

USER MANUAL
for the **SOLPRINT NOMINAL LEDGER MODULE**

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USER MANUAL
for the
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MODULE

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Scope

This document describes the initial design for the SolPrint Nominal Ledge Module.

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I Solprint Accounts - Overview

The Solprint Accounts Module is a fully integrated Sales Ledger, Purchase Ledger and Nominal Ledger. With powerful credit control tools, flexible month-end routines and detailed financial reporting facilities being updated in 'Real Time'. The Accounts Module is fully integrated with the rest of Solprint allowing users to track back into jobs to see how costs are compiled, look at materials, deliveries, profitability etc; direct from Accounts

I.1 Assumptions that have been made

For this document the following assumptions have been made:

- That the reader is able to use a mouse and is familiar with the Windows environment
- That the training manual will be used in conjunction with a demonstration of the operating system
- That SOLPRINT has been correctly installed and configured
- That Crystal Reports have been installed

I.2 Notes and Conventions

A basic rule in windows is, that if you want to do something, you 'point' the cursor at a heading or item on the screen, and 'click' (usually the left mouse button) to open or highlight the item. In this manual the word *click* underlined and in italics is an instruction to press the left button of the mouse. The word in **bold** following that instruction will identify the item or command button to which the instruction refers

e.g " *click* on **Print** "

means point the cursor arrow at the Print button and click the left mouse button.



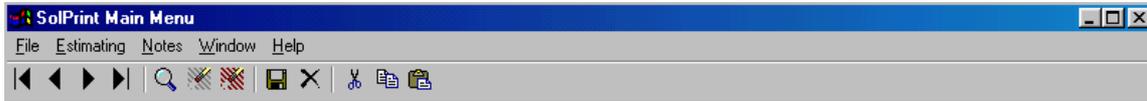
Solprint Management Information Systems include several features which enable the user to 'point' and 'click' to speed up the process of entering information. These include automatic **accessing** and data display and 'drop down menus' from which the user may 'browse' and 'search' a data base, e.g to "use the drop down menu" means point and click on the box to the right of the item to open up files for that item.



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Most Tool Bars also include the 'icons' which allow the user to delete, copy, cut, paste, save, etc; that are typically found in a windows application



The following pages will guide the user through the basic steps required to use the module more effectively

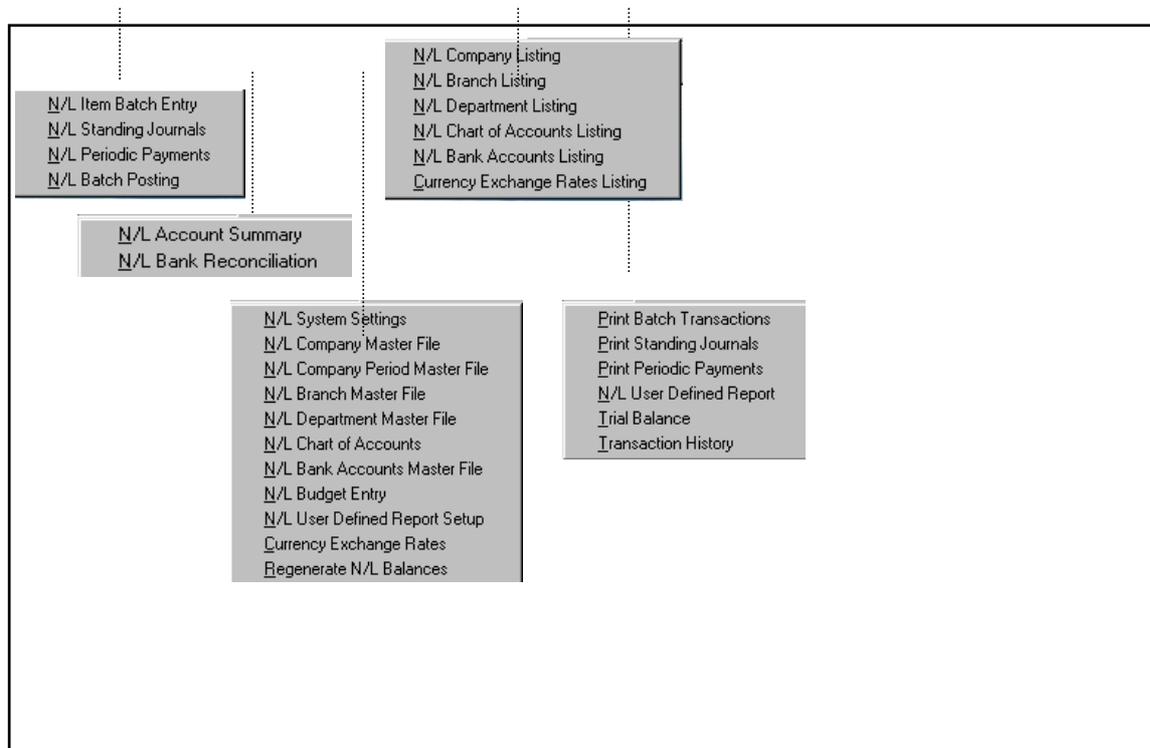


2 Nominal Ledger - Main Menu

2.1 The Menu Bar – basic steps

Providing access to the various modules comprising the Solprint Nominal Ledger.

To access the Nominal Ledger options, simply click on to the appropriate tab as shown along the top edge of the menu bar, select the module required and click to open.



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The primary modules provide access to all of the functions that make up the Nominal Ledger, simply highlight and 'click' to open up subsequent menus on the required selection

ENTRY PROGRAMS	Transaction Processing of item batch entry's, general journal , receipts, payments and accrual batch entry's, standing journal entry's, periodic payment payments and batch posting
REVIEW PROGRAMS	Review and control of Accounts and Cheques
MASTER FILE ENTRY'S	For setting up accounting periods, branch, department and account numbers as well as forms to enter Control Account details and other automatic postings.
MASTER FILE LISTINGS	Enables listings for company's, branches & departments, bank accounts, currencies, etc;
REPORTS	Module for printing out reports for all of the accounting functions; financial reports, batch transactions, standing journals, periodic payments, user defined reports, transaction history and trial balance

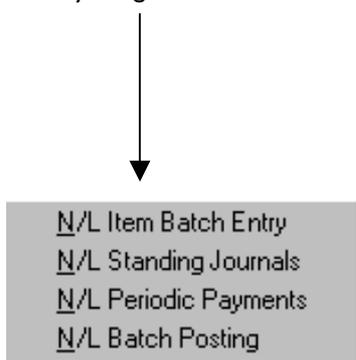


3 Entry Programs

From the Main Menu select and Click on Entry Programs



Entry Programs



This menu allows access to a selection of sub-menus each one providing easy access to the next level of options and forms

Item Batch Entry

- General Ledger Batch Control
- Receipt Batch Entry
- Payments Batch Entry
- Accruals Batch Entry

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- > Standing Journals

- > Periodic Payments

- > Batch Posting

The following pages will take the user through the N/L 'Entry Programs' step by step



3.1 Entry Programs – Item Batch Entry

3.1.1 General Ledger Batch Control

This module is used to enter transactions to be posted to various Nominal Ledger accounts. A batch consists of one or more journals and each journal has two or more transactions. Each batch refers to just one company's transactions and all the transactions within a batch are posted to one accounting period only. Each journal must balance (credits = debits) before it can be completed.

Company Code: Enter a valid company code of up to 2 characters or click on the drop down menu to search for an existing company code, double click on the selection to display the code and company name for verification.

The screenshot shows two overlapping dialog boxes. The main dialog is titled "General Ledger Batch Control" and contains the following fields:

- Company Code: DC DEMONSTRATION COMPANY
- Batch Details:
 - Type: []
 - Year: [] Period: []
 - Number: [] Journals From: [] To: []
 - Date: [] Closed
- Bank Details:
 - Bank Record: [] Br: [] Dep: [] NL Acct: []
- Current Total: [] for [] Transactions entered in this Batch

The sub-dialog, titled "General Ledger Batch Type", is open and shows a "Select Type" list with radio buttons for: General (selected), Receipts, Payments, Accruals, and Journals. Arrows point from the sub-dialog to the "Type" field in the main dialog.

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Type : Click on the drop down menu to search for and in this instance, select *General* from the batch 'type' options [*General*] [*Receipts*] [*Payments*] [*Accruals*]

Batch Number: If a new batch is being created a batch number will be generated automatically when the entry screen is complete. To change an existing batch, enter the batch number if known or use the drop down menu to search through existing batches. If an existing batch is used the Company Code and Date information will also be displayed and cannot be changed .

Date: Enter a valid batch date. This date determines the period that *ALL* the transactions in the batch will be posted to. The period that is chosen must be open (as defined in the Company File). Once the date has been entered, the Year and Period that corresponds to that date will be displayed automatically. As will the beginning and ending dates for that period. All journals that are entered in this batch must have dates within this period.

A sample completed screen shown below

Enter a valid batch date then 'tab' or click OK which will display the Year & Period as well as the Journal 'From' & 'To' dates

General Ledger Batch Control

Company Code: DC ... DEMONSTRATION COMPANY

Batch Details:

Type: GJ ... Year: 2000 Period: 12

Number: 1250 ... Journals From: 01/06/2000 To: 30/06/2000

Date: 10/06/2000 Closed

Bank Details:

Bank Record: Br. Dep. NL Acct:

1 ...

Current Total: 0.00 for 0 Transactions entered in this Batch

OK Clear Close

Batch Closed: Batches must be open in order to be changed and closed in order to be posted. If you are creating a new batch leave this open. If you are changing an existing batch and it is closed (shown by a 'tick' in the box) , you can re-open it by clicking on the 'tick' to remove it.

For all existing batches, the Current Total and Number of journals in the batch are displayed. If any journals are out of balance (debits <> credits) the Number of journals out of balance will be displayed also. A journal will only become out of balance in extremely unusual situations, such as a power failure, etc. A batch with unbalanced journals *CANNOT* be posted. The incorrect journals in question must be corrected.

Batch Number: Once you have completed this screen and if a new batch is being created, a batch number will be assigned to this batch and a new form will be displayed on the screen

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The Batch Number, Company Code and Company Name will be displayed automatically as will the Period and Year relating to the batch

Journal Number: A new journal will be assigned automatically. To change an existing journal click on the drop down menu to search through the journal file, select and double click to enter

Date: If this is a new journal, the batch date entered in the previous screen will display as the default date. Accept this or enter a date for this journal which is within the period originally defined by the batch date. For new journals, the journal number will be assigned and displayed at this time.

If the journal already exists, the last page of transactions for this journal will be displayed as well as the Running Totals (number of lines, total debits, total credits).

Currency Control: The default currency will automatically be displayed, should you wish to change this, click on the drop down menu to select an alternative currency.

Include in VAT Return: *Click* on the drop down menu to select 'Y' (yes) 'N' (no)

Journal Description: Enter a description of up to 25 characters to describe this particular transaction.

If the journal already exists, the last page of transactions for this journal will be displayed as well as the Running Totals (number of lines, total debits, total credits)

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Line: If you are creating the first transaction of this journal, the Line number will be displayed *when* the line entry is completed. To *change* an existing transaction, enter the line number of an existing transaction (it can be a transaction on another page), the whole line will be displayed and may be changed by the user

Branch: If you are creating the first transaction of this journal, the default branch code for this company will be displayed. Accept this code or enter a valid branch code for the account number that this transaction will be posted to. Use the drop down menu to search the branch file for the correct branch. The branch name will display in the description box and the branch code entered will be the default branch code used for the next transaction to be created.

Department: If you are creating the first transaction of this journal, the default department code for the branch chosen above will display. Accept this code or enter a valid department code for the account number that this transaction will be posted to. Use the drop down menu to search the branch file for the correct department. The department name will display in the description box and the department code entered will be the default department code used for the next transaction to be created.

Account: Enter a valid account number that this transaction is to be posted to. If required use the drop down menu to search through the account file for the correct account. Ther account name will display in the description box.

Debit Amount: Enter the amount that is to be debited to the account chosen

Credit Amount: Enter the amount to be credited to the chosen account

Once a transaction has been completed, it will be displayed on the screen with the Running Totals updated, Use the scroll bar to the right of the screen if required.

Sample completed form as shown below

General Journals Entry

Batch and Company
 GJ Batch No: 1254 Period: 12 Year: 2000
 DC: DEMONSTRATION COMPANY

Journal Control
 Number: 68 Date: 10/06/2000
 Incl in VAT Return: N
 Journal Description: Sales Taxable

Currency Control
 Local: STERLING
 Foreign: STERLING
 Currency Select: Local Foreign Euro

Line	Branch >>	Dept >>	Account no >>	Description	Debit	Credit
1	05	05	501	Sales Taxable	200.00	0.00
2	01	01	30	Sales Exempt	0.00	100.00
3	01	01	215	Purchases Paper	200.00	0.00
4	01	01	1085	Postage	0.00	300.00
5	01	01	10	Sales Taxable	100.00	0.00
6	01	01	20	Sales Non Taxable	0.00	100.00
					500.00	500.00

6 500.00 500.00

OK Close

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Click on OK to enter & start a new form or Close to return to the main menu

Entry Programs – **Item Batch Entry**



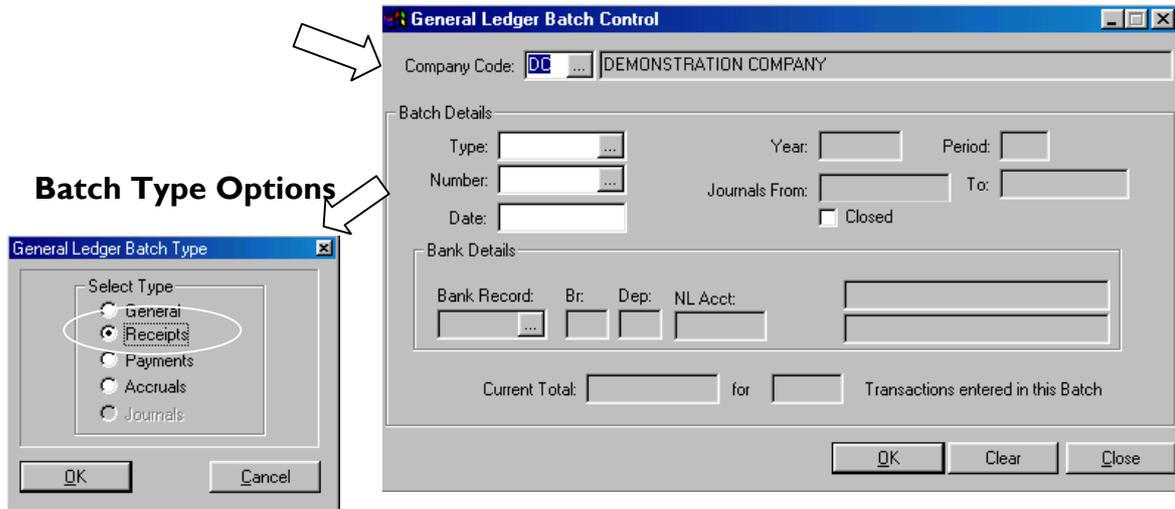
Receipts Batch Entry

This module is similar to the **General Journal Batch Entry** module except that it allows the user to process receipts against a particular bank account for future reconciliation of that account. This is particularly useful when a company has more than one bank account, yet has only one Nominal Ledger Account to represent all the bank accounts.

Company Code Click on the drop down menu to search for an existing company code, double click on the selection to display the code and company name for verification. Or enter a valid company code.

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Batch Type Options

Type :

Click on the drop down menu to search and in this instance select *Receipts* from the batch 'type' options and click OK

[General] [Receipts] [Payments] [Accruals]

Batch Number

For a new batch a number will be generated automatically when the entry is completed. To change an existing batch, enter the batch number of that batch or use the drop down menu to search through existing batches. If an existing batch is used the Company Code and Date information will also be displayed and cannot be changed.

Date

Enter a valid batch date in this field This date determines the period that **ALL** the transactions in the batch will be posted to. The period that is chosen must be open (as defined in the Company File). Once the date has been entered, the Year and Period that corresponds to that date will be displayed automatically. As will the beginning and ending dates for that period. All journals that are entered in this batch must have dates within this period.

Cont:

Entry Programs – **Item Batch Entry**

Receipts Batch Entry - cont

Batch Closed and closed in

Batches must be open in order to be changed

order to be posted. If you are creating a new batch leave this open. If you are changing an existing batch and it is closed (shown by the 'tick') , you can re-open it by clicking on the 'tick' to remove it.

Bank Record

Enter the Bank Record number for the bank account that will be credited for the payment. The drop down menu may be used to search through the bank records file for the correct bank, double click to select and the details, including Branch, Department, Nominal Ledger Account Number, Bank Account Number and Bank Branch, will be displayed.

Also the current total value for the number of transactions entered in this batch. (see example below)

Note
Ensure that the appropriate bank account is selected for each batch

General Ledger Batch Control

Company Code: DC DEMONSTRATION COMPANY

Batch Details

Type: GR Year: 2000 Period: 12

Number: 1265 Journals From: 01/06/2000 To: 30/06/2000

Date: 02/06/2000 Closed

Bank Details

Bank Record: 1 Br: 05 Dep: 05 NL Acct: 0459045

Current Total: 0.00 for 0 Transactions entered in this Batch

OK Clear Close

Once you have completed this screen (and if a new batch is being created), a batch number will be assigned to this batch automatically

Click OK To open the Receipt Batch Entry Form

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Cont:

Entry Programs – **Item Batch Entry**

Receipts Batch Entry – cont

Line	Branch >>	Dept >>	Account no >>	Description	Debit	Credit

Many details will be displayed automatically, such as Batch Numbers, Company Code & Name, Period and Year

Journal Number If making a new journal entry journal number will be assigned automatically. To change an existing journal enter that journal number here or use the drop down menu to search through the journal file for existing journals.

Date If this is a new journal, the batch date entered in the previous screen will display as the default date. Accept

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this date or enter a date for this journal that is within the period originally defined by the batch dated.

- Include in VAT (no)** ‘Click’ on the drop down menu to select ‘Y’ (yes) ‘N’
- Description** Enter a description of up to 25 characters this payment
- Reference** Enter a reference number of up to 10 characters
- Payer** Enter the name of the person making this payment
- Debit Amount** Enter the amount of the receipt up to 99999999.99 No negative amounts are permitted
- Bank/Branch** Enter the bank name and respective branch if required.
- Currency Control** The chosen local currency will be displayed, use the drop down menu to select another currency if it is to be used in this batch.

Cont:

Entry Programs – Item Batch Entry

Receipts Batch Entry - cont

For new journals, the journal number will be assigned at this time and the value in the amount field will be displayed in the Running Total Debits field. If the journal already exists, the first page of transactions for this journal will be displayed as well as the Running Totals (number of lines, total debits and total credits).

Note:
The cursor will automatically start in the Line column of the first available row.

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Line If you are creating the first transaction of this journal, the Line number will be displayed when the line entry is completed, To *change* an existing transaction, enter the line number of an existing transaction (it can be a transaction on another page), the whole line will be displayed to be changed by the user

Branch If you are creating the first transaction of this journal, the default branch code for this company will be displayed. Accept this code or enter a valid branch code for the account number that this transaction will be posted to. Use the drop down menu to search the branch file for the correct branch. The branch name will display in the description box and the branch code entered will be the default branch code used for the next transaction to be created.

Department If you are creating the first transaction of this journal, the default department code for the branch chosen (as above) will display. Accept this code or enter a valid department code for the account number that this transaction will be posted to. Use the drop down menu to search the branch file for the correct department. The department name will display in the description box and the department code entered will be the default department code used for the next transaction to be created.

Cont:

Entry Programs – Item Batch Entry
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Receipts Batch Entry - cont

Account No Enter a valid account number that this transaction is to be posted to. If required use the drop down menu to search through the account file for the correct account. The account name will display in the description box.

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- Description** Enter a description of up to 25 characters to describe this particular transaction. If selected from the account file a description will display automatically.
- Debit Amount** Enter the amount to be debited to the account chosen (no negative amounts permitted).
- Credit Amount** Enter the amount to be credited to the chosen account (no negative amounts permitted).

If the form is filled, use the arrows to the right of the screen to scroll up and down the transactions.

Once a transaction has been completed, the Running Totals will be updated. If the journal is not balanced a warning message will be displayed

Deleting Receipt Journals

Once a receipt journal has been entered, the journal transactions cannot be deleted. In order to effectively “delete” a transaction, change the transaction amount to ‘0’.

Click OK to complete the entry and Close to exit the entry screen

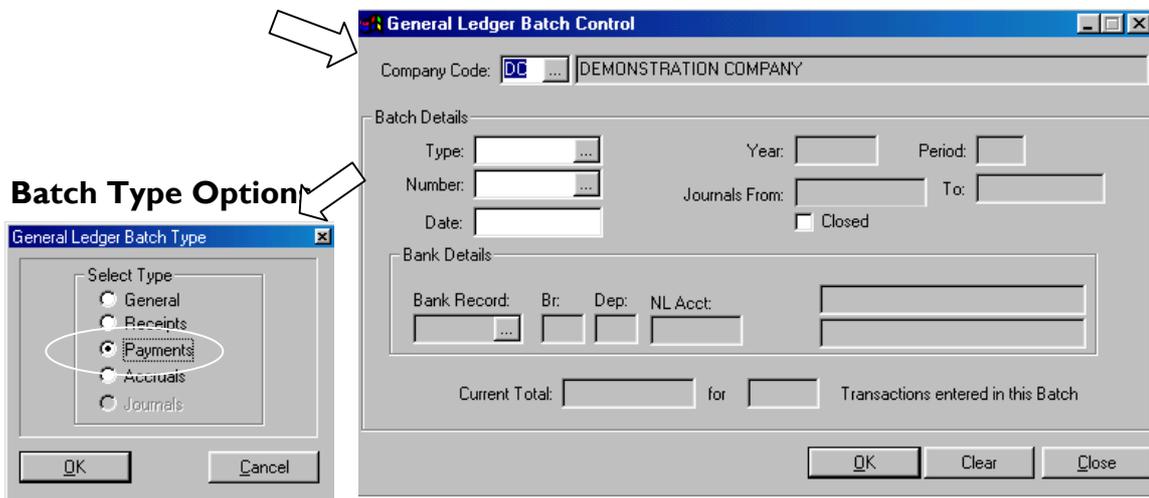
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Payments Batch Entry

This module is similar to the **General Journal Batch Entry** module except that it allows the user to allocate payments to a particular bank account for future reconciliation of that account. This is particularly useful when a company has more than one bank account, yet has only one **Nominal Ledger Account** to represent all of the bank accounts.

Company Code Click on the drop down menu to search for an existing company code, double click on the selection to display the code and company name for verification. Or enter a valid company code



Type : **'Click'** on the drop down menu to search and select **Payments** from the batch 'type' options and click **OK**
[**General**] [**Receipts**] [**Payments**] [**Accruals**]

Batch Number If creating a new batch a number will be assigned automatically when the entry is complete. To change an existing batch, enter the batch number if known or use the drop down menu to search through existing batches. If an existing batch is used the **Company Code** and **Date** information will be displayed and cannot be changed.

Date Enter a valid batch date in this field This date determines the period that **ALL** the transactions in the batch will be posted to. The period that is chosen must be open (as defined in the **Company**

File). Once the date has been entered, the Year and Period that corresponds to that date will be displayed automatically. As will the beginning and ending dates for that period. All journals that are entered in this batch must have dates within this period.

Cont:

Entry Programs – **Item Batch Entry**

Payments Batch Entry - cont

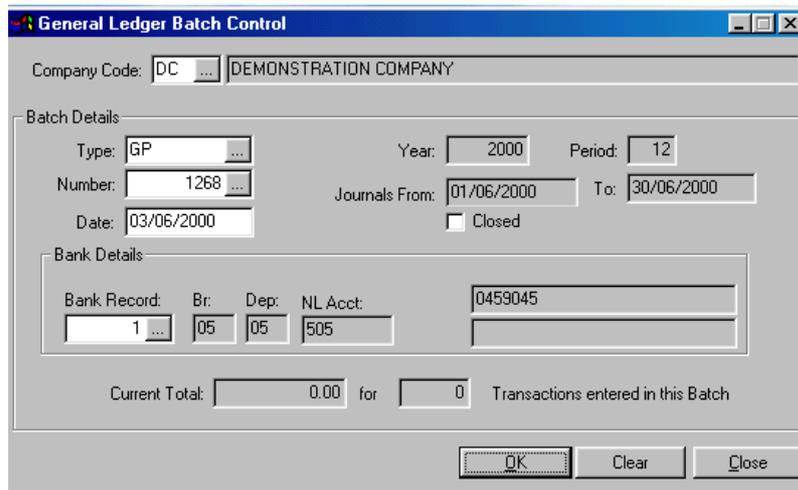
Batch Closed and closed in

Batches must be open in order to be changed

order to be posted. If you are creating a new batch leave this open. If you are changing an existing batch and it is closed (shown by the 'tick') , you can re-open it by clicking on the 'tick' to remove it.

Bank Record

Enter the Bank Record number for the bank account that will be credited for the payment. The drop down menu may be used to search through the bank records file for the correct bank, double click to select and the details will be displayed. Including Branch, Department, Nominal Ledger Account Number, Bank Account Number and Bank Branch. Also the current total value for the number of transactions entered in this batch. (see sample)



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Many details will be displayed automatically, such as Batch Numbers, Company Code & Name, Period and Year

Journal Number If a new journal entry is being made a number will be generated automatically. To change an existing journal enter the journal number if known or use the drop down menu to search through the file for existing journals.

Date If this is a new journal, the batch date entered in the previous screen will display as the default date. Accept this date or enter a date for this journal that is within the period originally defined by the batch dated.

Include in VAT (no) Click on the drop down menu to select ‘Y’ (yes) ‘N’

Cheque No Enter the cheque number of up to 10 characters for the cheque that was drawn for this payment

Description Enter a description of up to 25 characters this payment

Payee Enter the name of the person receiving this payment

Credit Amount Enter the amount of the cheque (or cash payment) up to 99999999.99 No negative amounts are permitted

Currency Control The chosen local currency will be displayed, use the drop down menu to select another currency if required for this batch

Cont:

Entry Programs – Item Batch Entry

Payments Batch Entry - cont

For new journals, the journal number will be assigned at this time and the value in the Amount field will be displayed in the Running Total Credits field. If the journal already exists, the last page of transactions for this journal will be displayed as well as the Running Totals (numbr of lines, total debits and total credits).

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entered will be the default department code used for the next transaction to be created.

Cont:

Entry Programs – **Item Batch Entry**

Payments Batch Entry - cont

- Account** Enter a valid account number that this transaction is to be posted to. If required use the drop down menu to search through the account file for the correct account. The account name will display in the description field.

- Description** Enter a description of up to 25 characters to describe this particular transaction. If selected from the account file a description will display automatically.

- Debit Amount** Enter the amount to be debited to the account chosen (no negative amounts permitted).

- Credit Amount** Enter the amount to be credited to the account chosen (no negative amounts permitted).

If the screen is filled, use the arrows to the right of the screen to scroll up and down the transactions.

Once a transaction has been completed, the Running Totals will be updated. If the journal is not balanced an error message will be displayed .

. **Note:** Deleting Payment Journals
Once a payment journal has been entered, the transaction cannot be deleted. In order to effectively 'delete' a transaction, change the values to '0'

Click OK to complete the entry and Close, to exit the screen

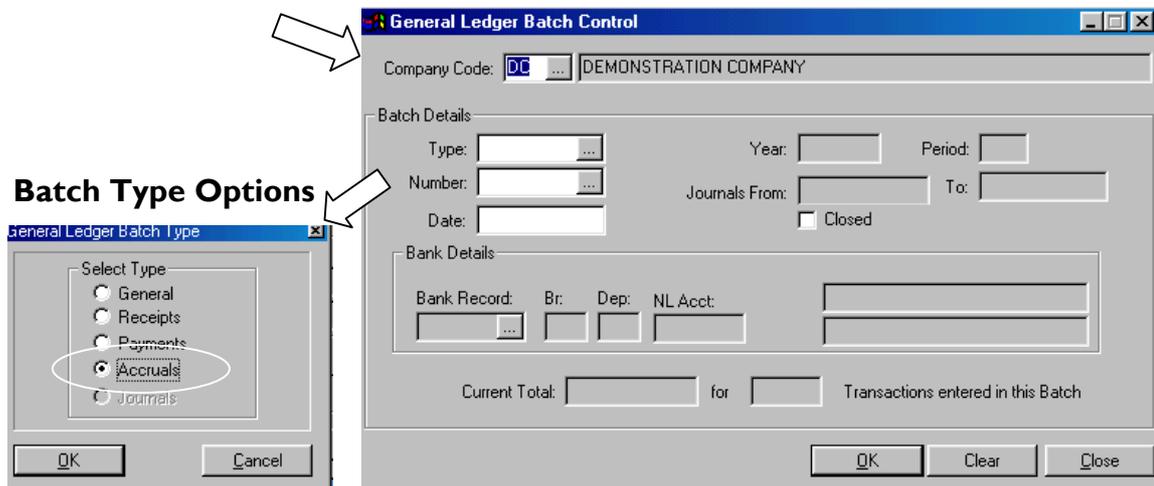
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Entry Programs – **Item Batch Entry** 

Accruals Batch Entry

Company Code Click on the drop down menu to search for an existing company code, double click on the selection to display the code and company name for verification. Or enter a valid company code.



Type : Click on the drop down menu to search and in this instance select Accruals from the batch 'type' options and click OK
[General] [Receipts] [Payments] [*Accruals*]

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Batch Number If creating a new batch a number will be assigned automatically when the screen is complete. To change an existing batch, enter the batch number of that batch or use the drop down menu to search through existing batches. If an existing batch is used the **Company Code** and **Date** information be displayed and cannot be changed.

Date Enter a valid batch date in this field. This date determines the period that **ALL** the transactions in the batch will be posted to. The period that is chosen must be open (as defined in the **Company File**). Once the date has been entered, the **Year** and **Period** that corresponds to that date will be displayed automatically. As will the beginning and ending dates for that period. All journals that are entered in this batch must have dates within this period.

Cont:

Entry Programs – **Item Batch Entry**

Accruals Batch Entry - cont

Batch Closed and closed in Batches must be open in order to be changed order to be posted. If you are creating a new batch leave this open. If you are changing an existing batch and it is closed (shown by the 'tick') , you can re-open it by clicking on the 'tick' box to remove it.

Bank Details Are not required in this module

The screenshot shows the 'General Ledger Batch Control' window. At the top, the 'Company Code' is 'DC' and the company name is 'DEMONSTRATION COMPANY'. The 'Batch Details' section includes: 'Type' (GA), 'Number' (1273), 'Date' (05/06/2000), 'Year' (2000), 'Period' (12), 'Journals From' (01/06/2000), 'To' (30/06/2000), and a 'Closed' checkbox. The 'Bank Details' section has fields for 'Bank Record' (0), 'Br', 'Dep', and 'NL Acct'. At the bottom, it shows 'Current Total: 0.00 for 0 Transactions entered in this Batch'. Buttons for 'OK', 'Clear', and 'Close' are located at the bottom right.

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Once you have completed this screen, if a new batch is being created, a batch number will be assigned to this batch

When completed the Current Totals and number of transactions entered in the batch will be displayed

Click OK to open the Accrual Batch Entry Form

Cont:

Entry
Programs –
Item Batch
Entry

Accrual Batch Entry - cont

Line	Branch >>	Dept >>	Account no >>	Description	Debit	Credit

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Many details will be displayed automatically, such as Batch Numbers, Company Code & Name, Period and Year

- Journal Number** If creating a new journal a journal number will be assigned automatically. To change an existing journal enter that journal number here if known or use the drop down menu to search through the file for existing journals.
- Date** If this is a new journal, the batch date entered in the previous screen will display as the default date. Accept this date or enter a date for this journal that is within the period originally defined by the batch dated.
- Include in VAT (no)** Click on the drop down menu to select 'Y' (yes) 'N'
- Description** Enter a description of up to 25 characters this payment
- Currency Control** The chosen local currency will be displayed, use the drop down menu to select an a foreign currency if to be used in this batch.

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Cont:

Entry Programs – Item Batch Entry

Accruals Batch Entry - cont

For new journals, the journal number will be assigned at this time. If the journal already exists, the last page of transactions for this journal will be displayed as well as the Running Totals (number of lines, total debits and total credits).

Line	Branch >>	Dept >>	Account no >>	Description	Debit	Credit
1	01	01	10	SALES TAXABLE	0.00	100.00
2	05	05	503	MISC	200.00	0.00
					200.00	100.00

The cursor will automatically start in the Line column of the first available row.

Line If you are creating the first transaction of this journal, the Line number will be displayed when the line entry is completed, To change an existing transaction, enter the line number of an existing transaction (it can be a transaction on another page), the whole line will be displayed to be changed by the user

Branch If you are creating the first transaction of this journal, the default branch code for this company will be displayed. Accept this code or enter a valid branch code for the account number that this transaction will be posted to. Use the drop down menu to search the branch file for the correct branch. The branch name will display in the

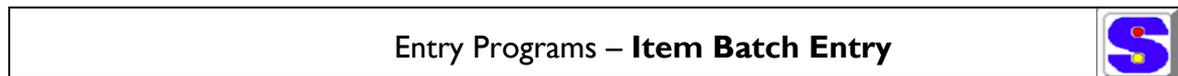
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description box and the branch code entered will be the default branch code used for the next transaction to be created.

Department If you are creating the first transaction of this journal, the default department code for the branch chosen above will display. Accept this code or enter a valid department code for the account number that this transaction will be posted to. Use the drop down menu to search the branch file for the correct department. The department name will display in the description box and the department code entered will be the default department code used for the next transaction to be created.

Cont:



Accruals Batch Entry - cont

Account Enter a valid account number that this transaction is to be posted to. If required use the drop down menu to search through the account file for the correct account. The account name will display in the description field.

Description Enter a description of up to 25 characters to describe this particular transaction. If selected from the account file a description will display automatically.

Debit Amount Enter the amount to be debited to the account chosen (no negative amounts permitted).

Credit Amount Enter the amount to be credited to the account chosen (no negative amounts permitted).

If the screen is filled, use the arrows to the right of the screen to scroll up and down the transactions.

Once a transaction has been completed, the Running Totals will be updated. If the journal is not balanced an error message will be displayed.

Deleting Payment Journals

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Once a payment journal has been entered, the journal transactions cannot be deleted. In order to effectively “delete” a transaction, change the transaction amount to ‘0’.

Click OK to complete the entry and Close to exit the screen

Entry Programs – **Item Batch Entry**



Standing Journals Entry

This module allows the user to enter journals that are repeated over a given period. For example, suppose that each month in a financial year, a depreciation expense is charged for the office equipment. Instead of entering this journal each month using the General Journals Entry module, this journal could be entered once, as a Standing Journal and, would be posted to the chosen Nominal Ledger accounts at the appropriate period.

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Cont:
Entry Programs – Item Batch Entry

Standing Journals Entry - cont

- Date From** Enter the date from which postings should begin.
(The period that this date represents **MUST** be open). The *From Date* is the *Next Update Date*
- Day of the Month** This field will be displayed if you are posting on a monthly basis
- Number of Postings** Enter the number of times that this standing journal should be posted (from 1 to 9999). The Final Update date will be calculated and displayed.
- Last Update** The date in this field represents the last time the posting occurred. It is automatically updated when the entry is complete and once posted cannot be changed by the user.
- Next Update** The date in this field is automatically updated once all of the schedules have been entered and click O.K
- Final Update** The date in this field is automatically updated once all of the schedules have been entered and click O.K
- Posted** Shows the number posted at that time

Sample completed form as shown below

Line	Branch >>	Dept >>	Account >>	Description	Debit Amt	Credit Amt
1	01	01	30	SALES EXEMPT	300.00	0.00
2	01	01	215	PURCHASES - PAPER	0.00	240.00
3	01	01	20	SALES NON TAXABLE	500.00	0.00
4	01	01	1155	REPAIRS & MAINTENANCE	0.00	560.00
5	01	01	1090	PRINTING AND STATIONERY	0.00	120.00
6	01	01	540	BANK CHARGES	120.00	0.00
7						
					920.00	920.00

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For new standing journals, the standing journal number will be assigned and displayed at this time. If the journal already exists, the last page of transactions for this journal will be displayed, as well as the Running Totals (number of lines, total debits and total credits)

The cursor will be placed in the line column of the 1st available row.

Cont:

Entry Programs – Item Batch Entry

Standing Journals Entry - cont

Line If you are creating a new entry, the line number will be displayed automatically as well as the branch and department number. If you are working on an existing transaction, use the drop down menu to search and select for an existing transaction

Branch If you are creating the first transaction of this journal, the default branch code for this company (if it exists) will display. Accept this code or enter a valid code for the account number that this transaction will be posted to. Use the drop down menu to search through the branch file for the correct branch. The branch name will display in the description field. The branch code entered here will be the default branch code used for the next transaction created.

Department If you are creating the first transaction of this journal, the default department code for the branch chosen above (if it exists) will display. Accept this code or enter a valid department code for the account number that this transaction will be posted to. Use the drop down menu to search through the department file for the correct department. The department name will display in the description

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field. The department code entered here will be the default department code used for the next transaction that is created.

Account Enter a valid **Account Number** that this transaction is to be posted to. The drop menu may be used to search through the account file for the correct account. The account name will display in the **Description** field

Description Displays automatically – see above

Debit Amount Enter the amount that is to be debited to the account chosen. (no negative amounts are permitted)

Credit Amount Enter the amount that is to be credited to the chosen account (no negative amounts are permitted)

Once all of the journals have been entered for this batch the user has the option to :

Post All Post all the journals entered

Post Current Post those journals shown to date

Cont:

Entry Programs – **Item Batch Entry**

Standing Journals Entry - cont

Journal Header Details

Company: DC DEMONSTRATION COMPANY

Journal No: 9 Y Incl in VAT Return

Updates: Last: Next: 01/06/2000 Final: 03/06/2000 Posted: 0

Postings: Post Every: 1 (D / M) From: 01/06/2000 on the 3 day of the month Number of Postings: 1

Description: Just Demonstrating

Line	Branch >>	Dept >>	Account >>	Description	Debit Amt	Credit Amt
1	01	01		30 SALES EXEMPT	300.00	0.00
2	01	01		215 PURCHASES - PAPER	0.00	240.00
3	01	01		20 SALES NON TAXABLE	500.00	0.00
4	01	01		1155 REPAIRS & MAINTENANCE	0.00	560.00
5	01	01		1090 PRINTING AND STATIONERY	0.00	120.00
6	01	01		540 BANK CHARGES	120.00	0.00
7						
					920.00	920.00

GNL/S

Post All Post Current OK Close

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Note: Deleting Standard Journals

Once a standing journal has been entered, the individual transactions within the journal cannot be deleted. In order to effectively 'Delete' a transaction, change the transaction amount to '0'

Entry Programs – **Item Batch Entry**



Periodic Payments

This module allows the user to enter payments that are repeated over a given period. Instead of entering the payment each month using the *General Journals Entry* or *Batch Entry* program, the payment information could be entered

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once, as a **Periodic Payment** and would be posted to the chosen **Nominal ledger accounts** at the appropriate period

Journal Details			
Company:			PP Payment No:
Bank:		Bank N/L Acct / Details:	
Reference:		Payee:	
Description:			

Debit Account and Posting Details			
Acct No:		Br:	Dept:
Acct Name:			
Post Every Days / Mths		From Date:	Day of the Month
Last Update:		Next Update:	Final Update:

Payment Details			
	payments of	until	totalling
			0.00
	payments of	until	totalling
			0.00
	payments of	until	totalling
			0.00
	payments of	until	totalling
			0.00
	payments of	until	totalling
			0.00
	payments of	until	totalling
			0.00

Company Code

If a default company was set up in the **Control File**, the default company code will display. **Accept** this code or enter a valid code of up to 2 characters. You can also 'Click' onto the drop down menu to search for an existing company file, double click on the selection to enter and display the code The company name will display automatically, for verification.

PP Payment No

If creating a new periodic payment a number will be generated automatically. To **change** an existing payment, enter its number here if known or use the drop down menu to search through the file for existing periodic payments.

Note: Once a periodic payment has been posted, it cannot be changed. It can only be allowed to expire or deleted. To effectively change a periodic payment, delete the old one and create a new one with the changes.

Cont:

Entry Programs – Item Batch Entry

Periodic Payments - cont

Bank Account Enter a valid Bank Account code of up to 10 characters. Use the drop down menu to search through the bank account file for the correct account. The bank name will display automatically, for verification

Reference Enter a reference of up to 10 characters to represent this series of payments. If you do not enter a reference number, one will be created by the system when the periodic payment record is saved

Payee Enter the name of the payee for these payments

Description A description of up to 25 characters may be used to describe the transaction

Debit Account & Post Payments

Account Number Enter the Account number Branch and Department of the account to be debited each time this periodic payment is posted. Use the drop down menu to search through the branch, department and account files to find the appropriate choices. The account name will display for verification

Post Every Enter a number from 1 to 9999 to represent the frequency (in number of days or months) that this payment should occur. In the following field, enter 'D' for day or 'M' for month as required. For example, if the posting should occur once every month, enter '1' & 'M'

Date From Enter the date from which postings should begin. The period that this date represents **MUST** be open. The 'From' Date is the Next Update Date

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- Day of the Month** This field will be displayed if you are posting on a monthly basis
- Last Update** The date in this field represents the last time the posting occurred. It is automatically updated when the schedules have been entered and click O.K
- Next Update** The date in this field is automatically updated once all of the schedules have been entered and click O.K
- Final Update** The date in this field is automatically updated once all of the schedules have been entered and click O.K

Cont:

Entry Programs – Item Batch Entry

Periodic Payments - cont

a sample completed screen shown below

Journal Details
Company: DC ... DEMONSTRATION COMPANY
Bank: 1 ... Bank N/L Acct / Details: 0
Reference: 54321 Payee: J Smith
Description: testing description 26 sept

Debit Account and Posting Details	
Acct No: 824 ... Br: 01 Dept: 01	Acct Name: INSURANCE - MOTOR VEHICLES
Post Every Days / Mths: 1	From Date: 01/06/2000 Day: 25 of the Month
Last Update:	Next Update: 25/10/2000 Final Update: 25/02/2001

Payment Details					
1	payments of	100.00	until	25/06/2000	totalling 100.00
2	payments of	74.35	until	25/08/2000	totalling 148.70
6	payments of	23.50	until	25/02/2001	totalling 141.00
0	payments of	0.00	until		totalling 0.00
0	payments of	0.00	until		totalling 0.00
0	payments of	0.00	until		totalling 0.00

Note: Up to 6 different payment schedules may exist for a periodic payment. Enter the number of payments and the payment amount for each schedule. The program will calculate the 'until' date and the 'total' schedule amounts.

Once all of the payment schedules have been entered, the program will assign a PP Payment Number to this periodic payment (if it is a new one), and update the Final Update field



Post

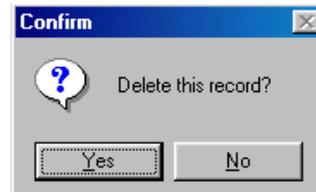
When the periodic payment schedule is complete and ready to be posted, click once on Post

Changing Periodic Payments

Once a Periodic Payment has been posted, information within the periodic payment cannot be changed. You must expire or delete the periodic payment and re-enter a new one, if desired.

Deleting Periodic Payment

If you wish to remove the Periodic Payment, click on Delete found on the tool bar and Yes to the 'Delete this record'



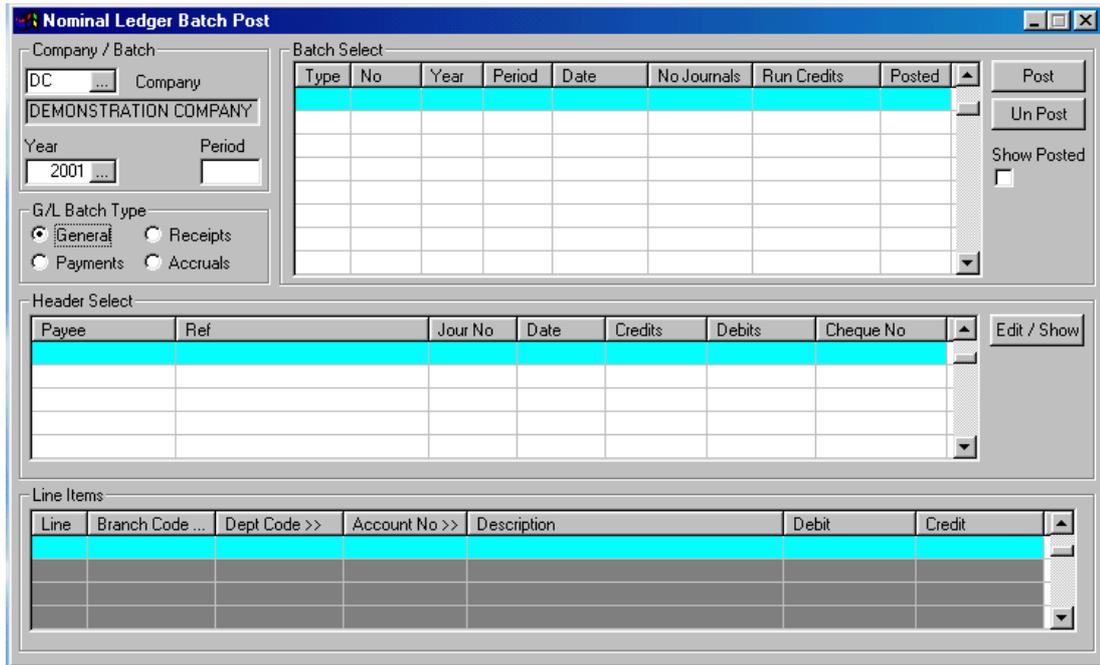
Entry Programs – **Item Batch Entry** 

Batch Posting

This module is used to Post transactions entered into General Journal, Payment, Receipt and Accruals batches. The account balances are updated and the bank transaction file is updated for transactions in the Payment and Receipt batches. The historical transaction file is also updated

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A batch can be posted only if the following conditions have been satisfied:

- 1) The relevant batch is closed
- 2) A batch transaction list has been printed for the batch
- 3) There are no 'out of balance' journals in the batch

Cont:

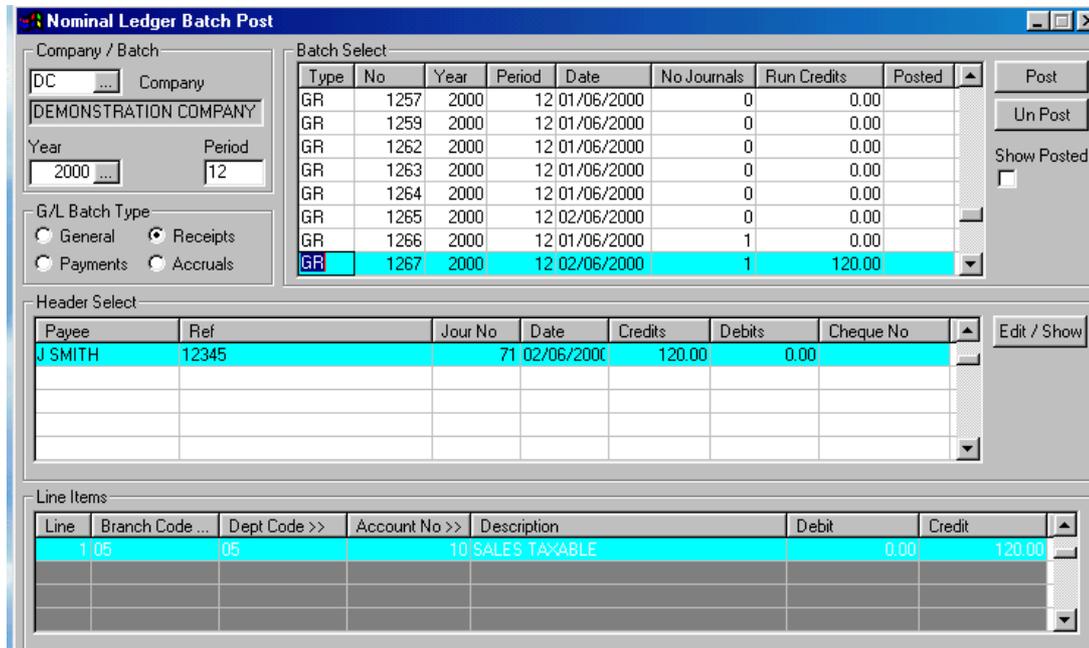
Entry Programs – Item Batch Entry

Batch Posting - cont

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Sample completed Batch Posting Screen



Post Batches from Company

The default company code and name will display. Accept this company or enter a valid company code of up to 2 characters.

Year / Period

The open periods for the company will be displayed. Accept these periods or enter a new range. The range chosen *must* be open periods (as defined in the company file)

Post Batch Type

Using the cursor, select the batch type from: *General, Receipts, Payments or Accruals.*

Batch Select

All un-posted batches for type and company selected will be displayed in the 'Batch Select' panel, showing all relevant details. As the line of an individual batch number is selected, further details from the transaction are also displayed in the 'Header Select' and 'Line Item' panels and yet further detail is shown in the 'Line Item' panel.

Post Batch

Having selected the batch to be posted click on Post

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Un Post/Show Posted

To see batches that have been posted, click on Show Posted to display them and if required, click on Un-Post to unpost them.

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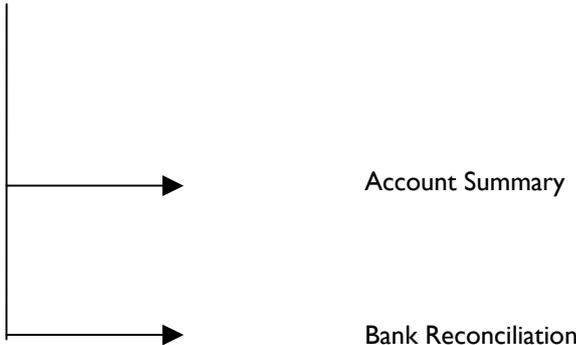
From the Main Menu select and **'Click'** on Review Programs



Review Programs



This menu allows access to sub-menus each one providing easy access to the next level of options to work in the Review Programs



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The following pages will take the user through the N/L 'Review Programs' step by step

Review Programs – **Account Summary** 

Account Summary

The account summary allows the user to review Nominal Ledger Accounts in any period of a financial year, displaying a range of information including posted and un-posted totals

Company Select or enter the Company Code, Branch and Department

Year Select and enter the relevant financial year

Account Number From the drop down menu, select the Account number required. The amounts allocated to that account number will be displayed in each period, as well as budget and cash flow values, if required

Note

Prov Amnt
Amounts entered

Actual Amt
Amounts Posted

Total Amnt
Above Combined

G Running Totals
Select/De-Select
to display

G/L Account Summary							
Company		Branch		Year			
DC ...	DEMONSTRATION COMPANY	01 ...	DEMO BRANCH	2001 ...			
Dept		Account No:					
01 ...	DEMO DEPARTMENT	4029 ... TRADE CREDITORS					
Opening Balances:		0.00	0.00	0.00			
Period	Month	Total Amt	Actual Amt	Prov Amt	Budget Amt	Cash Flow Bud	Last Year Act
1	July	-2585.00	0.00	-2585.00	0.00	0.00	0.00
2	Aug	-3841.99	0.00	-3841.99	0.00	0.00	0.00
3	Sep	-2408.00	0.00	-2408.00	0.00	0.00	0.00
4	Oct	-117.50	0.00	-117.50	0.00	0.00	0.00
5	Nov	0.00	0.00	0.00	0.00	0.00	0.00
6	Dec	0.00	0.00	0.00	0.00	0.00	0.00
7	Jan	-4.69	0.00	-4.69	0.00	0.00	0.00
8	Feb	-6924.64	0.00	-6924.64	0.00	0.00	0.00
9	Mar	-5877.26	0.00	-5877.26	0.00	0.00	0.00
10	Apr	-55.24	0.00	-55.24	0.00	0.00	0.00
11	May	-2883.24	0.00	-2883.24	0.00	0.00	0.00
12	Jun	0.00	0.00	0.00	0.00	0.00	0.00

Show Hist Running Totals Close

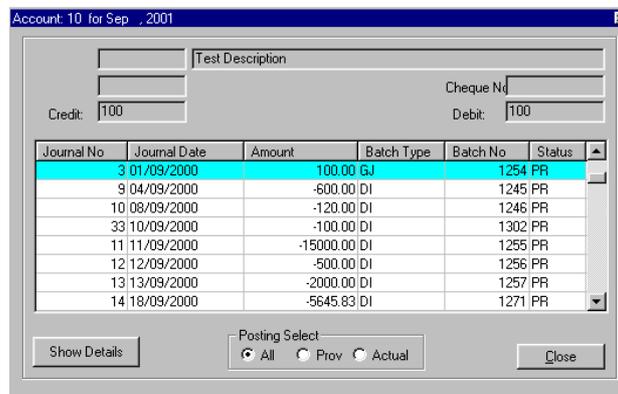
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Show History →

By selecting a period by its line and clicking on Show Hist, details of what makes up the amount will be displayed.

Click on Show Details to drill down for further analysis



All /Prov /Actual
further

Select one of these options to filter the search

Close to exit the review screens



Bank Reconciliation

This program allows the user to reconcile the information held in the system with a bank statement . The screen displays all outstanding payments/receipts associated with that account.

Bank Code

Enter the relevant bank code number or select and enter one from the drop down menu file. The Company code

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and Bank Account number will display automatically for verification.

Opening Balance The opening balance would normally be the closing balance from the previous reconciliation, or enter the amount here

Closing Balance Enter the statement closing balance

Item Date	Batch No	Batch Type	Item No	Reference	Amount	Payee	Description	Presented
13/08/2000	1252	DR	3	111333	250		01TEST	<input type="checkbox"/>
08/09/2000	1247	DR	1	98798	100		BBBUILDE	<input type="checkbox"/>
08/09/2000	1247	DR	2	12123	50		01TEST	<input type="checkbox"/>
13/09/2000	1258	DR	4	7986987	1200		01TEST	<input type="checkbox"/>
13/09/2000	1260	CP	2	168727	-47		NCP	<input type="checkbox"/>
13/09/2000	1260	CP	3	168727	-500		DALFP	<input type="checkbox"/>
20/09/2000	0		4	2	-500		DALFP	<input type="checkbox"/>

Bank Charges Enter bank charges and interest earned if required
(Note: assumes accounts are set up in the Company Master File)

Presented the 'Tick' the items that have been presented and as shown on the Statement , the total presented and un-presented will display
See the example following :

Cont:

Review Programs – Bank Reconciliation	
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Bank Reconciliation - Cont

Presented ***Tick*** the items that have been presented according to the Statement , the total presented and un-presented will display at the bottom of the screen.

Differences **Will display any differences**

Bank Reconciliation

Bank Code: DC0505505 Company Code: DC Bank Acct No: 0459045

Opening Balance: 500.00 Target Closing Balance: 665.00 Cleared Balance: 665.00

Bank Charges: 25.00 Interest Earned: 90.00 Difference: 0.00

Item Date	Batch No	Batch Type	Item No	Reference	Amount	Payee	Description	Presented
19/08/2000	1252	DR	3	111333	250		01TEST	<input type="checkbox"/>
08/09/2000	1247	DR	1	98798	100		BBBUILDE	<input checked="" type="checkbox"/>
08/09/2000	1247	DR	2	12123	50		01TEST	<input type="checkbox"/>
13/09/2000	1258	DR	4	7986987	1200		01TEST	<input type="checkbox"/>
13/09/2000	1260	CP	2	168727	-47		NCP	<input type="checkbox"/>
13/09/2000	1260	CP	3	168727	-500		DALFP	<input type="checkbox"/>
20/09/2000	0		4	2	-500		DALFP	<input type="checkbox"/>

Presented: 100.00 Total Unpresented: 453.00 Batch No: 0 Post Close

Batch No **Enter a batch number to post the bank charges and interest earned to or use the drop down menu to select and enter from the files.**

Click on Post to complete the entry and leave displayed **only those transactions Un-presented**

Bank Reconciliation

Bank Code: DC0505505 Company Code: DC Bank Acct No: 0459045

Opening Balance: 675.00 Target Closing Balance: 675.00 Cleared Balance: 675.00

Bank Charges: 0.00 Interest Earned: 0.00 Difference: 0.00

Item Date	Batch No	Batch Type	Item No	Reference	Amount	Payee	Description	Presented
19/08/2000	1252	DR	3	111333	250		01TEST	<input type="checkbox"/>
08/09/2000	1247	DR	2	12123	50		01TEST	<input type="checkbox"/>
13/09/2000	1258	DR	4	7986987	1200		01TEST	<input type="checkbox"/>
13/09/2000	1260	CP	2	168727	-47		NCP	<input type="checkbox"/>
13/09/2000	1260	CP	3	168727	-500		DALFP	<input type="checkbox"/>
20/09/2000	0		4	2	-500		DALFP	<input type="checkbox"/>

Presented: 0.00 Total Unpresented: 453.00 Batch No: 1384 Post Close

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Master Files 

This information must be entered before the Nominal Ledger System can be used for the first time

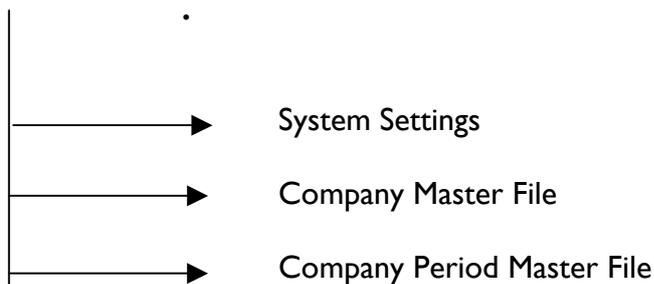
From the Main Menu select and click on the Master File Entry tab



Master File Entry

- N/L System Settings
- N/L Company Master File
- N/L Company Period Master File
- N/L Branch Master File
- N/L Department Master File
- N/L Chart of Accounts
- N/L Bank Accounts Master File
- N/L Budget Entry
- N/L User Defined Report Setup
- Currency Exchange Rates
- Regenerate N/L Balances

This menu allows access to a selection of sub-menus each one providing easy access to the next level of options and forms



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- ▶ Branch Master File
- ▶ Department Master File
- ▶ Chart of Accounts
- ▶ Bank Accounts Master File
- ▶ Budget Entry
- ▶ User Defined Report Set-up
- ▶ Currency Exchange Rates
- ▶ Regenerate N/L Balances

The following pages will take the user through the N/L 'Master File' step by step

Master File Entry



System Report Settings - Standard Report Directories

The **System Report Settings** module maps the source of Data required for Reports, the following example shows the source of data for the **Solprint Accounts Modules**

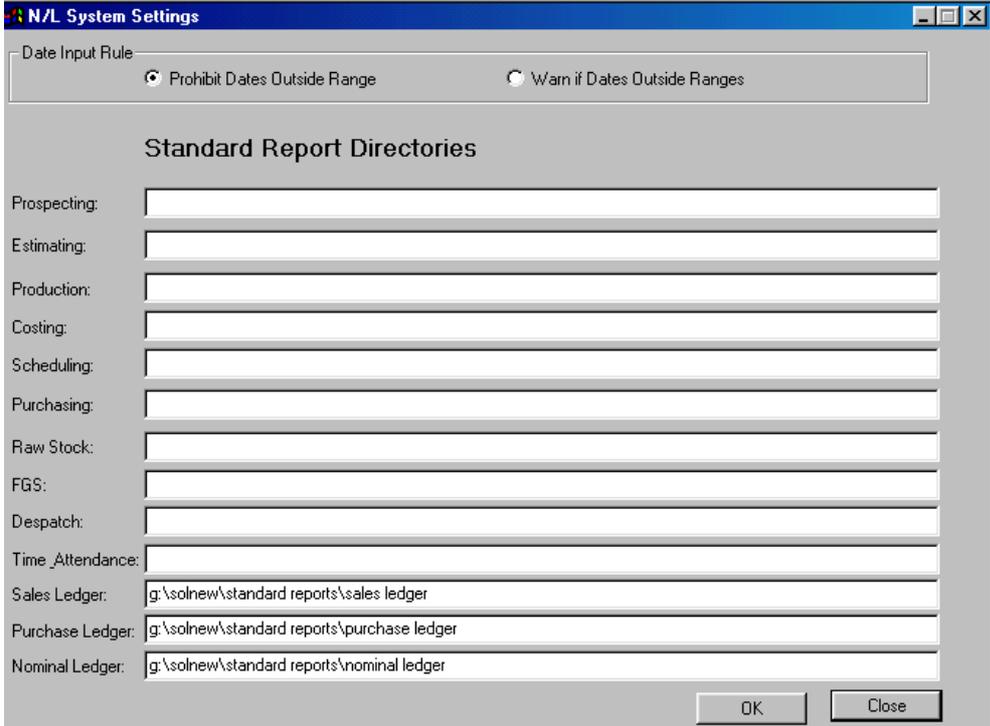
Data Input Rule

Select and click on the appropriate spot to allow the data requested that is **outside** of the chosen range to be **Prohibited** or to use a **Warning** message



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Company Master File

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Company Code: Enter a code of up to 2 characters, to be used to represent those companies using this Nominal Ledger. Each company may define its own “open” periods, default branch and special accounts program. At least one company record must be created

Company Name characters If a new entry, enter a company name of up to 40 characters

Year/Period Set Up The Reporting Year must have periods defined for it in the **Period Master File** (see next section)

Enter the **Default Reporting Year and Period** for each of the **Accounting modules**. These values will appear as default values when running reports and determine if the periods in that year are open or closed

Default Branch the Branch A **Default Branch** may be set up if required by entering the **Code**. This will then display when entering transactions etc; but can be overwritten by the user if required

Local Currency From the drop down menu, select the local currency for this company. This menu also displays the basic exchange rate, an exchange rate against another currency and the date when it was last updated.

	Branch	Department	Account No		Branch	Department	Account No
Retained Earnings Account:	01	01	2010	S/L VAT Acct:	01	01	4202
Suspense Account:	01	01	4199	P/L VAT Acct:	01	01	4202
Bank Account:	01	01	4013	S/L Discount:	01	01	1570
Debtor Control Account:	01	01	3210	P/L Discount Earned:	01	01	1570
Creditor Control Account:	01	01	4029	Taxable Sales Account:	01	01	10
Work In Progress Account:	01	01	0	Non Tax Sales Account:	01	01	20
				Exempt Sales Account:	01	01	30

The Company Master File - Update Company File

Update Company File – cont

Control Accounts - Certain Control Accounts *must* be set up for each company

Retained Earnings Account (the Initialise Account) is the account which is posted to during the program “**Opening Balances**” This program transfers the net income difference between all income and expense account balances) to the **Retained Earnings Account**.

Enter the Branch, Department and Account Number for the Retained Earnings Account.

Suspense Account (Balance Transactions) is a special account used when running the program “**Balance Transactions**” . This program goes through the system and makes

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certain that the historical transactions with credit balances equal the historical transactions with debit balances. If the transactions are out of balance, a balancing transaction is produced for the Suspense Account.

Enter the Branch, Number and Account Number for the Suspense Account.

Enter the branch, number and account number in the same way for the other Control Accounts.

The Bank Account / Debtor Control Acct / Creditor Control Acct / Work in Progress Acct / Sales Ledger Acct / Purchase Ledger Acct Tax Account / Sales Ledger Discount / Purchase Ledger Discount Earned / Taxable Sales Acct / Non Tax Sales Acct / Exempt Sales & Tax Account..

Cont:

The Company Master File - **Update Company File**

Control File Maintenance

The screenshot shows the 'Company Master File' window with the following fields:

- Company Code: DC
- Company Name: DEMONSTRATION COMPANY
- S/L From Year: 2000, Period: 1, Date: 01/07/1999, To Year: 2001, Period: 12, Date: 30/06/2001
- P/L From Year: 2000, Period: 1, Date: 01/07/1999, To Year: 2001, Period: 12, Date: 30/06/2001
- N/L From Year: 2000, Period: 1, Date: 01/07/1999, To Year: 2001, Period: 12, Date: 30/06/2001
- Default Branch: 01, Local Currency: STERLING

The 'Control Numbers' tab is active, showing the following fields:

- Last N/L Journal No: 55
- Standing Journal No: 4
- Last Payment No: 12
- Last Invoice No: 703
- Last Cnote No: 46
- Last Receipt No: 104
- Last Ap Payment: 51

A callout box with an arrow pointing to the 'Control Numbers' tab contains the text: (a) Click on the Control Numbers tab to open

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Control Numbers

The Nominal Ledger System will assign an audit number to each transaction that is generated. Each batch is assigned a batch number and each journal within that batch is assigned a journal number. Each Standing Journal is assigned a number, as is each Periodic Payment.

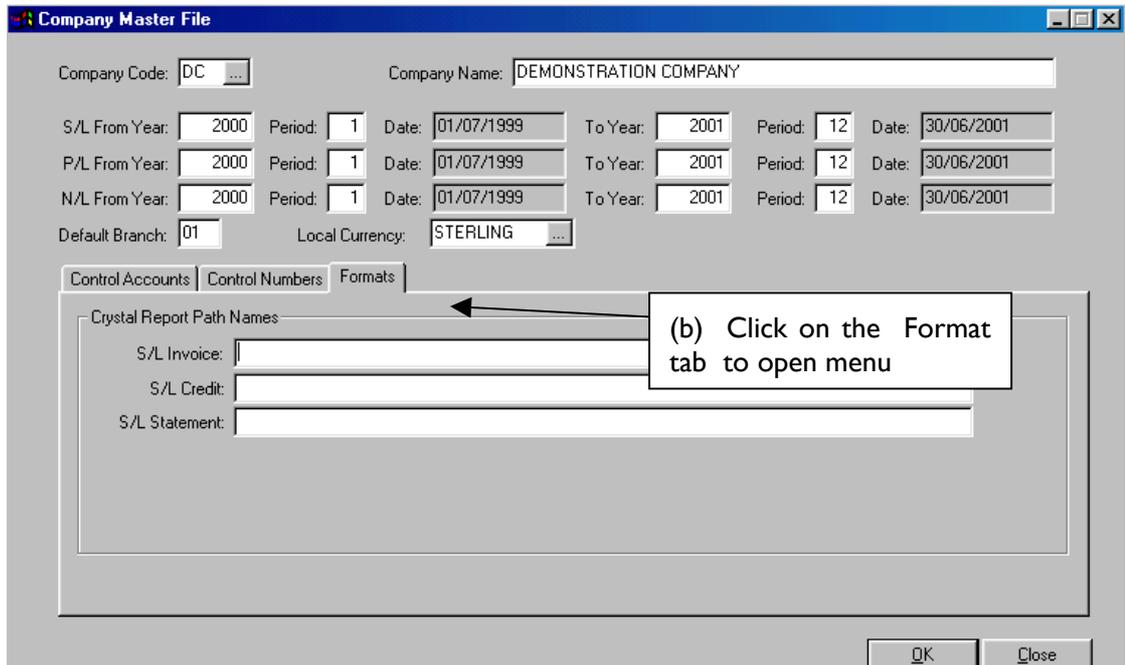
These numbers may be used at a later date when trying to track down the source of the transaction that has gone through the system. These numbers are automatically assigned by the system and *cannot* be changed.

The Company Master File - **Update Company File**

Control File Maintenance

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Crystal Report Paths

From the Format tab on the Company Master File, enter the file paths to the style / format of the Sales Ledger Invoice, Credit Note and Statement. When complete click O.K and Close to return to the main menu.

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Company Period Master File

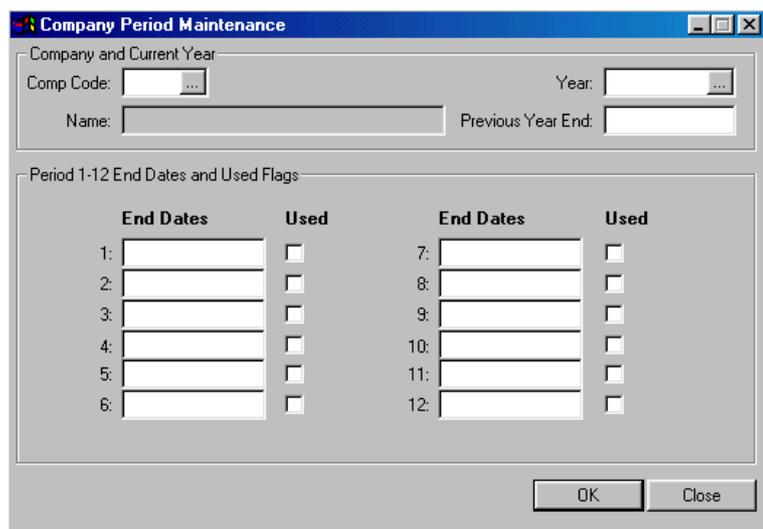
This program *MUST* be run before the Nominal Ledger System can be used. 12 periods must be set up for each financial year. These 12 periods will apply to all company's using this Nominal Ledger System and will be the basis by which periods are set in the Company Master File

Company Code Enter a valid company code, or use the drop down menu to search the company code files, when selected, the company name will be displayed for verification

Year
e.g if the financial year end is July 2000, then enter "2000"

Previous Year End
this will Enter the previous financial year end (if updating display automatically) This date is used to calculate the beginning date for Period I of the Financial year now being entered.

Company Period Master File



Period 1-12 End Dates and Used Flags					
	End Dates	Used		End Dates	Used
1:	<input type="text"/>	<input type="checkbox"/>	7:	<input type="text"/>	<input type="checkbox"/>
2:	<input type="text"/>	<input type="checkbox"/>	8:	<input type="text"/>	<input type="checkbox"/>
3:	<input type="text"/>	<input type="checkbox"/>	9:	<input type="text"/>	<input type="checkbox"/>
4:	<input type="text"/>	<input type="checkbox"/>	10:	<input type="text"/>	<input type="checkbox"/>
5:	<input type="text"/>	<input type="checkbox"/>	11:	<input type="text"/>	<input type="checkbox"/>
6:	<input type="text"/>	<input type="checkbox"/>	12:	<input type="text"/>	<input type="checkbox"/>

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End Dates
period

Enter the date representing the last day of the required. This need not be a calendar month end if for example there is a requirement to `close off` each period 2 days into the following month

Note: These are `default` values and can be changed if required . 12 periods must be entered

Flag Used
completed

Click on the Used box to tick when period is completed

Master File Entry

Branch Master File - Department Master File - Chart of Accounts

Branch Master File

Default Branch

If you wish to set up a **Default Branch**, enter the Branch Code of up to 2 characters which refers to the **Default Branch**. The **Default Branch** will display when entering transactions, etc; and can be overwritten by the user if desired. It is intended to save time when entering data.

N/L Branch Master File

Company Code: [] ... Name: []

Branch Code: [] ... Name: []

Default Dept: []

OK Close

Department Master File

Default Department

N/L Department Master File

Company Code: [] ... Name: []

Branch Code: [] ... Name: []

Dept Code: [] Name: []

OK Close

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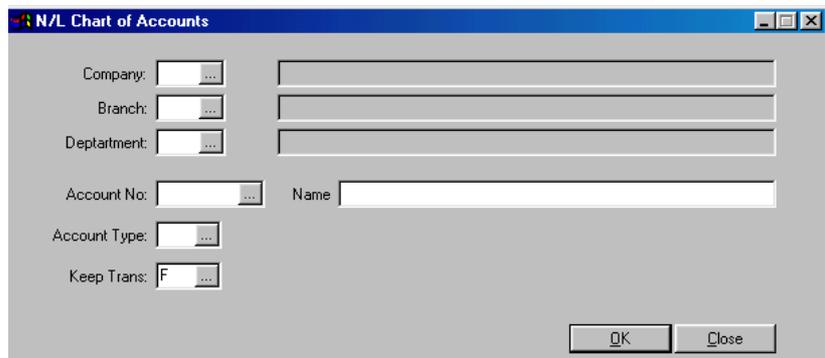
As with the Default Branch, a 2 character code for a Department may also be entered if required. This will be displayed each time a Transaction is entered and can be overwritten.

Master File Entry

Chart of Accounts

This file allows the user to set up or update Chart of Accounts for the various companies in the Nominal Ledger System

Chart of Accounts



Company Code

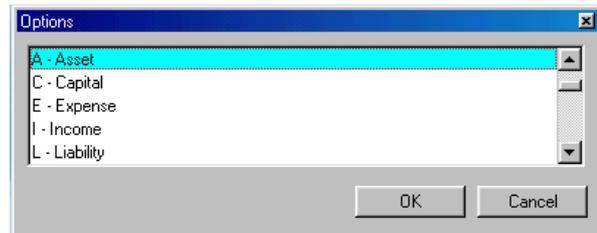
If a default company was set up in the Control File, the default company code will display automatically. Or use the drop down menu to search through the company file for an alternate company

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- Branch Code** If a default branch was set up in the **Control File**, the default branch code will display automatically. Or use the drop down menu to search for an alternate branch
- Department Code** If a default department was set up in the **Control File**, the default department code will display automatically. Or use the drop down menu to search for alternative dept codes
- Account Number** Enter an **Account Number** of up to 8 digits. The drop down menu can be used to search through the file for existing accounts. numbers
- Account Name** Enter an **Account Name** of up to 35 characters.
- Account Type** Enter a valid **Account Type**, by selection through the drop down menu

e.g;



Master File Entry

Chart of Accounts - cont

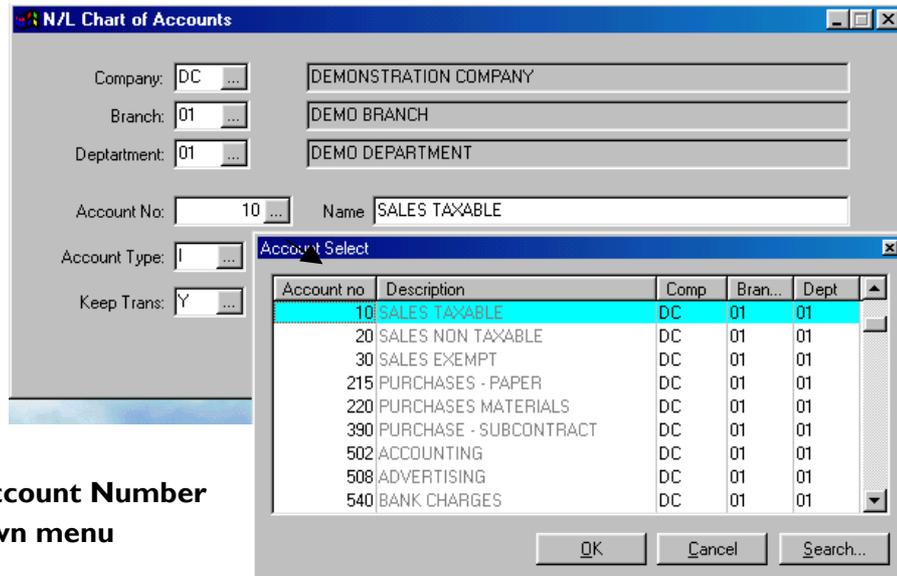
- Normal Balance** If you enter an account type *Income, Liability or Capital* the **Normal Balance** will be a 'Credit Balance' - If the account type is *Expense or Asset*, the **Normal Balance** will be a 'Debit Balance'
- Keep Transactions** This option allows the user to choose how long to keep the historical transactions for this account

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before summarising them into monthly totals. Enter a valid transaction history type, by selection through the drop down menu.

a sample completed Chart of Accounts screen is shown below



Showing the Account Number drop down menu

Deleting an Account

It is **NOT** possible to delete an account if there are any posted or un-posted transactions or standing journals for this account, or if any bank accounts exist that relate to this account



Bank Account File

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This menu allows the user to associate each bank account with a particular Nominal Ledger Account . This enables the user to reconcile each bank account separately, yet relate all the bank accounts to one (or more) Nominal Ledger Accounts

- Company Code** If a default company was set up in the Control File, the default company code will display and the default company will display automatically for verification. Use the drop down menu to search for an alternative company
- Branch Code** If a default branch code was set up for the company entered above, the default branch code and the default branch will display for verification Use the drop down menu to search for an alternative branch.
- Department Code** If a default department code was set up for the branch entered above, the default department code and the default department will display for verification. Use the drop down menu to search for an alternative branch.
- N/L Account Number** Enter a valid account number of up to 8 digits or use the drop down menu to search for the correct account. The account description will be displayed for verification
- Account Description** If the Bank Account Description is not automatically displayed, enter one of up to 30 characters
- Bank Code/Acc No** Enter the Bank Code and relevant Account number, as well as a description of the Bank account is required

N/L Bank Account

Company Code: DC DEMONSTRATION COMPANY

Branch Code: 05 DEMO BRANCH

Dept Code: 05 DEMO DEPARTMENT

Account No: 220 Desc: PURCHASES MATERIALS

Bank Code: DC0505505 Bank Account No: 0459045 Description: Test

Branch: Barclays Bank plc Accountant: M Brown

Address: 1 Pall Mall Signatories 1: M Mouse

London Signatories 2: D Duck

Postcode: WC1 1ABB Phone: 0271 123 4567 Signatories 3: M Brown

Manager: John Smith Number required: 2

OK Close

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Master File Entry

Bank Account File – cont

Branch	Enter the name of the Bank and Branch using up to 30 characters
Bank Address	Enter a Bank Address of up to 2 lines of 30 characters each plus the post code of up to 10 characters
Telephone	Enter a telephone number of up to 14 characters
Manager	Enter the name of the Bank Manager using up to 30 characters
Accountant	Enter the name of the Bank Accountant if required, using up to 30 characters
Signatories 1,2,3	Enter the names of the signatories for this particular bank account
Number Required	Enter the number of signatories required for this bank account

A sample of a completed Bank Account screen shown below

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The screenshot shows a window titled "N/L Bank Account" with the following fields and values:

Company Code:	DC ...	DEMONSTRATION COMPANY
Branch Code:	05 ...	DEMO BRANCH
Dept Code:	05 ...	DEMO DEPARTMENT
Account No:	220 ...	Desc: PURCHASES MATERIALS

Bank Code:	DC0505505 ...	Bank Account No:	0459045	Description:	Test
Branch:	Barclays Bank plc			Accountant:	M Brown
Address:	1 Pall Mall			Signatories 1:	M Mouse
	London			Signatories 2:	D Duck
Postcode:	WC1 1ABB	Phone:	0271 123 4567	Signatories 3:	M Brown
Manager:	John Smith			Number required:	2

Buttons: OK, Close

Deleting A Bank Account It is not possible to delete a bank account if there are any cheques in the cheque file for the account or if there are any un-posted payments, receipts or periodic payments for this account



Budget File

This menu allows the user to enter budget information for a particular account, for a financial year

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The screenshot shows a software window titled "N/L Cash Flow / Budgets". At the top, there is an "Account Select" section with several input fields: "Company:" (with a dropdown arrow), "Account No:" (with a dropdown arrow), "Year:" (with a dropdown arrow), "Br:" (with a dropdown arrow), "Dept:" (with a dropdown arrow), and "Opening:" (text input). Below this are two main panels. The left panel is titled "Budget" and contains a "Budget Opening:" text input field and a "Budget YTD Periods:" table. The table has 12 rows, numbered 1 to 12, and 2 columns, each with a text input field. The right panel is titled "Cash Flow Budget" and contains a "Cf Budget Opening:" text input field and a "Cash Flow Budget YTD Periods:" table. This table also has 12 rows, numbered 1 to 12, and 2 columns, each with a text input field. At the bottom right of the window are "OK" and "Close" buttons.

Company Code

If a default company was set up in the Control File, the default company code will display and the default company will display automatically for verification. Use the drop down menu to search for an alternate company code

Account Number

Enter a valid account number of up to 8 digits or use the drop down menu to search for the correct account. The account name will display for verification

Year

The 'To Year' as set up in the company record will display in this field, accept the default year or enter another

Branch Code

If a default branch code was set up for the company entered above, the default branch code and the default branch will display for verification. Use the drop down menu to search for an alternate branch.

Department Code

If a default department code was set up for the branch entered above, the default department code and the default department will display for verification. Use the drop down menu to search for an alternate branch.

Opening

Enter the Opening value for this account and opening budget and cash flow values

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Master File Entry

Budget File – cont

A sample completed screen is shown below

Account Select
Company: DC DEMONSTRATION COMPANY Account No: 10 SALES TAXABLE
Year: 2000 Br: 01 Dept: 01 Opening: 0.00

Budget
Budg Opening: 25000.00

1	43000.00	7	30000.00
2	41000.00	8	34000.00
3	39000.00	9	40000.00
4	45000.00	10	42000.00
5	50000.00	11	49000.00
6	22000.00	12	57000.00

Cash Flow Budget
Cf Budg Opening: 34000.00

1	0.00	7	0.00
2	0.00	8	0.00
3	0.00	9	0.00
4	0.00	10	0.00
5	0.00	11	0.00
6	0.00	12	0.00

OK Close

Deleting a Budget Record

Budget Records cannot be deleted using this menu. To delete budget records, the program 'delete old balances' must be run, which deletes balance and budget records more than a year old

Once you have deleted a budget record for one account, the program will take you back to the Account Number field.

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Report Headers & Generator

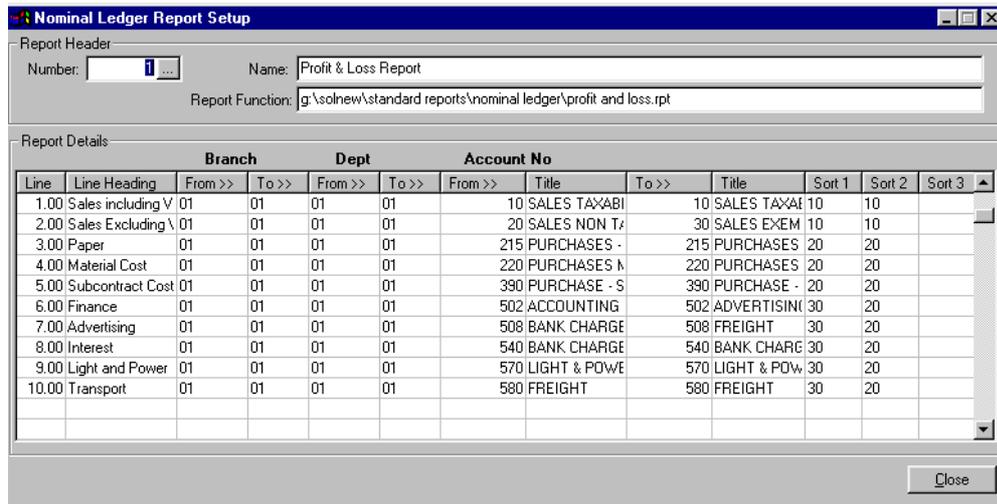
This menu enables the user to define the layout of **Nominal Ledger Financial Reports**

Report Header Number

If you are creating a new report enter a new report number for identification. To modify an existing report, enter the number of the report to be changed or use the drop down menu to search for it. To copy a report, find the report to copy and enter a new report number in this field.

Name/ Function

Enter a description (if not displayed automatically). This text is used only for report identification and is not actually printed on the report.
Enter a description of its function in the Function box



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- Currency Code** Enter a *short* title of a currency to be used or use the drop down menu to select from the list
- Description** Enter the appropriate description, which if already entered will display automatically when the currency code is selected
- Base Exchange Rate** Enter the base rate of the chosen currency
- Euro Exchange Rate** Enter the exchange rate for the Euro if this a chosen currency
- Euro Zone** Enter 'Y' (yes) or 'N' (no) where appropriate
- Triangulation** Enter 'Y' (yes) or 'N' (no) where appropriate
- Last Update** Enter the date that you enter or change the information

An example of a completed form

The currency code drop down menu

Code	Desc	Base xrate	Euro xrate	Last updated
EURO	European Currency	0.688400	1.000000	01/09/00
IRE	Irish Punt	0.000000	0.678421	01/09/00
STERLING	UK Sterling	1.000000	0.796244	01/09/00

Master File Entry



Regenerate Balances from Transactions

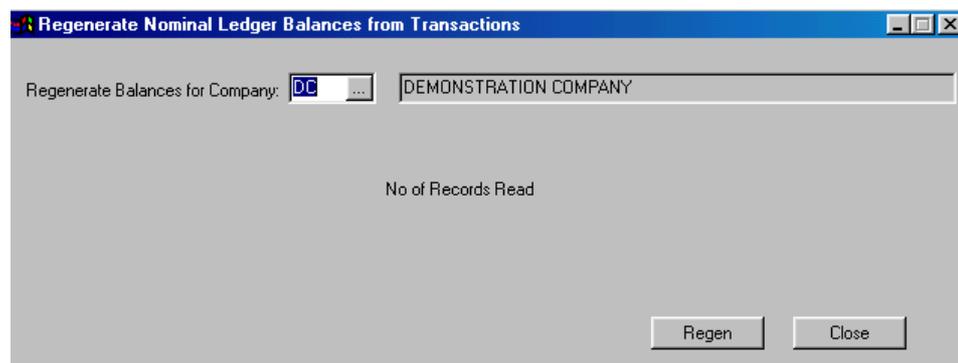
With this module the user can regenerate balances from the historical transactions and is usually only used in circumstances where the historical transaction file and the balance file are out of balance and the user is *certain* that the historical transaction file is correct

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This program regenerates the balance records for all the years from the history transactions. Deleted balances are regenerated and existing balances are corrected if necessary. Corrections will be marked as such in the report produced. There is never any reason to run this program unless you are certain your transactions are correct and your balances are in error. This is only possible as a result of hardware or software malfunction. (on operator error should never cause this situation to occur).

Special note: This program irretrievably affects the balance file which should therefore be backed up beforehand.



Regenerate Balances
the

Use the drop down menu to select a company code, default company code and name will then display. Accept this company or enter a valid company code of up to 2 characters.

Click on Regen to regenerate the balances for the chosen company,

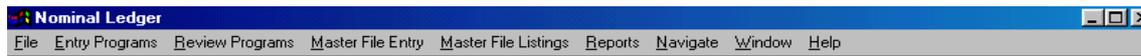
Close to exit

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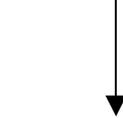
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Master File Listings

From the Main Menu select and Click on Master File Listings

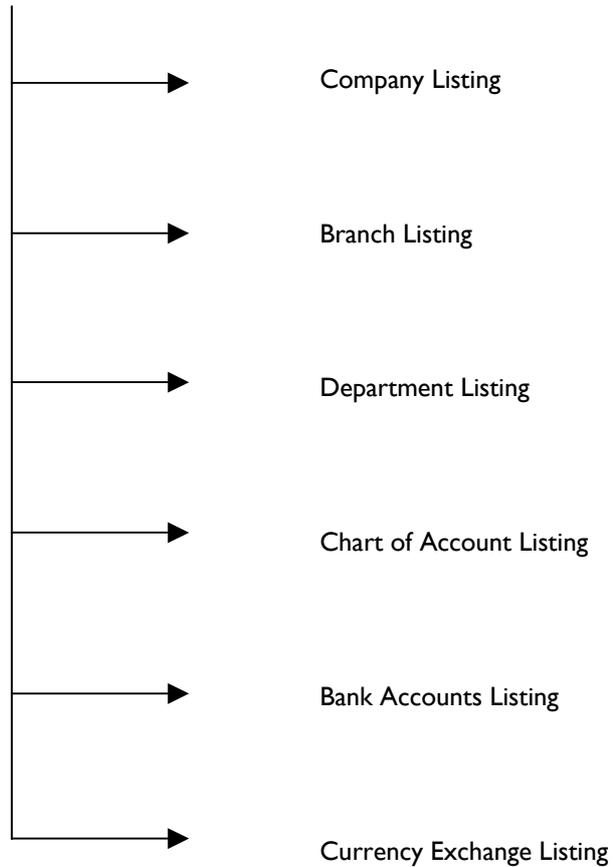


Master File Listings



- N/L Company Listing
- N/L Branch Listing
- N/L Department Listing
- N/L Chart of Accounts Listing
- N/L Bank Accounts Listing
- Currency Exchange Rates Listing

This menu allows access to a selection of sub-menus, each one providing easy access to the next level of options and forms



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The following pages will take the user through the N/L 'Master File Listings'

Master File Listings



The Master File Listings enables the user to quickly refer to data currently entered onto the system through the Master File. The process to access the data follows the pattern already used e.g. selecting the subject from the menu toolbar and clicking on the appropriate subject.

To display the list may first require the user to select a range, particularly if it is extensive such as in a Chart of Accounts. Others simply display the list.

e.g.

Branch Listings

Branch Codes

Select Code

From: 01 ...

To: 05 ...

Print Close

For a range, enter a code number from and a code number to. Then click on Print to display the list

Branch Code	Name	Default Dept	Company code
01	DEMO BRANCH	01	DC
05	Test 05 Branch	05	DC

Ok Cancel Search...

Use the search button to find an item from an extensive listing

Search: Branch Code

01 Ok

Currency Exchange Listing

Currency Codes

Select Code

From: EURO ...

To: ...

Print Close

Code	Desc	Base xrate	Euro xrate	Last updated
EURO	European Currency	0.698400	1.000000	01/09/00
IRE	Irish Punt	0.000000	0.678421	01/09/00
STERLING	UK Sterling	1.000000	0.796244	01/09/00

Ok Cancel Search...

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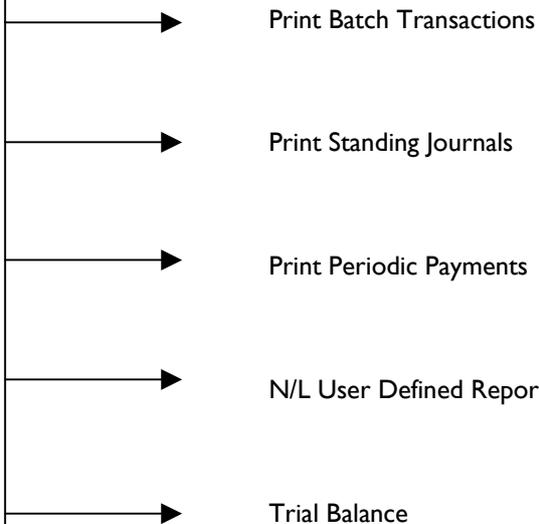


From the Main Menu select and Click on Reports to access this module



Reports

This menu allows access to a selection of sub-menus, each one providing easy access to the next level of options and forms



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—————▶ Transaction History

The following pages will take the user through the N/L 'Reports' step by step

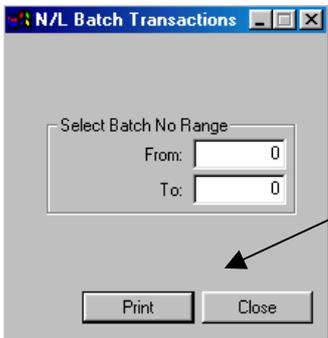
Reports 

This menu allows the user to create reports from the Nominal Ledger data. To select and print out a report follows the pattern already used e.g selecting a subject from the menu toolbar and clicking on the appropriate title:

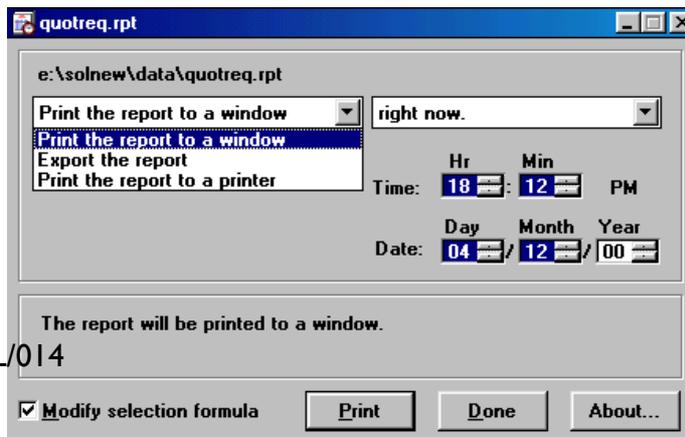
For most reports the initial menu requires the user to first select the company code, then the range from which to create a report. If the report is to cover the entire range then enter the first item in the 'From' box and the last item in the 'To' box

e.g

Print Batches From / To Enter the range of batch transaction numbers to be printed.



Then click on Print to open the printer menu



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The print menu offers the option to print to the window (screen) export or send to a printer

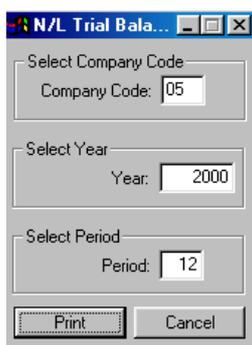
This may be actioned immediately or set for a later time or date

Whatever option is taken , click on Print to take the next step and Done when completed



This module is used to print out a trial balance for any company using this **Nominal Ledger System**. All the company accounts will be printed.

To produce a trial balance of a more complex nature (such as for a particular branch or department), use the Report Generator.



Note: If the company ledger is in balance, total debits will equal total credits.

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Company Code

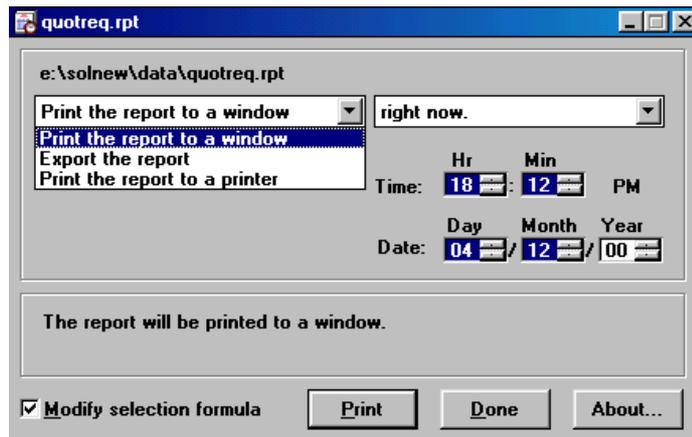
The default company code will display., Accept this code or enter a valid company code up to 2 characters.

Select Year/Period

The default year and period for this company will display. Accept these values or enter new Year/Period values. If you enter '0' for the period the opening balances for the accounts will be printed.

Print

Click on Print to go to the print option menu



Done

Click on Done when completed

Notes:

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