____INTEGRATED TERTIARY SOFTWARE

General Ledger System

User manual

Version 12 2002 Edition

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ITS General Ledger System

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1. INTRODUCTION {FRM-28} / {FGL} ♥

1.1. GENERAL INFORMATION

This is the **User Manual** for the operation and maintenance of the **ITS General Ledger Subsystem.** It is one of a series of user- and technical manuals that is available for the ITS systems. The complete list of manuals may be found in User Manual for the General Support System.

The contents of this manual are:

Chapter 1: Introduction

Chapter 2: General ledger Operation

Chapter 3: General ledger Maintenance

Chapter 4: General Ledger Correspondence

Chapter 5: Proposed Balancing Procedures

The symbol \diamondsuit after a menu option indicates that the following section of the manual is available as on-line help by using **<h><menu option>** whilst in the menu.

It is assumed that the reader is already familiar with the **general operation of the menus** and the keyboard. A Key and Function list is provided at the back of this manual. These matters are fully discussed in the "Operational Aspects of ITS Systems" Manual.

FIELD FORMATS

NUMERIC FIELDS

Numeric fields are described, for example, as N17.2 or N7. N17.2 means that there are 15 numeric characters before the decimal point and two numeric characters after the decimal point. The decimal point does not count as a character. N7 means that there is a maximum of seven numeric characters with no decimals.

ALPHA FIELDS

Alpha fields mean that Alpha, numeric, special characters or a combination thereof are permissible. However, the following must be noted:

When requesting Start/Low/First values on reports, using a 0 (zero) or multiple 0's (zeroes) does not mean that all data will be reported on. The ASCII collation sequence is as follows:

Blank; Special characters (!, ", etc.); 0 (zero); 1 to 9; A to Z; a to z; and then ~

Thus, for example, if a Blank (Space Bar) is used as the first character and the start selection is '0' (zero), records beginning with a Blank will not be reported on.

In order to prevent problems with the reporting on data, ensure that the first character used in any field is a numeric or an alpha. Should any character other than an alpha or numeric be used as the first character, it is done at your peril. In other words, **do not use a 'Blank' or 'Special Character' as the first character in alpha fields.**

The reader is reminded that the **copyright** of the ITS systems and documentation remains with ITS, and that users thereof are contractually prohibited from providing information thereon to third parties, such as other educational institutions.

1.2. OVERVIEW OF FINANCIAL SYSTEM

The ITS Financial System (Menu option {FRM}) consists of the following modules (Menu option in brackets):

The modules are listed in sequence under {FRM}:

- 1. {FCT} Counter Subsystem (Receipts/Ad Hoc Payments)
- 2. {FCMR} Mail Recording System
- 3. {FACB} ACB System
- 4. {FIN} Investment Recording System
- 5. {FEBC} Electronic Bank Conversion
- 7. {FPM} Procurement Management System
- 8. {FLL} long-term Loans
- 21. {FSA} Student Accounts
- 22. {FBL} Bursaries and Loans Subsystems
- 23. {FAR} Accounts Receivable
- 24. {FSADC} Debt Collection Interface
- 27. {FCS} Financial Code Structures
- 28. {FGL} General Ledger
- 29. {MEB} Income and Expense Budgeting

All of these modules are **fully integrated** with one another, and also with the other ITS Systems such as Personnel, Student Information and Asset Inventory. More detail on the individual modules may be found in the appropriate User Manuals.

A **comprehensive** system of **access control** applies to these modules (refer the General Support System User Manual for further detail).

1.3. OVERVIEW OF GENERAL LEDGER SUBSYSTEM

The General Ledger has been designed with two primary aims in mind, namely:

- **flexibility** in the accounting structure to the extent that every institution can specify their own structure to suit unique requirements
- incorporation of the specific requirements of STATS Reporting in the accounting structure. By keeping the rather complex STATS aspects at the high level of cost centre and account definition, the normal users of the system need not concern themselves with this aspect, whilst the STATS Statements can be produced as standard reports from the system.

Each Allocation Account in the General Ledger consists of a **Cost Centre part** and an **Account part**, and reporting or queries can focus on either of the two. The two parts can be summarised as follows:

- Cost centres represent the destination of transactions or the "where" of different types of costs, and as such normal financial reporting like Trial Balances, Income and Revenue Statements and Balance Sheets can be produced at this level. Cost Centres can be linked to Fund Groups and Departments for STATS and management reporting purposes. The user can also define various ways of consolidating Cost Centres, and the number of levels is unlimited.
- Accounts represent the **type** of cost or revenue. When accounts are created, the STATS reporting aspects must be specified as well, thus ensuring that STATS reports may be produced with the minimum of additional user involvement.

Transaction Types, with predetermined GL-Allocations, can be created to speed up the processing of transactions. Transactions are handled in a consistent manner in all the financial modules, and *all transactions originating in other ITS modules are posted to the General Ledger as and when the user requires*.

A **Budget Control Facility** is available (as part of the ITS Management Information System) which provides various user-defined consolidated figures in respect of both the current and previous years. When orders are issued, commitments are controlled against the availability of funds in the relevant budget.

User Restrictions and System Operational Rules are available which provides the user flexibility when applying institutional restrictions and business rules. These rules and restrictions are as follows:

RULES

GC	GL	Allow GL	A	The valid values are (Y)es or (N)o. The
		journals in		default is (Y)es. May users process general
		previous cycle		ledger journals in a previous cycle, (Y)es or
				(N)o.
GH	GL	Allow change to	A	The valid values are (Y)es or (N)o. The

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		Transaction type year and cycle		default is (Y)es. May users update the year and cycle of the transaction when transaction type is used within a transaction, (Y)es or (N)o.
GY	GL	Allow GL journals in previous years	A	The valid values are (Y)es or (N)o. The default is (Y)es. May the user process general ledger journals in previous years, (Y)es or (N)o.
AV	CS	Start asset account category End asset	N	The user indicates the account categories for accounts that are used for capital expenditure. Valid values are account category range 410 to 419 or 890 to 899.
AW		account category		The default start account category for code AV is 410 and end account category for code AW is 419. If the user indicates account category 410 for code AV, rule AW will be set to 419. If the user indicates account category 890 for code AV, rule AW will be set to 899. If the user indicates the start account category is 890, user must be aware that capital expenditure recorded against accounts, linked to account category starting with 890 (code AV) to 899 (code AW), will not be reported for STATS. Furthermore, these accounts will not be transferred to a capital balance sheet account when capitalisation journals are generated via menu options {FGLM-22 and 23}. These accounts can only be transferred to balance transfer account, in the new year, during phase three of the general ledger year-end program if transfer accounts are linked to these accounts.
GS	CS	Sign on financial reports	A	The valid values are (), - or CR. The user indicates here the sign for credit values on reports.

USER RESTRICTIONS

* Code FGLB – GL and BC access per department, Cost Centre and /or categories

This restriction provides the user the facility to place restrictions on various reports and application screens within the financial system. The use of this restriction is the same as

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described below for restriction FGLC with the exception that journal types and amount ranges, sequence 1 to 50, do not apply.

The user is referred to the discussion of restriction FGLC for further information on the operational aspects of this restriction. This restriction applies to the following menu options:-

♦	{FGLO-8}	Query Ledger Transactions
♦	{FGLO-22}	Query Transactions/Update secondary Notes
♦	{FGLOR1-1}	Trial Balance
*	{FGLOR1-2}	Revenue & Expenditure Statement
♦	{FGLOR1-3}	Balance Sheet
♦	{FGLOR1-4}	Summary Cost Centre Cost Report
♦	{FGLOR1-5}	Consolidation Cost Report With Sub-Totals
♦	{FGLOR1-6}	Consolidation Cost Report Without Sub-Totals
♦	{FGLOR1-8}	Detail Cost Centre Report
♦	{FGLOR1-22}	Transactions per GLA
♦	{FGLOR1-24}	Account Cost Report
♦	{FGLOR1-27}	Account Totals Within Cost Centres
♦	{FGLOR2-1}	Budget Summary Report
♦	{FGLOR2-3}	Year To Date Budget Report
•	{FGLOR2-4}	Consolidation Cost Centre Budget Report
♦	{MEBO-1}	Maintain Forecast Budget
♦	{MEBO-3}	Maintain Requested Budget
♦	$\{MEBOR1-1\}$	Budget Form Per Cost Centre
♦	{MEBOR1-2}	Budget Form Per Consolidation Cost Centre
♦	{MEBOR1-3}	Budget Forecast Report
♦	{MEBOR1-4}	Final Forecast Report
♦	{MEBOR1-5}	Forecast Budget Per Consolidation Cost Centre
♦	{MEBOR1-6}	Forecast/Request List
♦	{MEBOR1-21}	Current Budget Per GLA Report
♦	{MEBOR1-22}	Budget Post Report
♦	{MEBOR1-23}	Approved Budget GLA List
•	{MEBOR1-24}	Approved Budget/Consolidation Cost Centre
♦	{MEBOR1-25}	Expenditure/Budget Per Account
•	{MEBOR1-26}	Budget Item Motivation Report
•	{MEBOR1-27}	Budgeted Cash Flow Report

* Code FGLC - GL and BC journal access per department, categories and/or amount ranges

This restriction provides the user the facility to place restrictions on the processing of Gener(A)l Ledger, (B)udget or B(O)th types of journals. Being an access type of restriction, users **not** linked to this restriction **cannot** process any journals. The restriction

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of users to departments, cost centres and/or account categories may be defined as follows:-

- On block 2, the restriction code and user code may be linked to a department code and/or a Cost Centre code and/or a sequence, but must be linked to a Journal Type.
 Journal Type is, thus, mandatory. The user can only be linked to one type of journal. Should the type of journal be updated for any record for a user to another journal type, all other records for the user will be updated.
- If the sequence range is between 1 and 50, the department and cost centre fields must be null. There can only be one record for sequence 1 to 50 per user. The sequence range 1 to 50, for this restriction, refers to journal amounts. These must be defined on block 3 for the sequences to be used block 2. **Note:** The program will not validate for overlaps and gaps in ranges for sequences. Thus, care must be taken when defining ranges for sequences on block 3.
- Whether sequence range between 51 and 99 is used or not, multiple records may be defined for various combinations of department, Cost Centre, Include/Exclude fields. However, care must be taken when defining these records per user, since the program will not validate for duplicate records. The program will, however, validate that the cost centre specified does belong to the department specified. Thus, should a record be defined and the department is not specified but the cost centre is specified, the program will automatically populate the department field with the department code of the cost centre. Furthermore, if the department and the cost centre are specified, the program will validate that the cost centre does belong to the department. Sequence 51 to 99, in this restriction, refers to account categories. Sequences for account categories must be defined on block 3. Once again, care must be taken in defining these ranges since the program will not validate for overlaps and gaps.
- This restriction applies to the following menu options :-
 - ♦ {FGLO-1} Journal Transactions (Including sub-systems)
 - ♦ {FGLO-2} Batch Journals (Including sub-systems)
 - ♦ {FGLO-3} Repeating Journals
 - ♦ {FGLO-5} Distribution Journal

1.4. LINKING WITH OTHER ITS SYSTEMS

The integration of the ITS systems results in the interdependence of systems. The extent to which this applies to the General Ledger Subsystem is discussed in this section.

The **set-up and access control rules** are maintained in the General Subsystem, option {GOPS-6}. The **definitions of Cost Centres, Accounts, GL-Allocations and Transaction Types** are specified in the Code Structure Subsystem, and such rules and definitions are used by all other Financial Subsystems, including this one.

1.5. IMPLEMENTATION SEQUENCE

The existence of a complete table of Faculties and Departments in the General System are prerequisites for the defining of Cost Centres and GL-Allocations. A logical sequence of implementation events would be the following, the relevant menu options being indicated in braces.

The first step is to create the necessary code structures and other definitions contained in the Code Structure Subsystem, which is activated when the system is installed by ITS:

1.	{GOPS-6}	Assign Usernames, Passwords and Privileges
2.	{FCSO-21}	Maintain foreign currencies
3.	{GCS-1}	Set currency for institution
4.	{FCSC-3}	Define Primary and Secondary Ledgers
5.	{FCSM-1}	Define system operation and create set-up rules
6.	{FCSM-2}	Define subsystem
7.	{FCSC-1}	Maintain VAT Rates
8.	{FCSC-2}	Maintain VAT Registration Numbers
9.	{FCSC-7}	Create account categories, defining those categories which are
		valid for this subsystem
10.	{FCSC-4}	Define banks (The system is installed with a list of banks)
11.	{FCSC-5}	Maintain Cash Book Definition
12.	{FCSC-6}	Create fund groups
13.	{FCSM-4 }	User Restrictions
14.	{FCSO-1/2}	Create/validate cost centre definition
15.	{FCSO-3/4/5}	Create/validate account definitions, structure, and lists
16.	{FCSO-6}	Create GL-Allocations
17.	{FCSO-7 }	Create transaction types and the combination of transaction
		types and transaction events.

Only after completion of the above is the General Ledger Subsystem set-up to be maintained and operated. A logical sequence would be the following:

1.	{FGLO-2}	Enter opening balance journals
2.	{FGLO-1 to 5}	Enter transactions
3.	{FGLM-1 }	Enter corrective journals
4.	{FGLO-28}	Post transactions from other subsystems
5.	{FGLOR1/2}	Produce operational reports.
6.	{FGLMR1}	Produce maintenance reports.

2. OPERATIONAL MENU {FGL-1} / {FGLO}

2.1. JOURNAL TRANSACTIONS {FGLO-1} ♥

Transaction types are defined under option {FCSO-7}, and are used in the applicable subsystem. Under normal circumstances, most of the transactions entered into the general ledger will be generated within the different subsystems. The transactions that will normally be updated in the General Ledger can be grouped into:

- Balance brought forward journals,
- Budget transactions, and
- Normal journals.

This option allows only one amount to be specified, resulting in a "mandatory" double entry. If the balancing credit for more than one debit, or vice versa, is required, option {FGLO-2} should be used.

A budget transaction is in principle the same as a normal journal, except that different financial fields are updated. A transaction type for budget entries will be defined and the financial field will be set to (**B**)udget.

The following information must be supplied:

A. **Transaction Code** (N4) Supply a transaction type defined for sub-system GL on menu option {FCSO-7}. If an invalid code is entered, the system will display: "Transaction code unknown, or illegal for this screen ... Try again". The system will display the applicable description. A <LIST> function containing active Transaction Types for sub-system GL is available.

On supplying the transaction type, the program will validate whether the user is linked to user restriction FGLC for the applicable journal type on menu option {FCSM-4}. That is, where the journal type is Gener(A)l Ledger, the financial field of the supplied Transaction type must be 'J'. Where the journal type is (B)udget, the financial field of the supplied Transaction type must be 'B'. Where the journal type is B(O)th, the financial field of the supplied Transaction type must be either 'J' or 'B'. In the event where the user is not linked to restriction FGLC for the applicable journal type, the program will give message 'User Restriction denies access to these Journal types'.

Furthermore, the program will also validate the year and cycle of the transaction type by applying the setting of rules **GC**, **GH** and **GY** on menu option {FCSM-1b2}. Transaction Types linked to sub-system GL are subject to the setting of rule GH, of the system operational definitions, on menu option {FCSM-1b2}.

Rule GH provides the facility to prevent the update of the financial year and cycle for Ledger journals. Whenever the user supplies a transaction type on any of the GL journal screens, may the user update the financial year and cycle, (Y)es or (N)o? This rule must also be read in conjunction with rules GC and GY.

Rule GC provides the facility to allow Ledger journals being processed in previous cycles and rule GY provides the facility to allow Ledger journals being processed in previous years.

Thus, users must take care when defining the financial year and cycle on the Transaction Type. For example, the current year and cycle of GL is 200006 and all the abovementioned rules are set to (N)o. Should a Transaction Type for sub-system GL be defined with the financial year and cycle less than 200006, this transaction type will not be a valid Transaction Type for any of the Ledger journal screens although it is declared active in field \mathbb{C} above. The program will give an appropriate message.

- B. **Date** (DD-MON-YYYY) On entering this option, the system will default the system date to this field, and it is not updateable.
- C. **Reference Number** (A12) Supply the number of the supporting documentation.
- D. **Reference Date** (DD-MON-YYYY) Supply the date of the supporting documentation.
- E. **Fin. Year** (N2) The system will default to the financial year of the transaction type if specifically specified, or in all other cases to the year of the subsystem. Depending on the setting of rules **GC**, **GH** and **GY**, the user may change this value if required. These rules have been discussed in **A** above. It is even possible to change this field to "future" years. The system will validate that the GLA is valid for the specified year and if so, the transaction will be updated. *Such transactions could cause difficulty during the reconciliation process*.
- F. Fin. Cycle (N2) The system will default to the financial cycle of the transaction type if specifically specified, or in all other cases to the cycle of this subsystem. Depending on the setting of rules GC, GH and GY, the user may change this value if required. These rules have been discussed in A above. Future months are allowed.
- G. **Debit GLA** (A4+A8) Supply the GL-Allocation to be debited with the transaction amount, and the description will be displayed. This GL-Allocation will default if the transaction type was specified with a GL-Allocation. A <LIST> function containing active Cost Centres and Accounts, for the financial year specified in **E** above, is available. Furthermore, the program will validate whether the user may process transactions for the Cost Centre and the Account specified here. When the user is linked to restriction FGLC, apart from Journal Type access, they can be restricted to process transactions for specific Departments and/or Cost Centres. Users can also be restricted to specific Accounts by way of Account categories (Sequence 51 to 99). If

the GLA so entered relates to an investment in the Investment Register System, the investment number field below may be accessed.

- H. **Investment Number** (N10) Supply the investment number applicable to this transaction. This field is not mandatory. A <LIST> function containing non-share and share investment numbers, generated on menu options {FINO-1, 2 and 3}, is available. The field will be accessed if the GLA above is linked to an investment in the Investment Register System.
- I. Credit GLA (A4+A8) See comments regarding Debit GLA above.
- J. Investment Number (N10) Supply the investment number applicable to this transaction. This field is not mandatory. A <LIST> function containing non-share and share investment numbers, generated on menu options {FINO-1, 2 and 3}, is available. The field will be accessed if the GLA above is linked to an investment in the Investment Register System.
- K. GL Note (A30) Supply the note which must accompany the transaction to the general ledger as the first note line. This field is mandatory.
- L. **GL Description** (A30) Supply the note which should accompany the transaction to the general ledger as the second note line. This field is not mandatory.
- M. Value (N9,2) Supply the value of this transaction. The program will validate whether the user may process transactions for the value specified in terms of restriction FGLC. With restriction FGLC, users can be restricted to process transactions up to a specified value (Sequence 1 to 50).
- N. **Journal Number** (A12) The internal journal number for this transaction. It is a display field only and the program will allocate a number on <COMMIT>.

NOTE: Transactions cannot be queried on this option. In order to query transactions processed on this option, users must query them on menu option {FGLO-22}

A similar facility with exactly the same input screen is also available under options:

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2.2. BATCH TRANSACTIONS {FGLO-2} 🤟

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Transaction types are defined under option {FCSO-7}, and are then used in the applicable subsystem. This option allows the user to create any number of transactions to be posted in batch. In the previous option the amount to be debited and credited are the same, whilst in this option the user can specify different debit and credit transactions and the system will on <COMMIT>, control that the total debits and credits are in balance.

The following information is required:

A. **Transaction Type** (N4) The user must supply a **Transaction Type**, which is specified under option {FCSO-7} as a valid type for the General Ledger, and the description will be displayed. If an invalid code is entered, the system will display: "Transaction code unknown, or illegal for this screen ... Try again".

On supplying the transaction type, the program will validate whether the user is linked to user restriction FGLC for the applicable journal type on menu option $\{FCSM-4\}$. That is, where the journal type is Gener(A)l Ledger, the financial field of the supplied Transaction type must be 'J'. Where the journal type is (B)udget, the financial field of the supplied Transaction type must be 'B'. Where the journal type is B(O)th, the financial field of the supplied Transaction type must be either 'J' or 'B'. In the event where the user is not linked to restriction FGLC for the applicable journal type, the program will give message 'User Restriction denies access to these Journal types'.

Furthermore, the program will also validate the year and cycle of the transaction type by applying the setting of rules **GC**, **GH** and **GY** on menu option {FCSM-1b2}. Transaction Types linked to sub-system GL are subject to the setting of rule GH, of the system operational definitions, on menu option {FCSM-1b2}.

Rule GH provides the facility to prevent the update of the financial year and cycle for Ledger journals. Whenever the user supplies a transaction type on any of the GL journal screens, may the user update the financial year and cycle, (Y)es or (N)o? This rule must also be read in conjunction with rules GC and GY.

Rule GC provides the facility to allow Ledger journals being processed in previous cycles and rule GY provides the facility to allow Ledger journals being processed in previous years.

Thus, users must take care when defining the financial year and cycle on the Transaction Type. For example, the current year and cycle of GL is 200006 and all the abovementioned rules are set to (N)o. Should a Transaction Type for sub-system GL be defined with the financial year and cycle less than 200006, this transaction type will not be a valid Transaction Type for any of the Ledger journal screens although it is declared active in field $\mathbb C$ above. The program will give an appropriate message.

The cursor now moves to the first of the detail records, which must be completed as follows:

- B. Year (YYYY) On entering the transaction type, the year will default into this field.
- C. Cycle (N2) On entering the transaction type, the cycle will default into this field.
- D. **Date** (DD-MON-YYYY) On entering the transaction type, the system date will default into this field and the user cannot update this field.
- E. **Reference Date** (DD-MON-YYYY) On entering the transaction type, the system date will also default into this field and the user may change it if required.
- F. **Reference** (A12) Supply the reference number of the supporting documentation.
- G. GLA Code (A4+A8) Supply the GL-Allocation to be debited or credited with the transaction amount, and the system will display the description at the bottom of the screen before the control block. Under normal circumstances this transaction type will not have been specified with a GL-Allocation, hence the need to enter the information here. A <LIST> function, containing active Cost Centres and Accounts for the year of the transaction type, is available. Furthermore, the program will validate whether the user may process transactions for the Cost Centre and the Account specified here. When the user is linked to restriction FGLC, apart from Journal Type access, they can be restricted to process transactions for specific Departments and/or Cost Centres. Users can also be restricted to specific Accounts by way of Account categories (Sequence 51 to 99).
- I. **GL Note** (A29) Supply the note which must accompany the transaction to the general ledger. This field is mandatory.
- J. Value (N17,2) Supply the value of this transaction. The program will validate whether the user may process transactions for the value specified in terms of restriction FGLC. With restriction FGLC, users can be restricted to process transactions up to a specified value (Sequence 1 to 50).
- K. **Debit/Credit** (A1) Indicate if this is a (**D**)ebit or a (**C**)redit transaction.

As and when transactions are entered, the system will calculate the number of transactions, the total debit and credit value and balance, display these in non-updateable control fields at the bottom of the screen.

The control block will display the following as and when a transaction is added:

Trn Total number of transactions counted.

Dt Total debits calculated.

Cr Total credits calculated.

Balance The difference of the Dt and Cr amounts above.

If the batch is out of balance, a suitable message will be given by the system, and the user must correct the batch and <COMMIT> again.

NOTE: Transactions cannot be queried on this option. In order to query transactions processed on this option, users must query them on menu option {FGLO-22}

2.3. REPEATING JOURNAL TRANSACTIONS {FGLO-3} 🤟

This two-Block option facilitates the updating of a transaction which should be repeated a number of times and at specific intervals. The specification of the transaction is as for a normal journal as in option {FGLO-1}, but in addition the user will specify the intervals and number of repetitions.

The repetition rules are specified in Block 1 and the transactions in Block 2.

In Block 2 the system displays a field called "**Journal Number**" which is not updateable by the user. On completion of Block 2 and a <COMMIT>, the system will generate an internal number for this repeating journal. This number can only be used for query purposes (See note below), and is used nowhere else in the system.

The following information is required:

Block 1: REPEATING DETAIL

- A. **First Cycle** (N2) Indicate in which cycle this journal should be updated for the first time. The system will default to the present cycle of the General Ledger. The user may enter a value greater than the present cycle, but not smaller. This value will default into the cycle fields in Block 2.
- B. **Times repeated** (N2) Supply the number of times this transaction should be repeated.
- C. **Interval** (N2) Supply the interval between journals in months. *The system will control that the last transaction specified above is still within this financial year*. For example: if the transaction is specified to start in cycle six (6) and the interval value is set to once (1) for every cycle, the number of times cannot be more than six (6).

The system prompts the user with: "<NEXT BLOCK> to complete journal".

Block 2: REPEATING GENERAL LEDGER TRANSACTIONS

The detail in this Block is the same as in option {FGLO-1}, but the operation is different. The following information must be supplied:

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A. **Transaction Code** (N4) Supply a transaction type defined as a repeating transaction, for sub-system GL, on menu option {FCSO-7}. If an invalid code is entered, the system will display "Transaction code unknown, or illegal for this screen ... Try again". The system will display the applicable description. A <LIST> function containing active Transaction Types with the repeat indictor set to (Y)es, for subsystem GL, is available.

On supplying the transaction type, the program will validate whether the user is linked to user restriction FGLC for the applicable journal type on menu option {FCSM-4}. That is, where the journal type is Gener(\mathbf{A})l Ledger, the financial field of the supplied Transaction type must be 'J'. Where the journal type is (\mathbf{B})udget, the financial field of the supplied Transaction type must be 'B'. Where the journal type is $\mathbf{B}(\mathbf{O})$ th, the financial field of the supplied Transaction type must be either 'J' or 'B'. In the event where the user is not linked to restriction FGLC for the applicable journal type, the program will give message 'User Restriction denies access to these Journal types'.

Furthermore, the program will also validate the year and cycle of the transaction type by applying the setting of rules **GC**, **GH** and **GY** on menu option {FCSM-1b2}. Transaction Types linked to sub-system GL are subject to the setting of rule GH, of the system operational definitions, on menu option {FCSM-1b2}.

Rule GH provides the facility to prevent the update of the financial year and cycle for Ledger journals. Whenever the user supplies a transaction type on any of the GL journal screens, may the user update the financial year and cycle, (Y)es or (N)o? This rule must also be read in conjunction with rules GC and GY.

Rule GC provides the facility to allow Ledger journals being processed in previous cycles and rule GY provides the facility to allow Ledger journals being processed in previous years.

Thus, users must take care when defining the financial year and cycle on the Transaction Type. For example, the current year and cycle of GL is 200006 and all the abovementioned rules are set to (N)o. Should a Transaction Type for sub-system GL be defined with the financial year and cycle less than 200006, this transaction type will not be a valid Transaction Type for any of the Ledger journal screens although it is declared active in field \mathbb{C} above. The program will give an appropriate message.

- B. **Date** (DD-MON-YYYY) On entering this option, the system will default the system date into this field, and it is not updateable.
- C. **Reference Number** (A12) Supply the number of the supporting documentation.
- D. **Reference Date** (DD-MON-YYYY) Supply the date of the supporting documentation.

- E. **Fin. Year** (YYYY) The system will default to the financial year of the transaction type if specifically specified, or in all other cases to the year of the subsystem. Depending on the setting of rules **GC**, **GH** and **GY**, the user may change this value if required. These rules have been discussed in **A** above. It is even possible to change this field to "future" years. The system will validate that the GLA is valid for the specified year and if so, the transaction will be updated. *Such transactions could cause difficulty during the reconciliation process*.
- Fin. Cycle (N2) The system will default to the financial cycle of the transaction type if specifically specified, or in all other cases to the cycle of this subsystem. Depending on the setting of rules GC, GH and GY, the user may change this value if required. These rules have been discussed in A above. Future months are allowed.
- G. Debit GLA (A4+A8) Supply the GL-Allocation to be debited with the transaction amount, and the description will be displayed. This GL-Allocation will default if the transaction type was specified with a GL-Allocation. A <LIST> function containing active Cost Centres and Accounts, for the financial year specified in E above, is available. Furthermore, the program will validate whether the user may process transactions for the Cost Centre and the Account specified here. When the user is linked to restriction FGLC, apart from Journal Type access, they can be restricted to process transactions for specific Departments and/or Cost Centres. Users can also be restricted to specific Accounts by way of Account categories (Sequence 51 to 99).
- H. Credit GLA (A4+A8) See comments on Debit GLA above.
- I. **GL Note** (A30) Supply the note which must accompany the transaction to the general ledger as the first note line. This field is mandatory.
- J. **GL Description** (A30) Supply the note which should accompany the transaction to the general ledger as the second note line. This field is not mandatory.
- K. Value (N17,2) Supply the value of this transaction. The program will validate whether the user may process transactions for the value specified in terms of restriction FGLC. With restriction FGLC, users can be restricted to process transactions up to a specified value (Sequence 1 to 50).
- L. **Journal Number** (A12) The internal journal number for this transaction. It is a display field only and the program will allocate a number on <COMMIT>.
- **NOTE:** Transactions cannot be queried on this option. In order to query transactions processed on this option, users must query them on menu option {FGLO-22}

On <EXIT> the journals will be generated. Only the message "**Repeating transactions processed**" appears on the Control List. Details of Repeating Transactions can be printed via option {FGLOR1-23}.

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2.4. REVERSAL OF JOURNALS {FGLO-4} 🦠

This option uses the information of a journal already processed in the GL system and reverses it according to the parameters specified.

USER SELECTION:

Previous Request: This is a tool to re-use previous batch number. It is not a required parameter.

Enter the following information of the original journal:

Transaction Type
Processed Date
Internal Journal number
Year
Cycle

Enter the following information for the reversal journal:

Transaction Type Reference number Reference date Year Cycle

All validations of option {FGLO-1 and 2} apply to the reversal journal.

Further validations:

- The year and cycle of the reversal journal cannot be greater than year + 1 of the current GL year and not less than the current GL year and month.
- The transaction types must be linked to subsystem 'GL'.

The program will produce a report, an example of which is shown hereunder. However, in the event where the report is not retained and the user wishes to query the journal, the user can query the journal on menu option {FGLO-22} by using any of the data elements supplied for the reversal journal, such as, the reversal journal transaction type.

Reversal of Journals

Date : 13-SEP-2002 INTEGRATED TERTIARY SOFTWARE Page: 1

Program : f5bccc.pc Reversal Journal Report
The Original Journal

For Trans 199 Date 13-SEP-2000

Internal Journal Num 22262 Year 2002 Month 9

The Reversal Journal

For Trans 299 Ref Num test reversal
Ref Date 13-SEP-2000 Year 2002 Month 9

Trans User GLA Process Ref Ref Date Trans Year Cycle Journal Code CC Account Date Number Type Type

299 J MAC1 00021 13-SEP-2002 test reversal 13-SEP-2002 C 2002 9 22263

2.5. DISTRIBUTION JOURNAL {FGLO-5} 🦠

This option provides the user with the facility to distribute a single value to multiple GLA's through the use of Journal Distribution Parameters. Thus, a pre-requisite for this option is that Journal Distribution Parameters must be defined on menu option {FGLM-2}.

Journal Distribution Parameters is a facility where a parameter set may be defined for the purposes of distributing a specific transaction amount to specific GLA's. This option will only be effective where the distribution of the transaction can be done on a percentage basis. Thus, in the event where transactions must be distributed to various GLA's, and the basis of distribution is not by way of percentages, this option cannot be used and menu option {FGLO-2} must then be used. The definition of Journal Distribution Parameters is discussed in detail in 3.2 of this manual.

This option consists of the following:

A. **Transaction Type** (N4) Supply the Transaction Type for the Distribution journal. A <LIST> function containing active Transaction Types defined for sub-system GL, is available.

On supplying the transaction type, the program will validate whether the user is linked to user restriction FGLC for the applicable journal type on menu option $\{FCSM-4\}$. That is, where the journal type is Gener(A)l Ledger, the financial field of the supplied Transaction type must be 'J'. Where the journal type is (B)udget, the financial field of the supplied Transaction type must be 'B'. Where the journal type is B(O)th, the financial field of the supplied Transaction type must be either 'J' or 'B'. In the event where the user is not linked to restriction FGLC for the applicable journal type, the program will give message 'User Restriction denies access to these Journal types'.

Furthermore, the program will also validate the year and cycle of the transaction type by applying the setting of rules **GC**, **GH** and **GY** on menu option {FCSM-1b2}. Transaction Types linked to sub-system GL are subject to the setting of rule GH, of the system operational definitions, on menu option {FCSM-1b2}.

Rule GH provides the facility to prevent the update of the financial year and cycle for Ledger journals. Whenever the user supplies a transaction type on any of the GL journal screens, may the user update the financial year and cycle, (Y)es or (N)o? This rule must also be read in conjunction with rules GC and GY.

Rule GC provides the facility to allow Ledger journals being processed in previous cycles and rule GY provides the facility to allow Ledger journals being processed in previous years.

Thus, users must take care when defining the financial year and cycle on the Transaction Type. For example, the current year and cycle of GL is 200006 and all the

abovementioned rules are set to (N)o. Should a Transaction Type for sub-system GL be defined with the financial year and cycle less than 200006, this transaction type will not be a valid Transaction Type for any of the Ledger journal screens although it is declared active in field \mathbb{C} above. The program will give an appropriate message.

- B. **Date** (DD-MON-YYYY) The system date will default and cannot be updated.
- C. **Distribution Code** (A4) Supply the Distribution Parameter Code to be used. A <LIST> function containing Distribution codes defined on menu option {FGLM-2}, is available.
- D. **Reference Number** (A12) Supply the number of the supporting documentation.
- E. **Reference Date** (DD-MON-YYYY) Supply the date of this transaction as per the supporting documentation. The system date will default but may be updated.
- F. **Financial Year** (YYYY) The system will default to the financial year of the transaction type if specifically specified, or in all other cases to the year of the subsystem. Depending on the setting of rules **GC**, **GH** and **GY**, the user may change this value if required. These rules have been discussed in **A** above.
- G. Financial Cycle (MM) The system will default to the financial cycle of the transaction type if specifically specified, or in all other cases to the cycle of this subsystem. Depending on the setting of rules GC, GH and GY, the user may change this value if required. These rules have been discussed in A above.
- H. **GL Note** (A30) Supply the note which must accompany the transaction to the general ledger as the first note line. This field is mandatory.
- I. **GL Description** (A30) Supply the note which should accompany the transaction to the general ledger as the second note line. This field is not mandatory.
- J. Value (N17,2) Supply the value of this transaction. The program will validate whether the user may process transactions for the value specified in terms of restriction FGLC. With restriction FGLC, users can be restricted to process transactions up to a specified value (Sequence 1 to 50).
- K. **Journal Number** (A12) The internal journal number for this transaction. It is a display field only and the program will allocate a number on <COMMIT>.
 - **NOTE:** Transactions cannot be queried on this option. In order to query transactions processed on this option, users must query them on menu option {FGLO-22}

2.6. QUERY GENERAL LEDGER TRANSACTIONS {FGLO-8} &

A facility to query ledger totals and detail, within the restrictions of the security rules, are available on all financial subsystems. The queries under this option are more detailed, and allow higher level queries than on the subsystems. On the subsystems only GL-Allocations can be queried, whereas in this option the (D)etail/(C)onsolidated cost centre or the account or the GL-Allocation can be queried.

On execution of this option, the user is requested to enter the **Cost Centre** or **Account** or **GL-Allo cation** and the financial year. Depending on what is entered, the system will calculate the appropriate totals. The following fields are displayed on the screen:

- A. **GL-Allocation** (A4+A8) The different queries are handled as follows:
 - Query on Cost Centre: Enter only the cost centre and <RETURN>. ((D)etail as well as (C)onsolidation cost centres are allowed). The system displays the name of the cost centre and the default financial year.
 - Query on Account: The user starts off with a <RETURN>, and the system moves the cursor to the second field in which the user can enter the account (only (D)etail accounts are allowed). The name of the account and the defaulted financial year will be displayed.
 - Query GL-Allocation: Enter the total GL-Allocation without a <RETURN>, and the descriptions of the cost centre and account as well as the default financial year will be displayed.
- B. **Start/End Cycle** (2 x N2) The user specifies the from/to cycle to determine the transactions to be included in the query.
- C. Cycle 13 (I)ncluded/(E)xcluded (A1) Must transactions of cycle 13 be included or excluded in the query. Cycle 13 is normally used for year-end adjustments.
- D. Cycle 14 (I)ncluded/(E)xcluded (A1) Must transactions of cycle 14 be included or excluded in the query. Cycle 14 is the cycle in which opening balances are processed by the GL year-end program.
- E. **Financial Year** (N4) The system will always default to the present financial year of sub-system GL, but the user may change the value. <RETURN> and the calculation will be done. After the calculation the system will display the following values:

BALANCE

F. **Do You Want To See GL Transactions (Y/N)** After the calculation the cursor will move to this field and if the user wants detail of transactions of a GL-Allocation, supply a **(Y)**es. Only when a GL-Allocation is supplied, is detail available. If a **(Y)**es is entered and only a cost centre or account was specified, the system will respond with: "**(Y)**es may be entered only when a full GLA is supplied"

If the user responds with a (Y)es and a <RETURN>, the system will produce a report of the transactions to the screen. All the normal Oracle facilities in a report are available.

Furthermore, this option is sensitive for restriction FGLB. Thus, in the event of a user being restricted to specific Cost Centres and/or Accounts, and the criteria supplied does not comply with these restrictions, the user will see zero transactions. For example, if the user is restricted to only see transactions for Cost centre 1 but supplies Cost Centre 2, the program will acknowledge that the user is not authorised to see transactions for Cost centre 2 and will, thus, show zero's for Cost Centre 2.

2.7. UPDATE CASH FLOW PARAMETERS {FGLO-21} 🤟

All the receipt and payment transactions result in cash inflow/outflow, but it can also happen that direct bank transfers are entered into the Ledger by GL-journals. This option therefore facilitates the creation of a list of transaction types, which will cause cash inflow/outflow and thus the report produced on menu option {FGLOR1-7} reports on actual cash in/outflow.

The data required is the following:

AVAILABLE

A. **Transaction type** (A4) Enter the required transaction types. The system validates that the specified transaction types are specified for "CT", "CB" and "GL" only, and displays the description and the subsystem.

2.8. QUERY TRANS./UPDATE SECONDARY NOTE {FGLO-22} 🤟

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This Option provides a facility where, firstly, any transaction processed on any of the financial systems can be queried and, secondly, a secondary note, the only field that can be updated, can be added to describe the transaction in more detail.

This option consists of the following:

- A. **Transaction Code** (N4) Supply the Transaction Type used in the transaction that is to be queried.
- B. **Subsystem** (A2) This is a display field only.
- C. **Financial Field** (A1) This is a display field only.
- D. **Reference Number** (A12) Supply the reference number used in the transaction that is to be queried.
- E. **Reference Date** (DD-MON-YYYY) Supply the reference date used in the transaction that is to be queried.
- F. **Processed Date** (DD-MON-YYYY) Supply the date on which the transaction that is to be queried was processed.
- G. **Debit/Credit** (A1) This is a display field only.
- H. **Journal Num** (N6) Supply the journal number, if applicable, for the transaction that is to be queried.
- I. **Audit Date** (DD-MON-YYYY) Supply the date on which the transaction that is to be queried appeared on an audit trail.
- J. **Cost Centre** (A4) Supply the Cost Centre to which the transaction that is to be queried was processed.
- K. **Account** (A8) Supply the Account to which the transaction that is to be queried was processed.
- L. **Fin. Year** (YYYY) Supply the financial year to which the transaction that is to be queried was processed.
- M. **Fin. Cycle** (N2) Supply the financial cycle year to which the transaction that is to be queried was processed.
- N. **Investment Number** (N10) Supply the investment number, if applicable, for which the transaction that is to be queried was processed.

- O. Vat Report Cycle (N6) The cycle where the VAT is reported.
- P. Value (N17.2) Supply the value of the transaction that is to be queried.
- Q. **GL Note** (A30) Supply the GL Note that was supplied with the transaction that is to be queried.
- R. **Second GL Note** (A30) Supply the secondary note for this transaction. This is the only field that may be updated. However, once a note is supplied in this field and the <COMMIT> function has been executed, update is not allowed thereafter.
- S. **Description** (A30) Supply the description that was supplied with the transaction that is to be queried.
- T. **User** (A8) This is a display field only and it indicates the user who processed the transaction that is queried.

2.9. POST TRANSACTIONS TO LEDGER {FGLO-28}/{FGLP} \(\bar{\pi} \)

Transactions in the subsystems are available to the General Ledger for *reporting and query purposes* under the following conditions:

- All transactions with a cycle smaller than or equal to that of the GL;
- All transactions with a cycle greater than that of the GL, will only be available as "Future Transactions".

Although transactions are available to the GL for query- and reporting purposes, they may actually not yet have been 'flagged' as transactions belonging to the GL. This can be explained by using the following extract from the Detail Cost centre Cost report, menu option {FGLOR1-8}:

```
22-Oct-2002 18:12
                                                Integrated Tertiary Software
f54mpt.sql v12.
                                                Detail Cost Centre Cost Report
                                                Cost Code MAC1 MAC ENGLISH FOR MAC1
                                           For The Year 2002 From Cycle 0 Up To Cycle 12
                                                 For Cost Centres MAC1
                                                 For Account Codes 2012
                                                    Cost Code From Selected
                                                   Secondary GL Note Not Printed
                                                 GL Description Note Not Printed
                              Cycle 13 Included Cycle 14 Included. No Exceptions, No Restrictions
                                                     Report Per CC Numerical
Cost Code MAC1 === MAC ENGLISH FOR MAC1 (Cont)
Account 2012 == Stationery General (Cont)
             Trn Or
              Type Ss Document No. GL Notes
                                                                             Actual
                                                                                                  Budget
                                                                                                                   Commitment
SS Date
_{
m CL} 16-OCT-2002 994 _{
m PR} PR-DEDUCTION SUMMARY CREDIT POSTING FROM P
                                                                             (32.96)
GL dd-mm-yyyy 100 CT 1000054 S Murray 210050641
                                                                            (1200.00)
PM 14-AUG-2002 2811 PM RY4586
                                   I 6:Non Define Item
                                                                                                                       410 69
GL 02-JUL-2002 303 GL VEB0002159 POOL VEHICLE HNG809GP
                                                                             4500.00
```

Two columns have been highlighted, namely, S_S – Sub-system and $Or S_S$ – Original Sub-system. The first two transactions indicate that the original sub-system for these transactions ($Or S_S$) is Payroll (PR) and Counter System (CT) and that these transactions are **posted** or 'belong' to the sub-system (S_S) General Ledger (GL) as well.

The third transaction indicate that the original sub-system for these transactions (**Or Ss**) is Procurement Management System (**PM**) and that this transaction is **not posted** or **do not 'belong'** to the sub-system (**GL**) but that they still only 'belong' to sub-system (**Ss**) (**PM**).

Thus, to summarise the above, should the sub-system (Ss) be any other financial sub-system other the GL, it indicates that these transactions still belong to the original sub-system (Or Ss) and therefore, these transactions are yet to be posted to the Ledger. The only exception to this rule is **commitments** generated by the Procurement management system (PM). Orders etc, commit funds only and thus by definition, do not constitute **actual** transactions. Commitments only become actual transactions when the 'payment process' honours the commitment.

Therefore, to ensure that transactions not yet posted to the Ledger are posted, the options hereunder need to be executed on a regular basis. Postings to the Ledger can be done on a daily basis but institutions can decide on how often the postings should be done. In order to have 'up-to-date' information reflected in the Ledger, it is recommended that postings be done on a daily basis.

Whatever the decision is on how often the postings are to be done, it is important that ALL financial systems are posted at the same time. The only exceptions are the Cash Book and Payroll sub-systems. The Payroll financial cycle, generally, does not coincide with the financial cycles of the other financial sub-systems. The major reason being that salaries are to be paid towards the end of a month and thus, the payroll process is completed during the course of the month. Before the process for the following month may begin, the current month must be closed and posted to the general ledger and the next financial cycle must be opened. Generally, the Payroll's next financial cycle opens during the course of the other financial systems financial cycles.

Before the Cash Book sub-system's cycle can be incremented to the next cycle, all transactions that appear on bank statements applicable to the specific cycle need to be processed. These transactions are transactions such as bank charges, direct deposits etc.

When the user enters this option, the user will be presented with a menu listing the financial subsystems. These options are as follows:

1.	Counter Subsystem	{FGLP-1}
2.	Student Debtors	{FGLP-2}
3.	Procurement Management Subsystem	{FGLP-3}
4.	Accounts Receivable Subsystem	{FGLP-4}
5.	Payroll Subsystem	{FGLP-5}
6.	Long Term Loans Subsystem	{FGLP-6}

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7.	Cash Book Subsystem	{FGLP-7}
8.	Meal Subsystem	{FGLP-8}
9.	Research Subsystem	{FGLP-21}
10.	All Subsystems	{FGLP-28}

When menu options {FGLP-1} to {FGLP-21} are executed, users will be confronted with the following prompt:

Is This The Last Posting For This Period/Cycle, If So The Cycle Will Be Incremented On Completion Of This Posting - Y/N:

Before answering this prompt, users must understand what is implied when supplying a (Y)es or (N)o answer. As already mentioned, postings can occur on a daily basis. Furthermore, postings of sub-systems can be done on a de-centralised or centralised basis, with the exception of the Cash Book and Payroll sub-systems. That is, either one user is delegated the responsibility of executing the postings or the responsibility is delegated to specific users of each financial sub-system, who are responsible for the specific sub-system. Once again, the decision of whether postings are executed in a centralised or decentralised manner is entirely up to the institution. To ensure that postings of financial sub-systems take place at the same time, the centralised option is the better option. However, should the decision be on a de-centralised basis, the responsible user of each financial sub-system must ensure that postings take place at the same time. The reason for ensuring that postings of all financial sub-systems take place at the same time is to ensure that only transactions applicable for a specific cycle are posted to that cycle and thus, not including transactions applicable to the next cycle. A second and important reason is to facilitate the reconciliation process.

Returning to the prompt mentioned above, when (N)o is supplied, it is implied that all transactions processed which are not yet posted, must now be posted but the cycle must not be incremented to the next financial cycle as this is not the final posting for this financial cycle. Thus, postings can be done on a daily basis without incrementing the cycle. This is applicable to all financial sub-systems.

When (Y)es is supplied, it is implied that all transactions processed which are not yet posted, must now be posted and the cycle must be incremented to the next financial cycle as this is the final posting for this cycle. This is not applicable to the Procurement Management sub-system. The financial cycle for this sub-system can only be incremented by the Cycle End Close program on menu option {FPMM-10}. When the answer provided is (Y)es for the Procurement Management System, the program will give the message:

At Period End - Cycle May Not Be Incremented Here: The Procurement Management Subsystem Period End Procedure Must Be Performed

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Users must then execute menu option {FPMM-10}. Users must return to this menu option to do the postings but answer (N)o to the question.

Thus, during the course of the financial cycle, users can execute postings on a daily basis without incrementing the cycle by supplying (N)o to the question and then to increment the cycle to the next financial cycle, (Y)es must be provided with the exception of the Procurement Management System.

At financial year-end, that is, when the financial cycles of the sub-systems are in cycle 12, the process is exactly the same as described above, except for the Procurement Management and Accounts Receivable sub-systems. These two systems have year-end programs, which must be executed in order for the cycles to increment to the next financial year.

The year-end programs for the Procurement Management and Accounts Receivable subsystems are on menu options {FPMM-11} and {FARM-2} respectively. After the respective year-end programs have been executed, users must return this menu to do the postings but answer (N)o to the question.

Some additional comments are in order concerning the *posting of PR transactions*. Program {FGLP-5} will post all salary transactions that have not yet been posted, as well as the reversing late rolled-back transactions which had already been posted before rollback, with relevant control totals.

Note also that the program {FPRN-5}, which generates cheques in the Payroll system for every salary calculation, also creates a number of GL- and Cash Book transactions for those events which have bearing on salary calculations. This process happens as follows:

Before the first generation of cheques is attempted, users must link five transaction types (TT's), on menu option {FCSO-7}, to the five events, which have bearing on salary calculations. Thereby, allowing the generation program to take the actions as indicated below (note that whereas code 993 must be used as indicated, the other codes are the user's choice and the codes used here serve merely as examples):

TT 994: linked to event RS = PR - Salary Calculation

Credit GLA must be supplied

Debits will be to normal expense GLA's

Credits will be deductions, and the net credit will be to

Salary Control GLA

TT 993: linked to event **RQ** = **PR** - Cheque Payments

Debit and Credit GLA's must be supplied.

Debit will be to Salary Control GLA

Credit will be to Bank GLA

* When cheques are generated, the necessary inserts are done to the two cheque files. The generation program need therefore create no Cash Book journal.

TT 995: linked to event RC = PR - Cash Payments

Debit and Credit GLA's must be supplied.

Debit will be to **Salary Control GLA**Credit will be to **Cash Control GLA**

- * The user has two options regarding cash payments:
 - the cash withdrawal can be made directly from the bank, with an instruction that the amount be debited directly to the bank account; in this case the user must pass a Cash Book journal to credit Bank and debit Cash Control
 - 2. Alternatively, a covering cheque could be sent with the cash request, in which case the CTS will have created the necessary transactions.
- * Since the method chosen by the user is not known, the generation program cannot create a Cash Book Journal.

TT 996: linked to event **RD** = **PR** - **Bank Transfers**

Debit and Credit GLA's must be supplied Debit will be to **Salary Control GLA** Credit will be to **Transfer Control GLA**

* The net amount will be directly debited and will appear on the bank statement; the generation program will create a Cash Book journal to debit Transfer Control and credit Bank.

TT 997: linked to event RA = PR - ACB Payments

Debit and Credit GLA's must be supplied Debit will be to **Salary Control GLA** Credit will be to **ACB Control GLA**

- * The net amount will be directly debited and will appear on the bank statement; the generation program will create a Cash Book journal to debit ACB Control and credit Bank.
- * The same TT is used for Bond Payments via ACB, and will result in a Cash Book journal to debit Bond Control and credit Bank.
- It is important that the above TT's are created before the first generation of cheques is attempted, since the generation program will verify that TT's have been linked to the events as above. If not, the program will terminate with the message: "TT's are not linked to events or TT's incorrectly specified". In this case cheques will not be generated, nor will a "Q" record be created.

- A control report provides subtotals per TT, allowing the following comparisons:
 - the total of TT's 993, 995, 996 and 997 will equal the amount posted to the Salary Control GLA under TT 994 for the current pay cycle;
 - the cheques issued via CTS will contra the amounts posted to the Cash Control account;
 - the Cash Book journals will contra the amounts posted to the Transfer- and ACB Control accounts.

Hereunder is an example of the report that the posting programs will produce.

Post Subsystem Transactions to General Ledger

Counter Sys	tem Postings	To GL	On 22-OCT-2002 F	For Cycle 20022		
GLA Code	Date		GL Note	Reference	Cr/Dt Name	
Debit	Credi	t				
		Туре			Code	
MAC12012 0.00	22-OCT-200 100.00	2 100	CONSOLIDATED CRE	EDIT CT-SUMMARY	0	
T1118280	22-OCT-200	2 100	CONSOLIDATED DEE	BIT - CT-SUMMARY	0	
100.00	0.	00				
Totals Fo	r Transactio		100 PAYMENT REC	CEIVED(STU		
Totals Fo	r Counter Su	osyste	m Posting			
100.00	100.	00				
====== En	d of counter	subsy	stem copying ====			

2.10. POSTING TO GENERAL LEDGER REPORTS {FGLP-80} / {FGLPR1}

2.10.1. Detail Of Summary Postings Per Date {FGLPR1-1/2} \\$

Option {FGLPR1-1} provides detail of summary postings for all subsystems other than Payroll. Option {FGLPR1-2} provides detail of summary postings for the subsystem Payroll. Depending on the "posting" indicator on the transaction type {FCSO-7}, the transactions for a specific GLA will be accumulated and posted as one total. If the requirement should arise to see the detail of transactions, which were posted, as one total, the reports under option {FGLPR1/2} can be executed to show such detail.

When option {FGLPR1-1} is executed the system will prompt the user with:

Specify Posting Date FROM

Date TO

Specify Subsystem (CT,SD,PM,AR,CB,CM):

Specify (T)ransaction Type or ALL

If (T), Enter the Transaction Type (N4):

Specify A Specific (G)LA Or ALL

If (G), Enter the Cost Centre

Enter the Account

An example of this report is:

15-0CT-	2002	20:			INTEGRATED TERTIARY	SOFTWARE
Page :	1					
Program : f5wrpt.rdf V12 (GL)					Detail of Summary Postings	
					Posting On: 02-JUL-2002 For Subsystem PM	
					For Transaction Type T For All GLA's	
GLA Co	ode	Date Trr	n GL	Note	Reference Creditor Name	Debit
Credit						
		Type			Code	
0001	00022	21-JUN-	2002	2881	S	E 701141
585.00						
1001	1003	02-JUI	L-2002	2881	S	E 701158
2.00						
1001	1003	02-JUI	L-2002	2881	S	E 701159
2.00						
	9502	02 –JUI	L-2002	2881	S	E 701160
2.60						
	9512	21 -JUN	1-2002	2881	S	G 701143
65.00						
	9512	21 -JUN	1-2002	2881	S	G 701144
65.00						
F002 20		21-JUN-2002 2881				5.00
F002 20		02-JUL-2002 2881			SE 701158	2.00
F002 20		02-JUL-2002 2881			SE 701159	2.00
F002 20		02-JUL-2002 2881			SE 701160	2.60
F001 84		21-JUN-2002 2881				5.00
F001 91	.63	21-JUN-2002 2881			SG 701144	5.00
		Totals For	Transa	ction T	ype 2881 STOCK SD CREDIT SALES	721.60

721.60		
		===========
=======================================		
	Totals For Procurement Management Subsystem Posting	721.60
721.60		
		=============
=======================================		
E01 60	Report Total	721.60
721.60		=======================================
	**** End of Report ****	
(EOF):	-	

When option {FGLPR1-2} is executed, the system will prompt the user with:

Specify date of posting

Select one of the following:

- 1. Net Salary
- 2. Earnings and Deductions
- 3. Both
- if (1), the detail of the difference between total earning codes and total deduction codes will be shown.
 - if (2), the same detail as per option {FGLPR1-1} with the addition of late calculations and name of personnel member.

The cycle is added to the sort order with sub-totals on cycle, within GLA Total.

if (3), incorporates (1) and (2).

4. Specify a specific (G)la, (C)ost Centre, (A)ccount or ALL:

An example of (1) above, is as follows:-

29-AUG-2002	14:22	INTEGRATE	D TERTIARY	SOFTWARE		
Program : f5wrpt.rdf V12 (GL)		Detail of Summary Postings				
	Date Of Po	osting: 29	-aug-2002	For Subsystem PR		
GLA Code	Tran Date E/D Personnel No and Name	Reference	Cycle	Type Trn	Debit	(
F001 9350	29-aug-2002 NETS 9988 TEST PERSON,T H	NET SAL	200206	SAL CALC	18500.01	
F001 9350	29-aug-2002 NETS 999 RAU-Toets,R	NET SAL	200206	SAL CALC	.00	
F001 9350	29-aug-2002 NETS 999 RAU-Toets,R	NET SAL	200206	SAL CALC	2640.79	
F001 9350	29-aug-2002 NETS 9994 WILLIAMS,DG	NET SAL	200206	SAL CALC	.00	
F001 9350	29-aug-2002 NETS 9994 WILLIAMS,DG	NET SAL	200206	SAL CALC	825000.00	
F001 9350	29-aug-2002 NETS 9999180 SMITHer,V	NET SAL	200206	SAL CALC	.00	
F001 9350	29-aug-2002 NETS 9999180 SMITHer,V	NET SAL	200206	SAL CALC	1915.11	
	Totals For GLA F001 9350 WORK FUND	Sal Contr:	Net Salary		1399487.37	46 [,]

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Totals For Payroll Subsystem Posting	 13	99487.37 46

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An example of (2) above, is as follows:-

30-AUG-2002	08:01	INTEGRATE	D TERTIARY	SOFTWARE	Page	6
Program : f5	wrpt.rdf V12 (GL)	Detail	of Summary	Postings		
	Date Of	Posting: 29	-aug-2002	For Subsystem PR		
GLA Code	Tran Date E/D Personnel No and Name	Reference	Cycle	Type Trn	Debit	C:
0321 0102	03-JUL-2002 3500 152 PRINS,KA	152M	200206		25.00)
0321 0102	03-JUL-2002 4050 152 PRINS,KA		200206		33.33	3
0321 0102	03-JUL-2002 4100 152 PRINS,KA	TY93	200206		4.50)
		(92-04-				
	Totals For GLA 0321 0102 BOTANY-	DBN Salaries-	Other PC1		4178.29	
					=======================================	====

An example of (3) above, is as follows:-

30-AUG-2002	08:16	INTEGRATED T	ERTIARY SOFTWAR	E	Page 2
Program : f5	5wrpt.rdf V12 (GL)	Detail of	Summary Posting	gs	
	Date Of Po	osting : 29-aug	g-2002 For Su	bsystem PR	
GLA Code	Tran Date E/D Personnel No and Name	Reference Cy	ycle	Type Trn	Debit
F001 9350	29-aug-2002 NETS 2002002 GOUWS,R	NET SAL	200206	SAL CALC	3666.67
F001 9350	29-aug-2002 NETS 2002003 DE TOIT,M	NET SAL	200206	SAL CALC	215.04
F001 9350	29-aug-2002 NETS 2002003 DE TOIT,M	NET SAL	200206	SAL CALC	3333.33
F001 9350 5051.67	29-aug-2002 NETS 9988 TEST PERSON,T H	NET SAL	200206	SAL CALC	.00
F001 9350	29-aug-2002 NETS 9988 TEST PERSON, T H	NET SAL	200206	SAL CALC	18500.01
F001 9350 101.03	29-aug-2002 NETS 999 RAU-Toets,R	NET SAL	200206	SAL CALC	.00
F001 9350	29-aug-2002 NETS 999 RAU-Toets,R	NET SAL	200206	SAL CALC	2640.79
F001 9350 369006.67	29-aug-2002 NETS 9994 WILLIAMS,DG	NET SAL	200206	SAL CALC	.00
F001 9350	29-aug-2002 NETS 9994 WILLIAMS,DG	NET SAL	200206	SAL CALC	825000.00
F001 9350 36.95	29-aug-2002 NETS 9999180 SMITHer,V	NET SAL	200206	SAL CALC	.00
F001 9350 .00	29-aug-2002 NETS 9999180 SMITHer,V	NET SAL	200206	SAL CALC	1915.11
	Totals For GLA F001 9350 WORK FUND	Sal Contr:Net	Salary		1399487.37

2.10.2. Transactions On Invalid GLA s {FGLPR1-3} 🦠

It could occur that a GLA is valid at the time of updating a transaction, but that this GLA is "de-linked" (Cost centre and account separated) at a later stage. All existing transactions in the transaction file will thus be against an "invalid" GLA, and will not be reflected on reports. This facility caters for such cases.

USER SELECTION: Destination of print.

Enter the year of validation To Be Done

PRINT SEQUENCE: Transaction by transaction date.

22-OCT-2002	18H4	10					INTEGRATED	TERTIARY	SOFTWARE
Page: 1									
Program : f!	5irpt.	rpt (GL) V12.			Τ	ransactions On Invalid For The Year: 2002	GLA's		
Transaction Date	Trn Type	Reference Date		GLA CC A	√cc	GL Note			Amount
10-MAY-2002 Dt	0001			2012	MAC1				100.00
30-NOV-2001 Dt	0901	01-DEC-2001	2001 11	E011	0101	INVEST# 1612 ACRUAL			48023.00
30-NOV-2001 Cr	0901	01-DEC-2001	2001 11	EE58	0101	INVEST# 1612 ACRUAL			48023.00
_	0901	01-DEC-2001	2001 11	EE58	0101	INVEST# 1566 ACRUAL			6564.00
30-NOV-2001 Cr	0901	01-DEC-2001	2001 11	EE58	0101	INVEST# 1592 ACRUAL			3456.00
14-MAR-2002 Dt	9127		0000757	F003	2012	VENUE BOOKING			5000.00
14-MAR-2002 Dt	9137		0000757	F003	2012	MEAL COSTS			1266.00
14-MAR-2002 Cr	1230		0000757	F00	3 2012	SPONSORED COSTS			3133.00
14-MAR-2002 Dt	9128		0000757	F003	2012	REFUNDABLE DEP			2500.00
23-MAR-2002 Cr	9128		0000757	F003	3 2012	REFUNDABLE DEP			2500.00
13-JUN-2002 Dt	2841		IN567	F006	25301	CB8762 ELECTRONIC			27000.00
28-FEB-2005 Cr	1212		0010-INT020	1 F305	5425	LOANINT 008904146 2	00502		1765.84
28-FEB-2005 Cr	1212		0010-INT020	1 F305	5425	LOANINT 001600001 2	00502		13.42
28-FEB-2005 Cr	1212		0010-INT020	1 F305	5425	LOANINT 000006030 2	00502		6.80

2.11. OPERATIONAL MENU REPORTS {FGLO-80} / {FGLOR1} &

All reports are generated through a batch process and a request number is allocated for the report requested.

When a report is selected from a menu, there is a field 'PREVIOUS REQUEST' that has a <LIST OF VALUES> showing previous request number of a batch process. By selecting a previous "REQUEST", answers to the parameters of that request will default and only selective changes can thus be made if so required. Otherwise, those answers can be re-used as they are.

2.11.1. Trial Balance {FGLOR1-1} \$

This report reflects the balance on all ledger accounts. A Budget Trial Balance is also available. The Budget Trial Balance reflects Actual values, as per normal Trial Balance, Budget, Commitments and Available funds.

- It is important that the **Function Levels** for each account are set up correctly within the Account Structure on menu option {FCSO-3}.
- Only posted transactions are reported.

USER SELECTION: 1. Normal Trial Balance, or

2. Budget Trial Balance Consolidation Cost Centre

Account Level

Year of Trial Balance
The cycle to start with:
0 = Logical cycle

➤ 0 = Physical cycle

Up to Cycle

If Cycle to start with = 0

Cycle 13 (I)ncluded or (E)xcluded Cycle 14 (I)ncluded or (E)xcluded

PRINT SEQUENCE: Numerical on Account number.

EXAMPLE of a Normal Trial Balance

22-OCT-20	22-OCT-2002 19h10 Integrated Tertiary Software itsv12						
Page :	1						
f59ccc.pc	E59ccc.pc v12. A c t u a l T r i a l B a l a n c e For Cost Centre: 0099 TOTAL: FACT COMMERCE-DBN On Level: 1 For The Year: 2002 From Cycle: 0 Up To Cycle: 12 - Cycle 13 Included And Cycle 14 Included						
Account		3	Year To Date				
	Account Description	Debit	Credit	Balance			
0001	EXPENSES OTHER						
00021	Industrial Research Account	7464.20	31650.70	(24186.50)			
00022	Research Travelling	2600.63	10814.75	(8214.12)			
00023	Total other expense	10370.83	70789.20	(60418.37)			
	other income - english	==					
00031	research sales	10.00	160.00	(150.00)			
00033	Total other income	10.00	160.00	(150.00)			
0100	SALARIES AND REMUNERATION						
0101	Salaries-Permanent Staff (PC1)	1211.00	0.00	1211.00			
0109	TOTAL SALARIES-PC1	614767.51	139870.90	474896.61			
0123	Med Aid/ Medicines	11388.40	5770.00	5618.40			
0124	Staff Soc / Clubs	0.00	8000.00	(8000.00)			
0189	TOTAL STAFF BENEFITS PC1	11388.40	13770.00	(2381.60)			
0199	TOTAL REMUNERATION (PC1)		153640.90				
0200	PERSONNEL RELATED COSTS						
0999	TOTAL SALARIES + RENUMERATION	626155.91	153640.90	472515.01			
: : : ETC							

EXAMPLE of a Budget Trial Balance

	egrated Tertiary Software		
Page: 1 f59ccc.pc v12. B	udget Trial B	alance	
For Cost Centre	: 0099 TOTAL: FACT COMMERCE-		
For The Year: 2002 From Cycle	e: 0 Up To Cycle: 12 - Cycle	e 13 Included And Cy	cle 14 Included
Account	Year T	o Date	
Number Account Description Available	Actual	Budget	Commitments
Available			
0001 EXPENSES OTHER			
=======================================			
00021 Industrial Research Account	(24186.50)	0.00	950.00
(23236.50) 00022 Research Travelling	(8214.12)	0.00	2402.21
(5811.91)	, , , , , , , , , , , , , , , , , , , ,		
00023 Total other expense	(60418.37)	0.00	192632.51
132214.14			
=======================================	=======================================	:======================================	=======================================
00030 other income - english			
00031 research sales	(150.00)	0.00	0.00
(150.00)	(150.00)	0.00	0.00
00033 Total other income	(150.00)	0.00	0.00
(150.00)			
	=======================================	=======================================	===========
0100 SALARIES AND REMUNERATION			
0101 Salaries-Permanent Staff (PC1)	1211.00	0.00	0.00
1211.00	1211.00	0.00	0.00
0109 TOTAL SALARIES-PC1	474896.61	0.00	208852.51
683749.12			
0123 Med Aid/ Medicines	5618.40	0.00	0.00
5618.40	/0000 001	0.00	0.00
0124 Staff Soc / Clubs (8000.00)	(8000.00)	0.00	0.00
0189 TOTAL STAFF BENEFITS PC1	(2381.60)	0.00	0.00
(2381.60)	,		
	=======================================	=======================================	=========
0100 TOTAL DEMINIPRATION (DC1)	A70E1E 01	0.00	200052 51
0199 TOTAL REMUNERATION (PC1) 681367.52	472515.01	0.00	208852.51
	=======================================	=======================================	=========
====================================			
:			
ECT			

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2.11.2. Revenue & Expenditure Statement {FGLOR1-2} 🔖

This report is the Revenue and Expenditure statement on a specified Cost centre or Cost centres.

- It is important that the Account Definition structure {FCSO-3} is correctly linked to the applicable Account Categories. All accounts linked to Account Categories 10 to 489 will be taken into account for this report.
- Only posted transactions are reported.

The report can be requested in Detail or in Summary.

USER SELECTION: Specific Cost Centre or "ALL" (CC allowed)

Financial Year of the Report

Up to Cycle

If Cycle to start with = 0

Cycle 13 (I)ncluded or (E)xcluded Cycle 14 (I)ncluded or (E)xcluded

Parameters Correct (Y/N)

PRINT SEQUENCE: Numerical on Account Categories

Revenue & Expenditure Statement - Detail

22-OCT-2002 19H31	TATTECTDATTED	TERTIARY SOFTWARE
Page7	INTEGRATED	IERTIART SOFTWARE
Program : f5grpt.rdf (GL) V12.	Revenue And Expenditure Statement	
110gram · 13grpt.1dr (dl) viz.	For The Year 2002 From Cycle 0 To Cycle 12 For Cost Cent:	re : 0099
	Cycle 13 Included Cycle 14 Included	10 . 0033
	Account Category: 330 SUPPLIES AND SERVICES	
	Year-to-	date
Account Description	Debit	Credit
Balance		
00021 Industrial Research	.00	2000000.00
(2000000.00)		
00031 Research Sales	.00	1000.00
(1000.00)		
2013 Stat: Pupils-Comp Ed	.00	2744.00
(2744.00)		
212397 General Office Expen	.00	950.00
(950.00)		
	Total .00	2004694.00
(2004694.00)		
:		
:		
ECT		

Revenue & Expenditure Statement - Summary

22-OCT-2002 19H38	INTEGRATED THE	ERTIARY SOFTWARE					
PAGE4							
Program : f5grpt.rdf (GL) V12.	f5grpt.rdf (GL) V12. REVENUE AND EXPENCE STATEMENT						
	FOR THE YEAR 2002 FROM CYCLE 0 TO CYCLE 12 FOR COST CENTRE : 0099						
	CYCLE 13 INCLUDED CYCLE 14 INCLUDED						
ACC	YEAR-TO-DATE						
CAT DESCRIPTION	DEBIT	CREDIT					
BALANCE							
310 COMPENSATION: PC 1	2000000 00	51001.00					
310 COMPENSATION: PC 1 1948999.00	2000000.00	51001.00					
1948999.00							
324 COMPENSATION: UNCLASS	.00	.00					
.00							
330 SUPPLIES AND SERVICES	.00	2004694.00					
(2004694.00)							
360 RENTAL OF BUILDINGS	.00	.00					
300 KENIAL OF BUILDINGS	.00	.00					

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.00		
370 RENTAL OF EQUIPMENT .00 : : : : ECT	.00	.00
 TOTAL EXPENDITUR		2055695.00
(55695.00)		==========
NETT SURPLUS/SHORTFALI	L 2000000.00	2055695.00
(EOF):	******* END OF REPORT ********	

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2.11.3. Balance Sheet {FGLOR1-3} \$

This report is the Balance Sheet on a specified Cost centre or Cost centres.

- It is important that the Account Definition structure {FCSO-3} is correctly linked to the applicable Account Categories. All accounts linked to Account Categories **490** to **999** will be taken into account for this report.
- Only posted transactions are reported.

A Revenue and Expenditure Statement is generated first (but not printed) to calculate the Surplus and Shortfall values of the Balance Sheet.

The report can be requested in Detail or in Summary.

USER SELECTION: Specific Cost Centre or "ALL" (CC allowed)

Financial Year of the Report

The cycle to start with: 0 = Logical cycle

 \rightarrow 0 = Physical cycle

Up to Cycle

If Cycle to start with = 0

Cycle 13 (I)ncluded or (E)xcluded Cycle 14 (I)ncluded or (E)xcluded

PRINT SEQUENCE: Numerical on Account Categories.

Example of Balance Sheet - Detail

22-OCT-20	02 19H44	INTEGRATED TERTIAN	RY SOFTWARE
Page1	f5hrpt.rdf (GL) V12.	Balance Sheet	
FIOGLAM .	Ishipe.idi (Gil) Viz.	For The Year 2002 From Cycle 0 To Cycle 12 For Cost Centre : 009 Cycle 13 Included Cycle 14 Included	9
		Funds Available	
		Account Catagory: 490 SURPLUS/SHORTFALL	
	Account Description	Year-to-date Debit	Credit
Balance	necodic Bescription		
(Last Upo	lated 22-OCT-2002))	2000000.00	2055695.00
:			
: ETC			
210		Account Catagory: 780 OTHER LONG-TERM BORROWING	
	Account Description	Year-to-date Debit	Credit
Balance			
	Total	.00	.00
.00	IOCAI	.00	.00
	Total Funds Available	2000000.00 2055695.00	(
55695.00)			
:			
ETC		Account Catagory: 999 CONTROL ACCOUNTS	
	Aggount Doggwintion	Year-to-date	Chand; t
Balance	Account Description	Debit	Credit
9200 51000.00	Debt Control: Staff	51000.00	.00
9202 2520.00	Debt Control: Gnrl	2520.00	.00
9207 130.00	Vat Control: Out	130.00	.00
9820 (1.00)	Bud Contr: Suppl&Ser	.00	1.00
53649.00	Total	53650.00	1.00

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Total Funds Applied 53649.00	53650.00		1.00
Imbalance : Balance Sheet 2046.00)	2053650.00	2055696.00	(
			======
(EOF):	******** End Of Report ********	*	

Example of Balance Sheet – Summary on NEXT PAGE

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Example of Balance Sheet - Summary

22-OCT-2002 19H51	INTEGRATED TERTI	ARY SOFTWARE
PAGE1 Program : f5hrpt.rdf (GL) V12. BALAN	NCE SHEET FOR THE YEAR 2002 FROM CYCLE TO CYCLE 12 FOR COST CENTRE: 0099 FUNDS AVAILABLE	
	YEAR-TO-DATE	
DESCRIPTION BALANCE	DEBIT	CREDIT
.conhead SURPLUS/SHORTFALL (LAST UPDATED 22-OCT-2002 (55695.00)	2000000.00	2055695.00
FUND BALANCE .00	.00	.00
NET INVESTMENT IN FIXED ASSET .00	.00	.00
TRANSFERS/INTERFUND BORROWING .00	.00	.00
LONG TERM BORROWING .00	.00	.00
TOTAL FUNDS AVAILABLE (55695.00)	200000.00	2055695.00
: : : ETC		
CONTROL ACCOUNT 53649.00	53650.00	1.00
TOTAL SHORT TERM ASSETS 53649.00	53650.00	1.00
TOTAL NETT SHORT TERM ASSETS 53649.00	53650.00	1.00
TOTAL APPLIED AS FOLLOW 53649.00	53650.00	1.00

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 IMBALANCE : BALANCE SH (2046.00)	HEET		2053650.00	2055696.00
(FOF):	*****	END OF REPORT	* *** ***	

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2.11.4. Cost Centre Cost Summary Report {FGLOR1-4} \\$

This report reflects a summary of all transactions, that is, transactions that are not yet posted, as well as, posted transactions. To see the detail transactions, menu option {FGLOR1-8} must be executed.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

Do You Want (A)ll, (R)ange Or (S)pecific Cost Centres: (A1) [S]:

If (S)pecific, the maximum of 10 cost centres may be entered

Enter first Cost Centre (A4):

Enter second Cost Centre or <ENTER> (A4):

If <ENTER> is used, then the next set of parameters follows:

Required Sequence Of Report

Select One From:

- 1. Per Department
- 2. Per Faculty
- 3. Cc Numerical
- 4. Per Fund Group
- 5. Per General Ledger Code

Your Selection (N1) [3]:

Account Selection:

Do You Want (A)ll, (R)ange Or (S)elect Accounts (A1) [S]:

Enter The Financial Year Of The Cost Report (N4) [2000]:

Enter The Cycle To Start With (N2) [0]:

Up To Which Cycle Must Be Included In The Cost Report (N2) [12]:

Cycle 13 (I)nclude Or (E)xcluded: (A1) [I]:

Cycle 14 (I)nclude Or (E)xcluded: (A1) [I]:

Enter Exception Indicator Value Only When Required (A1) []:

Change Subsystem transaction consolidation defaults Yes or No: [N]

Parameters correct (Y/N): [Y]

An Example Of This Report Is:

17-Oct-2002 20:40 Page 1			INTEGRATED TERT	TIARY SOFTWARE
rage 1 f54rpt.sql V12	For Th	Summary Cost Centre Cost Cost Code MAC1 TSWANA DEPA e Year 2002 From Cycle 0 U For Cost Centres MAC1 For Account Codes 2012 Cost Code From Select Secondary GL Note Not Pr GL Description Note Not P ycle 14 Included. No Exc Report Per CC Numerica	RIMENT p To Cycle 12 ed inted rinted eptions, No Restric	tions
Cost Code MAC1 === TSWANA DE: Category 330 === SUPPLIES AN. Account Description Available/Overspend		Actual	Budget	Commitment
2012 Stationery General 490293748483.91		490293475635.97	30.00	272817.94
490293748483.91		490293475635.97	30.00	272817.94
490293748483.91	Cost Code:MAC1		30.00	272817.94
(EOF):	*	****** END OF Report ***	*****	

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2.11.5. Consolidation Cost Centre Report With Subtotals {FGLOR1-5}

The Detail Report displays totals of each account for each Cost Centre as well as lower level Consolidation Cost Centres within the specified Consolidation structure.

The Summary Report displays only the totals of each Account within the specified Consolidation structure as well as lower level Consolidation Cost Centres.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

Cost Centre Selection :
S.ummary or D.etail Report (A1) [S]:
Enter The Consolidation Cost Centre (A4) []:
Account Selection:
Enter The Start Account Code (A8) [00000000]:
Enter The End Account Code (A8) [ZZZZZZZZ]:
Enter The Financial Year Of The Cost Report (N4) [2000] :
Enter The Cycle To Start With (N2) [0]:
Up To Which Cycle Must Be Included In The Cost Report (N2) [12]:
Cycle 13 (I)ncluded Or (E)xcluded (A1) [I]:
Cycle 14 (I)ncluded Or (E)xcluded (A1) [I]:

Example Of This Report In Summary Is:

17-Oct-2002 20:5	57		INTEGRATED TERTIAL	RY SOFTWARE	
f59rpt.sql V12 c	ge 1 9rpt.sql V12 c Consolidation Cost Centre Cost Report Summary Report With Subtotals For Consolidation Cost Centre 0099 For Financial Year 2002 And Cycles From 0 To 12 For Accounts From 00000000 To ZZZZZZZZ Cycle 13 Included Cycle 14 Included.				
Available/Oversp	end	Short Name	Actual	Budget	Commitment
Con.Cost Code:	- 0099	TOTAL: FACT COMMERCE			
Accounts	00000001	Test UDW budget cont	.00	.00	138.60
	00000002	Test account	2000000.00	.00	.00
	00001	Test tsa	.00	.00	1560.00
	00021	Industrial Research	(2000000.00)	.00	.00
(2000000.00)	00022	Research Travelling	.00	.00	73.48
73.48	00031	Research Sales	(1000.00)	.00	.00
(1000.00)	0113	Allowance 5%	(51001.00)	.00	.00
(51001.00)	0118	Entertainment: Clien	45000.00	.00	.00
45000.00	2013	Stat: Pupils-Comp Ed	(2744.00)	.00	.00
(2744.00)	212397	General Office Expen	(950.00)	.00	.00
(950.00)					
23100.00	2522	Irrecoverable Debt:	23100.00	.00	.00
1471323.63	5425	Interest:Staff Loans		.00	.00
3327.36	5441	Profit/Loss: On curr	3327.36	.00	.00
51000.00	9200	Debt Control: Staff	51000.00	.00	.00
(13480.00)	9202	Debt Control: Gnrl	(13480.00)	.00	.00
130.00	9207	Vat Control: Out	130.00	.00	.00
(20.00)	9478	Creditors Control Ac	.00	.00	(20.00)
	9514	Movement Cont: Subs	.00	.00	98.00
	9820	Bud Contr: Suppl&Ser	(1.00)	.00	.00
Total For CCC: 1526555.07	- 0099	TOTAL: FACT COMMERCE	1524704.99	.00	1850.08
(EOF)	-		******* End Of Re	eport ******	

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Example Of This Report In Detail Is:

Detail Report With Subtotals For Consolidation Cost Centre 0099 For Financial Year 2002 And Cycles From 0 To 12 For Accounts From 00000000 To ZZZZZZZZ Cycle 13 Included Cycle 14 Included. Short Name Actual Budget Commitment Available/Overspend Det.Cost Code: F001 WORK FUND Accounts 0000001 Test UDW budget cont 0.00 0.00 138.60 138.60 00000002 Test account 2000000.00 0.00 0.00 00001 Test tsa 0.00 0.00 1560.00	17-Oct-2002 21:	02		INTEGRATED TERTIARY	SOFTWARE	
Det.Cost Code: F001 WORK FUND Accounts 00000001 Test UDW budget cont 0.0 .00 .00 .00 .00 .00 .00 .00 .00 .0	Page 1 f59rpt.sql V12	Detail Report With Subtotals For Consolidation Cost Centre 0099 For Financial Year 2002 And Cycles From 0 To 12 For Accounts From 00000000 To ZZZZZZZZ				
Det.Cost Code : F001	Available/Overs	pend	Short Name		Budget	Commitment
138.60 2000000.00 2000000.00 2000000.00 2000000.00 2000000.00 2000000.00 2000000.00 2000000.00 2000000.00 2000000.00 2000000.00 2000000.00 2000000.00 2000000.00 2000000.00 2013 2013 2013 2014 2013 2014 2013 2014 2013 2014 2015 2013 2014 2014 2015 2014 2015 2015 2016 2017 2017 2018			WORK FUND			
00000000 Test tacount 2000000.00 .	Accounts	00000001	Test UDW budget cont	.00	.00	138.60
1560.00 73.48 00031 Research Sales (1000.00) .00 .00 .00 .00 .00 .00 .00 .00		00000002	Test account	2000000.00	.00	.00
73.48 (1000.00) (1000.00) (1000.00) (1001.00) (1013 Allowance 5% (51001.00) .00 .00 (51001.00) (1018 Entertainment: Clien 45000.00 .00 .00 (27044.00) (2013 Stat: Pupils-Comp Ed (2744.00) .00 .00 (2744.00) (2013 Stat: Pupils-Comp Ed (2744.00) .00 .00 (2744.00) (2522 Irrecoverable Debt: 23100.00 .00 .00 (250.00) (2522 Irrecoverable Debt: 23100.00 .00 .00 (271323.63 (2714) Profit/Loss: On curr 3327.36 .00 .00 (3327.36 (300.00 bebt Control: Staff 51000.00 .00 .00 (3327.36 (300.00 pebt Control: Staff 51000.00 .00 .00 (13480.00) (13480.00) (13480.00) (20.00	1560.00	00001	Test tsa	.00	.00	1560.00
(1000.00)	73.48					
(51001.00) 118	(1000.00)					
2013 Stat: Pupils-Comp Ed (2744.00)	(51001.00)					
212397 General Office Expen (950.00) .00	45000.00	2013	Stat: Pupils-Comp Ed	(2744.00)	.00	.00
2522 Irrecoverable Debt: 23100.00 .00 .00 23100.00 5425 Interest:Staff Loans 1471323.63 .00 .00 1471323.63 5441 Profit/Loss: On curr 3327.36 .00 .00 3327.36 9200 Debt Control: Staff 51000.00 .00 .00 51000.00 9202 Debt Control: Gnrl (13480.00) .00 .00 (13480.00) 9207 Vat Control: Out 130.00 .00 .00 130.00 9478 Creditors Control Ac .00 .00 .00 (20.00) 98.00 98.00 98.00 9820 Bud Contr: Subs .00 .00 .00 98.00 (1.00) (1.00)		212397	General Office Expen	(950.00)	.00	.00
5425 Interest:Staff Loans 1471323.63 .00 .00 1471323.63 5441 Profit/Loss: On curr 3327.36 .00 .00 3327.36 9200 Debt Control: Staff 51000.00 .00 .00 51000.00 9202 Debt Control: Gnrl (13480.00) .00 .00 (13480.00) 9207 Vat Control: Out 130.00 .00 .00 .00 130.00 9478 Creditors Control Ac .00 .00 (20.00) 98.00 9514 Movement Cont: Subs .00 .00 98.00 98.00 9820 Bud Contr: Suppl&Ser (1.00) .00 .00 1.00) .00 .00 .00 3526555.07 .00 1850.08 Det.Cost Code: MAP1 TEST COST CENTRE Accounts 00021 Industrial Research (2000000.00) .00 .00 .00		2522	Irrecoverable Debt:	23100.00	.00	.00
5441 Profit/Loss: On curr 3327.36 .00 .00 3327.36 9200 Debt Control: Staff 51000.00 .00 .00 51000.00 9202 Debt Control: Gnrl (13480.00) .00 .00 (13480.00) 9207 Vat Control: Out 130.00 .00 .00 130.00 9478 Creditors Control Ac .00 .00 .00 (20.00) (20.00) 9514 Movement Cont: Subs .00 .00 .00 98.00 98.00 9820 Bud Contr: Suppl&Ser (1.00) .00 .00 (1.00) Total For: F001 WORK FUND 3524704.99 .00 1850.08 3526555.07 Det.Cost Code: MAP1 TEST COST CENTRE Accounts 00021 Industrial Research (200000.00) .00 .00 .00		5425	Interest:Staff Loans	1471323.63	.00	.00
51000.00 9202	3327.36	5441	Profit/Loss: On curr	3327.36	.00	.00
(13480.00) 9207 Vat Control: Out 130.00 .00 .00 130.00 9478 Creditors Control Ac .00 .00 .00 (20.00) (20.00) 9514 Movement Cont: Subs .00 .00 .00 98.00 98.00 9820 Bud Contr: Suppl&Ser (1.00) .00 .00 (1.00) Total For: F001 WORK FUND 3524704.99 .00 1850.08 3526555.07 Det.Cost Code: MAP1 TEST COST CENTRE Accounts 00021 Industrial Research (2000000.00) .00 .00	51000.00					
130.00 9478	(13480.00)					
(20.00) 98.00 98.00 9820 Bud Contr: Suppl&Ser (1.00) .00 .00 (1.00) Total For: F001 WORK FUND 3524704.99 .00 1850.08 3526555.07 Det.Cost Code: MAP1 TEST COST CENTRE Accounts 00021 Industrial Research (2000000.00) .00 .00	130.00					
9820 Bud Contr: Suppl&Ser (1.00) .00 .00 (1.00) Total For: F001 WORK FUND 3524704.99 .00 1850.08 3526555.07 Det.Cost Code: MAP1 TEST COST CENTRE Accounts 00021 Industrial Research (2000000.00) .00 .00	(20.00)					
Total For: F001 WORK FUND 3524704.99 .00 1850.08 3526555.07 Det.Cost Code: MAP1 TEST COST CENTRE Accounts 00021 Industrial Research (2000000.00) .00 .00		9820	Bud Contr: Suppl&Ser	(1.00)	.00	.00
3526555.07	(1.00)					
Det.Cost Code : MAP1 TEST COST CENTRE Accounts 00021 Industrial Research (2000000.00) .00 .00		F001	WORK FUND	3524704.99	.00	1850.08
·			TEST COST CENTRE			
		00021	Industrial Research	(2000000.00)	.00	.00

Total For : (2000000.00)		TEST COST CENTRE	(2000000.00)	.00	.00
Con.Cost Code :		TOTAL: FACT COMMERCE			
Accounts 138.60	00000001	Test UDW budget cont	.00	.00	138.60
2000000.00	00000002	Test account	2000000.00	.00	.00
1560.00	00001	Test tsa	.00	.00	
(2000000.00)		Industrial Research	,		
00022 Researd 73.48	ch Travell	ling	.00	.00	73.48
(1000.00)	00031	Research Sales	(1000.00)	.00	.00
(51001.00)			(51001.00)		
45000.00	0118	Entertainment: Clien		.00	
(2744.00)	2013	Stat: Pupils-Comp Ed General Office Expen		.00	
(950.00)	212397	General Office Expen	(950.00)	.00	.00
23100.00	2522	Irrecoverable Debt:	23100.00	.00	.00
1471323.63	5425	Interest:Staff Loans		.00	
3327.36		Profit/Loss: On curr		.00	
51000.00	9200	Debt Control: Staff	51000.00	.00	
(13480.00)	9202	Debt Control: Gnrl	(13480.00)	.00	
130.00	9207 9478	Vat Control: Out Creditors Control Ac	130.00	.00	
(20.00)	9514	Movement Cont: Subs	.00	.00	
98.00	9820	Bud Contr: Suppl&Ser	(1.00)	.00	
(1.00)					
Total For CCC :		TOTAL: FACT COMMERCE	1524704.99	.00	1850.08
(EOF)			****** End (Of Report ******	

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2.11.6. Consolidation CC Report Without Subtotals {FGLOR1-6} 🔖

The Detail Report displays totals of each account for each Cost Centre within the specified Consolidation structure.

The Summary Report displays only the totals of each Account within the specified Consolidation structure.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

Cost Centre Selection:
S.ummary or D.etail Report (A1) [S]:
Enter The Consolidation Cost Centre (A4) []:
Account Selection:
Enter The Start Account Code (A8) [00000000]:
Enter The End Account Code (A8) [ZZZZZZZZ]:
Enter The Financial Year Of The Cost Report (N4) [2000]:
Enter The Cycle To Start With (N2) [0]:
Up To Which Cycle Must Be Included In The Cost Report (N2) [12]:
Cycle 13 (I)ncluded Or (E)xcluded (A1) [I]:
Cycle 14 (I)ncluded Or (E)xcluded (A1) [I]:
Do You Want To Select A Printer For The Output At This Stage (Y/N) [N]:

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Example Of This Report In Summary Is:

		Consolidation Cost Centre Summary Report Without S For Consolidation Cost Ce Financial Year 2002 And Cyc For Accounts From 00000000 Cycle 13 Included Cycle 14	Subtotals entre 0099 cles From 0 To 12 To ZZZZZZZZ Included.		
	Short Name	Actual	= -		
9 .			Budget 		Commitment
	TOTAL: FACT COMMERCE				
00001	Test UDW budget cont	.00	.00		138.60
000002	Test account	2000000.00	.00		.00
001	Test tsa	.00	.00		1560.00
021	Industrial Research	(200000.00)	.00		.00
022	Research Travelling	.00	.00		73.48
					.00
					.00
.18	Entertainment: Clien	45000.00	. 00		.00
13	Stat: Pupils-Comp Ed	(2744.00)	.00		.00
L2397	General Office Expen	(950.00)	.00		.00
22	Irrecoverable Debt:	23100.00	.00		.00
125	Interest:Staff Loans	1471323.63	.00		.00
41	Profit/Loss: On curr	3327.36	.00		.00
200	Debt Control: Staff	51000.00	.00		.00
02	Debt Control: Gnrl	(13480.00)	.00		.00
207	Vat Control: Out		00		.00
					(20.00)
514	Movement Cont: Subs	.00	.00		98.00
20	Bud Contr: Suppl&Ser	(1.00)	.00		.00
19	TOTAL: FACT COMMERCE	1524704.99	.00		1850.08
		****** End Of Repor	t *****		
	000002 001 0021 0022 0031 13 .18 13 12397 22 425 41 200 02 207 78 514	O00002 Test account Test tsa Industrial Research Research Travelling Research Sales Allowance 5% Entertainment: Clien Stat: Pupils-Comp Ed Capen Irrecoverable Debt: Interest:Staff Loans Profit/Loss: On curr Debt Control: Staff Debt Control: Gnrl Vat Control: Out Creditors Control Ac Movement Cont: Subs Bud Contr: Suppl&Ser	000002 Test account 2000000.00 001 Test tsa .00 0021 Industrial Research (2000000.00) 0022 Research Travelling .00 0031 Research Sales (1000.00) 13 Allowance 5% (51001.00) 148 Entertainment: Clien 45000.00 15 Stat: Pupils-Comp Ed (2744.00) 16 General Office Expen (950.00) 17 Irrecoverable Debt: 23100.00 18 Profit/Loss: On curr 3327.36 18 Profit/Loss: On curr 3327.36 19 Debt Control: Staff 51000.00 19 Debt Control: Out 130.00 19 TOTAL: FACT COMMERCE 1524704.99	000002 Test account 2000000.00 .00 001 Test tsa .00 .00 0021 Industrial Research (2000000.00) .00 022 Research Travelling .00 .00 031 Research Sales (1000.00) .00 13 Allowance 5% (51001.00) .00 18 Entertainment: Clien 45000.00 .00 13 Stat: Pupils-Comp Ed (2744.00) .00 12397 General Office Expen (950.00) .00 22 Irrecoverable Debt: 23100.00 .00 425 Interest:Staff Loans 1471323.63 .00 41 Profit/Loss: On curr 3327.36 .00 200 Debt Control: Staff 51000.00 .00 201 Debt Control: Out 130.00 .00 202 Debt Control: Out 130.00 .00 203 Vat Control: Out 130.00 .00 204 Movement Cont: Subs .00 .00 205 Bud Contr: Suppl&Ser (1.00) .00	000002 Test account 2000000.00 .00 001 Test tsa .00 .00 0021 Industrial Research (2000000.00) .00 0022 Research Travelling .00 .00 0031 Research Sales (1000.00) .00 13 Allowance 5% (51001.00) .00 148 Entertainment: Clien 45000.00 .00 15 Stat: Pupils-Comp Ed (2744.00) .00 16 Irrecoverable Debt: 23100.00 .00 17 Interest:Staff Loans 1471323.63 .00 18 Profit/Loss: On curr 3327.36 .00 19 Debt Control: Gnrl (13480.00) .00 10 Debt Control: Gnrl (13480.00) .00 10 Debt Control: Out 130.00 .00 11 Movement Cont: Subs .00 .00 12 Bud Contr: Suppl&Ser (1.00) .00 13 Stat: Pact COMMERCE 1524704.99 .00

Example Of This Report In Detail Is:

17-Oct-2002 21	:15			INTEGRATED TERTIARY S	SOFTWARE
Page 1 f59rpt.sql V12			Consolidation Cost Centre Detail Report Without S For Consolidation Cost Ce Financial Year 2002 And Cyc For Accounts From 00000000 Cycle 13 Included Cycle 14	Subtotals entre 0099 cles From 0 To 12 To ZZZZZZZZ	
Available/Overs	pend	Short Name	Actual	Budget	Commitment
Det.Cost Code :		WORK FUND			
Accounts	00000001	Test UDW budget cont	.00	.00	138.60
2000000.00	00000002	Test account	2000000.00	.00	.00
1560.00	00001	Test tsa	.00	.00	1560.00
73.48	00022	Research Travelling	.00	.00	73.48
(1000.00)	00031	Research Sales	(1000.00)	.00	.00
(51001.00)	0113	Allowance 5%	(51001.00)	.00	.00
45000.00	0118	Entertainment: Clien	45000.00	.00	.00
(2744.00)	2013	Stat: Pupils-Comp Ed	(2744.00)	.00	.00
(950.00)	212397	General Office Expen	(950.00)	.00	.00
23100.00	2522	Irrecoverable Debt:	23100.00	.00	.00
1471323.63	5425	Interest:Staff Loans	1471323.63	.00	.00
3327.36	5441	Profit/Loss: On curr	3327.36	.00	.00
51000.00	9200	Debt Control: Staff	51000.00	.00	.00
(13480.00)	9202	Debt Control: Gnrl	(13480.00)	.00	.00
130.00	9207	Vat Control: Out	130.00	.00	.00
(20.00)	9478	Creditors Control Ac	.00	.00	(20.00)
98.00	9514	Movement Cont: Subs	.00	.00	98.00
(1.00)	9820	Bud Contr: Suppl&Ser	(1.00)	.00	.00
Total For: 3526555.07	 F001	WORK FUND	3524704.99	.00	1850.08
Det.Cost Code :	 MAP1	TEST COST CENTRE			
Accounts (2000000.00)	00021	Industrial Research	(2000000.00)	.00	.00

General Ledger System - Operational Menus	Chapter 2

Total For : (2000000.00)		TEST COST CENTRE	(2000000.00)	.00	.00
Con.Cost Code :		TOTAL: FACT COMMERCE			
Accounts	00000001	l Test UDW budget cont	.00	.00	138.60
2000000.00	0000000	2 Test account	2000000.00	.00	.00
1560.00	00001	Test tsa	.00	.00	1560.00
(2000000.00)	00021	Industrial Research	(2000000.00)	.00	.00
73.48	00022	Research Travelling	.00	.00	73.48
(1000.00)	00031	Research Sales	(1000.00)	.00	.00
(51001.00)	0113	Allowance 5%	(51001.00)	.00	.00
45000.00	0118	Entertainment: Clien	45000.00	.00	.00
(2744.00)	2013	Stat: Pupils-Comp Ed	(2744.00)	.00	.00
(950.00)	212397 2522	General Office Expen Irrecoverable Debt:	(950.00) 23100.00	.00	.00
23100.00	5425	Interest:Staff Loans	1471323.63	.00	.00
1471323.63	5441	Profit/Loss: On curr	3327.36	.00	.00
3327.36	9200	Debt Control: Staff	51000.00	.00	.00
51000.00	9202	Debt Control: Gnrl	(13480.00)	.00	.00
(13480.00)	9207	Vat Control: Out	130.00	.00	.00
130.00	9478	Creditors Control Ac	.00	.00	(20.00)
(20.00)	9514	Movement Cont: Subs	.00	.00	98.00
98.00	9820	Bud Contr: Suppl&Ser	(1.00)	.00	.00
(1.00)		-			
Total For CCC : 1526555.07		TOTAL: FACT COMMERCE	1524704.99	.00	1850.08
(EOF):			******* End Of Report *	****	

2.11.7. Cash Flow Report {FGLOR1-7} 🔖

This report reflects details of cash in/outflow over a specified period and is transaction type driven.

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Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

(S)ummary Or (D)etail (A1) [D]:

Please Enter The Reporting Year: (N4) []:

Please Enter Start Cycle : (N2) [] : Please Enter End Cycle : (N2) [] :

Do You Want To Select Between Dates (Y/N): (A1) [N]:

An Example Of A Summary Report Is:

Date : 22-OCT-2002 20H03	INTEGRATED	TERTIARY SOFTWARE
Page : 1		
Program : f5prpt.rdf (GL) V12.	CASH FLOW REPORT FOR	CT
	Report Year - 2002 Summary Report - F	or Cycle 0 To 12
Fund	Trans Name	Amount
	Туре	
1110 Total For Transaction Type	100 PAYMENT RECEIVED(STUDENT)	259269419228070.18
1110 Total For Transaction Type	110 VAT TRANSACTION	720.00
1110 Total For Transaction Type	120 PAYMENT RECEIVED(DEBTOR)	13010492.20
1110 Total For Transaction Type	130 VAT TRANSACTION	603.90
1110 Total For Transaction Type	160 PAYMENT (STUDENT/CARD)	131330.00
1110 Total For Transaction Type	170 SUNDRY DONATIONS: TRUST FUND	47594.89
1110 Total For Transaction Type	180 PAYMENT TO STUDENT	6.14
1110 TOTAL FOR FUND		259269432418817.31
		=======================================
1202 Total For Transaction Type	170 SUNDRY DONATIONS: TRUST FUND	1250.00
1202 TOTAL FOR FUND		1250.00
1204 Total For Transaction Type	170 SUNDRY DONATIONS: TRUST FUND	5000.00
1204 TOTAL FOR FUND		5000.00
TOTAL FOR SUBSYSTEM		259269432425067.31 =======
:		
:		
ETC		

An Example Of A Detail Report Is:

Date : 17-OCT-2002 21H28	INTEGRATED TERTIARY SOFTWA	RE
Page : 1		
Program : f5prpt.rdf (GL)	CASH FLOW REPORT FOR CT	
Report Year To 12	- 2002 From 17-OCT-2002 To 17-OCT-2002 Deta	ail Report - For Cycle 0
Fund	Trans Date GLA Type	Amount
1110 undesign current funds	100 17-OCT-2002 MAC12012	100.00
	100 17-OCT-2002 F0012011	60.00
	100 17-OCT-2002 MAC12012	800.00
1110 Total For Transaction Type	100 PAYMENT RECEIVED(STUDENT)	960.00 ======
1110 TOTAL FOR FUND		960.00
TOTAL FOR SUBSYSTEM		960.00
Date : 17-OCT-2002 21H28 Page : 2	INTEGRATED TERTIARY SOFTWAR	RE
Program : f5prpt.rpt (GL)	CASH FLOW REPORT FOR CB	
	- 2002 From 17-OCT-2002 To 17-OCT-2002 Deta	ail Report - For Cycle 0
To 12		-
Fund	Trans Date GLA Type	Amount
TOTAL CASH FLOW		.00
(EOF):		

2.11.8. Cost Centre Cost Report {FGLOR1-8} 🔖

This report reflects detail of all transactions, that is, transactions that have not as yet been posted, as well as, posted transactions. To see the summary of transactions, menu option {FGLOR1-4} must be executed.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

Cost Centre Cost Report (Detail)

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```
Do You Want (A)ll, (R)ange Or (S)pecific Cost Centres: (A1) [S]:
First Cost Centre: (A4)
Second Cost Centre Code or <ENTER>: (A4)
Required Sequence Of Report
Select One From:
1. Per Department
2. Per Faculty
3. Cc Numerical
4. Per Fund Group
5. Per General Ledger Code
Your Selection (N1) [3]:
Account Selection:
Do You Want (A)II, (R)ange Or (S)elect Accounts (A1) [S]:
The Financial Year Of The Cost Report (N4) [2000]:
Enter The Cycle To Start With (N2) [0]:
Up To Which Cycle Must Be Included In The Cost Report (N2) [12]:
Do You Want To Summarise (A1) [N]:
Cycle 13 (I)nclude Or (E)xcluded: (A1) [I]:
Cycle 14 (I)nclude Or (E)xcluded: (A1) [I]:
Enter Exception Indicator Value Only When Required (A1) []:
Change Subsystem Transactions Cons. Default (Y)es/(N)o (A1) [N]:
Parameters Correct [Y]:
```

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An Example Of The Report Is:

```
19-Oct-2002 13:08
                                                  INTEGRATED TERTIARY SOFTWARE
Page 1
f54rpt.sql V12
                                                 Detail Cost Centre Cost Report
                                               Cost Code MAC1 TSWANA DEPARTMENT
                                         For The Year 2002 From Cycle 0 Up To Cycle 12
                                               For Cost Centres MAC1
                                               For Account Codes 00021
                                                   Cost Code From Selected
                                     Sub-System Transaction Summaries PO=Y AP=Y AR=Y SE=Y
                                                Secondary GL Note Not Printed
                                               GL Description Note Not Printed
                             Cycle 13 Included Cycle 14 Included. No Exceptions, No Restrictions
                                                   Report Per CC Numerical
Cost Code MAC1 === TSWANA DEPARTMENT
Account 00021 === Industrial Research
             Trn Or
Ss Date
             Type Ss Document No. GL Notes
                                                                          Actual
                                                                                              Budget
Commitment
GL 10-JAN-2002 107 CT 14090
                                                                   (108295429.82)
GL 10-JAN-2002 107 CT 14094
                                                                   (108295429.82)
GL 16-JAN-2002 994 PR PR-DEDUCTION SUMMARY CREDIT POSTING FROM P
                                                                      (2872.20)
                                                                        138.88
GL 16-JAN-2002 994 PR PR-EARNING SUMMARY DEBIT POSTING FROM PR
GL 18-JAN-2002 8899 SD 562804 Default Account Type Xfer
                                                                          60.00
GL 28-JAN-2002 994 PR PR-DEDUCTION SUMMARY CREDIT POSTING FROM P
                                                                       (2500.00)
GL 05-FEB-2002 994 PR PR-DEDUCTION SUMMARY CREDIT POSTING FROM P
                                                                        (7500.00)
GL 06-FEB-2002 994 PR PR-DEDUCTION SUMMARY CREDIT POSTING FROM P
                                                                       (2500.00)
GL 07-FEB-2002 1211 AR 0003-R020260 TEST STAFF AR SALDEDUCT
                                                                         387.21
GL 08-FEB-2002 6689 SD 123456
                                200100434 DUNKER D
                                                                         (10.00)
19-Oct-2002 13:08
                                                 INTEGRATED TERTIARY SOFTWARE
Page 2
f54rpt.sql V12
                                                 Detail Cost Centre Cost Report
                                              Cost Code MAC1 TSWANA DEPARTMENT
                                         For The Year 2002 From Cycle 0 Up To Cycle 12
                                                For Cost Centres MAC1
                                               For Account Codes 00021
                                                   Cost Code From Selected
                                     Sub-System Transaction Summaries PO=Y AP=Y AR=Y SE=Y
                                                Secondary GL Note Not Printed
                             Cycle 13 Included Cycle 14 Included. No Exceptions, No Restrictions
                                                   Report Per CC Numerical
Cost Code MAC1 === TSWANA DEPARTMENT (Cont)
Account 00021 === Industrial Research (Cont)
             Trn Or
                                                                          Actual
                                                                                              Budget
Ss Date
             Type Ss Document No. GL Notes
...skipping forward to last page for totals
AR 14-OCT-2002 1213 AR INT200212-3 Cons:Ref:INT200212-3
                                                                          593.28
AR 14-OCT-2002 1213 AR INT200212-4 Cons:Ref:INT200212-4
                                                                        21728.04
AR 14-OCT-2002 1213 AR INT200212-4 Cons:Ref:INT200212-4
                                                                          18.91
AR 14-OCT-2002 1213 AR INT200212-5 Cons:Ref:INT200212-5
                                                                         1391.72
AR 14-OCT-2002 1213 AR INT200212-5 Cons:Ref:INT200212-5
                                                                           3.84
AR 14-OCT-2002 1213 AR INT200212-6 Cons:Ref:INT200212-6
                                                                          628.93
AR 14-OCT-2002 1213 AR INT200212-7 Cons:Ref:INT200212-7
                                                                         2088.18
```

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control and a superior	e Per anno and and anno and anno anno anno an		······································
36933.10	Account:00021	(414268627.81)	.00
	Overspend/Available	(414231694.71)	
36933.10	Cost Code:MAC1	(414268627.81)	.00
	Overspend/Available	(414231694.71)	
	- Report:Total	(414268627.81)	.00

Chapter 2

2.11.9. Revenue and Expenditure Including Balance Sheet {FGLOR1-9} \(\brace \)

This report is the Revenue and Expenditure statement and the Balance Sheet on a specified Cost centre or Cost centres.

Overspend/Available

(414231694.71)

- It is important that the Account Definition structure {FCSO-3} is correctly linked to the applicable Account Categories. All Account Categories will be taken into account for this report.
- Only posted transactions are reported.

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36933.10

The report can be requested in Detail or in Summary.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

- $1.(R) evenue \& Expenditure, (B) a lance Sheet or <math display="inline">B(o) th \ (A1) \ [O]$:
 - If Both is selected, the combination of both Revenue & Expenditure and Balance Sheet will be reported on. Otherwise the (R)evenue & Expenditure report will be printed or the (B)alance Sheet will be printed.
- 2. (D)etail or (S)ummary (A1) [D]:
- 3.Enter Specific Cost Centre Code Or (All) (A4) []:
- 4. Enter The Financial Year for R&E (N4) [2002]:
- 5. Enter The Cycle To Start With (N2) [1]:
- 6. Up To Which Cycle Must Be Included (N2) [3]:

If Cycle to start with = 0

Cycle 13 (I) ncluded or (E)xcluded [I]:

Cycle 14 (I)ncluded or (E)xcluded [I]:

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Example Detail of Both Revenue & Expenditure including Balance Sheet follows

22-Oct-2002 20:14				INTEGRATED TER	TIARY SOFTWARE
Page 1 f5krpt.sql V12	R	EVENUE & EX	PENDT	TURE Statement	
Tomperogr viz			nce Sheet	Requested For 0099 Cos	t Centres
				Debit	Credit
Balance	PPPC				
10 TUITION AND OTHER	1 Test tsa			23467.95	55066.22
(31598.27)	5 Web Payments			4.00	.00
4.00 201	1 Bad debts wr	itten off		118756.67	49641.81
69114.86 501	1 Application	Fees		17319.19	48477.57
(31158.38) 501	2 Registration	Fees		(500.00)	960.00
(1460.00) 501 (184996.72)	4 Class Fees			267228.08	452224.80
(1400.00)	6 Gown Rental			.00	1400.00
501	9 Laboratory Fe	ees		67010.00	43350.00
(157834.51)		Total		493285.89	651120.40
30 GOVERNMENT APPROPI 511 (100.00)		ternal Fotocopying		.00	100.00
(100.00)			Total	.00	100.00
: ETC					
480 OTHER DEDUCTIONS					
(1403.04)	7 skills levy			198.50	1601.54
			m-+-1		
(1403.04)			Total	198.50	
		Expense Total	48	890606855.67	713664374.43
4176942481.24				====== =	
			=======	====== =	
	Nett	Surplus/Shortfall	48	391127559.46	714384879.80
4176742679.66			=======	====== =	========
========					

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22-Oct-2002 20:1	L6			INTEGRATED T	TERTIARY SOFTWARE
Page 1					
f5krpt.sql V12				SHEET	
		Detail Revenue&Expenditure and Bala			lost Centres
		For The Year 2002 F	rom Cyc	ele 1 Up To Cycle 3	
				Dabit	Q
Balance				Debit	Credit
Balance					
		Nett Surplus/Shortfall		4891127559 46	714384879.80
4176742679.66		nese barpras, silor starr		10,111,00,110	711301077.00
1170712075.00					
910 L-TERM INVEST	IM: GOVERNIV	4 STOCKS/BONDS			
	8202	Long Term Investments (0/B)		1600.00	2400.00
(800.00)		_			
			Total	1600.00	2400.00
(800.00)					
930 NOTES RECEIVA					
	8402	Sundry Debt: Student Fees Pay	<i>r</i> a	2068163.66	1406013.98
662149.68					
(400=400)	8404	Sundry Debt: Accom Fees Payabe		3008.00	15384.00
(12376.00)					44=00.00
(0000 00)	8414	Sundry Debt: Staff		1920.00	11520.00
(9600.00)	8420	Candra Dobt Conord		59.04	.00
59.04	0420	Sundry Debt: General		59.04	.00
39.04					
		Total		2073150.70	1432917.98
640232.72					
:					
:					
ETC					
			======	=======	=======================================
==========	=				
		Im Balance		5530701608.02	1324778072.44
4205923535.58					
			======	========	=======================================
===========					
(EOE):	********* END OF Report *********				
(EOF):					

Example Summary of Both Revenue & Expenditure including Balance Sheet follows

22-Oct-2002 20:48	INTEGRATED TER	RTIARY	SOFTWARE
Page 1			
f5krpt.sql V12.	REVENUE & EXPENDITURE Statement		
St	ummary Revenue&Expenditure and Balance Sheet Requested For 0099 Co	ost Cent	res
	For The Year 2002 From Cycle 1 Up To Cycle 3		
	Debit		Credit
Balance			
10 TUITION AND OTHER FEES	493285.89	6	51120.40
(157834.51)			
30 GOVERNMENT APPROPRIATIONS	: CENTRAL .00		100.00

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(100.00) 100 PRIVATE GRANTS, GIFTS AND CONTRACT	TS	(94.92)	.00
(94.92)			
220 SALES/SERVICES OF AUXILIARY ENTER (3000.00)	PRISES	2000.00	5000.00
221 SALES/SERV:A/E - OTHER		25512.82	9409.49
16103.33 230 SALES/SERVICES OF HOSPITALS		.00	6800.00
(6800.00)			
270 INTEREST ON LOANS RECEIVABLE (48075.48)		.00	48075.48
(13373115)			
	Revenue Total	520703.79	720505.37
(199801.58)			
==========	===	:======================================	==============
310 COMPENSATION: PC 1		7463.44	421812.87
(414349.43) 312 COMPENSATION: PC 2		1633.00	58624.47
(56991.47)			
316 COMPENSATION: PC 4 (80.00)		.00	80.00
324 COMPENSATION: UNCLASS		1578.09	.00
1578.09 330 SUPPLIES AND SERVICES		4853593686.30	712112511.46
4141481174.84		2000006 24	1064544 00
400 WRITE-OFFS AND LOAN CANCELLATIONS 35937552.25		37002296.34	1064744.09
440 DISPOSAL OF ASSETS		.00	5000.00
(5000.00)			
	Evnence Total	4890606855.67	713664374 43
4176942481.24	Expense Total	4090000033.07	713004374.43
	===	:======================================	
	===	:======================================	
=======================================	Nett Surplus/Shortfall	4891127559.46	714384879.80
4176742679.66			
===========	===	:======================================	
22-Oct-2002 20:50		INTEGRATED TER	RTIARY SOFTWARE
Page 1	D א ז א N	CE SHEET	
f5krpt.sql V12. Summary Re		e Sheet Requested For 0099 Co	st Centres
	For The Year 2002 From	n Cycle 1 Up To Cycle 3	
		Debit	Credit
Balance			
	Nett Surplus/Shortfall	4891127559.46	714384879.80
4176742679.66			
910 L-TERM INVESTM: GOVERNM STOCKS/BO	DNDS	1600.00	2400.00
(800.00) 930 NOTES RECEIVABLE		2073150.70	1432917.98
640232.72			
940 CASH (407454956.38)		100247392.23	507702348.61
960 INVENTORIES		45430.58	118006.71
(72576.13) 999 CONTROL ACCOUNTS		536991522.76	97914899.11
999 CONTROL ACCOUNTS		536991522.76	97914899.11

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439076623.65				
		639359096.27	607170572 41	
32188523.86	ASSEL IOLAI	039339090.27	00/1/05/2.41	
=======================================	=====	========	==========	
:				
ETC				
	Liability Total	21/1952 29	3222620.23	
(3007667.94)	matricy local	211/32.2/	322020.23	
===========	====	========	===========	
=============	====	=======	==========	
	Im Balance	5530701608.02	1324778072.44	
4205923535.58	=====	========	==========	
===========	*********	+++++++++		
(EOF):	***** END OF Rej	PORT """"""""""""""""""""""""""""""""""""		

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2.11.10. Transactions Per Type {FGLOR1-21} \$\\$

This report reflects the summary or detail of transactions for a specified range of types and for a specified period. Subtotals per type for debits and credits are calculated. Only posted transactions are reported.

Parameters are as follows:

Summary Or Detail Report (S/D)

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

```
Enter The Reporting Year (N4) [2000]:
Enter Start Cycle (N2) [0]:
Enter End Cycle (N2) [14]:
Enter The Start Transaction Code: (N4) [0]:
Enter The End Transaction Code: (N4) [9999]:
Do You Want To Select Between Dates (Y/N): (A1) [N]:
Enter Subsystem Of Origin Of Transaction Types
(AR,BC,CB,CT,GL,LL,PM,PR,SD Or All) (A3) [ALL]:
```

Do You Need An Exception Report (Y/N) (A1) [N]:

An Example Of A Summary Report Is:

22-OCT-2002 21H27 INTEGRATED TERTIARY SOFTWARE					TWARE	
Page 1						
Program :	f51rpt.rdf	(GL)	Gl	Transactions	Summary Per Transaction Type	
			For Transactions From (To 9999 For	Reporting Year 2002 From 01-	-oct-2002 To 22-
oct-2002						
				For	Subsystem: ALL	
Trn		Fin. Fin			Debit	Credit
Tran						
Code		Syst Typ	e	Description	Value	Value
Balance	Count					
0100		CT	J PAYMENT RECEIVED(STUDEN	TT)	72824.80	(72824.80)
.00	9					
0101		CT	J PAYMENT RECEIVED(ST	JDENT/CARD)	100.00	(100.00)
.00	2					
0117		CT	J VAT TRANSACTION		100.00	(100.00)
.00	2					
0136		CT	J PAYMENT (STUDENT)		2244.00	(2244.00)
.00	8	Comm.			00100 60	(00100 (0))
.00	6	CT	J PAYMENT (OTHER)		28102.63	(28102.63)
0147	Ö	CT	J VAT TRANSACTION		1897.37	(1897.37)
.00	6	CI	O VAI HANDACHON		1037.37	(10)7.37)
0154	Ü	CT	J VAT TRANSACTION		.00	.00
.00	4		-			

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0187		SD	J CT-CHEQ VAT	.00	(148.00)
(148.00)		1			
:					
:					
ETC					
6021		CT	J VAT TRANSACTION	2800.00	(2800.00)
.00	4			0000 00	(0000 00)
6022	4	CT	J VAT TRANSACTION	2800.00	(2800.00)
.00 7754	4	CT	J RECEIPT FOR MEALS	25.00	(25.00)
.00	2	CI	U RECEIPT FOR MEALS	25.00	(23.00)
8888	2	PR	J SKILLS LEVY	20711.35	(20711.35)
.00	22				(======,
8889		PR	J PR VAT	1305.34	(1305.34)
.00	5				
9864		GL	J TEST	22000.00	(22000.00)
.00	4				
				===========	==========
========	=====	======	Totals Of Rep	ort 16119940.93	(16113488.93)
6452.00	54	6	TOCATS OF KEP	10119940.93	(10113400.93)
0102.00	31	•		=========	===========
========		=======			

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An Example Of A Detail Report Is:

22-OCT-2002 21H35				INTEGRATI	ED TERTIARY SOFTWARE
Page 1 Program : f51rpt.rdf (G	GL) V12	GI	Transactions Per	r Transaction Typ	e
					02 To 22-oct-2002 From
Cycle 0 To Cycle 14		Dan Chilannah	CE E D	Nambaa Daa	m
		For Subsyst	em: CI For Reiere	ence Number From	TO ZZZZZZZZZZZZ
	Fin. Process Cycle Date	G	LA Note		Value
5,5.	0,010 5000	J			Varac
	0100 6	16-OCT-2002	F001 9163	SUMMARY	CREDIT POSTING - CT
(800.00) Cr CT CT-SUMMARY (600.00) Cr	0100 6	16-OCT-2002	F001 8402	SUMMARY	CREDIT POSTING - CT
II '	0100 6	16-OCT-2002	F001 2016	SUMMARY	CREDIT POSTING - CT
	0100 6	16-OCT-2002	F001 2011	SUMMARY	CREDIT POSTING - CT
II '	0100 6	16-OCT-2002	MAC1 2012	SUMMARY	CREDIT POSTING - CT
CT CT-SUMMARY 0100 (6 16-OCT-2002	X600 8280	SUMMARY DEBIT	POSTING - CT	71680.80
CT CT-SUMMARY (83.00) Cr	0100 6	17-OCT-2002	F001 2011	SUMMARY	CREDIT POSTING - CT
CT CT-SUMMARY (1061.00) Cr	0100 6	17-OCT-2002	MAC1 2012	SUMMARY	CREDIT POSTING - CT
CT CT-SUMMARY 0100 (6 17-OCT-2002	X600 8280	SUMMARY DEBIT	POSTING - CT	1144.00
				Balance : Debit : Credit	.00 72824.80 :
(72824.80)					
:					
ETC					
CT 1000441 7754 6	6 16-OCT-2002	X600 8280	Y Moller 21005	50596	25.00
				Balance : Debit :	.00 25.00
				Credit	25.00
(25.00)					
=======================================				Report Totals :	.00
				Debit : Credit:	974746.80
(974746.80)					
=======================================					
Total	Records : 205				
13641					

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(EOF):	****** End Of Report ******

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2.11.11. Transactions Per GLA {FGLOR1-22} 🦠

This report displays only **posted** transactions for specified GLA's.

Parameters are as follows:

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

Do You Want To Print All Cost Centres (Y/N) (A1) [Y]:

Do You Want To Print All Accounts (Y/N): (A1) [Y]:

Enter The Financial Year Of The Cost Report: (N4) [2002]:

Enter The Start Cycle (N2) [0]:

Up To Which Cycle Must Be Included In The Cost Report : (N2) [12] :

Cycle 13 (I)ncluded Or (E)xcluded : (A1) [I]:

Cycle 14 (I)ncluded Or (E)xcluded: (A1) [I]:

An example of this report is:

20-OCT-2002 08H56		INTEGR	RATED TERTIA	ARY SOFTWARE
Page 1 Program: f5orpt.rdf (GL) List Of Gl-transactions Per	GLA For The Yea	ar 2002 From Cy	cle 0 Up To	Cycle 12
	st Centres From Accounts From 2			
	Accounce From 2	.012 10 2002		
GL CC GL Acc GLA Name Value	Pr	ocess	Fin	Tran
Code Code	Date	Cyc Cod	е	
MAC2 2012 LINGUISTICS Stationery General		21 -JAN-2002	1	2841
700.00 Dt	21-JAN-2002		1	2843
(700.00) Dt	Z1-0AN-2002		1	2043
510.60 Dt	01-MAR-2002		2	2871
	01-MAR-2002		2	2871
255.30 Dt	01-MAR-2002		2	2897
(52.79) Cr	12-MAR-2002		2	9137
(30.00) Cr				
(30.00) Cr	13-MAR-2002		2	9137
(30.00) Cr	13-MAR-2002		2	9137
	14-MAR-2002		2	9137
(1266.00) Cr	20-JUN-2002		7	2871
205.00 Dt	20-JUN-2002		7	2897
(21.19) Cr				
181.30 Dt	26-JUN-2002		8	2841
103.60 Dt	26-JUN-2002		8	2841
	27-JUN-2002		8	0303
22500.00 Dt	27-JUN-2002		8	0303
2250.00 Dt	30-AUG-2002		9	0303
19.00 Dt	30-A0G-2002		9	0303
24594.82			Balance	
21371.02	Account	Totals		Debit
26024.80			Credit	
1429.98				
MAC2 2260 LINGUISTICS Gen Vehicle Expenses (200.00) Cr		13-AUG-2002	9	0303
	13-AUG-2002		9	0303
(20.00) Cr	13-AUG-2002		9	0303
(2.00) Cr				
(222.00)			Balance	
	Account	Totals		Debit

.00			Credit	
222.00				
MAC2 2660 LINGUISTICS Maint of Buildings		14-AUG-2002	9	0303
(460.00) Cr				
			- 1	
(460.00)			Balance	
.00	Account	Totals		Debit
460.00			Credit	
MAC2 2662 LINGUISTICS Maint of Fixed Equip		26-APR-2002	2	0708
(7500.00) Cr				
			Balance	
(7500.00)			Darance	- 1 1
.00	Account	Totals		Debit
7500.00			Credit	
=======================================				
20-OCT-2002 08H56 Page 2		INTEGR	ATED TERTIA	ARY SOFTWARE
Program : f5orpt.rpt (GL) List Of Gl-transactions Per (For Co.	GLA For The Yea st Centres From Accounts From 2	MAC2 To MAC2	cle 0 Up To	Cycle 12
GL CC GL Acc GLA Name	Pro	ocess	Fin	Tran
Value Code Code	Date	Cyc Code	2	
16412.82			Balance	
26024.80	Cost C	entre Totals		Debit
9611.98			Credit	
16412.82			Balance	
26024.80	**REPORT	TOTALS**		Debit
9611.98			Credit	
=======================================				

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2.11.12. Repeating Transactions {FGLOR1-23} 🦠

This report reflects details of repeating transactions. The transactions are listed per cycle.

Parameters are as follows:

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

Must Transactions For All Cycles Be Listed (Y/N) (A1) [N]:

Enter Start Cycle (N2) [0]:

Enter End Cycle (N2) [13]:

An example of this report is:

	22-OCT-2002 21H40 INTEGRATED TERTIARY SOFTWARE Page 1						
Program	: f5frpt.rdf	(GL) V	12.	List Of Repe	ating General Le	dger Transactions	
	No.: 25695		Start Cycle: 2	Repeat: 10 I			
500.00	25695-2		12-FEB-2002	RENTAL	12-APR-2002	F00100031	.00
	25695-2	4	12-FEB-2002	RENTAL	12-APR-2002	MAC100021	500.00
.00					Journal	Totals:	500.00
500.00							
	No.: 25715		Start Cycle: 2	-			
500.00	25715-2	4	26-APR-2002	25715	26-JUN-2002	620170002350	.00
	25715-2	4	26-APR-2002	25715	26-JUN-2002	MAC100021	500.00
500.00					Journal	Totals:	500.00
	No.: 25716		Start Cycle: 2				
	 25716-2	4	28-FEB-2002	REPEAT GL		R0012016	.00
500.00	25716-2	4	28-FEB-2002	REPEAT GL	26-JUN-2002	R0017000001	500.00
500.00					Journal	Totals:	500.00
	No.: 25729		Start Cycle: 2	Repeat: 10 I	Interval: 1		
		4	26-APR-2002		26-JUN-2002	R0077000001	.00
400.00					Journal	Totals:	.00
400.00	***						
Journal			Start Cycle: 2	Repeat: 10 I			

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2.11.13. Account Cost Report Summary {FGLOR1-24} \\

This report is similar to the Cost Centre report {FGLOR1-4 and 8}, except that it displays General Ledger information from an Account level.

Parameters are as follows:

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

Do You Want (A)ll,a (R)ange or (S)elective Cost Centres (A1) [S]

Select One From:

- 1. Per Department
- 2. Per Faculty
- 3. CC Numerical
- 4. Per Fund Group
- 5. Per General Ledger Code

Your Selection (N1) [3]:

Do You Want (A)ll, a (R)ange or (S)elect Accounts: (A1) [S]:

Enter The Financial Year Of The Cost Report (N4) [2000]:

Enter The Cycle To Start With (N2) [0]:

Up To Which Cycle (N2) [12]:

Cycle 13 (I)ncluded Or (E)xcluded (A1) [I]:

Must Cycle 14 Be (I)ncluded Or (E)xcluded (A1) [I]:

Enter The Exception Indicator Value-Only When Required (X/X) (A1) []:

Change Subsystem Transactions Consolidation Defaults (Y)es (N)o [N]

Parameters Correct [Y]

An example of a summary report is:

20-Oct-2002 09:29			INTEGRATED TERT	IARY SOFTWARE			
Page 1							
f54rpt.sql V12		Summary Account Cost Re	port				
		Account 2660 Maint of Buil	dings				
	For The Year 2002 From Cycle 0 Up To Cycle 12						
		For Cost Centres MAC2					
		For Account Codes 2660					
		Account From Selected					
		Secondary GL Note Not Prin	ited				
		GL Description Note Not Pri					
	Cycle 13 Included C	ycle 14 Included. No Exce		tions			
		Report Per CC Numerica	1				
	1.						
Account 2660 === Maint of Build	lings						
CC Description		Actual	Budget	Commitment			
Available/Overspend							
MAC2 LINGUISTICS		(460.00)	.00	19014.68			
18554.68		(100.00)	.00	17011.00			
10001.00	_						
	Account:2660	(460.00)	.00	19014.68			
18554.68		,,					
	-						
	-						
	Report:Total	(460.00)	.00	19014.68			
18554.68							
	-						
	*	****** END OF Report ****	*****				
(EOF):							

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2.11.14. Account Category Report {FGLOR1-25} \$

This report is used to display totals of transactions in the General Ledger for the major different Account Categories.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

Summary Or Detail Report (S/D)

Select The Report Criteria

- 1. Per Department
- 2. Per Faculty
- 3. Per Consolidation Cost Centre
- 4. Per Fund Group

Enter Your Selection (N1) [1]:

Enter The Financial Year Of The Report (N4) [2000]:

Enter The Start Cycle (N2) []:

Up To Which Cycle Must Be Included In Report (N2) []:

Cycle 13 (I)ncluded Or (E)xcluded (A1) [I]:

Cycle 14 (I)ncluded Or (E)xcluded (A1) [I]:

An example of a summary report is:

2-OCT-2002 21H47			INTEGRATED	TERTIARY SOFTWARE		
Page 1						
Program : f56rpt.rd	df (GL) V12.	Summary Account	Categories Report			
For The Year 2002 From Cycle 0 Up To Cycle 12 For All Departments						
Cycle 13 Included Cycle 14 Included						
Department : 2 ACCC	OUNTANCY					
Salarie2	.00	1966046.80	1966046.80	231348.73		
1734698.07						
Supp/Serv	612000.00	(2009661.95)	(1397661.95)	231348.73		
(1629010.68)						
Rent Bld	.00	.00	.00	231348.73		
(231348.73)						
Rent Eqp	.00	.00	.00	231348.73		
(231348.73)						
Other	.00	51050.00	51050.00	217558.73		
(166508.73)						
Totals For						
Department	612000.00	7434.85	619434.85	1142953.65		
(523518.80)						
:						
ETC						

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:						
REPORT TOTALS						
Salarie1	.00	11911012.65	11911012.65	3787301.77		
8123710.88						
Supp/Serv	425530.00	24898201793889.24	24898202219419.24	2691774.45		
24898199527644.79						
Rent Bld	.00	.00	.00	3862658.05		
(3862658.05)						
Rent Eqp	.00	.00	.00	3862658.05		
(3862658.05)						
Other	(557000.00)	(50866.05)	(607866.05)	(2044411.15)		
1436545.10						
Totals For						
Report	(131470.00)	24898213654035.84	24898213522565 84	12159981.17		
24898201362584.67	(131170.00)	21090213031033.01	21000213322303.01	12133301:17		
	******* End Of Report ********					
(EOF):						

An example of a detail report is:

20-OCT-2002 09H47 INTEGRATED TERTIARY SOFTWARE					
Page 1					
Program : f56rpt.rd	f V12 (GL)	Account	Categories Report		
	For The Year 2002		e 4 From Department: 104 To D Cycle 14 Excluded	Department: 104	
104 NBS-BUSINESS					
Available	Budget	Actual	Balance	Commitment	
MAC1 TSWANA DEPARTME	ENT				
Salariel 7771128.75	.00	7706400.29	7706400.29	64728.46	
Supp/Serv 89818020931.14	30.00	89817707313.12	89817707343.12	313588.02	
Rent Bld .00	.00	.00	.00	.00	
Rent Eqp .00	.00	.00	.00	.00	
Other (480.80)	(1000.00)	.00	(1000.00)	519.20	
Cost Cntr 89825791579.09	(970.00)	89825413713.41	89825412743.41	378835.68	
MAC2 LINGUISTICS					
Salariel 665.76	.00	275.76	275.76	390.00	
Supp/Serv 197301.67	.00	6267.15	6267.15	191034.52	
Rent Bld .00	.00	.00	.00	.00	
Rent Egp	.00	.00	.00	.00	

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.00	00	(5500,00)	(==00,00)	0.0
Other	.00	(7500.00)	(7500.00)	.00
(7500.00)				
Cost Cntr	.00	(957.09)	(957.09)	191424.52
190467.43	.00	(337:03)	(557:05)	171121.72
DEPARTMENT TOTALS				
Salarie3	.00	7706676.05	7706676.05	65118.46
7771794.51				
Supp/Serv 89818218232.81	30.00	89817713580.27	89817713610.27	504622.54
Rent Bld	.00	.00	.00	.00
.00				
Rent Eqp .00	.00	.00	.00	.00
Other	(1000.00)	(7500.00)	(8500.00)	519.20
(7980.80)				
Department 89825982046.52	(970.00)	89825412756.32	89825411786.32	570260.20
:				
:				
ETC REPORT TOTALS				
REPORT TOTALS				
Salarie2	.00	7706676.05	7706676.05	65118.46
7771794.51				
Supp/Serv	30.00	89817713580.27	89817713610.27	504622.54
89818218232.81				
Rent Bld	.00	.00	.00	.00
.00				
Rent Eqp	.00	.00	.00	.00
.00	(1000 00)	(7500 00)	(8500 00)	519.20
Other	(1000.00)	(7500.00)	(8500.00)	519.20
(7980.80)				
Report	(970.00)	89825412756.32	89825411786.32	570260.20
89825982046.52	()			
		****** End Of	Report ********	
(EOF)				

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2.11.15. Account Summary Report {FGLOR1-26} \$

This report reflects the total for the specified range of accounts. In principle this report should reflect the same totals as a Trial Balance Report.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

Parameters are as follows:

Enter Start Account Code (A8):[0]

Enter End Account Code (A8):[zzzzzzzz]

Enter Start Cost Centre (A4) or ALL :[ALL]

Enter Year (YYYY):

Enter Start Cycle (N2):

Enter End Cycle (N2):

If cycle 0 is entered, then the following:

Cycle 14 (I)nclude or (E)xclude (A1): [E]

An example of this report is:

22-OCT-2002			Integrated	l Tertiary Software itsv12		
PAGE: 1			2	-		
PROGRAM: f5]	lccc.pc v12.		ACCOUNT	SUMMARY REPORT		
	Account Code : 0 To Acco	ount Code	: ZZZZZZZZ	From Cycle: 1 To 4		For
Year: 2002						
	For ALI	L Cost Ce	ntres	Cycle 14 Excluded		
ACCOUNT	NAME	CATAGORY	LEVEL	DEBIT	CREDIT	
BALANCE	TV III	CHIHOORT		DIDII	CIMBII	
0101	Salaries-Permanent Staff (PC1) 312	6	2000.00	18549.48	
(16549.48)						
0123	Med Aid/ Medicines	324	5	200.00	20.00	
180.00						
0124	Staff Soc / Clubs	330	5	4733.40	16738.44	
(12005.04)		204	_	0.00	1000 00	
0127	Sundry Deductions	324	5	0.00	1000.00	
(1000.00) 0202	Salaries - Other (PC2)	312	6	450.00	0.00	
450.00	Salaries - Other (PC2)	312	0	450.00	0.00	
0402	Salaries_Other (PC4)	316	6	100.00	209.00	
(109.00)	balaries_concr (101)	310	Ü	100.00	203.00	
0677	skills levy	480	1	650.01	650.01	
0.00						
2013	Stat: Pupils-Comp Education	330	6	-3963.87	0.00	
(3963.87)						
2014	Stationery: Other	410	6	300.00	0.00	
300.00			_			
2016	Printing	330	6	0.00	1328.07	
(1328.07)						
•						

General	Ledger System - Operation	al Menu	S		Chapter 2
:					
ETC					
:	m1 +410 = =1000	41.0		0.00	275 00
3216	Classroom *410 Furn>R1800	410	4	0.00	375.00
(375.00) 5011	Application Fees	10	6	12950.00	15616.00
(2666.00)	Application rees	10	O	12950.00	15010.00
5012	Registration Fees	10	6	1900.00	14000.00
(12100.00)	Registration rees	10	O	1900.00	11000.00
5014	Class Fees	10	6	251000.00	300411.60
(49411.60)					
5017	Fines	10	6	0.00	71.10
(71.10)					
5330	Sport Income	100	6	12010.00	1979.56
10030.44					
9502	Stock Control: Main Store	960	5	0.00	82.00
(82.00)					
9512	Movement Cont: Main Store	999	5	500.00	0.00
500.00					
		=======			
Report Total	ls :			493827674272779.88	493827674066639.31
206141.25					

***** END OF REPORT *****

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2.11.16. Account Totals Within CC {FGLOR1-27} \$\\$

This report reflects the totals of ALL accounts linked to the specified range of CC's.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

Enter Start Cost Centre Code (A4):[0]

Enter End Cost Centre Code (A4): [zzzz]

Enter Year (N4):

Enter Start Cycle (N2):[0]

Enter End Cycle (N2):

Enter If Cycle 14 Is (I)ncluded / (E)xcluded :[E]

An example of this report is:

22-OCT-2002		Integrated Tertiary	Software itsv12	
Page: 1 Program: f5iccc.pc v1 From Cost Centre: For Year: 2002	O To Cost Centre: ZZZZ	Cost Centre/Account Sum From Cycle: 1		
GLA NAME	DEBIT	CREDIT	IMBALANCE	
QF01 5610		2570.55	(2570.55)	
Cost Centre Totals :		2570.55	(2570.55)	
S003 9512	500.00	0.00	500.00	
Cost Centre Totals :		0.00	500.00	
T111 8280		286612.50	100095023.05	
Cost Centre Totals :	100381635.55	286612.50	100095023.05	
Z124 9163		172440.00	(43740.00)	
	128700.00			
		=======================================		
Report Totals	100510835.55	461623.05		
		END OF REPORT		

2.11.17. Account Cost Report {FGLOR1-28} \$

This report is similar to the Cost Centre report {FGLOR1-4 and 8}, except that it displays General Ledger information from an Account level.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

Do You Want (A)ll,a (R)ange or (S)elective Cost Centres (A1) [S]:

Select One From:

- 1. Per Department
- 2. Per Faculty
- 3. CC Numerical
- 4. Per Fund Group
- 5. Per General Ledger Code

Your Selection (N1) [3]:

Do You Want (A)ll, a (R)ange or (S)elect Accounts: (A1) [S]:

Enter The Financial Year Of The Cost Report (N4) [2000]:

Enter The Cycle To Start With (N2) [0]:

Up To Which Cycle Must Be Included In The Cost Report (N2) [12]:

Do you want to summarise General Ledgers (A1): [N]

Cycle 13 (I)ncluded Or (E)xcluded (A1) [I]:

Must Cycle 14 Be (I)ncluded Or (E)xcluded (A1) [I]:

Enter The Exception Indicator Value-Only When Required (X/X) (A1) []:

Change Subsystem Transaction Consolidation Defaults (A1) [N]:

Are The Parameters Correct [Y]:

An example of a detail report is:

20-Oct-2002 10:29	INTEGRATED TERTIARY SOFTWARE
Page 1	
f54rpt.sql V12 Detail Account C	-
Account 2660 Maint	
For The Year 2002 From Cyc	
For Cost Centres	
For Account Codes 2	
Account From Sel	
Sub-System Transaction Summari Secondary GL Note	
GL Description Note	
Cycle 13 Included Cycle 14 Included.	
Report Per CC N	
*	
Account 2660 === Maint of Buildings	
Cost Code MAC2 === LINGUISTICS	
Trn Or	
Ss Date Type Ss Document No. GL Notes	Actual Budget
Commitment	
	(460,00)
GL 14-AUG-2002 303 GL VEB0008070 POOL VEHICLE GGG375EC	(460.00)
PM 01-MAR-2000 2803 PM RO1601	O 1:TEST SB.
7600.00 PM 02-MAR-2000 2803 PM RO1619	O 1:TEST CHANGE GRV.
7600.00	O 1:TEST CHANGE GRV.
PM 03-APR-1997 2811 PM 2-233	R 1:DO CEMENT
14.38	K 1700 CERENT
PM 04-APR-1997 2811 PM W-222	R 1:YO-YO
.30	
PM 23-FEB-2000 2803 PM RO1574	O 1:TEST SB.
3800.00	
Cost Code:MAC2	(460.00) .00
19014.68	
Overspend/Available	18554.68
Account: 2660	(460.00) .00
19014.68	(100.00)
Overspend/Available	18554.68
• • • • • • • • • • • • • • • • • • • •	
Report:Total	(460.00) .00
19014.68	
Overspend/Available	18554.68

******* END OF Repo	DIL """300000
(EOF)	

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2.11.18. Report Menu 2 {FGLOR1-80} / {FGLOR2}

2.11.18.1.Budget Summary Report {FGLOR2-1} \\$

This report is similar to the Cost report in option {FGLOR1-4}, except that the selection criteria and the format is different. The emphasis in this report is more on budget control.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

Supply The Start Faculty Code (N4) or ALL:[ALL]

Supply The Start Department Code (N4) or ALL: [ALL]

Supply The Start Cost Centre Code (A4) or ALL:

Supply The End Cost Centre Code (A4):

Supply The Start Fund Group Code (A4) or ALL: [ALL]

Order By (F)aculty, (D)epartment, Fund (G)roup Or (C)ost Centre :[F]

Select One From:

- 1. Account
- 2. Account Categories
- 3. Total Cost Centre

Your Selection : [1]

Enter the Financial Year of the Budget Report (N4):

Enter the Start Cycle (N2):

Up to Which Cycle Must Be Included In The Budget Report (N2):

Cycle 13 (I)ncluded or (E)xcluded : [E]

Cycle 14 (I)ncluded or (E)xcluded:[E]

Print long amounts (over two lines) - Y/N: [N]

Parameters Correct ? (Y)es / (N)o / E(X)it :

An example of this report is as follows:

```
Date : 20-OCT-2002 10H53
                                            INTEGRATED TERTIARY SOFTWARE
Page: 1
Program : f5vccc.pc V12
                                    Budget Report Per Faculty For The Year 2002
                                     From Cycle : 0 Up To Cycle : 12
                                  Include Cycle 13 : E Include Cycle 13 : E
                                     Faculty - From : 0 To : 9999
                                    Department - From : 0 To : 9999
                                    Cost Centre - From : MAC2 To : MAC2
                                    Fund Group - From : 0 To : zzzz
                                Account Code - From : 0
                                                         To : zzzz
                                                                  ** A - sign indicates a credit
value **
Faculty : 14 - SHORT COURSES
                                Actual
                                         Actual
                                                   Balance
                                                                Budget
Account
                                                                           Budget
Commitment Available
                                Debit
Number Account Name
                                         Credit
                                                                 Debit
                                                                          Credit
Cost Centre : MAC2 - LINGUISTICS
00000001 Test UDW budget control 275.76
                                                    275.76
                                          0.00
                                                                 0.00
                                                                           0.00
978.00 1253.76
                                           0.00
00001 Test tsa
                                0.00
                                                      0.00
                                                                 0.00
                                                                             0.00
0.15
         0.15
00021 Industrial Research Accou 25304.00 -15749.19
                                                    9554.81
                                                                  0.00
                                                                             0.00
425.20
        9980.01
00022 Research Travelling
                                0.00
                                           0.00
                                                      0.00
                                                                  0.00
                                                                       -20000.00
0.00
      -20000.00
                                0.00
                                           0.00
                                                      0.00
                                                                  0.00 -120000.00
0011 uuu
0.00 -120000.00
0118 Entertainment: Clients 0.00
                                           0.00
                                                      0.00
                                                                  0.00
                                                                       -50000.00
0.00
      -50000.00
2012 Stationery General 26024.80 -1429.98 24594.82
                                                                  0.00
                                                                             0.00
14862.54 39457.36
2260 General Vehicle Expenses
                               0.00
                                         -222.00
                                                   -222.00
                                                                 0.00
                                                                            0.00
40.00
       -182.00
                               0.00 -460.00
                                                   -460.00
2660 Maintenance of Buildings
                                                                 0.00
                                                                             0.00
83214.68 82754.68
8004 Transport Equipment >R180
                                 0.00
                                           0.00
                                                      0.00
                                                                  0.00
                                                                             0.00
2.80
          2.80
Totals for cost centre : MAC2 :
                             51604.56 -17861.17 33743.39
                                                                 0.00 -190000.00
99523.37 -56733.24
Totals for Faculty
                 14 :
                             51604.56 -17861.17
                                                   33743.39
                                                                 0.00
                                                                       -190000.00
99523.37 -56733.24
```

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-					
_					
Report Totals	51604.56	-17861.17	33743.39	0.00	-190000.00
99523.37 -56733.24					
					=======
=					
		*** 500 05	REPORT ***		
(707)		END OF	KEFOKI		

Chapter 2

General Ledger System - Operational Menus

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2.11.19. Budget Carried Forward Validation {FGLOR2-2}

This report reflects the expense GLA's for a Ledger code where:

- A) Budget is in debt.
- B) Actual is in credit.
- C) Commitment is in credit.

A user can run this report just before a year-end of a Ledger Code. If incorrect, steps can be taken before the year end process. The year-end process is performed on options {FPMM-10} or {FPMM-11} and {FGLM-7}.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets:

```
Enter The Ledger Code (A2):
Enter The Financial Year (N4):
```

An example of this report is:

20-OCT-02 11	:05					INTEGRATED	TERTIARY	SOFTWARE
Page: 1								
f2bccc.pc V12	. (PM)		Budget Carr	y Forward Exce	eption Report	t .		
			For Ledge	er Code aa And	d Year 2002			
	Cash/	Dr. Budget	Cr. Actual	Commitment	<	Credit Com	mitments -	
->								
GLA	Budget	An	nount	Amount	In Credit	TOD Document	# Line	Cycle
Amount								
6201 70002350	С		5400.00					
BMEF 1005	C	20000.00	3400.00					
BMEF 2012	C	520000.00						
BMEF 2014	C	12000.00						
BMEF 2160	C	20000.00						
BMEF 2264	С	20000.00						
BMEF 2310	С	20000.00						
CEL1 00022	N		1524.17					
F002 00021	С		10866.71					
F003 00021	C		2000.00					
F003 0677	C		94416.05					
MAC1 00021	В		415740351.44					
MAC1 0103	В		212.28					
MAC1 2012	В	30.00						
MAC1 2014	В		14000.00					
MAC2 2260	C		222.00					
MAC2 2660	C		460.00					
MAC2 2662	C		7500.00					
MAC2 3214	С		7500.00					
MAC4 2260	С		2300.00					
MAC4 2661	С		220040.00					
R001 2012	N		500.00					
R001 2016	N		4600.00					

2.11.20. Year To Date Budget Report {FGLOR2-3} \(\bigsig\)

This report reflects actual and budget information up to the cycle selected in the parameters below. The variance and variance percentages for year and year-to-date are also reflected.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets

Supply The Start Faculty Code (N4) or ALL: [ALL]

Supply The Start Department Code (N4) or ALL: [ALL]

Supply The Start Cost Centre Code (A4) or ALL: [ALL]

Supply The Start Fund Group Code (A4) or ALL: [ALL]

Order By (F)aculty, (D)epartment, Fund (G)roup Or (C)ost Centre: [F]

Select One From:

- 1. Account
- 2. Account Categories
- 3. Total Cost Centre

Your Selection (N1) [1]

Supply The Start Account Code (A8) or ALL: [ALL]

Enter the Financial Year of the Budget Report (N4):

Enter the Start Cycle (N2):

Up to Which Cycle Must Be Included In The Budget Report (N2):

Cycle 13 (I)ncluded or (E)xcluded:

Cycle 14 (I)ncluded or (E)xcluded:

An example of this report is:

Variance Var %	Date :	20 - OCT- 0	12 11H27		I	NTEGRATED	TERTIARY SOFTWARE
Year to Date Budget Report Per Cost Centre For The Year 2002	-	C.E.	**10				
From Cycle : 0 Up To Cycle : 12 Faculty - From : 0 To : 9999 Department - From : 104 To : 104 To : 104	Program :	ibcccc.pc		o Date Budget Report Per	Cost Centre For Th	e Year 20	10.2
Department - Prom : 104 To : 104 Cost Centre - Prom : MAC2 To : MAC2			icar (L ICAI 20	102
Cost Centre - From : MAC2 To : MAC2 Fund Group - From : 0 To : zzzz Account Code - From : 0 To : zzzz Account Code - From : 0 To : zzzz							
Fund Group - Prom : 0				-			
Account Code - From: 0 To: zzzz ** A - sign indicates credit value **							
Credit value **				_			
Cost Centre: MAC2 - LINSUISTICS				11000 0000 110 0	10 2222	** A -	- sign indicates a
Cost Centre: MAC2 - LINGUISTICS	credit va	alue **					
Cost Centre : MAC2 - LINGUISTICS							
Cost Centre: MAC2 - LINGUISTICS							
Account Account YTD Expenditure Budget Variance Var % Budget Var %			I TNOUT OFFICE				
Number Name To Cycle 12 To Cycle 12 Variance Var % Budge Variance Var %			- LINGUISTICS				
Variance Var %				-			
			To Cycle 12	To Cycle 12	Variance	e Var %	Budget
00000001 Test UDW budget control 275.76	Variance	Var %					
275.76 0.00 -275.76 0.00 -275.76 0.00 0.00 -275.76 0.00 00021 Industrial Research Accou 9511.75 0.00 -9511.75 0.00 0.00 -9511.75 0.00 00022 Research Travelling 0.00 20000.00 20000.00 100.00 20000.00 100.00 20000.00 20000.00 100.00 011 uuu 0.00 120000.00 120000.00 100.00 120000.00 120000.00 100.00 120000.00 120000.00 100.00 0118 Entertainment: Clients 0.00 50000.00 50000.00 100.00 50000.00 100.00 50000.00 2012 Stationery General 24594.82 0.00 -24594.82 0.00 0.0 2260 General Vehicle Expenses -222.00 0.00 222.00 0.00 2660 Maintenance of Buildings -460.00 0.00 -460.00 0.00 -7051.75 0.00 0.00 -9511.75 0.00 2000.00 100.00							
-275.76 0.00 00021 Industrial Research Accou 9511.75 0.00 -9511.75 0.00 0.00 00022 Research Travelling 0.00 20000.00 20000.00 100.00 20000.00 100.00 20000.00 0011 uuu 0.00 120000.00 120000.00 100.00 0118 Entertainment: Clients 0.00 50000.00 50000.00 100.00 2012 Stationery General 24594.82 0.00 -24594.82 0.00 0.00 2260 General Vehicle Expenses -222.00 0.00 2660 Maintenance of Buildings -460.00 0.00 -460.00 0.00 -705000.00 156299.67 82.26 190000.00	00000001	Test UDW bu	-				
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24594.82 0.00 -24594.82 0.00 0.00 2260 General Vehicle Expenses -222.00 0.00 222.00 0.00 2660 Maintenance of Buildings -460.00 0.00 460.00 0.00 Totals for MAC2: 33700.33 190000.00 -24594.82 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.			General				
2260 General Vehicle Expenses -222.00 0.00 222.00 0.00 2660 Maintenance of Buildings -460.00 0.00 460.00 0.00 Totals for MAC2: 33700.33 190000.00 156299.67 82.26 190000.00				0.00	-24594.82	0.00	0.00
-222.00 0.00 222.00 0.00 0.00 222.00 0.00 0.00 0.00 222.00 0.							
222.00 0.00 2660 Maintenance of Buildings -460.00 0.00 460.00 0.00 460.00 0.00 Totals for MAC2: 33700.33 190000.00 156299.67 82.26 190000.00	2260	General Veh		0.00	222.00	0.00	0.00
2660 Maintenance of Buildings -460.00 0.00 460.00 0.00 0.00 460.00 0.00 Totals for MAC2: 33700.33 190000.00 156299.67 82.26 190000.00	222.00	0.00	-222.00	0.00	222.00	0.00	0.00
460.00 0.00			of Buildings				
Totals for MAC2: 33700.33 190000.00 156299.67 82.26 190000.00			-460.00	0.00	460.00	0.00	0.00
	460.00	0.00					
			33700.33	190000.00	156299.67	82.26	190000.00
	156299.67	82.26					
							
Report Totals 33700.33 190000.00 156299.67 82.26 190000.00	Report To	otals	33700.33	190000.00	156299.67	82.26	190000.00
156299.67 82.26	156299.67						
				=======================================	=======================================	=====	=======================================
*** END OF REPORT ***				*** ਯੂਯੂ ヘਯੂ	PFD∩PT ***		
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2.11.21. Consolidation Cost Centre Budget Report {FGLOR2-4} \$\\$

This report reflects actual and budget information up to the cycle selected in the parameters below, for a specific consolidation cost centre. The variance and variance percentages for year and year-to-date are also reflected.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets

(S)ummary Or (D)etail Report (A1):[D]

Enter The Consolidation Cost Centre (A4) (x=exit):

Enter Start Account Code (A8) or ALL: [ALL]

Enter the Financial Year of the Budget Report (N4):

Enter the Start Cycle (N2):

Up to Which Cycle Must Be Included In The Budget Report (N2):

Cycle 13 (I)ncluded or (E)xcluded

Cycle 14 (I)included or (E)xcluded

An example of a summary report is:

Date : 20-OCT-2002 11H37	INTEGRATED TERTIARY	SOFTWARE	
Page: 1			
Program : f5kccc.pc V12. GL	Summary Consolidated Cost Cent	re Budget Report	
	For Consolidation Cost Centre MA	CO : TOTAL MAC'C	
	For Year 2002 From Cycle 1 U	p To Cycle 12	
	For Accounts From 0		
	Cycle 13 E Cycle 14	E 	
	Actual	% of Total	Actual
% of Total			
	Income/Expense	For CC	Budget
Budget For CC			
MAC1 : TSWANA DEPARTMENT			
INCOME	-233359.00	-0.00	0.00
0.00			
SALARIES	9656079.40	0.01	0.00
0.00			
OPERATING EXPENDITURE	89690533940.79	99.99	49970.00
10.26			
CAPITAL EXPENDITURE	0.00	0.00	437000.00
89.74			
	89699956661.19	100.00	486970.00
100.00			

MAC4 : OTHER TOTAL LANGUAGES			
INCOME	-220115.00	-696.41	0.00
0.00			
SALARIES	18.00	0.06	0.00
0.00			
OPERATING EXPENDITURE	251704.21	796.35	60000.00
100.00			
	31607.21	100.00	60000.00
100.00			
_			
Report Totals	89700006968.73		736970.00

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An example of a detail report is:

	0-0CT-2002 11H53 : f5kccc.pc V12 De	INTEGRATED TERTIARY tail Consolidated Cost Cent			Page: 1		
-5							
		ion Cost Centre 0099 : TOI		DEN			
	For	Year 2002 From Cycle 1 Up	To Cycle 12				
	Fo	or Accounts From 1 T	to 2660				
		Cycle 13 E Cycle 14	E				
Account	Account	Actual	% of Total	Actual	% of Total		
Number	Name	Income/Expense	For CC		Budget For CC		
		III.Colle/ Experise					
F001 : W	ORK FUND : INCOME						
2011	Bad debts written off	68991.86	-0.03	0.00	-0.00		
		68991.86	-0.03	0.00	-0.00		
F001 : W	ORK FUND : OPERATING EXPENDITURE						
1005	Study Guide Default Student	69.13	-0.00	0.00	-0.00		
2012	Stationery General	-219515420.07	86.80	5.00	-0.01		
2013	Stat: Pupils-Comp Education	656199.00	-0.26	-975.00	1.80		
2014	Stationery: Other	-69998662.38	27.68	12000.00	-22.14		
2016	Printing	243334.86	-0.10	0.00	-0.00		
2018	Binding	435.42	-0.00	0.00	-0.00		
212397	General Office Expenses	-17250.00	0.01	0.00	-0.00		
2161	Telephone Expenses	-2000.00	0.00	0.00	-0.00		
2260	General Vehicle Expenses	-26201.00	0.01	-60000.00	110.71		
2262	Services	-10765.00	0.00	0.00	-0.00		
2310	Chemicals	-8499.00	0.00	0.00	-0.00		
2401	Banking Costs	-1173.11	0.00	0.00	-0.00		
2406	Honoraria + Authors Fees	4101.00	-0.00	-5226.00	9.64		
2522	Irrecoverable Debt: Curr Funds	35719485.25	-14.12	0.00	-0.00		
		-252956345.90	100.03	-54196.00	100.00		
	Totals for Cost Centre F001	-252887354.04	100.00	-54196.00	100.00		
	Report Totals	-252887354.04		-54196.00			
		*** END OF REPORT **	*				
(EOF):		DND OF REPORT ""					

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2.11.22. Transaction Types {FGLOR2-21} ♥

This report is used to display the complete list of transaction types used in the General Ledger.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets

Enter Sort Sequence (A)lphabetic or (N)umeric (A1): [N]

An example of this report is:

Date: 20-OCT-2002 11:58		INIECRATED TERTIA	RY SOF	TWARE			Page	e: 1
f79rpt.sql_V12.	TRAN	ISACTION TYPE DEFINI	TION -	GENERAL LEDG	ER			
TRN Transaction Name Type Account Type	ACIV TR	VAT VAT D/C VAT LINK IND 201 FF SS	BOOK	Debit				
196 BALANCE JOURNAL -	A N	S GI	1		N N		0	0
199 SUNDRY JOURNAL (FROM CT)	A N	J ŒL			N N		0	0
303 ITS-VEHICLE BOOKING SYSTEM	A OV N	J ŒL			Y N		0	0
319 BUDGET VERIMENT -	A N	B GL		F0010512	Y N	D	0	0
399 SUNDRY JOURNAL (FROM AP) -	A N	JŒ			Y N	D	2003	L 0
407 PEND - ACCUMILATE TRANSACTIONS : :	A PJ	J ŒL	1		N		0	0

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2.11.23. VAT 201 Return {FGLOR2-22} \$

This option is used for the printing of the values for the VAT 201 return as prescribed by the Receiver of Revenue.

After each final VAT Return run of a period, the cycle of that VAT Registration Code will be incremented in {FCSMN-8}.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets

Supply The VAT Registration Code (Exit=XX) (A2): Is This A (R)eprint Or (I)nterim Or (F)inal Report (R/I/F): (A1) [R] Supply The Reported Tax Period For The Report (YYYYMM):

Select A Number From The List:

- 1. Counter System Receipts
- 2. Counter System Cheques
- 3. Accounts Payable
- 4. Accounts Receivable
- 5. General Ledger
- 6. Stores
- 7. Student Debtors
- 9. All Of The Above

Your Selection:[1]

Up To Which Date Must Transactions Be Included (dd-mon-yyyy) : Parameters Correct (Y/N) :

An example of this report is:

20-OCT-2002 12:10	CETTASCITINT	TERITARY SOFTWARE				
Program : f5fccc.pc V12	Report For Remittance Of Value Added Tax					
		/stem - Receipts				
		x Period : 200206				
		tion VT TEST PAYRO	LL VAT			
		AT Rate : ALL				
A. Calculation Of Output Tax	Rands Only	R/C	VAT	VAT Recalc On	Difference	
Supply Of Goods/Services Made By You	VAT Included	VAT	Included	Amount		
Standard Rate (Excluding						
Accommodation)	Nil	Nil				
Zero Rate	Nil					
Exempt And Non-Supplies	Nil					
Supply Of Accommodation:						
Total Amount						
Exceeding 45 Days Nil	Nil					
Not Exceeding 45 Days	Nil					
Total	Nil	Nil				
Adjustments:	Considerations					
Change In Use And Export						
Of Second-Hands	Nil	Nil				
Other		Nil				
Total A: Total Output Tax		Nil				
B. Calculation Of Input Tax						
Input Tax In Respect Of:		Ni l				
Capital Goods Or Services To You						
Other Goods And Services To You		Nil				
Tax On Adjustments :		Ni l				
Charge In Use Bad Debts		Nil Nil				
Other		Ni l				
******		Nil				
Total B: Total Input Tax		INTT				
VAT Payable / Refundable (A - B)		Nil				
Less: Tax Credit Brought Forward		Nil				
Penalty		Nil				
Interest		Nil				
Amount Payable		Nil				
	*** End	Of Report ***				
(EOF)						

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2.11.24. I/O VAT 201 GL Trn Type Summary Report {FGLOR2-23}

This option is used for the printing of a summary per transaction type for each VAT box and subsystem. This report will only be executed if problems occur in the balancing of the VAT Report.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets

(I)nterim Or (F)inal VAT201 (I/F) (A1) : [I] Up To Which Date (dd-mon-yyyy) : Enter The VAT Registration Code (A2) :

An example of this report is:

Date: 20-OCT-2002	12h21			INTEGRATED	TERTIARY	SOFTWARE
Page: 1						
Program : f5eccc.pc	v11.3.1.2					
		AT201 Transaction 7				
	=	=======================================	:========	========		
	Tn	terim Report Up To	: 20 -OCT-200)		
		r VAT Registration				
		r INPUT GLA FOO				
	Accounts Receiva	able General	. Ledger Sys	tem	Accounts	Payable
Counter System VAT Trans	Dabit Gualit	D.h.t.		policia di alta		D. J. J.
Credit	Debit Credit	Debit (realt	Debit Credit	-	Debit
Sub Totals:	0.00	0.00		0.00		0.00
	0.00		0.00		0.	00
0.00	=========					
==:		====	========		=======	=======
Report Totals:	0.00		0.00		(0.00
0.00	0.00	0.00		0.00		0.00
	0.00		=========			0.00
==========						
Date: 20-OCT-2002	12h21			INTEGRATED	TERTIARY	SOFTWARE
Page: 1						
D						
Program : f5eccc.pc						
rogram : f5eccc.pc	V	AT201 Transaction T				
rrogram : ibeccc.pc	V	AT201 Transaction T				
rrogram : ibeccc.pc	V =		=========	=========		
Frogram : ibeccc.pc	V = In	==========	: 20-OCT-2002	2		
Frogram : ibeccc.pc	V = In Fo	terim Report Up To	: 20-OCT-2002	2		
Frogram : ibeccc.pc	V = In Fo Fo	terim Report Up To or VAT Registration or OUTPUT GLA FO	: 20-OCT-2002 Number : VT 1	2 PEST PAYROLL VAT		
	V = In Fo Fo	terim Report Up To or VAT Registration	: 20-OCT-2002 Number : VT 1	2 PEST PAYROLL VAT	Accounts	Payable
Counter System	V = In Fo Fo Accounts Receive	terim Report Up To or VAT Registration or OUTPUT GLA FO	: 20-OCT-200: Number : VT 1 019207 . Ledger Sys	2 TEST PAYROLL VAT		
	V = In Fo Fo Accounts Receive	terim Report Up To or VAT Registration or OUTPUT GLA FO	: 20-OCT-200: Number : VT 1 019207 . Ledger Sys	2 TEST PAYROLL VAT		Payable Debit
Counter System VAT Trans	V = In Fo Fo Accounts Receive	terim Report Up To or VAT Registration or OUTPUT GLA FO	: 20-OCT-200: Number : VT 1 019207 . Ledger Sys	2 TEST PAYROLL VAT		
Counter System VAT Trans Credit	V = In Fo Fo Accounts Received Debit Credit	terim Report Up To or VAT Registration or OUTPUT GLA FO able General Debit Cr	: 20-OCT-200: Number : VT 1 019207 . Ledger Sys	Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z		Debit
Counter System VAT Trans	V = In Fo Fo Accounts Receive Debit Credit	terim Report Up To or VAT Registration or OUTPUT GLA FO	: 20-OCT-2002 Number : VT 1 019207 . Ledger Sys	2 TEST PAYROLL VAT		Debit
Counter System VAT Trans Credit Sub Totals:	V = In Fo Fo Accounts Received Debit Credit	terim Report Up To or VAT Registration or OUTPUT GLA FO able General Debit Cr	: 20-OCT-200: Number : VT 1 019207 . Ledger Sys	Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z		Debit
Counter System VAT Trans Credit Sub Totals:	V = In Fo Fo Accounts Receive Debit Credit	terim Report Up To or VAT Registration or OUTPUT GLA FO able General Debit Cr	: 20-OCT-2002 Number : VT 1 019207 . Ledger Sys	TEST PAYROLL VAT tem Debit Credit	0.	Debit
Counter System VAT Trans Credit Sub Totals:	V = In Fo Fo Accounts Receive Debit Credit	terim Report Up To or VAT Registration or OUTPUT GLA FO able General Debit Cr	: 20-OCT-2002 Number : VT 1 019207 . Ledger Sys edit	TEST PAYROLL VAT tem Debit Credit	0.	Debit 0.00
Counter System VAT Trans Credit Sub Totals:	V = In Fo Fo Accounts Receive Debit Credit	terim Report Up To or VAT Registration or OUTPUT GLA FO able General Debit Cr	: 20-OCT-2002 Number : VT 1 019207 . Ledger Sys edit	TEST PAYROLL VAT tem Debit Credit	0.	Debit 0.00
Counter System VAT Trans Credit Sub Totals:	V = In Fo Fo Accounts Receive Debit Credit	terim Report Up To or VAT Registration or OUTPUT GLA FO able General Debit Cr	: 20-OCT-2002 Number : VT 1 019207 . Ledger Sys edit	TEST PAYROLL VAT tem Debit Credit	0.	Debit 0.00
Counter System VAT Trans Credit Sub Totals: 0.00 ==:	V = In Fo Fo Accounts Receive Debit Credit	terim Report Up To or VAT Registration or OUTPUT GLA FO able General Debit Cr	: 20-OCT-2002 Number : VT 1 019207 Ledger Sysedit 0.00	TEST PAYROLL VAT tem Debit Credit	0.	Debit 0.00 00
Counter System VAT Trans Credit Sub Totals: 0.00 ================================	V = In Fo Fo Accounts Receive Debit Credit	terim Report Up To or VAT Registration or OUTPUT GLA FO able General Debit Cr	: 20-OCT-2002 Number : VT 1 019207 . Ledger Sys edit	TEST PAYROLL VAT tem Debit Credit	0.	Debit 0.00
Counter System VAT Trans Credit Sub Totals: 0.00 ==:	V = In Fo Fo Accounts Receive Debit Credit	terim Report Up To or VAT Registration or OUTPUT GLA FO able General Debit Cr	: 20-OCT-2002 Number : VT 1 019207 Ledger Sysedit 0.00	TEST PAYROLL VAT tem Debit Credit 0.00	0.	Debit 0.00 00
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1				<u>.</u>
		VAT201 Transaction Type Summary (SE		
			======	
		Interim Report In To : 20 OCT 2002		
		Interim Report Up To : 20-OCT-2002 For VAT Registration Number : VT TE	EST PAYROLL VAT	
		For INPUT GLA F0019208		
	Stores System	Student De	ebtors	Other
VAT Trans Credit	Debit Credit	Debit Credit	Debit Credit	Debit
	0 00	0.00	0.00	
Sub Totals:	0.00	0.00	0.00	
===	=========	=======================================		===========
=======================================				
Report Totals:	0.00	0.00	0.00	
	0.00	0.00	0.00	
===		=======================================		=======================================
	Debit	Credit		
Balance =>	0.00	0.00		
D-+ 00 000 0000	1.01-01		T1 TTTT (T)	menomana commercia
Date: 20-OCT-2002 Page: 1	TZUZT		INTEGRATED	TERTIARY SOFTWARE
Page: 1 Program : f5eccc.pc				
FIOGLAM · IDECCC.PC		VAT201 Transaction Type Summary (SE	E/SD/OT)	
		Interim Report Up To : 20-OCT-2002		
		For VAT Registration Number : VT TE	EST PAYROLL VAT	
		For OUTPUT GLA F0019207		
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VAT Trans	Debit Credit	Debit Credit	Debit Credit	Debit
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report rotars.	0.00	0.00	0.00	
===	=========	============		==========
1				
	Debit	Credit		

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General Ledger System - Operational Menus			Chapter 2		
GLA Tota	ls =>	0.00	0.00		
Balance (EOF)	=>	0.00	0.00		

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GENERAL LEDGER MAINTENANCE {FGL-2} / {FGLM}

3.1. MAINTAIN CORRECTIVE JOURNALS {FGLM-1} ♥

In theory it is impossible to create one-legged/single entry transactions, but experience has proved that such circumstances will occur. This option allows the user to create single entry transactions. Because of the dangerous nature of such journals this option is not listed under the operational menu, but under the "Maintain" menu.

The following information must be supplied:

A. **Transaction Code** (N4) Enter a transaction type which was specified under option {FCSO-7} as a valid type for the general bdger. If an invalid code is entered, the system will display: "Transaction code unknown, or illegal for this screen ... Try again". The system will display the applicable description. A <LIST> function containing active Transaction Types for sub-system GL is available.

On supplying the transaction type, the program will validate whether the user is linked to user restriction FGLC for the applicable journal type on menu option $\{FCSM-4\}$. That is, where the journal type is Gener(A)l Ledger, the financial field of the supplied Transaction type must be 'J'. Where the journal type is (B)udget, the financial field of the supplied Transaction type must be 'B'. Where the journal type is B(O)th, the financial field of the supplied Transaction type must be either 'J' or 'B'. In the event where the user is not linked to restriction FGLC for the applicable journal type, the program will give message 'User Restriction denies access to these Journal types'.

Furthermore, the program will also validate the year and cycle of the transaction type by applying the setting of rules **GC**, **GH** and **GY** on menu option {FCSM-1b2}. Transaction Types linked to sub-system GL are subject to the setting of rule GH, of the system operational definitions, on menu option {FCSM-1b2}.

Rule GH provides the facility to prevent the update of the financial year and cycle for Ledger journals. Whenever the user supplies a transaction type on any of the GL journal screens, may the user update the financial year and cycle, (Y)es or (N)o? This rule must also be read in conjunction with rules GC and GY.

Rule GC provides the facility to allow Ledger journals being processed in previous cycles and rule GY provides the facility to allow Ledger journals being processed in previous years.

Thus, users must take care when defining the financial year and cycle on the Transaction Type. For example, the current year and cycle of GL is 200006 and all the abovementioned rules are set to (N)o. Should a Transaction Type for sub-system GL

be defined with the financial year and cycle less than 200006, this transaction type will not be a valid Transaction Type for any of the Ledger journal screens although it is declared active in field \mathbb{C} above. The program will give an appropriate message.

- B. **Date** (DD-MON-YYYY) On entering this option the system will default the system date into this field, and it is not updateable.
- C. **Reference Number** (A12) Enter the number of the supporting documentation.
- D. **Reference Date** (DD-MON-YYYY) Enter the date of the supporting documentation.
- E. (C)redit/(D)ebit (A1) Indicate if this amount should be (D)ebited or (C)redited against the following GL-Allocation.
- F. **GLA** (A4+A8) Enter the GL-Allocation to be updated with the transaction amount, and the description will be displayed.
- G. **Fin. Year** (N2) The system will default to the financial year of the transaction type if specifically specified, or in all other cases to the year of the subsystem. The user may change this value if required.
- H. **Fin. Month** (N2) The system will default to the financial cycle of the transaction type if specifically specified, or in all other cases to the cycle of this subsystem. The user may change this value if required.
- I. **GL Note** (A30) Enter any note which should accompany the transaction to the general ledger as the first note line.
- J. **GL Description** (A30) Enter any note which should accompany the transaction to the general ledger as the second note line.
- K. Value (N9,2) Value of this transaction.
- L. **Journal Number** (A12) The internal journal number for this transaction. It is a display and query field only and the program will allocate a number on <COMMIT>.

3.2. JOURNAL DISTRIBUTION PARAMETERS {FGLM-2} 🦠

Journal Distribution Parameters is a facility where a parameter set may be defined for the purposes of distributing a specific transaction amount to specific GLA's in {FGLO-5}. This option will only be effective where the distribution of the transaction can be done on a percentage basis. Thus, in the event where transactions must be distributed to various GLA's, and the basis of distribution is not by way of percentages, this option cannot be used and menu option {FGLO-2} must then be used.

This option consists of two blocks and they are as follows:

Block 1 TRANSACTION DISTRIBUTION CODES

On this block, the code and name of the Distribution Parameter set is defined.

- A. **Transaction Distribution Code** (A4) Supply a unique code for the Distribution Parameter set.
- B. Name (A30) Supply a suitable name to describe the Distribution Parameter set.
- C. **Percentage** (5.2) This is a display of the difference in block-2 that must be zero percent for the total distribution.

On the execution of the <COMMIT> function, the program will go to block 2 automatically and the code and name will default.

Block 2 Distribution Information

In this block, multiple records are entered to indicate the distribution. The total distribution must always give a difference of Zero % percent in block-1.

- A. **Cost Centre** (A4) Supply the cost centre applicable for this distribution parameter. A <LIST> function containing all active cost centres is available. The name of the cost centre will default in the next field and cannot be updated.
- B. **Account** (N8) Supply the account applicable for this distribution parameter. A <LIST> function containing active accounts for the cost centre specified in C above, for the financial year of the GL, is available. The name of the account will default in the next field and cannot be updated.
- C. [D]ebit or [C]redit (A1) Indicate whether the GLA specified above is to be Debited or Credited.

D. Percentage Distribution (N5.2) Indicate the percentage, to be applied to the transaction amount, applicable to the GLA specified above. The program will validate, per distribution parameter set, that the total percentage allocation for all credit GLA's equals 100. The same validation applies to all debit GLA's. This validation will occur when the <COMMIT> function is executed.

3.3. PERIOD END CLOSE {FGLM-6} &

This option, in general terms, closes down the current period/cycle and opens the next period/cycle.

Before activating this option, the user should control that all transactions for the current period have been correctly posted and that the ledger is in balance. It is, therefore, important that the financial officer prevents other users from processing transactions for this period by ensuring that other subsystems are in GL-cycle +1, run a Trial Balance, check different control totals, balance input registers with ledger totals and do corrections if needed.

Balancing the ledger in total essentially consists of the following:

Ledger Totals (Previous Period)

- + Total of transactions in this period
- = Totals carried forward to new period.

After everything has been checked and balanced, proper backups must be taken after which this option can be executed.

When this option is executed, it will firstly check if any of the Ledgers as defined in option {FCSC-3} has not reached its year-end cycle. If so, it will respond with: "One of the Ledgers requires a Year end". The "Year-end indicator" in the definition of Ledgers, as per option {FCSC-3}, will be (N)o during the year. When the year-end of a specific ledger is reached and the user executes a period end, the system will respond with a note explaining that one of the ledgers requires a "Year-end". The user can then proceed with the period end of the other ledger(s), and the system will set this indicator to (Y)es, which is an indication that this ledger requires a year-end but that it has not yet been done. As soon as the year-end for this ledger is executed, the system will reset this indicator to (N)o.

In summary, the Period End Close program (**PEND**) will do the following:

- * move totals of current cycle into totals of "previous period";
- * update the financial year and cycle wherever it is carried, e.g. on cost centre, transaction types and in control files;
- * set the new cycle as "active" after controlling that the cycles of other subsystems are not smaller than the cycle of the General Ledger.

3.4. YEAR END CLOSE {FGLM-7} ♥

This option, in general terms, closes down the old (present) financial year, opens the following financial year and transfers balances from "**old**" to "**new**" financial year.

- **Before activating this option**, the user should control that all transactions for the current period have been correctly posted and that the ledger is in balance. It is, therefore, important that the financial officer ensure that ALL transactions from other subsystems are posted, run a Trial Balance, check different control totals, balance input registers with ledger totals and do corrections if needed. Financial year-end or "closing" transactions are normally done in cycle 13. Cycle 12 then reflecting only the activities of that cycle without "corrupting" it with year-end transactions.
- After everything has been checked and balanced, proper backups must be taken, after which this option can be executed.
- When the option is executed, the system will respond with a warning that this process is not reversible, and the system will request confirmation. If the user responds with a (Y)es, the system will offer a print menu for the "Year End Totals List". After the printer is selected, the system will calculate and produce the report.
- If the user should respond before or after the report with a "Q", the system will offer a second print menu for the "Year end Control List".
- If a "Q" is selected now, the system will go back to the original menu, but if a printer is selected, the system will respond with the following options:
 - 1. Validate General Ledger
 - 2. Clear Revenue and Expense Accounts
 - 3. Carry Forward Present Balance Sheet
 - 4. Open Next Financial Year

99. Return to Previous Menu

- When an option is selected, the system responds with: "If expenditure accounts for fixed assets are not capitalised should process continue when an imbalance condition exists (Y/N). This question and the user's response will come into effect during the validation process refer **A.6** below.
- After the user has responded, the system will request the code of the Ledger to be closed.

The following discussion will be in the sequence of these options, describing what the prerequisites for each option are and what the system will do. Note that selecting an option other than 1. will automatically start the preceding options, e.g. selecting option 3. implies that options 1., 2. and 3. will be executed.

Option 1: Validate General Ledger

The system needs to control the status of the Ledger, and if all prerequisites for the actual closing have been adhered to. The system will do the following validations and generate an appropriate report:

- Control General Ledger Cycles. The Primary General Ledger should be in cycle "13", thus indicating that all "normal" transactions for the year have been finalised and that only year-end transactions need to be processed or were processed in cycle "13". If not, the system will respond with: "Ledger must be in cycle 13 to continue year end". The secondary Ledgers should be in their final cycle.
- 2. **Control Subsystem Cycles**. All the subsystems should be in the *next* financial year, thereby ensuring that no further transactions will be posted from them. If not, the system will respond with: "The fin year of subsystems must be in next financial year, before year end process can continue". The system will validate for transactions against "invalid" GLA's. This action is the same as for Report {FGLPR1-3}, and will be done for the "present" financial year only. If "invalid" transactions are found, the report will be printed. *The system will not go past this option until the present year report is clear*.
- 3. Test Balance of General Ledger. The system will control that the General Ledger totals are in balance, and thereafter it will control that the imbalance on the Secondary Ledger is equal to the imbalance on the Primary Ledger. This can be controlled with the Trial Balance Report or a Cost Centre/Account Cost Report for the whole ledger. Imbalances will normally be caused by faulty cost centre or account structures, but since balancing should be part of the monthly procedure, one would expect this to be in order. If not, the system will respond with: "General Ledger not in balance" and if the second test fails: "Imbalance on different Ledgers not equal".
- 4. **Test that the Control Account Balances are Zero.** Control accounts are normally linked to Account Category 999 = "Control Accounts", and the system will check for outstanding balances on such accounts. If balances on these accounts are detected, the system will respond with: "Accounts in Account Category = 999 have non-zero value".
- 5. Test that Default Accounts required for Transfer of Surplus/Shortfall to the Fund Balances, have been defined. During the year-end process, the system will generate a journal of which the one leg is the opposite of the balance between the income and revenue, and the other leg is the "Fund Balance Account". Because users can specify their own set of accounts, the system needs to be notified of the account

numbers of these accounts. *Under option {FCSMN-1}, the user should define these three accounts as follows:*

- * SURPLUS/SHORTFALL ACC: Indicate the number of the account in which the system will calculate the net income/expenditure.
- * TRANSFER TO ACCUMULATED FUND ACC: Indicate the account number to be used as the opposite for the net value. This account will still be in the range of Income and Expenditure accounts, and will, therefore, result in a zero Income/Expenditure after the journal is processed.
- * ACCUMULATED FUND ACC: Indicate the Balance Sheet account to which the net value should be transferred.

The system will use these accounts to generate journals "within" each and every cost centre. If some of the cost centres (e.g. "operational" cost centres like those that represent departmental activities) need to be deared to cost centres which represent "Funds", then journals should be done manually. It is, therefore, recommended that users should always structure their cost centres in such a manner that "operational" cost centres will consolidate to a single consolidation cost centre. A Cost Report for all these cost centres will thus identify the manual journals, and after updating these journals a Trial Balance on the mentioned consolidation cost centre will result in a zero income/expenditure total.

6. **Test that Capital Accounts within the Income/Expenditure range have Zero Balances.** Institutions may elect to open such capital accounts for reasons of reporting to departments. These capital expenditures should be capitalised (taken to the Balance Sheet) before this process can start. The system will check that accounts with a number smaller than the Surplus/Shortfall account, and which are linked to an Account Category of type (A)ssets or (L)iabilities are in balance. If not, the system will respond with: "Accounts with code less than net surplus/shortfall account and account category type "A" or "L" have non-zero value".

The system will also control those accounts, which are linked to Account Category 410 to 419, namely, "Expenditure on Fixed Assets", are in balance, including cycle 13. If not, the system will treat the condition in accordance with the user's answer on the question, "If expenditure accounts for fixed assets are not capitalised should process continue when an imbalance condition exists - (Y/N)", which was prompted at the start of the process. If the answer is (Y)es, the system will basically treat these accounts as normal expense accounts. If (N)o, the system will exit from this option and the user can first do the capitalisation entries.

7. Test that every Cost Centre with Income and/or Revenue is linked to a Transfer Account and a Fund Balance Account. The system will check that GLA's for such cost centres exist and if not, it will create these GLA's.

8. **Test that Transaction Types are Linked to the Year-end Events**. The year-end process is representative of six events, namely:

- **FN** = Rev and Exp to Balance

FO = Balance Sheet to Next Year

FY = Posting Debtor/Creditor inter-ledger

- **FO** = Posting budget to next year

- **FT** = Posting budget to next year (reversal of current budget)

FP = Posting commitments to next year

For all these events, the user must create and link a transaction type to these events. The system will use these transaction types to generate its automatic entries. *Note that for event "FY" the system will use the debtor and creditor's GLA's specified on the definition of the Ledgers in option {FCSC-3}.*

9. If all the above tests are successful, the system will respond with: "Validation process passed", and Option 2. may be executed.

Option 2: Clear Revenue and Expense Accounts

- In this process the system will scan through all cost centres, and if a balance is found on the "Surplus/Shortfall" account, it will generate the opposite transaction in the "Transfer" account and the balancing leg of the entry to the Fund Balance account. If a Trial Balance of the total Ledger is calculated at this point, only balances in the Balance Sheet range of accounts will be found.
- In this option the system will also calculate the imbalances on the Ledger to be closed
 and the other Ledgers, and the required transaction (linked to event "FY") will be
 generated.

Option 3: Carry Forward Present Balance Sheet

The above calculated balances would then be the first Trial Balance of the next financial year, and this option will, therefore, insert the "old" balances into the new financial year in cycle 14. **If the system detects an account, which does not exist for the New Year, it will create the accounts needed.** The balances of ALL accounts linked to account categories 500 to 699 will be transferred to the first account, which is linked to account categories 700 to 740, dependent on the Fund Group. The transfer accounts are hereby zeroed.

Option 4: Open Next Financial Year.

This program will:

- Update history expenses of option {MEBO-1}.
- Update the financial year and cycle on the General Ledger

3.5. DELETE OLD TRANSACTIONS {FGLM-8} ♥

Whenever users would like to delete old transactions, this option should be executed. The deletion of transactions is dependent on the "retainment" rules set up in option {FCSM-2}.

The system prompts the user with:

THIS OPERATION CAN TAKE TIME BECAUSE THE SYSTEM WILL CALCULATE THE VALUE OF TRANSACTIONS FOR EACH GLA AND INSERT THE BALANCE AS A NEW TRANSACTION. DETAIL TRANSACTIONS FOR THE SPECIFIED YEAR WILL BE DELETED. ARE YOU SURE THIS IS WHAT YOU WANT?

PLEASE ENTER (Y/N)

3.6. CAPITALISATION JOURNALS {FGLM-21 to 24}

3.6.1. GENERAL

Normally institutions will budget for capital expenditure and the expenses that will take place in the "expenditure-range" of accounts. At year-end, capitalisation and financing of the assets should be done and this consists of:

- **Dr**: Asset account in Balance Sheet
- **Cr.** Expenditure account (the expenses were recorded here)
- **Dr**: Financing Fund (Ex: Unexpended Fixed Asset Fund)
- Cr: Investment in Fixed Assets

This example reflects a situation where assets were acquired. The opposite situation could also occur and the above entries will be transposed, with a "de-capitalisation" effect.

These entries should be done in cycle 13, leaving the "normal" financial year, cycles 1 - 12, unchanged.

The first problem is that these capitalisation entries could result in hundreds and even thousands of transactions, and secondly there are differences in the accounts to which the capitalisation should be done or out of which it should be funded. Typically all the budget accounts will be cleared to the institutions' central asset account and it will be funded out of the Unexpended Fixed Asset Fund, whilst capital expenditure from Research Funds will be cleared to its own asset account.

This option provides a screen on which the parameters for such a journal can be specified and a batch-run can then be executed to generate the journals. The data elements generated by a journal are the same as for a normal journal. (See option {FGLO-1}).

The capitalisation must be done per Ledger Code.

3.6.2. COPY PARAMETERS FROM PREVIOUS YEAR {FGLM-21} 🔖

A parameter set is valid for a specific financial year, and the set of the previous year can thus be used in setting up the next year's parameters.

On execution of this option, the system will request the year to copy from, and it will copy to the specified year + 1, plus the Ledger Code or ALL.

The copy process is as follows:

- Copy from the GLA file {FCSO-6b2}, the GLA's for the account category range 410 to 419 for the specified year + 1, to the capitalisation parameters expense GLA's for the specified year + 1.
- Copy Capital Asset, Funding and Investment GLA's from the specified year to the specified year + 1 where the Expense GLA's are equal.

If this option was executed before, the system will respond with: "The parameters are already copied from last year".

These parameters can then be queried under option {FGLM-22}.

3.6.3. DEFINE CAPITALISATION PARAMETERS {FGLM-22}

• The user should query on the required financial year, and *all accounts linked to Account Category 410 to 419 and valid for the specified year will be displayed.*The program, which generates the journals, will only do so for the current year, and a query and or maintenance on other fin years is only for information. Any field on this screen can be queried.

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- On the first query, the system will only display values in fields (A) to (C). The user will update the remainder of the fields, which will serve as the parameters for the journal generation.
- When more accounts are created during the year, the user can do queries where (**D**) to (**F**) is null, and only the new accounts will be displayed.

The following information must be supplied:

- A. **Ledger Code** (A2) The ledger code of the expense cost centre as defined in option {FCS-1}.
- B. Account Category (N3) System restricts retrieval to categories 410 to 419.
- C. **Financial Year** (N2) The system will default to the financial year of the subsystem. The user may query other values if required.
- D. **Expense GLA** (A4+A8) On the query command, the system will retrieve and display all GLA's (in numerical order) which are linked to account categories 410 and 419.
- E. Capital Asset GLA (A4+A8) Enter the GL-Allocation to be updated with the transaction amount. (Restricted to account categories 900 to 909).
- F. **Funding GLA** (A4+A8) Enter the GL-Allocation to be updated with the transaction amount. (Restricted to account categories 700 to 709).
- G. **Investment in Fixed Asset GLA** (A4+A8) Enter the GL-Allocation to be updated with the transaction amount. (Restricted to account categories 740 to 759).

3.6.4. GENERATE CAPITALISATION JOURNAL {FGLM-23} 🦠

The generation of these journals is identified as an "event" in option {FCSO-22}, known as "CA" = GL-CAP - Capitalisation of assets.

• The user should link a transaction type to this event under option {FCSO-7}, as follows:

* Code = A unique code

* Description = As per own requirements, considering that this will be

inserted as the GL-Note

* Subsystem = **GL**

* Fin field $= (\mathbf{J})$ ournal

* Update type = (A)utomatically

* Event number = CA * Post to GL = (Y)es

* GLA's = No GLA's are specified (from parameters)

- * (**D**)etail or (**S**)ummary: As per own requirements
- * Fin Year = 0, thus default to current year
- * Fin cycle = 13.
- When this option is executed, the system will respond with the destination of generated journals and:
 - Enter the Reference number to appear on transactions? (A12)
 - Enter date to appear on transaction?
 - The Ledger Code?
 - This program will now start with the generation of journals. Are you sure? (Y/N)
- On entering (Y)es, the system will do the following:
 - * Validate that all GLA's in the parameter file are valid. If not, it will generate the report with a note: "Some of the Parameter GLA's are not valid"
 - * Validate that a transaction type is linked to event = CA, and that the parameters on the transaction type are correct. If not, it will generate the report with a note: "Transaction type is not correct or no transaction type is linked to event "CA". Create or change and try again!
 - * The system will now calculate the balance on the "Expense GLA's", inclusive cycles 14 and 1 to 12 only, and generate a journal as follows:
 - If debit balance (debits > credits)

Generate: credit to this account

debit to the Capital Asset GLA

debit to the Funding GLA

credit to the Investment in Fixed Assets GLA

If credit balance (debits < credits)

Generate: debit to this account

credit to the Capital Asset GLA

credit to the Funding GLA

debit to the Investment in Fixed Assets GLA

- Insert transaction type description in GL-Note
- Insert above supplied Ref number in Ref number of journal if the transaction type is specified as (D)etail, otherwise insert "GL-Capt-Sum"
- Insert above supplied Date in TRN-date of journal
- Check the (D)etail/(S)ummary indicator and sum amounts for same GLA, if required.
- If this option should be restarted, the system will calculate the same balances and generate the same journals again, since the contra journals were posted in cycle 13, and the calculation program only uses up to cycle 12.

3.6.5. ROLLBACK OF CAPITALISATION JOURNALS {FGLM-24} 🤟

These journals are identifiable by the unique transaction type and the specified date (transaction date on the processed journal), and it is thus possible to do a rollback, if required.

When this option is selected, the system will respond with the destination of the printout and:

Enter date of transactions to rollback? The rollback will start now, are you sure? (Y/N)

If the answer is (Y)es, the program will check that the GL is still in the same fin year as that in which the journals were generated. If not it will respond with:

"General Ledger has been cycled, rollback not possible!"

If the cycle is the same, the system will "REMOVE" all transactions, which fit the criteria, and write them into a print file, which will be printed to the designated printer.

3.7. MAINTENANCE MENU REPORTS {FGLM-80} / {FGLMR1}

3.7.1. Print Audit Trail {FGLMR1-1}

This report reflects all transactions manually updated, as well as, transactions posted to the General Ledger.

- * The user has the option to print only transactions, which have not been printed before, or all transactions between two specified dates.
- * It will include "future" transactions, which were generated between the specified dates. The applicable cycle is indicated.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets

Is This A Reprint Of The Audit(Y/N)? :[N]

If No, the will produce all transactions that has not been printed before using this report.

If Yes, the following are the parameters:

- 1. Enter The Year (N4):
- 2. Enter The Start Cycle (N2):
- 3. Enter The End Cycle (N2):
- 4. Do You Want To Select Between Dates (Y/N): [N]
- 5. Enter Start Date (dd-mon-yyyy):
- 6. Enter End Date (dd-mon-yyyy):

An example of this report is:

```
22-OCT-2002 22H19
                                                      INTEGRATED TERTIARY SOFTWARE
Page 1
Program : f52rpt.rdf V12.
                                                          Audit Trail Of General Ledger
                                                    Debit
                                                                       Credit
           Trn Fin. Fin
                                                                                                   Ref
           User
Ref
           Code Year Cyc
                                                    Value
                                                                        Value Note
                                                                                                   Number
Date
Date
09-OCT-2002 0708 2002 4 F00100022
                                                                       100.00 TRAIN002
                                                                                                   TRAIN002
09-OCT-2002 J
09-OCT-2002 1130 2002 4 X6009208
                                                                      1897.37 CANCEL OF CHEQUE1019 I10195
09-OCT-2002 1130 2002 4 006500000004
                                                                     28102.63 CANCEL OF CHEQUE1019 I10195
```

15-OCT-2002 9864 2002 3 F00100021	10000.00		purchase computer	25768	
15-OCT-2002 J					
15-OCT-2002 9864 2002 3 MAC12012		10000.00	purchase computer	25768	
15-OCT-2002 J					
Page Totals	52200.00	52200.00			
	==========				
Totals Of Report	52200.00	52200.00			
	=======================================	=======================================			
****** End Of Report *******					

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3.7.2. Print Period End Totals {FGLMR1-2} \$

After the Period End Close (**PEND**) under option {FGLM-6} has been done, this report can be requested.

This report is essentially a summary of the audit report, and reflects the totals of different transaction types processed in the previous period.

It is possible to print this report without execution of the PEND.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

The parameters are as follows and note that defaults are in brackets

Do You Want The Report For The Current Year/cycle (Y/N):

An example of this report is:

20-OCT-2002 13H19		INTEGRATED TERTIARY SO	FTWARE	Page
1 Program : f5qrpt.rdf V12 (GL)		Control Totals For == For Year 2002 Perio	_	
Trn Name	Budget	Budget	Actual	Actual
Imbalance	Debit	Credit	Debit	Credit
0319 BUDGET VERIMENT		60000.00		60000.00
.00 0750 BUDGET ADJUSTMENTS		12000.00		12000.00
.00 0001 INTEREST - STUDENT A			100.00	100.00
.00 0002 DEPOSIT B/F			1050.00	1050.00
.00 0003 ADMIN FEE			200.00	200.00
.00 0004 SPORTS UNION FEES			6691.23	6691.23
.00 0005 CANCEL APPLICATION F			8629.82	8629.82
.00 0006 ATTENDANCE SUBJECT F .00			1080.00	1080.00
0007 EXEMPTION SUBJECT FE			456.16	456.16
0008 RAISE APPLICATION FE			4800.00	4800.00
0009 RESIDENCE APPL. FEE:			6245.64	6245.64
0010 EXAMINATION FEE			100.00	100.00
0011 RE-EXAMINATION FEE			16.00	16.00

.00 0018 PAYROLL DEDUCTION 2180.00 218 .00 0019 PARKING FEE CANCELLA .00 .00 0020 PARKING FEE -581.47 -58 .00 0022 VAT ON CREDIT TRANS. 5972.84 59' .00 0027 SPORT CLUB .00.00 10	9.00
0018 PAYROLL DEDUCTION 2180.00 218 .00 .00 .00 0019 PARKING FEE CANCELLA .00 .00 0020 PARKING FEE -581.47 -58 .00 .00 .00 .00 0022 VAT ON CREDIT TRANS. 5972.84 59' .00 .00 .00 .00 .00 0028 CANCEL SPORT CLUB FE -78.36 -' .00 .00 .00 -121304.00 -121304.00 .00 .0031 DISTRIBUTE RECEIPT 63199.00 6319 .00 .00 .0044 RAISE ADMISSION FEE 13478.96 13478.96 .00 .0045 LOAN GRANTED 34542.85 34544	.00 81.47 72.84 0.00 88.36 94.00
.00 0019 PARKING FEE CANCELLA .00 0020 PARKING FEE -581.47 -58	.00 81.47 72.84 0.00 88.36 94.00
.00 0020 PARKING FEE581.47 -58 .00 0022 VAT ON CREDIT TRANS. 5972.84 599 .00 0027 SPORT CLUB	81.47 72.84 0.00 88.36 9.00
.00 0022 VAT ON CREDIT TRANS. 5972.84 59' .00 0027 SPORT CLUB 100.00 10 .00 0028 CANCEL SPORT CLUB FE -78.36 -' .00 0030 RESIDENCE DEPOSIT -121304.00 -12130' .00 0031 DISTRIBUTE RECEIPT 63199.00 6319 .00 0044 RAISE ADMISSION FEE 13478.96 1347 .00 0045 LOAN GRANTED 34542.85 3454	72.84 0.00 88.36 9.00
.00 0027 SPORT CLUB 100.00 10 .00 0028 CANCEL SPORT CLUB FE -78.36 -7 .00 0030 RESIDENCE DEPOSIT -121304.00 -12130 .00 0031 DISTRIBUTE RECEIPT 63199.00 6319 .00 0044 RAISE ADMISSION FEE 13478.96 1347 .00 0045 LOAN GRANTED 34542.85 3454	78.36 9.00
.00 0028 CANCEL SPORT CLUB FE -78.36 -7 .00 0030 RESIDENCE DEPOSIT -121304.00 -12130 .00 0031 DISTRIBUTE RECEIPT 63199.00 6319 .00 0044 RAISE ADMISSION FEE 13478.96 13478.96 0045 LOAN GRANTED 34542.85 3454	9.00
.00 0030 RESIDENCE DEPOSIT -121304.00 -12130 .00 0031 DISTRIBUTE RECEIPT 63199.00 6319 .00 0044 RAISE ADMISSION FEE 13478.96 13478.96 0045 LOAN GRANTED 34542.85 3454	9.00
0030 RESIDENCE DEPOSIT -121304.00 -12130 .00 0031 DISTRIBUTE RECEIPT 63199.00 6319 .00 0044 RAISE ADMISSION FEE 13478.96 13478.00 0045 LOAN GRANTED 34542.85 3454	9.00
0031 DISTRIBUTE RECEIPT 63199.00 6319 .00 0044 RAISE ADMISSION FEE 13478.96 13476 .00 0045 LOAN GRANTED 34542.85 3454	
0044 RAISE ADMISSION FEE 13478.96 1347 .00 0045 LOAN GRANTED 34542.85 3454	3.96
0045 LOAN GRANTED 34542.85 3454	
Ⅱ .00	2.85
0050 CANCEL REG FEE: BLOC 2550.88 255	0.88
005 CANCEL SUBJECT FEE 36577.74 3657	7.74
.00 0059 CORRECTION SD ACCOUN 69326490.07 69326490	0.07
	0.00
.00 0061 CANCEL ADMISSION FEE 11135.10 1113	5.10
	0.00
	0.00
.00 0091 QUALIFICATION FEE 117578.96 11757	3.96
.00 0092 SUBJECT FEE 475129.78 47512	9.78
.00	
: The last page is as follows:	
20-OCT-2002 13H22 INTEGRATED TERTIARY SOFTWARE	Page
5 Program: f5qrpt.rdf V12 (GL) Control Totals For Financial Year 2002 For General Ledger	rage
	cual
Imbalance	
Debit Credit Debit Credit	
0 .00 .00 58043.00 5804 .00	
1 149000.00 149000.00 9970881310.60 99708813:	0.60
2 202511504.00 202511504.00 6029558314.23 602955878 ³ 472.99	.22
3 72000.00 72000.00 10281850000.52 102818504(0.52

	4	.00	.00	200010294023.60	200010294423.60			
400.00								
400.00	5	727000.00	727000.00	216723.07	217123.07			
	6	.00	.00	100016037224.25	100016037772.25			
548.00	7	.00	.00	105826944.32	105827344.32			
400.00	,	.00	.00	103020944.32	10302/344.32			
400.00	8	.00	.00	100157558577.55	100157558977.55			
400.00	9	.00	.00	200136606868.77	200136607268.77			
400.00	10	.00	.00	19479644.55	19480044.55			
400.00	10	.00	.00	194/9044.55	19460044.55			
400.00	11	.00	.00	71107.73	71507.73			
400.00	12	.00	.00	2057326.00	2057726.00			
400.00								
- _{- 1}								
4620.99	Fin Year Total	203459504.00	203459504.00	626730496108.19	626730500729.18			
4620.99	=======================================	=======================================	=======================================	==========	============			
=======								
	****** End Of Report ******							

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3.7.3. Print Year End Report {FGLMR1-3} \\$

After the Year End Close **(YEND)** under option {FGLM-7} has been done, this report can be requested.

This report is essentially a summary of all the PEND-reports, and reflects the totals of different transaction types processed during the past year.

It is possible to print this report without execution of the **YEND**. The system will respond with:

It is possible to print this report without execution of the PEND.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available.

Do You Want The Report For The Current Year (Y/N):

An example of this report is:

	20-OCT-02 13:29 INTEGRATED TERTIARY SOFTWARE					
Page	55		Control motols no n	'		
Program : I	Syrpt.rdf V12 (GL)		Control Totals For F	inanciai year 2002 Fo	r General Leager	
Imbalance	Period	Budget	Budget	Actual	Actual	
Illibatance		Debit	Credit	Debit	Credit	
.00	1	149000.00	149000.00	9970881310.60	9970881310.60	
.00	2	202511504.00	202511504.00	250.00	250.00	
400.00	3	72000.00	72000.00	10281850000.52	10281850400.52	
.00	4	.00	.00	.00	.00	
.00	5	.00	.00	.00	.00	
.00	6	.00	.00	.00	.00	
.00	7	.00	.00	.00	.00	
.00	8	.00	.00	.00	.00	
.00	9	.00	.00	.00	.00	
.00	10	.00	.00	.00	.00	
.00	11	.00	.00	.00	.00	
.00	12	.00	.00	.00	.00	
.00	13	.00	.00	.00	.00	

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	14	.00	.00	58043.00	58043.00	
.00						
	Fin Year Total	202732504.00	202732504.00	20252789604.12	20252790004.12	
400.00						
===		=======================================	=======================================	=======================================	=======================================	
======================================						
(EOF):			End of R	срогс		

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3.7.4. User Work Summary {FGLMR1-4} 🦠

This report reflects the number of transactions processed by a particular user or users of this subsystem, during a specified period.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available

The parameters are as follows:

Enter User ID Or ALL:

Enter The Reporting Year (YYYY):

Enter Start Cycle (N2) :

Enter End Cycle (N2):

Do You Want To Select Between Dates[Y/N]:

An example of this report is:

20-0CT-02	13:34	INTEGRATED TERTTARY SOFTWAR	E	Page:	1
Program:	f5gccc V12 S	unmary Of Work Done By Users			
		For Users : bettie			
		For Financial Year 2002			
	F	for Cycles Between 3 And 3			
		Use Date Selection Y			
	For Dates B	etween 15-JUL-2002 And 15-jul	-2002		
Username	Transaction Name	Number Of Transactions	Value Of Transactions		
BETTIE	107 PAYMENT RECEIVED(OTHER)	2	3508.78		
	117 VAT TRANSACTION	2	491.22		
	141 PAYMENT (OTHER)	4	10000.00		
	Totals for BETTIE :	8	14000.00		
	Report Totals :	8	14000.00		
(EOF):	*** End Of Report ***				

3.7.5. User Work Detail {FGLMR1-5} \\$

This report reflects the number of transactions processed by a particular user or users of this subsystem, during a specified period.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available

The parameters are as follows:

Enter user ID or ALL [ALL]: Enter the reporting year (N4): Enter start cycle (N2): Enter end cycle (N2):

Do you want to select between dates Y.es/N.o [N]:

An example of this report is:

Date 20-OCT-2002 13h35			INTEGRATED TERTIARY SOFTWARE				
Page :							
Program :	f5hccc V12 GL		Detail Of Work Done By Users User ID: bettie				
			Year :				
			Cycle Start : 3		- 0000		
			Start Date : 15-	JUL-2002 End Date : 15-Л	JL-2002		
User	Transaction			Credit GLA	Amount		
BETTIE		PAYMENT RECEIVED(OTHER)			1754.39		
				MAC100021	1754.39		
				Transaction Total :	3508.78		
	117	VAT TRANSACTION	F0018280		245.61		
				F0019207	245.61		
				Transaction Total:	491.22		
	141	PAYMENT (OTHER)	00580101		2500.00		
			00018004		2500.00		
				F0018280	2500.00		
				F0018280	2500.00		
				Transaction Total :	10000.00		
				User Total :	14000.00		
				====:	========		
				Amount Total:	14000.00		
				====:	========		
			***** TITE OF				
(EOF):			**** END OF REP	OK.I. VVXX			
(EOF):			END OF REI				

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3.7.6. Print Fund Balances And Interest {FGLMR1-6} \$

This program retrieves the balances on specifically selected funds, and interest can be calculated at a given percentage. The user, to decide on the amount of interest, and to prepare a journal then uses the report.

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available

The parameters are as follows:

Enter The Financial Year (N4):

Interval Of Calculation In Portions Of The Year

(1=year, 2=6 Months, 4=quarterly, 6=2 Monthly, 12=monthly):

Should Interest Be Calculated Only On Credit Balances (y/n):

If no, then the following parameter

Percentage Interest To Calculate On Debit Balances (99.99):

If yes, then the following parameter

Percentage Interest To Calculate On Credit Balances (99.99):

Required Sequence Of Report

Select One From:

- 1. Per Fund Group
- 2. Per Cost Centre
- 3. Per Consolidation Cost Centre

Your Selection:

If fund group then, start/end fund group

If cost centre, then start/end cost centre

If Consolidation cost centre, then supply Consolidation cost centre

Can Transfer Accounts be Excluded (Y/N) (A1)

An example of this report is:

21-OCT-20	102				07Н33		
Page 1							
Program	: f5jrpt.rdf ((GL)					
			INTEGRATED TER	RTIARY SOFTWARE			
			Fund Balances	s And Interest			
	For Financial Year 2002 Calculated 1 Times Per Year						
	Credit - At Interest Rate Of 10.00 %						
	For Cost Centres From mac2 To mac2 For Account 0 To 2660						
		All Balances					
			Included	d Transfer			
	Description	Cycle	Balance	Balance	Interest		
Accum.					_		
Centre					Average		
Interest							
MAC2	LINGUISTICS	0	.00		.00		
.00	LINGUISIICS	O	.00		.00		
.00		1	10618.20		88.49		
1061.82		1	10010.20		00.49		
1001.02		_					
	Cost C	entre Values At Cycle 3	-14042.91	5309.10	1061.82		
1061.82							
		-					
			===========	===========	=======================================		
=======	======						
		Report Totals	-14042.91	.00	1061.82		
1061.82							
			=======================================	===========	=======================================		
======	======						
		+++++	*** End Of Dong ++	****			
(EOF):		****	**** End Of Report **				
(EOF) •							

3.7.7. Print Capitalisation Parameters {FGLMR1-21} 🔖

This option will print the parameters in the same format as on the screen and the only selection criteria will be:

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available

The parameters are as follows:

Enter For Which Financial Year (YYYY): Enter the General Ledger Code (A2):

An example of this report is:

21-JUN-2002 16:55:15 $page \hspace{0.2in} 1$ INDECRATED TERTIARY SOFTWARE

CAPITALISATION PARAMETERS FOR THE GENERAL LEDGER SUBSYSTEM
(Program : f55rpt.sql (GL))
FINANCIAL YEAR 2002
GENERAL LEDGER CODE aa

ACC	FIN	EXPENSE	CAPITAL ASSET	FUNDING	INVESTMENT
CAT	YR	GLA CC	GLA CC	GLA CC	GLA CC
410	2002	MAC100000009	MAC17412	MAC17010	MAC18281
410	2002	MAC100021	MAC17412	MAC17010	MAC18281
418	2002	MAC100031	MAC17412	MAC17010	MAC18281
410	2002	MAC10011	MAC17412	MAC17010	MAC18281
410	2002	MAC13214	MAC17412	MAC17010	MAC18281
410	2002	MAC13216	MAC17412	MAC17010	MAC18281
410	2002	MAC13218	MAC17412	MAC17010	MAC18281
410	2002	MAC13220	MAC17412	MAC17010	MAC18281
410	2002	MAC13222	MAC17412	MAC17010	MAC18281
410	2002	MAC13224	MAC17412	MAC17010	MAC18281
410	2002	MAC13226	MAC17412	MAC17010	MAC18281

11 rows selected.

****** End Of Report *******

3.7.8. Print Generated Journals {FGLMR1-22} 🔖

This option provides a facility to reprint the journals as generated above. The format of this report is the same as option {FGLO-28} - "Posting to GL Report". The selection criteria will be:

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available

The parameters are as follows:

Do You Want To Print ALL Generated Journals (Y/N):

An example of this report is:

21-JUN-2002 Program	17H02 f5mrpt.rdf	(GL) V12.	INTEGRATED TERTIARY SOFTWARE V12. Generated Journals		
Reference	Date	Trn GL Note	Reference	Debit	Credit Type
MAC17010	31-DEC-2001	0720 CAPITALISATION	TEST2	350.00	D :
MAC17010	31-DEC-2001	0720 CAPITALISATION	TEST2	250.00	D :
MAC17010	31-DEC-2001	0720 CAPITALISATION	TEST2	197.00	D :
MAC18281	31-DEC-2001	0720 CAPITALISATION	TEST2		350.00 C
MAC18281	31-DEC-2001	0720 CAPITALISATION	TEST2		250.00 C
MAC18281	31-DEC-2001	0720 CAPITALISATION	TEST2		197.00 C
			Total	797.00	797.00
			****** End Of Report **		

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4. GENERAL LEDGER CORRESPONDENCE {FGL-3}/{FGLC}

4.1. GENERAL

OVERVIEW

The design of this menu option is essentially the same as the correspondence menu options of other systems. This menu option, however, is *intended to produce labels for recipients of Ledger reports*.

On menu option {FCSO-1}, users can indicate who the contact person is for each Cost Centre. When Ledger reports are produced, labels can be printed for the purposes of easy distribution.

The Correspondence menu contains the following main features:

- * **definition of the text of letters**, both in English and an alternate language, to be sent to selected persons;
- * inclusion in the text of these letters of various codes, descriptions, etc.;
- * printing of lists of selected persons before letters are produced, or as a separate activity;
- * printing of address labels for selected persons;
- * generation of ASCII files with selected persons' data

The system also keeps a record of all of the above documents that were sent, and **precludes the duplicating of identical documents to the same person** over a period of time.

Whilst the system does not allow the same document to be generated twice for the same person, it does not prevent the same issue from being dealt with in two or more consecutive runs. E.g. a document can be generated for all students who have outstanding amounts on their & accounts. If some amounts are still outstanding after a period of time, a second, differently worded letter can be sent.

The correspondence menu consists of the following:

4.1.1. MAINTAIN DOCUMENTS {FGLCO-1} ♥

The text of documents is maintained in this option. A unique code is used to identify a specific document with instructions in respect of the layout of the letter, label or ASCII file to be generated when using this code.

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It will be useful if the codes are allocated in such a way that:

- English and Alternate language letters can be readily distinguished;
- * Letters for various sections can be identified.

Each document also has a description which identifies its contents.

Block 1: LEDGER DOCUMENTS

- A. **Document Code** (A4) The code to be used for this document. Separate codes should be allocated to English and Alternate versions of the same document.
- B. **Document Description** (A30) The description of this document. Typical descriptions could be "Letter for Budget Allocation", "Letter for Budget Adjustment", etc.

This Block must be <COMMIT>ted before the actual text of the document can be inserted in the next Block.

Deleting a record from this Block will only be possible if the text of the letter, as defined in the next Block, has been deleted before.

Block 2: DOCUMENT TEXT

- A. Format (A1) The allowed values are l(E)tters, l(A)bels and A(S)CII files.
- B. Line (N3) The lines of each document are numbered, and they will be printed in numeric sequence. Missing line numbers will NOT result in open lines; to create an open line, a line number without text must be created. In respect of letters the user is advised to use fairly widely spaced line numbers to identify the text, rather than allocating line numbers strictly sequentially. This allows the addition of text to the body of the letter at a later stage, without re-typing all the text.
- C. **Text** (A65) The user can enter the text of each line. *Both upper and lower case characters can be used*
 - It is possible to include codes and/or descriptions taken from the system in the text of a letter. The various fields that can be used in this way are identified as \$D1\$, \$D2\$, etc., on the screens where the selection criteria are defined. These D-symbols are described in detail with each letter option.
 - To include such a field, the parameters D1" or "D2" must be entered in the format \$D1\$, \$D2\$. These can be entered as part of the text in any text line in the body of the letter. One or more \$D\$ parameters can be entered in a text line.

- The system will then print the contents of the parameters as part of the text in that line. Please note that the system will print a maximum of 65 characters per line and will then print the rest on the next line. The system will do a logical break on the closest space (before 65 characters) between two words.
- If a \$D\$ parameter represents multiple values, these values will be printed as one value per line.
- * The descriptions that can be selected with this option all have both English and Alternate equivalents. The system will select the appropriate description depending on the language of preference of the addressee.
- * The system will always use the layout of the English letter or the default document (as per code "DFLT"). *Different layouts for the English or alternate letter cannot be used.*
- * The system will not use any default for the introduction to the leading paragraph for the letter. The user must specify for each letter the way in which the person must be addressed. It is possible to specify one document code which will indicate the formal introduction for the institution and include this document code in each letter, or the introduction of each letter can form part of the text of the letter.
- * Should the user wish to use any special printer instructions in order to do e.g. underlining, **bold printing**, *italics*, etc., the start control character (as in option GRPT-1} must be inserted before the text, and an end control character after the text. These control characters must be inserted into the text block within <> signs. Please refer to the "help" in Block 3 which can be reached by pressing <NEXT BLOCK>.

Block 3: HELP ON THE USE OF SPECIAL CHARACTERS IN TEXT

A help facility is available to assist users in the use of special control characters, the inclusion of sub-paragraphs and the use of D-parameters.

Please note that the following D-parameters are fixed throughout the ITS system for all documents and these can be included in the text for any letter:

D1 - Cost Centre
D50 - Student Number
D51 - Address Line 1
D52 - Address Line 2
D53 - Address Line 3
D54 - Address Line 4
D55 - Postal Code

D56 - Title, Initials and Surname

D57 - Title and Surname

D58 - Document Code (for reference purposes)

D59 - Date of Document
D60 - Surname, Initials, Title
D61 - Cheque Number
D62 - Cheque Date
D63 - Branch Code

Block 4: DOCUMENT LAYOUT DEFINITION

In this option the layout to be used for letters and labels is defined. A record "DFLT" already exists and cannot be deleted by the user in this option.

The fields in this Block are:

- A. **Document Code** (A4) An existing code as specified in Block 1. The <LIST > function will display all valid codes.
- B. **Format** (A1) The formats for l(**E**)tters or l(**A**)bels can be defined here.
- C. **Page Number** (N4) The default value is 1. Should the user wish to specify more than one page for letters, the page number can be entered here. The rest of the information will apply to this particular page number.
- D. **Maximum Lines** (N3) The default value is 1. The maximum lines per document are specified here.
- E. **Header Size** (N3) The default size is zero. This field applies to letters only and is used to define the number of lines, which must be left blank at the top of the page.
- F. **Footer Size** (N3) The default size is zero. This field applies to letters only and is used to define the number of lines, which must be left blank at the bottom of the page.
- G. **Page Skip** (A1) The allowed values are (**Y**)es or (**N**)o. The default value is (**Y**)es. This field defines a physical page skip rather than a logical page skip. The field is used for both letter and label programs. It would typically be used where the actual page size differs from the default setting on the printer. If a (**N**)o is entered, the system will use the number of lines as defined whilst ignoring the number of lines to which the printer is set.
- H. **Print Page Number** (A1) Must the page number be printed (Y/N)
- I. **Labels Horizontal** (N3) This field is used for labels only. The number of labels to be printed across a page (i.e. horizontally) is specified here.

- J. **Labels Vertical** (N3) This field is used for labels only. The number of labels to be printed on a page vertically is specified here.
- K. Label Length Lines (N3) The number of vertical lines from the start (first line) of the first label to the start (first line) of the next label.
- L. **Label Width Characters** (N3) The number of characters which can be printed horizontally on a line from the start of the first label to the start of the next label.

4.1.2. COPY EXISTING DOCUMENT TEXT {FGLCO-2} ♥

This option allows the copying of the body of an old letter code to a new letter code. The new letter code must exist in Block 1 of option (FLLL-1).

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available

The parameters are as follows:

- 1. Old letter code (A4)
- 2. New letter code (A4)

The report will only advise the user of the action that was completed and how many records were copied.

4.1.3. DOCUMENT ENQUIRIES {FGLCO-3} ♥

Whenever a letter is produced by this subsystem, a record will automatically be created and can be viewed in this query-only option.

The fields are:

- **A.** Student/Dept Number (N9) A valid Student debtor or department number.
- **B.** Letter Code (A4) The code of the letter that was sent to the recipient.
- **C. Letter Description** (A30) The description of the letter as it was defined when the code was created.
- **D.** Account Type (A4) The account where applicable.
- **E. Format** (A1) Whether a List, Letter, or Label

- F. Date Sent (DD-MON-YYYY) The date on which the letter was sent.
- **G. Reprint** (A1) If a particular letter is to be re-printed for this recipient, an "R" is entered in this field. Any number of "R" records can be entered for the same recipient and letter if it is to be repeated more than once. If more than one record exists for a recipient and letter code, then update the latest record.

This option will only keep record of letters; lists and labels and will have no effect on these records.

4.1.4. PRINT DOCUMENT MENU {FGLCO-80}/{FGLCOR1} ♥

4.1.4.1. COST CENTRE COST REPORT {FGLCOR1-1} ♥

This option allows for letters, etc., to be written on the basis of the occurrence of a specific transaction type in the GLA's of specified department(s).

The specific fields are:

- **A. Document Format.** The format of the document can be a Letter, List, Label or an ASCII file. The user will enter a "**Y**"es in the appropriate field. The user can enter more than one document format.
- **B.** English Letter Code (A4) The user must enter the letter code that was created under {FLLL-1} for the English letter.
- C. **Alternate Letter Code** (A4) The same code that was supplied in the English Letter Code, will default in this field. The user can accept the code or enter the Alternate Letter Code if such a letter was created under option {FLLL-1}.
- D. **Start Cost Centre** (A4) Supply the cost centre to start with.
- E. **End Cost Centre** (A4) Supply the end cost centre
- F. **Sequence of printing** (N1) Supply the sequence within which the document must print. The options available are:
 - 1.Per Department
 - 2.Per Faculty
 - 3.CC Numerical
 - 4.Per Fund Group

5.Per General Ledger Code6.Per Contact Person

G. **Test Letter (Y/N)** (A1) Is this a test or a final print?

H. Write Logfile Records (Y/N)

The user will <COMMIT> this screen, and on <EXIT> the system will offer a print option, and the result can be directed to screen or printer.

4.1.5. DOCUMENT LAYOUT DEFINITION {FGLCM-1} ♥

The information in this option is the same as the information in option {FLLL-1b4}. The only difference is that the layout of the default documents ("DFLT") may be changed in this option. Please refer to section 5.2 for detailed description of the fields listed below.

The fields in this Block are:

- Document Code
- Format
- Page Number
- Max Lines
- Header Size
- Footer Size
- Page Skip
- Labels Horizontal
- Labels Vertical
- Label Length Lines
- Label Width Characters

4.1.6.PURGE DOCUMENT FILE {FGLCM-2} ♥

This option allows the deletion of old letter records. The user is prompted with:

Should you wish to use a Previous Request Number, <LIST> function on the Previous request field is available

The parameters are as follows and Defaults are in brackets:

- 1. Start date from which entries must be deleted (DD-MON-YY)
- 2. End date from which entries must be deleted (DD-MON-YY)
- 3. Start letter code (A4) [0]
- 4. End letter code (A4) [zzzz]
- 5. Start Account Type (A4) [0]
- 6. End Account Type (A4) [zzzz]

- 7. Enter Document Format or All (A1) [ALL]
- 8. Is this a (T)rial or (U)pdate Run (A1) [T]

The system responds with a report showing the given parameter set and the number of records deleted.

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5. PROPOSED BALANCING PROCEDURES

5.1. GENERAL

This chapter is only meant to be a guideline and institutions should design their own procedures in consultation with their auditors. The interval and/or period of a reconciliation depend on the procedures and requirements of the institution.

The reconciliation process can be divided into separate actions, of which the most important ones are:

1. Balancing of Manual Inputs

On installation of this subsystem, the total debit and credit and therefore balance will be zero. By entering historical balances, opening balances and budgets, the total debit, credit and thus balance of this subsystem will be affected. Supporting documentation can be added on a calculator and the totals from the tally slips can be entered on a register. This register can be compared to the audit lists or other reports from the system.

2. Balancing of Input Posted from Other Subsystems

All the transactions updated in other subsystems are periodically posted to the General Ledger. The controlling officers of subsystems should keep registers of the input into their subsystems. These registers should be summarised in a single document which could be handed to the Finance Officer whenever postings must be done to the GL, or on predetermined dates. It should be possible to predict the value of the transactions to be posted to the GL.

3. Balancing of General Ledger

The total of the manual input plus the posting from other subsystems will be equal to the increase in the gross totals of the Ledger. It is, therefore, important that the Finance Officer keeps record of the gross totals on the total Ledger. The balancing will in summary consist of:

- **Previous Totals**
- + Manual Input
- + Automatic Posting
- = New totals

Further balancing that should be done is to reconcile the Control Accounts which are representative of the subsystems in the General Ledger. Normally, institutions will have two or three control accounts per subsystem. The net total, for example, of the debtor's

balances should be equal to the total of the applicable control accounts. By confirming this, the user ensures that all transactions in the subledger were indeed posted to the General Ledger.

Hereafter more detail will be discussed.

5.2. REPORTS REQUIRED FOR BALANCING

All reports that can be of use in the balancing procedures are listed and discussed, but users can select a subset as required.

A. Transactions per Type {FGLR1-2}

- * This report reflects the summary or detail of transactions for a specified range of types and for a specified period.
- * Subtotals per type for debits and credits are calculated.

B. Audit Trail {FGLMR1-1}

- * This report reflects all transactions manually updated as well as posted to the General Ledger.
- * The user has the option to print only transactions which have not been printed before, or all transactions between two specified dates.
- * It will include "future" transactions which were generated between the specified dates. The applicable cycle is indicated.

C. User Work Summary {FGLMN-5}

- * This report can be retrieved in summary (totals per transaction type) or detail transaction within type, for all subsystems.
- * The user must specify a specific user or "ALL" users, and a period.

D. Future Transactions {FGLPR1-3}

- * This report reflects the future transactions "up to" a specified cycle and which were generated for cycles greater than the present cycle of the General Ledger.
- * It provides an option to retrieve all future transactions for specified Cost Centres, Departments or Fund Groups.

E. Repeating Transactions {FGLOR1-23}

- * This report reflects details of repeating transactions.
- * The transactions are listed per cycle.
- * "ALL" transactions or those for specified cycles can be retrieved.

F. Trial Balance {FGLOR1-1}

- * This report reflects the balance on all ledger accounts.
- * If this report is retrieved for ALL Cost Centres, it will represent the total of the Ledger.

5.3. BALANCING OF DAILY INPUT

A. Total per User

==> P1

Users who have access to the General Ledger journals, should keep control in some or other format of the transactions which are entered into the GL. Users who are responsible for large volumes of journals, should use the facility "**Batch Journals**", and the supporting documentation should be added on a tally slip and totals should be entered into a register.

B. Total for All Users of GL

As in A. above - accumulate all users

==> P2

C. Transactions per type: Total for all users

Total of transactions per type

= Net input for all users

==> P3

D. Procedures

P1 => The users can add their documents on an adding machine and enter the total of the tally slips on an Input Register which should be in balance with P2 below.

```
P2 => Report {FGLMN-5} - Selection criteria:
```

User code = GL User name
Start process date = { Reconciliation

End process date = { period

End process date $= \{ period \}$

Controlling officer can accumulate totals per transaction type per user.

P3 => Report {FGLR1-2} - Selection criteria:

Reporting Year = Present Year Start transaction type = { Range of types

End transaction type $= \{ for GL \}$

Start process date = { Reconciliation

End process date = { period.

5.4. PERIOD END

The "**Period End**" total is equal to:

Total of ALL transactions posted from subsystems

- + GL transactions per type
- +- Corrective journals

The "**Period End**" reports from subsystems and "**Transactions per Type**" of the CT-and SD Subsystems can be used to calculate the amount that should have been posted. The report produced after a "**Post to GL**" was done should also be in balance with these totals.

5.5. BALANCING OF GENERAL LEDGER

A. General

Balancing of the total General Ledger can be divided into five areas, namely:

- Confirm all transactions directly updated in the Ledger ==> P1
- Confirm that all transactions generated by subsystems ==> P2 are actually updated in the General Ledger
- Confirm that the net balance on the subsystems is represented by one or more accounts in the General Ledger
- Reconciliation of the Bank Account(s) ==> P4
- Reconcile total of Ledger ==> P5

B. Procedures for Reconciliation of General Ledger

- P1 => Use users' registers
- P2 => "Transactions per Type" and "Post to GL" reports
- P3 => The net effect of transactions per type in the subsystems will result in the "balance" of all accounts in that subsystem. If one Control Account is used in the General Ledger, the balance on the Control Account should be equal to the balance in the subsystem. More detail may be found in the User Manuals for the various subsystems.

- P4 => All payments by the system and all receipts can be linked to the same Bank Account. A report of this Bank Account is representative of a "Cash Book". A normal bank reconciliation can be done between this account and the Bank Statements. More detail may be found in User Manual for the Counter Subsystem.
- **P5** => The total debits and credits created/posted to the General Ledger for a specific period, should be equivalent to the increase on the Trial Balance for the same period.

Keys and Functions

Following is a list of the standard shortcut keys that can be used:

FUNCTION	KEY	FUNCTION	KEY
Block Menu	Ctrl+B	List of Values	Ctrl+L
Clear Block	F7	List Tab Pages	F2
Clear Field	F5	Next Field	Tab
Clear Form	F8	Next Primary Key	Shift+F7
Clear Record	F6	Next Record	Down
Commit	Ctrl+S	Next Set of Records	Shift+F8
Count Query	F12	Previous Field	Shift+Tab
Delete Record	Ctrl+Up	Previous Record	Up
Display Error	Shift+Ctrl+E	Print	Ctrl+P
Down	Down	Return	Return
Duplicate Field	Shift+F6	Scroll Down	Page Down
Duplicate Record	Shift+F6	Scroll Up	Page Up
Edit	Ctrl+E	Show Keys	Ctrl+K
Enter Query	F11	Up	Up
Execute Query	Ctrl+F11	Update Record	Ctrl+U
Insert Record	Ctrl+Down	Exit	F4