



INTEGRATED TERTIARY
SOFTWARE

Accounts Receivable Subsystem

User Manual

2002 Edition

ITS Accounts Receivable (Debtors) Subsystem

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1. INTRODUCTION

1.1. GENERAL INFORMATION

This is the **User Manual** for the operation and maintenance of the **ITS Accounts Receivable (Debtors) 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 the General Support System User Manual.

The contents of this manual are:

- Chapter 1: Introduction
- Chapter 2: Operational Menu
- Chapter 3: Staff Loan Subsystem
- Chapter 4: Maintenance Menu
- Chapter 6: Code Structure Menu
- Chapter 7: Correspondence Operational Menu
- Chapter 8: Correspondence Maintenance Menu
- Chapter 9: Proposed Balancing Procedures

The reader is referred to Section 1.2 for a global overview of the ITS Financial System and Financial Code Structures, and to Section 1.3 for an overview of the Accounts Receivable Subsystem.

The symbol  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 (zeros) 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 Human Resource Management, Student Information and General

Facilities Management. More detail on the individual modules is found in the appropriate User Manuals.

A **comprehensive** system of **access control** applies to these modules (refer Section 5 of the General Support System User Manual (GSS) for further detail).

1.3. OVERVIEW OF ACCOUNTS RECEIVABLE SUBSYSTEM

Debtors may be divided into two groups, namely **Student Debtors** and **Other Debtors** such as Central Government, Sponsors, Personnel and Organisations from Commerce who use the facilities and/or expertise of Academics. Student Debtors are fully catered for within the Student Accounts Subsystem, whereas *this module allows for keeping record of the Other Debtors.*

- * **Invoices, credit notes, journals, inter-debtor corrections**, etc., may be created, and if required **invoices can be repeated at set intervals**. Invoices can be **allocated to multiple GL accounts**.
- * Invoices and Credit Notes which are issued manually, e.g. by departments or institutes on their own letterheads, can subsequently be recorded on this system by merely entering the transaction to the debtor's account and the applicable transactions to the GL. Alternatively, the detail of the **invoice or credit note** can be entered into the system, and the document can be **printed on letterhead stationery**.
- * **Payments** by debtors to the institution can be recorded by the Counter Subsystem, the debtor can be credited, the GL transactions will be generated and receipts issued. Payments which are recorded by a non-ITS system and **manually made out receipts** can be accommodated by either entering a receipt at a later stage or by a standard journal.
- * Interest calculations can be done for debtors in "batch mode" and staff debtors and their relation to the Personnel and Salary systems are catered for. For more detail see Section 2.7 and 2.17.
- * **Itemised Debtor's Statements** can be printed, which list the transactions and provide an **age analysis of the outstanding balances**. **Transactions** can be **accumulated into a balance B/F**.
- * **Income and Control Account transactions are created automatically**, and control totals and audit reports are available.
- * **A facility is available to administer staff loans**. Deductions can be made in the salary system and transferred to the debtors system.

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 Accounts Receivable Subsystem is discussed in this section.

- * The subsystem **defaults to set-up rules from the Code Structure Subsystem** such as the starting year and financial cycle as well as the retaining rules for balances and transactions.
- * All the financial subsystems are driven by a combination of **transaction types, account types and transaction events** which are defined and maintained in the manual.
- * All transactions in this subsystem which affect the General Ledger are validated. The account category must be valid for this subsystem and the specific GLA must be active. Such transactions can be queried on the General Ledger transaction file, and are logically posted to the GL via a separate menu option in the GL Subsystem (option {FGLP-4}).
- * Personnel who become debtors should be created as debtors in this subsystem in the normal way. A special interface between staff debtors and the Payroll System is catered for - refer to Section 2.17 for a detailed description.

1.5. IMPLEMENTATION SEQUENCE

The existence of the complete General Ledger and the set-up rules for the Code Structure Subsystem are prerequisites for the operation of this subsystem. A logical sequence of implementation events would be the following, the relevant menu options being indicated in braces:

- {USERS-5} Assign Usernames and Passwords
- {USERS-3} Link Users to Functions for the Necessary Privileges
- {FCSM-1} Define system operation and create set-up rules
- {FCSM-2} Set up Subsystem Retaining Period
- {FCSC-21} Set up Account Types for Subsystem
- {FCS-1} Maintain VAT Rates
- {FCSC-2} Maintain VAT Registration Numbers
- {FCSC-7} Create account categories, defining those categories which are valid for this subsystem
- {FCSC-6} Create fund groups
- {FCSO-1/2} Create/validate cost centre definition
- {FCSO-3/4} Create/validate account definitions, structure
- {FCSO-6} Create GL-Allocations
- {FCSO-7} Create transaction types and the combination of transaction types and transaction events.
- {FCSO-23} Query Types of Documents and Maintain Display Sequence

Only after completion of the above can the subsystem be set-up, maintained and operated. A logical sequence would be the following:

- {FCSM-3} Maintain Auto Generated Numbers
- {FARC-1} Maintain Debtor Types
- {FARO-21} Maintain Debtor Fixed Detail
- {FARO-22} Maintain Debtor Alias Names
- {FAR-4} Debtor Correspondence System
- {FARO-8} Maintain Staff Debtors

Enter transactions and produce reports.

1.6. EXAMPLE OF TRANSACTION TYPES FOR SUBSYSTEM

As discussed in the implementation sequence, transaction types must be set-up before the system can be used. Here are a few examples of transaction types that will ensure the system can operate. If any details are required on a description of the various fields, see the Code Structure Manual.

TYPE NAME	NON ACTV	TR EV	VAT D/C LINK IND	VAT 201	FF	SS	CASHB CODE	DEBIT GLA	CREDIT GLA	PS GL	D/C IND
400 BALANCE TAKE ON - DT	A				S	AR		Debt Contr		N	D
401 BALANCE TAKE ON - CT	A				S	AR			Debt Contr	N	C
402 BALANCE B/F-YEND	A	YD			S	AR	F0019202	F0019472		N	
408 PEND - ACCUMULATE TRANSACTIONS	A	PB			B	AR				N	
410 SUNDRY INVOICES WITH VAT	A		411		**	J	AR	Debt Contr		Y	D
411 DEBTORS VAT	A				**	J	AR	Output VAT	Debt Contr	Y	D
412 REPEATING INVOICES WITHOUT VAT	A				J	AR		Debt Contr		Y	D
413 REPEATING INVOICES WITH VAT	A		411		J	AR		Debt Contr		Y	D
415 SUNDRY INVOICES	A				J	AR		Debt Contr		N	
420 CREDIT NOTES WITH VAT	A		411		**	J	AR		Debt Contr	Y	C
422 CREDIT NOTES - NO VAT	A				J	AR		Debt Contr		Y	C
423 CREDIT JOURNALS	A				J	AR		Debt Contr		Y	
430 INTER AR/SD CORRECTION:DEBIT	A				J	AR		Debt Contr	Susp. Acc	Y	D
431 INTER AR/SD CORRECTION:CREDIT	A				J	AR		Susp. Acc.	Debt Contr	N	C
440 LOAN GRANTED	A	FX			J	AR		Debt Contr	Loan Income	Y	D
450 STUDENT INTEREST CALC	A	XF			J	AR		Debt Contr	Loan Income	Y	
470 SUNDRY INVOICES CONTACT	A	KI			J	AR		Control Acc		Y	
475 CREDIT NOTES CONTACT	A	KC			J	AR			Control Acc	Y	C
476 CREDIT NOTES CONTACT(EVENT KD)	A	KD			J	AR			F0018420	Y	C
1211 STAFF LOAN DEDUCTIONS	A	FW			J	AR	F0019345			Y	C
1212 STAFF LOAN INTEREST	A	FV			J	AR		Control Acc	Loan Income	Y	D
1213 DEBTORS INTEREST	A	FU			J	AR		Debt Contr	Loan Income	Y	D

** Please consult your external auditors for advice on the use of the correct VAT 201 codes.

2. OPERATIONAL MENU

2.1. GENERAL

In this chapter the general operation and updating of different types of transactions are discussed. In this subsystem we refer specifically to three types of transactions, namely:

- * the transaction specified in the first Block of an option will always be the one that will update the debtor, or in other words the “Support Ledger”. Hereafter we will refer to these as “SL-transactions”
- * some transactions have a second Block for item detail
- * the transactions specified in the last Block are always the “GL-transactions” and we will refer to them as such. Multiple GL-transactions may be created for any one SL-transaction.

The system will, on <COMMIT> control that the sum of the GL-transactions equals the SL-transaction.

In most cases the user is forced to <COMMIT> the transactions simultaneously, and it is thus impossible to create an imbalance between the Support Ledger and the General Ledger. If the user should try to <COMMIT> in the first Block, the system will respond with, “Commit is not allowed in this block”.

In other cases, where the Blocks are <COMMIT>ted separately and one of the two is rejected, the Support Ledger and the General Ledger will be out of balance. The system will do an automatic “rollback” of the existing transaction. The Audit Trail {FARMR1-1} reflects the SL-transactions on the left and the GL-transactions on the right, and the two value columns are totalled at the end of the report. If these two totals are out of balance, it will indicate that some of these types of transaction went through and that the “rollback” didn't take place or was not successful. The applicable transactions can then be found since there will be no GL-transaction on the right, and users will have to enter the appropriate GL-journal as correction before reporting. *It should be noted that the use of {FARM-23} will indicate if there are any SL-transactions, that are not on the GL.*

Users should note that these transactions will NOT appear on the report “Transactions per Type”, Option {FAROR1-23}. The imbalance on these two reports will also indicate that some of the mentioned transactions went through.

SOME NOTES REGARDING VAT

- * In the transactions where items are specified, the VAT percentage is also specified per item. It is always assumed that the item price is given as VAT exclusive. The invoice total is calculated as follows:

Pre-tax amount = Item price * quantity
VAT amount = Pre-tax amount * VAT % (rounded to 2 decimals)
Invoice total = Pre-tax amount - VAT amount

- * The items on an invoice can be a mixture of items with one VAT rate and items with a Zero VAT rate.
- * In transactions where items are not specified, the VAT rate is specified at the SL-transaction level. In this case the amount of the invoice (inclusive of VAT) is specified. The VAT is calculated and deducted from the invoice amount. The user may however, change this amount.
- * Information regarding VAT is stored in the Cost Centre definition. It contains the VAT rate normally applicable to that Cost Centre. For a debit transaction on a debtor's account, the credit cost centre is dominant and visa versa for a credit transaction. When a transaction is processed with VAT specified on the SL-transaction and the dominant Cost Centre specification is Zero VAT, the system issues a warning. The user can, however, ignore the warning and the transaction will be processed. The same is true if Zero Vat is specified in the SL-transaction and the Cost Centre expects VAT.
- * On the GL-transaction level the transactions are entered with VAT inclusive amounts. The system determines the VAT transaction and changes the inclusive amounts to exclusive amounts. If there are multiple GL-transactions for one SL-transaction, the VAT associated with every transaction is calculated according to the ratio of the values of the inclusive amounts and the VAT value as specified on the SL-transaction.
- * The VAT exclusive transaction and its associated VAT transaction is linked to one another with a unique sequence number. The system also differentiates between (F)ather, (C)hildless, (I)n-VAT and (O)ut-VAT transactions.
- * VAT apportionment as specified in the Cost Centre definition is never used in the AR Subsystem.

MAINTAIN INVOICE NUMBER {FCSM-3}

This subsystem generates sequential invoice numbers (refer option {FARO-1}), and option {FCSM-3} is used to initiate this process.

The user must supply a two-character prefix and a seven-digit number, and then <COMMIT>. The system will **treat this as the last-used number, add 1** for the first invoice, and increment it for subsequent invoices.

- * Note that the field length for invoice numbers is 12 characters. The last 3 characters are reserved by the system for the suffix that is created when repeating invoices is generated via option {FARO-1} (refer Section 3.2.5).
- * Typical usage would be as follows: the prefix would identify the institution, and the number would start at e.g. 8900000 in 1989, 9000000 in 1990, etc.

When this screen is queried, the last-used invoice number will be displayed, thereby giving an immediate count of the number of invoices processed during the financial year.

2.2. **PROCESS DEBTOR TRANSACTIONS {FARO-1}** ↵

This option allows the following transactions and also allows for the automatic generation of document numbers:

- **Creation of Debit and Credit Journals.**
- The **loading of Opening Debit and Credit balances** to debtors' accounts **at take-on.**
- The **recording of Internal Invoices** (not to be printed) **and External Invoices** (to be printed).
- The creation of **Invoices that must be repeated a given number of times within a financial year** for both **Internal** and **External** use.
- The recording of **Internal Credit Notes** (not to be printed), **and External Credit Notes** (to be printed).
- The creation of **Internal Credit Notes that must be repeated a given number of times within a financial year.**

2.2.1. **CHOICE OF PROCESS {FARO-1b1}**

The first Block allows the user to select the document type required to be processed. The following options are available:

- * J - Debit Journals
- * I - Invoice
- * A - Invoice to print
- * B - Repeating Invoices.
- * 2 - Repeating Invoice to Print
- * T - Debit Balance
- * 1 - Credit Journal
- * E - Credit Note to Print
- * F - Repeating Credit Notes
- * N - Credit Note
- * S - Credit Balance

This block also has a feature that allows the user to copy information from an "old" document to a new one. This avoids the re-typing of information.

The user will enter document number and the debtor number of the original document. If the type of process is the same as the selected process and the document number exists for the debtor, the information will be copied.

2.2.2. DEBIT JOURNAL {FARO-1-J}

This option allows the **creation of Debit Journals**.

*Document numbers will be generated by the system for this type of process if the Number field described in **Block 2.A of this Section** is left null. Invoices, which have been manually numbered and produced, can be entered here.*

The following information is required:

Block 2: MAINTAIN DEBTOR TRANSACTION {FARO-1-Jb2}

- A. **Number** (A12) A unique number for this journal. The system will not allow duplicate journal numbers to be created for this debtor. If the field is left open the system will generate a number which is maintained on {FCSM-3}.
- B. **Transaction Date** (DD-MON-YYYY) The date to appear on the journal. System date is used as the default date.
- C. **Debtor** (N9) The debtor code against which the journal is to be processed. The system will display the short name and contact person (if this is entered on debtor detail), when a valid code is entered.
- D. **Contact Seq.** (N2) This number is used for identifying the addresses and/or telephone detail for the contact in question. The default contact sequence = '0' always refers to the debtor himself - Primary contact.
- E. **Tel. Type 1** (A2) Telephone number for contact in D. above. A list of valid types is available.
- F. **Tel. Type 2** (A2) Telephone number for contact in D. above. A list of valid types is available.
- G. **Address Type** (A2) Address type for contact in D. above. A list of valid types is available.
- H. **Address** (5 x A30) Address for the contact and type as in D. and G. above.
- I. **Refer No.** (A12) An optional first documentation support reference, e.g. reference to an Order Number, Invoice, Credit Note or another Journal. This number plus the

short name of the debtor will default into the “Note” field in the next Block (**E** below).
This reference number is more meaningful for credit notes and/or payments.

- L. **Note** (A30) An optional explanatory note for the journal. This note is only applicable to the debtor and will only be displayed on the debtors’ documentation.
- M. **Account Type** (A4) The user will enter an account type to be used for the specific transaction. The list function can be used to see all the valid account types for the ‘AR’ system, as defined on {FCSC-21}
- N. **Loan Code** (N5) This field is not mandatory, but allows the user to enter a loan code if an adjustment is to be made to a Staff loan or Student loan. The user will only be able to access this field if the account type used in L. above is linked to a category of S or L on the account type definition {FCSC-21}. The link between the loan and account type can be found on {FARS-1}. The loan detail on the staff loan side will also be updated when the transaction is <COMMIT>ted.
- O. **Currency Code** (A3) This is a display field only and can not be updated by the user. The currency code will default from the debtor detail as set up in {FARO-21}.
- P. **Rate** (N7) This value will default from {FCSO-21} for the given currency as in O. above. This field can only be updated if the indicator for subsystem ‘AR’ is set to (Y)es in option {FCSO-21}. Refer also to the *Code Structure* manual for a complete explanation of option {FCSO-21}.
- Q. **Value In Given Currency** (N17,2) The value of the transaction in the debtor’s currency as displayed in O. above.
- R. **Local Currency Value** (N17,2) This field will be calculated by the system and can not be updated by the user. The currency rate in P. will be multiplied by the value in Q. to display the value in the local currency.
- S. **VAT Code** (A2) Enter an existing VAT code as defined in option {FCSC-1}. The VAT percentage associated with that code is displayed. The system will use the specified percentage to calculate the value of the following two fields. If the VAT rate is not zero, the system should generate a VAT transaction, and will thus control that the transaction type used in **Block 3.A** below is a “linked” transaction type.
- T. **VAT Rate** The VAT rate of the code used in S. above will display.
- U. **VAT** (N17,2) The VAT value of this transaction.
- V. **Net Value** (N17,2) The journal value after VAT.

- W. **Detail?** (A1) This field is not mandatory, and allows the user to query all transactions for a specific debtor. If (Y)es is entered, the user is taken to a screen where all year-to-date transactions for this debtor are displayed (see Block 4 below).

The <NEXT BLOCK> command will take the user to transaction detail.

Block 3: TRANSACTION DETAIL {FARO-1-Jb3}

The journal number as assigned above is displayed. More than one transaction may be created per journal; the screen displays two records only, but more may be created as required.

- A. **Code** (N4) Supply a valid, appropriate transaction type code, as defined in option {FCSO-7}. The transaction type name will be displayed. The transaction type codes are to a certain extent restricted per screen, but it is still possible to make mistakes, and users should be careful in defining transaction types and staff should be thoroughly trained and aware of the dangers of using incorrect types. *The system will however validate that the Dt/Ct indicator on the type of document is the same as that on the transaction type.*

The system will control that a VAT transaction (“linked”) is used if a non-zero VAT rate was used in Block 2.S above. The test is executed only when the credit GLA in D. below is entered. If not, the system will respond with: “VAT linked transaction is required for transaction with non-zero VAT value”

- B. **Line Number** (N2) The line number will default to 0 when this document type is used. This field can be used when detail invoices are completed and have to be allocated to different GLA’s.
- C. **Debit GLA** (A4+A8) Supply the GLA to be debited; the account name will be displayed. If a default control account was specified at transaction type level, option {FCSO-7}, that GLA number and description will be displayed.
- D. **Credit GLA** (A4+A8) Supply the GLA to be credited; the account name will be displayed. The same comments regarding default control account apply as in C. above

NOTE: The two most important rules, which will apply, are:

- 1. If a non-zero VAT rate was used in Block 2.S above, a “linked” transaction is required and vice-versa.**
- 2. Irrespective of the VAT percentage of the cost centre, if a non-zero VAT rate was used in Block 2.S above, the system WILL generate a VAT transaction, and if a zero VAT rate was used in Block 2, no VAT transaction will be generated.**

If VAT was specified in the first Block and more than one CC is used in the second Block with different rates linked to it, VAT transactions will be generated against all the CC's in the ratio of the individual transaction amounts.

- D. **Note** (A30) An optional note to accompany the transaction. On entering the transaction type code in 3.A above, the system will insert the short name of the debtor and the reference number as specified in **Block 2.C** and **Block 2.D** above, as default values. The user is allowed to update these values.
- E. **Value** (N17,2) Supply the value of the transaction, VAT included, if applicable. The total value of the GL transaction(s) should be in balance with the debtor's transaction in **Block 2.R** above. On <COMMIT>, the system will re-calculate the VAT value and generate the "linked" transaction with this VAT value. If the user should query the specific transaction, there will be two transactions in Block 3, and the value of the original transaction will be exclusive of VAT, and the other transaction will be for the VAT amount.

On <COMMIT>, the system will display the "**Control Value of GL-Transactions**", i.e. the accumulated total of the GL-Transactions, in a control Block. If the SL- and the GL-transactions are not in balance, the following message will appear: "**Value of Transactions and Journal Value not in Balance**", the user must make the necessary correction(s), and <COMMIT> again.

Block 4: YEAR-TO-DATE DEBTOR TRANSACTION DETAIL {FARO-1-Jb4}

This screen is reached by answering (Y)es to question 1.W above, and allows the user to view all year-to-date transactions for a particular debtor. It consists of four Blocks:

- Block 1 - Debtor Code and Name
- Block 2 - Debtor's Transaction Detail
- Block 3 - Balance
- Block 4 - Tax Exemption Certificates

When the debtor code is entered, the debtor's name is displayed. This is followed by the complete detail of these transactions and the net balance.

Although only ten transactions are displayed, the user may view all records and navigate between Blocks by using the standard Oracle commands. On the <NEXT BLOCK> command, details of tax certificates can be queried. To return to the previous screen, press <EXIT> and then any function key.

2.2.3. INVOICE {FARO-1-I}

This option allows the **recording of invoices, which are issued through the system, but will not be printed by the system** The system will generate an invoice number

and record the transactions, after which the detail invoice can be produced external to this subsystem. If an invoice must be printed by the system, option {FARO-1-A} "Invoices to Print" must be used (refer Section 2.2.4 below).

The input screen and explanatory notes are similar to those for Journals (see Section 2.2.2 above), except that reference is now made to invoices rather than journals.

Also, since invoice numbers are generated automatically by the system, the user has no access to this field.

2.2.4. INVOICE TO PRINT {FARO-1-A}

This option allows the printing of Invoices. The option consists of three Blocks, as follows:

- Block 2 - Maintain Debtor Transaction
- Block 3 - Maintain Invoice Items
- Block 4 - Maintain Transaction Detail.

Block 2: MAINTAIN INVOICE DETAIL {FARO-1-Ab2}

The invoice number is generated by the system, and the user has no access to this field. The following detail must be supplied:

- A. **Number** (A12) A unique number for this journal. The system will not allow duplicate journal numbers to be created for this debtor. If the field is left open the system will generate a number which is maintained on {FCSM-3}.
- B. **Transaction Date** (DD-MON-YYYY) The date to appear on the journal. System date is used as the default date.
- C. **Debtor** (N9) The debtor code against which the journal is to be processed. The system will display the short name and contact person (if this is entered on debtor detail), when a valid code is entered.
- D. **Refer No.** (A12) An optional first documentation support reference, e.g. reference to an Order Number, Invoice, Credit Note or another Journal. This number plus the short name of the debtor will default into the "Note" field in the next Block (**E** below). **This reference number is more meaningful for credit notes and/or payments.**
- L. **Note** (A30) An optional explanatory note for the journal. This note is only applicable to the debtor and will only be displayed on the debtors' documentation.
- M. **Account Type** (A4) The user will enter an account type to be used for the specific transaction. The list function can be used to see all the valid account types for the 'AR' system, as defined on {FCSC-21}

- N. **Loan Code** (N5) This field is not mandatory, but allows the user to enter a loan code if an adjustment is to be made to a Staff loan or Student loan. The user will only be able to access this field if the account type used in L. above is linked to a category of S or L on the account type definition {FCSC-21}. The link between the loan and account type can be found on {FARS-1}.
- O. **Currency Code** (A3) This is a display field only and can not be updated by the user. The currency code will default from the debtor detail as set up in {FARO-21}.
- P. **Rate** (N7) This value will default from {FCSC-21} for the given currency as in L. above. This field can only be updated if the indicator for subsystem 'AR' is set to (Y)es in option {FCSC-21}. Refer also to the *Code Structure* manual for a complete explanation of option {FCSC-21}.
- Q. **Detail** (A1) This field is not mandatory, and allows the user to query all transactions for a specific debtor. If (Y)es is entered, the user is taken to a screen where all year-to-date transactions for this debtor are displayed (see Block 4 below).

The system also displays Value in Given Currency, Local Currency Value, VAT and Net Value fields, which are empty at this stage. These fields are not accessible by the user. The same amounts will also be displayed at the top of Block 3.

The next page of this block is headed: **Invoice/Credit Note To Print Detail**. This part of the Block is used for recording the detail of the supplying department who is requesting the invoice.

- A. **Department** (N4) When a valid department code is entered, the department name will be displayed. The <LIST> command will show valid department codes.
- B. **Tel. No** (A15) The contact person's telephone number.
- C. **Contact** (A29) The name of the person who requested the invoice.
- D. **Floor** (N2) The floor number of the contact person.
- E. **Room** (A7) The room number of the contact person. (Refer Space Inventory User Manual SIS, for information regarding the room-numbering convention).
- F. **Building Code** (N4) The code of the building in which the contact person resides. If the building is in the Space Inventory, its name will be displayed. The <LIST> command will show valid building codes. *If the building is not in the space inventory, this field may be left blank and the building name entered in the following field.*

When the required information has been supplied as above, issue the <NEXT BLOCK> command to reach Block 3.

Block 3: INVOICE ITEMS {FARO-1-Ab3}

This screen is used to specify any number of line items to appear on the invoice. The following information is required per line:

- A. **Line** (N2) The item line number, running sequentially from 1 onwards. The system will validate that the same line number has not been used twice.
- B. **First Line?** (A1) Item descriptions may run over any number of lines. If this is the (F)irst line of an item, the following five fields must all be completed. If it is an (A)dditional line, **only the description field (E. below) must be completed.**
- C. **Quant** (N6,3) The number of units that have been supplied. If this is an (A)dditional line, this field should be cleared.
- D. **Unit** (A8) AN eight-character descriptor, e.g. Unit, Kg, Litre, etc. If this is an (A)dditional line, this field should be skipped.
- E. **Description** (A30) Description of the item.
- F. **Unit Price** (N17,2) Enter the unit price in the debtors' given currency as displayed on the first block in F. above. If this is an (A)dditional line, this field should be skipped.
- G. **VAT** (A2) Is VAT payable on this item? Reply with an existing VAT code as defined in option {FCSC-1}, and the system will display the value in a column named "VAT RATE". The system will use the specified percentage to calculate the value of the three fields displayed at the top of Block 4.

Block 4: TRANSACTION DETAIL {FARO-1-Ab4}

The GL-transactions associated with this invoice are created here exactly as before (refer Section 2.2.2), the calculated value at the top of the screen being of assistance. The only difference being that the transaction detail will be completed per line item number, as completed in the previous block. Transaction detail can not be completed for the lines in the previous block (Invoice Items) that were marked as "A"dditional lines. The system will also control that the total per line number equals the amount of the line in the Invoice Item block.

Invoices may be printed via option {FAROR1-1}.

2.2.5. REPEATING INVOICES {FARO-1-B}

This option allows the creation of **invoices that must be repeated a given number of times within a financial year. These invoices will not be printed by the system.** If the user needs to print the invoices, rather use the similar option discussed under Section 2.2.6.

The option consists of three Blocks, of which only the third one need be described here, since Blocks 2 and 3 are identical to Blocks 2 and 3 of option {FARO-1-I} “Invoices” (refer Section 2.2.3).

When Block 2 (Maintain Debtor Transaction) has been completed, the <NEXT BLOCK> command will place the user on Block 3 (Transaction Detail). After all the necessary details are filled in, the user will go to Block 4 with the <NEXT BLOCK> command and complete the detail as explained in the following paragraph.

The user will notice that you cannot complete the detail on the second part of the first Block. The only time that this detail must be completed is when option {FARO-1-2} is used.

The following information must be supplied in Block 4:

- A. **Debtor** (N9) The appropriate debtor code. The short name will be displayed.
- B. **First Cycle** (N2) The month-cycle during which this invoice will first be produced. The system will default the current cycle into this field.
- C. **Times Repeated** (N2) The number of times this invoice must be repeated. This number must be in the range 1 to 11.
- D. **Interval** (N2) The interval between successive invoices, in months.

The system checks that the combination of “Times Repeated” and “Interval” will not exceed the current financial year-end. The generated invoice number for the first invoice is displayed (refer Section 2.2.2), suffixes -1, -2, ..., -11 being added by the system to the repeating invoice numbers as they are activated by the changing month cycles.

Repeating Invoices are typically low in volume, and the description of the line item(s) will typically change from month to month. Since this subsystem only allows for the updating of the detail of an invoice, the GL transaction(s) and the repetition rules, but not the line items (for above reason), **such invoices cannot be printed by the system and will have to be produced externally to this subsystem.**

Report {FAROR1-24} will list the invoices to be sent out per cycle, thereby allowing easy control of this function. *The system ensures that the debtor's account and GL are updated monthly.*

2.2.6. REPEATING INVOICE TO PRINT {FARO-1-2}

This option allows the **printing of invoices that must be repeated a given number of times within a financial year.**

The input screen and explanatory notes are similar to those for Repeating Invoices (see Section 2.2.5 above), except that the user can now complete the detail on Block 2 under the heading, **Invoice/Credit Note To Print Detail.**

The following information must be in the section of the first Block which is headed: **Invoice/Credit Note To Print Detail.**

- A. **Department** (N4) When a valid department code is entered, the department name will be displayed. The <LIST> command will show valid department codes.
- B. **Tel. No** (A15) The contact person's telephone number.
- C. **Contact** (A29) The name of the person who requested the invoice.
- D. **Floor** (N2) The floor number of the contact person.
- E. **Room** (A7) The room number of the contact person. (Refer Space Inventory User Manual SIS, for information regarding the room-numbering convention).
- F. **Building Code** (N4) The code of the building in which the contact person resides. If the building is in the Space Inventory, its name will be displayed. The <LIST> command will show valid building codes. *If the building is not in the space inventory, this field may be left blank and the building name entered in the following field.*

2.2.7. DEBIT BALANCE {FARO-1-T}

This option allows the **loading of debit opening balances** to debtor's accounts **at system take-on.**

NOTE: If this is a take-on transaction (i.e. opening balances are being loaded) and the Trial Balance has already been updated, the transaction type for Balance will be created with the "Post to GL" indicator set to (N)o. The system, however, still requires two valid GLA's, and therefore users should create these transaction types with any two valid

GLA's. No posting to the specified GLA's should take place, but as a precaution it is recommended that Control Accounts be used, in case somebody should change the "Post-indicator" without notification.

*Document numbers will be generated by the system for this type of process if the Number field described in **Block 2.A in Section 2.2.2.** above is left null.*

The input screen and explanatory notes are similar to those for Debit Journal (see Section 2.2.2. above).

2.2.8. CREDIT JOURNAL {FARO-1-I}

This option is identical to option {FARO-1-J} as regards layout and functionality, except that reference is made throughout to Credit Journal rather than Debit Journal.

*Document numbers will be generated by the system for this type of process if the Number field described in **Block 2.A in Section 2.2.2.** above is left null.*

2.2.9. CREDIT NOTES TO PRINT {FARO-1-E}

This option is identical to option {FARO-1-A} as regards layout and functionality, except that reference is made throughout to Credit Notes rather than Invoices.

Document numbers are automatically generated.

2.2.10. REPEATING CREDIT NOTES {FARO-1-F}

This option allows the creation of **credit notes that must be repeated a given number of times within a financial year.**

This option is identical to option {FARO-1-B} as regards layout and functionality, except that reference is made throughout to Credit Notes rather than Invoices.

*Document numbers are automatically generated. For the numbering convention see **Section 2.2.5.***

2.2.11. CREDIT NOTES {FARO-1-N}

This option allows the creation of Credit Notes, which must not be printed.

Credit Note numbers are generated by the system.

The input screen and explanatory notes are identical to those of Journals (see Section 2.2.2 above), except that reference is now made to credit notes rather than journals.

The handling of VAT is the same as for the VAT invoices, refer paragraph 2.2.2. Users should take note that VAT on a credit note is under NORMAL circumstances NOT handled as negative “IN-VAT”, but as “OUT-VAT”.

2.2.12. CREDIT BALANCE {FARO-1-S}

This option allows the **loading of credit opening balances** to debtor’s accounts **at system take-on**.

*Document numbers will be generated by the system for this type of process if the Number field described in **Block 2.A in Section 2.2.2.** above is left null.*

The input screen and explanatory notes are similar to those for Credit Journal (see Section 2.2.8 above).

2.3. MAINTAIN INTER-ACCOUNT TRANSFERS {FARO-2} ↵

If an invoice has been debited to the wrong debtor’s account, **but the posting to the General Ledger is correct**, this option may be used to create a Transfer Note to correct the error without the use of GL-journals.

Many occurrences of receipts and journals debited / credited to the incorrect type of debtor have been reported. At the moment such incorrect entries require the following transactions:

- Debit/Credit note to student
- Debit/Credit note to debtor
- GL-journal to adjust the correct control accounts

The standard facility {FARO-2} remains unchanged, and this option will facilitate this type of journal.

The following information is required:

Block 1: MAINTAIN INTER-ACCOUT DETAIL {FARO-2b1}

- A. **From Subsystem** This is a display field only, the user can’t update the field. The field will always default to AR.

- B. **To Subsystem** Enter the subsystem where the information must be transferred. The user can select between SD (student debtors), AR (accounts receivable) and CM (meal system).
- C. **Date** (DD-MON-YYYY) This is a display field only and will default the system date when the transaction is processed.

Block 2: FROM ACCOUNT DETAIL {FARO-2b2}

- A. **Person Type** (A1) The user type will default to 'D' for debtor. The help text will display that other values that are allowed are 'S', 'P', or 'O'. These values will not be allowed for this option, but for use in {FSAO-2}.
- B. **Surname Lookup** This field is to assist the user when he/she knows the name of the debtor but does not have the debtor code. This field can be left open if you do know the debtor code. The user will type the name and use the "list" function. Remember that when you know only part of the name, add a percentage sign as a "wildcard" to "replace" any other characters or names. The program will then display all the debtor names and codes that match the name that was typed.
- D. **Number** (N9) The code of the debtor whose account should be affected. The name of the debtor as created on {FARO-21} will be displayed.
- E. **C/D** This indicator will determine if the "from account" will be debited or credited. The system will simultaneously enter the opposite indicator in the 'C/D' field on the 3rd block, (refer to 3 D. below).
- F. **Transaction Type** The transaction type will be completed when the user fills in the debit/credit indicator (see E. above). The selection of the "From Account Detail" transaction type can be explained as follow:
If the indicator in E. is 'D' the system will select the transaction type that is linked to event 'TA' in {FCSO-7}.
If the indicator in E. is 'C' the system will select the transaction type that is linked to event 'TB' in {FCSO-7}.
- G. **From Account Type** (A4) The account type will default from the transaction type definition, as set up on {FCSO-7}. The user can select a different account type if the transaction type definition allows any update. The list function will display all valid account types for the AR subsystem, as created on {FCSC-21}.
- H. **Debit GLA** (A4+A8) The system will supply the default GLA to be debited according to the transaction type, as set up in {FCSO-7} (see G. above); the cost centre and account name will be displayed. If an account type was linked on the transaction type definition and the 'C/D' (see E. above) indicator was 'D', the debit

GLA will be replaced with the control GLA of the account type, as defined on {FCSC-21}.

- I. **Credit GLA** (A4+A8) The system will supply the default GLA to be credited according to the transaction type, as set up in {FCSO-7} (see G. above); the cost centre and account name will be displayed. The same comments regarding the account type control account, apply as in **H.** above.
- J. **Payment Agreement** This field is not applicable in this option, but is used in the Student Debtor subsystem.
- K. **Note** (A30) The explanatory note on the transfer note.
- L. **GL Note** (A30) The note to accompany the transaction into the GL.
- M. **Currency Code** This is a display field only and can not be updated by the user. The currency code will default from the debtor detail as set up in {FARO-21}.
- N. **Currency Rate** This value will default from {FCSO-21} for the given currency as in M. above. This field can only be updated if the indicator for subsystem 'AR' is set to (Y)es in option {FCSO-21}. Refer also to the *Code Structure* manual for a complete explanation of option {FCSO-21}.
- O. **Value in Given Currency** (N17,2) The value of the transaction in the debtor's currency as displayed in M. above.
- P. **Value Local Currency** (N17,2) This field will be calculated by the system and can not be updated by the user. The currency rate in N. will be multiplied by the value in O. to display the value in the local currency.
- Q. **Reference Number** (A10) An optional first documentation support reference.
- R. **Reference Date** (DD-MON-YYYY) The date will default to system date, but can be updated by the user.

Block 3 TO ACCOUNT DETAIL {FARO-2b3}

- A. **Person Type** (A1) The person type will default a 'S', 'D', 'P' or 'O'. The "To Subsystem" in the first block, will determine the character defaulted. Remember if the system is 'AR' or 'SD', the person type can not be changed to anything other than the value displayed.
- B. **Surname Lookup** This field is to assist the user when he/she knows the name of the debtor but does not have the debtor code. This field can be left open if you do know the debtor code. The user will type the name and use the "list" function.

Remember that when you know only part of the name, add a percentage sign as a “wildcard” to “replace” any other characters or names. The program will then display all the debtor names and codes that match the name that was typed.

- C. **Number** (N9) The code of the debtor whose account should be affected. The name of the debtor as created on {FARO-21} will be displayed.
- D. **C/D** (A1) This is a display-only field, and the system will insert this value on entering the (C)redit/(D)ebit indicator (see 2 E. above).
- E. **Transaction Type** (N4) The transaction type will be completed when the debit/credit indicator (see D. above) is completed. The selection of the “To Account Detail” transaction type can be explained as follow:
 If the indicator in D. is ‘**(D)ebit**’ and the subsystem is ‘**AR**’ the system will select the transaction type that is linked to event ‘TA’ in {FCSO-7}.
 If the indicator in D. is ‘**(C)redit**’ and the subsystem is ‘**AR**’ the system will select the transaction type that is linked to event ‘TB’ in {FCSO-7}.
 If the indicator in D. is ‘**(D)ebit**’ and the subsystem is ‘**SD**’ the system will select the transaction type that is linked to event ‘30’ in {FCSO-7}.
 If the indicator in D. is ‘**(C)redit**’ and the subsystem is ‘**SD**’ the system will select the transaction type that is linked to event ‘31’ in {FCSO-7}.
 If the indicator in D. is ‘**(D)ebit**’ and the subsystem is ‘**CM**’ the system will select the transaction type that is linked to event ‘MX’ in {FCSO-7}.
 If the indicator in D. is ‘**(C)redit**’ and the subsystem is ‘**CM**’ the system will select the transaction type that is linked to event ‘MZ’ in {FCSO-7}.

Note that the system does not validate (for 2.F and 3.E) that the one transaction type is a Post to GL “Y” and the other a Post to GL “N”. The system will validate, if the transaction type used in 2.F above is a (C)redit transaction, that the debit GLA used in 2.F is equal to the credit GLA used in 3.E and that the debit GLA used in 2.F is not equal to the credit GLA used in 3.E and vice versa for a (D)ebit transaction type.

- F. **To Account Type** (A4) The account type will default from the transaction type definition, as set up on {FCSO-7}. The user can select a different account type if the transaction type definition allows any update. The list function will display all valid account types for the AR subsystem, as created on {FCSC-21}.
- G. **Debit GLA** (A4+A8) The system will supply the default GLA to be debited according to the transaction type, as set up in {FCSO-7} (see E. above); the cost centre and account name will be displayed. If an account type was linked on the transaction type definition and the ‘C/D’ (see D. above) indicator was ‘D’, the debit GLA will be replaced with the control GLA of the account type, as defined on {FCSC-21} and vice versa.

- H. **Credit GLA** (A4+A8) The system will supply the default GLA to be credited according to the transaction type, as set up in {FCSO-7} (see E. above); the cost centre and account name will be displayed. The same comments regarding the account type control account, apply as in G. above.
- I. **Payment Agreement** This field is not applicable in this option, but is used in the Student Debtor subsystem.
- J. **Note** (A30) The explanatory note on the transfer note. This note can not be updated, it will display the same note as on block 2. (See 2 K. above)
- S. **GL Note** (A30) The note to accompany the transaction into the GL. This note can not be updated, it will display the same note as on block 2. (See 2 L. above).
- L. **Currency Code** This is a display field only and can not be updated by the user. The currency code will default from the debtor detail as set up in {FARO-21}.
- M. **Currency Rate** This value will default from {FCSO-21} for the given currency as in L. above. This field can only be updated if the indicator for subsystem 'AR' is set to (Y)es in option {FCSO-21}. Refer also to the *Code Structure* manual for a complete explanation of option {FCSO-21}.
- N. **Value in Given Currency** (N17,2) The value of the transaction in the debtor's currency as displayed in L. above.
- O. **Value Local Currency** (N17,2) This field will be calculated by the system and can not be updated by the user. The currency rate in M. will be multiplied by the value in N. to display the value in the local currency.
- P. **Reference Number** (A10) An optional first documentation support reference.
- Q. **Reference Date** (DD-MON-YYYY) The date will default to system date, but can be updated by the user.

IMPORTANT NOTES

- a) The student number will be validated, the debtors' number will be validated and the specified debtor should be "active".
- b) The date of the transaction defaults to system date.
- c) A <COMMIT> is only allowed after completion of all Blocks.

- d) This facility is also available in the ITS Student Account Subsystem as option {FSAO-2}, and these transactions can be printed under options {FAROR1-21} and {FSAOR1-7}.
- e) Caution should be taken in using this option because the system will in principle, allow people from one section to change the values of another section.

2.4. QUERY DEBTOR TRANSACTIONS {FARO-3} ↵

This screen consists of three Blocks and allows the user to view all year-to-date transactions for a particular debtor. It consists of three Blocks on one screen, as follows:

- Block 1 - Debtor Code and Name
- Block 2 - Debtor's Transaction Detail
- Block 3 - Balance

When the debtor code is entered, the debtor's name is displayed. The user can then select only transactions for a specific account type to be displayed or all transactions. Block 2 will then display detail of the transactions required.

Note that the debtor is NOT queried by the <ENTER QUERY> command, but by supplying the debtor's code followed by a <RETURN>. If more than one debtor is to be queried, the entire screen must be cleared by using the <CLEAR FORM> command between queries.

Whenever debtor's transactions are queried, and on some reports, the system indicates the "type" of transaction (document) with an indicator which can have the following values:

- A - ACB payment
- B - Cancelled ACB payment (Same day)
- C - Credit Inter-Debtors Correction
- D - Debit Inter-Debtors Correction
- E - Cancelled ACB Payment
- G - Cancelled Cheque Payment
- H - Interest
- I - Invoice
- J - Debit Journal
- K - Cancelled Cheque Payment (Same day)
- L - Cancelled Receipt
- M - Repayment
- N - Credit Note/Transaction
- O - ACB Receipt
- P - Cash Payment
- Q - Cheque Payment
- R - Receipt
- S - Credit Balance
- T - Debit Balance

- U - Cash Book Debit Journal
- V - Cash Book Credit Journal
- W - Cancel Payment
- X - Credit Sales
- Y - Credit Returns
- Z - Cancel Invoice

These codes and descriptions can also be viewed with option {FCSO-23}.

If the debtor has made a donation and a receipt exists with a tax certificate indicator of “Y”, these transactions can be queried on Block 4. The following information is displayed:

- Receipt number
- Receipt indicator
- Receipt date
- Tax certificate number
- Amount
- Frequency Indicator
- Accumulation indicator
- Cancellation Indicator
- Debtor type indicator
- Debtor Code
- Debtor Name
- Reprint Indicator

2.5. MAINTAIN DEBTOR NO-SHOW INDICATOR {FARO-4} ↵

This option allows the user to **suppress the printing of contra entries on a specific debtor’s statement for a specific account type**. This could be useful for suppressing multiple erroneous entries which crowd the statement.

Only the “**S**”**how** field is updatable. The user will enter a debtor number and an account type. The user will then indicate whether s/he “Want to See The Previous Years Transactions”.

When a debtor is queried, the system displays all transactions on his/her account, and the user can go through the records using the <NEXT RECORD> key, entering a ‘N’o in those records that must not be printed on the statement. A blank field means that the item will be printed. (The indicator status will be used only during the **printing** of statements, the rest of the system will ignore it).

When the changes are <COMMIT>ted, the system checks that the total of no-show debit transactions equals the total of no-show credits and the totals will be displayed at the bottom of the screen. *The system will not implement the changes unless the difference is zero.* ↵

2.6. CANCEL INVOICES {FARO-5} ↵

This option allows the user to cancel single or repeating invoices.

The user enters a query, enters the existing invoice number to be cancelled (use a %-query in the case of repeating invoices) and executes the query. The invoice, debtor, account type, value and date is then displayed. The user can now indicate that the invoice must be cancelled and <COMMIT> the transaction. The system will reverse the original transactions by inserting new transactions with negative amounts.

2.7. CALCULATE INTEREST {FARO-6} ↵

The calculation of interest is “event” FU: “AR - Interest Transactions”. Before this program can be executed the first time, the user must create a suitable Transaction Type (TT) via {FCSO-7}, and link it to this event. **Both the revenue account to which the interest amount should be credited and the debtors control account, must be specified in the definition of the TT.**

- * On execution of this option, the system will firstly control that a TT is linked to the applicable event and that the TT is correctly specified, i.e. that both the credit and debit GLA's have been specified. If either or both are missing, the program will display an appropriate message, and abort.
- * The user selection criteria are the following:
 - **Date to be inserted with interest transactions:** a <RETURN> will default to system date. Note that this date will be used for ageing of the interest transaction.
 - **Calculations to be done for range of debtors per:**
 1. Debtors Codes - From/to codes
 2. Debtors types - From/to codes
 3. Account Types - From/to codes
 - **Include inactive debtors ? (Y/N).**
 - **Previous Interest transactions to be included ? (Y/N)**

Note that a (Y)es will result in interest being calculated on interest; if your institution does not follow this policy, always reply (N)o to this question.

- * After the parameters have been specified, the system will firstly control that no interest transactions are found for the selected debtors, which have occurred less than 30 days prior to the present system date. If any transactions are detected on any one debtor,

the system will respond with: **“Interest has been calculated less than 30 days ago, do you want to proceed ? (Y/N)”**. If (Y)es, the calculations will proceed, else the program will abort.

Note that this situation could arise if an interest calculation has previously been done for one debtor or one debtor type. In such cases, a rollback via option {FARO-7} is advised, followed by a repeat of this option.

- * The system calculates the outstanding aged balance per debtor and the interest on each amount. No interest will be charged on credit balances. It then creates an interest TT as specified for the accumulative interest amount, and inserts **“INT”** in the reference field, and the cycle of AR in the format YYMM as voucher number. If an interest calculation is done more than once for the same cycle, the system will add a suffix to the voucher number, e.g. 9205-1. This reference will be used for the rollback.
- * A control report is produced, which gives the total number of transactions generated as well as there value. Also indicated on this report will be details of debtors for whom no interest was calculated because they are in credit balance, or because they are inactive, or because null values were found in the interest fields in {FARM-1}.

Control Report for Interest Calculation

03-SEP-2002 16:59		INTEGRATED TERNIARY SOFTWARE		Page 1	
Program: f42prg.rdf V12.0.0.0		Calculate Interest On Debtors		Control Report On Debtors	
Debtor	Name	Act	Type Acct	Interest Rate	Reason Not Calculated
8000001	A MAGNIFIC	N	0002 1	.00	Interest Rate Is Zero
8000001	A MAGNIFIC	N	0002 4	.00	Interest Rate Is Zero
8000001	A MAGNIFIC	N	0002 5	.00	Interest Rate Is Zero
8000001	A MAGNIFIC	N	0002 CLSP	.00	Balance Is Zero
8000001	A MAGNIFIC	N	0002 JCCS	.00	Interest Rate Is Zero
8000001	A MAGNIFIC	N	0002 SL01	.00	Interest Rate Is Zero
8000001	A MAGNIFIC	N	0002	.00	Balance Is Zero
Number Of Interest Transactions Generated:					
Total Amount Of Interest Transactions: R .00					
*** End Of Report ***					

2.8. ROLLBACK INTEREST CALCULATION {FARO-7} ↵

This option allows a rollback of the interest calculation done by {FARO-7} above.

When the option is executed, the following selection is required:

- * per debtor type, per debtor code or per account type, range from/to;
- * calculation date.

The system first controls that the transactions have not yet been posted to the GL; if they have been posted, it aborts with a message. Otherwise, the rollback is done. A control report is provided.

The above selection allows selective rollbacks per debtor type for interest calculations done on the same date.

03-SEP-2002 17:59		INTEGRATED TERTIARY SOFTWARE						Page 1	
Program : f43prg.rdf V12.0.0.0		Transaction Per Debtor (detail)							
		From Code 1 To 1							
		Rollback Of Interest Processed On: 03-AUG-2002							
Debtor Code	Short Name	Type	Reference	Trn Code	Name	Debit GLA	Credit GLA	Debit Value	Credit Value
1	JJ BOND *	Interest	INT200208-0	1213	DEBTORS INTERES	F0019202	F00100021	15.50	
	JJ BOND *	Interest	INT200208-0	1213	DEBTORS INTERES	F0019202	F00100021	.09	
	JJ BOND *	Interest	INT200208-0	1213	DEBTORS INTERES	F0019202	F00100021	504.24	
	JJ BOND *	Interest	INT200208-0	1213	DEBTORS INTERES	F0019202	F00100021	15.50	
	JJ BOND *	Interest	INT200208-0	1213	DEBTORS INTERES	F0019202	F00100021	.09	
	JJ BOND *	Interest	INT200208-0	1213	DEBTORS INTERES	F0019202	F00100021	504.24	
	JJ BOND *	Interest	INT200208-0	1213	DEBTORS INTERES	F0019202	F00100021	15.50	
	JJ BOND *	Interest	INT200208-0	1213	DEBTORS INTERES	F0019202	F00100021	.09	
	JJ BOND *	Interest	INT200208-0	1213	DEBTORS INTERES	F0019202	F00100021	504.24	
Debtor Total								1559.49	0.00
Report Total								1559.49	0.00
Imbalance								1559.49	0.00
*** End Of Report ***									
(EOF):									

2.9. PROFIT AND LOSS ON FOREIGN CURRENCY {FARO-9} ↵

This option allows the user to clear debtor account balance where balances in local currency reflects even though the debtor balance in the debtors currency reflects a zero balance.

- * On execution of this option, the system will firstly control that a TT is linked to the event F1 and F2. Further that a profit/loss GLA is correctly specified, i.e. that event F1 has a debit GLA in respect of the profit/loss and event F2 has a credit GLA. If either event has a GLA missing, the program will display an appropriate message, and abort
- * The system will then control that the AR subsystem is in the 12 cycle in FCSM –2. If the AR cycle is not equal to 12, the program will display an appropriate message, and abort.
- * The program recalculates the given currency balance on a debtors account using the rate at the indicated date and then compares the local currency balance to the calculated balance. If a difference exists a transaction is inserted for the difference into the debtor's account.
- * When the option is executed, the following selection is required:
 - * Foreign Currency Rate On Which Date? (DD-MON-YYYY)
 - * Enter Foreign currency Or All (A3) [ALL]
 - * Enter The Start Debtor Or ALL (N9) [ALL]
 - * Enter The Start Account Type Or ALL (A4) [ALL]
 - * Run Program in (T)rial Or (F)inal [T]

Program : f47occ.pc Foreign Currency Rate On : 03-SEP-2002 For Foreign Currency Code : CNH For Debtors Between -999999999 And 999999999 For Account Types Between 0 And zzzz Program Run In Trial Calculation Of Profit Or Loss On Foreign Currency								
Debtor	Name	Acct Type Code	Currency Exchange Rate	Given Currency Value	Calculated Local Value	Local Currency Value	Profit/Loss	
101012	HYUNDAI	101 CNH	17.000	45.46	772.82	45.46	727.36	
Totals For Debtor				101012 :	45.46	772.82	45.46	727.36
Totals For currency CNH :				45.46	772.82	45.46	727.36	
Report Totals :				45.46	772.82	45.46	727.36	
**** End Of Report ****								

2.10. GENERATE INTERNATIONAL DRAFTS {FARO-10} ↵

This option allows the user to refund a credit balance to foreign debtors where a credit balance exists on an account type. On execution of this option, the system will firstly control that a TT is linked to the event F3. The program will generate and insert a draft transaction per account type into the debtors account. In the same action the system generates the Debtor and CashBook transaction.

USER SELECTION: Do You Want To (G)enerate Or To (R)eprint Drafts? (G/R)
 Enter Foreign Currency Code Or All (A3) [ALL]:
 Enter The Start Debtor Code Or ALL (N9) [ALL]:
 Enter The Start Account Type Or ALL (A4) [ALL]:
 Enter Date To Be Printed On Draft (DD-MON-YYYY):
 Do You Want To Select Transactions Up to to A Specific Date (Y/N)

Debtor	Name	Draft	Given Currency	Local Currency
US	US DOLLARS			
	7796 C VAN STADEN	9210	7500.00	67500.00
Totals For currency US :			0.00	67500.00
Report Totals :				67500.00

**** End Of Report ****

I N T E R N A T I O N A L D R A F T

Our Draft

Number : 9210 Date : 03-SEP-2002

Bank : 1 STANDARD BANK FCSC-4

Branch : 102 PRETORIA NORTH FCSC-4

No

...../..... 19

Application For Bank Draft On:

Name Of Bank.....
Domicile.....

Beneficiary : C VAN STADEN . Foreign Currency Amount .
Rate . Local Currency Amount .
Domicile :
P.O. Box 1 . US DOLLARS .
. 7500.00 .
. .
Pretoria .
0001 .
Crossed Yes No .
. Correspondent .
. Charges .

Applicant : INTEGRATED TERTIARY SOFTWARE

.
. TOTAL.....HK/HQ

I/We Hereby Authorise You To Debit My/Our Cheque Account With . Commission
The RSA RANDS Equivalent And Costs. .
. .
Signature Of Applicant..... Postage .
. .
Address: P O Box 25168
Monument Park
0105 .
Cheque Account Number : 123456789123

TOTAL.....

For Office Use Only .
TELLER/WASTE STAMP .
Name And Domicile Of Agent Whose Books Will Be Debited : .
.....
Applicable Clauses..... Checked .
.....
..... Draft Signed .
Purpose Of Transaction.....
.....

2.11. MAINTAIN DEBTORS {FARO-21} ↵

In this option fixed information on debtors is maintained, such as identification and location. Different control totals and records are automatically kept by the system; such information will be displayed but cannot be updated by the user.

This option consists of six Blocks, of which the user can update only the first. It is used to create Debtor Account Records, as follows:

Block 1: DEBTOR DETAIL {FARO-21b1}

- A. **Debtor Code** (N9) This debtor's unique account number with us.
- B. **Debtor Name** (A40) The name of the debtor.
- C. **Short Name** (A10) The first 10 characters of the above name default into this field, but may be altered by the user to be more meaningful. This short name is used for quick reference, display purposes and on some reports.
- D. **Alias** (N9) The alias code (if any) to be used with this debtor, as defined in option {FARO-22}, Section 2.3. The alias name will be displayed.
- E. **Language** (A1) The language preferred by this debtor. Allowed codes are (E)nglish or (A)lternate.
- F. **Debtor Currency** (A3) In which currency should the debtor transactions take place? Use the list function to see the valid currency codes, as created on {FCSO-21b2}.
- G. **Our Account No.** (A10) With the debtor.
- H. **Statement Interval** (N2) The number of months between printing statements for this debtor. Only 1 to 12 allowed.
- I. **Non-/Active** (A1) Is this account (A)ctive or (N)on-active? If this indicator is set to (N)o, the system will not allow any transactions from any subsystems to be entered for this Debtor.

This indicator is also important for deletion of a debtor. The system will control that a debtor is inactive for at least the number of cycles set as retaining period of transactions, before deletion is allowed.

- J. **Last Statement Printed:** This field is not accessible to the user, but will be updated by the system every time a statement is printed for this debtor.

- K. **Debtor Type** (A2) The code of the debtor type as defined in option {FARC-1}, Section 2.4.
- L. **Account Type** (A4) The default account type that will display if transactions must be processed for this debtor. The list function will display all the valid account types for the 'AR' system, as created on {FCSC-21}.
- M. **Person Type** (A1) This field will be completed if the debtor that you are creating, is also used on another sub system in ITS. This is where you can link the debtor to a (S)tudent, (A)lumni, (P)ersonnel or (O)ther.
- N. **Number** (N9) Enter the number for the person entered in M. above. The name will be displayed as defined on the different sub systems. The list function can be used to display all the valid numbers on the system.
- O. **VAT Registration number** (A10) The registration number of this debtor, if any. This number will be displayed on a number of reports.
- P. **Payment Method:** This field indicates the debtor's method of payment and can be (A)CB or che(Q)ue.
- Q. **Bank Code:** The Bank Code of the debtor's banking institution.
- R. **Branch IT:** The branch code of the debtor's bank.
- S. **Account Number:** The debtors' bank account number.
- T. **Bank Account Type:** The debtors' account type i.e. (C)urrent, (S)avings or (T)ransmission account.
- U. **General Notes** (A60 x 4) These fields allow the user to make any notes regarding the debtor.

Block 2: CONTACT DETAILS {FARO-21b2}

The first of these blocks (contact detail) serves as the key to the other two subsequent blocks (namely address and telephone detail fig 1.). The contact represents the person/student/employer/debtor etc. for which addresses and/or telephone detail is carried on the system. Each contact for a particular person/student/employer/debtor etc. has a contact sequence number, making the contact unique for the particular person/student/employer/debtor etc. This number is used for identifying the addresses and/or telephone detail for the contact in question. The default Contact sequence = '0' always refers to the person/student/employer/debtor etc. themselves - Primary contact.

This primary contact is created automatically by the system for the particular reference number (person/student/employer/debtor etc.).

This contains the contact information. The example comes from the student system, note that the student himself becomes the primary contact for the student detail and that the address and telephone detail displayed on the next two consecutive blocks is related to the contact in the first block. The primary indicator may not be altered for the primary contact; neither may the contact type.

- A. **Reference Number** This field will default from the previous block
- B. **Contact Sequence Number** This field will default to the next sequence number
- C. **Primary (Y/N)** This field will default
- D. **Contact Type (A2)** Enter the contact type
- E. **Contact Relationship (A5)** Enter the contact relationship
- F. **Contact Name (A30)** Enter the name of the contact
- G. **Start and End Date (DD-MON-YYYY)** Enter the start and end date of this contact.
- H. **Remarks (A80)** Any additional remarks.

Block 3: ADDRESS DETAIL {FARO-21b3}

The next block contains the address information for the contact selected. Each address record is always linked to a particular contact via the contact sequence number. Multiple addresses can be linked to one contact sequence number. Each address is linked to a user defined address type, which is in turn linked to a reference type group key (this specifies the reference group to which a particular address type belongs – Postal address for the student system). This pre-determined ITS reference key groups the common address details together (i.e. all the postal addresses for a contact). The address reference types are created and linked to a pre-defined address reference group on GCS-24 or GCS-25 in the standard codes system for the relevant ITS system.

- A. **Reference Number** The reference number will default from the previous block
- B. **Contact Sequence** This field will default from the previous block
- C. **Address Primary** This field defaults.
- D. **Address Type (A2)** Enter the address type.

- E. **Address (A30 x 4)** Enter the address.
- F. **Postal Code** Enter the postal code A(8).
- G. **Active From / To (DD-MON-YYYY)** Enter the date from which/to this address is active.

Block 4 : COMMUNICATION DETAILS {FARO-21b5}

The next block contains the communication information for the contact selected. Each telephone number is linked to a telephone type that is in turn linked to a reference type key. This pre-determined ITS reference key groups the common address details together (i.e. all the home telephone numbers for a contact). The telephone reference types are also created and linked to a pre-defined telephone reference group on GCS-27 in the standard code system for the relevant ITS system. Each telephone record is always linked to a particular contact via the contact sequence number. Multiple Telephone numbers can be linked to one contact sequence number.

- A. **Reference Number** The reference number will default from the previous block.
- B. **Contact Sequence** This field will default from the previous block.
- C. **Primary** This field defaults.
- D. **Communication Type (A2)** Enter the telephone type code.
- E. **Communication Number (A80)** Enter the method of communication or the telephone number.
- F. **Active From / To (DD-MON-YYYY)** Enter the date from which/to this communication type is active

Primary Records

There are two ways to create a Primary Record:

- A primary record can be set-up for each of the contact, address or communication types, by the user. This can be done upon contact, address or communication type creation using option {GCS-24/GCS -25} and setting the primary field to 'Y' for the contact, address or communication type in question.
- If no primary record is created here then the last record created will become the primary record.

A primary record may only then be ended (end date) if another record exists which belongs to the same reference group.

Block 5: DEBTOR FINANCIAL SUMMARY {FARO-21b5}

This screen is not updateable by the user, and is accessed as follows: query a debtor by Debtor Code in Block 1, press <PREVIOUS BLOCK> and <RETURN>. The following information is now displayed:

- Debtor Code and Name
- Date on which this account record was created
- Date on which this record was last changed
- Date of last activity, i.e. last transaction for this account
- For previous financial year:
 - Number of transactions
 - Debit value of transactions
 - Credit value of transactions
 - Balance
- For current year-to-date:
 - Number of transactions
 - Debit to account
 - Credit to account
 - Balance of account
- For current month:
 - Debit to account
 - Credit to account
 - Balance of account.

The user can also proceed to this Block without querying the required debtor in Block 1. When the number is entered, the system will retrieve the above information. **The exception is a new debtor, in which case the system will retrieve null values if not queried in Block 1.**

Blocks 5 - 7: DEBTOR TRANSACTION QUERY {FARO-21b5/6/7}

This screen consists of three Blocks and allows the user to view all year-to-date transactions for a particular debtor. It consists of three Blocks on one screen, as follows:

- Block 1 - Debtor Code and Name
- Block 2 - Debtor's Transaction Detail
- Block 3 - Balance

When the debtor code is entered, the debtor's name and the number of debtor transactions are displayed (which indicates the number of records to be found in Block 2). This is followed by the complete detail of these transactions and the net balance.

This facility is the same as option {FARO-3}.

2.12. **DEBTOR ALIAS NAMES {FARO-22}** ↵

It may happen that the debtor placing the order and accepting delivery of the service or goods is not responsible for paying the account, e.g. affiliates and companies where all accounts are paid by the Head Office. In such instances the invoices and statements can be sent either to the debtor or to the alias debtor.

The following information must be supplied to create an alias:

Block 1: DEBTORS ALIAS CODE/NAMES {FARO-22b1}

- A. **Debtor to Copy Detail from** (N9) When an existing debtor can also serve as an alias, the account number may be entered here and all the information below will be inserted by the system, except for field **B**. If the alias debtor does not already exist on the system, all the information in this Block must be supplied.
- B. **Alias Code** (N9) The alias debtor's unique account number with us.
- C. **Name** (A40) Of the alias debtor.
- D. **Our Account No.** (A10) With the alias.

The system uses the debtor's preferred language as that of the alias.

2.13. **GENERAL LEDGER JOURNALS {FARO-23}** ↵

There is always a need for personnel working on the other financial subsystems to create normal General Ledger Journals. For ease of use the facility for updating journals is provided in the applicable subsystem. This does create a serious security risk through offering access to the General Ledger.

This option is described in detail in the General Ledger Manual (option {FGL-1} in GL Subsystem), a summary description following below.

The option only allows for one amount to be specified, resulting in a "mandatory" double entry. The following information is required:

- A. **Transaction Code** (N4) Enter a transaction type which was specified under (option {FCO-7} as a valid type for the General Ledger. The system will display the description for a valid code. If an invalid code is entered, the system will display: "Transaction code unknown, or illegal for this screen ... Try again".
- B. **Date** (DD-MON-YYYY) The system will default the system date into this field and it cannot be changed by the user.

- C. **Reference Number** (A12) Enter the number of the supporting documentation.
- D. **Reference Date** (DD-MON-YYYY) Enter the date of the supporting document.
- E. **Fin. Year** (YYYY) The system will default to the financial year of the transaction type if specifically specified (in the Code Structure System, option {FCSO-7}), or in all other cases to the year of the subsystem. The user may change this value if required. Future years are allowed
- F. **Fin. Cycle** (MM) The system will default to the financial cycle of the transaction type if specifically specified (in the Code Structure System, option {FCSO-7}), or in all other cases to the cycle of this subsystem. The user may change this value if required.
- G. **Debit GLA** (A4+A8) Enter the GL-Allocation to be debited with the transaction amount. The system will display the description of the applicable GL-Allocation. This GL-Allocation will default if the transaction type was specified with a GL-Allocation. 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. These transactions could cause difficulty in the reconciliation process.
- H. **Credit GLA** (A4+A8) See G. above
- I. **Investment Number** (N10) This field will be used with the Investment Recording System (see {FRM-4}), when the journal will effect a specific investment.
- J. **Description & GL Note** (2xA30) Enter any note which should accompany the transaction to the general ledger
- K. **Value** (N17.2) Value of this transaction.
- L. **Journal Number** (N12) The internal journal number generated automatically by the system.

This same facility is also available under options:

{FCTO-8}	Counter Subsystem
{FPMO-10}	Procurement Management Information System
{FGLO-1}	General Ledger Subsystem.

2.14. **QUERY GENERAL LEDGER {FARO-24}** ↵

This option provides summary and detail information concerning certain GL-Allocations, namely those that have previously been used in this subsystem and to which access was

allowed by the Account Category definitions in the Code Structure Subsystem. The query takes into account all transactions year-to-date in all Financial Subsystems.

This is the same option as available in {FGLO-8} and is described in detail in the General Ledger manual.

2.15. GENERATE ACB RECEIPTS {FARO-25} ↵

This option enables the user to generate ACB receipts for normal debtors inclusive of student loans. All transactions up to the “up to date” are taken into consideration to generate receipts. The action date of the receipt is the “up to date”. This option is also available as {FACO-2}.

The parameters for the execution of this program are:

Is this a (T)rial or (U)pdate run? (<RETURN> = T) : The difference between the two is that a trial run enables the user to get a printout of all the transactions that will be generated, without actually generating any transactions. The actual option produces a printout and generates ACB receipts.

Select by: 1. Debtors codes
2. Debtors types

If (1): Start/End Debtor Code
Enter Account Type (A4) or ALL

If (2): Start/End Debtor Type Code
Enter Account Type (A4) or ALL

Amounts payable up to which date (DD-MON-YY) (<RETURN> for system date): Only transactions up to that date are taken into consideration to generate receipts. It is also the action date of the receipts.

A listing of all the generated receipts will be printed, as follows:

02-MAR-2002 15:37		INTEGRATED TERTIARY SOFTWARE			Page 1	
Program : f4mprg.rdf V12.0.0.0		Generated ACB Receipts - Update Run				
		Action Date: 02-MAR-2002				
		For Debtor Numbers From 5 To 99999				
Debtor Type	Debtor Number	Debtor Name	Amount	ACB Tran Number	ACC Type	Loan Code
KMA1	19	ARNO RAUTENBACH	2194.05	5167	5	
0004	55	SASOL	833.99	5168	SPOR	

0001	200	MM MAARTENS	1000.00	5169	101
Total Number Of Debtors: 3			----- 4028.04 -----		
**** End Of Report ****					

2.16. MAINTAIN ACB RECEIPTS {FARO-26} ↵

This option is also available as {FACO-5}. With this option, individual ACB receipts that have been generated on {FARO-25} can be maintained (i.e. information corrected or deleted or new receipts inserted). These records cannot be updated once the ACB tape has been created.

This option differs from CT in the sense that a CT receipt is not created nor is a record written to the “other” subsystem immediately. The CT receipt is only generated and the other subsystem involved updated, on the action date, when option {FACO-6} is executed. A corresponding deposit journal is then also created in the cashbook. (Note that individual payments can be generated from option {FCTO-6}).

Before a cashier can start entering transactions, s/he must “sign on” as a user of the subsystem via option {FCTO-1}. Similarly, before s/he leaves his/her terminal, even temporarily, s/he should “sign off” via option {FCTO-2} to prevent unauthorised use of his/her terminal in his/her absence.

The Finance Officer will create a password under option {FCTM-2}, notify the cashier of the password and request him/her to change it immediately through this option {FCTO-1}. This password is encrypted and can thus not be seen on any report or screen, which means that only the Cashier will know his/her own password.

Block 1: CASHIER IDENTIFICATION {FARO-26b1}

- * The system requests the ID and password of the cashier. The subsystem from which this option is executed is also displayed and cannot be changed. After entering this information, the user proceeds with <NEXT BLOCK> or <RETURN>. The system will validate the ID and Password, and an error message will be displayed when the information is <COMMIT>ted and the identification is invalid.

(If the <COMMIT> key is pressed when entering the ID or password, the system will display “No changes to commit”).

- * If the user only wants this screen for query purposes, the ID and password are not required, and the user can reach Blocks 2 and 3 by the <NEXT BLOCK> command.
- * If the identification is valid, the next screen will display a further two Blocks for the entering of the transaction detail.

Block 2: TRANSACTION DETAIL {FARO-26b2}

- A. **Action Date** (DD-MON-YYYY) This is the only field that can be updated on this screen. The ACB action date must be entered in this field.

The rest of the fields are displayed for information purposes only:

- B. **Date** (DD-MON-YYYY) The system date is displayed.
- C. **Cash Book** (A5) The cashbook as defined on the transaction type when entered on the next Block. All the transaction types used in Block 3 must have the same cashbook code.
- D. **Transaction Number** (N6) The ACB transaction number is automatically generated by the system on <COMMIT>. The next number is displayed and maintained on {FCTMN-1}.
- E. **ACB User Code** (N4) The ACB user code associated with the cash book code is displayed, as created on {FCSC-5b2}.
- F. **Tape Created** (DD-MON-YYYY) The date on which the ACB tape was created for this receipt.
- G. **Generation No.** Once the ACB tape has been created, the tape generation number is displayed for each transaction generated to that specific tape.

Block 3: DETAIL {FARO-26b3}

- A. **Transaction Number** (N6) Same as Block 1.
- B. **Transaction Type** (N4) Enter the transaction type for the transaction. Normal CT transaction types can be used. A <LIST> function is available. Defaults that exist on the transaction type are displayed, e.g. transaction type description, default amount, debit and credit GLA's, debtor type and the VAT code of the Cost Centre.
- C. **Debtor** (A1) The type of debtor will default from the Transaction Type and it cannot be updated here. One of the following values will be displayed:

S = (S)tudent Debtor

P = (P)ersonnel Debtor
C = Normal (C)reditor
D = Normal (D)ebtor
A = (A)lumni

- D. **Debtor Number** (N9) The debtor number must be entered. The system validates the number and displays the name of the debtor.
- E. **Account Type** (A4) The account type to be used for the transaction.
- F. **Debit GLA** (A4+A8) The descriptions of the Cost Centre and Account are displayed when the codes are entered.
- G. **Credit GLA** (A4+A8) The descriptions of the Cost Centre and Account are displayed when the codes are entered.
- H. **Amount** (N17.2) The transaction amount.
- E. **VAT Code** (A2) The default VAT code associated with the Credit Cost Centre is displayed. The user can update it. The VAT rate associated with the VAT code is displayed and can not be changed on this screen.
- F. **Loan Code** The loan code (staff or student loan) that is being repaid by this receipt, if any.
- G. **Name on Bank Account** (A30) The name of the debtor is displayed. The user can update this note.
- H. **Payment Agreement** (A4) All student debtor transactions must be accompanied by a payment agreement. So this field will only be applicable where the debtor type (see C. above) is a (S)tudent.
- I. **G/L Note** (A30) The name of the debtor and the debtor number are displayed in this field and will accompany the transaction to the general ledger. The user can update it.

2.17. ROLLBACK GENERATED ACB TRANSACTIONS {FARO-27} ↴

In this option the user can rollback **receipt** transactions not yet copied to an ACB tape. No rollback is available for payment transactions, because the subsystem is already updated with the payment.

- * This option is also available as options {FACO-4}, {FSAO1-5} and {SALUM-10}. When it is executed from the ACB subsystem, it can access all records. When executed from one of the subsystems, it can only access the receipts from that specific subsystem.
- * This program deletes records from the ACB receipt tables. An entry is made in the audit log file to record that a rollback was performed. The audit log can be printed with option {FACMR1 - 1}.

A report of all the rolled back receipts is printed.

03-MAR-2002 08:51:47		INTEGRATED TERTIARY SOFTWARE			Page: 1	
Program: fgaprg.rdf V12.0.0.0		Rollback Of ACB Receipts				
		Generated On 02-mar-2002 For Subsystem AR				
Receipt Number	Action Date	Trans Debtor Type	Note		Amount	
5167	02-MAR-2002	1168 D 19	ARNO RAUTENBACH		2194.05	
5168	02-MAR-2002	1168 D 55	SASOL		833.99	
5169	02-MAR-2002	1168 D 200	MM MAARTENS		1000.00	
				Report Totals	----- 4028.04 -----	
3 Detail Records Rolled Back						
***** End Of Report *****						

2.18. OPERATIONAL MENU REPORTS {FARO-80}**2.18.1. Invoices to be Sent {FAROR1-1}** ↵

Invoices to debtors are produced on pre-printed stationery in the currency of the debtor as defined on {FARO-21}. The invoice can be queried on {FARO-1}.

USER SELECTION: 1. Debtor Codes
2. Debtor Types
3. Account Types

Start and End Range for above selection
Invoice to be sent to (D)ebtor or (A)lias
Print Vat Registration Code on Invoice (Y/N)
If (Y)es - Enter Vat Registration Code
Start/End Invoice Number

PRINT SEQUENCE: Numerical.

T A X I N V O I C E (GENERAL DEBTORS) VAT Registration Number : 00300-20-1					
					Page 1
					Invoice Nr: MM528
1971	BERNARD POSBUS 213 FAERIE GLEN PRETORIA 0043				
07-04-2002					
Invoice Detail -----					
Invoice Date: 13-03-2002			Building:		
Contact Person: Mr Asmal			SOUTHERN BUILDING		
Telephone Number: 5567			Floor: 1		
Department: ACCOUNTING			Room: 0001		
Item Detail In SA RAND -----					
Quant.	Unit	Description	Vat %	Unit Price	Total
1	10 UNIT	CATERING COST	.00	85.00	850.00
1	1 FPL	ENTERTAINMENT	14.00	45.00	45.00
					----- 895.00 -----
Tax					6.30

Total	850.00

2.18.2. Credit Notes to be Sent {FAROR1-2} ↵

Credit notes to debtors are produced on pre-printed stationery in the currency of the debtor as defined on {FARO-21}. The credit note can be queried on {FARO-1}.

- USER SELECTION:
1. Debtor Codes
 2. Debtor Types
 3. Account Types

Start and End Range for above selection
 Credit Note to be send to (D)ebtor or (A)lias
 Print Vat Registration Code on Cr/Note (Y/N)
 If (Y)es - Enter Vat Registration Code
 Start/End Credit Note Number

PRINT SEQUENCE: Numerical.

C R E D I T N O T E					
(PERSONNEL CAR LOANS)					
VAT Registration Number :					
					Page 1
					Credit Note Nr: 233
1	JJ BOND *				
07-04-2002					
Credit Note Detail					

Cr Note Date:	31-07-2002	Building:	2COMPUTER BUILDING		
Contact Person:	Peter Parker	Floor:	2		
Telephone Number:	2	Room:	2		
Department:	ACCOUNTANCY/T51				
Item Detail In SA RAND					

Quant.	Unit	Description	VAT %	Unit Price	Total
1	10 UNITS	BOOKS	.00	20.00	200.00

					200.00
					Tax .00
					Total 200.00

2.18.3. Debtors Statements {FAROR1-3} ↵

Statements to debtors are produced on pre-printed stationery. An age analysis of the balance of account is provided on the statement.

USER SELECTION:

A: 1. Do You Want To Print Statements For The Current Year (Y/N).

If (N)o, Enter The Year For Statements (N4):

B: Produce Statements By

1. Debtors Codes - Start/End range
2. Debtor Types - Start/End range
3. Debtor Alias - Start/End range

If option 1. or 2. Is selected then

C: 1. Only Debtors Not Linked To Alias
2. Only Debtors Linked To Alias
3. All Debtors

Include Inactive Debtors (Y/N)?: The user decides from above selected debtors whether statements must be printed for (A)ctive or (N)on-active debtors.

Enter Start/End Account Type (A4) Or ALL: When the user selects 'ALL' the user will be prompt with the next parameter of the statement interval. The statement will still be printed per account type if 'ALL' is selected.

Must the statement interval be taken into consideration (Y/N)?: i.e. must statements be printed regardless of interval defined in option {FARO-21}? If the answer is (N)o, all statements will be printed. If the answer is (Y)es, only those statements which are due to be printed will be produced, i.e. first statements and those whose printing is due as per detail on {FARO-21}.

Must statements with zero balances be included (Y/N)?:

Do you want to accumulate the transactions (Y/N)?: The user decides whether transactions should be accumulated into "Balance Brought Forward" which results in fewer transactions on the statement. If the answer is (N)o, the next question is skipped. If the answer is (Y)es, the system responds with:

Up to which date (DD-MON-YYYY)?: The system will calculate the net value as on that date, and create an entry "Balance Brought Forward". Transactions before that date will not appear on statements. Note that the accumulated transactions have not been "lost"; in subsequent print runs all transactions can again be shown, if desire.

Enter Latest Transaction Date to Include (DD-MON-YYYY) – enter- For Sysdate :

Must Detail of Contact Print on Statements (Y/N) : When you process a document on {FARO-1} that must be printed, you complete detail of a contact person. If necessary this detail can be printed on the statement per invoice/credit note.

PRINT SEQUENCE: Sort on Selection criteria.

Sample Debtors Statement

S T A T E M E N T				
GENERAL DEBTORS				
1	JJ BOND *			
	JOOSTESTR 361			
	KLOOFSIG			
	0001			
				13-MAR-2002
			Transactions Up To:	13-MAR-2002
Statement For 1 JJ BOND *				Page: 1
**** 100 CLINIC MAIN ACOOUNT ****				
Date	Reference	Description	Debit	Credit
		Balance B/F		0.00
24-FEB-2002	MM504		15.89	
	123			
			-----	-----
			15.89	0.00
			-----	-----
		Due To Us	15.89	
	90 Days +	60-90 Days	30-60 Days	Current
	0.00	0.00	0.00	15.89
S T A T E M E N T				
GENERAL DEBTORS				
1	JJ BOND *			
	JOOSTESTR 361			
	KLOOFSIG			
	0001			
				13-MAR-2002
			Transactions Up To:	13-MAR-2002
Statement For 1 JJ BOND *				Page: 2
**** 5 AR-TOETS ****				
Date	Reference	Description	Debit	Credit
		Balance B/F		0.00
24-FEB-2002	MM505		333.69	
	123			
01-MAR-2002	MM506		15.89	
			-----	-----
			349.58	0.00

			Due To Us	349.58
90 Days +	60-90 Days	30-60 Days	Current	
0.00	0.00	0.00	349.58	

2.18.4. Debtors Balances - Aged {FAROR1-4} ↵

This report lists all debtors with balances together with an ageing analysis (based on the transaction reference date) of all debit balances. Note that even though the year, cycle and date up to which transactions must be included can be specified, ageing of those transactions will be as from the date of the report (i.e. system date).

USER SELECTION: (S)ummary or (D)etail

Enter Your Selection Criteria:

1. Debtor Codes
2. Debtor Types
3. By Account Types

Start and End ranges as selected in A.

Do you wish to see debtors with :

1. Credit Balances
2. Debit balances
3. Both

Print Foreign or Currency

Include transactions for **Year** (N4) or (A)ll

Include transactions up to cycle (MM) or (A)ll

Do you wish to specify the latest transaction date (Y/N)

Latest Transaction date to be included (DD-MON-YYYY)

Do you wish to print and tally debtors with zero balances

Sort order of debtors, (A)lphabetical or (N)umeric

PRINT SEQUENCE:As requested above. The report also shows the number of records retrieved.

Debtors Balances - Aged: Detail

15-MAR-2002 08:30:22		INTEGRATED TERTIARY SOFTWARE		Page: 1					
f4dccc.pc		Detail Of Debtors With Age Analysis For Codes Between 1 And 6							
		With Debit & Credit Balances For Year : All Up To Cycle : All Up To Date : 15-MAR-2002 Sorted By : N							
		Print Zero Balance : N							
Debtor Number	Debtor Name	Debtor Type	Account Type	Credit Balance	Debit Balance	15-DEC-2001+ 90 Days +	14-JAN-2002+ 60 Days +	13-FEB-2002+ 30 Days +	15-MAR-2002+ Current
1	JJ BOND *	0003	100		31.78	0.00	0.00	0.00	31.78
1	JJ BOND *	0003	5		349.58	0.00	0.00	0.00	349.58
1	JJ BOND *	0003	AR01		2354520.92	0.00	0.00	0.00	2354520.92
1	JJ BOND *	0003	BOP1		756525.32	738080.56	0.00	0.00	18444.76
1	JJ BOND *	0003	SPOR	4767.00					
2	MAC	145	ST01	20570.50					
3	LEON SMITH	145	ST01		11715.66	0.00	0.00	0.00	0.00
5	LL ROLANCE	BOOK	BOP1		58658.82	57228.12	0.00	0.00	1430.70
6	STEENEKAMP	SSL	ST01		364.59	0.00	0.00	0.00	0.00
Grand Totals: Credit Records = 2				25337.50					
Debit Records = 8					3182674.28	795308.68	0.00	0.00	2374777.74
***** End Of Report *****									
(EOF):									

2.18.5. Inter Student / Debtor Corrections {FAROR1-5} ↵

This report reflects details of transactions generated in option {FARO-2}.

USER SELECTION: Start Date
End Date

PRINT SEQUENCE: Transactions are listed per date

DATE	INVOICE NUMBER	DEBTOR TYPE	DEBTOR CODE	DEBTOR NAME	NET VALUE
14-SEP-2002	INTEGRATED TERTIARY SOFTWARE				PAGE 1
Program : f4krpt.rdf v12.0.0.0		== INTER DEBTOR/STUDENT CORRECTIONS ==			
FROM 26-MAY-2002 TO 16-JUN-2002					
26-MAY-2002	35	D	200	MM MAARTENS	30.00
26-MAY-2002	35	C	1111111	N BOSHOFF	30.00
16-JUN-2002	39	D	200	MM MAARTENS	100.00
16-JUN-2002	39	C	1111111	N BOSHOFF	100.00

.00	REPORT			TOTAL	

130.00	TOTAL			CREDITS:	
130.00	TOTAL			DEBITS:	
***** END OF REPORT *****					

2.18.6. Debtors Detail {FAROR1-6} ↵

This report is used to display a complete list of the detail of a Debtor's Master File as created under {FARO-21} including a financial summary of the debtor's transactions.

USER SELECTION: A. 1. Debtor Alphabetically
2. Debtor Numerically
3. Debtor Type

B. Start and End ranges as selected in A

PRINT SEQUENCE: 1. For selection 1 - Alphabetically
2. For selection 2. and 3. - Numerically

15-MAR-2002 11:25	INTEGRATED TERTIARY SOFTWARE	Page 1
Program : f4arpt.rdf V12.0.0.0	Numerical List Of Debtor Detail From 1971 TO 1971	
Debtor Code: 1971	Debtor Name/address: BERNARD POSBUS 213	Short Name: BERNARD Telephone: 9911363 Alias Code: 1972 ===
Debtor Type: 0003	FAERIE GLEN PRETORIA 0043	Language: ENGLISH Fax Number: Contact: TWA TEST VAT Number: 111222
Acc At Debt:	Date Created: 06-MAR-1996	Value Last Year: .00
Non-/active: A	Date Last Changed: 13-MAR-2002	Transactions Last Year:
Statement Interval: 1	Date Last Activity: 13-MAR-2002	Transactions To Date: 55
Last St'ment Date: 04-FEB-2002		
	***** End Of Report *****	
(EOF):		

2.18.7. Alias Debtors {FAROR1-7} ↵

This report is used to display a complete list of Alias Debtors with their Debtors linked to them.

USER SELECTION: None.

PRINT SEQUENCE: Numerical on Alias Codes

15-MAR-2002 11:47		INTEGRATED TERTIARY SOFTWARE		Page 1	
Program : f4hrpt.rdf		Alias Debtors And Their Normal Debtors			
Alias Code	Alias Name	Address	Telephone Number	Debtor Code	Debtor Name
10	ALIIAS HH TEST 10000	PO BOX 444 JOHANNESBURG 2000	011-34857	1000013	I VISSER
23	MAC INCORPORATE	P O BOX 911-190 ROSSLYN 0200	01461-26641	2	MAC
				3	LEON SMITH
				5	MR LL ROLAND
				9	MR E vd Berg
				11	MR MM Thiye
				99299	MR B Mostert
				99399	MR M PEDRO
50	MEDICROSS	JOOSTESTR 361 KLOOFSIG 0001	012 48783	45	P. JOSLING
100	PRETORMEDIC	PO BOX 23 PTA 0001	987 56473	13333	FERREIRA E
168	LEON SMITH & VENNOTE	P.O.BOX 22345 KEMPTON PARK 1619	98623422	60	PE TECHNIK
233	MR LL ROLANCE	P O BOX PRETORIA 0001			
457	CRON & CRON	PO BOX 141516 JAMESHOF PAULSTOWN 2000	765 8796		
666	MEDIHELP	PRIVAATSAK X601 PRETORIA 0001	041-5043911	1	JJ BOND *
				911	A ALBERTYN
				7045	J ERENS
				7046	W VAN ROOYEN

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

2.18.8. Debtors List {FAROR1-8} ↵

This report is a list of Debtor Detail as created in the Master File {FARO-21}. Only two lines of information are printed per Debtor and this report is normally used for reference purposes on a daily basis.

- USER SELECTION: A. (A)lphabetically or (N)umerically
 B. Sort by:
 1. Debtor Name
 2. Debtor Code
 3. Debtor Type
 If (1)
 Start/End Debtor Name
 If (2)
 Start/End Debtor Code
 If (3)
 Start/End Debtor Type
- PRINT SEQUENCE: Sorted in the sequence of selection as in A.

15-MAR-2002 14:37		INTEGRATED TERTIARY SOFTWARE				Page 1		
Program : f4wrpt.rdf V12.0.0.0		Numerical List Of Debtor Detail				From Debtor Code 320 To 456		
Code	Name	Alias Code	Debtor Telno	Debtor Faxno	Lang	Deb Tor	Active N/act Type	VAT Number
320	T.ENSLIN					A	0003	A
POSBUS 320	MORELETAPARK	MORELETAPARK			0044			
322	T. HEYDENRICH					A	0003	A
POSBUS 322	SUNNYSIDE	SUNNYSIDE			0132			
323	E.SERFONTEIN					A	0003	A
POSBUS 876	MENLOPARK	MENLO PARK			0081			
423	IZOLDE TEST					E	CLIN	A 1`2122
PO Box 1234	Monument park	MONUMENTPARK			0105			
456	JJ JONES					E	0004	A TX1234
PO BOX 141516	JAMESHOF	PAULSTOWN		JOHANNESBURG	2000			
***** End Of Report *****								
(EOF):								

2.18.9. Transactions per Debtor {FAROR1-21} ↵

This report reflects detail of transactions per debtor for a selected period.

- USER SELECTION:
- A. 1. Debtor Codes
 - 2. Debtor Types
 - 3. Account Type
 - B. Do you want to include previous years (Y/N)
 - C. Start/End range of option A.
 - D. Start/End Processed Dates

PRINT SEQUENCE: Numerical on Debtor Codes

Date		Reference		Acct		Debit		Credit	
Processed	Number	Type	Date	Number	Type	Value	Value		
30-MAR-2002	MM585	Invoice	30-MAR-2002		100	150.00			
24-MAR-2002	MM582	Invoice	24-MAR-2002	Ref. 123	AR01	12457.76			
24-MAR-2002	MM584	Invoice	24-MAR-2002		AR01	15.89			
24-MAR-2002	CN59	Cr Note	24-MAR-2002	Ref. 435	AR01			79259.32	
23-MAR-2002	MM550	Invoice	23-MAR-2002		AR01	10646.30			
23-MAR-2002	MM554	Invoice	23-MAR-2002		AR01	10646.30			
23-MAR-2002	MM572	Invoice	23-MAR-2002		AR01	10646.30			
23-MAR-2002	MM575	Invoice	23-MAR-2002		AR01	10646.30			
23-MAR-2002	MM565	Invoice	23-MAR-2002		AR01	10646.30			
23-MAR-2002	MM577	Invoice	23-MAR-2002		AR01	10646.30			
18-MAR-2002	MM549	Invoice	18-MAR-2002		100	1589.00			
17-MAR-2002	MM542	Invoice	17-MAR-2002		6	7245.84			
17-MAR-2002	MM546	Invoice	17-MAR-2002		6	1589.00			
17-MAR-2002	MM547	Invoice	17-MAR-2002		6	7945.00			
Totals						94870.29		79259.32	
Balance						15610.97			

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

2.18.10. Transactions per Period {FAROR1-22} ↵

This report reflects all transactions for ALL debtors for a specified period where the transaction types are defined as Post to GL = Y. Transactions, which were generated in the CT Subsystem, will be included.

USER SELECTION: Financial Year of Period (N4)
 Start Financial Cycle (N2)
 End Financial Cycle (N2)
 Enter Account Type Or All (A4)

PRINT SEQUENCE: List all transactions for the selected period in transaction date sequence.

16-MAR-2002 11:45		INTEGRATED TERTIARY SOFTWARE						Page 1	
Program : f42rpt.rdf		Transactions Processed Per Period							
		For Period: 3 To 3							
		For Account Type : 101							
Fin	Number	Type	Date	Reference	Debtor	Debtor	Acct	Debit	Credit
Period				Number	Code	Name	Type	Value	Value
3	4880	Cheque	02-OCT-1998		200	MM MAARTEN	101	1000.00	
3	MM496	Invoice	18-FEB-2002	GENDOC	131333	DU PLESSIS	101	11.51	
3	MM497	Invoice	18-FEB-2002	GENDOC	13333	FERREIRA E	101	1151.40	
3	MM498	Invoice	18-FEB-2002	GENDOC	555	CAMPER PJ	101	1151.40	
3	MM516	Invoice	04-MAR-2002	GENDOC	100001	J ABBOT	101	11.51	
3	MM519	Invoice	05-MAR-2002	GENDOC	988776	cronje I	101	11.51	
								Period	-----
								Totals	3337.33
								-----	-----
								=====	
								Balance	3337.33
								=====	
								Report	-----
								Totals	3337.33
								-----	-----
								=====	
								Balance	3337.33
								=====	
***** End Of Report *****									

2.18.11. Transactions per Type {FAROR1-23} ↵

This report reflects detail of transactions for a specified range of types and for a specified period.

USER SELECTION:

- A. Report can be requested in Detail or in Summary
- B. Selection of Sort
 - 1. Per Transaction Type
 - 2. Per Debtor Code

If (1):

Start/end transaction type (N4)

Start/end account type (A4)

a. Per start date/end date

b. Per start cycle/end cycle

If a.:

Start/end date (DD-MON-YYYY)

Subsystem of origin of transaction types

Exception report (Y/N)

If (Y)es then

Type Of Account Exception? (D)ebit Or (C)redit

S pecify (C)c Or (A)ccount Or (G)la

Test For The Specified Combination To Be (T) rue Or (F)alse

If b.:

Reporting Year (YYYY)

Start/end cycle (N2)

Subsystem of origin of transaction types

Exception report (Y/N)

If (Y)es then

Type Of Account Exception? (D)ebit Or (C)redit

S pecify (C)c Or (A)ccount Or (G)la

Test For The Specified Combination To Be (T) rue Or (F)alse

If (2):

Start/end Debtor code

Start/end Account Type (A4)

As for (a) or (b) above

PRINT SEQUENCE: Per Transaction Type or Debtor/Transaction Type in Processed date and invoice number sequence. The number of records per type is also shown on the report.

Transactions per Type: Detail

16-MAR-2002 18:31		INTEGRATED TERTIARY SOFTWARE						Page 1		
Program : f47rpt.rdf		Transaction Per Type (detail)								
		From Type: 410 To 410								
		For Reporting Year: 2002 Cycle: 3 To 3								
		For Account Types From 0 To zzzz								
		For Subsystem: all								
Trn Code	Name	Debit GLA	Credit GLA	Process Date	T Reference	Invoice Date	ACCT Type	Debtor Code	Short Name	
								Debit Value	Credit Value	
0410	SUNDRY INV	F0012018	F0012012	06-OCT-1998	INV MM477	06-OCT-2002	100	200	MM MAARTEN	
								100.00	0.00	
		F0012661	F0013214	15-OCT-2002	INV MM478	15-OCT-2002	1		JJ BOND *	
								100.00	0.00	
		F0012312	F0012014	15-OCT-2002	INV MM479	15-OCT-2002	2		MAC	
								100.00	0.00	
		F0010402	F00100022	15-MAR-2002	INV MM530	15-MAR-2002	6	1	JJ BOND *	
								3115.71	0.00	
		F0010402	F00100021	15-MAR-2002	INV MM534	15-MAR-2002	6	1	JJ BOND *	
								4673.57	0.00	
		F0010402	F00100021	15-MAR-2002	INV MM535	15-MAR-2002	6	1	JJ BOND *	
								4673.57	0.00	
		F0010402	F00100021	15-MAR-2002	INV MM536	15-MAR-2002	6	1	JJ BOND *	
								4767.00	0.00	
		F0010402	F00100021	15-MAR-2002	INV MM537	15-MAR-2002	6	1	JJ BOND *	
								4767.00	0.00	
		F0010402	F00100021	15-MAR-2002	INV MM538	15-MAR-2002	6	1	JJ BOND *	
								4767.00		
							-----	-----		
Number Of Records: 9							Transaction Total		27063.85	0.00
							=====	=====		
							-----	-----		
Number Of Records: 9							Report Total		27063.85	0.00
							=====	=====		
							-----	-----		
							Imbalance		27063.85	
							=====	=====		
*** End Of Report ***										
(EOF):										

Transactions per Type: Summary

16-MAR-2002 18:50		INTEGRATED TERTIARY SOFTWARE		Page	1
Program : f47rpt.rdf (AR)		Transaction Per Type (Summary)			
		From Type: 410 To 420			
		For Reporting Year: 2002 Cycle: 3 To 3			
		For Subsystem: all			
Trn Name		Debit	Credit	No Of	
Code		Value	Value	Records	
0410	SUNDRY INVOICES	27063.85	0.00	9	
0411	DEBTORS VAT	5707.29	0.00	44	
0412	REPEATING INVOICES WITHOUT VAT	1589.00	0.00	1	
0413	REPEATING INVOICES WITH VAT	4673.57	0.00	1	
0420	CREDIT NOTES	0.00	4753.00	1	
Number Of Tran Types: 5		Report Total	39033.71	4753.00	56
		Imbalance	34280.71		

*** END OF REPORT ***

2.18.12. Transactions - Repeating {FAROR1-24} ↵

This report reflects details of repeating invoices created.

USER SELECTION: A. Must Invoices for all cycles be listed (Y/N)
 B. If (N)o
 Start Cycle
 End Cycle

PRINT SEQUENCE: Transactions are listed per cycle

16-MAR-2002 19:23:26		INTEGRATED TERTIARY SOFTWARE				Page 1					
Program : f43rpt.rdf		List Of Repeating Invoices									
Invoice Number	Debtor	First Cycle	Times Repeat	Interval (Months)	Net Value	Trn Code	Debit GLA	Dt Cycle	Credit GLA	Cr Cycle	Trn Value
UN8900000	1000003 == LOCAL CORN	1	3	1							
UN8900001	1000002 == CSIR (CAPE	1	3	1							
UN8900011	1000010 == J SMITH AR	1	2	2							
UN8900012	1000001 == WNNR (JHB)	1	2	1							
UN8900016	1000013 == HH TEST (P	2	6	1							
UN8900018	1000008 == PRINTPACK	5	4	1							
UN8900073	200 == MM MAARTEN	5	2	1							
UN8900093	200 == MM MAARTEN	2	4	2							
UN8900093	20-MAR-91				30.00						
						0412 F0019202		2	10672012	2	30.00
UN8900093-1	20-APR-91				30.00						
						0412 F0019202		4	10672012	4	30.00
UN8900093-2	20-MAY-91				30.00						
						0412 F0019202		6	10672012	6	30.00
UN8900093-3	20-JUN-91				30.00						
						0412 F0019202		8	10672012	8	30.00
UN8900093-4	20-JUL-91				30.00						
						0412 F0019202		10	10672012	10	30.00
UN8900151	1000003 == LOCAL CORN	5	2	1							
UN8900151	23-JUL-91				34.00						
						0410 F0019202		5	00582012	5	31.00
						0411 F0019202		5	F0019207	5	3.00
UN8900151-1	23-AUG-91				34.00						
						0410 F0019202		6	00582012	6	31.00
						0411 F0019202		6	F0019207	6	3.00
UN8900151-2	23-SEP-91				34.00						
						0410 F0019202		7	00582012	7	31.00
						0411 F0019202		7	F0019207	7	3.00
***** END OF REPORT *****											

2.18.13. Debtors Per Payment Method {FAROR1-25} ↵

This report lists all Debtors where the Debtor payment method is ACB.

PRINT SEQUENCE: Sorted in debtor code sequence.

16-MAR-2002 19:13:26		INTEGRATED TERTIARY SOFTWARE		page 1		
Debtors With ACB Transfer Payment Method						
(Program : f4rrpt.sql (AR))						
Debtor Code	Name	Bank Code	And Name	Branch Number	ACB ACC Type	Bank Account Number
1	JJ BOND *	1	STANDARD BANK	102	C	12123434
2	MAC	1	STANDARD BANK	10145	C	11161151
3	LEON SMITH & PARTNERS	40	FRENCH BANK OF SOUTHERN AFRI	106	C	33444
7	MNE MALOKA	1	STANDARD BANK	102	C	14151617
14	PM WAIT	1	STANDARD BANK	103	C	45789098
18	PM WAIT	1	STANDARD BANK	103	C	45789098
19	ARNO RAUTENBACH	1	STANDARD BANK	107	C	12345671
55	SASOL	1	STANDARD BANK	102	C	619000
60	LEON SMITH & VENNOTE	44	BOLAND BANK	103	T	67488222
61	CAPE GATE	44	BOLAND BANK	440245	C	98897654
65	PRETORIA TECHNIKON	1	STANDARD BANK	102	T	19633789
111	JOE SOAP	1	STANDARD BANK	102	C	1212123
200	MM MAARTENS	63	UNITED BANK	630745	C	54464654
456	JJ JONES	1	STANDARD BANK	104	C	86541910
950	MAC	1	STANDARD BANK	102	C	57657656
1520	P POLLOCK	1	STANDARD BANK	102	C	4444

16 rows selected.

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

2.18.14. Print Generated Journals {FAROR1-26} ↵

This option allows the user to print the generated interest journals.

USER SELECTION: Selection per debtor type or debtor code
from/to Date of calculation

PRINT SEQUENCE: As per above

SYSTEM SELECT: Transactions for above date identified by "INT"

16-MAR-2002 19:50		INTEGRATED TERTIARY SOFTWARE								Page	1
Program : f49prg.rdf		Debtor Per Type (detail)									
		From Type 0003 To 0005									
		Interest Transactions Processed On: 02-MAR-2002									
Debtor Type	Debtor Code	Trn Code	Name	Debit GLA	Credit GLA	Type	Reference	Short Name	Debit Value	Credit Value	
0003	1	1213	DEBTORS INTERES	F0019202	F00100021	H	INT200203-0	JJ BOND *	18444.76		
									-----	-----	
Debtor Total									18444.76	0.00	
									=====	=====	
0004	54	1213	DEBTORS INTERES	F0019202	F00100021	H	INT200203-0	PETRA	5.25		
	54	1213	DEBTORS INTERES	F0019202	F00100021	H	INT200203-0	PETRA	5.25		
	55	1213	DEBTORS INTERES	F0019202	F00100021	H	INT200203-0	TEST	422.14		
	55	1213	DEBTORS INTERES	F0019202	F00100021	H	INT200203-0	TEST	422.14		
									-----	-----	
Debtor Total									854.78	0.00	
									=====	=====	
0005	71	1213	DEBTORS INTERES	F0019202	F00100021	H	INT200203-0	KIRKWOOD	52.53		
	71	1213	DEBTORS INTERES	F0019202	F00100021	H	INT200203-0	KIRKWOOD	52.53		
									-----	-----	
Debtor Total									105.06	0.00	
									=====	=====	
Report Total									19404.60	0.00	
									=====	=====	
Imbalance									19404.60	0.00	
									=====	=====	
*** End Of Report ***											

2.18.15. Transaction Types {FAROR1-27} ↵

This report is a list of all valid Transaction Types that have been created for this subsystem in {FCSO-7}

USER SELECTION: Destination of print.
Sort sequence: (A)lphabetic or (N)umeric

PRINT SEQUENCE: As per selection

07-APR-2002 20:37:30										page	1
INTEGRATED TERTIARY SOFTWARE											
Transaction Definitions Types For The Accounts Receivable Subsystem											
(Program : f44rpt.sql (AR))											
Trn Name	VAT VA	Debit	Debit	Credit	Credit	Post	Trn				
Code	Link 20 FF Bank Account	Cc	Acc	Cc	Acc	Gl	Value				
400 BALANCE B/F -DT	400 S	F001	9202			N					
401 BALANCE B/F-CT	S			F001	9202	N					
402 BALANCE B/F-YEND	S	F001	9202	F001	9472	N					
404 DEBIT JOURNALS	411 J	F001	9202			Y					
406 PEND - ACCUMULATE TRANSACTIONS	J	1065	2018	0065	2012	N					
410 SUNDRY INVOICES	411 10 J	F001	8420			Y					
411 DEBTORS VAT	11 J	F001	9202	F001	9207	Y					
412 REPEATING INVOICES WITHOUT VAT	J	F001	9202			Y					
413 REPEATING INVOICES WITH VAT	411 J	F001	9202			Y					
414 DEBTORS VAT	11 J	F001	9207	F001	9202	Y					
415 SUNDRY INVOICES	417 J	F001	9202			Y					
416 DEBIT TRANSACTION	411 J					Y					
420 CREDIT NOTES	421 23 J			QF01	8420	Y					
421 DEBTORS VAT	17 J	F001	9207	F001	9202	Y					
422 CREDIT NOTES - NO VAT	J			F001	9202	Y					
423 CREDIT JOURNALS	23 J			QF01	8420	Y					
425 CREDIT NOTES-NO VAT	J			F001	9202	Y					
430 INTER AR/SD CORRECTION:DEBIT	J	F001	9202			Y					

18 rows selected

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

3. STAFF LOAN SUBSYSTEM {FARO-8} ↵

INTRODUCTION

Option {FARO-8}, "MAINTAIN STAFF DEBTORS", leads to menu {FARS} which allows the *creation and maintenance of Staff Debtors and Staff Loans as well as interest calculations, the automatic generation of transactions for the Payroll System, and the automatic crediting of loan repayments to the debtors account.*

Before the subsystem can be used, the following should be done (assuming that GLA's already exist for Debtors Control, Salary Loan Suspense and Interest Revenue):

- * in view of reporting considerations, it is advisable to create a **debtor type for staff** in option {FARC-1};
- * the required **loan types** are then created in option {FARS-1}.

In order to register a staff member for a staff loan, the following steps are required:

- * a **debtor's record** is created for the staff member in option {FARO-21};
- * for a **new loan**, the debtor can now be issued with a cheque from CT, thus creating a debit on the debtors transaction file; if an **existing loan** is being taken on, the reducing principal must be journalised to the debtor's account via option {FARO-1} as explained in Section 2.2 of this manual; a TT must first be created for this purpose with debit GLA = the staff debtors control as per {FARS-1} and credit GLA = a fund balance account.
- * next, the **debtor code is linked to the staff number** in option {FARS-2b1};
- * **loan details** are subsequently supplied for the debtor in {FARS-2b2}, multiple loans being allowed per debtor.

Important note: In principal, deductions from a staff member who is also a debtor can be handled in one of two ways, namely:

- * Credit the deduction from the PRS directly to Debtors Control, and when the deduction is copied to the debtor, insert a credit to the debtor and ANY transaction into the GL-transaction file with the date in the "Post to GL-indicator" set to system date. This option does not offer any control over transactions deducted and not yet copied, and the specification of GLA's on the transaction types (TT) can be confusing.
- * Alternatively, the system automatically posts all loan deductions in the PRS to a Salary Loan Suspense account. The copy of these transactions to AR then debits the Salary Loan Suspense account, and credits the Debtors Control account. ITS has adopted this method, which offers the control on deductions made in PR and NOT yet copied to AR and eliminates all possible confusion in the specification of the GLA's on the transaction types.

LOAN REPAYMENTS VIA COUNTER SYSTEM

It could happen that a staff member acquires outside funds, and wishes to accelerate the redemption of a loan. In this case the payment is recorded via the Counter system {FCTO-3}, but, it is essential that the **loan code of the loan** which the debtor wishes to deposit money on, **is recorded** on the CT transaction.

3.1. MAINTAIN LOAN TYPES {FARS-1} ↵

This option allows the user to create and maintain as many staff loan types as are required, as follows:

- A. **Loan Code** (N4) A unique code to identify this loan.
- B. **Loan Description** (A30) A mandatory description for this loan type.
- C. **Official Interest Rate** (N3,2) The default interest rate which currently applies to this type of loan, as prescribed by the Receiver of Revenue. This mandatory value can be overridden at individual level in {FARS-2} in terms of a tax directive.
- D. **Interest Rate for this Loan** (N3,2) The default interest rate for this type of loan as currently applied by the institution to its staff members; this will typically be lower than the rate in C. above. This mandatory value can be overridden at individual level in {FARS-2}.

NOTE: If the loan rate equals or exceeds the official rate, no fringe benefit transactions will be generated for the PRS by option {FARS-5} (refer Section 2.17.4 below).

- E. **Repayment Period** (N3) The standard repayment period in months for this loan type. This mandatory value can be overridden at individual level in {FARS-2}.
- F. **Interest in (D)ays/(M)onths** (A1) This field is only applicable the first time interest is calculated for the loan code. If set to (D)ays, the number of days from the date of approval of the loan to the interest calculation date will be calculated and interest levied accordingly. Thereafter all interest will be calculated on a monthly basis.

The following six fields are *optional*, and are required only if transactions will be generated for the PRS via {FARS-5}:

- G. **Repayment Deduction Code** (A4) This optional code must be valid as per option {FPRG-6} in the Payroll System.

- H. **Salary Level (N2)** This value is mandatory if **G.** exists, and defines the salary level for the PRS transaction; it must be > 60, i.e. post-tax suggested values are in the range 90 - 99.
- I. **Fringe Benefit Earning Code (A4)** This optional code must be valid as per option {FPRG-6} in the PRS.
- J. **Salary Level (N2)** This value is mandatory if **L.** exists, and defines the salary level for the PRS transaction; it must be < 50, i.e. pre-tax - suggested values are in the range 40 - 49.
- K. **Fringe Benefit Deduction Code (Contra) (A4)** This optional code must be valid as per option {FPRG-6} in the PRS.
- L. **Salary Level (N2)** This value is mandatory if **K.** exists, and defines the salary level for the PRS transaction; it must be > 60, i.e. post-tax - suggested values are in the range 90 - 99.

The following four fields are *mandatory*, whether or not transactions will be generated for the PRS:

- M. **Account Type (A4)** The account type applicable for this loan, as defined on {FCSC-21}, that is valid for the subsystem 'AR' **and** linked to the 'AR' category (S)taff Loans.
- N. **Control GLA of Account Type (A4, A8)** The control GLA of the account type in **M.** will display, as created on {FCSC-21} for the account type.
- O. **GLA for Salary Loan Suspense (A4, A8)** as applicable to this loan.
- P. **GLA for Interest Revenue (A4, A8)** as applicable to this loan.

NOTE: If the default value in field **C.** or **D.** above is updated in terms of a new directive from the Receiver of Revenue, the system will check all individual loan details in {FARS-2b2} and automatically set the corresponding value equal to the new value in **C.** or **D.**, but only if the **OLD value for the individual was equal to the OLD DEFAULT value.**

3.2. MAINTAIN LOAN DETAILS {FARS-2} ↵

This three-Block option allows the creation and maintenance of staff loan details per person, as well as the take-on of existing loans.

Block 1: DEBTOR DETAIL / STAFF LINK {FARS-2b1}

When you query the debtors' number, the system displays the name, address, "active" indicator and total **principal** outstanding for all loans for this person. Note that this amount will not correspond with the total amount owed by an inactive debtor for whom monthly interest is calculated but no repayments are deducted.

The user now enters the personnel number to be linked, and the system displays the person's name, initials, title, rank and postcodes, appointment date and resignation date. The user must <COMMIT> before <NEXT BLOCK>.

Block 2: STAFF LOAN DETAILS {FARS-2b2}

The system displays the debtors code and name after a <NEXT BLOCK> command in Block 1. The user now updates the details of the specific loan for this debtor as follows, *more than one record being allowed*:

When a valid loan code is entered, the system displays the loan description and the following default details from the "Loan Types", all of which are updateable:

- A. **Official Interest Rate** (N3,2)
- B. **Interest Rate for this Loan** (N3,2)
- C. **Repayment Period** (N3)
- D. **Repayment Deduction Code** (A4)
- E. **Fringe Benefit Earning Code** (A4)
- F. **Fringe Benefit Deduction Code (Contra)** (A4)

The following fields must also be updated as indicated:

- G. **Loan Principal** (N17,2) This value can be supplied when a record is created, but cannot be updated thereafter.
- H. **Advised Repayment** (N17,2) This value is optional; if the system should calculate the instalment, this field must be left blank.
- I. **From** (YYYYMM)
- J. **To** (YYYYMM)
These two fields indicate the pay cycles between which the advised repayment amount in **H.** will be valid. Both fields are mandatory when field **H.** contains a value.
- K. **Effective Cycle** (N4 + N2) In which repayment will commence.
- L. **Generation of E/D's Required?** (Y/N) The system defaults to (Y)es, in which case Payroll transactions can be generated via option {FARS-5}.

M. **From** (YYYYMM)

N. **To** (YYYYMM)

These two fields indicate the pay cycles between which E/D's will NOT be generated by option {FARS}. Both fields are mandatory when field **L** contains a (N)o. This facility is useful when an employee is on unpaid leave, for example, since interest on the loan can still accrue but no deductions are made via the Payroll System.

O. **Number/Reference of Approval** (A12) An optional reference number can be entered.

P. **Date of Approval** (DD-MON-YYYY) This field is mandatory.

Two further fields are displayed, which are updateable by the user only when a record is created, thereafter only via option {FARS-5}, namely:

Q. **Cumulative Repayment** (N17,2) This value defaults to 0.

R. **Cumulative Interest** (N17,2) This value defaults to 0.

Also displayed is the **Reducing Principal** for this loan. Note that this amount will NOT correspond with the amount owed by an INACTIVE debtor for whom monthly interest is calculated but no repayments are deducted.

Please note that records may be deleted from this Block only if no computer-generated interest- or repayment transactions exist, or if the loan has been fully redeemed. This allows the correction of errors during take-on, but once computer processing of a loan has commenced, the process must be completed before the record can be deleted.

Block 3: DEBTOR FINANCIAL SUMMARY {FARS-2b3}

This screen is not updateable by the user, and is accessed as follows: query a debtor by Debtor Code in Block 1, press <PREVIOUS BLOCK> and <RETURN>. The following information is now displayed:

- Debtor Code and Name
- Date on which this account record was created
- Date on which this record was last changed
- Date of last activity, i.e. last transaction for this account
- For previous financial year:
 - Number of transactions
 - Debit value of transactions
 - Credit value of transactions
 - Balance
- For current year-to-date:
 - Number of transactions
 - Debit to account
 - Credit to account
 - Balance of account

- For current month: Debit to account
 Credit to account
 Balance of account.

The user can proceed to this Block without querying the required debtor in Block 1; when the number is entered, the system will retrieve the above information. **The exception is a new debtor, in which case the system will retrieve null values if not queried in Block 1.**

3.3. CALCULATE INTEREST {FARS-3} ↵

The calculation of interest is “event” FV: “AR - Staff Loans Interest”. Before this program can be executed the first time, the user must create a suitable Transaction Type (TT) via {FCSSO-7), and link it to this event. *The revenue account to which the interest amount should be credited, as well as the debtors control account, will be retrieved from the Loan Detail in {FARS-2} and are thus not required in the definition of the TT.*

This option calculates the interest transactions by using the information on the debtor’s record, and inserts the generated transactions into the debtor’s transaction files.

On execution of the option, the system firstly controls that a transaction type is linked to the applicable event, and that the transaction type is correctly specified. The user-supplied selection criteria are as follows:

- * Do you want to do a (S)ingle or (F)ull interest calculation.
- * If (S)ingle, system requests whether (T)rial or (F)inal run.
 - Enter Debtor code to calculate interest for.
 - Enter Loan code to calculate interest for.
 - Enter date to be inserted with interest transactions (this date will determine the date up to which interest will be calculated).
 - Include inactive debtors? (Y/N)
 - Enter Salary calculation number (1-9) or ALL
- * If (F)ull, system requests whether (T)rial or (F)inal run.
 - Enter date to be inserted with interest transactions (this date will determine the date up to which interest will be calculated).
 - Include inactive Debtors? (Y/N).
 - Enter salary calculation number (1-9) or ALL.

If (T)rial is requested, no transactions are generated by the system.

After the parameters are specified, the system first controls that no interest transactions are found for the current “AR” cycle in {FCSSMN-2}. If any transactions are detected, the system will respond with: **“Interest has already been calculated for this AR cycle**

and/or Salary calculation number; interest calculation will be terminated now”, and abort.

Else the system calculates the interest per debtor as below, checking that the “AR” cycle is bigger than or equal to the start cycle for repayment for every loan.

If no interest is calculated for a debtor for one of the following three reasons:

- debtor is inactive,
- principal = 0, or
- interest rate = 0,

the debtor is listed on a control report, showing debtor details and the reason for non-calculation of interest. *Note that this report will NOT normally contain debtors that have fully repaid their loans.*

If the system calculates interest for a debtor, it adds this month's interest to the “Cumulative Interest” in {FARS-2b2} and creates the following two transactions for this debtor which can be viewed on reports {FAROR1-4/21/23}:

- * a **zero VAT-rated debit journal** to the value of the interest with journal number = loan code and note = personnel number
- * a **GL transaction** for the same amount with transaction number = loan code and Interest TT as specified, **which debits Debtors Control GLA and credits Interest Revenue GLA.**

Transactions for **(F)**ull interest calculations will be identified with the word “LOANINT”, and transactions for **(S)**ingle interest calculations will be identified with the word “SINGINT” as reference numbers to which the rollback program is sensitive. The journal number used, is “INTYYYYMM-loan code”, where YYYYYMM is the year and cycle of AR.

Control totals are given at the end of the run, viz.

- * number of journals generated and their total value
- * number of GL transactions generated and their total value.

The monthly interest on diminishing balance is calculated as

$$I * (P - CP) / 1200 \quad (\text{rounded to 2 decimals}),$$

where I = interest rate, P = loan principal and CP = cumulative principal repayment to date.

Control Report: Calculate Interest

Date : 02-MAR-2002		INTEGRATED TERTIARY SOFTWARE		Page : 1		
Program : fblprg rdf V12.0.0.0		Calculate Interest On Staff Loans				
		Full Interest Calculation				
For Date : 30-mar-2002		Include Inactive Debtors: Y		Salary Calc No : ALL on AR Cycle 200203		
Debtor Name	Act	Account Type	Loan Code	Loan Principal	Interest Rate	Reason Not Calculated
8000002 W VAN JAARSVELD		A	110	2500.00	.00	INTEREST RATE IS ZERO
8000003 Q GORDON		A	10	.00	8.00	LOAN PRINCIPAL IS ZERO
8000004 B BESTER		N	10	25000.00	8.00	DEBTOR IS INACTIVE
Total Value Of Journals :			497.71			
Number Of Journals Created :			4			
Total Value Of GL Transactions :			497.71			
Number Of GL Transactions Created :			4			

3.4. ROLLBACK INTEREST CALCULATION {FARS-4}

This option allows a rollback of the interest calculation done by {FARS-3} above.

When the option is executed, system requests whether you want to do a (S)ingle or (F)ull rollback. The interest calculation date and the salary calculation number must be supplied.

The system first controls that the transactions have not yet been posted to the GL; if they have been posted, the run terminates with a message. It next controls that payroll transactions have not yet been generated; if they have been generated, the run terminates with a message. Otherwise, the rollback is done and a control report is provided.

Date : 20-MAR-2002		INTEGRATED TERTIARY SOFTWARE		Page : 1	
Program : fb2prg.rdf		Rollback Of Interest On Staff Loans			
		Generated On 20-mar-2002		for Salary Calc No : ALL Using AR Cycle 200203	
DEBTOR NAME	Act	Acct Type	Loan Code	Amount	
8000001 A MAGNIFICUS	A	SL01	10	50.00	
8000001 A MAGNIFICUS	A	AA1	20	411.46	
8000001 A MAGNIFICUS	A	SL01	110	11.25	
8000001 A MAGNIFICUS	A	AA1	120	25.00	

Number Of Interest Transactions Rolled Back :	4
Total Value Of Interest Transactions :	497.71

3.5. GENERATE STAFF LOAN PR TRANSACTIONS {FARS-5} ↵

This option is also available in the PRS as {FPRI-23}. Users should ensure that access is allowed to only one of these two options.

After interest has been generated, the option is used to create transactions for the Payroll System which allow the fringe benefit value of low interest loans to be taxed and the loan repayment to be deducted from the person's salary.

1. The user must indicate:
 - * the Year and Cycle for which to generate transactions
 - * whether transactions must be generated for inactive debtors
 - * for which salary calculation number transactions must be generated
 - * the personnel number to generate transactions for or ALL
 (The first prompt of the program is Institution Code This value will always default and the user should not change the code.)
2. The program updates the cumulative principal repayment for each loan, and must be run for each salary calculation number. Furthermore transactions which are generated by this option **cannot be deleted nor updated via option {FPRI-2}**, "Individual Earnings/Deductions" in PRS. This option will clear these transactions for debtors who are still active during the following pay cycle, as explained below. **Old transactions** for debtors who have redeemed their loans **can be cleared periodically via option {FPRM-23}** "Delete Old Individual Transactions" in PRS.
3. The system will create transactions for the cycle of the "C" record for the specific salary calculation number in the Run Cycle Control File {FPRM-2} of the PRS; if this cycle is incorrect, the user can terminate the run and ensure that the PRS cycle is set properly. The system next checks whether interest has already been calculated for this pay cycle and salary calculation number, and terminates the run if not; in this event, option {FARS-3} must first be executed before this option is attempted again. Hereafter the system checks whether transactions have already been generated for this pay cycle - if so, the run will terminate.
4. The system then selects staff debtors who are in-service and linked to the specified salary calculation number, and whose loans have not yet been redeemed.
5. For those loans with "Generation of E/D's Required" indicator = (Y)es, the value of the interest is obtained from the debtor's transaction file and the following calculations

are done (where I = interest rate, P = principal, CP = cumulative principal repayment, N = balance of repayment period, RP = reducing principal, OR = official interest rate):

- * the current value of the fringe benefit = $(OR - I) * RP / 1200$
- * if an “Advised Repayment Amount” is given, it is accepted as the instalment. If the debtor is in his/her resignation month, the full outstanding balance of the loan is accepted as the instalment, else:

$$F1 = (1 + I / 1200)^N, F2 = F1 - 1, \text{ and}$$

$$\text{instalment} = (F1 / F2) * RP * I / 1200 \quad (\text{rounded to 2 decimals})$$

- * due attention is paid to the final instalment; in the last month of the loan term, the system will recover the total outstanding amount)
 - * then:
 - new RP = P - CP - (instalment - interest)
 - new CP = CP + (instalment - interest)
6. The field “**Cumulative Principal Repayment**” in {FARS-2b2} is now updated with the latest value of CP, and **each interest transaction is flagged with date of calculation** in order to avoid repeat generation of transactions.
 7. Up to three transactions are now generated and inserted into {FPRI-2} for each loan, after similar transactions have been deleted which may exist from the previous month for this staff member, E/D Code and salary level. The transactions are the **post-tax loan deduction**, the **pre-tax value of the fringe benefit** and the **post-tax contra of the latter**. The latter two transactions are obviously generated only if a fringe benefit actually exists.
 8. The following are *common to all three transactions*: personnel number, calc method = '3', start/end date = first/last day of specified cycle, GLA = salary loan suspense GLA. The *differences* are:
 - **Loan deduction:** E/D Code and salary level as specified for loan, IRP5 Box = **99**, reference number = debtors code + loan code + “LOANREP”, advised amount = instalment as calculated or advised.
 - **Taxable value of fringe benefit:** E/D Code and salary level as specified for loan, IRP5 Box = **7**, reference number = “LOANREP”, advised amount = current value of fringe benefit as calculated.
 - **Contra of the fringe benefit:** E/D Code and salary level as specified for loan, IRP5 Box = **99**, reference number = “LOANREP”, advised amount = current value of fringe benefit as calculated.

9. At the end of this calculation / generation, the system offers a report of the transactions generated, as well as a control report listing the following **people for whom no transactions were generated**:
 - personnel with “Stop Pay” indicator = (Y)es for this pay cycle
 - personnel for whom a loan with a non-zero balance exists, but the “Generate E/D's” indicator = (N)o
 - one or more of the E/D codes for this loan have gone beyond their inactivation date
 - inactive debtors (if transaction generation not requested above).
10. The report also lists those debtors with no fringe benefit (because loan interest rate >= official rate).
11. If any inactive E/D's are encountered, the run aborts and these E/D codes must be updated before another attempt is made. If the run is successful, the salary calculations can be done, and the resulting transactions will be in the payroll transaction file.

At this stage, the salary loan suspense account will reflect the total deduction for loan repayments. On **‘Post-to-GL’**, the following transactions will be posted:

- **** CR** to suspense account for repayment
- **DT** to sus pense account for fringe benefit
- **CR** to suspense account for contra.

NOTE: This credit will be cleared by “**Copy Staff Loan Transactions to AR**” in option {FARS-7}, as explained before.

Control Report: Generate Staff Loan PR Transactions

USER SELECTION: Include inactive debtors (Y/N)
 Enter The Salary Calculation Number :
 Enter The Personnel Number To Generate Transactions For Or
 'ALL':

PRINT SEQUENCE: Loan code within personnel number

SYSTEM SELECT: As per text

PERSON	NAME	ACT	DEBTOR	LOAN	GLA	REASON
4	Bester ... Mnr B	A	0000081	0031	F001 9346	LOAN TERM ALREADY EXPI
19	Rautenbach ... Mr A	N	0000090	0030	F001 9346	DEBTOR INACTIVE
			0000090	0031	F001 9346	DEBTOR INACTIVE
			0000090	0042	F001 9346	DEBTOR INACTIVE
30	Ferreira ... Mev EPM	A	0000200	0001	F001 9346	NO E/D's REQUESTED
			0000200	0010	F001 9346	NO E/D's REQUESTED
			0000200	0031	F001 9346	LOAN TERM ALREADY EXPI
234	Angstrom ... Dr A	A	0000778	0030	F001 9346	NO E/D's REQUESTED
275	Kruger ... Mr RK	A	0000779	0030	F001 9346	NO E/D's REQUESTED
320	Enslin ... Mnr T	A	0000320	0031	F001 9346	LOAN TERM ALREADY EXPI
321	Serfontein ... Mnr E P	A	0000323	0031	F001 9346	LOAN TERM ALREADY EXPI
#	STOP PAY CASES	:	0			
#	NO E/D's REQUESTED	:	4			
#	LOAN TERM EXPIRED	:	4			
#	LAST PAYMENT	:	0			
#	INACTIVE E/D's	:	0			
#	INACTIVE DEBTORS	:	3			
#	NO FRINGE BENEFIT	:	0			
TOTAL #	ENTRIES	:	11			
***** END OF REPORT *****						

3.6. ROLLBACK STAFF LOAN PR XACTIONS {FARS-6} ↵

This option allows the user to rollback transactions generated to the payroll in total or for an individual record, provided a “Q” record does not exist on the payroll system, for the specific salary calculation number. If a “Q” record exists, a salary calculation rollback will be necessary.

USER SELECTION: Rollback for Cycle (YYYYMM)
 Enter the salary calculation number (1-9)
 Enter a Personnel number or ALL

A report is produced of all transactions rolled back.

Control Report: Rollback Staff Loan PR Transactions

Date : 29-MAY-2002 14:22		INTEGRATED TERTIARY SOFTWARE					Page : 1	
Program : fb3prg.rdf		ROLLBACK OF STAFF LOAN PAYROLL TRANSACTIONS						
		FOR CYCLE 200205 CALC NUMBER 1 AND PERSONNEL all						
PERSON	DEBTOR	LOAN	AMOUNT	INTEREST	INTEREST	EXISTING	AMMENDED	LOAN
RECORDS TO UPDATE			ON PAYROLL		DATE	CUMULATIVE REPAYMENT	CUMULATIVE REPAYMENT	
4	230	10	306.73	48.67	27-MAY-2002	2958.20	2700.14	
12	14	40	60.73	18.25	27-MAY-2002	1724.60	1682.12	
30	200	30	103.95	15.16	27-MAY-2002	469.23	380.44	
30	200	40	232.21			661.42	429.21	
180	13197	10	73.87	10.05	27-MAY-2002	1656.80	1592.98	
320	320	10	1872.65	348.60	27-MAY-2002	9234.51	7710.46	
320	320	41	2991.96			25678.15	22686.19	
321	323	30	1912.02	265.31	27-MAY-2002	9809.99	8163.28	

			7554.12					
NUMBER OF STAFF DEBTORS/LOANS UPDATED: 8								
===== END OF REPORT =====								

3.7. COPY STAFF LOAN DEDUCTIONS TO AR {FARS-7} ↵

This option allows the loan repayment deductions made from salaries to be posted to the Debtors System in batch from the salary transaction file, after the salary calculations have been done.

1. The copying process is “**event**” FW: “**AR - Copy Staff Loan Deductions**”. Before this program can be executed the first time, the user must create a suitable Transaction Type (TT) via {FCSO-7}, and link it to this event. *The salary loan suspense account to be credited, as well as the debtors control account to be debited, will be retrieved from the Loan Detail in {FARS-2} and are thus not required in the definition of the TT.*
2. **NOTE:** the system will always copy to the *current AR cycle*. When the option is executed, the user must supply the pay cycle from which transactions must be copied; if this differs from the AR cycle, a warning message will be given. If transactions from the indicated pay cycle have already been copied, the system will give the message

```
****PAYROLL TRANSACTIONS FOR CYCLE ALREADY ON AR****,
```

and no further action will be taken.
3. The user must next indicate whether all loan deductions must be copied. If the answer is (Y)es, the user is given a chance to bail out before the copying process starts. If the answer is (N)o, up to 10 Deduction Codes can be supplied to be copied, the description of each code being displayed as it is entered. If an invalid Earning code is supplied, the system warns and does not accept the code. When all the codes have been entered, the user is given a chance to bail out before the copying process starts.
4. The transactions are copied in detail, and are also displayed on a control report.
5. For each loan repayment, the copy process generates the following two transactions for this debtor which can be viewed on reports {FAROR1 -4/21/23}:
 - a **zero VAT-rated credit journal** to the value of the repayment with journal number = loan code and note = personnel number
 - a **GL transaction** for the same amount with transaction number = loan code and TT as specified, *which credits the Debtors Control account for this person's loan, and debits the Salary Loan Suspense account, thus clearing this account.*

Both transactions will be identified with the word “SALDEDUCT” as reference number and “loan code-REPYYYMM” as journal number, where YYYMM is the cycle of AR.

Control Report: Copy Staff Loan Deductions to AR

The following three fields will be calculated by the system when you commit the record. The user can not access these fields.

- D. **Monthly Instalments** The instalment that will be payable by the debtor, for the amount required, the interest rate and period.
- E. **Total Amount Paid** The total amount that the debtor would have paid if the instalments were paid for the full loan period.
- F. **Interest Paid** The total amount of interest that will be paid if the loan is not paid earlier than the payment period.

3.9. STAFF LOANS REPORT MENU {FARS-80}

3.9.1. Print Loan Types {FARSR1-1} ↵

This report reflects the detail per loan as specified in {FARS-1}.

USER SELECTION: None
 PRINT SEQUENCE: Loan code sequence
 SYSTEM SELECT: All loans in table

Date : 06-JUL-2002 10:55		INTEGRATED TERTIARY SOFTWARE				Page : 1				
Program : fb2rpt.rdf		Staff Loan Types Detail								
Loan Code And Desc	Std.	Loan	Repayment Deduction			GLA For Debtors Control				
	Int. Rate	Int. Rate	Rep Per	Fringe Account	Benefit Type	Earning Contra	Deduction	Sal Lev	GLA For Salary Interest	Loan Suspense Revenue
2 PGG CAR LOAN Suspense: Deb	16.00	20.00	48	9303	STAFF CAR LOAN 2 REPAYMENT			93	MAC1 2012 MACH Stationery General	
				3901	TAX BENEFIT: CAR LOAN 1			49	MAP1 9346 TEST COST CENTRE Salary	
				9401	TAX BENEFIT: CAR LOAN 1			92	A001 00021 VAT Industrial Research	
				SL01	STAFF LOANS					
6 WITS- VOLKSKAS 1 - V	16.25	15.00	60	9303	STAFF CAR LOAN 2 REPAYMENT			89	MAC1 2012 MACH1 Stationery General	
				1130	TRAVEL ALLOWANCE (TAXABLE)			21	F001 2401 WORK FUND Banking Costs	
				1140	DEANS/DIRECTORS ALLOWANCE			80	F001 2401 WORK FUND Banking Costs	
				SL01	STAFF LOANS					
10 CAR LOAN 1	19.00	8.00	48	9302	STAFF CAR LOAN 2 REPAYMENT			89	MAC1 2012 MACH Stationery General	
				3903	TAX BENEFIT: CAR LOAN NUUT			49	F001 9346 WORK FUND Salary: Deb	
				9000	STAFF CAR LOAN			91	F305 5425 STAFF LOAN FUND Interest	
:										

3.9.2. Print Loan Detail {FARSR1-2} ↵

This report reflects the detail per loan or per person as specified in {FARS-2}.

USER SELECTION: Sort order: 1. Per Person
 2. Per Loan
 From/to or "ALL"
 Enter The Latest Loan Approval Date (DD-MON-YYYY)

PRINT SEQUENCE: As per above

SYSTEM SELECT: All loans as per above, approved since given date. Note that loans with no approval date will not appear on the report at all unless the latest date is specified as "01-JAN-1900".

06-JUL-2002 15:07		INTEGRATED TERTIARY SOFTWARE						Page : 1	
Program : fb3rpt.rdf		Staff Loan Detail For Loans Approved Since 01-jul-2002							

Debtor Person	Resign Date	Loan Code And Desc	Int Rate	Repayment	Deduction	Loan Princip	Cumulative		
			Standard	Rep Fringe	Benefit Earning	Advised Paym	Effct. Appr	Refno	Repaymnt /
			Loan Per	Fringe Ben	Contra Ded	From To	Cycle	Appr Date	Interest

1		6	16.25	60	9303		2000.00	10-NOV-2002	.00
JJ BOND *		WITS- VOLKSKAS 1	15.00		STAFF CAR LOAN 2 REPAYMEN				.00
1					1130				
MAFUMA DR. T					TRAVEL ALLOWANCE (TAXABLE				
					1140				
					DEANS/DIRECTORS ALLOWANCE				
1		10	19.00	48	9302		10000.00	199706 565	4164.26
JJ BOND *		CAR LOAN 1	8.00		STAFF CAR LOAN 2 REPAYMEN			01-JUL-1997	9.06
1					3903				
MAFUMA DR. T					TAX BENEFIT: CAR LOAN NUU				
					9000				
					STAFF CAR LOAN				
===== End Of Report =====									

3.9.3. Print Generated Journals {FARSR1-3} ↵

This option allows the user to print the generated interest journals

USER SELECTION: Date of calculation

PRINT SEQUENCE: Loan code within debtor

SYSTEM SELECT: Transactions for above date identified by "LOANINT" or "SINGINT"

Date : 07-JUL-2002		INTEGRATED TERTIARY SOFTWARE						Page : 1	
Program : fblrpt.rdf		Generated Interest On Staff Loans							
		For The Date: 31-JUL-2002							
		Transaction Type: 1212 STAFF LOAN INTEREST							
Debtor	Name	Act Loan Code	Reducing Principal	Int. Rate	Interest	Dt GLA	Cr GLA	Payroll Cycle	
1	JJ BOND *	A 10	5835.74	8.00	38.90	F001 9345	F305 5425	200207	
1	JJ BOND *	A 77	900.62	8.00	6.00	F001 9345	F305 5425	200207	
64	CAPE GATE (PTY) LTD	A 20	66000.00	19.75	1086.25	F001 9345	F305 5425	200207	
5434	CHRISTEL	A 1	1000.00	20.00	16.67	MAC1 2012	MAC2 00021	200207	
5659	L. PROCTOR	A 2	1000.00	20.00	16.67	F001 0402	A001 00021	200207	
9888	F B PIETERSE	A 1112	21479.90	15.00	268.50	QF01 9200	QF01 5610	200207	
Number Of Interest Transactions :				6					
Total Value Of Interest Transactions :				1432.99					
***** End of Report *****									

3.9.4. Print Loan Variance Report {FARSR1-4} ↵

This report produces a comparison between the Debtor balance on AR and the Loan balance reflected on the staff loan record and indicates any variances that exist.

USER SELECTION: Latest Transaction date to be used (DD-MON-YYYY)
 (F)ull or (E)xceptions only (Default = "F")
 Start/End Debtor Code
 Supply 1st Of 10 (max.) Debtor Types or ALL
 Supply 1st Of 10(max.) Loan Codes To Be Included (N4) or ALL
 Supply 1st Of 10(max.) Loan Codes To Be Excluded (N4)
 Sort by :
 1) Debtor Code,
 2) Debtor Type.

PRINT SEQUENCE: As per selection above. The report also indicates staff debtors with a balance, but no personnel number or loan code.

22-MAR-2002 16:03		INTEGRATED TERTIARY SOFTWARE						Page : 1	
Program: fb9rpt.rdf (AR)		Loan Balance Variance Report							
		For Transactions Upto And Including 29-mar-2002							
		For A FULL Report							
		For Debtor Code : 1 To 100 Include Debtor Types : all							
		Exclude Loan Types :							

Debtor Code	Debtor Name	Personnel Number	Debtor Type	Debtor Balance	Loan Balances	Variance
2	MAC	2804	145	600.00	188600.00	188000.00
3	LEON SMITH & PARTNERS	4	145	.00	18799.50	18799.50
5	MR LL ROLANCE	5	BOOK	1430.70	106257.03	104826.33
7	MNE MALOKA	20	SSL	.00	40000.00	40000.00
13	AB Mostert	12	KMA1	368.33	1000.00	631.67
14	PM WAIT	12	0001	.00	35.22	35.22
19	ARNO RAUTENBACH	9	KMA1	2194.05	155781.55	153587.50
20	HIPPIE KRITZINGER	1	0003	60.00	852405.00	852345.00
90	K Louw	19	0003	11.40	5035.31	5023.91
Report Total :				4664.48	1367913.61	1363249.13

Number Of Debtors : 11

22-MAR-2002 16:03 INTEGRATED TERTIARY SOFTWARE Page : 2
 Program: fb9rpt.rdf (AR) Staff Debtors With A Balance, But No Personnel Number Or Loan Code
 For Transactions Upto And Including 29-mar-2002

Debtor Code	Debtor Name	Personnel Number	Debtor Type	Debtor Balance	Loan Code
Report Total :				.00	

Number Of Debtors : 0

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

3.9.5. Print Non-Active Loans {FARSRI-5} ↵

This report shows all debtors that have been set non-active on option {FARO-22}.

USER SELECTION:

1. Select by Debtor Code
2. Select by Debtor Type
3. Return - (no selection)

If (1): Start/End Debtor Code

If (2): Start/End Debtor Type

PRINT SEQUENCE: As per selection

Employee Number	Debtor Name	Debtor Type	Debtor Code	Loan Type	Loan Principle	Accumulative Principle	Reducing Principle
21-MAR-2002 INTEGRATED TERTIARY SOFTWARE Page : 1 Program: fb7rpt.rdf NON-ACTIVE DEBTORS REPORT For Debtor Code From 0 To 999999999							

1	M MANN	0002	1	1	30000.00	12000.00	18000.00
3	P BOTHA	0003	80	30	12000.00	287.21	11712.79
8	L LONG	0003	87	31	2547.50	1453.64	1093.86
33	L ROSEN	0003	89	40	10000.00	4400.29	5599.71
49	P KENT	0003	2002	30	10000.00	3467.10	6532.90
59	J JACKSON	0003	99	31	55.00	48.87	6.13
69	R WATSON	0003	100	42	1503.33	1316.34	186.99
REPORT TOTALS :					66105.83	22973.45	43132.38
Number of loans : 7							
===== END OF REPORT =====							

3.9.6. Staff Loans Between Dates {FARSR1-6} ↵

This report shows all staff debtors that have resigned between specified dates.

USER SELECTION: Start/End Resignation date (DD-MON-YYYY)

PRINT SEQUENCE: Numeric by personnel number

Personal Name Number	Debtor Loan Number Code	Loan Principle	Reducing Principle	Normal Payment
3 Dr Q Gordon	80 40	10000.00	5599.71	5725.89
3 Dr Q Gordon	80 31	2547.50	1093.86	1103.64
3 Dr Q Gordon	1524 1457	600.00	350.00	503.69
5 Mrs G Manson	5 30	1000.00	1929.75	1937.52
5 Mrs G Manson	5 40	20000.00	54327.28	54605.29
5 Mrs G Manson	5 6	50000.00	50000.00	50625.00
19 Mr A Rautenbach	90 30	10000.00	4842.19	4919.07
19 Mr A Rautenbach	90 31	55.00	6.13	6.42
19 Mr A Rautenbach	90 42	1503.33	186.99	204.59
322 Me T Heynecke	322 31	3870.00	6060.86	6079.75

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

3.9.7. Abnormal Payments Report {FARSR1-7} ↵

This report shows all staff debtors where the “Generate E/D’s” indicator has been set to “N” or the “Advised payment” indicator has been set to “Y”.

- USER SELECTION:
1. Select by Debtor Code
 2. Select by Loan Code
- If (1): Start/End Debtor Code
If (2): Start/End Loan Code
3. Start/End Cycle (YYYYMM)
 4. Sort by (D)ebtor code or (L)oan code

PRINT SEQUENCE: As per selection

22-MAR-2002 fb3ccc.pc		INTEGRATED TERTIARY SOFTWARE Abnormal Payments Report For Debtor Codes Between 0 And 999999999 From Cycle : 200201 To 200203 Sorted By : Code				Page: 1
Debtor Number	Debtor Name	Loan Code	E/D Y/N	Generated From To Cycle	Advised Repayments Amount From To Cycle	
2	MAC	1			1400.00	199801 200203
19	ARNO RAUTENBACH	6	J	199801 0		
601	TEST	1112			200.00	199801 199809
1200	J KOEKEMOER	1457			120.00	199803 200202
Number Of Records :		4	***** End Of Report *****			

3.9.8. Debtors per Salary Calc {FARSR1-8} ↵

This report lists all staff debtors linked to a specific salary calculation number.

- USER SELECTION:
1. Enter the Calc Number or All
 2. Enter Department Code or All
- Sort By: Department (Y/N)
(P)ersonnel Number or (D)ebtor Code
(A)lphabetic or (N)umeric

PRINT SEQUENCE: As per selection

```

22-MAR-2002 17:03          INTEGRATED TERTIARY SOFTWARE          Page : 1
Program : fb5ccc.pc          Debtors Per Salary Calc
          Calc Number : 1   Department Code : 3   Sort By Department Y/N : N
          Sort By (P)ersonnel Number Or (D)ebtor Code : D   (A)lphabetic Or (N)umeric : N
    
```

Personnel Number	Debtor Code	Personnel Name	Dept Code	Dept Name	Calc Number
9	19	JONES, MR TOM	3	MANAGEMENT	1
3	80	GORDON, DR Q	3	MANAGEMENT	1
30	200	FERREIRA, MEV EPM	3	MANAGEMENT	1
30	1200	FERREIRA, MEV EPM	3	MANAGEMENT	1
3	1524	GORDON, DR Q	3	MANAGEMENT	1
9	11048	JONES, MR TOM	3	MANAGEMENT	1
9	11050	JONES, MR TOM	3	MANAGEMENT	1
30	13333	FERREIRA, MEV EPM	3	MANAGEMENT	1
3	8000003	GORDON, DR Q	3	MANAGEMENT	1
Total of Debtors :					9

*** End Of Report ***

3.9.9. Print Redemption Schedule {FARSR1-9}

This report can be used to print a redemption schedule of an existing loan for a debtor that has a staff loan. The report will print the remaining payments to be made.

USER SELECTION: Enter First Debtor Number (N9) Or (ALL)
 Enter The Last Debtor Number (N9)
 Enter Start Loan Code (N4) Or (ALL)
 Enter Last Loan Code (N4)

Do you want to continue, If there are loans without effective cycles
 ? (Y/N)
 Must Report Be Sorted Alphabetically Or Numerically ? (A/N)

PRINT SEQUENCE: As per selection

```

Program : fb8ccc.pc          Staff Loans
    
```

Loan / Advance Details		Termination Of Loan	
Loan Code/Name :	20 SECOND CAR LOAN	Personnel Number	9
Name	MR TOM JONES	Debtor Code	11048
Amount	60000.00	Payment Type	
Y			
Rate	19.75	Periods Paid	23
Period	48	Amount Paid	3913.83

Start Date		01-MAR-1998		Escalation Percentage		0	
End Date		01-MAR-2002					
Per. No.	Month	Opening Balance	Interest	Repayment	Capital Balance		
23	JAN-2002	60000.00	4770.79	8684.62	56086.17		
24	FEB-2002	56086.17	923.08	2754.71	54254.54		
25	MAR-2000	54254.54	892.94	2754.71	52392.77		
26	APR-2000	52392.77	862.30	2754.71	50500.36		
27	MAY-2000	50500.36	831.15	2754.71	48576.80		
28	JUN-2000	48576.80	799.49	2754.71	46621.58		
29	JUL-2000	46621.58	767.31	2754.71	44634.18		
30	AUG-2000	44634.18	734.60	2754.71	42614.07		
31	SEP-2000	42614.07	701.36	2754.70	40560.73		
32	OCT-2000	40560.73	667.56	2754.71	38473.58		
33	NOV-2000	38473.58	633.21	2754.70	36352.09		
34	DEC-2000	36352.09	598.29	2754.71	34195.67		
35	JAN-2001	34195.67	562.80	2754.70	32003.77		
36	FEB-2001	32003.77	526.73	2754.70	29775.80		
37	MAR-2001	29775.80	490.06	2754.71	27511.15		
38	APR-2001	27511.15	452.79	2754.70	25209.24		
39	MAY-2001	25209.24	414.90	2754.71	22869.43		
40	JUN-2001	22869.43	376.39	2754.70	20491.12		
41	JUL-2001	20491.12	337.25	2754.70	18073.67		
42	AUG-2001	18073.67	297.46	2754.71	15616.42		
43	SEP-2001	15616.42	257.02	2754.70	13118.74		
44	OCT-2001	13118.74	215.91	2754.71	10579.94		
45	NOV-2001	10579.94	174.13	2754.70	7999.37		
46	DEC-2001	7999.37	131.66	2754.71	5376.32		
47	JAN-2002	5376.32	88.49	2754.70	2710.11		
48	FEB-2002	2710.11	44.60	2754.71	0.00		
		TOTALS	17552.27	77552.27			
***** END OF REPORT *****							

4. MAINTENANCE MENU

4.1. GENERAL

Access to the facilities available in this Section would require a higher level of authority and access control than for the normal operation of the subsystem, and would typically be limited to one or two senior staff members.

Included here are functions such as period end- and year-end procedures, the printing of audit trails and the deletion of debtors.

4.2. MAINTAIN INTEREST PARAMETERS {FARM-1} ↵

In this option the user can specify the interest rates for debtor types that have already been defined in option {FARC -1}, per account type.

When a debtor type is queried, the interest rates applicable to current, 30-60 days, 60-90 days and 90 days plus can be entered for every account type. If no interest is to be calculated for a particular debtor type and account type combination, these values should be set to zero.

4.3. YEAR END CLOSE {FARM-2} ↵

Before this option can be executed, the user will have to create a TT and link the TT to event "YD" - "AR-YEND Balance brought forward".

This option will do the following:

- * Print control totals for reconciliation purposes (Report {FARMR1 -3})
- * Set System Control File in Code Structure Subsystem accordingly
- * Calculate the balance of each debtor and insert a transaction into the new year for the calculated value and making use of the TT linked to event "YD".

4.4. DELETE DEBTORS {FARM-21} ↵

This option should be exercised with care. It will delete a debtor's master record from both the debtor's definition and debtor's audit log tables. This code can then be used for another debtor. This option would normally be executed only at the end of a financial year, after the Year-End Close has been successfully completed.

The following instructions must be followed:

1. Query the debtor code to be deleted.

The system will display the name, and the “Last Active Date”, i.e. date of most recent transaction in this account if there are any transactions.

2. Delete the record by using the <DELETE RECORD> command.

3. <COMMIT>.

The system will check that the balance of this account is zero, that the debtor is inactive, and that there are no more transactions for this debtor in the CT or AR subsystems. Unless all of these are true, the delete will not be allowed.

4.5. **DELETE OLD TRANSACTIONS {FARM-22}** ↵

This option calculates the balance of each debtor on the date before the number of “retained cycles”, inserts a transaction for the calculated value and then deletes all the transactions before that date.

The system will firstly control that all transactions to be deleted, have been post to GL, and if not a note will be displayed: “**Transactions to be deleted are not posted yet**”

It will then control that a TT has been linked to event “PR” and that the Debit GLA is specified on the TT.

USER SELECTION: On execution of this option, the system will respond with:

“This operation can take time because the system will calculate the value of transactions for each debtor and insert the balance as a new transaction. Detail transactions before the specified retention period will be deleted”.

Are you sure, please enter (Y/N)

PRINT SEQUENCE: Per year within debtor code

Delete Old Transactions From AR						
Debtor	Reference	Type	Date	Year	Cyc Acct	Value
3	RET1	I	16-SEP-91	90	7	2546.80
3	TOETS CRNOTE	N	16-AUG-91	90	8	0.00
3	ST0810012956	J	10-AUG-91	90	2	320.00
3	843	R	10-AUG-91	90	8	-10.00
3	J88	J	10-AUG-91	90	8	30.00
22	ST0313035826	N	13-MAR-91	90	1	-76.00
22	ACCUM TRANS	N	21-JAN-92	90	0	-412.99
22	754	R	24-JUL-91	90	5	-200.00
22	ST0810011942	J	10-AUG-91	90	2	8852.00
22	ST0810011942	N	10-AUG-91	90	2	-46.00
22	ST0810012956	N	10-AUG-91	90	2	-92.00
22	J889	J	13-AUG-91	90	8	400.00
55	ACCUM TRANS	J	21-JAN-92	90	0	1126.78
55	755	R	24-JUL-91	90	5	-200.00
55	REQER13	I	15-AUG-91	90	6	4623.00
55	772	P	25-JUL-91	90	5	10.00
55	772	P	25-JUL-91	90	5	-10.00
.....						
.....						
TOTAL AMOUNT						0.00

4.6. DEBTOR / GL TRANSACTION VALIDATION {FARM-23} ↵

In chapter 2.1, the general operation of transactions and updating of different types of transactions are discussed. In summary, the following is applicable:

- * the transaction specified in the first Block of an option will always be the one that will update the debtor, or in other words the “Support Ledger”. Hereafter we will refer to these as “SL-transactions”
- * the transactions specified in the last Block are always the “GL-transactions” and we will refer to them as such. Multiple GL-transactions may be created for any one SL-transaction.

The system will on <COMMIT> control that the sum of the GL-transactions equal the SL-transaction. It can however, occur that these two are not simultaneously <COMMIT>ted, thereby causing the two files not to be in balance. This report serves as a “trouble shooting” tool and will reflect transactions in the “SL-file” not in the “GL-file” and vice versa.

USER SELECTION: On execution of this option, the system will prompt the user with:

Primary search, (I)nvoice or (T)ransactions:

If (I)nvoice, the system will search for and display transactions in the “SL-file” and for which no transactions exist in the “GL-file”.

If (T)ransaction, the system will search for and display transactions in the “GL-file” and for which no transactions exist in the “SL-file”.

Do you want all transaction types (Y/N):

(This question is only asked if the selection above is per Transaction)

If (Y)es, the system will select all transaction types

If (N)o, the user can enter the codes of up to twelve transaction types

(D)ebits or (C)redits to debtor: (Self-explanatory)

Specify date from (DD-MON-YY) : (<RETURN> will select oldest date)

Specify date to (DD-MON-YY) : (<RETURN> will select latest date)

PRINT SEQUENCE: Per transaction type.

Debtor / GL Transaction Validation Report

Date: 22-MAR-2002 17:34
 Program : f44ccc.pc (AR)

Page: 1

INTEGRATED TERTIARY SOFTWARE
 Debtor/Gla Transaction Validation
 Primary Search On Invoices
 Debits To Debtor
 From 01-jan-2002 To 01-feb-2002

Invoice/ Transaction Number	Date	Debtor Code	Type	Year	Month	ACCT	Invoice Type Value (Dt/Ct)	Transaction Value (Dt/Ct)	Difference
MM493	01-FEB-2002	7046	I	2002	3	100	50.00		
9138			I	2002	3			20.00	
411			I	2002	3			2.80	
9138			I	2002	3			30.00	
411			I	2002	3			4.20	
Invoice Total							50.00	57.00	-7.00
MM486	19-JAN-2002	7766775	I	2002	3	5	10.00		
9138			I	2002	3			10.00	
411			I	2002	3			3.00	
Invoice Total							10.00	13.00	-3.00
Report Total							60.00	70.00	-10.00

Date: 22-MAR-2002 17:34
 Program : f44ccc.pc (AR)

Page: 2

INTEGRATED TERTIARY SOFTWARE
 Debtor/Gla Transaction Validation
 Primary Search On Invoices
 Debits To Debtor
 From 01-jan-2002 To 01-feb-2002
 == Inter Debtor Corrections ==

Invoice/ Number	Date	Type	Debtor	Name	ACCT	Debit Type Value	Credit Value	Difference
Report Total						0.00	0.00	0.00

*** End Of Report ***

4.7. MAINTANANCE MENU REPORTS {FARM-80}

4.7.1. Print Audit Trail {FARMR1-1} ↗

This report is used to display the complete list of transactions for a specified period or all “unprinted” transactions.

USER SELECTION: When this option is exercised, the following question is asked:

Is this a reprint of the audit (Y/N)? If the answer is (N)o, the system will print all transactions not audit-listed before.

If the answer is (Y)es, the system requests the **start and end dates of the transactions to be included (DD-MON-YYYY), and prints all transactions audit-listed before** which fall between these dates.

PRINT SEQUENCE: Transaction date.

The report lists the debtor or SL-transactions on the left-hand side, and the applicable GL-transactions on the right. The credit of the inter-debtor corrections is listed at the end of the report whilst the debit is shown as an invoice to the debtor.

Audit Trails

23-MAR-2002 08:03		INTEGRATED TERTIARY SOFTWARE								Page	1
Program: f45rpt.rdf(AR)		Audit Trail Of Debtor Transactions									
		== Excluding Inter Debtor Corrections ==									
		From 01-dec-2001 To 01-feb-2002									
Date	Reference Number	Debtor TypeCode	Debtor Name	Acct Type	Trans Value	User	T/T Code	Debit GLA Code	Credit GLA Code	GL Tran Value	
11-JAN-2002	MM485	I 20	HIPPIE KRI	5	60.00	J	0006	00010124	00015014	57.00	
						J	0006	F0019208	F0019208	3.00	
19-JAN-2002	MM486	I 7766	S CRAWFORD	5	10.00	J	0411	F0019202	F0019207	3.00	
						J	9138	F0019202	00620123	10.00	
27-JAN-2002	MM487	I 7045	J ERENS	CL01	11.40	J	0411	F0019202	F0019207	1.40	
						J	9129	F0019202	00620123	10.00	
27-JAN-2002	MM488	I 7046	W VAN ROOY	CL01	11.40	J	0411	F0019202	F0019207	1.40	
						J	9129	F0019202	00620123	10.00	
27-JAN-2002	MM489	I 7047	P BRONKHOR	CL01	11.40	J	0411	F0019202	F0019207	1.40	
						J	9129	F0019202	00620123	10.00	
01-FEB-2002	MM492	I 7047	P BRONKHOR	100	.00						
01-FEB-2002	MM493	I 7046	W VAN ROOY	100	50.00	J	0411	F0019202	F0019207	2.80	
						J	0411	F0019202	F0019207	4.20	

4.7.2. User Work Summary {FARMR1-2} ↵

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

USER SELECTION: On execution of this option, the system will request, "Enter user ID or "ALL". After the user's response, the system will request the start and end date.

PRINT SEQUENCE: Per transaction type within USER.

23-MAR-2002 17:30:41		INTEGRATED TERTIARY SOFTWARE		page 1	
Summary Of Work Done By Users					
From 01-mar-2002 To 29-mar-2002					
(Program : f4grpt.sql (AR))					
User ID	Transaction	Name	Number Of Transactions	Value Of Transactions	
FINC	1145	DEBTORS PAYMENT	1	100.00	

sum			1	100.00	
J	4	SPORTS UNION FEES A	8	80.00	
	6	ATTENDANCE SUBJECT FEE	29	25835.00	
	39	JOB COSTING INVOICE	2	24203.60	
	404	DEBIT JOURNALS	23	42085.47	
	410	SUNDRY INVOICES	6	26763.85	
	411	DEBTORS VAT	47	12226.32	
	412	REPEATING INVOICES WITHOUT VAT	1	1589.00	
	413	REPEATING INVOICES WITH VAT	1	4673.57	
	1212	STAFF LOAN INTEREST	3	624.90	
	9129	CONSULTATION COSTS - CLINIC	15	185.20	
	9138	PRESCRIPTION COSTS - CLINIC	2	120.00	

sum			137	138386.91	
L	4410	SUNDRY INVOICES	2	1715.89	

sum			2	1715.89	
	1213	DEBTORS INTEREST	10	26672.72	
	5001	TRANSFER AR TO AR	1	15.89	
	5002	TRANSFER FROM AR	1	15.89	

sum			12	26704.50	
			152	166907.30	
***** End Of Report *****					

4.7.3. Print Year End Totals {FARMR1-3} ↵

The user may want to report on the year-end without actually updating the cycles, and in such cases this report will be used. This report is similar to the Print Period End Totals {FARMR1-4} below, except that it lists the control totals for all cycles of the current financial year.

USER SELECTION: Do you want the report for the current year (Y/N)

PRINT SEQUENCE: See {FARMR1-4}below.

22-MAR-2002		INTEGRATED TERTIARY SOFTWARE			Page 1
Program : f4yrpt.rdf		year-end Totals Per Cycle For Financial Year 90 For Account Receivable			
	Period	Debit	Credit	Imbalance	
	1	3222.54	3222.54	.00	
	2	11764.15	11764.15	.00	
	3	9143.59	9143.59	.00	
	4	252.22	252.22	.00	
	5	766.16	766.16	.00	
	6	9709.70	9709.70	.00	
	7	3137.35	3137.35	.00	
	8	7267.50	7267.50	.00	
.00	9	.00	.00		
.00	10	30.00	30.00		
.00	11	.00	.00		
.00	12	.00	.00		
.00	13	.00	.00		
.00	14	.00	.00		
	-----	-----	-----	-----	
	FIN YEAR TOTAL	38848.13	38848.13	.00	
	-----	-----	-----	-----	

Note : There Are Still Transactions That Have Not Been Posted To The General Ledger

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

4.7.4. Print Period End Totals {FARMR1-4} ↵

The user may want to report on the period end without actually updating the cycles, and in such cases this report will be used.

USER SELECTION: When this option is executed, the system will respond with:

Do you want the report for the current year/cycle (Y/N)?

If the answer is (Y)es, the system will report on the current cycle, listing the control totals for the transactions of this period and the totals per cycle for all periods. The report will only include transactions of which the “post to GL indicator” is set to (Y)es.

PRINT SEQUENCE: The report consists of two sections and the following are included:

- * Section 1, called “**GL Totals for AR Transactions**”, lists only the “AR” transaction types with the “post to GL indicator” set to (Y)es and their totals. At the end of this first section of the report the system will display a note to indicate:

“All transactions have been posted to the General Ledger” , OR

“There are still transactions that have not been posted to General Ledger”

- * Section 2, called “**Period-end Totals per Cycle for Fin Year ?? for AR**”, summarises the total of debits, credits and possible difference per cycle. It will, however, include only transactions, which will be posted to the General Ledger, and also transactions, which were posted by the Counter Subsystem “on behalf” of this subsystem. It is important to note that the CT-transactions will be posted to the cycle of the Counter Subsystem.

If the answer is (N)o, the system requests the year (YY) and period (MM) for control totals. In this way control totals for prior periods can be reprinted. This is of importance because the totals of previous cycles may change due to postings by the CT Subsystem. In this report, these transactions will be included.

Period End Report

23-MAR-2002 18:01		INTEGRATED TERTIARY SOFTWARE		Page 1
Program: f4qrpt.rdf (AR)		General Ledger Totals For Accounts Receivable Transactions		
== For Year 2002 Period 3 ==				
Trn	Name	Debit	Credit	Imbalance
	Actual Expenditure :			
0004	SPORTS UNION FEES A	80.00	80.00	.00
0006	ATTENDANCE SUBJECT FEE	2384564.43	2384564.43	.00
0039	JOB COSTING INVOICE	24203.60	24203.60	.00
0404	DEBIT JOURNALS	69920.47	69920.47	.00
0410	SUNDRY INVOICES	27063.85	27063.85	.00
0411	DEBTORS VAT	16476.23	16476.23	.00
0412	REPEATING INVOICES WITHOUT VAT	1589.00	1589.00	.00
0413	REPEATING INVOICES WITH VAT	4673.57	4673.57	.00
0420	CREDIT NOTES	4753.00	4753.00	.00
0421	DEBTORS VAT	14.00	14.00	.00
1212	STAFF LOAN INTEREST	624.90	624.90	.00
1213	DEBTORS INTEREST	33897.62	33897.62	.00
4410	SUNDRY INVOICES	1715.89	1715.89	.00
5001	TRANSFER AR TO AR	365.47	365.47	.00
5002	TRANSFER FROM AR	365.47	365.47	.00
9129	CONSULTATION COSTS - CLINIC	2595.30	2595.30	.00
9138	PRESCRIPTION COSTS - CLINIC	220.00	220.00	.00
	-----	-----	-----	-----
	Period Total	2573122.80	2573122.80	.00
	=====	=====	=====	=====
Note : There Are Still 258 Transactions That Have Not Been Posted To The General Ledger For AR Cycle 2002 3				
Remember to post them after period end close				
23-MAR-2002 18:01		INTEGRATED TERTIARY SOFTWARE		Page 2
Program : f4qrpt.rdf (AR)		Period-end Totals Per Cycle For Financial Year 2002 For Accounts Receivable		
	Period	Debit	Credit	Imbalance
	1	.00	.00	.00
	2	.00	.00	.00
	3	2573122.80	2573122.80	.00
	4	.00	.00	.00
	5	.00	.00	.00
	6	.00	.00	.00
	7	.00	.00	.00
	8	.00	.00	.00
	9	.00	.00	.00
	10	.00	.00	.00
	11	.00	.00	.00
	12	.00	.00	.00
	13	.00	.00	.00
	14	.00	.00	.00
	-----	-----	-----	-----
	Fin Year Total	2573122.80	2573122.80	.00
	-----	-----	-----	-----
***** End Of Report *****				

4.7.5. Audit Log - Financial {FARMR1-21} ↵

An Audit log is kept of certain actions that take place in the financial system. One such action is the deletion of a loan. With this option the log file can be printed.

First the destination of the printout must be identified. A menu with the different types of log records is displayed, loan deletions being one of them. Start and end dates must be entered.

23-MAR-2002 18:48		INTEGRATED TERTIARY SOFTWARE		Page: 1
Program : faarpt.rdf		AUDIT LOG FOR FINANCIAL SYSTEM		
		DELETION OF LOANS		
		Between 01-jan-2002 And 20-mar-2002		
Description Of Codes:				
Lc = Loan Code Ld = Approval Date Dc = Debtor Code Li = Interest Rate Lp = Repay Period La = Amount				
User	Date	Time	Status	Changes
J	26-APR-1997	09:37:08	OLD	LC= 6 LD= 26-APR-95 DC= 2323 LI= 16.25 LP= 60 LA= 0
J	19-MAY-1997	14:25:32	OLD	LC= 10 LD= 01-JAN-95 DC= 1212 LI= 8 LP= 48 LA= 100000
J	31-MAY-1997	16:54:34	OLD	LC= 31 LD= DC= 14 LI= 10 LP= 12 LA= 6295
ITS	08-JUN-1997	08:47:48	OLD	LC= 1 LD= DC= 8000001 LI= 10 LP= 48 LA= 1000
J	26-JUN-1997	14:46:20	OLD	LC= 51 LD= 02-JAN-95 DC= 13 LI= 10 LP= 48 LA= 1000
***** End Of Report *****				

5. CODE STRUCTURE MENU

5.1. DEBTOR TYPES {FARC-1} ↵

Debtor Types may be used for classifying debtors as e.g.

- * Ex-student Debtors
- * Staff Debtors
- * Debtors of a specific Bureau/Institute, etc.

The following fields are relevant to this screen:

A. **Type Code** (A4) A unique code for this type of debtor.

B. **Debtor Type Description** (A40) E.g. "Ex-students with Loans".

The use of this debtor classification facility is optional. If it is not used, one record must be created which will be used for all debtors, e.g. "Standard Debtor". However if the Bursary/Loan, Staff Loans and Contact Subsystems are in use, more than one debtor type will have to be created.

A debtor type can only be deleted if it is not linked to a debtor(s) and if deletion is executed and the type is still linked, the system will respond with: "Debtor type still in use .. Cannot delete".

6. CORRESPONDENCE SUBSYSTEM

6.1. GENERAL

In this menu the user can maintain the parameters according to which the system should generate documents to debtors, via the following two options:

1. {FDC-1} - Operational Menu
2. {FDC-2} - Maintenance Menu

The subsystem allows the following:

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

The system also keeps a record of all of the above documents that were sent, and **precludes the duplication of identical documents to the same debtor** over a period of time. *Whilst the system does not allow the same document to be generated twice for the same debtor, it does not, however, prevent the same issue from being dealt with in two or more consecutive documents.*

When documents are generated and the selection has been <COMMIT>ted, the system will generate five output files in the following sequence:

- Summary of the selection criteria and number of records per document type generated, *thus allowing the user to prepare the required amount of stationery.*
- Letters for all the selected debtors
- A list of all the selected debtors - this can be used for checking purposes
- Labels for the selected debtors
- An ASCII file for the selected debtors

These files can be sent to the printers in sequence to allow the user to have the correct stationery on the printer. *The files will contain data only if the specific document format has been selected.*

7. CORRESPONDENCE OPERATIONAL MENU {FDCO}

7.1. MAINTAIN DOCUMENT TEXT {FDCO-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.

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: FINANCE DOCUMENTS {FDCO-1b1}

- 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 document, as defined in the next Block, has been deleted before.

Block 2: DOCUMENT TEXT {FDCO-1b2}

- A. **Document Code** (A4) When a letter code and description is displayed in the top Block, this code will be included as the first field of Block 2.
- B. **Format** (A1) The allowed values are I(E)tters, I(A)BELS and A(S)CII files.
- C. **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.*

- D. **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 GEN-27) must be inserted before the text, and an end control character after the text. Please refer to the “help” in Block 3, which can be reached by pressing <NEXT BLOCK>.
 - * Users can include paragraphs from other documents, or alternatively a complete document, by specifying the document code and line number of that document which should be included as follows:

\$P, the document code, start line number, end line number, \$

Please note that only one paragraph code may be included per text line. *The user may not include a paragraph that already contains includes.*

Block 3: HELP ON THE USE OF SPECIAL CHARACTERS IN TEXT {FDCO-1b3}

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:

- D50 Student Number, Donor 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 Branche CodeD61

Block 4: DOCUMENT LAYOUT DEFINITION {FDCO-1b4}

In this option the layout to be used for letters and labels are defined. A record “DFLT” already exists and cannot be deleted or updated by the user in this option,. Should the parameters for the default layout have to be changed, this must be done in option {FLLL1-3}.

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 is 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. **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.
- I. **Labels Vertical** (N3) This field is used for labels only. The number of labels to be printed on a page vertically is specified here.
- J. **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.
- K. **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.

7.2. COPY EXISTING DOCUMENT TEXT {FDCO-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 {FDCO-1}.

The user is prompted with:

Enter Old letter code (A4)

Enter New letter code (A4)

Copy L(I)st, L(E)tter, L(A)bel, A(S)cii or (C)omplete Document

- * A report listing the number of lines copied will be produced.
- * Query the new document code under option {FDCO-1b1/b2}. The copied document will be displayed and can be amended as needed.

7.3. DOCUMENT ENQUIRIES {FDCO-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. Debtor Number** (N9) A valid Debtor 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. Date Sent** (DD-MON-YYYY) The date on which the letter was sent.
- E. 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 have no effect on these records.**

7.4. PRINT DOCUMENTS MENU {FDCO-80}

7.4.1. Print Debtor Documents {FDCOR1-1} ↵

This option allows for letters, etc., to be written to debtors as created under option {FDCO-1}.

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 {FAR-4} 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 {FAR-4}.

- D. Selection Per Debtor** (A1) Letters can be sent to debtors, selecting them per Debtor (C)ode or per Debtor (T)ype.
- E. Debtor Number From/To** (N9) The start and end number of the debtors that will receive letters. These two fields will only be completed if the value in **D.** was per Debtor (C)ode.
- F. Debtor Type From/To** (A4) The start and end Debtor Type that will receive letters. These two fields will only be completed if the value in **D.** was per Debtor (T)ype.
- G. Debtor or Alias Debtor** (A1) Must the letter be sent to the Debtor or Alias Debtor? If there are no Alias Debtor defined and the selection was per Alias Debtor, the letter will be sent to the Debtor.
- H. Test Letter** (Y/N) If a (Y)es is specified, the system will produce the letter, but no record will be inserted into the log file.

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.

Example of letter to debtor.

```
1000016
PJ BRADLEY
PO BOX 2367
ELGIN
7170
                                TEL : 0240-7789

13-AUG-91

FOR ATTENTION: MR PJ BRADLEY

Dear sir

We would like to thank you and your Company for your support
during the past year.

On behalf of our management we wish you all a Happy Christmas
and a prosperous New Year.

Yours faithfully
```

The Registrar

8. CORRESPONDENCE MAINTENANCE MENU {FDCM}

8.1. DOCUMENT LAYOUT DEFINITION {FDCM-1} ↵

The information in this option is the same as the information in option {FDCO-1b4}. The only difference is that the layout of the default documents (“DFLT”) may be changed in this option. Please refer to Section 2.4.2 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

8.2. PURGE DOCUMENT FILE {FDCM-2} ↵

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

Start date from which entries must be deleted (DD-MON-YY)
End date from which entries must be deleted (DD-MON-YY)
Start letter code (A4)
End letter code (A4)

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

9. PROPOSED BALANCING PROCEDURES

9.1. GENERAL

The need for periodical reconciliation is even more important on an interactive system than on batch systems. This section is merely intended to be a guideline, and institutions should design their own procedures in consultation with their auditors. The interval and/or period of a reconciliation depends 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 Inputs

On installation of this subsystem, the total debit and credit and therefore balance on debtors' records will be zero. By entering historical balances, invoices, credit notes, payments and receipts on individual debtor's records, the total debit, credit and thus balance of this subsystem will be affected. It could even happen that different users on different campuses are entering transactions. Supporting documentation can be added on a calculator and the totals from the tally slips can be entered on a register. Automatically generated transactions should be considered by making use of the resulting reports or a report like the "Transactions per type". This register can be compared to the audit lists or other reports from the system.

2. Statement Balance

Invoices and payments to debtors will create debits, and credit notes and payments by the debtor will create credits to debtors. The difference between the two will thus equal the total balance on all the statements or the difference between "debtors in debit" and "debtors in credit". The user can thus confirm the total of the sub-ledger, before sending out statements and executing "Post to General Ledger". After the posting has been done, the user will normally run the "Period End" program, and the resulting report will confirm the totals to date.

3. Balancing of General Ledger

All transactions, excluding "Inter-Debtor Corrections" will affect the General Ledger. Normally, institutions will have two or three debtor control accounts which will be representative of the balance of all statements. The net total of the debtors' register would thus be in balance with the total of the mentioned control accounts. By confirming this, the user ensures that all transactions in the sub ledger were indeed posted to the General Ledger. In the unlikely event of the SL-transactions to be out of balance with the GL-transactions, the reports under options {FARR1-29} and {FARM-23} can be of great help.

Hereafter more detail will be discussed.

9.2. 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. User Work Summary {FARMR1-2}

- * This report reflects totals per User per transaction type of the transactions that have been entered into this subsystem for a specified period.
- * There are two selection options available, namely:
 - For a single user - the system will list totals for all transaction types used by the specified user.
 - For all users - this report will include **ALL** transactions that were updated into this subsystem, including transactions which were created on the Counter Subsystem. Only transactions with a “**D**” as **(D)**ebtor type will update this subsystem.
- * This report is very important to institutions where a number of people are working on this subsystem, and even more so when they are geographically separated.

B. Transactions per Type {FAROR1-23}

- * This report reflects detail of transactions for a specified range of types and for a specified period.
- * Subtotals per type for debits and credits are calculated.
- * Transactions which were created in the CT Subsystem with a debtor type = “**D**”, will also be listed.

C. Repeating Transactions {FAROR1-24}

- * This report reflects details of repeating invoices created.
- * The transactions are listed per cycle.
- * These transactions will be part of {FAROR1-23} if the transaction type was included in the specified range.

D. Transactions per Period {FAROR1-22}

- * This report reflects all transactions for ALL debtors for a specified period.
- * Transactions which were generated in the CT Subsystem will be included.
- * The report calculates the totals per period, and because the two legs of a transaction could be in different periods, a specific period can be out of balance but the total of the report should be in balance.

E. Debtors in Debit {FARR1-24}

- * This report gives an age analysis of all debtors with debit balances.
- * It is not possible to specify an “up-to-date”, and users should therefore run this report at the specific time when required.

F. Debtors in Credit {FAROR1-4}

- * This report gives an age analysis of all debtors with credit balances
- * It is not possible to specify an “up-to-date”, and users should therefore run this report at the specific time when required.

G. Debtor/GL Transaction Validation {FARM-23}

- * This report supports the balancing of the GL Control Account, ensuring that the SL-transactions and the GL-transactions were inserted correctly.

9.3. BALANCING OF DAILY INPUT**A. Total per User**

+	Debit Balance B/F	
+	Invoices	
+	Debit Adjustments	
+	Cheques (CT Subsystem)	
+	Credit Balance B/F	
+	Credit Notes	
+	Credit Adjustments	
+	<u>Receipts (CT Subsystem)</u>	
=	Total of user input	==> P1
=	Total of tally slip of user	==> P2

B. Net Total per User

+	Debit Balance B/F
+	Invoices
+	Debit Adjustments
+	Cheques (CT Subsystem)
-	Credit Balance B/F
-	Credit Notes
-	Credit Adjustments
-	<u>Receipts (CT Subsystem)</u>

= Net Total of user input ==> P3

C. Total for all Users

As in **A.** above - accumulate all users ==> P4

D. Transactions per Type: Total for all Users

Total of transactions per type
= Net input for all users ==> P5

E. Procedures

* **P1** => Report {FARMR1-2}: Selection criteria:

User code	=	User name
Start process date	=	Present date
End process date	=	Present date

Controlling officer can accumulate totals per transaction type per user for P5, below.

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

* **P3** => Calculate as in **B.** above, and confirm that debits and credits were properly updated.

* **P4** => Report {FARMR1-2}: Selection criteria:

User code	=	All users
Start process date	=	Present date
End process date	=	Present date

* **P5** => Report {FAROR1-23}: Selection criteria:

Start TRN type =	{ Range should include types
End TRN type =	{ used in CT Subsystem
Start process date =	Present date
End process date =	Present date

The total of this report will be equal to the total per TRN type as per the Input Register. This would also include transactions with the "Post to GL Indicator" set to (N)o. By changing the selection of dates, the net total for the balancing period can be obtained.

9.4. BALANCING OF STATEMENTS

A. Net Total of Input Register for whole period

Net Total of Input Register for whole period	<==	P4
= Total of transactions per type	<==	P5
= Total of transactions per period	==>	P6

B. Opening balance of Debtors (Cycle >01)

Opening balance of Debtors	==>	P7
+ Transactions per type for specific period	<==	P5
= Balance of Debtors	==>	P8
= Transactions from period 01 to present	==>	P9
= Balance on Statements	==>	P10

C. Procedures

- * P6 => Use report {FAROR1-22}
- * P7 => Use reports {FARR1-24/25}
- * P8 => Report ({FARR1-24} - {FAROR1-4})
- * P9 => Report {FAROR1-22} - Selection criteria:
Start financial cycle = 01
End financial cycle = Present cycle
- * P10 => Report {FAROR1-3}.

9.5. PERIOD END

A. General

After completing the balancing of “Input” and the “Statements” as described above, and when the user would like to proceed to a next cycle, the option {???}, “Period End Close” can be executed. This option will increase the cycle of the subsystem by one, and a report of the totals per cycle will be produced. This report will only include transactions of which the “Post to GL Indicator” is set to (Y)es. The report consists of two sections, and the following are included:

- * the first section, called “Control Totals for AR”, lists only the “AR” transaction types with the “Post to GL Indicator” set to (Y)es and their totals
- * in the second section the total of debits, credits and possible difference, will be summarised per cycle. It will include only transactions which will be posted to the General Ledger and also transactions which were posted by the CT Subsystem “on behalf” of this subsystem. It is important to note that the CT-transactions will be posted to the cycle of the CT Subsystem.

It is, however, possible to request a “Print Period End Totals” {FARMR1-3} without actually doing the update of the cycles.

B. Procedure

Transactions per type	<== P5
- CT-transactions	
- TRN types with “Post-indicator” set to (N)	
= Control total for AR	==> P11
+ CT-transactions	
= PEND-cycle control totals	==> P12

P11 => {???) or {FARMR1-4} (Section 1)

P12 => {???) or {FARMR1-4} (Section 2)

9.6. BALANCING OF GENERAL LEDGER

A. General

Balancing of the total General Ledger is described in more detail in the GLS Manual, and therefore only the aspects relevant to this subsystem are discussed here.

There are two main reasons for reconciliation with the General Ledger, namely:

- * Confirmation that all transactions generated by subsystems are actually updated in the General Ledger;
- * Confirmation that the total of the balance on the subsystem is represented by one or more accounts in the General Ledger.

B. General Ledger Reports

There are a number of reports in the General Ledger, which could be of help in the reconciliation process, namely:

- * **Transactions per Type** {FGLR1-2}

This report allows for the following selection:

Summary or detail
Reporting year

TRN type: From - To
Per Start/End date or
Per Start/End Cycle

The calculated totals will include all transactions which have been posted to the General Ledger, and therefore if a summary report for all types are selected, the user can establish the grand total of debits and credits in the Ledger.

* **Account Cost Report {FGLR1-6}**

This report also reflects the total of debits and credits on the General Ledger if all cost centres and all accounts are selected.

* **Trial Balance {FGLR1-10}**

This report is essentially the same as the Account Cost Report, but the calculations are dependent on the Cost Centre Structure and the Account Structure.

* **Post Subsystem into GL {FGLPS-4}**

When the user executes the posting option, the system will do the posting and generate a report which reflects the detail of what has been posted.

* **Print Period-end Totals {FGLMN-3}**

This report calculates firstly, the totals of all transactions linked to the "GL", and secondly the total of all transactions within cycles.

C. Procedures for Reconciliation of General Ledger Total

The officers in control of subsystems should keep registers in which they accumulate daily and/or weekly and eventually monthly totals. When a posting to the General Ledger is done, the posted total should be equivalent to the total of this register, after provision is made for the "non-posted" and CT-transactions. (P11)

This total should be entered on the General Ledger Register. If the Financial Officer has entered totals of all subsystems plus the total of journals which were updated in the General Ledger, the calculated amount should be equivalent to the increase of the Ledger totals. For example, in the very first month the total of the posting from the subsystems plus GL-journals, will be the total of any of the above-mentioned reports. In the following month, the user will enter that amount as the "carried forward" total, enter the following month's posting and journals, and the sum should be equal to the reports for the second cycle. This procedure thus confirms that ALL transactions did indeed end up in the General Ledger.

D. Procedures for Reconciliation of Control Accounts

The relation between subsystems and the General Ledger is found in Control Accounts in the General Ledger. All transactions created in a subsystem are three-legged entries, where the entry to the debtor is normally represented by one or more entries to Control Accounts in the General Ledger. In this specific subsystem the entries can be summarised as follows:

- | | |
|----------------------------------|---|
| * Invoices to Debtors | Dt to debtor in AR Subsystem
Dt Debtors Control in GL
Cr Revenue Accounts in GL |
| * Credit Notes to Debtors | Cr to debtor in AR Subsystem
Dt Revenue Account in GL
Cr Debtors Control in GL |
| * Payment by Debtor | Cr to debtor in AR Subsystem
Dt Bank in GL
Cr Debtors Control in GL |

It can thus be seen that the balance of all debtors should be equal to the balance on the Debtors Control account in the General Ledger, or in other words, the detail of debtors' balances in the AR Subsystem is the analysis of the Debtors Account in the General Ledger.

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

