account (customer) currency will be calculated from the transaction amounts. Accounts Receivable Cash Transaction Posting to the General Ledger will be in the cash transaction currency.



Header	
Cash Batch:	<input type="text" value="SC0006"/>
Bank Code:	<input type="text" value="VB"/>
Effective date:	<input type="text" value="15/12/03"/>
Cash Date:	<input type="text" value="15/12/03"/>

The cash header requires a batch number to be entered. This can either be manually entered or generated. This again can be restricted to force generation of numbers through the system key SLSEQCSHB. This batch number will be used as the default reference when posting to the General Ledger. The bank code also needs to be selected. This is important as this will help determine the posting code to be used as part of the posting to the General Ledger.

These fields reflect the default date information of the transaction. The effective date is also used as to govern the journal date in the General Ledger. The effective date can be overwritten for each transaction in the batch.

Header Reference	
Account:	<input type="text" value="VC003"/>
Item:	<input type="text" value="SC0006"/>
Currency:	<input type="text" value="EU"/>
Amount:	<input type="text" value="360.00"/>

These fields will show the header reference related to each receipt. This allows the selection of the supplier account and the option to overwrite the main batch reference with item specific details. If this is overwritten dependent on the value of parameters including SLCONTPOST will determine whether the batch or item reference is used as the journal reference in the General Ledger.

The amount and currency can also be inputted.

Header Additional Reference	
Short Name:	<input type="text"/>
Unallocated:	<input type="text"/>
Discount:	<input type="text"/>

These fields will show additional reference information for each receipt. This will allow the user to select a transaction short name if required.

The main function at this point is the selection and allocation of items. Alternatively the amount can be allocated or partially allocated. In addition the user can select and confirm any discount taken.

Finally, there is the ability to enter the bank amount, which may be different to the calculated amount if multiple currencies are involved. The user dependent on system set up has the ability to select additional exchange functions such as setting the exchange rate of the transaction and swapping the currency of allocation.

Line Details			
Item	Value:	Partial:	Sett. Disc.
<input type="text" value="CUSTINV"/>	<input type="text" value="360.00"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The user is allowed to select items for allocation either through reviewing items on the account or manually typing the numbers of the transactions to be matched. The system will provide information for each transaction regarding settlement discount available and allow the partial allocation against transactions if SLPARTCASH is set to yes.

The detailed G/L Posting Result from the above transaction will result in the following.

Destination (GL)	Cash Line	Contra Line	Exch Diff Line	Pending VAT	VAT Control
<b>Reference Items</b>					
transaction_group	0000000110	0000000110	0000000110	0000000110	0000000110
Seq	0000000573	0000000572	0000000574	0000000575	0000000576
posting_code	9-99-70-01-408	9-99-60-01-301	9-99-EX-00-000	7-00-35-10-301	9-99-60-05-302
Origin	SC	SC	SC	SC	SC
journal_number	SC0006	SC0006	SC0006	SC0006	SC0006
<b>Date Items</b>					
Nlyear	03	03	03	03	03
trans_period	12	12	12	12	12
journal_date	15/12/2003	15/12/2003	15/12/2003	15/12/2003	15/12/2003
Post_date	15/12/2003	15/12/2003	15/12/2003	15/12/2003	15/12/2003
transaction_date	15/12/2003	15/12/2003	15/12/2003	15/12/2003	15/12/2003
<b>Value Items</b>					
journal_amount	255.57	255.32-	0.25-	42.55	42.55-
currency_amount	360.00	360.00-	0	60.00	60.00-
report_amount	255.57	255.32-	0.25-	42.55	42.55-

### Accounts Receivable Prepayments

Cash Entry will also allow unallocated cash to be marked as a prepayment. The user will enter a VAT code and will be able to see the extra postings that have been produced.

The Cash posting routine now records the prepayment amounts in the appropriate G/L accounts. The VAT register will also be updated. The VAT protocol number will be taken from the new system key SLLASTVPR.

Cash posting, journal posting and invoice posting will reverse the amounts when the prepayment item is matched and posted. Partial matching will be allowed.

The prepayments will be distinguishable on the Cash Audit Trail and corresponding VAT amounts will be shown. The prepayment reversals are also shown on the audit trails.

<b>Header</b>		<p>The cash header requires a batch number to be entered. This can either be manually entered or generated. This again can be restricted to force generation of numbers through the system key SLSEQCSHB. This batch number will be used as the default reference when posting to the General Ledger. The bank code also needs to be selected. This is important as this will help determine the posting code to be used as part of the posting to the General Ledger.</p> <p>These fields reflect the default date information of the transaction. The effective date is also used as to govern the journal date in the General Ledger. The effective date can be overwritten for each transaction in the batch.</p>
Cash Batch:	<input type="text" value="SC0007"/>	
Bank Code:	<input type="text" value="VB"/>	
Effective date:	<input type="text" value="15/12/03"/>	
Cash Date:	<input type="text" value="15/12/03"/>	

<b>Header Reference</b>		<p>These fields will show the header reference related to each payment. This allows the selection of the supplier account and the option to overwrite the main batch reference with item specific details. If this is overwritten dependent on the value of parameters including SLCONTPOST will determine whether the batch or item reference is used as the journal reference in the General Ledger.</p> <p>The amount and currency can also be inputted.</p>
Account:	<input type="text" value="VC001"/>	
Item:	<input type="text" value="SC0007"/>	
Currency:	<input type="text" value="GBP"/>	
Amount:	<input type="text" value="50.00"/>	

<b>Header Additional Reference</b>		<p>These fields will show additional reference information for each payment. This will allow the user to select a transaction short name if required.</p> <p>The user can at this point, if an amount remains unallocated, treat this as a prepayment. If this additional information is selected then the user can choose the appropriate VAT code. Only VAT codes with valid accounts for prepayment will be displayed.</p>
Short Name:	<input type="text"/>	
Unallocated:	<input type="text" value="50.00"/>	
Discount:	<input type="text"/>	

<b>Line Details</b>			
Item	Value:	VAT Code	Rate
<input type="text" value="Unall"/>	<input type="text" value="50.00"/>	<input type="text" value="VSP"/>	<input type="text" value="17.5%"/>

The G/L Posting Result from the above transaction will result in the following:

Posting Code	Origin	Transaction	Debit	Credit	Sequence Period		
					Yr		
9-99-60-01-309	SC	SC0007		50	579	12 03	B/S SL CONTROL ACC
9-99-70-01-408	SC	SC0007	50		580	12 03	B/S BANK VECTION
9-99-60-01-399	SC	SC0007		50	581	12 03	B/S S/L PREPAYMENT
1-01-10-01-599	SC	SC0007	41.67		582	12 03	SALES - NORTH PREPAY CONTROL
9-99-60-04-302	SC	SC0007	8.33		583	12 03	B/S VAT CONTROL V71

## Journals

This option allows you to enter batches of journals to make adjustments. You can also store a memorandum for each journal.

You can close off cash items that were posted without being allocated to specific invoices. The Journals option can also be used for making minor adjustments. Items can be closed off in full or in part. There is no restriction on the number of items that can be closed off by one journal.

Where journals are used to match an invoice(s) with a prepayment CSH item, the prepayment element of the original posting is reversed in the same way as in Invoice Entry. A new record is written to the VAT register.

The following example helps to explain how the values are determined:

Header		The journal header reference shows the journal number entered and is the reference used for G/L Posting. The default number is the batch number but can be overwritten. The supplier selected will govern the default values for the Header details.
Journal:	<input type="text" value="SJ0004"/>	
Supplier:	<input type="text" value="VC001"/>	

Header Reference		There is no external transaction as such and so the effective date is the only date available for entry. The effective date is also used as to govern the journal date in the General Ledger.  The amount fields could be filled in if the journal was being used for a formal write-off. However, dependent on the system set up this field the system will govern whether the amount can be anything other than zero.  The short name can be used to determine different control accounts for particular transaction types.
Effective date:	<input type="text" value="01/12/03"/>	
Amount:	<input type="text"/>	
Open Amount:	<input type="text"/>	
Short Name:	<input type="text"/>	

Line Details				The user is allowed to select items for allocation either through reviewing items on the account or by manually typing the numbers of the transactions to be matched. The system will provide information for each transaction regarding settlement discount available and allow the partial allocation against transactions if SLPARTCASH is set to yes.
Item	Value:	Partial:	Sett. Disc.	
<input type="text" value="INV123"/>	<input type="text" value="116.63"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="SC0006"/>	<input type="text" value="100-"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="SC0007"/>	<input type="text" value="50-"/>	<input type="text" value="16.63-"/>	<input type="text"/>	

The G/L Posting Result from the above transaction will result in the following:

Posting Code	Origin	Transaction	Debit	Credit	Sequence		
					Period	Yr	
9-99-60-01-301	SJ	SJ0004		116.63	584	12 03	BALANCE SHEET SL CONTROL ACC
9-99-60-01-309	SJ	SJ0004	116.63		585	12 03	SALES - NORTH COST PREPAYMENT
9-99-60-01-399	SJ	SJ0004	16.63		586	12 03	BALANCE SHEET S/L PREPAYMENT
1-01-10-01-599	SJ	SJ0004		13.86	587	12 03	SALES - NORTH PREPAY CONTROL
9-99-60-04-302	SJ	SJ0004		2.77	588	12 03	BALANCE SHEET VAT CONTROL V71

## Refunds

Refunds are used to clear receipts that have been recorded in error or that need to be reimbursed. They can be both full and partial refunds. The refunds option works very similarly to the Cash option except that the reverse postings take place and are therefore they are not detailed in full in this document. Refunds are entered in batches and can be stored on the system or posted immediately to Accounts Receivable. A six-character batch number identifies each refund batch. The first two characters are supplied automatically by the system and denote the batch type – **SR** for Accounts Receivable refund. Like cash transactions, they can be matched against open items or left unallocated. If selected, this option will also produce cheques during the posting of refunds. If a refund is processed for a pre-payment, the VAT entry will also be reversed as per the original entry.

If a refund is processed for a pre-payment then the VAT entry will also be reversed as per the original entry.

## Interest Charges

The system allows the calculation of interest charges on overdue debts. You can specify the interest rate and the dates it applies for each customer. A working list of interest charges that can be edited prior to posting is produced. Interest details for the overdue debts of all customers fitting the range requirements and having associated interest categories are recorded on the working list. Once the working list has been reviewed the system will generate an open item for interest charges and administration fees.

### Interest Categories

The Interest Category Maintenance option allows you to enter and maintain interest rates for interest categories. Once the interest category is selected and the latitude days (i.e. the number of days 'grace' before charging interest) are entered, the details of all associated interest rates are made available for alteration. The field Interest Category on the Customer file is used in conjunction with the Interest Category file to determine the interest rates to be used on overdue items for a customer. 'Balance Brought Forward' customers and 'Interest on Overdue Debts' customers are made mutually exclusive.

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## AR Interest Charge Calculation/Generation

When interest charges are generated, an additional validation is executed to check that the interest charge control account used has the same VAT code associated with it as was entered as one of the runtime parameters. If this is not the case, a message will be written to the system log and the item skipped.

The generated interest invoices are posted to Accounts Receivable and the General Ledger. The control and interest accounts used when posting to the General Ledger are specified in the Control Account file in General Supporting Files. The key to this file is made up of either:

- a) the entered short-name (if the field 'Use Original Short Name' is set to 'N'), or
- b) the short name held against the overdue item (if the field 'Use Original Short Name' is set to 'Y').

along with the customer account type and customer currency (dependent upon the setting of the system key SLCONTMETH).

The 'Effective date' specifies the posting year and period. If the field 'Zero rated VAT code' is entered, this is used for all invoice lines. The Accounts Receivable item numbers used for interest items are generated from system keys.

The open item produced is of the type 'INV' and marked as an interest item generated from either open or closed items. The items used in the calculation of interest have their 'last calculation dates' updated with the calculation date used: however, if the calculation date entered is prior to the calculation date currently held on an item, that item is ignored. The open items created use a new numbering sequence with the ability to prefix or suffix the number with a user-defined constant (the default prefix is 'INT/').

## Appendix

This section reflects the system set-up used in producing the transaction examples in this document. Whilst this allows the accurate definition of these transactions and the resulting postings it is not intended to necessarily reflect all of the settings of a fully installed solution. Therefore the information should be used to understand how transactions are processed and should not be used in isolation for the implementation of systems.

### Project Listing

The project listing below shows the projects licensed in the system serialisation, to achieve the postings and characteristics of the system described in the document.

Project	Project Description	Included ?
DA0167	Interest on O/D debts	y
DA0197	Sales Order analysis codes	y
DA0199	Vendor analysis	y
DA0215	Customer-warehouse link	y
DA0219	Product specific unit convs	y
DA0223	Account balance journals	y
DA0234	Chart of Accounts renumbering	n
DA0235	Cash receipts by payment type	y
DA0236	Small firms indicator	y
DA0237	Fixed Asset Integration with A/P	y
DA0238	Delivery Addresses on PO Req's	y
DA0243	Short codes with decimal places	y
DA0246	Budget Control on Requisitions	y
DA0262	POP Accruals Enhancements	y
DA0263	US Sales Tax	n
DA0266	Serial number enquiry	y
DA0269	Commitment Accounting enhancements	y
DA0288	Allocate stock by expiry date	y
DA0292	Landed costs	y
DA0293	Release stopped bundles	y

DA0295	Multi-lingual SOP documents	y
DA0304	G/L Cons online A/c map validation	n
DA0321	Enhanced serial numbers	y
DA0326	Alternative order units	y
DA0329	Credit reclaims	y
DA0330	Auto year end journal	n
DA0331	Sep G/L acs - gains & losses	y
DA0348	Partial release of back orders	y
DA0349	Enhanced back order proc.	y
DA0355	User access permission views	y
DA0361	Location codes	y
DA0370	European tax	y
DA0382	Single point cash receipting	y
DA0383	Extended supplier on stop controls	y
DA0388	Calloff/Blanket Sched Comment Lines	y
DA0389	Standard Supp/Cust browses	y
DA0398	Multi SOP to one inventory	n
DA0399	SOP & POP Forms Enhancements	y
DA0403	Purchase order variance analysis	n
DA0405	Lot attributes and pallet no's	y
DA0408	SOP consolidated invoices	y
DA0414	EDI/SOP despatch conf	y
DA0417	Commercial papers enhancements	y
DA0418	Australian sales tax	n
DA0421	Enhanced supplier stop status'	y
DA0431	Enhanced customer documentation	y
DA0432	Requisitions from stock	y
DA0450	SOP Order Discount Descriptions	y
DA0459	Consolidation Man. Union Files	y
DA0467	AP Multiple payments list	y

DA0477	Commercial Papers in Contract Manag	n
DA0483	VAT on core	n
DA0511	Resource ledger enquiries	y
DA0512	Product Hierarchies	n
DA0514	Extended Discounts	n
DA0533	POP invoice matching to receipts	n
DA0534	Supplier contracts	n
DA0536	Absorption costing	y
DA0537	Supplier fax details	n
DA0538	Cash receipts enhancements	y
DA0539	International reports phase 2	n
DA0543	Customer Hierarchies	n
DA0553	Sub-Contract operations	y
DA0554	Project and stage billing	n
DA0567	Project P&L enhancements	y
DA0582	Inter-entity enhancements	n
DA0583	G/L journal text extensions	y
DA0584	Project status enhancements	y
DA0585	Reservations & commitment extension	n
DA0594	G/L journal authorisation	y
DA0613	Reminder letters	y
DA0651	Concurrency	y
DA0659	Euro	y
DA0675	Tetralink headers & footers	y
DA0682	Consolidated requisitions	y
DA0687	User defined invoice numbering	y
DA0727	Budget summary enhancements	y
DA0744	Enhanced warehouse management	n
DA0746	DPS LogiX integration	n
DA0766	Multi currency COP	y

<b>DA0769</b>	Requisition delivery address	n
<b>DA0770</b>	Linked warehouse / item maintenance	n
<b>DA0771</b>	Stock bin movements	n
<b>DA0772</b>	SOP multiple pick lists	n
<b>DA0797</b>	COP GL posting matrix	y
<b>DA0798</b>	Single COP	y
<b>DA0799</b>	COP Credit Checking	y
<b>DA0813</b>	Multi currency payments	y
<b>DA0814</b>	Multi currency receipts	y
<b>DA0820</b>	SOP additional address line	n
<b>DA0822</b>	Preactor Integration	y
<b>DA0829</b>	G/L year end closing routine	n
<b>DA0838</b>	Date and sequence number control	n
<b>DA0904</b>	Purchase invoice extensions	y
<b>DA0918</b>	Multi Currency A/R	n
<b>DA0925</b>	Trial kit report with rolling stock	n
<b>DA0926</b>	W/O pick list in bin sequence	n
<b>DA0930</b>	Project enquiry enhancements	n
<b>DA0988</b>	COP in Std & Sched Orders	n
<b>DA1046</b>	CTO Enhancements	n
<b>DA1169</b>	G/L Documents Header	y
<b>DA1233</b>	Sales VAT Posting Enhancements	y
<b>DA1236</b>	AP & AR Prepayments	y
<b>DA1237</b>	Audit Activities	y
<b>DA1244</b>	Retrospective AR&AP Statements	y
<b>DA1245</b>	Enhanced Transaction Tracking	y

## Calendar

The calendar below details the period start dates and shows the period and year information has been determined for the transactions listed.

<b>Year</b>	<b>Period</b>	<b>Start Date</b>
2003	1	01/01/2003
2003	2	01/02/2003
2003	3	01/03/2003
2003	4	01/04/2003
2003	5	01/05/2003
2003	6	01/06/2003
2003	7	01/07/2003
2003	8	01/08/2003
2003	9	01/09/2003
2003	10	01/10/2003
2003	11	01/11/2003
2003	12	01/12/2003
2004	1	01/01/2004
2004	2	01/02/2004

## Exchange / Currencies

This table does not give the full details of the currency set up option but does reflect the currencies and exchange rates used.

<b>GBP</b>	<b>POUNDS STERLING</b>	<b>/</b>	<b>EU</b>	<b>EUROS</b>
<b>Rate :</b>	1.410000000			
<b>GBP</b>	<b>POUNDS STERLING</b>	<b>/</b>	<b>GBP</b>	<b>POUNDS STERLING</b>
<b>Rate :</b>	1.000000000			
<b>GBP</b>	<b>POUNDS STERLING</b>	<b>/</b>	<b>USD</b>	<b>US DOLLARS</b>
<b>Rate :</b>	1.892000000			

## System Keys

The system keys selected are for the core modules included in this document and do not list all system keys available.

<b>System Key</b>	<b>Value</b>	<b>Description</b>
CECONTVAT	7-00-35-20-301	Default Contra VAT account
CEPENDVAT	7-00-35-10-301	Default Pending VAT account
CEPROTBK	0000000014	Last new protocol number on blank VAT register
CESETTDISC	NO	Calculate VAT before settlement discount ?
CESPLITSD	NO	Split Settlement discount by VAT code?
CEVATROUND	NONE	Currency the VAT rounding rules are applied to ?
FINPERCAL	VC	The financial period start dates calendar.
NLABJBAL	TRANSACTIONS	How are 'B type' balances calculated?
NLABJNCONT	DERIVED	Switches between 'non-contra' journal types
NLACCTLST		The date the last account audit trail was run
NLACSTR	2-2-3	What is the account centre structure ?
NLADETBAL	YES	Has final adjustments trial balance been produced?

NLADJOPEN	YES	Is the Adjustment period open ?
NLADJPRINT	NO	Has the adjustments audit trail been run
NLANALCOA	N N C	G/L Analysis A - code to Browse, Validate and Copy
NLANALCOB	N N C	G/L Analysis B - code to Browse, Validate and Copy
NLANALCOC	N N C	G/L Analysis C - code to Browse, Validate and Copy
NLARCHDIR		Directory path for archived transactions
NLARCHFILE	nlarchiv	Default filename of the transaction archive file
NLARCHIVE	12	Default number of periods to retain transactions
NLAUDTRAIL	NO	Are audit trails to be kept ?
NLAUTO	YES	Allow auto creation of posting codes ?
NLBASECURR	GBP	Base (local) currency code
NLBUDCODE		Default budget code
NLBUDGREV	B	Are budgets entered in base or reporting currency?
NLBUDNEXT		Default browse budget code for next year.
NLCCSTR	1-2	What is the cost centre structure ?
NLCODESTR	1-2-2-2-3	Nominal ledger posting code structure
NLCOMMCURR	YES	Is the existing commitment summary being used?
NLCOMMGRS	YES	Is the gross commitment summary being used?
NLCOPYJDSC	NO	Copy journal line descriptions to the next line ?
NLCOSTLST		The date the last cost centre audit trail was run
NLCURRTYPE	01	Default currency type
NLDATEPER		Set to FORCE to force journal effective date check
NLDEFAULTH	manager	Default authoriser for generated journals
NLDIRECT	YES	Default "direct posting" flag on accounts
NLDISPACT	WARNING	Should users be able to authorise disputed journal
NLDOCCB	YES	Document Cash Management Transactions?
NLDOCFA	YES	Document Fixed Assets Transactions?
NLDOCNL	YES	Document General Ledger Transactions?
NLDOCPL	YES	Document Accounts Payable Transactions?

NLDOCPO	YES	Document POP Transactions?
NLDOCPR	YES	Document Project Accounting Transactions?
NLDOCPY	YES	Document Payroll Transactions?
NLDOCRB	YES	Document Contract Management Transactions
NLDOCRL	YES	Document Resource Ledger Transactions?
NLDOCSB	YES	Document Project Billing Transactions?
NLDOCSL	YES	Document Accounts Receivable Transactions
NLDOCST	YES	Document Inventory Control Transactions?
NLEFFDATE	NO	
NLERRACC		Default Error Correction posting code
NLEXCHACC	9-99-EX-00-000	Default Exchange difference posting code
NLEXCHLST		Date the exchange difference audit trail was run
NLEXCHMETH	1	How are exchange differences summarised ?
NLFILESDD		NL directory pathname (must end with `/')
NLFIXIND	N	Fix exchange rates entered in journal entry ?
NLFORCEIEC	YES	Is generation of control accounts in G/L journal m
NLFORCURRE	GPB	Default reporting currency code
NLGGROUPNO	100000000	Last used group trans. num. for group type trans's
NLGROUPNO	0000000092	Next avail. trans. group number for ordinary trans
NLHBUDG1		Budget code to be maintained within hierarchies
NLHBUDG2		Budget code to be maintained within hierarchies
NLHBUDG3		Budget code to be maintained within hierarchies
NLINTCLST		The date the last intercompany audit trail was run
NLINTERAC		Default posting code for intercompany postings
NLJRNAUD	NO	Has the final journal audit trail been produced ?
NLJRNGROUP	NO	Are all accounts in journal to have same header ?
NLJRNREPDT	POSTED	Sort Journal Report by Posted or Effective Date?
NLJRNSUMM	NO	Are movements to be summarised before posting?
NLLASTDOC	000000000000100	Last Document Number

NLLASTHIST	00000000	The last history transaction number
NLLASTJRN	000000001	Last N/L journal number used
NLLASTVPP	000000	Last VAT protocol number used for G/L debits
NLLASTVPR	000003	Last VAT protocol number used for G/L credits
NLMASTLST		The date the last posting code audit trail was run
NLMULTFOR	YES	Allow Multiple Reporting Currencies ?
NLMULTI	NO	Is internal multi-company being run ?
NLNFAACC		Statistics default account code
NLNFADEPTH	7	Maximum depth of calculations
NLOPENPOST	YES	Are Opening Balance Journals allowed ?
NLOVERSUMM	NO	Override summary posting?
NLPDETBAL	NO	Has final detail trial balance been produced ?
NLPERIOD	12	Nominal ledger period number
NLPERS	CURRENT	Valid periods for journal effective date
NLPERWARN	NO	Display posting to previous period warning?
NLPOSTZERO	NO	Allow fixed value adjustments to zero balance jour
NLPREVPOST	NO	Allow posting of journals to previous period ?
NLPRREMAP	NO	Remap G/L posting codes ?
NLRECPOST	YES	Automatic journals posted this period yet ?
NLREPTBAL	NO	Do you want reporting currency to balance to zero?
NLREVALUE	YES	Revalue profit and loss accounts ?
NLROLLFORE		Rolling forecast budget code
NLROLLSRCE		Source rolling forecast budget code
NLROUNDACC	7-00-30-50-089	Rounding error posting code
NLROUNDTOL	0.01	Rounding exchange difference tolerance
NLSEQGROUP	1000000000	Last used seq. number for group type transactions
NLSEQJRN	NO	Force use of sequential numbering for new journals
NLSEQUENCE	0000000519	G/L Transaction sequential reference
NLSHORTDEC	2	Number of decimal places on short codes

NLSHRTLST		The date the short code audit trail was run
NLSPLITSUM	NO	DA0465 - Split DR's & CR's in N/L Summary posting
NLSUMM	NO	Default "summary posting" flag for accounts
NLSUMMDESC	Transactions Archived	Summary posting desc. of archived transactions
NLSUSPACT	WARN	Validation level when mapping a posting code
NLSWINDOW	-26	Window Days for Source Journal posting
NLTWINDOW	-26	Window Days for Target Journal posting
NLUPDMASTER	YES	Allow amendment/deletion of General Ledger codes ?
NLUSEPOPER	YES	Use POPERIOD for nominal & project ledger commitment
NLVATLINES	NO	Allow explicit Goods/VAT General Ledger Journal
NLYDETBAL	NO	Has final Y-T-D trial balance been produced ?
NLYEAR	03	Current General Ledger year
NL_INSTAL	YES	Is the General Ledger installed ?
PLABCANAL	NO	Use supplier analysis code validation ?
PLADVANCE	NO	Advances printing in cash entry ?
PLALTCURR		Default alternative currency for Accounts Payable
PLARCHDIR		Archived transactions data directory
PLAUTH	YES	Do invoices have to be authorised ?
PLBACSMAX	100000	Maximum item amount allowed to be paid by BACS
PLBAFORMAT		Default Output Format for Electronic Payments
PLBANK	VB	Default bank code
PLBANKNAME		Bank name
PLBANKORDR		Company name
PLBANKTOWN		Bank Branch
PLBFORWARD	NO	Are balance forward suppliers allowed ?
PLCBPOST	YES	Post to Cash Management ?
PLCIT	NO	Construction Industry Taxation functionality ?
PLCONSREM	YES	Consolidate invoices for Electronic Payments
PLCONTMETH	4	Control account selection criteria

PLCONTPOST	BATCH	level at which C/A postings are made.
PLCSHPOST	YES	Has cash been posted since last audit trail run ?
PLCSHREFV	NO	Validate cash reference field in cash batch?
PLCURRTYPE	01	General Ledger currency type for payables
PLDEFAULTH		Default authoriser for generated PL journals
PLENDCONT	YES	
PLFILESDD		Data directory pathname (must end with a '/')
PLGOODSUSP	1-01-20-01-999	General Ledger goods suspense account
PLGRPCTRL	NONE	What level of Group account checking on AP invoice
PLINVPOST	YES	Have invoices been posted since last audit trail ?
PLJCPOST	NO	Is the A/P ledger posting to Job Costing ?
PLJHOLD	YES	Journal Transactions ignore 'X' payment indicator.
PLJRNPOST	NO	Have journals been posted since last audit trail ?
PLLASTCSH	0003	Last cash number used
PLLASTINV	0004	Last invoice number used
PLLASTJRN	0001	Last journal number used
PLLASTOURC	CN000000	Last credit "our reference" number
PLLASTOURI	IN000007	Last invoice "our reference" number
PLLASTPAY	00	Last payment list number used
PLLASTREFB		Last second reference number used for type 'B' pay
PLLASTREFT		Last second reference number used for type 'T' pay
PLLASTRET	0000000002	Last retention number used.
PLLASTSUPP	00000000	Last supplier number
PLLASTVPC	000000	Last VAT protocol number used for credit notes.
PLLASTVPI	000041	Last VAT protocol number used for invoices
PLLASTVPP	000000	Last VAT protocol number used for A/P Prepayments
PLMANREF	INVOICE	Allocate cash by invoice or "our reference"
PLMARKPEND	YES	Mark invoices on remittance advice as pended ?
PLMAXRMVAL	500000	Maximum value per remittance advice

PLMODB	YES	Can items be amended in AP Batch Enquiry?
PLMODV	YES	Can VAT lines be amended in AP Invoice Entry?
PLMULTCOMP	NO	Is this a multi-company accounts payable ?
PLNLBANK		Bank control accounts
PLNLBANKVB	9-99-70-01-408	Bank control accounts
PLNLCLAW		The default VAT Clawback G/L account
PLNLCONTRL	9-99-80-03-502	Payables control account
PLNLDISCNT	7-00-30-50-480	General Ledger discount received account
PLNLEXCHD	9-99-EX-00-000	General Ledger exchange difference account
PLNLJRNACC	9-99-80-03-503	General ledger journals/suspense account
PLNLLAST		last G/L posting period for internal companies
PLNLLASTPD	12	The last period distributions were posted to G/L
PLNLPOST	YES	Post directly to General Ledger ?
PLNLREF	INVOICE	Use invoice or "our reference" when posting to G/L
PLNLVATREG	9-99-60-04-999	
PLNLWEXD		G/L Posting code for A/P Withholding Tax exchange
PLOURCFORM	CC#####	Format of credit "our reference"
PLOURIFORM	CC#####	Format of invoice "our reference"
PLPARTCASH	YES	Is partial allocation of cash allowed ?
PLPAYREFB		Format for second references for type 'B' payments
PLPAYREFT		Format for second references for type 'T' payments
PLPAYTERMS	I30	Default payment terms
PLPAYTYPE	C	Default payment type
PLPERIOD	12	Accounts Payable period
PLPERS		
PLPOSTAUTH	NO	Allow posting of authorised invoices only ?
PLPRINTBAT	YES	Print batch prior to posting ?
PLPRREMAP	NO	Remap G/L posting codes at A/P posting ?
PLREGSLPRN	YES	Print a registration slip ?
PLREMPRNT	YES	Print Company name & address on Remittance Advices

PLRETPOST	YES	Have retention details been posted ?
PLRETSTAT	YES	Are AP Statements retrospective?
PLSEPCHEQ	NO	Remittance advices/cheques printed separately?
PLSEQCSHB	NO	Force sequential numbering of cash batches
PLSEQINVB	NO	Force sequential numbering of invoice batches
PLSEQJRN	NO	Force sequential numbering of journal batches
PLSEQOURR	NO	Force sequential numbering of invoices
PLSEQSUPP	NO	Force sequential numbering of suppliers ?
PLSINGLIST		Single currency only payment types
PLSKIPZVAT	NO	Do not post zero VAT lines to G/L
PLSPLTCASH	NO	Split cash allocations between control accounts?
PLSTATF	NO	Print statements in foreign currency?
PLSTATUS		When are invoices usually paid ?
PLSUPPBROW	CODE	Supp. browse: in what order are records displayed?
PLSUPPFORM	#####	Format of supplier number
PLTAXCHECK	NO	Give a warning if posting & tax per'ds don't match
PLTURNOVER	NO	Allow supplier turnover to be amended ?
PLYEAR	03	Accounts Payable year
PL_INSTAL	YES	Is the Accounts Payable module installed ?
SLADMFORM	CCC#####	Format for admin. fee invoice numbers.
SLADMINFEE	0.00	Default administration fee
SLALTCURR		Default alternative currency for Accounts Receivable
SLARCHDIR		Archived transactions data directory
SLBADDEBT	UPDATE	Controls Bad Debt Management functionality
SLBAFORMAT		Default output format for Electronic Payments
SLBANK	VB	The default Accounts Receivable bank code
SLBFORWARD	NO	Allow balance forward account types for customers?
SLCBCRPREF	CMCR	Prefix for the combined receipts.
SLCBLASTCR	0000	Last generated number for the combined receipts.
SLCBPOST	YES	Is Accounts Receivable posting to Cash Management?

SLCHGPOST	YES	Have statuses been changed since last audit trail?
SLCONFCUST	NO	Should the customer be confirmed within receipts
SLCONSDD	YES	Consolidate Direct Debits for Electronic Payments
SLCONTMETH	4	Control account selection criteria
SLCONTPOST	BATCH	level at which C/A postings are made.
SLCPREMNEW	NO	Create a new letter for any remainder?
SLCRCHECK	D	Credit checking on invoice or due date ?
SLCREDCAT	I030	Payment Terms
SLCREDCATV	I30	
SLCREDCCY	LOCAL	Credit check currency for generic credit checking
SLCREDCRN	YES	Include credit notes in credit balance calculation
SLCREDDAYS	10	Number of days credit after due date allowed
SLCREDGEN	NO	Use generic credit checking?
SLCREDREF	DELIVERY	The account used to determine the credit category
SLCSHPOST	YES	Has any cash been posted since audit trail ?
SLCURRTYPE	01	General Ledger currency type
SLCUSTBROW	CODE	Cust. browse: in what order are records displayed?
SLCUSTFORM	#####	Format of customer number
SLDDSING	NO	Are single currency Direct Debit Batches allowed?
SLDEFAULTH		Default authoriser for generated SL journals
SLENDCONT	YES	
SLENQDATE		A/R Transaction Enquiry Date
SLESPOST	NO	Have invoices been posted since EC Sales List run?
SLFILESDD		Directory pathname (must end with a '/')
SLFORMRECP	#####	Format of receipt number
SLGENFORM	YES	Automatically create missing letter forms?
SLGRPCTRL	NONE	What level of Group account checking on AR invoice
SLHIERDUPW	NO	Warn about duplicate cust. hierarchy nodes?
SLINTDDATE	0	Days added to calc date to get interest due date.
SLINTFORM	CCC#####	Format for interest invoice numbers.

SLINTINT	NO	Should interest on interest be charged?
SLINTINVS	YES	Print interest documentation on invoice generation
SLINTMIN	0.00	The minimum debt before interest is charged.
SLINTRATE	0	Default rate of interest
SLINTSTAT	YES	Print interest details on statements?
SLINVPOST	YES	Have any invoices been posted since audit trail ?
SLJCEXP	NO	Is entry of J/C expense codes allowed in invoices?
SLJCPOST	NO	Is Accounts Receivable posting to job costing ?
SLJRNPOST	NO	Have any journals been posted since audit trail ?
SLLASTCSH	0001	Last transaction number used for cash batches.
SLLASTCSHA		Last number used for cash batches (alpha prefix).
SLLASTCUST	00000000	Last customer number used
SLLASTINV	0000	Last invoice number used
SLLASTJRN	0000	Last journal number used
SLLASTRECP	0000000007	Last receipt number used
SLLASTREF	0000	Last batch number used for Refunds
SLLASTVPC	000000	Last VAT protocol number used for credit notes
SLLASTVPI	000020	Last VAT protocol number used for invoices
SLLASTVPR	000000	Last VAT protocol number used for A/R Prepayments
SLETTTERNO	0000000000	Unique reference for each reminder letter
SLMODB	YES	Can items be amended in AR Batch Enquiry?
SLMODV	YES	Can VAT lines be amended in AR Invoice Entry?
SLMULTCOMP	NO	Is this Accounts Receivable multi-company ?
SLNEXTADM	ADM00000	Last admin. fee invoice number.
SLNEXTINT	INT00000	Last interest invoice number.
SLNLBANK		General Ledger bank control accounts
SLNLBANKVB	9-99-70-01-408	General Ledger bank control accounts
SLNLCLAW		A Valid General Ledger Code
SLNLCONTRL	9-99-60-01-301	Sales control account
SLNLDISCNT	7-00-30-50-380	Sales discount account

SLNLEXCHD	9-99-EX-00-000	Exchange difference account
SLNLJRNACC	9-99-60-01-306	Sales journal/suspense account
SLNLLAST		last G/L posting period for internal companies
SLNLLASTPD	12	What is the last period sales were posted to G/L
SLNLPOST	YES	Is A/R posting immediately to General Ledger ?
SLNLWEXD		G/L Posting code for A/R Withholding Tax exchange
SLPARTCASH	YES	Allow Partial Cash allocation ?
SLPERIOD	12	Accounts Receivable period number
SLPERS		
SLPRINTBAT	NO	Print batch prior to posting ?
SLPRREMAP	NO	Remap G/L posting codes at A/R posting ?
SLREFPOST	NO	Have refunds been posted since audit trail ?
SLREMPRNT	YES	Print Company name & address on Remittance Advices
SLRETSTAT	YES	Are AR Statements retrospective?
SLSEPCHEQ	NO	Remittance advices/cheques printed separately?
SLSEQCSHB	NO	Force sequential numbering of cash batches
SLSEQCUST	NO	Force sequential numbering of customers ?
SLSEQINVB	NO	Force sequential numbering of invoice batches
SLSEQJRN	NO	Force sequential numbering of journal batches
SLSEQREFB	NO	Force sequential numbering of refund batches
SLSETTCTRL	YES	Allow manual control of settlement discounts
SLSETTLAT	0	Settlement discount latitude days
SLSEVDAYS	30 60 90 120 150 180	Default severity days for reminder letters
SLSHOWRISK	NO	Display COP Risk in Transaction Enquiry ?
SLSPLTCASH	YES	Split cash allocations between control accounts?
SLSTATF	YES	Print statements in foreign currency ?
SLTAXCHECK	NO	Give a warning if posting & tax per'ds don't match
SLTURNOVER	NO	Allow amendment of customer turnover figures ?
SLYEAR	03	Accounts Receivable Year
SL_INSTAL	YES	Is the Accounts Receivable installed ?

VATBRANCH		Branch ID for the company to be printed on SSD's
VATPROTSAM	YES	Use same VAT protocol no. sequence for INV and CRN
VATPROTSEQ	NO	Force VAT Protocol to be in effective date seq ?
VATPROTYR	YES	Reset VAT protocol numbers to 0 at year end only
VATREGPART	PART	Pending to Normal VAT Register transfer

## G/L Posting Codes

These GL posting codes are set up to highlight the processing of transactions. The structure and naming of these accounts are purely indicative and are not intended to prescribe the settings that should be used.

GL code	Description	Type	Revenue account?	Associated Vat code
1-01-10-01-301	SALES - NORTH REVENUE TYPE 1	P	R	V70
1-01-10-01-302	SALES - NORTH REVENUE TYPE 2	P	R	V71
1-01-10-01-305	SALES - NORTH INTEREST CHARGE	P	R	VZ
1-01-10-01-306	SALES - NORTH REVENUE TYP 306	P	R	V71
1-01-10-01-307	SALES - NORTH REVENUE TYP 307	P	R	V70
1-01-10-01-308	SALES - NORTH REVENUE TYP 308	P	R	VZ
1-01-10-01-321	SALES - NORTH REV EXP TYPE 3	P	R	EX
1-01-10-01-399	SALES - NORTH DEF REVENUE	P	R	V70
1-01-10-01-401	SALES - NORTH SALES TYPE 4	P	R	V70
1-01-10-01-421	SALES - NORTH SALES TYPE 421	P	R	EX
1-01-10-01-499	SALES - NORTH DEF REV CONTRA	P		
1-01-10-01-511	SALES - NORTH REV TYP 5 NAT	P	R	V71
1-01-10-01-521	SALES - NORTH REV NAT TYP 5	P	R	EX
1-01-10-01-599	SALES - NORTH PREPAY CONTROL	P	R	VSP
1-01-10-01-621	SALES - NORTH SALES TYPE 621	P	R	EX
1-01-10-37-412	SALES - NORTH RETENTIONS	P		
1-01-20-01-301	SALES - NORTH COST TYPE 1	P		
1-01-20-01-302	SALES - NORTH COST TYPE 2	P		
1-01-20-01-304	SALES - NORTH COST TYPE 4	P		

1-01-20-01-307	SALES - NORTH COST TYPE 307	P		
1-01-20-01-401	SALES - NORTH COST TYPE 401	P		
1-01-20-01-501	SALES - NORTH COSTS TYPE 5	P		
1-01-20-01-599	SALES - NORTH COST PREPAYMENT	P		
1-01-20-01-601	SALES - NORTH COST TYPE 601	P		
1-01-20-01-999	SALES - NORTH COST SUSPENSE	P		
3-01-GH-GH-BAL	DISTRIB - NORTHSTK BAL SHEET	B		
3-01-GH-GH-BDG	DISTRIB - NORTHSTK BAD GOODS	B		
3-01-GH-GH-DEK	DISTRIB - NORTHW. ORDER DEKIT	B		
3-01-GH-GH-DES	DISTRIB - NORTHSTK SALES DESP	B		
3-01-GH-GH-DSP	DISTRIB - NORTHSTK DESPATCH	B		
3-01-GH-GH-FIN	DISTRIB - NORTHW. ORDER COMP	B		
3-01-GH-GH-GHH	DISTRIB - NORTHSTK PROD ISS	B		
3-01-GH-GH-GRN	DISTRIB - NORTHSTK GRN	B		
3-01-GH-GH-PCP	DISTRIB - NORTHPOP RECEIPT	B		
3-01-GH-GH-PRC	DISTRIB - NORTHSTK PROD REC	B		
3-01-GH-GH-RET	DISTRIB - NORTHSTK CUST RETN	B		
3-01-GH-GH-SRT	DISTRIB - NORTHSTK RETURNS	B		
3-01-GH-GH-TRF	DISTRIB - NORTHSTK TRANSFER	B		
3-01-GH-GH-WOI	DISTRIB - NORTHW. ORDER ISSUE	B		
3-01-GH-PL-ADJ	DISTRIB - NORTHSTK ADJUSTS	P		
3-01-GH-PL-WRO	DISTRIB - NORTHSTK WRITE OFF	P		
3-01-PO-PO-PEV	DISTRIB - NORTHVARIANCE PEV	P		
3-01-PO-PO-PPV	DISTRIB - NORTHVARIANCE PPV	P		
3-01-PO-PO-PQV	DISTRIB - NORTHVARIANCE PQV	P		
7-00-30-25-001	FINANCE DIV DISHON COP	P		
7-00-30-25-003	FINANCE DIV HONOURED COP	P		
7-00-30-25-005	FINANCE DIV LOAN COP	P		
7-00-30-25-007	FINANCE DIV DISC'D COP	P		
7-00-30-25-009	FINANCE DIV PRESENTED COP	P		

7-00-30-25-011	FINANCE DIV COP INTEREST	P		
7-00-30-25-013	FINANCE DIV COP CHARGES	P		
7-00-30-50-010	FINANCE DIV SL AUTH DISC	P		
7-00-30-50-011	FINANCE DIV SL UNAUTH DISC	P		
7-00-30-50-020	FINANCE DIV PL AUTH DISC	P		
7-00-30-50-021	FINANCE DIV PL UNAUTH DISC	P		
7-00-30-50-080	FINANCE DIV DISC ALLOWED	P		
7-00-30-50-081	FINANCE DIV DISC RECEIVED	P		
7-00-30-50-082	FINANCE DIV P&L ON EXCHANGE	P		
7-00-30-50-083	FINANCE DIV BANK INTEREST	P		
7-00-30-50-084	FINANCE DIV P&L SALE ASSET	P		
7-00-30-50-085	FINANCE DIV BANK CHARGES	P		
7-00-30-50-086	FINANCE DIV P&L FOR YEAR	P		
7-00-30-50-087	FINANCE DIV INT CHARGE ACC	P		
7-00-30-50-088	FINANCE DIV ACCEPTED COP	P		
7-00-30-50-089	FINANCE DIV CURRENCY ROUND	P		
7-00-30-50-180	FINANCE DIV CLAWBACK V70	P		
7-00-30-50-181	FINANCE DIV CLAWBACK V71	P		
7-00-30-50-182	FINANCE DIV CLAWBACK EX	P		
7-00-30-50-183	FINANCE DIV CLAWBACK VZ	P		
7-00-30-50-189	FINANCE DIV CLAWBACK V7S	P		
7-00-30-50-280	FINANCE DIV CLAWBACK V60	P		
7-00-30-50-281	FINANCE DIV CLAWBACK V61	P		
7-00-30-50-282	FINANCE DIV CLAWBACK PEX	P		
7-00-30-50-283	FINANCE DIV CLAWBACK VPZ	P		
7-00-30-50-380	FINANCE DIV SETT DISC V70	P	R	V70
7-00-30-50-381	FINANCE DIV SETT DISC V71	P	R	V71
7-00-30-50-382	FINANCE DIV SETT DISC EX	P	R	V71
7-00-30-50-383	FINANCE DIV SETT DISC VZ	P	R	VZ
7-00-30-50-387	FINANCE DIV EXCHANGE DIFF	P		

7-00-30-50-389	FINANCE DIV SETT DISC V7S	P	R	V7S
7-00-30-50-480	FINANCE DIV SETT DISC V60	P		
7-00-30-50-481	FINANCE DIV SETT DISC V61	P		
7-00-30-51-100	FINANCE DIV EURO ROUNDING	P		
7-00-30-51-200	FINANCE DIV ROUNDING USD	P		
7-00-30-60-090	FINANCE DIV DEPN FURN/EQUIP	P		
7-00-30-60-091	FINANCE DIV DEPN VEHICLES	P		
7-00-30-60-092	FINANCE DIV DEPN PLANT/MACH	P		
7-00-30-61-001	FINANCE DIV P/L ASSET SALE	P		
7-00-35-10-301	FINANCE DIV PENDING VAT V70	B		
7-00-35-20-301	FINANCE DIV CONTRA VAT V70	B		
9-99-40-01-101	BALANCE SHEET PLANT/MACH ADD	B		
9-99-40-01-102	BALANCE SHEET PLANT/MACH DISP	B		
9-99-40-01-103	BALANCE SHEET P/M PRIOR DEPN	B		
9-99-40-01-104	BALANCE SHEET P/M DEPN CUR YR	B		
9-99-40-01-105	BALANCE SHEET PLANT/MACH SUSP	B		
9-99-40-01-106	BALANCE SHEET P/M DISP SUSP	B		
9-99-50-01-200	BALANCE SHEET STOCK WIP	B		
9-99-50-03-200	BALANCE SHEET STOCK DEFAULT	B		
9-99-50-03-301	BALANCE SHEET STOCK ACCOUNT	B		
9-99-60-01-301	BALANCE SHEET SL CONTROL ACC	B		
9-99-60-01-306	BALANCE SHEET SL SUSP ACC	B		
9-99-60-01-307	BALANCE SHEET UNACCEPT COP	B		
9-99-60-01-309	BALANCE SHEET S/L CONTROL EXT	B		
9-99-60-01-399	BALANCE SHEET S/L PREPAYMENT	B		
9-99-60-04-003	BALANCE SHEET VAT CONTROL GV	B		
9-99-60-04-301	BALANCE SHEET VAT CONTROL V70	B		
9-99-60-04-302	BALANCE SHEET VAT CONTROL V71	B		
9-99-60-04-303	BALANCE SHEET VAT CONTROL V71	B		
9-99-60-04-304	BALANCE SHEET VAT CONTROL GV	B		

9-99-60-04-309	BALANCE SHEET VAT CONTROL VZ	B		
9-99-60-04-310	BALANCE SHEET VAT CONTROL EX	B		
9-99-60-04-311	BALANCE SHEET VAT CONTROL V7S	B		
9-99-60-04-390	BALANCE SHEET VAT CONTROL VSP	B		
9-99-60-04-401	BALANCE SHEET VAT CONTROL V60	B		
9-99-60-04-402	BALANCE SHEET VAT CONTROL V61	B		
9-99-60-04-403	BALANCE SHEET VAT CONTROL VPZ	B		
9-99-60-04-404	BALANCE SHEET VAT CONTROL PEX	B		
9-99-60-04-405	BALANCE SHEET VAT CONTROL PCR	B		
9-99-60-04-490	BALANCE SHEET VAT CONTROL PPV	B		
9-99-60-04-999	BALANCE SHEET VAT SUSPENSE	B		
9-99-70-01-408	BALANCE SHEET BANK VECTION	B		
9-99-80-03-502	BALANCE SHEET PL CONTROL ACC	B		
9-99-80-03-503	BALANCE SHEET PL SUSPENSE ACC	B		
9-99-80-03-509	BALANCE SHEET P/L CONTROL EXT	B		
9-99-80-03-599	BALANCE SHEET P/L PREPAYMENT	B		
9-99-80-05-504	BALANCE SHEET STANDARD VAT	B		
9-99-80-05-505	BALANCE SHEET SALES LDG VAT	B		
9-99-80-05-506	BALANCE SHEET PURCH LDG VAT	B		
9-99-90-03-702	BALANCE SHEET B/S RESERVES	B		
9-99-90-03-703	BALANCE SHEET BS PROFIT/LOSS	B		
9-99-99-00-000	BALANCE SHEET YEAR END	B		
9-99-99-99-999	BALANCE SHEET SUSPENSE ACC	B		
9-99-99-99-COP	BALANCE SHEET COP JOURNALS	B		
9-99-99-99-DIS	BALANCE SHEET DISHONOURED COP	B		
9-99-EX-00-000	BALANCE SHEET EXCHANGE DIFF	B		

## VAT Matrix and Coding

Item vat type	Account vat type	Description	Vat code
EX	EX	Sales Exempt VAT	EX
EX	EXS	Purchase Exempt VAT	PEX
EX	VC	Sales Exempt VAT	EX
EX	VS	Purchase Exempt VAT	PEX
VI	EX	Sales Exempt VAT	EX
VI	EXS	Purchase Exempt VAT	PEX
VI	VC	Sales VAT @ 20%	V71
VI	VS	Purchase VAT @ 20%	V61
VS	EX	Sales Exempt VAT	EX
VS	EXS	Purchase Exempt VAT	PEX
VS	VC	Sales VAT @ 17.5%	V70
VS	VS	Purchase VAT @ 17.5%	V60
VZ	EX	Sales Exempt VAT	EX
VZ	EXS	Purchase Exempt VAT	PEX
VZ	VC	Sales Zero VAT	VZ
VZ	VS	Purchase Zero VAT	VPZ

The following represent the purchase VAT codes used in this document:

<b>vat code</b>	V60	V61	VN5	VPZ
<b>description</b>	Purchase VAT 17.5%	Purchase VAT 20%	Purchase VAT 5% Non-Rec	Purchase Zero Rated VAT
<b>percentage</b>	17.5	20	20	0
<b>control account</b>	9-99-60-04-401	9-99-60-04-402	9-99-60-04-403	9-99-60-04-403
<b>ledger</b>	P	P	P	P
<b>pending account</b>			7-00-35-10-301	
<b>contra account</b>			7-00-35-20-301	
<b>non-recovery rate</b>	0	0	5	0
<b>Non-recovery debit</b>			9-99-60-04-404	
<b>Non-recovery credit</b>			9-99-60-04-405	
<b>prepayment control</b>				
<b>prepayment account</b>				
<b>tolerance</b>	0	0	0	0
<b>service_code</b>	VAT	VAT	VAT	VAT
<b>tolerance %</b>	0	0	0	0

The following represent the sales VAT codes used in this document.:

vat code	V70	V71	V7S	VSP
<b>description</b>	Sales VAT 17.5%	Sales VAT 20%	Supplementary VAT	Sales Prepayment VAT
<b>percentage</b>	17.5	20	5	17.5
<b>control account</b>	9-99-60-04-301	9-99-60-04-302	9-99-60-04-311	9-99-60-04-390
<b>ledger</b>	R	R	R	R
<b>pending account</b>	7-00-35-10-301			
<b>contra account</b>	7-00-35-20-301			
<b>non-recovery rate</b>	0	0	0	0
<b>Non-recovery debit</b>	1-01-10-01-301			
<b>Non-recovery credit</b>	1-01-10-01-302			
<b>prepayment control</b>	1-01-10-01-301			9-99-60-01-399
<b>prepayment account</b>	1-01-10-01-301			1-01-10-01-599
<b>tolerance</b>	0	0	0	0
<b>service_code</b>	VAT	VAT	VAT	VAT
<b>tolerance %</b>	10	0	0	0

## Control Account Maintenance

This table lists the settings for the control accounts:

<b>Module</b>	<b>: P</b>	<b>Control Account:</b>	<b>9-99-80-03-502</b>
Account Type		Authorised Settlement Discount:	7-00-30-50-020
Transaction short name		Unauthorised Sett. Discount:	7-00-30-50-021
Currency		Interest Charge:	1-01-10-01-305
		Realised exchange gains:	9-99-EX-00-000
		Realised exchange losses:	9-99-EX-00-000
<b>Module</b>	<b>: P</b>	<b>Control Account:</b>	<b>9-99-80-03-509</b>
Account Type	: COR	Authorised Settlement Discount:	7-00-30-50-020
Transaction short name		Unauthorised Sett. Discount:	7-00-30-50-021
Currency		Interest Charge:	1-01-10-01-305
		Realised exchange gains:	9-99-EX-00-000
		Realised exchange losses:	9-99-EX-00-000
<b>Module</b>	<b>: R</b>	<b>Control Account:</b>	<b>9-99-60-01-301</b>
Account Type		Authorised Settlement Discount:	7-00-30-50-010
Transaction short name		Unauthorised Sett. Discount:	7-00-30-50-011
Currency		Interest Charge:	1-01-10-01-305
		Realised exchange gains:	9-99-EX-00-000
		Realised exchange losses:	9-99-EX-00-000
<b>Module</b>	<b>: R</b>	<b>Control Account:</b>	<b>9-99-60-01-309</b>
Account Type	: VAL	Authorised Settlement Discount:	7-00-30-50-010
Transaction short name		Unauthorised Sett. Discount:	7-00-30-50-011
Currency		Interest Charge:	1-01-10-01-305
		Realised exchange gains:	9-99-EX-00-000
		Realised exchange losses:	9-99-EX-00-000

## Settlement

Settlement Discount Category :		VS		
Band	1	2	3	4
Percentage	5	4	3	2
Day	10	20	30	40

## Interest

Category	Description	Latitude Days
VI	VECTION INTEREST CRG	10

## Retention categories

Retention Code: VR	
Description	: VECTION RETENTION
Percentage	Retention Type
20	VT
G/L Account: 1-01-10-37-412	
Retention Code: VR2	
Description	: VECTION GR RETENTION
Percentage	Retention Type
8	VAJ
G/L Account: 1-01-10-37-412	