NATSOFT USER MANUAL

GENERAL LEDGER SYSTEM

VERSION 3.00

DATA ENTRY AND SPECIAL KEYS

All Natsoft systems make use of special keys for data entry. This section should be fully understood BEFORE attempting to run any of the systems. Each key is referred to in the instructions by an abbreviation. This abbreviation is given next to each of the keys.

The following descriptions nominate the special keys and their specific purposes.

Return or Enter

When entering data into the system the Return or Enter key should be pressed once the entry is complete. The system will not recognize, and act upon your entry until the Return is pressed. The Return key is equivalent to the Enter key. The system usually indicates the field that is to be entered by the operator by a flashing cursor, and highlighted data.

Backspace or Delete

The Backspace and Delete keys are equivalent. The backspace is a character deletion key. If you have made a typing error then Backspace is pressed to delete the last character typed.

The backspace is also an error message recovery key. If an error message or warning message appears on the bottom of the screen and a beep is heard from the system, then the Backspace or Delete key is pressed to clear the message. If you press any other key then the system will respond with another beep. This is to ensure that error messages are acknowledged and the appropriate action is taken.

~

This is the screen dump key. Whenever this key is pressed the contents of the current screen will be sent to printer number zero.

Arrow Up (AU)

The Arrow Up key (or F5 on the IBM style keyboard with no separate cursor controls), is an abort or backup one step key. It is used to move to the previous entry field or to exit up out of an operation without making any changes. If you called up a wrong account then this key is used to return to the account entry. This key will allow you to re-enter the system date if it is pressed at the main menu. In posting routines this key will return you to the batch selection section of the system, thus allowing you to change posting modes quickly.

Arrow Down (AD)

The Arrow Down key (or F9 on the IBM style keyboard with no separate cursor controls), is an advancement key. It is used to advance to the next entry field. The Enter key will also perform this task. This key is used to move down through posting dissections, where the enter key will allow the changing of a dissection. This key has special purposes in some programs. When this key has a special purpose, this purpose is shown in the program or in the instructions of the program.

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Arrow Across (AA)

The Arrow Across key (or F8 on the IBM style keyboard with no separate cursor controls), is a confirmation or program exit key. It is used to confirm an entry screen, or to, during posting procedures, indicate to the system that all transaction dissections are entered. This key is pressed to exit a program when there are no screen instructions on how to exit the program.

Arrow Back (AB)

The Arrow Back key (or F7 on the IBM style keyboard with no separate cursor controls), is used in the same way as a Backspace key to delete the previous character typed.

Function Keys

The system utilizes function keys 1, 2, 3 and 4 to perform various tasks. An explanation of the function of each of these keys may be found below.

Function Key One (F1)

Function key one or F1 is the help key. If the operator is at an entry within the system and does not understand what the system requires then this key may be struck and a help message will appear on the screen explaining the particular entry concerned. Once the operator is happy with the course of action that should be taken then the ENTER key should be struck to return the operator to the entry in question. The help message may be changed by entering C, and then the message.

Function Key Two (F2)

Function key two or F2 is the Load/Change key, and is used to allow the loading and changing of records. At any account entry this key can be used to load a new account, or change an existing one. For example new account may be loaded on to the system in the middle of a posting procedure by the use of F2. The new account code is keyed in followed by the F2 key instead of the Enter key. Not only can new accounts be loaded by this method but existing account details can be modified.

Function Key Three (F3)

Function key three or F3 is the screen inquiry key. At any account entry this key can be used to inquire into an account. For example this key may be used in the middle of a posting procedure if details of a particular debtor's transactions are required. The debtors code is keyed in followed by the F3 key instead of the Enter key. The operator is then placed in the inquiry mode.

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Function Key Four (F4)

Function key four or F4 is the keystroke record/playback key. This key is used to store sequences of key strokes that are of a repetitive nature. For example when end of period reports are being produced the keystrokes used can be stored in a file and recalled at the end of the period. When this key is pressed the name of the file in which the keystrokes are to be stored is entered. The record mode is selected by entering an R, and from that point all key strokes are recorded until the F4 key is pressed to stop the recording. To recall a key stroke file move to the same entry from which the recording was commenced and press the F4 key, the key stroke file name is then entered and the playback mode is selected by entering a P.

Date Entry

Most date entry is required in full without the /'s, ie enter 14021988 for 14/02/1988. When entering dates it is only necessary to enter as much of the date that needs to be altered. If the current date is 14/02/1988, and the required date is the 20/02/1988, then simply enter 20. For the 30/05/1988 enter 3005.
CODING AND CALL UP OF ACCOUNTS

General ledger branches, general ledger master files, plant register files, report definition files, and livestock master files are given an unique account code. This account code may be alpha-numeric, ie it may consist of letters and/or numbers. This account code is used to call the relevant account up when requested to by the system. Accounts will be listed on reports in their account code sequence, this should be kept in mind when creating the account codes.

Branch Code

The branch code consists of three characters, and is usually alpha, and represents an abbreviation of the branch name.

General Ledger Code

The general ledger code consists of ten characters, and is usually numeric. It is recommended that a period (.) is used to separate the parts of a general ledger code number (ie 506.3).

Plant Register Code

The plant register code is four characters long and is usually numeric.

Report Definition Code

The report definition code must be four characters long, and is usually alpha. It can only consist of the letters A to Z, and the numbers 0 to 9.

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Livestock Code

The livestock code is two characters in length and can be numeric or alpha.

CODE ENTRY - Load/Change Functions

During load/change functions when the system asks for an account code, simply key in the desired account code. If the account code exists then the system will perform a change operation. If the account code does not exist then the system will perform a load operation. Most change functions will allow the account code to be changed.

CODE ENTRY - Other than Load/Change Functions

Whenever the system asks for an account code, key in the desired account code. If the account code is not found an error message is returned. If no code is entered or only part of a code is entered then all matches to the entered account code will be listed one screen at a time (see figure on the next page). To display the next screen press the Enter key. To select an account enter the number displayed next to the account and press return. To select no account code press the AU key.

LOAD/CHANGE FACILITY DURING ACCOUNT ENTRY

At any account entry an account may be loaded into the system or changed, by keying the account code, followed by the F2 key instead of the Enter key.

SCREEN INQUIRY FACILITY DURING ACCOUNT ENTRY

At any account entry an online inquiry facility is available. To inquire on an account key in the account code, followed by the F3 key instead of the Enter key.

Sample of screen listing during code entry.

SYSTEM PROCEDURE

To run the system, key in GENSYS at the operating system prompt, or select the General Ledger System option from the system menu. The system will detect whether the data files GENL*.* are present. If they are not present they are created and the Service Control File job is run (option 1 on the general ledger menu), to allow the system parametres to be keyed in.

Initial Setup

1. A branch record is loaded for each general ledger branches to be used on the system by the use of job 2 from the menu. Each general ledger branch operates as an individual general ledger, but can be consolidated by the use of the report generator. The parameters of the general ledger are entered during this procedure.

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2. The general ledger master files are loaded by the use of job 3 from the menu. The brought forward dollar and quantity balances are loaded for balance sheet type general ledger files, and last year balances and budget balances can be loaded for all accounts.

3. The plant register files are loaded by the use of job number 4 from the menu.

4. Report definitions are created by the use of job number 5 from the menu.

5. A standard chart of accounts may be setup by the use of job number 12 from the menu. This would only be performed if a lot of separate general ledger systems are to be setup. The standard chart of accounts is not related to any one branch, and can be used by any branch that is setup.

6. Livestock accounts are loaded by the use of job number 13 from the menu if they are required.

The general ledger system is now ready for period to period operation.

Period Cycle

1. General ledger journal postings are performed throughout the period.

2. General ledger integration is performed from other NATSOFT modules.

3. Any report may be printed during the period.

4. Postings for future and past periods can be made. All periods for the year can be kept open and may be selectively posted to, or reported from. The first four periods of the next year are also open and may be posted to, or reported from, this feature means that posting does not have to stop while the end of year is being finalized.

5. Any modifications to the plant register, such as new plant or plant disposals, are entered.

6. The plant register report is printed and the depreciation balances are posted by the use of journal posting. This report can be printed during the period.

7. The livestock journal postings are performed.

8. The required general ledger reports are printed. These reports can also be printed during the period.

9. The period update can be performed. Period updates need only be performed where transaction space is low. Once a period is updated then it may no longer be posted to. It is recommended that period updates are NOT performed.

10. If it is the end of year then the end of year update is performed. The end of year update cannot be performed if there is a balance in the profit & loss statement. This balance must be transferred by the use of journal posting to the balance sheet, a profit & loss transfer account is setup in the profit & loss statement for this purpose. The first four periods of next year are transferred to this year when the end of year update is run.

11. The system is now ready for another period's operation.

DATA BACKUP & INTEGRITY

The data files should be backed up or copied periodically. The backup should be made at least at the end of each day that the system is used. Backups should be performed before the end of period reporting and updates, or any program that operates on data without operator intervention.

The integrity of the data cannot be guaranteed if there is a power failure, or if the computer is turned off while it is in the middle of running the system, and therefore the data should be restored from the last backup. If the system has been returned to the main menu, or has been terminated, then a power failure will cause no harm. No harm will be caused in jobs that do not alter the data files, ie reports.

It is important that the computer is not left in the middle of programs that alter the data files, because if the power goes off you will not remember that you left the system in the middle of a job that updates files, and therefore you could risk data corruption. If you wish to leave the computer unattended then return the system to the main menu. If you are not sure of the integrity of your data after a power failure then restore the data from the last backup.

Power failures can cause uncorrectable data file corruption which can be avoided by restoring the data from the last backup.

At least 5 sets of backups should be kept. The backups are either named with the day for which they are used or numbered, they should be alternated each time a backup is performed. It is wise to keep a log detailing when each backup was done, and onto which media the backup was made. Keeping the backup media off the premises or in a secure and safe location is highly recommended, in the unfortunate but possible advent of fire or hazard the data can then be preserved.

All Natsoft data files should be included on the same backup, when all data files are backed up together it will contribute to a reliable backup should the data need to be restored.

Instructions for the backup up of your data will be provided by your software supplier, these will vary depending on your computer and operating system. If you require to restore a backup you should contact your software supplier for assistance.

Where integration is performed with other modules then all modules data should be backed up and restored at the same time.
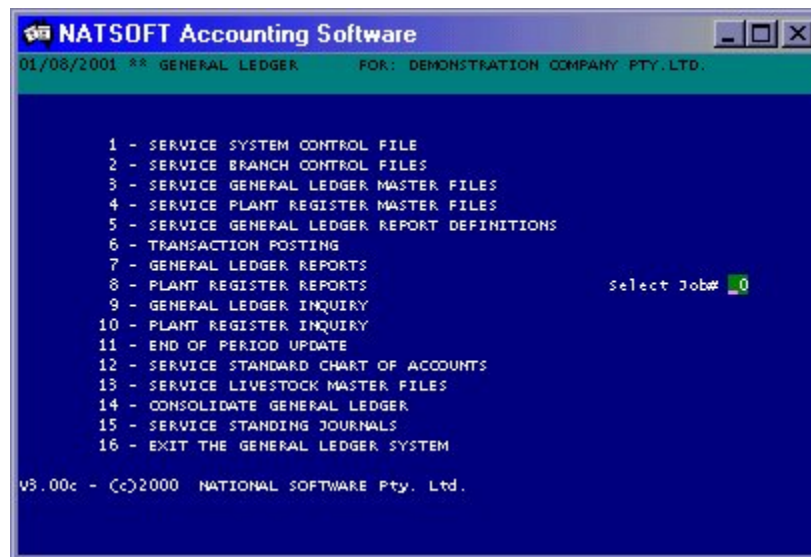
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SYSTEM MENU (JOB LIST)

The job menu is used to select which job is to be run. The job is selected from the menu by entering the job number. The following sections explain each job.

```
NATSOFT Accounting Software                          _ □ ×
01/08/2001 ** GENERAL LEDGER      FOR: DEMONSTRATION COMPANY PTY.LTD.


        1 - SERVICE SYSTEM CONTROL FILE
        2 - SERVICE BRANCH CONTROL FILES
        3 - SERVICE GENERAL LEDGER MASTER FILES
        4 - SERVICE PLANT REGISTER MASTER FILES
        5 - SERVICE GENERAL LEDGER REPORT DEFINITIONS
        6 - TRANSACTION POSTING
        7 - GENERAL LEDGER REPORTS
        8 - PLANT REGISTER REPORTS                 Select Job#  0
        9 - GENERAL LEDGER INQUIRY
       10 - PLANT REGISTER INQUIRY
       11 - END OF PERIOD UPDATE
       12 - SERVICE STANDARD CHART OF ACCOUNTS
       13 - SERVICE LIVESTOCK MASTER FILES
       14 - CONSOLIDATE GENERAL LEDGER
       15 - SERVICE STANDING JOURNALS
       16 - EXIT THE GENERAL LEDGER SYSTEM

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1 - SERVICE CONTROL FILE

This job is used to define and maintain control information about the general ledger system.

Firmname

The firmname is the name of the firm for which the general ledger system is being used for. A maximum of 40 characters can be entered.

Code

The code number relates to the firmname. This number is obtained from the supplier of the general ledger system. The system will not accept a firmname unless the correct code is entered.

Password

A password may be entered to protect the internal control of the General Ledger system. Once a password has been entered, it must be keyed in when selecting any job from the main system menu.

To remove a password, you must first get to this entry and press the spacebar followed by the enter key.

Last Used Batch Number

Posting batches are allocated consecutive batch numbers by the general ledger system. The last used batch number shows what batch number that was last used. This number should not be altered at any time.

S/Chart File Name

The file name of the general ledger standard chart of accounts is entered. If no standard chart of accounts is required then enter nothing. A full pathname to a file can be entered. The standard chart cannot be accessed until the general ledger system is terminated and re-run. If the standard chart does not exist then it will be created. The service general ledger master files job accesses the standard chart of accounts. If you load a code that exists within the standard chart of accounts then the system will take the details from the standard chart and load the account without you having to enter the details of the account. The standard chart of accounts may be serviced by the use of job number 12 on the main menu. A standard chart of accounts would only be setup if you were to create several general ledger systems.

Small Report Head

This allows the reports to have a small heading which is left justified. By pressing N for no, the reports will be showed with a large bold heading which is centred.

Audit Trail Printer#

Each of the printers on the computer system is assigned a number. You may specify which printer is to receive the audit trails. Where there is only one printer on a system this printer is usually number 0.

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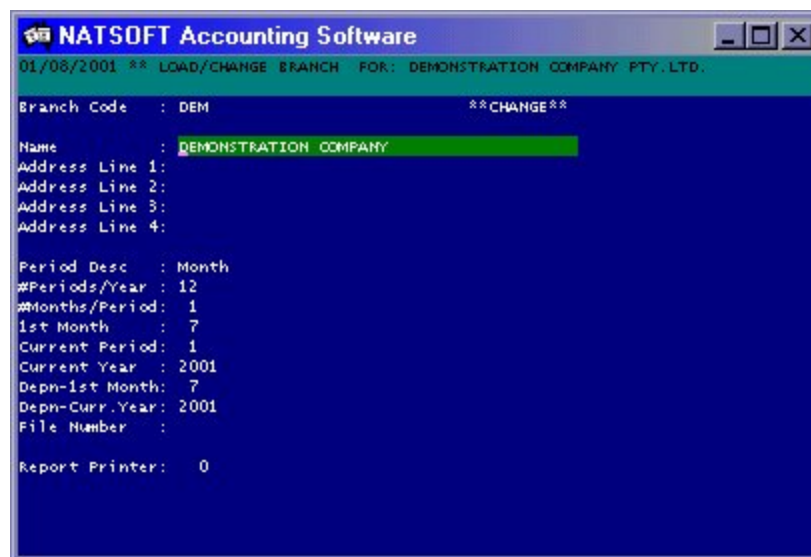Email: info@natsoft.biz

2 - SERVICE BRANCH CONTROL FILES

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number. This job is used to load, change and delete branch control files. A branch control file is loaded for each general ledger branch in the system. The branch control file holds the parameters and options of the general ledger.

1 - LOAD/CHANGE BRANCHES

When this option is run the following screen is displayed for entry.

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Branch Code

A three character code given to all branches for easy reference.

Name, Address Line 1,2,3,4

These five lines are provided for you to enter the name & address of the branch. Note that this area can be also used for comments and phone numbers.

Period Desc

This is the description of the period being used. IE month, quarterly, half year or year.

#Periods/Year

Enter the number of periods that make up a year. IE 12 periods = year, 4 periods = year or 2 periods = year.

#Months/Period

Enter the number of months that make up a period. IE 6 months = period, 3 months = period, 2 months = period or 1 month = period.

1st Month

The first month of the financial year is to be recognised by the corresponding calendar year. For example number 7 is July the first month in the financial year.

Current Period

The current period is the period to which the branch of the general ledger is in. Also note that it is the financial period is entered here not the calendar month.

Current Year

Enter the current year. As financial years extend over more than one year, the current year you will have here is the first year of the two years. IE 1993/94 financial year will show the current year as 1993.

Depn-1st Month

Enter the calendar month number of the start of the financial year, for the purposes of the depreciation schedule. Enter 7 for July.

File Number

Enter the taxation file number of the branch. This will be printed at the head of the general ledger reports to that branch.
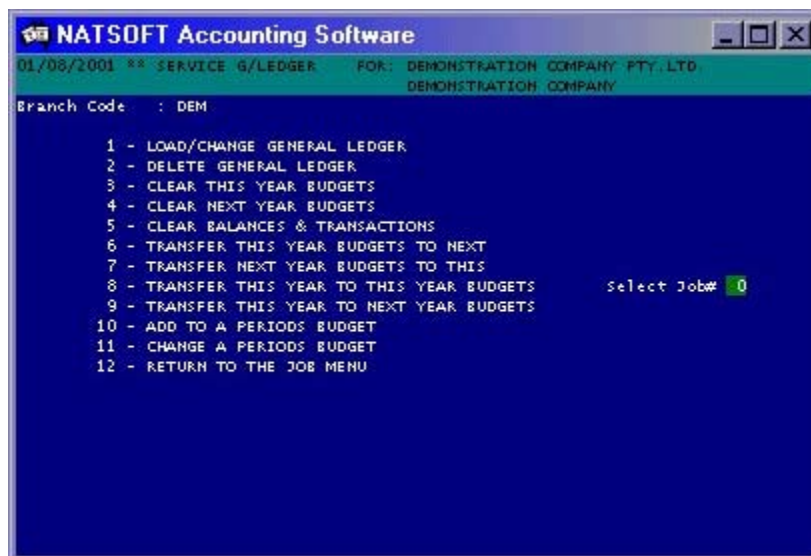
Report Printer

Each of the printers on the computer system is assigned a number. You may specify which printer is to receive the report. When there is only one printer on the system this printer is usually number 0.

2 - DELETE BRANCHES

This job is used to delete general ledger branches. The branch cannot be deleted unless there are no master files present. After entering the branch code enter Y to confirm the deletion.

3 - SERVICE GENERAL LEDGER MASTER FILES

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number.


```
NATSOFT Accounting Software                          _ □ ×
01/08/2001 ** SERVICE G/LEDGER     FOR: DEMONSTRATION COMPANY PTY.LTD.
                                        DEMONSTRATION COMPANY
Branch Code   : DEM

          1 - LOAD/CHANGE GENERAL LEDGER
          2 - DELETE GENERAL LEDGER
          3 - CLEAR THIS YEAR BUDGETS
          4 - CLEAR NEXT YEAR BUDGETS
          5 - CLEAR BALANCES & TRANSACTIONS
          6 - TRANSFER THIS YEAR BUDGETS TO NEXT
          7 - TRANSFER NEXT YEAR BUDGETS TO THIS
          8 - TRANSFER THIS YEAR TO THIS YEAR BUDGETS      Select Job#  0
          9 - TRANSFER THIS YEAR TO NEXT YEAR BUDGETS
         10 - ADD TO A PERIODS BUDGET
         11 - CHANGE A PERIODS BUDGET
         12 - RETURN TO THE JOB MENU
```

This job is used to load, change and delete general ledger master files.

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1 - LOAD/CHANGE GENERAL LEDGER

When this option is run two screens are displayed for entry. The second screen is the same as the first, except quantities are entered instead of dollar amounts. The following is the first screen that is displayed for entry.

Branch Code

Enter the 3 character branch code.

G/Ledger Code

The general ledger code is normally a number reference to a general ledger account. The general ledger code is allowed up to 10 characters. If this code exists within the standard chart of accounts and does not exist within the general ledger, then the system will transfer the account details from the standard chart, and request for confirmation to load the account.

New.Code

If the general ledger code is to be changed then the new code is entered.

Description

The description is normally just the name of the account. 30 characters are available to make up the description.

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Flag BPOC

Enter B if the general ledger account is a balance sheet account. Enter P if the account is a profit & loss account. Enter O if the account is an opening stock account. Enter C if the account is a closing stock account. The end of year update will clear the balances of type P, O and C accounts, and will bring forward the balances of type B accounts.

Cons.Acc Y/N

A consolidated account is an account that corresponds with other accounts to make up an account that shows the combine total. If this is a consolidated account then enter Y, otherwise enter N.

Cons.G/Ledger

This is an account that is to be consolidated with another account. Enter branch code and the code of the consolidated account. If this account is not to be consolidated with another account then enter nothing.

This.Budget, Next.Budget

Enter the budget balances for each of the periods for this year and for next year. If a balance is keyed in against B/F or Apply then the system will apportion this balance among the periods within the year, key in zero to leave the budget balances unaltered.

Last.Year, This.Year, T/Year.Cash

Enter the brought forward and period balances for last year, the brought forward for this year, and this year cash book. This year cash book represents the balances that have been transferred from the cash book system. Key in the balance brought forward against B/F or Apply for the balance sheet accounts. The current year period balances should NEVER be altered by the use of this job. For balance sheet and profit & loss accounts, if you do not wish to split last year balances among the
 periods then key last years balance against B/F or Apply.

The system will request for the quantity balances to be entered after the dollar balances have been entered.

2 - DELETE GENERAL LEDGER

This job is used to delete general ledger master files. A general ledger file cannot be deleted if there is a balance on file or if there are any transactions on file. To delete a general ledger file enter the account code and enter Y to the confirmation.

3 - CLEAR THIS YEAR BUDGETS

This job is used to clear this years budget balances. You will be requested whether you wish to clear the dollar or quantity balances. Enter D to clear the dollar balances, or enter Q to clear the quantity balances.

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4 - CLEAR NEXT YEAR BUDGETS

This job is used to clear next years budget balances. You will be requested whether you wish to clear the dollar or quantity balances. Enter D to clear the dollar balances, or enter Q to clear the quantity balances.

5 - CLEAR BALANCES & TRANSACTIONS

This job is used to clear this and last years balances and transactions. You will be requested whether you wish to clear the dollar or quantity balances. Enter D to clear the dollar balances, or enter Q to clear the quantity balances. The transactions are only cleared if dollar balances are clear

6 - TRANSFER THIS YEAR BUDGETS TO NEXT

This job is used to transfer this year's budget balances to next year. You will be requested whether you wish to transfer the dollar or quantity budgets. Enter D to transfer the dollar budgets, or enter Q to transfer the quantity budgets.

7 - TRANSFER NEXT YEAR BUDGETS TO THIS

This job is used to transfer next years budget balances to this year. You will be requested whether you wish to transfer the dollar or quantity budgets. Enter D to transfer the dollar budgets, or enter Q to transfer the quantity budgets.

8 - ADD TO A PERIODS BUDGET

This job is used to add to a specific periods budget balance. When this job is selected you will be requested whether you wish to add to the dollar or quantity budget. Enter D to add to the dollar budget, or enter Q to add to the quantity budget. You will be requested to enter the number of the period you wish to alter, and whether you wish to alter this years or next years budget. Enter the period number, and enter T for this years budget or enter N for next years budget.

Enter the general ledger branch codes, the general ledger codes, and the amounts to add to the budget balances.

9 - CHANGE A PERIODS BUDGET

This job is used to change a specific periods budget balance. When this job is selected you will be requested whether you wish to change the dollar or quantity budget. Enter D to add to the dollar budget, or enter Q to add to the quantity budget. You will be requested to enter the number of the period you wish to alter, and whether you wish to alter this years or next years budget. Enter the period number, and enter T for this years budget or enter N for next years budget.

Enter the general ledger branch codes, the general ledger codes, and the new budget balances.

4 - SERVICE PLANT REGISTER MASTER FILES

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number.

This job is used to load, change and delete plant register files.

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1 - LOAD/CHANGE PLANT REGISTER

When this option is run two screens are displayed for entry, one for the taxation depreciation data and another for the internal depreciation data. The following screen, which contains the taxation depreciation data, is the first screen displayed for entry.

Branch Code

A three character code given to all branches for easy reference.

Plant Code

A four character code, given to all plant & equipment for easy reference.

New.Code

If the plant register code is to be changed then the new code is entered.

Description

The description is the name of the plant or equipment. There is 30 characters allow to make up the description.

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Reg/Head/Total/N

If the account is to be a heading enter a H, or if the account is to be a total account enter a T, or if the account is to be put onto a new page enter N, otherwise enter a R for a regular account. Heading, total and new page accounts cannot contain a balance, they are used to produce headings, sub-totals and allows for a new page in the plant register report. Whenever the plant register report strikes a heading account the new heading is printed on the report, whenever it strikes a total account a sub-total is printed on the report and whenever it hits a new page account it will start the next account on a new page.

Original Cost (Not Including Additions)

Enter the original cost of the plant. Do not include the cost of any current year additions, therefore if the plant item is a new one then enter zero.

Original Cost Offset (Last Year), Original Cost Offset (This Year)

Enter the cost offset or balancing charge if one has been applied. If the offset is being made in the current year then enter it in this year offset, otherwise enter it in the last year offset.

Depreciation Charged-Actual & Notional, Opening Written Down Value

Enter the total actual and notional depreciation charged to the beginning of the current year. The notional depreciation in the actual depreciation less the private use portion. The opening written down value is displayed by the system.

Private Usage Percentage

Enter the private usage percentage. Where there is no private usage enter zero.

Depreciation Method (SPDN), Depn.Rate

Enter the depreciation method. S is prime cost where depreciation is calculated over the full year even though the plant may have been purchased during the year, P is prime cost, D is diminishing value, and N is for no depreciation. Then enter the rate of depreciation.

Plant Addition-Date, Add.Cost

Enter the plant addition date, and addition cost only if the plant was purchased in the current year, otherwise these fields are left blank. The original cost should not contain the addition cost, as the addition cost is added to the original cost during the end of year update.

Plant Disposal-Date, Sell.Price, Offset.Asses

If the plant has been disposed of, then enter the disposal date, and the selling price. If a taxable profit has been made on the disposal then this profit may be offset to another plant item (balancing charge), enter the amount to offset against the assessable profit. The plant register report will have to be printed to determine the amount of profit.

The following screen is the second screen that is displayed for entry. This screen holds the internal depreciation data.

Internal.Desc

Enter the internal description of the plant item. Two lines of 50 characters are allowed.

Purchased From

Enter where the plant item was purchased. Three lines of 30 characters are allowed.

Purch.Date, Cost, Freight, Installation, TOTAL COST

Enter the purchase date, the cost, the cost of freight, and the cost of installation. The system will display the total cost.

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Sold.Details, Date.Sold, Sell.Price

If the plant has been disposed of or sold, then enter the 50 character detail of the sale, the disposal or sale date and the selling price.

Original Cost

Enter the original cost of the plant. Do not include the cost of any current year additions, therefore if the plant item is a new one then enter zero.

Depn Charged, OWDV

Enter the total depreciation charged to the beginning of the current year. The opening written down value is displayed by the system.

D/Method (SPDN), Rate

Enter the depreciation method. S is prime cost where depreciation is calculated over the full year even though the plant may have been purchased during the year, P is prime cost, D is diminishing value, and N is for no depreciation. Then enter the rate of depreciation.

Addition-Date, Cost

Enter the plant addition date, and addition cost only if the plant was purchased in the current year, otherwise these fields are left blank. The original cost should not contain the addition cost, as the addition cost is added to the original cost during the end of year update.

Disposal-Date, Value

If the plant has been disposed of, then enter the disposal date, and the selling price or value.

2 - DELETE PLANT REGISTER

This job is used to delete plant register master files. To delete a plant register file enter the account code and enter Y to the confirmation.

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5 - SERVICE GENERAL LEDGER REPORT DEFINITIONS

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number.
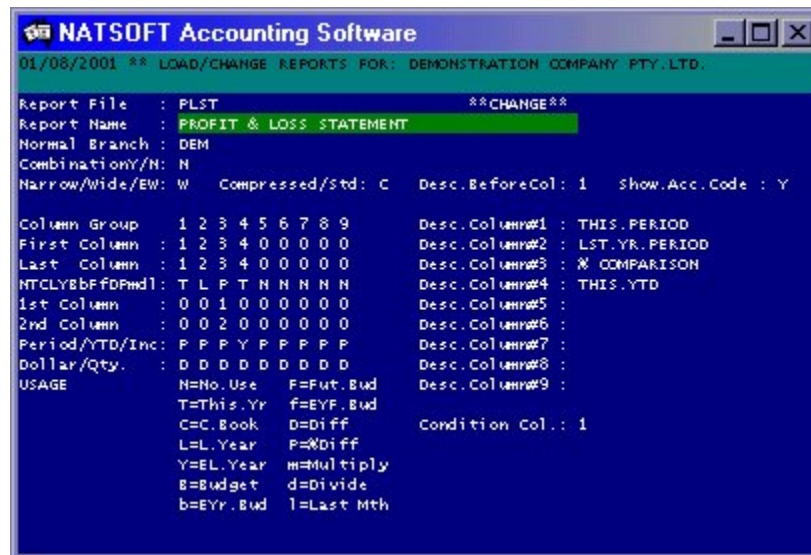
This job is a report generator used to define general ledger reports. To define a report you must first load a report header, then you define the content of the report by the use of service report. The copy report option is used to copy an existing report that you may have setup, so that it can be modified to create a new report.

For each report that is defined 3 files are created called 'GENLname.REH', 'GENLname.RES' and 'GENLname.RED', where name is the 4 character name of the report. If the files exist when you load the report header, the existing files are used and are not initialized, this allows a report definition to be copied from another general ledger.

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1 - LOAD/CHANGE REPORT HEADER

When this option is run three screens are displayed for entry. The following screen is the first screen displayed for entry.

Every report definition has a report header. The header defines the column usage of the report, the column headings, the report title and the disclaimer clause. The report title is entered on the second screen and the disclaimer clause is entered on the third screen.

Report File

Enter the four character report code. This name must be 4 characters in length, and only the characters A to Z, and 1 to 9.

Report Name

Enter the 40 character report name. This name is used to allow easy identification of the report at a later stage.

Normal Branch

Enter the general ledger branch code that contains the general ledger files that the report will mainly use. This code can be overridden at the time of setting up the report content. Press AD to specify a wild card branch, therefore allowing the report to be used with any general ledger branch.

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Combination Y/N

If this report is to be a combination of other reports then enter Y, otherwise enter N. See the section "LOAD/CHANGE REPORT HEADER - Combination Report" for details.

Narrow/Wide/EW

A narrow report contains 3 money columns and will fit on 8 inch wide stationery. The wide report contains 6 money columns and is printed on 15 inch wide stationery. The extra wide report contains 9 money columns and is printed on 15 inch wide stationery. For a narrow report enter N, or for a wide report enter W, for an extra wide report enter E.

Compressed/Std

To print the report in compressed print enter C. Enter S to print in standard print. A wide report printed in compressed print will fit on A4 stationery, therefore allowing 6 money columns on A4 stationery. Standard print is 10 characters per inch, where compressed print is approximately 17 characters per inch. Also note that if you want an extra wide report you must have compressed print.

Desc.Before Col

Enter the money column number that the general ledger account description is to be printed before.

Show.Acc.Code

Enter Y to print the general ledger account codes on the report. Enter N to not print the general ledger account codes. Note that general ledger account codes will only print on wide reports, not narrow reports.

COLUMN DEFINITIONS

The money column usage must be defined. It is possible to group several money columns for a particular usage, therefore column groups are used for definition purposes. Up to nine column groups can be defined, with each column group consisting of several money columns. Only a total of three, six or nine money columns may be used depending whether you are using a narrow, wide or extra wide report. For example money columns 1 to 3 can be used in column group 1 which is defined as this years balance, therefore allowing the balance to be printed in either column 1, 2 or 3. This allows for the production of a report where balances are extended across columns.

The entries are as follows for setting up each column group.

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First Column, Last Column

Enter the first and last money column that will be used for this column group. Money columns cannot overlap between column groups, and must be used consecutively across column groups. If money columns 1 to 3 are used in group 1, then if there is going to be a column group 2 then money column 4 must be used in column group 2.

Usage NTCLYBbFfDPmd, 1st Column, 2nd Column

Enter the column group usage. The 1st and 2nd column numbers only need to be entered for D and P type of usage. The various usages are abbreviated in the middle of the screen. A description of each of the usages follows.

N	- Signifies that the column group is not used.
T	- Assigns this year's balances to the column group.
C	- Assigns the balances transferred from the cash book to the group.
L	- Assigns last years balances to the column group.
Y	- Assigns the balance at the end of last year to the column group.
B	- Assigns this year's budgets to the column group.
b	- Assigns end of year budget to the columns.
F	- Assigns the future or next years budgets to the column group.
f	- Assigns the end of year future budgets to the columns.
D	- Assigns the difference between the 1st and 2nd columns.
P	- Assigns the % difference between the 1st and 2nd columns.
m	- Assigns the columns to be multiply.
n	- Assigns the columns to be divided.

Period/YTD/Inc

Enter a P to assign the period balance to the column group. Enter a Y to assign the year to date balance to the column group. Enter an I to assign the increase from the beginning of the year to the year to date balance, this option is used for creating fund statements.

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Dollar/Qty

Enter a D to assign the dollar balance to the column group, or enter a Q to assign the quantity balance to the column group.

Desc.Column#1 to9

Enter the description that is to print at the top of each money column. Note that the description will not be right justified or centred by the system, if a right justified or centred description is required then it should be keyed in right justified or centred.

Condition Col.

This facility exists when defining the report content that allows a balance to be printed only on a debit or credit status. The condition column is the money column that will be used for the comparison.

The following screen is the second screen displayed for entry.
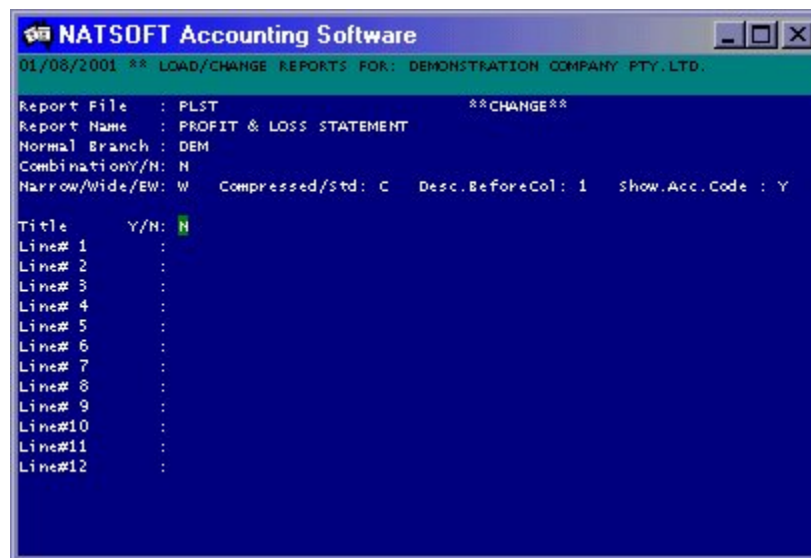
Title Y/N, Line# 1-12

If a report is required enter Y. There are 12 lines of title detail which consist of 26 characters for each line. If a report title is not required then enter N.

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The following screen is the third screen display for entry.
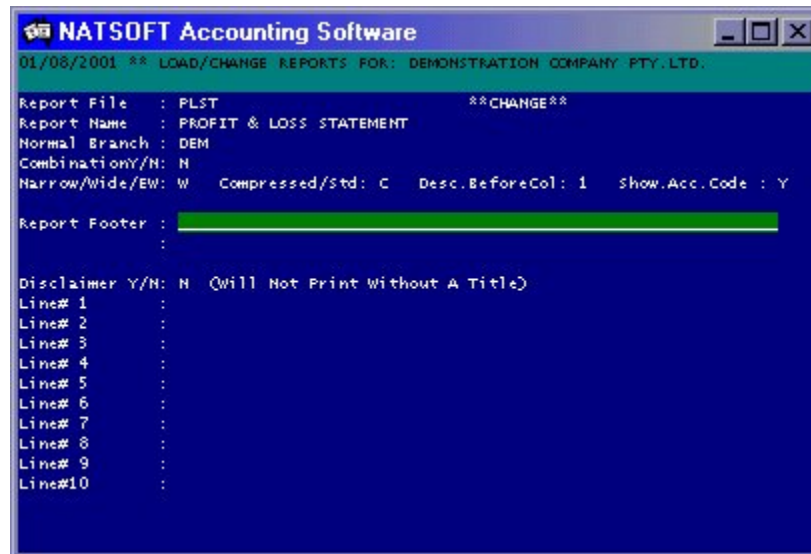
Disclaimer Y/N, Line# 1-12

If a disclaimer clause is required enter Y. There are 12 lines of disclaimer clause which consist of 26 characters for each line. If a disclaimer clause is not required then enter N.

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1 - LOAD/CHANGE REPORT HEADER - Combination Report

A combination report is a report that chains several reports together. A combination report is created by entering Y to the "Combination Y/N" field, and when the Y is entered the following screen is displayed for entry.

Report Name

Each report to be included in the combination report is selected by entering the report code. Four *'s are used where a report is not required, to delete a report from the combination report enter **** to the report code. Reports are printed in the order that they are selected. Report totals are not cleared when transferring from one report to another, therefore allowing totals to be transferred from one report to another.

2 - DELETE REPORTS

This job is used to delete report definitions. When a report definition is deleted the 3 report definition files are removed from the disk. To delete a report definition, enter the report code, and enter Y to the confirmation.

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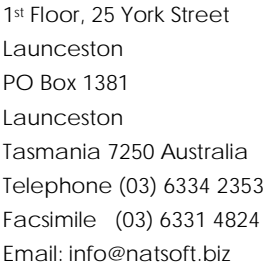Facsimile   (03) 6331 4824
Email: info@natsoft.biz

3 - SERVICE REPORT

After the report header has been loaded this option is used to define the content of the report. When this option is run the following screen is displayed for entry.

Report File

Enter the 4 character report file name.

Line Number

Enter the line number to jump to. Entering zero will jump to the end of the report definition. Press Arrow Across to exit service report.

Line#

This is displayed by the system and represents the current line within the report definition.

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OP

Enter the option for this line of the report. Press AU to precede to the previous line. Press AD to advance to the next line. Press AA to return to the line number field. If an invalid option is entered then the system will ask whether to list the available options. The available options are as follows.

C	- Clear a range of totals. There are 49 total levels.
A	- Add a total level or account to a total level.
S	- Subtract a total level or account to a total level.
P	- Print a total level or account.
-	- Underscore columns on the report with -'s.
=	- Underscore columns on the report with ='s.
N	- Enforce a new page.
L	- Enforce a new line.
T	- Print a line of typing on the report.
H	- Print a heading on the report.
B	- Set the balance sheet heading.
R	- Set the revenue statement heading.
1	- Set the company heading line 1 (Defaults to the company name).
2	- Set the company heading line 2.
%	- Print percentage difference between two total levels.
#	- Print a one line note heading
J	- Jump to flag on non-existence of a general ledger account.
F	- Set flag for jump option.
U	- Set the line as unused.
I	- Turn insert mode on and off. To insert a line put the I for insert at the line that will appear after the inserted line/s. To turn insert line off just put I at the next line.
D	- Delete the line from the report.

Source, TL G/Ledger

Enter the source that the option is to take the balance from. The source can be either a total level, a general ledger account, or a range of general ledger accounts.

If the source is to be a total level then enter the total level number. Total levels are numbered from 1 to 49.

If the source is to be a general ledger account or a range of general ledger accounts then enter zero for the total level, then enter the general ledger branch code. Press AD to specify a wild card branch, therefore allowing the report to be used with any general ledger branch. If the source is to be a single general ledger account then enter the general ledger code, or press AD to G/Ledger to allow the entry of a range of general ledger accounts. Enter the from and to account codes.

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Con

There are five condition options that can be used. I will ignore the condition option. D will only show those accounts with a debit balance. C will only show those accounts with a credit balance. N will only show those accounts with a non-zero balance. If a report request that nil balances are to be shown then this condition option is ignored. B will only show those accounts with a non-zero balance. This condition option is not ignored even if you request to show nil balances.

Dest TL-TL

For the J or jump option enter the 5 character flag to jump to. For the F or flag option enter the 5 character flag. For the C or clear total level option enter the range of total levels to clear. For all other options enter the range of the destination total levels. The balance will be added to the range of total levels. Total levels are numbered from 1 to 49.

Description

Enter the description to print on the report. When printing general ledger accounts you may override the general ledger description, and in this instance a * will be displayed next to the description indicating that it has been overridden. The description is 30 characters in length. For the T or typing option the description is 56 characters in length. For the 1 and 2, or company name options the description is 40 characters in length.

Range

The range is where you want a list of accounts to be printed. Enter in the code of the first and last account.

Column 123456789

For the T or typing option enter the money column that the typing is to start from. Enter zero to start from the description column. For all other options enter the money column numbers that are to be printed into.

PN

Notes can be printed in reports. To activate this you must enter Y under PN on the Revenue or Balance Sheet heading. Also enter Y at PN for every line that needs a note.

CL

When the source is a total level the total level can be cleared by entering a Y. If a total level is not to be cleared then enter N. By clearing total levels it then allows for that total level to be reused again in the report writing.

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DC

If the balance being printed is normally a debit balance then enter D, or enter C where the balance is normally a credit balance. This flag controls whether the balance will be embraced in brackets or not in the report.

US

To underscore with ='s enter =. To underscore with -'s enter -. Enter N for no underscoring.

DP

Enter Y to double print, or highlight the line (bold type), otherwise enter N.

4 - COPY REPORT

The copy report option is used to copy an existing report that you may have setup, so that it can be modified to create a new report. When this option is run the following screen is displayed for the entry.

Branch Code

Enter the general ledger branch code.

Source Report

Enter the report code for the source report.

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Destination

Enter the report code for the destination report. If the destination report exists then it will be overridden by the new report.

Set Columns 123456789   #=Dup.Column, S=Set, C=Clear

When a report is copied it is possible to change the column usage. Set the usage for each of the columns in the new report. Enter the number of the column in the old report to duplicate that column in the new report. Enter S to set the column number as used. Enter C to set the column as unused.

Compress Rep

To compress the report enter Y, otherwise enter N. If compressing is enabled then all jump and flag options, and the report definition lines which are jumped, are removed from the destination report.

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SAMPLE REPORT

The following shows a sample report definition and the report produced by it.

Sample 1.1 - Report

```
              DEMONSTRATION COMPANY
              PROFIT & LOSS STATEMENT
             PERIOD ENDED 30 AUGUST 2001

                                    NOTETHIS.PERIOD   LST.YR.PERIOD % COMPARISON   THIS.YTD

INCOME
DEM 90.1        SALES TYPE 1              10000.00         0.00          0.00 %      10550.00
DEM 90.2        SALES TYPE 2                  0.00         0.00          0.00 %         38.85
DEM 90.3        SALES TYPE 3                  0.00         0.00          0.00 %          0.00
DEM 90.4        CASH SALES                    0.00         0.00          0.00 %          0.00
                                        ------------- ------------- ------------- -------------
                TOTAL TRADING INCOME     10000.00         0.00          0.00 %      10588.85

LESS COST OF SALES
DEM 105          OPENING STOCK            2000.00         0.00          0.00 %       2000.00
DEM 111          PURCHASES                5381.82         0.00          0.00 %       9421.22
DEM 118          FREIGHT IN                  0.00         0.00          0.00 %          0.00
DEM 130          CLOSING STOCK           (3000.00)        0.00          0.00 %      (3000.00)
                                        ------------- ------------- ------------- -------------
                COST OF SALES             4381.82         0.00          0.00 %       8421.22
                                        ------------- ------------- ------------- -------------
                GROSS PROFIT              5618.18         0.00          0.00 %       2167.63
                                        ============= ============= ============= =============

LESS OPERATING EXPENSES
DEM 280          ACCOUNTANCY                 0.00         0.00          0.00 %        600.00
DEM 282          ADVERTISING                 0.00         0.00          0.00 %          0.00
DEM 295          BANK CHARGES              100.00         0.00          0.00 %        100.00
DEM 306          CLEANING                  300.00         0.00          0.00 %        500.00
DEM 330          ELECTRICITY/GAS/HEAT        0.00         0.00          0.00 %       1000.00
DEM 342          GENERAL/SUNDRY EXPENSES     0.00         0.00          0.00 %          0.00
DEM 392          MOTOR VEHICLE EXPENSES      0.00         0.00          0.00 %        500.00
DEM 410          POSTAGE                     0.00         0.00          0.00 %        300.00
DEM 412          PRINTING & STATIONERY     250.00         0.00          0.00 %        650.00
DEM 457          STAFF AMENITIES             0.00         0.00          0.00 %          0.00
DEM 470          TELEPHONE EXPENSE         500.00         0.00          0.00 %        700.00
DEM 488          WAGES                       0.00         0.00          0.00 %          0.00
                                        ------------- ------------- ------------- -------------
                TOTAL OPERATING EXPENSES (4468.18)        0.00          0.00 %       2182.37
                                        ------------- ------------- ------------- -------------
                NET PROFIT / (LOSS)          0.00         0.00          0.00 %          0.00
                                        ============= ============= ============= =============

              DEMONSTRATION COMPANY
              PROFIT & LOSS STATEMENT
             PERIOD ENDED 30 AUGUST 2001

                                    NOTETHIS.PERIOD   LST.YR.PERIOD % COMPARISON   THIS.YTD

BALANCE SHEET ITEMS
                 PROFIT / (LOSS) TO DATE    4468.18       0.00          0.00 %      (2182.37)
DEM 690          ASSET PURCHASE                0.00       0.00          0.00 %          0.00
DEM 821          DEBTORS CONTROL           10000.00       0.00          0.00 %      10647.74
DEM 890          STOCK ON HAND              1000.00       0.00          0.00 %       1000.00
DEM 905          TRADE CREDITORS           (6570.00)      0.00          0.00 %     (14533.34)
DEM 915          LOAN REPAYMENT                0.00       0.00          0.00 %          0.00
DEM 928          GST                          38.18       0.00          0.00 %        703.23
DEM 9000         DEBTORS RECEIPT CLEARING      0.00       0.00          0.00 %          0.00
DEM 9001         CREDITORS RECEIPT CLEARNING   0.00       0.00          0.00 %          0.00
                                        ------------- ------------- ------------- -------------
                BALANCE                       0.00       0.00          0.00 %          0.00
```
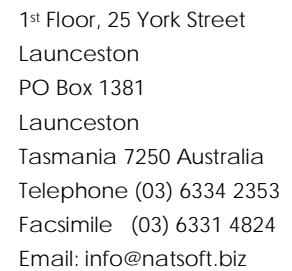
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Sample 1.2 – Source

```
GENREP V1 30/08/2001 *** G/LEDGER LEDGER LISTING    MONTH   : 2/2001 PAGE# 1
                             DEMONSTRATION COMPANY PTY.LTD.
                             DEMONSTRATION COMPANY                  (DEM)
REPORT CODE   : PLST
REPORT TITLE  : PROFIT & LOSS STATEMENT


NORMAL BRANCH : DEM
COMBINATIONY/N: N
NARROW/WIDE/EW: W
COMPRESSED/STD: C
DESC.BEFORECOL: 1
SHOW.ACC.CODE : Y

COLUMN GROUP   1 2 3 4 5 6 7 8 9
FIRST COLUMN : 1 2 3 4 0 0 0 0 0
LAST  COLUMN : 1 2 3 4 0 0 0 0 0
NTCLYBBFFDPMD: T L P T N N N N N
1ST COLUMN   : 0 0 1 0 0 0 0 0 0
2ND COLUMN   : 0 0 2 0 0 0 0 0 0
PERIOD/YTD/INC: P P P Y P P P P P
DOLLAR/QTY.   : D D D D D D D D

USAGE
-----
N=NOT USED                              F=FUTURE BUDGET
T=THIS YEAR                             F=END OF YEAR FUTURE BUDGET
C=CASH BOOK                             D=DIFFERENCE
L=LAST YEAR (THIS TIME LAST YEAR)       P=PERCENTAGE DIFFERENCE
Y=END OF LAST YEAR                      M=MULTIPLY
B=BUDGET                                D=DIVIDE
B=END OF YEAR BUDGET

DESC.COLUMN#1 : THIS.PERIOD
DESC.COLUMN#2 : LST.YR.PERIOD
DESC.COLUMN#3 : % COMPARISON
DESC.COLUMN#4 : THIS.YTD
DESC.COLUMN#5 :
DESC.COLUMN#6 :
DESC.COLUMN#7 :
DESC.COLUMN#8 : 0000000000000
DESC.COLUMN#9 : 0000000000000

CONDITION COL.: 1

TITLE     Y/N: N                DISCLAIMER Y/N: N  (WILL NOT PRINT WITHOUT A TITLE)
LINE# 1       :                 LINE# 1       :
LINE# 2       :                 LINE# 2       :
LINE# 3       :                 LINE# 3       :
LINE# 4       :                 LINE# 4       :
LINE# 5       :                 LINE# 5       :
LINE# 6       :                 LINE# 6       :
LINE# 7       :                 LINE# 7       :
LINE# 8       :                 LINE# 8       :
LINE# 9       :                 LINE# 9       :
LINE#10       :                 LINE#10       :
LINE#11       :                 FOOTER        :
LINE#12       :                 FOOTER        :
```

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```
GENREP V1 30/08/2001 *** G/LEDGER LEDGER LISTING     MONTH   : 2/2001 PAGE# 2
                      DEMONSTRATION COMPANY PTY.LTD.
                      DEMONSTRATION COMPANY                    (DEM)
REPORT CODE   : PLST
REPORT TITLE  : PROFIT & LOSS STATEMENT

LINE# O SOURCE          CON DEST  DESCRIPTION            COLUMN    PCDUD
      P TL G/LEDGER         TL-TL OR RANGE               123456789NLCSP

   1 C                    1-49                                       Y
   2 R                          PROFIT & LOSS STATEMENT           NY
   3 H                          INCOME
   4 P    O DEM-+        I  1- 5 FROM:90          TO:104   1234.....NNCNN
   5 -    O             I                                  1234.....     N
   6 P    5    -        I  0- O TOTAL TRADING INCOME       1234.::::NYCNN
   7 L
   8 H                          LESS COST OF SALES                  NY
   9 P    O DEM-+        I  1- 5 FROM:105         TO:130   1234.....NNDNN
  10 -    O             I                                  1234.....     N
  11 P    5    -        I  0- O COST OF SALES              1234.::::NYDNN
  12 -    O             I                                  1234.....     N
  13 P    4    -        I  0- O GROSS PROFIT               1234.....NNCNN
  14 =    O             I                                  1234.....     N
  15 L
  16 H                          LESS OPERATING EXPENSES            NY
  17 P    O DEM-+        I  1- 3 FROM:280         TO:494   1234.....NNDNN
  18 -    O             I                                  1234.....     N
  19 P    3    -        I  0- O TOTAL OPERATING EXPENSES   1234.::::NYDNN
  20 -    O             I                                  1234.....     N
  21 P    3    -        I  0- O NET PROFIT / (LOSS)        1234.....NNCNN
  22 =    O             I                                  1234.....     N
  23 N
  24 H                          BALANCE SHEET ITEMS                NN
  25 P    2    -        I  0- O PROFIT / (LOSS) TO DATE    1234.::::NNCNN
  26 P    O DEM-+        I  1- 1 FROM:550         TO:9001  1234.....NNDNN
  27 -    O             I                                  1234.....     N
  28 P    1    -        I  0- O BALANCE                    1234.::::NNDNN
```

6 - TRANSACTION POSTING

This job is used to perform transaction posting to the general ledger. Transaction postings are kept by posting batches. Each posting batch is given a consecutive batch number. The last batch number is on the system control file. A posting batch or audit trail is not removed from the system until it is printed on a printer. If there are any outstanding posting batches then the following screen will be presented, otherwise a new batch will be created.

To create a new batch enter zero (in the case above batch 3 will be created). To attach to an existing batch, enter the batch number. You will then immediately enter the posting mode of the batch. If the batch posting mode is undefined then you will be asked to define the batch. If the batch has been posted to the general ledger modifications to the batch are not allowed and the system will ask whether to print the audit trail. Only general journal posting batches can be created by transaction posting, other batch types are created from the other Natsoft modules, but can be modified and printed by the use of transaction posting.

If you created a new batch, or if the selected batch is undefined then the following screen is presented for entry. Select the posting mode by entering the job number. Livestock posting will create a normal general journal posting batch from the livestock data that is keyed in. This batch may then be modified before being posted to the general ledger.

The cash book journal posting mode operates the same as the general journal posting mode except that the balances posted are added to the this year cash book balances as well as the this year balances.

When selecting post standing journals the posting is automatically done once you confirmed it. No modification can be done to the posting in this type of batch.

At the end of a posting session you will be asked if you want the batch or audit trail printed on the printer. If the batch is printed then it will be deleted, otherwise the batch number will remain on the system until it is printed.

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1 - GENERAL JOURNAL POSTING

3 - CASH BOOK JOURNAL POSTING

The following screen will be displayed for entry.

Branch Code

Enter the 3 character branch code. This entry can only be made when the batch is first created and cannot be changed.

Reverse

A reversing entry is an entry that has to be reversed back at the end of the year. The computer will do this automatically once the end of year update has been done. This entry can only be made when the batch is first created and cannot be changed.

Source

The posting source is 3 character long. The source is an abbreviation for where the figures in the posting came from. This entry can only be made when the batch is first created and cannot be changed.

Posting Line#   99999=Clear Batch

Enter the posting line number to jump to. Enter zero to jump to the last posting line number.

The postings are not posted to the general as they are keyed in. Press AA to post the posting batch to the general

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ledger. The system will not perform the postings to the general ledger if the total of the posting batch does not equal zero, or if the posting amount to each general ledger period does not equal zero. It will print a message that the debits and credits do not equal, and will ask whether to print the audit trail to enable the posting error to be found.

Press AU to return to batch selection.

Enter 99999 to clear the posting batch. All postings will be deleted from the batch and the batch will become an undefined posting batch.

Line#

The line# is displayed by the system and represents the current posting line number.
By entering a number here the system can jump to that line. If you want to go to the end of the posting group just enter in 0.

G/Ledger

At the G/Ledger field a number options can be done. You can enter the general ledger code number. Press AA to go to the "posting Line #" field. Press AU to move to the previous posting line. Press AD to move to the next posting line.

If you are required to use edits then you need to place a # and the edit number here. Edits allow you to alter an posting without it being shown anywhere except on the audit trail. You can get these edit numbers in the inquiry screen.

Date

Enter the transaction date. This will default to the last used date. When changing the date it is only necessary to key in as much of the date that you want changed.

PPYYYY

Enter the period number to receive the posting. The first two digits are the period number within the year, where the last four digits are the year. For period number 2 in the year 1993 enter 21993. Depending on the number of periods in the year the system may calculate the period automatically.

Ref.No/Acc, Details

Reference Number increases by one per line of the journal where as Reference Account is constant. You are allowed up to 30 characters of details on an account.

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Quantity, Amount

Enter the quantity and dollar amounts. If the amounts are to be a credit then the amount is entered with a minus sign behind it.

2 - LIVESTOCK POSTING

The following screen will be displayed for entry.

Livestock posting is used to perform all of the livestock calculations. A normal general journal posting batch is created from the data entered. When livestock posting is terminated the system will revert to general journal posting where modifications can be made to the batch before being posted to the general ledger. See the general journal posting mode for details.

Branch Code

Enter 3 character branch code. This entry can only be made when the batch is first created and cannot be changed.

Reverse

A reversing entry is an entry that has to be reversed back at the end of the year. The computer will do this automatically once the end of year update has been done. This entry can only be made when the batch is first created and cannot be changed.

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Source

The posting source is 3 characters long.The source is an abbreviation for where the figures in the posting came from. This entry can only be made when the batch is first created and cannot be changed.

Date

Enter the transaction date. When changing the date it is only necessary to key in as much of the date that you want changed.

Period PPYYYY

Enter the period number to receive the posting. The first two digits are the period number within the year, where the last four digits are the year. For period number 2 in the year 1993 enter 21993. Depending on the number of periods in the year the system may calculate the period automatically.

L/Stock Code

Enter the 2 character livestock code. Press arrow across to leave livestock posting, and enter the normal general journal posting. Modifications can be made to the posting batch that livestock posting created before it is posted to the general ledger. See general journal posting.

G/Ledger, Description, Quantity, Amount

The general ledger codes, general ledger descriptions, the quantities and the amounts are displayed on the screen by the system. The general ledger codes and description are taken from the livestock master files. The quantities and amounts are taken from the general ledger files.
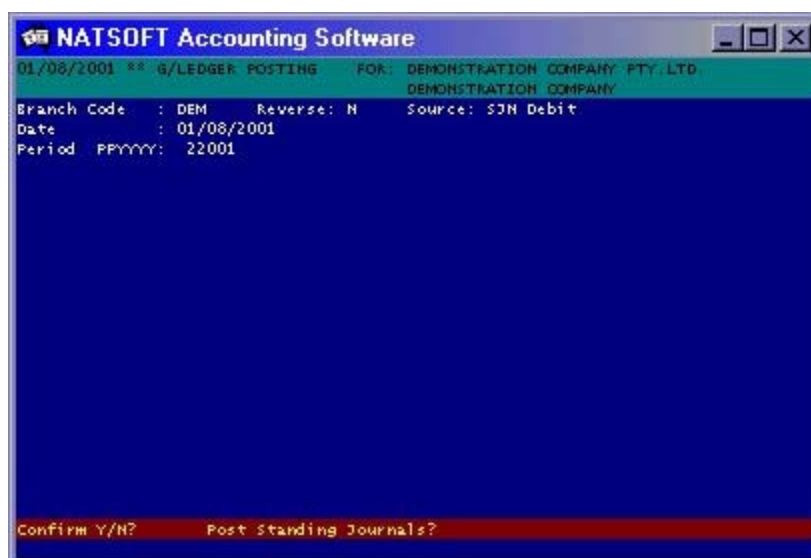
Nat.Inc, Rations, C/Stock

Enter the quantities for natural increase, rations used, and closing stock. The dollar amounts are calculated. The death quantity is the balancing figure for the quantities, where the profit amount is the balancing figure for the dollar amounts. If all of the calculations are OK then confirm them by entering Y, otherwise enter N and re-enter the quantities.

4 - POST STANDING JOURNALS

The following screen will be displayed for entry.

Standing journal posting is used to perform the automatic posting of accounts that have to be posted regularly at a constant amount each time. See 15 – SERVICE STANDING JOURNALS.

Branch Code

Enter the 3 character branch code. This entry can only be made when the batch is initially created and cannot be modified.

Reverse

The reverse is missed on this occasion as

Source

Enter the 3 character source code. The source is an abbreviation for where the figures in the posting came from. This entry can only be made when the batch is initially created and cannot be modified.

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Date

Enter the transaction date. When changing the date it is only necessary to key in as much of the date that you want changed.

Period PPYYYY

Enter the period number to receive the posting. The first two digits are the period, where the last four digits are the year. For period number 2 in the year 1993 enter 21993. Depending on the number of periods in the year the system may calculate the period automatically.

5 - IMPORT FROM GENLGR. IMP

This is where data can be imputed from remote packages.

7 - GENERAL LEDGER REPORTS

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number after entering the branch code.

COMMON PRINTING OPTIONS

Printer/#Cp 0/1

Select the printer to which the report is to print on and also the number of copy/s of the report needed.

Enter Report Code

Enter the code of the report to be printed.

Enter Report Date

Enter the date of the report.

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Report Period PPYYYY

The first two digits of the report period are the period number within the year, where the last four digits are the year. For period number 2 in the year 1988 enter 21988. Depending on the number of periods in the year the system may calculate the period automatically from the report date.

Dollar, Quantities, Both DQB

Select whether to print the quantity or dollar balances or both. Q will print the quantity balances, while D will print the dollar balances and B will print both.

Print Nil Balances Y/N/ T

Select whether nil balances are required, Y will print all nil balances, T will print nil balances with transactions, and N will print no nil balances.

By Individual Account Y/N

Select whether to print all general ledger accounts or individual accounts. If individual accounts is selected then you will have to enter the account codes of the general ledger files you wish to print.

Start G/Ledger AD = First

Enter the start general ledger code or press AD for the first general ledger file.

End G/Ledger AD = Last

Enter the end general ledger code or press AD for the last general ledger file.

Print Cons. Accounts Y/N

This option will allow you to print a report that only shows consolidated account that are on the system. The accounts that make up the balance in the consolidated account will not be shown in this report.

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1 - CHART OF ACCOUNTS

This report will produce a general ledger chart of accounts and it will not show any consolidated accounts. The following information is contained in the report.

- General Ledger Code
- Description
- Account Type
- Name of the consolidation account.

2 - GENERAL LEDGER TRIAL BALANCE

This report will produce a general ledger trial balance in two different forms. The basic general ledger trial balance will show the following information.

- General Ledger Code
- Description
- Account Type
- Current Period Totals
- Current Year Totals

2 - GENERAL LEDGER TRIAL BALANCE (Number of Periods Detail)

For the basic general ledger trail balance you will have entered '0' here. This will produce a report that will only show the current period and YTD balances.

You can enter the number of periods that you want transactions for. 1 stands for the current period and 12 stands for the last twelve periods.

This report gives the following information.
- General Ledger Code
- Description
- Account Type
- Current Period
- Current Year
- Date
- Period
- Reference
- Account
- Details

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3 - GENERAL LEDGER REPORT LISTING

This report will produce a listing of a general ledger report definition. An example of this report is shown in the 'Service General Ledger Report Definitions', as the source of the sample report.

4 - GENERAL LEDGER REPORT

This report will produce a general ledger report from a report definition. An example of this is shown in 'Service General Ledger Report Definitions', as the sample report.

Print Balances With S/D/B

Select how to print balances, S will print with sign, D will print with either Dr or Cr, and B will print with the balance inside brackets if the balance is of opposite sign to what it normally is.

Round To Whole Dollars Y/N

Select whether to round the balances to whole dollars, Y will enable rounding, while N will disable rounding.

Period Ending Description

Enter the period end description, ie PERIOD, QUARTER, YEAR.

Time Stamp Report Y/N

Time stamp report will show the date and time as to when the report was printed off.

5 - STANDARD CHART OF ACCOUNTS

This report will list the standard general ledger chart of accounts and it will show the following.

- General Ledger Code
- Description
- Account Type

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6 - GENERAL LEDGER BALANCES

This report will show the following information.

- General Ledger Code
- Description
- Balance Brought Forward
- Closing Balance

Bud,Futbud,Last,This,Cash

This option determines which general ledger balances are to be printed on the report. B will print budget figures,F will print future budget figures, L will print last year figures, T will print this year figures and C will print the balance transferred from the cash book system.

7 - STANDING JOURNAL LISTING

This report will give a list of all standing journals that are entered in the branch. It will also show the following information.

- Journal Code
- Description
- Reference
- Auto Reverse
- Quantity Amount
- Dollar Amount
- Account Details
- Calc. From
- Calc.To
- TN
- Qty X Factor
- Amt X Factor

8 – RECONSTRUCT BATCH AUDIT

Enter the batch number for the system to reconstruct the audit trail report of the posting from that batch.

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9 – BALANCE EXPORT

This is a tab-delimited report that can be printed to a file and imported into another system or spreadsheet program.

This report contains the following columns.
- Branch code
- GL Account Code
- Account Description
- Account balances for the period and year.

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Job 8 - PLANT REGISTER REPORTS

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number after entering the branch code.

```
NATSOFT Accounting Software                          _ □ X
01/08/2001 ** PLANT/R. REPORTS      FOR: DEMONSTRATION COMPANY PTY.LTD.
                                         DEMONSTRATION COMPANY
Branch Code   : DEM

        1 - SHORT PLANT REGISTER LISTING
        2 - PLANT REGISTER LISTING
        3 - DEPRECIATION SCHEDULE (216 Column)
        4 - DEPRECIATION SCHEDULE (132 Column)
        5 - INTERNAL DEPRECIATION                   Select Job#   0
        6 - RETURN TO THE JOB MENU
```

COMMON PRINTING OPTIONS

Printer

Select the printer that the listing is to print on.

Enter Report Date

Enter the report date. The system will only calculate depreciation balances to this date.

By Individual Account Y/N

Select whether to print all plant register accounts or individual accounts. If individual accounts is selected then you will have to enter the account codes of the plant register files you wish to print.

Period Ending Description

Enter the period end description, ie PERIOD, QUARTER, YEAR.

Start Plant/R. AD = First

Enter the start plant register code or press AD for the first plant register file.

End Plant/R. AD = Last

Enter the end plant register code or press AD for the last plant register file.

1 - SHORT PLANT REGISTER LISTING

The short plant register listing report shows the following information:-
- Plant
- Description
- Type

2 - PLANT REGISTER LISTING

The plant register listing report shows the following information:-

- Plant
- Description
- Type
- Purchase Date
- Purchase From
- Cost
- Freight
- Installation
- Total Cost
- Sold To
- Tax Depreciation
- Date Sold
- Internal Depreciation
- Selling Price

3 - DEPRECIATION SCHEDULE (216 Column)
4 - DEPRECIATION SCHEDULE (132 Column)

These reports produce depreciation schedules showing the taxation depreciation balances. Option 3 can only be used on a 132 column printer that is capable of condensed print. Option 4 is only used when option 3 cannot be used.

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5 - INTERNAL DEPRECIATION

This report will produce a depreciation schedule showing the internal depreciation balances.

9 - GENERAL LEDGER INQUIRY

This job is used to display a general ledger inquiry. The following screen is displayed after the branch code and general ledger code has been keyed in.

Press Enter to obtain the quantity balances.

The following screen illustrates a transaction inquiry into a general ledger file.

Date, PPYYYY

Enter the inquiry date. Press AA to terminate the inquiry. When changing the date it is only necessary to key in as much of the date that you want changed. Enter the inquiry period number. The first two digits is the period number within the year, where the last four digits are the year. Depending on the number of periods in the year the system may calculate the inquiry period automatically.

Trans P/Y

Enter P to print only the period transactions. Enter Y to print the transactions for the year.
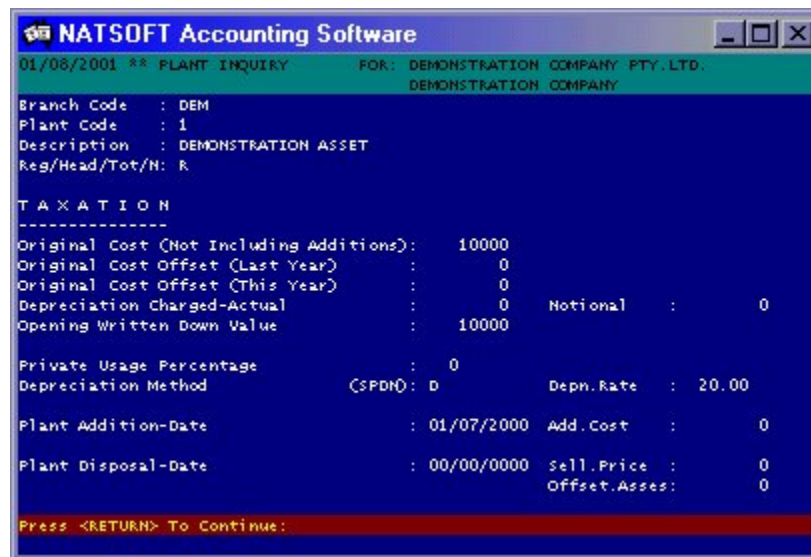
Edit#s

Enter Y if edit numbers are to be shown, if not then enter N. Edits are to use to alter previous transactions.

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10 - PLANT REGISTER INQUIRY

This job is used to display a plant register inquiry. The following screen is displayed after the branch code and plant register code has been keyed in.

Press Enter to obtain the internal depreciation balances.

The following screen illustrates an inquiry into the internal depreciation balances.

11 - END OF PERIOD UPDATE

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number after entering the branch code.

The end of period update removes the transactions up to and including the current period, and then disables posting to that period. It is recommended that end of period updates are not run, they only have to be run where there is a shortage of transaction space.

The end of year update transfers this year balances to last, clears the profit & loss accounts, brings forward the balance of balance sheet accounts, and transfers any future postings to the new current year. The end of year update will not run if there is a balance in the profit & loss statement. This balance must be transferred by the use of journal posting to the balance sheet, a profit & loss transfer account is setup in the profit & loss statement for this purpose.

12 - SERVICE STANDARD CHART OF ACCOUNTS

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number.

This job is used to load, change and delete the standard chart of accounts. The standard chart of accounts is common to all general ledger systems being used on the computer system. The standard chart file name is loaded in the service system control file. If the standard chart file name is not loaded then this job is deactivated. There can be several standard charts on a given computer system, each one is given a different name.

The standard chart interfaces with service general ledger files in the general ledger system, and service expense and receipt analysis in the cash book system. If an account is loaded that exists within the standard chart then that account is loaded automatically with the details being taken from the standard chart.

1 - LOAD/CHANGE STANDARD CHART

When this option is run the following screen is displayed for entry.

G/Ledger Code

Enter the ten character general ledger code.

New.Code

If the account code needs to be changed then enter the new code.

Description

Enter the 30 character general ledger description.

Flag BPOC

If the account is a general ledger account enter B for a balance sheet account, enter P for a profit & loss account, enter O for an opening stock account, or enter C for a closing stock account.

Head,Line,NewP

Flags H, L, and N are used for the standard chart listing. Enter H to print a heading on the listing, enter L to print a new line on the listing, or enter N to perform a new page on the listing.

Post Cash.Book Details To G/L

This flag is used by the cash book interface to the standard chart of accounts. To post the transaction detail on the expense and receipt analysis account to the general ledger during general ledger integration enter Y, otherwise enter N to post the account balance only to the general ledger.

2 - DELETE STANDARD CHART FILES

This job is used to delete standard general ledger chart accounts. After entering the account code enter Y to confirm the deletion.

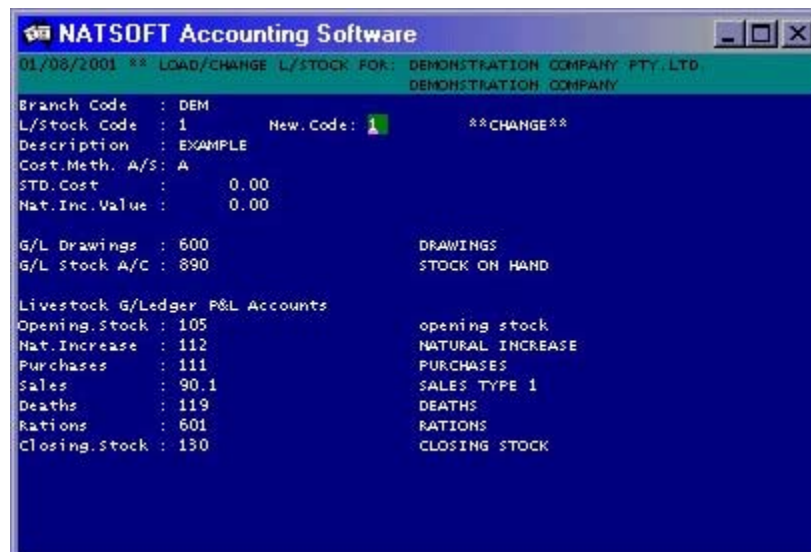## Job 13 - SERVICE LIVESTOCK MASTER FILES

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number.

This job is used to load, change and delete the livestock accounts.

1 - LOAD/CHANGE LIVESTOCK

When this option is run the following screen is displayed for entry.

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Branch Code

Enter the 3 character branch code.

L/Stock Code

Enter the two character livestock code.

New.Code

If the livestock code needs to be changed then enter the new code.

Description

Enter the 10 character livestock description.

Cost.Meth. A/S, STD.Cost

Enter the livestock cost method. Enter A for average cost or enter S for standard cost. If the standard cost method is used then enter the standard cost per head.

Nat.Inc.Value

Enter the value per head for natural increase.

G/L Drawings, G/L Stock A/c

Enter the general ledger drawings account code. This account is used to receive the debit from rations used. Enter the general ledger stock account code. Both of these accounts are balance sheet accounts.

Livestock G/Ledger P&L Accounts

Enter the profit & loss general ledger account codes for opening stock, natural increase, purchases, sales, deaths, rations, and closing stock.

2 - DELETE LIVESTOCK

This job is used to delete livestock accounts. After entering the account code enter Y to confirm the deletion.
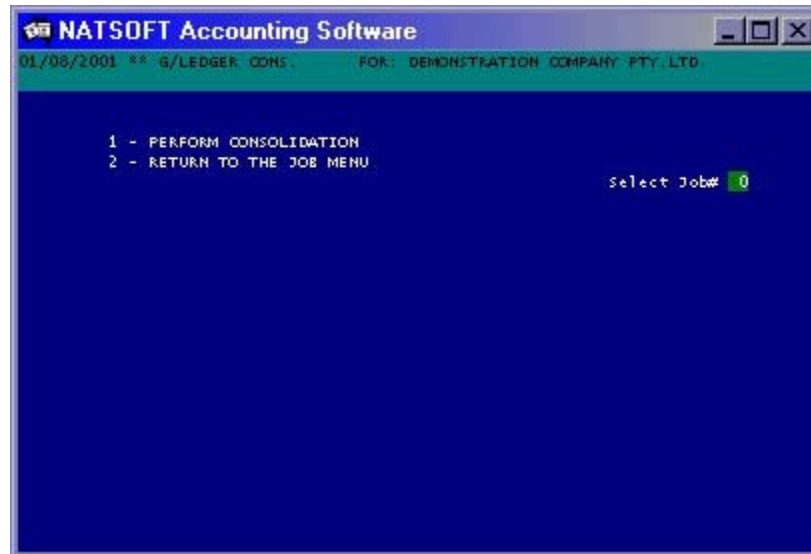
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14 - CONSOLIDATE GENERAL LEDGER

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number.

When this job is run it will update the consolidated general ledger and allow you to get current figures for your consolidated reports.

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15 - SERVICE STANDING JOURNALS

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number.

Standing journals can be used for those transactions that occur frequently for a fixed value or for a common calculation method.

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1 - LOAD/CHANGE STANDING JOURNALS

The following screen will be displayed for entry.

Branch Code

Enter the 3 character branch code.

Journal Code

The journal code is the code given to the standing journal for easy reference. The code can be up to 10 characters in length.

New Code

If the Journal code is to be changed then the new code is entered here.

Description

This allows for a 30 character description of the standing journal.

Dr G/Ledger Cd

Enter the general ledger code of the account that the debit has to be made to.

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Cr G/Ledger Cd

Enter the general ledger code of the account that the credit has to be made to.

Reference, Account, Details

These entries are the same if you were doing a journal posting. Reference Number increases by one per line of the journal where as Reference Account is constant. You are allow up to 30 characters of details on an account.

Auto Reverse

This is asking if these accounts have to be reversed back at the end of the year update.

Actual/Calc.

If a fix amount is to be applied then enter A for actual. If a total of arrange of accounts is to make up the amount to be applies then enter C for calc.

Actual Qty

Enter in the actual quantity that has to be applied, when the standing journal posting is run.

Actual Amount

Enter in the dollar amount that has to be applied, when the standing journal posting is run.

Calc From G/L

Enter in the general ledger account code that the calculation is to start from.

Calc To G/L

Enter in the general ledge account code that the calculation is to finish at.

Bal, P&L, All

When a range of accounts are being used you may only want to select those accounts that are of a balance sheet or profit & loss nature. Enter B for balance sheet, P for profit & loss or A for both.

Use.New.Totals

When using the calculation mode we need to know if the calculations are to include the figures from other standing journals being posted at the same time.

Qty-Use QtyAmt

This entry is asking whether that the quality column of the journal posting is to have the calculated quality amount or the dollar amount figure.

Amt-Use Qty-Amt

This entry is asking whether that the amount column of the journal posting is to have the calculated quality amount or the dollar amount.

Period or YTD

When you are using ranges you need

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16 - EXIT THE GENERAL LEDGER SYSTEM

Exits the General Ledger System.