DeMaSy ERP software

Management
Accounting
Administration
Compliance - Sanctions / PEP
Documents
& More …



DeMaSy–"ALL IN ONE"

Engineered, designed and developed in Luxembourg by professionals for professionals

Management, Accounting, Document Management System, Timesheeting, Invoicing, Compliance / Due Diligence, Deadlines monitoring, Planning and scheduling

HELP DOCUMENT STRUCTURE

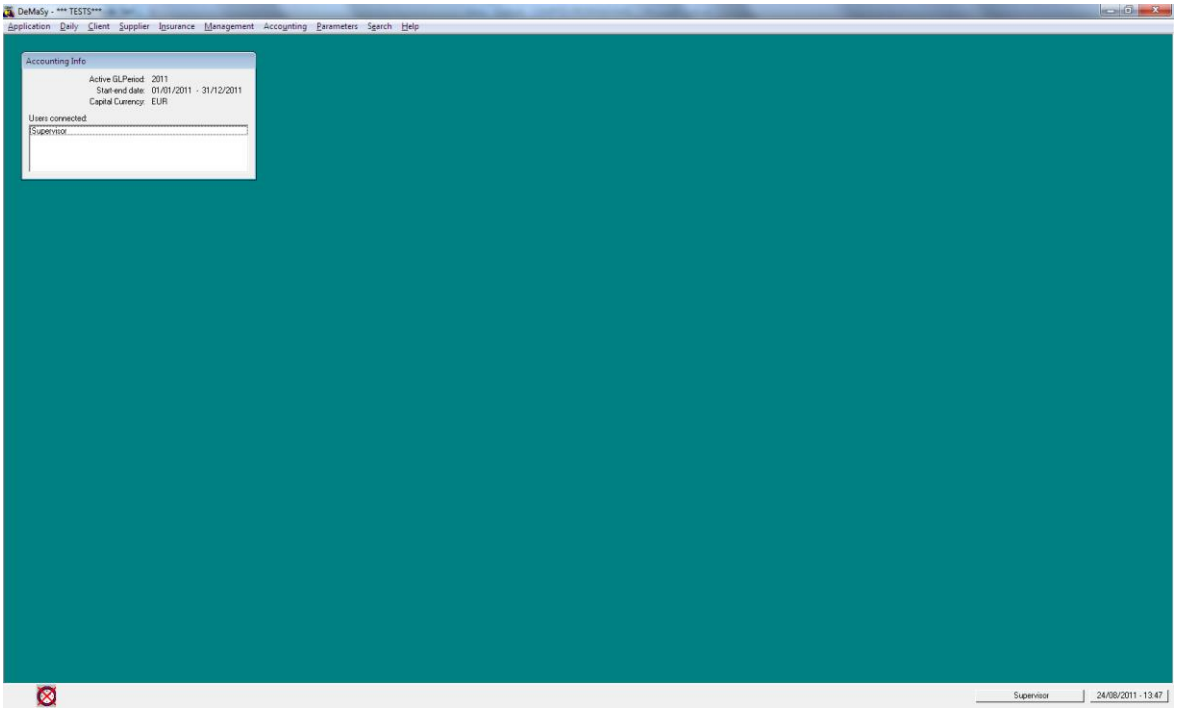
DeMaSy ™

INTRODUCTION AND CONVENTIONS

A button on a screen is written in RED in the text
A field on a screen is written in BLUE in the text

DeMaSy - LOGIN SCREEN and main screen





SHORTCUTS (can be used from any screen)

F6: calls the screen TIMEREPORT
F7: calls the research screen RELATIONS
F8: calls the screen TASKS
F10: calls the screen DOCUMENTS
F11: calls the screen of GENERAL LEDGER (RECONCILIATION)
F12: calls the screen REPORT SELECT

Table of content:

Fundamentals	page 4
User options	page 5
Employee	page 20
Management	page 27
Documents	page 38
General accounting	page 47
Cost accounting	page 97
Consolidation	page 106
Parameters	page 107
Options	page 158
Utilities	page 194
Task Manager	page 199

FUNDAMENTALS TO ACCESS THE APPLICATION

SCREEN CONTROLS:
Generally, all the screens of the application have the same buttons:

ADD: to be used to add new information (ADD MODE)
EDIT: to be used to modify existing information (EDIT MODE)
DELETE: to be used to remove information.
NB: no undelete function exist
CANCEL: to be u used to cancel the action in progress
EXIT: to be used to quit the screen (or Escape key)

The access to these buttons depends on the rights of the users

BUTTONS WITH TEXT LABELS (ex: RIGHTS, PASSWORD, OPTIONS, EMPLOYEES):
Either calls another screen whose object corresponds to the button label or calls a specific function.
Example: A click (or ALT + UNDERLINED LETTER) on the button Rights call the following screen:

A LITTLE ICON ON THE RIGHT SIDE OF A COMBO BOX (ex: USER here below on the employee screen):
is always a GO BUTTON which loads the screen used to input the information which the user can select in the combo Box. To use it user can click on it.
Shortcut of clicking the icon is F2 (and F3) if the combo refers two possible input screen.
Example: A combo company/Person allows the users to select either a company or a person. F2 will call the COMPANY screen and F3 will call the PERSON SCREEN

REPORTING
When reference is done to a report in this document it will be done by a number (ID). In the print selection menu, F6 Key pressed will allow the user to enter le ID of the report and load it automatically.

KEYBOARD or MOUSE
To go from one field to another use the TAB key or click in the field desired.
Exception: on Main accounting screen ENTER key can also be used

COMBO BOXES:
ADD or EDIT MODE: when adding data the information is entered in combo box
When a screen is not in ADD or EDIT mode the COMBO BOX is used to select information.
Searching information in a combo box can be done by typing the desired text followed by ENTER key.
In this case the combo box will return all the information which starts with the typed text.
Ex: ABC (enter) in the client field will search for all the clients whose name STARTS WITH “ABC”.

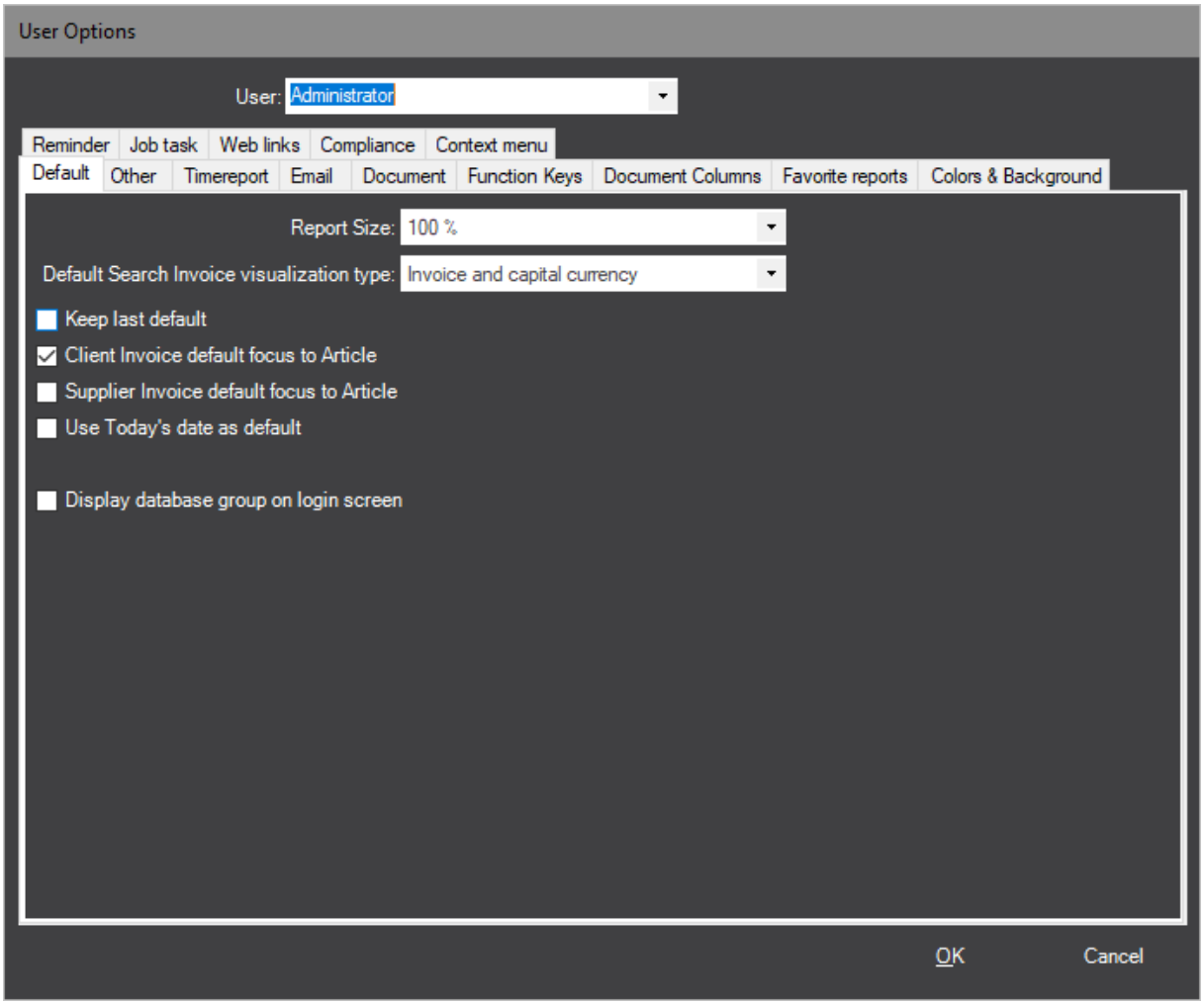
If a “%” sign precedes the searched text the search will be done with the sequence of text typed into the whole field.
Ex: %ABC (enter) in the client field will search for all client whose name CONTAINS the string “ABC”.

MANDATORY FIELDS
The application controls all mandatory fields i.e. user will receive a message requesting that missing information or correctly formatted data has to be entered.
All other information is not required.

USER OPTIONS

This screen is designed to enable each user to customize some features of the application in accordance with some functions.
This screen contains several tabs.

DEFAULT TAB:



Report Size: allows the user to select the size of the preview (100% or zoomed in or out)
Default Search Invoice visualization type: Invoice and capital currency / invoice currency / Capital currency

- Use Today's date as default:
  Uses today's date as a default for date fields (input or reporting)

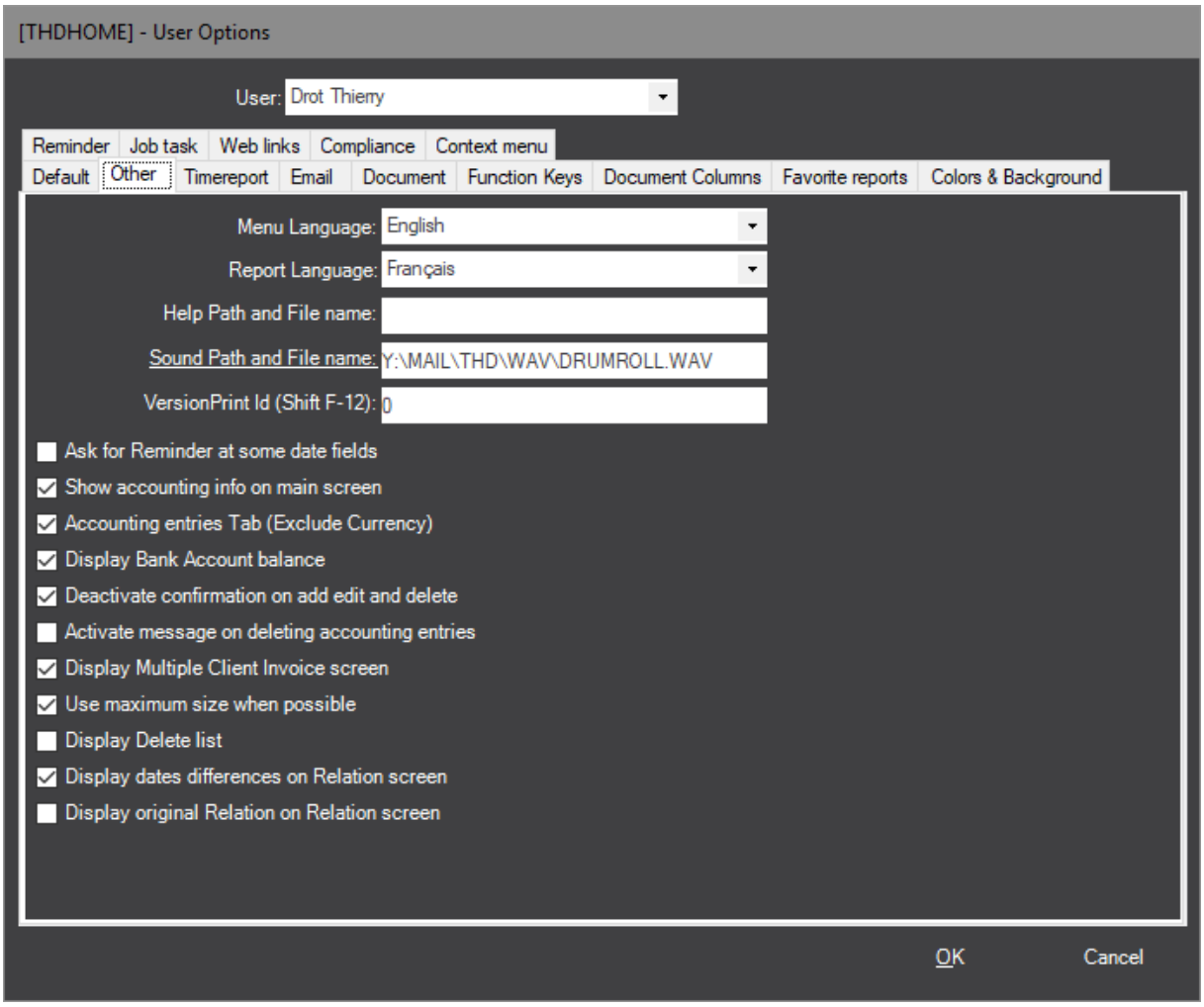
- Keep last default:
  This option uses the information of last accounting entry or client/supplier invoice for next input.

- Client invoice default focus to article:
  The cursor field when accessing client invoice detail is the field article instead of the field amount.

- Supplier Invoice default focus to article:

The cursor field when accessing supplier invoice detail is the field article instead of the field amount.

OTHER TAB :



Menu Language: Language selected by the user for the menus
Report Language: Default language selected by the user for the reporting
Help Path and File Name: Name of the help path [No longer used – will be replaced by an URL]
Sound Path and File name: Path and file name of a file used to make a sound when there is alarm of an agenda
VersionPrint Id (Shift F-12): On main accounting screen user can associate a report to the key SHIFT + F12. The id is obtained from the printing selection menu and pressing F6 on the selected report. When the user will hit the key SHIFT + F12, the print select menu of the selected report will be displayed.

ASK FOR REMINDER AT SOME DATE FIELDS:
Some fields on company and person data automatically propose a agenda when user leave the input zone. Ex: After entering the date of the shareholders' meeting, when leaving the zone, the application will ask the user if he wants to create an agenda. If the answer is yes, agenda will be called in this context.

ACCOUNTING ENTRIES TAB (EXCLUDE CURRENCY):

When moving from one field to another with tab key (or enter key in the accounting entries screen), this option allows the user to skip the tab event to stop on the currency field and go directly from the account name to the amount.

SHOW ACCOUNTING INFO ON MAIN SCREEN:
Displays a small rectangle screen on the upper left corner of the application main screen with basic accounting information: Active period, start and end date of the period, capital currency and users connected in the client file.

DISPLAY BANK ACCOUNT BALANCES:
When inputting accounting entries on bank accounts the Application computes real time bank balance and displays the amount on the input screen.

LAUNCH REMINDER EXECUTABLE ON DEMASY STARRTING:
When starting the application, reminder program (calendar) will be automatically started and minimized in the system tray. If not the user has to start it manually.

DEACTIVATE CONFIRMATION ON ADD/EDIT/DELETE:
On add/edit/delete action the application will not display an acknowledgement message.

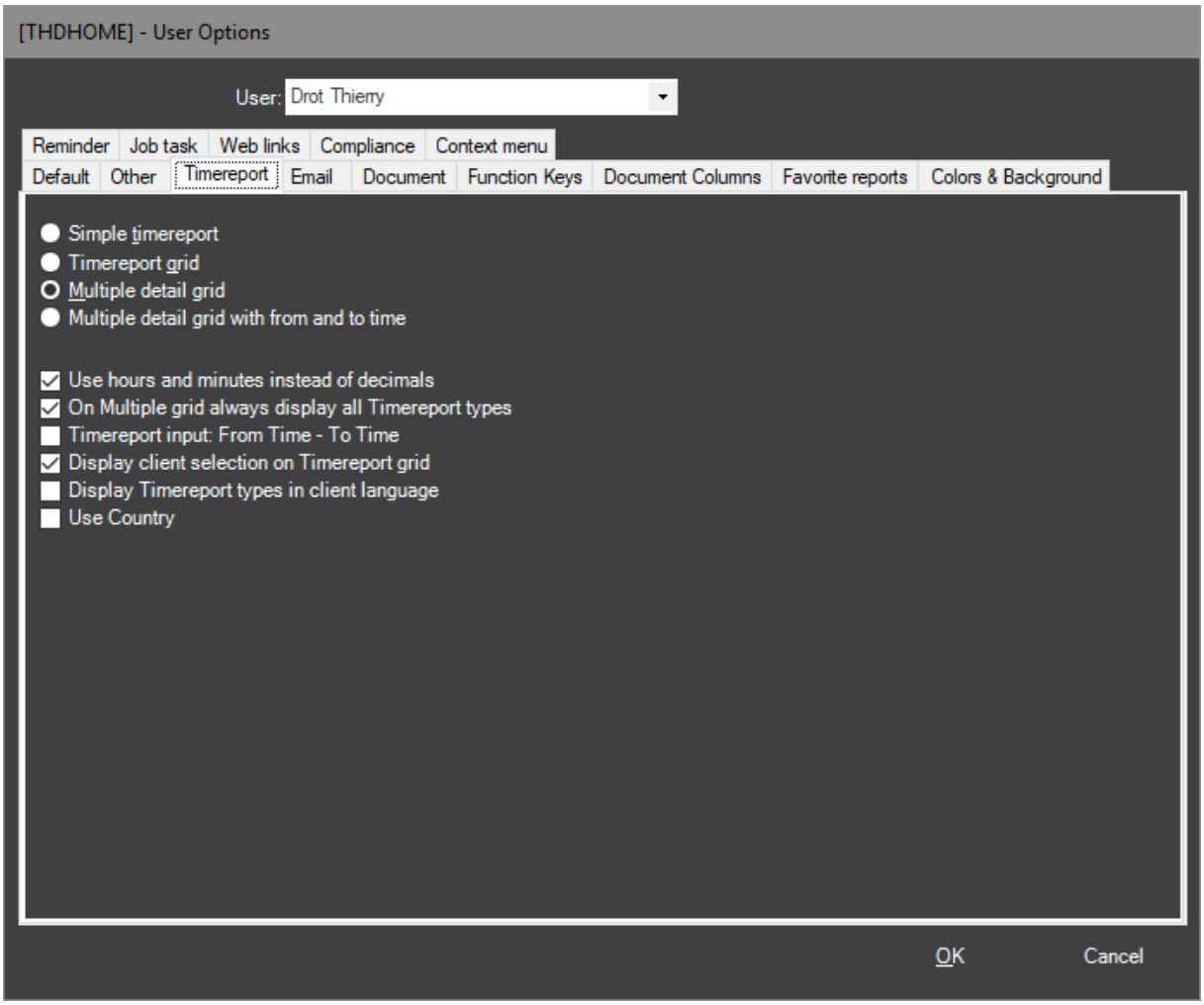
ACTIVATE MESSAGE ON GLMOVEMENT DELETE:
Although the user can disable the confirmation message, the deletion of an accounting entry can be preceded by a user message to request a confirmation of the deletion.

USE MAXIMUM SIZE WHEN POSSIBLE:
PC's LCD screen resolution can vary significantly. If the option is ticked the application will resize input masks to benefit of the maximum possible information.

DISPLAY MULTIPLE INVOICES TO CLIENT SCREEN:
The application allows the user to choose between two different input masks.
One view is a vertical view (one invoice detail correspond to one mask)
The other view in an horizontal view (one detail corresponds to one line in the masks)

DISPLAY DIFFERENCE DATES ON RELATION SCREEN:
If this option is active, the application calculates the difference between today's date and start and end dates of relations (see explanation on module relations)

TIMEREPORT TAB



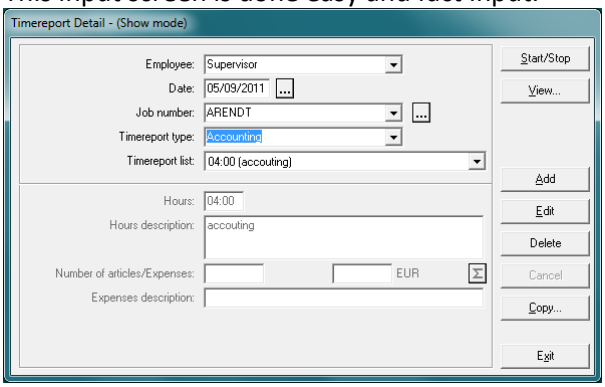
These options allows the user to select the view for timereporting (see timereport module)

- SIMPLE TIMEREPORT (see snapshot below)
- TIMEREPORT GRID (see snapshot below)
- MULTIPLE DETAIL GRID (see snapshot below)
- MULTIPLE DETAIL GRID WITH FROM AND TO TIME (see snapshot below)

USE HOURS AND MINUTES INSTEAD OF DECIMALS: Time input format in the timereport is either decimals (ex : 2,25 H = 2H15 min) or Hours/min (ex: 02:15 = 2H 15min)
ON MULTIPLE GRID ALWAYS DISPLAY ALL TYPES: When multiple timereport input screen is loaded all the timereport types are loaded.
TIMEREPORT INPUT: FROM TIME –TO TIME: The application will force the users to input the time chronologically with a start time and end time.
DISPLAY CLIENT SELECTION ON TIMEREPORT GRID: On the timreport grid view screen the client is displayed if the option is active. If not only the job number is displayed
DISPLAY TIMEREPORT TYPES IN CLIENT LANGUAGE: Timereport types can be translated in several languages. If translations exist the timereport types are displayed in the client language (based on the language specified in the company/data sheet).

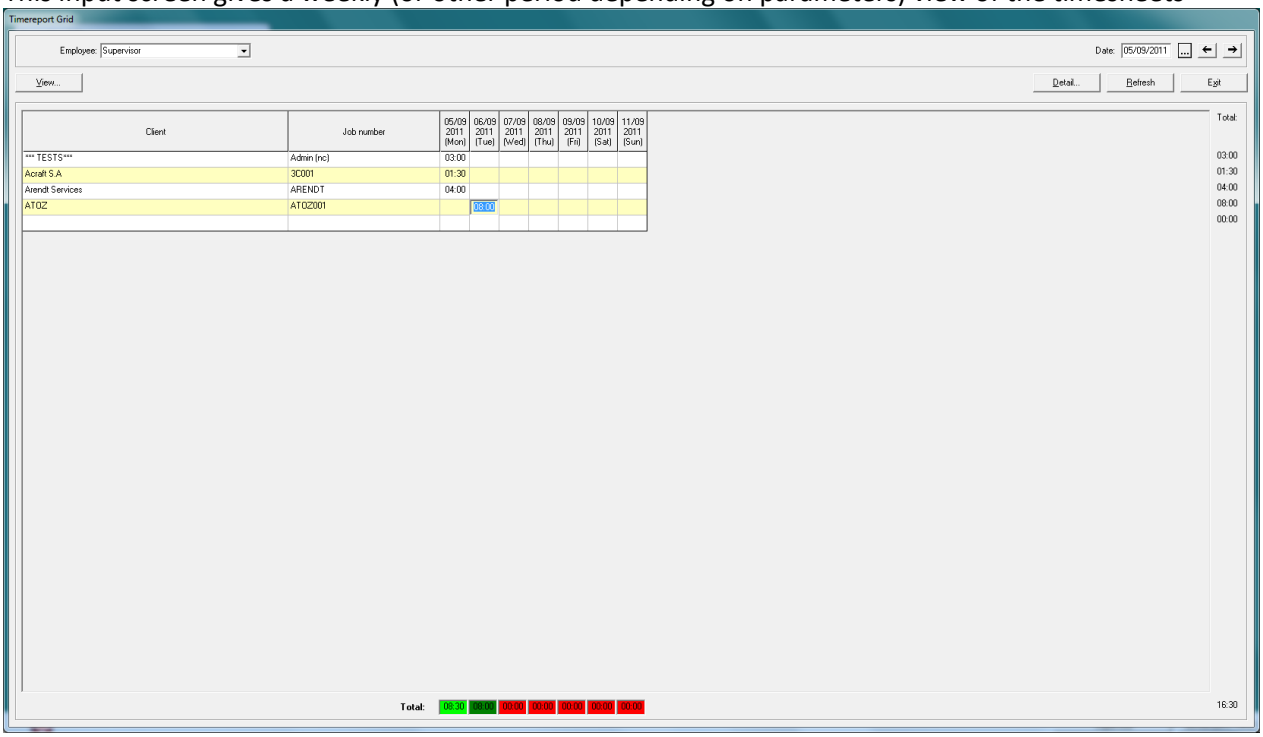
SIMPLE TIMEREPORT:

This input screen is done easy and fact input.



TIMEREPORT GRID:

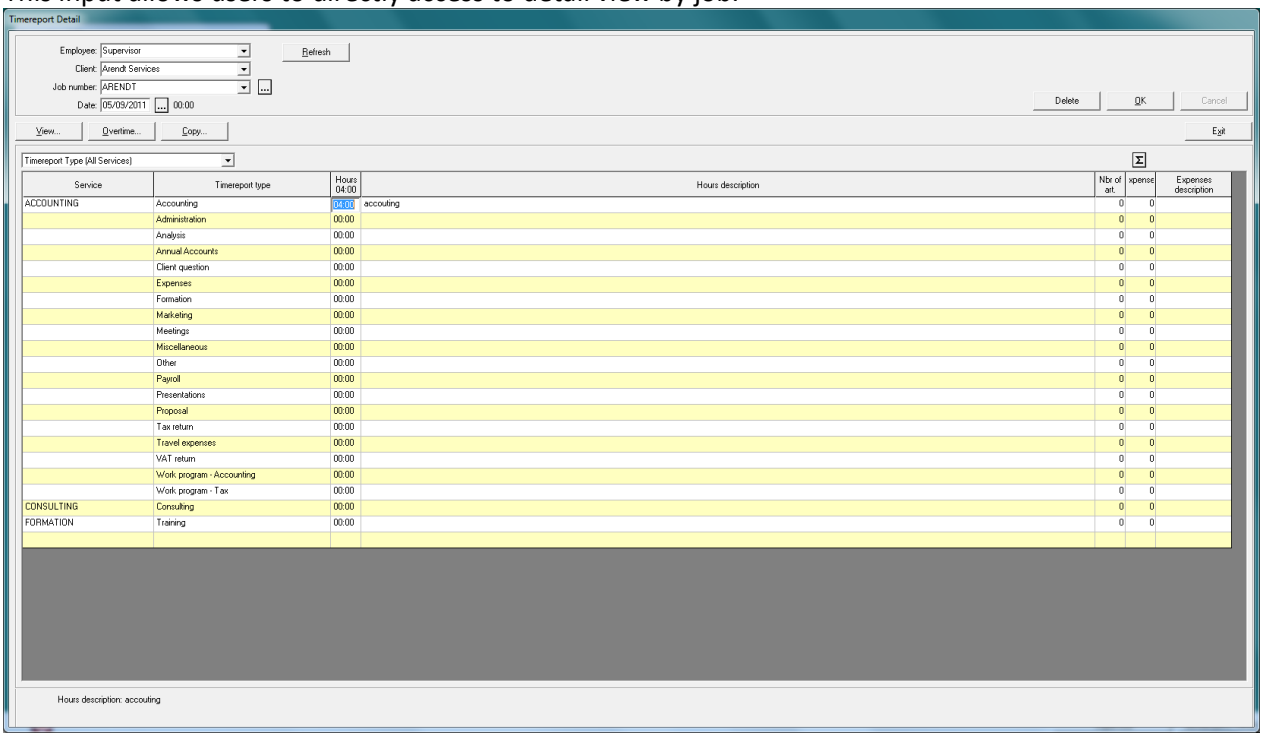
This input screen gives a weekly (or other period depending on parameters) view of the timesheets



Double click on a case load the screen for inputting timereport (see multiple detail grid)

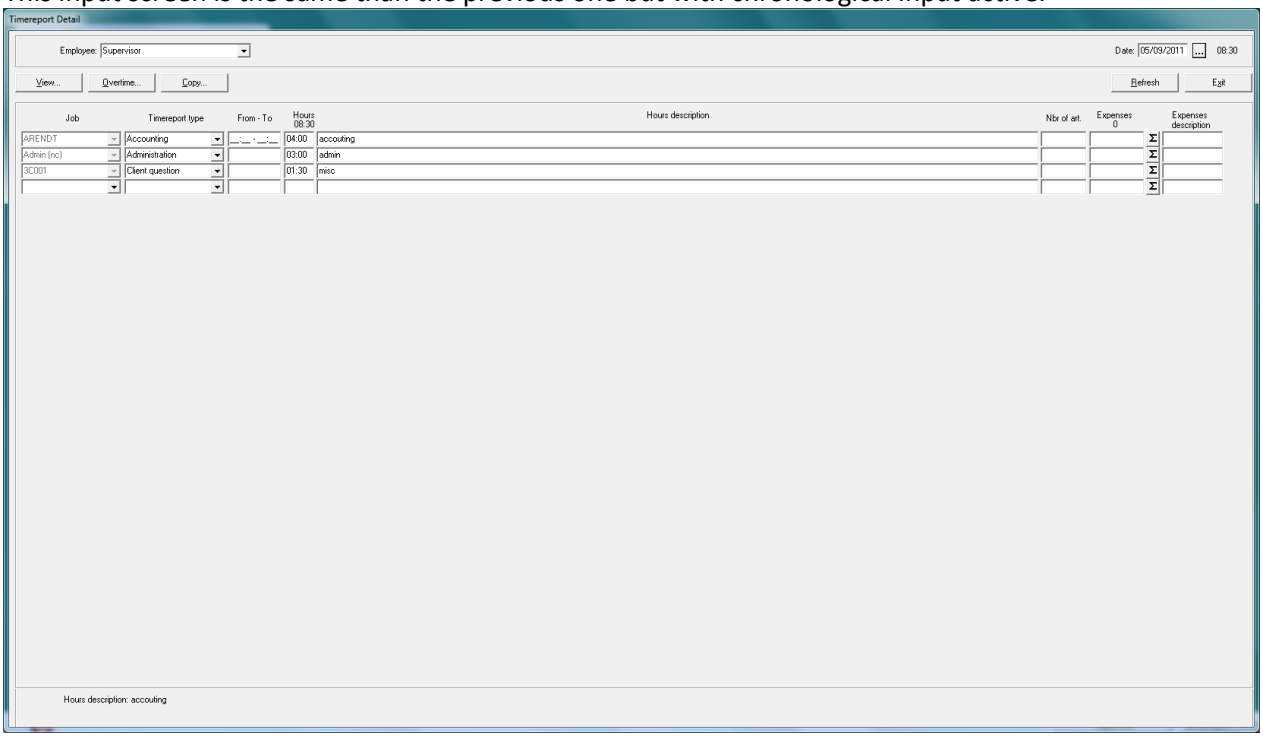
MULTIPLE DETAIL GRID:

This input allows users to directly access to detail view by job.

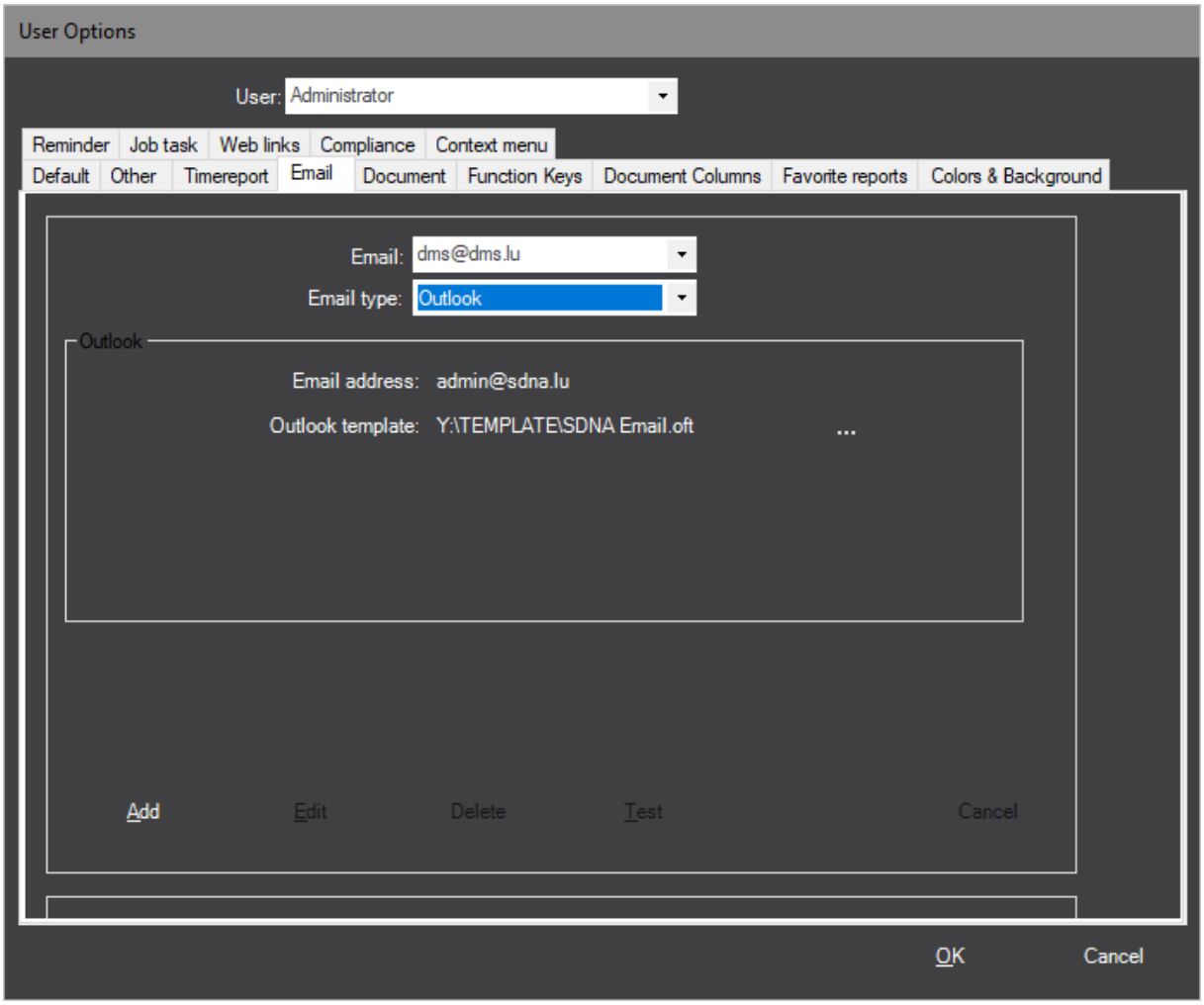


MULTIPLE DETAIL GRID WITH FROM AND TO TIME:

This input screen is the same than the previous one but with chronological input active.

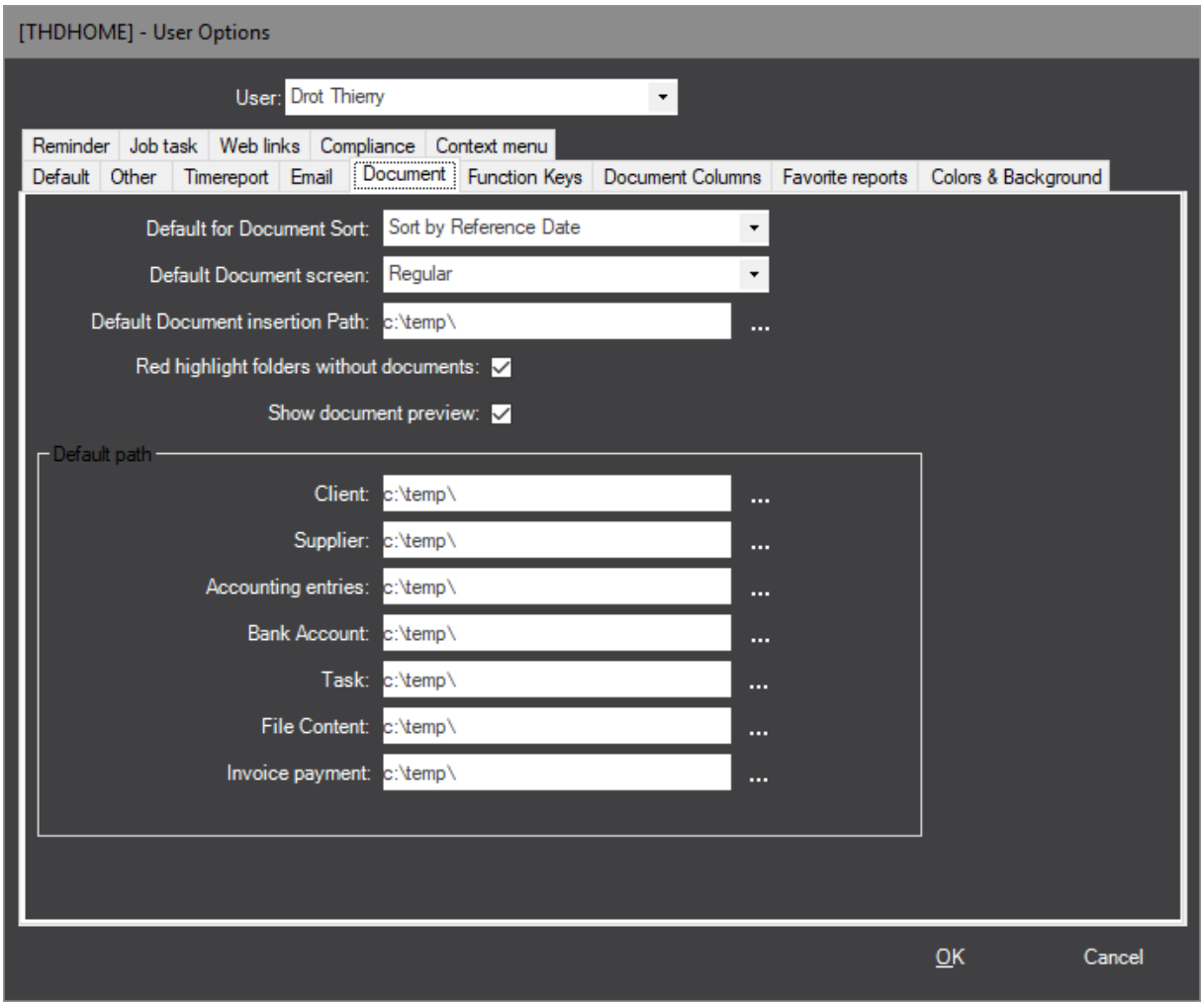


EMAIL TAB



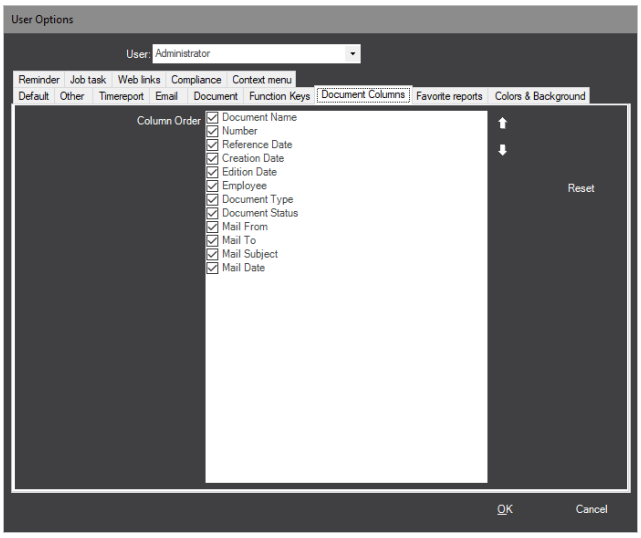
EMAIL ADDRESS : email address used for the selected user when producing when producing a mail based on the application reports or documents
OUTLOOK TEMPLATE: template used when producing a mail based on the application reports or documents

DOCUMENT TAB

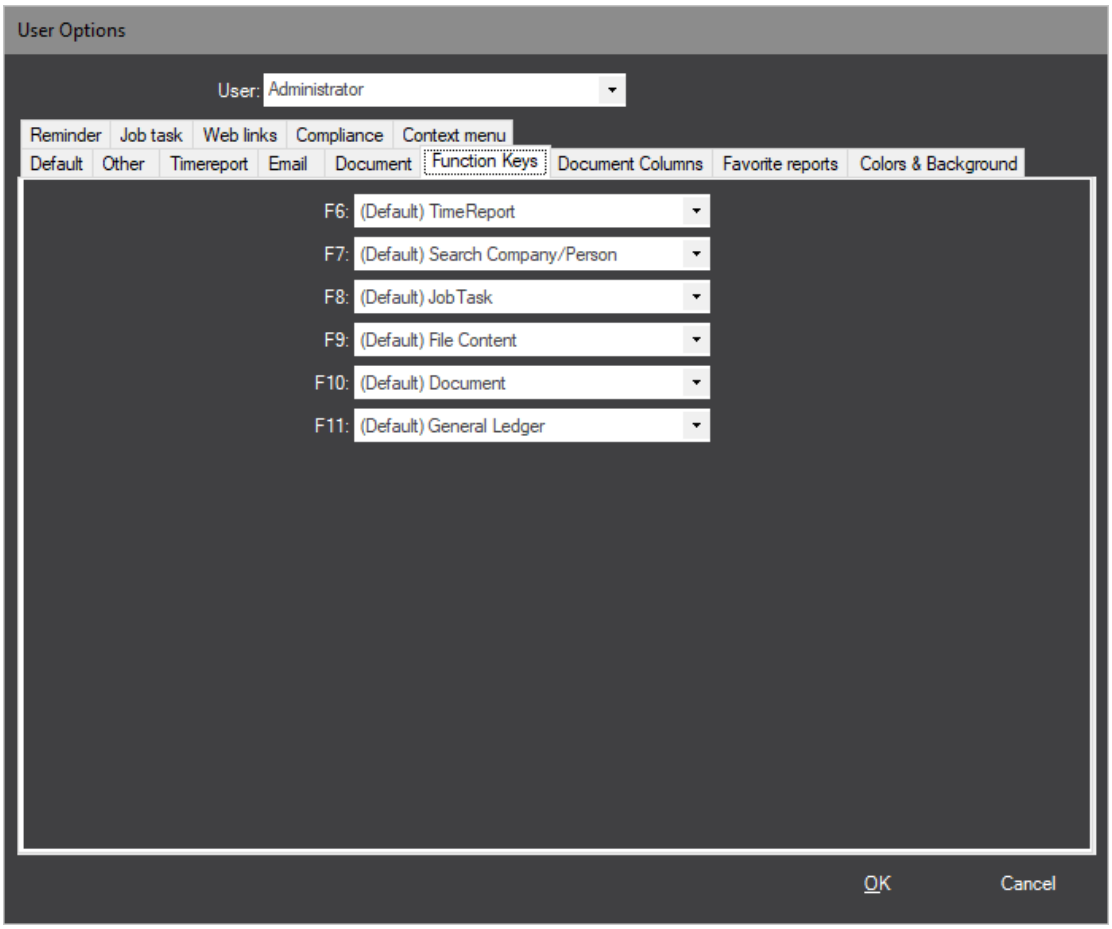


➔ See DOCUMENTS module

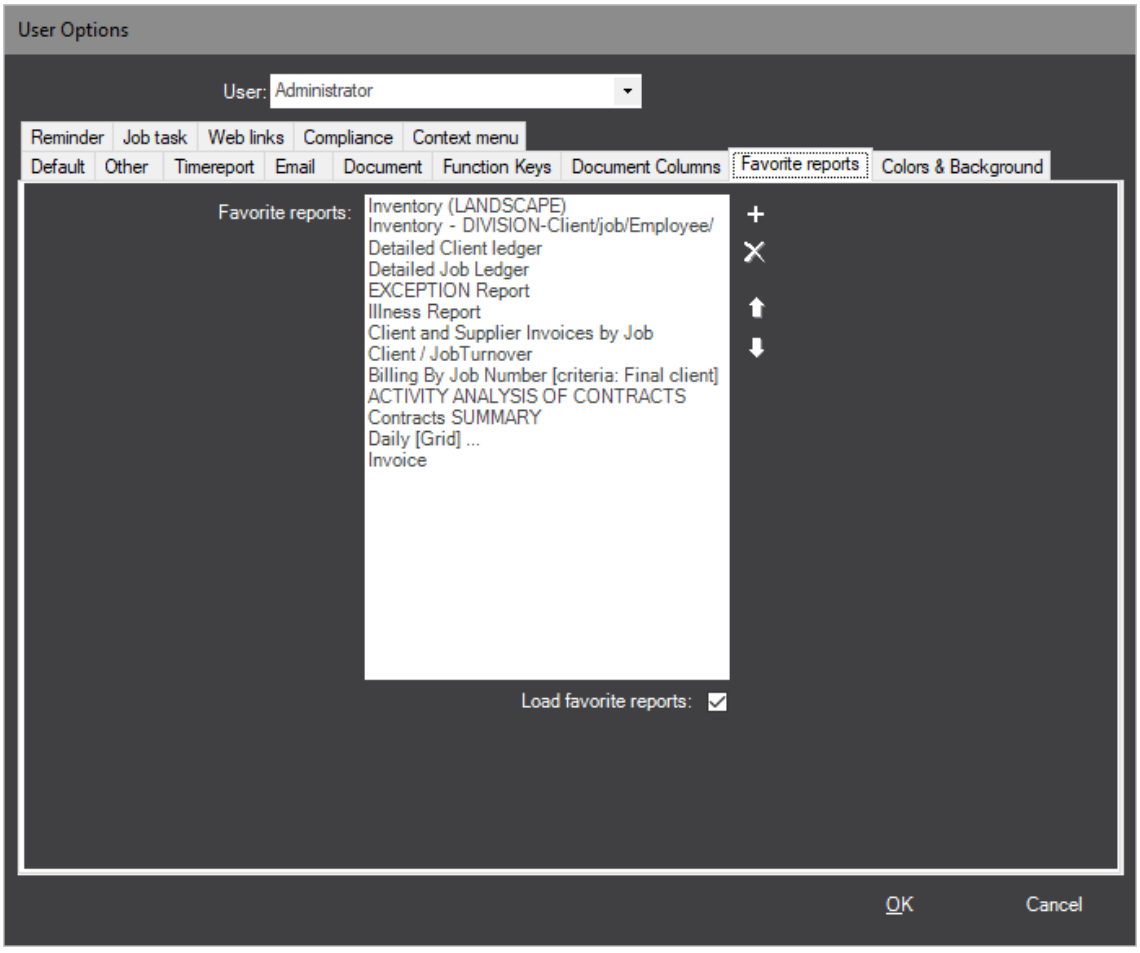
DEFAULT FOR DOCUMENT SORT: Sort by name / creation date / Modified date / Reference date
DEFAULT DOCUMENT SCREEN: Regular / Search screen
DEFAULT DOCUMENT INSERTION PATH: Default path when adding a document
CLIENT – DEFAULT DOCUMENT PATH: Default path when adding a document in connection with a client invoice
SUPPLIER – DEFAULT DOCUMENT PATH: Default path when adding a document in connection with a supplier invoice
GLMOVEMENT – DEFAULT DOCUMENT PATH: Default path when adding a document in connection with to a miscellaneous accounting entry.
DOCUMENT COLUMN TAB: allows user to select the columns to be displayed on the document screen:


User Options
User:
Administrator
Reminder
Job task
Web links
Compliance
Context menu
Default
Other
Timereport
Email
Document
Function Keys
Document Columns
Favorite reports
Colors & Background
Column Order
Document Name
Number
Reference Date
Creation Date
Edition Date
Employee
Document Type
Document Status
Mail From
Mail To
Mail Subject
Mail Date
Reset
OK
Cancel

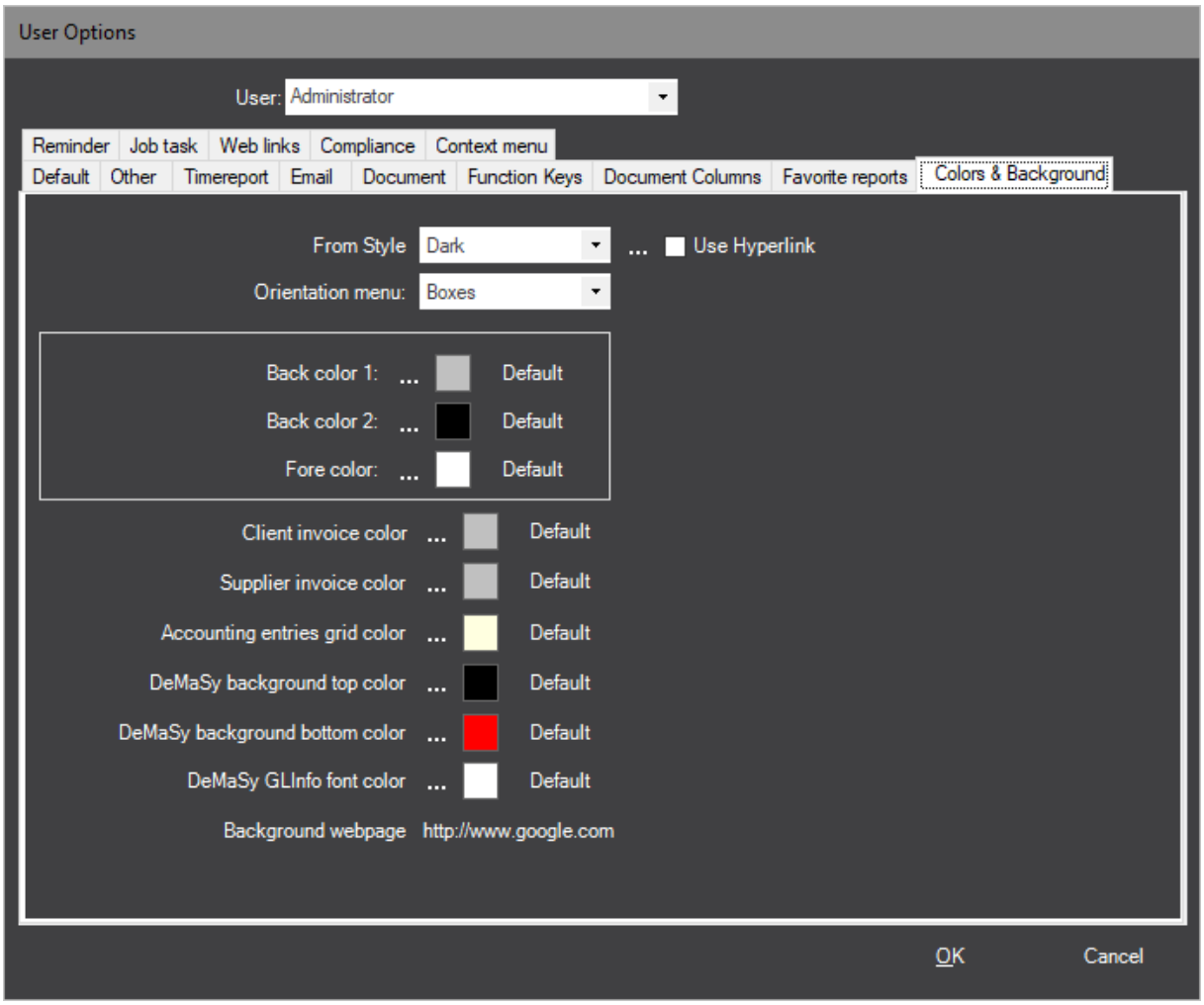
FUNCTION KEYS TAB



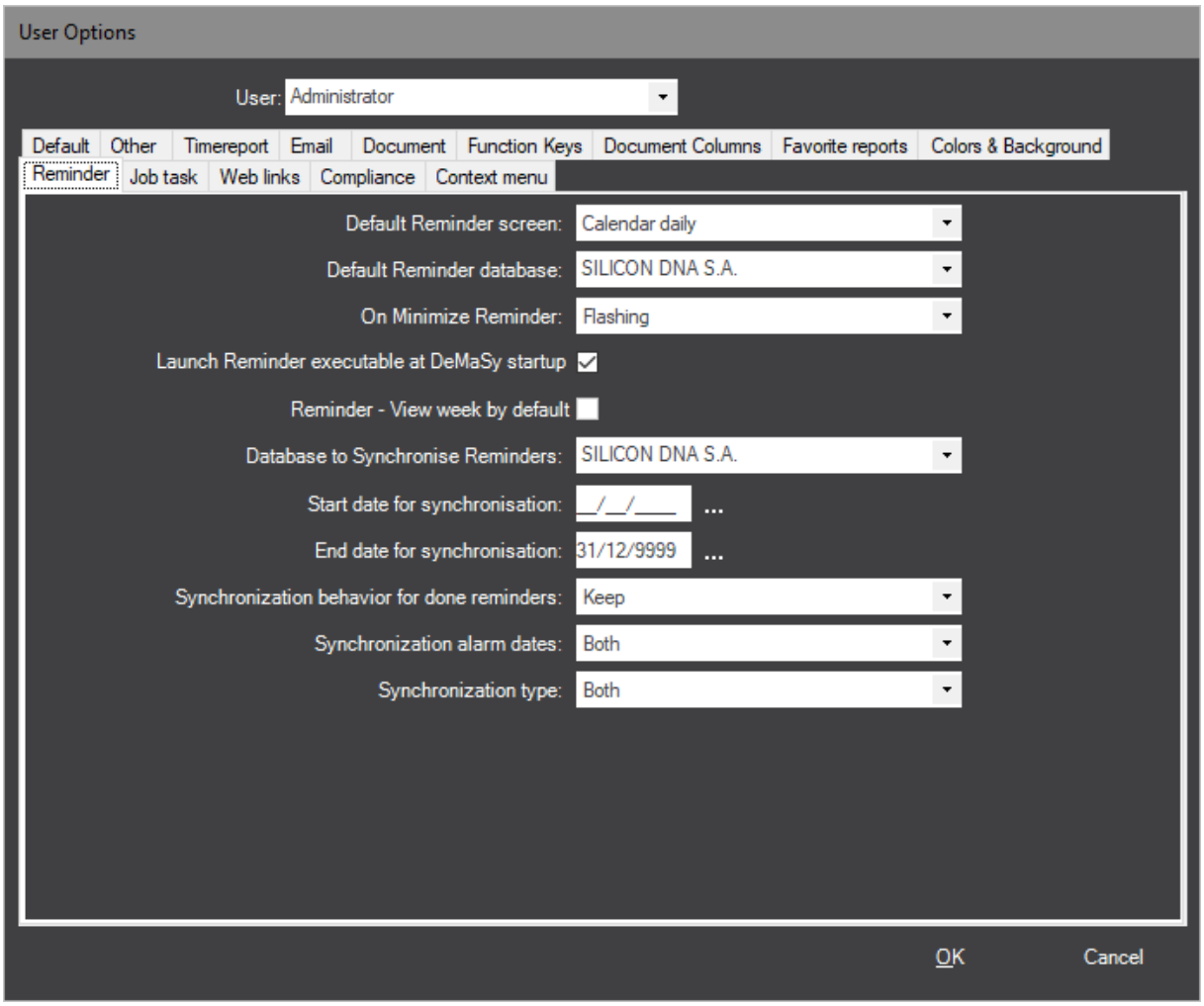
FAVORITE REPORTS TAB



COLORS & BACKGROUND



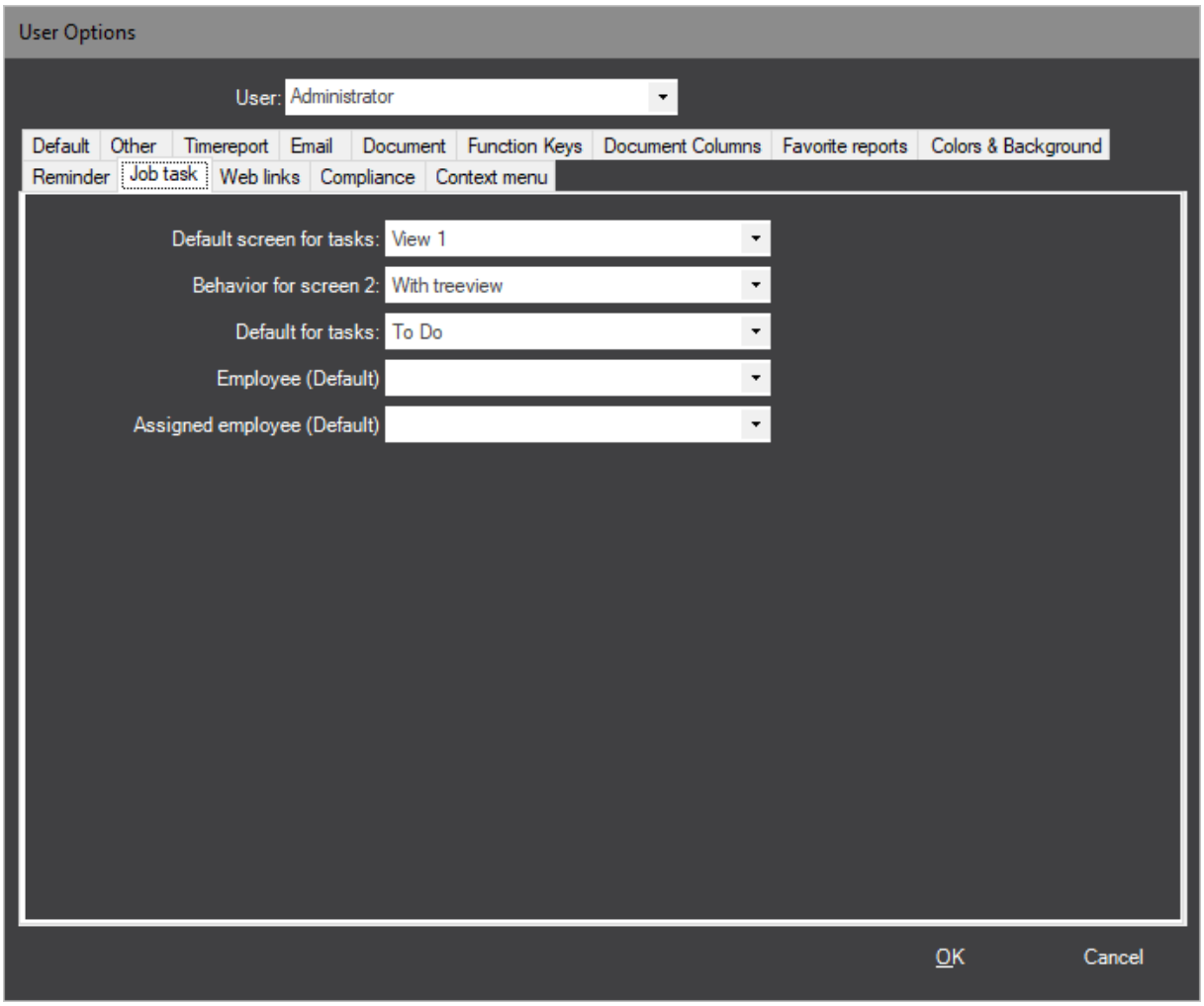
REMINDER TAB



Default reminder screen: Calendar list / Calendar daily
Default reminder database: company in which reminders contact are selected
On Minimize reminder: when alarm is popping up in the systray (flashing or loading reminder)
Launch reminder executable at DeMaSy Startup: if checked when DeMaSy is started the reminder program is started automatically
Reminder - view week by default: allows to select default view

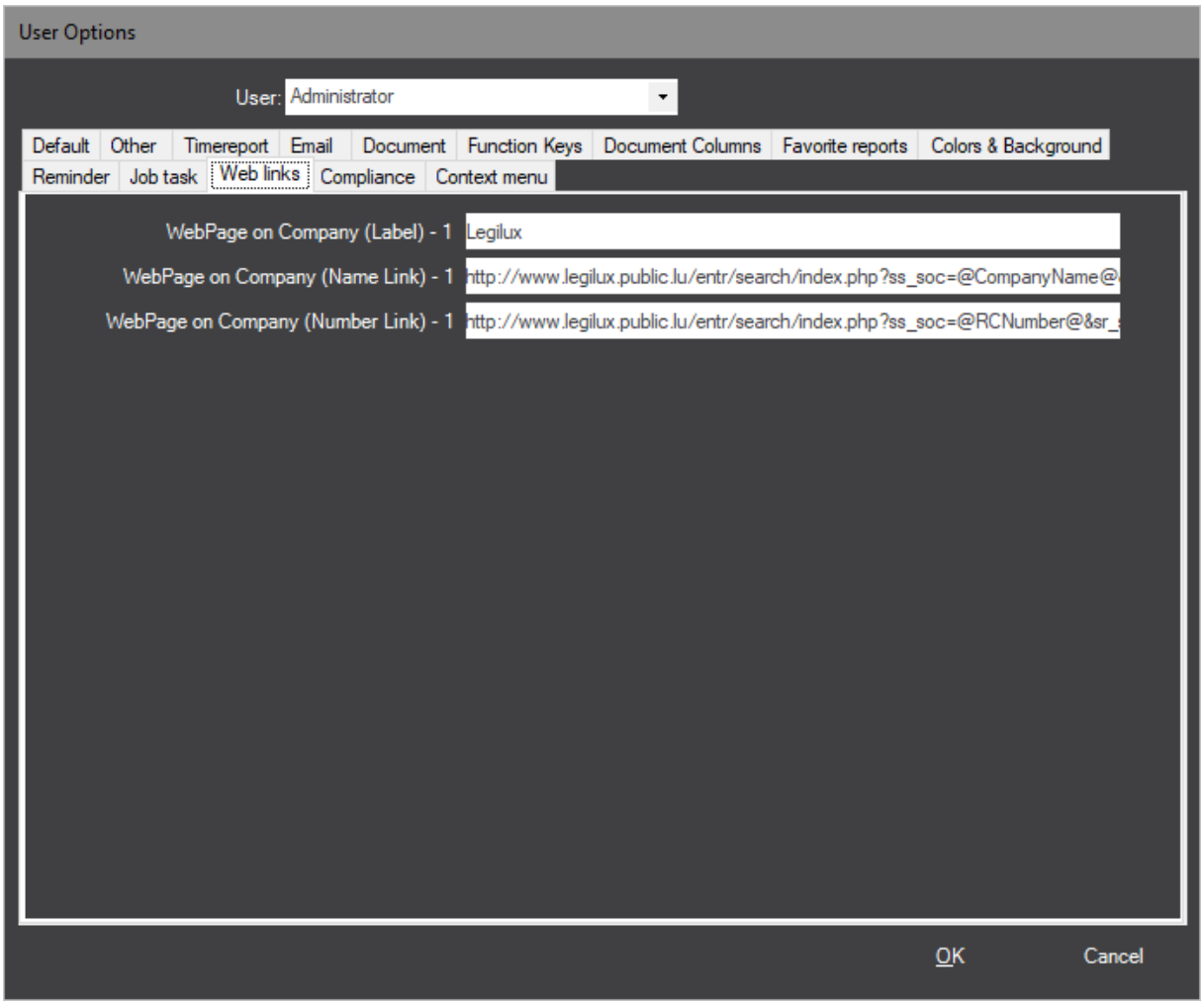
Database to Synchronise reminders: Database for sync
Start date for synchronisation: Start date
End date for synchronisation: End date
Synchronise behaviour for done reminders: keep or delete
Synchronisation alarm dates DeMaSy-> Outlook / Outlook->DeMaSy / both
Synchronisation type: DeMaSy-> Outlook / Outlook->DeMaSy / both

JOB TASK TAB

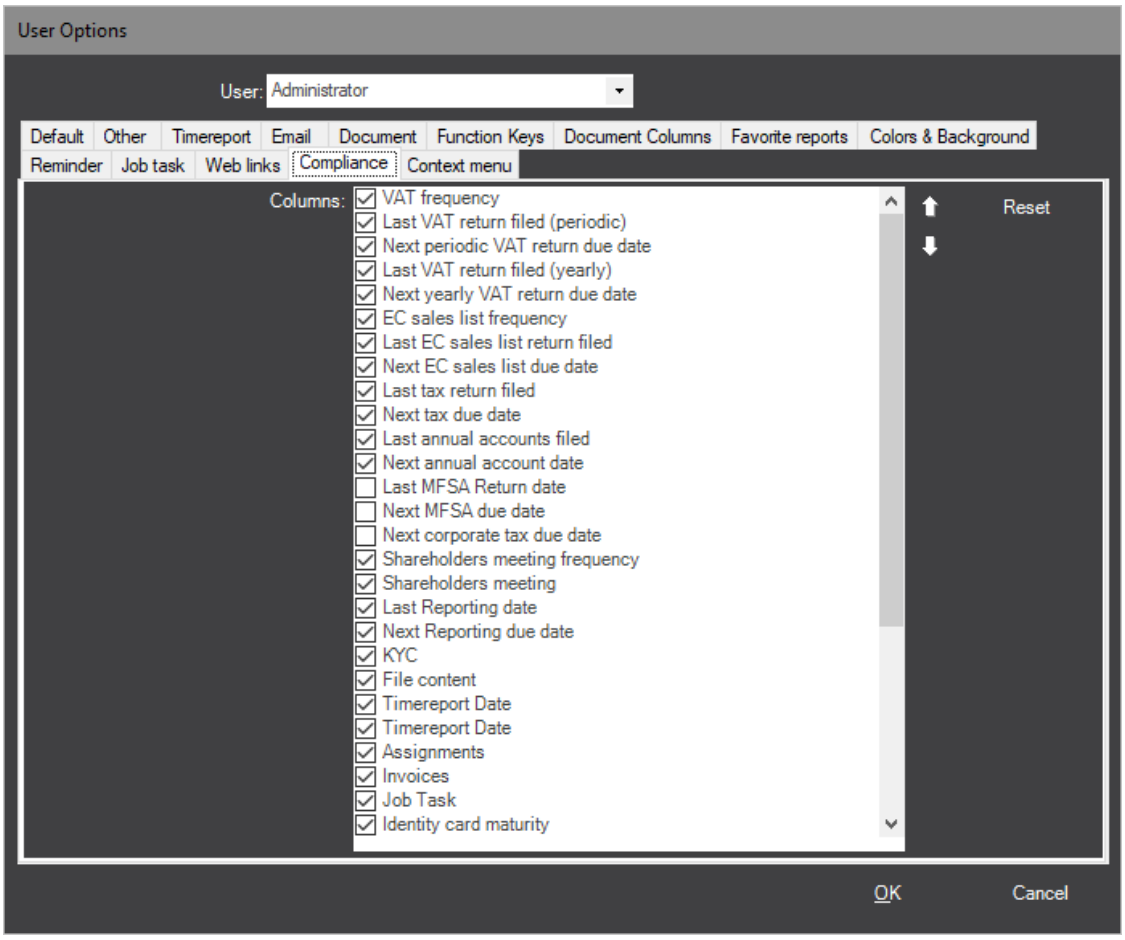


Default for Tasks: Display all / Display not done (level 1) / Display not done all levels
Default view for Tasks: Tree view (hierarchy) or grid (as a spreadsheet)

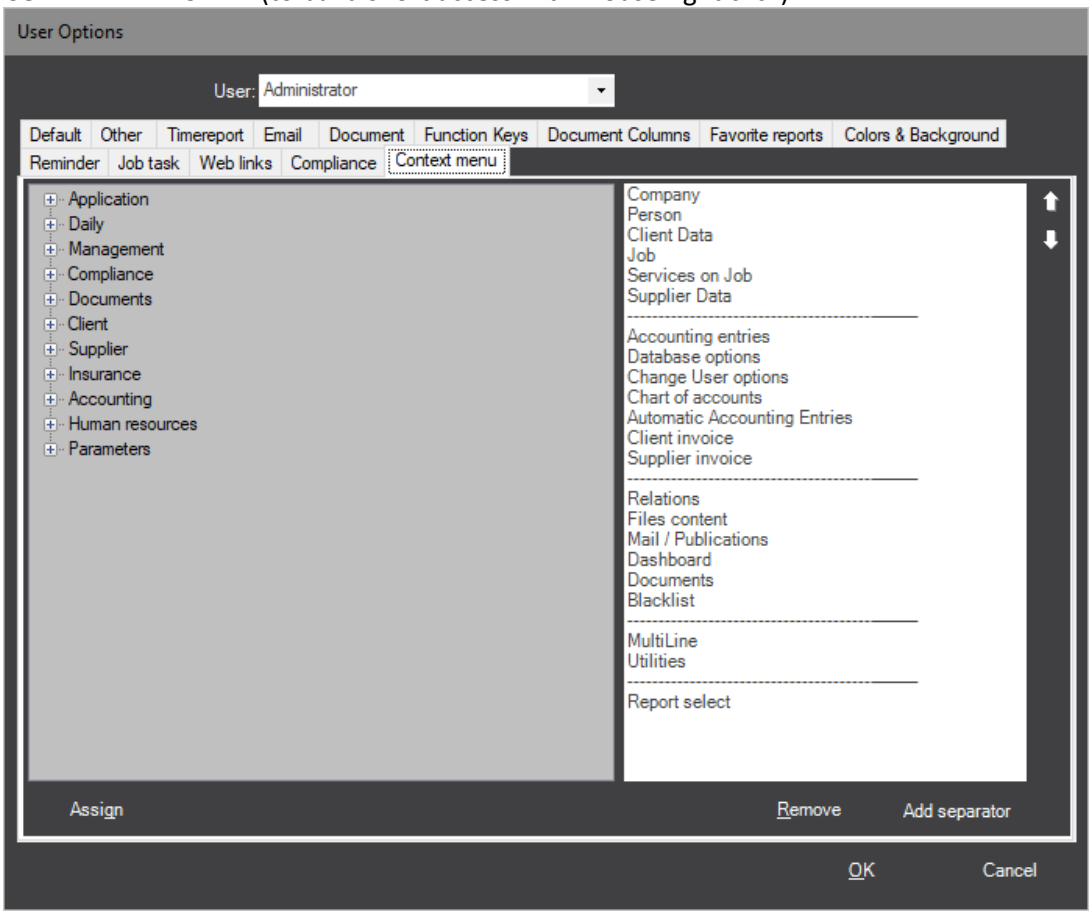
WEB LINKS


User Options
User: Administrator
Default
Other
Timereport
Email
Document
Function Keys
Document Columns
Favorite reports
Colors & Background
Reminder
Job task
Web links
Compliance
Context menu
WebPage on Company (Label) - 1
Legilux
WebPage on Company (Name Link) - 1
http://www.legilux.public.lu/entr/search/index.php?ss_soc=@CompanyName@
WebPage on Company (Number Link) - 1
http://www.legilux.public.lu/entr/search/index.php?ss_soc=@RCNumber@&sr_
OK
Cancel

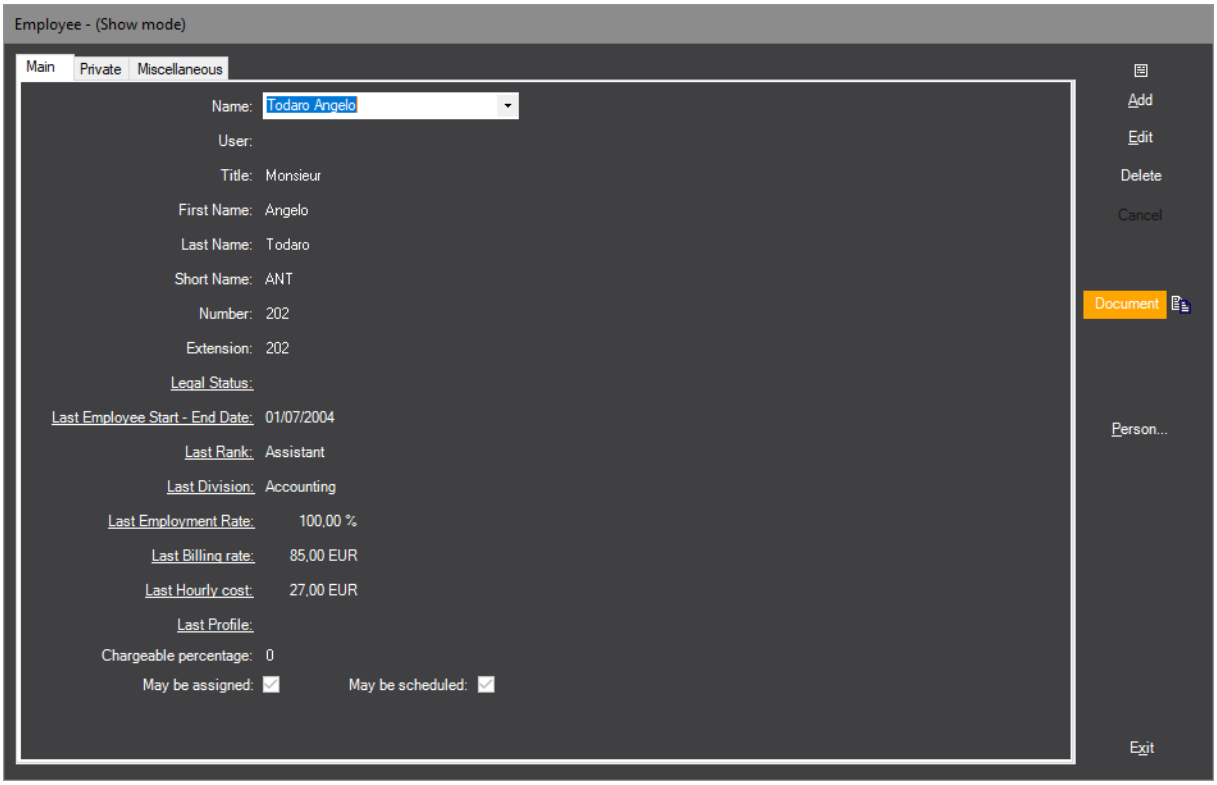
COMPLIANCE TAB (to enable column info in dashboard)



CONTEXT MENU TAB (to build short access with mouse right click)



EMPLOYEE



An employee has to be defined for timreporting purposes.

USER: If a user exists, the link is done while selecting the user in the User field. First name and Last name are then taken from the user data.

FIELDS:

TITLE: If the title doesn't exist, it can be added manually. Next time it will be available for selection
FIRST NAME: self-explanatory
LAST NAME: self-explanatory
NUMBER: internal employee number
EXTENSION: Internal phone extension
SHORT NAME: Employee short name (by default the application takes the user's short name)
MAY BE ASSIGNED: If check box is ticked employee can be assigned on jobs (see Job Assignment)
MAY BE SCHEDULED: If checked box is ticked employee can be scheduled (see Scheduling module)

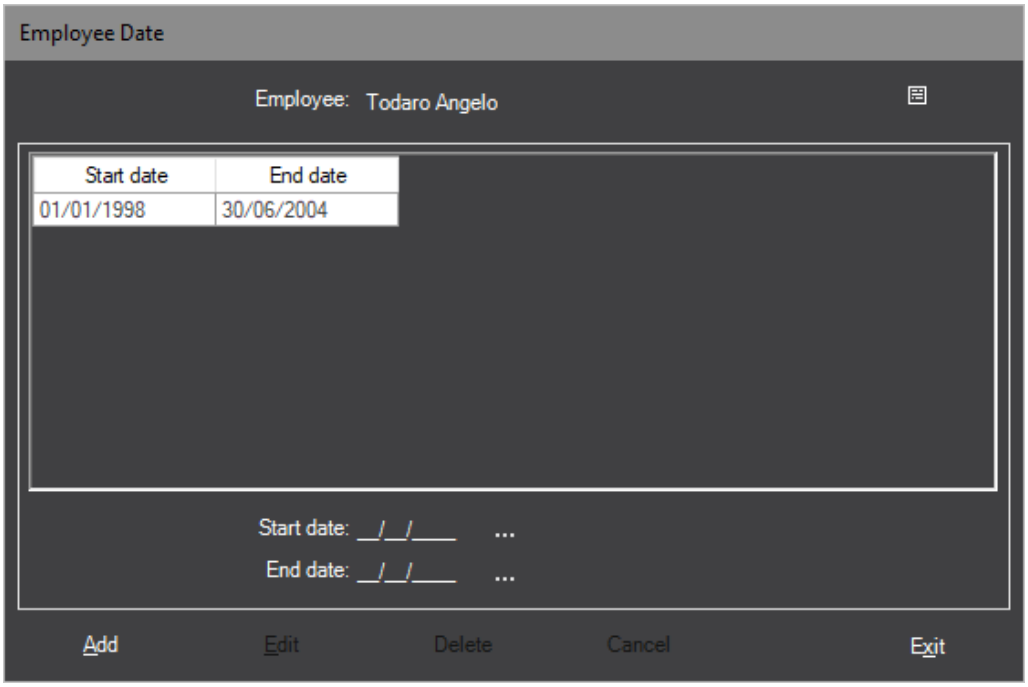
BUTTONS:

EMPLOYEE DATE:
RANK:
DIVISION:
EMPLOYMENT RATE:
BILLING RATE:
HOURLY COST:

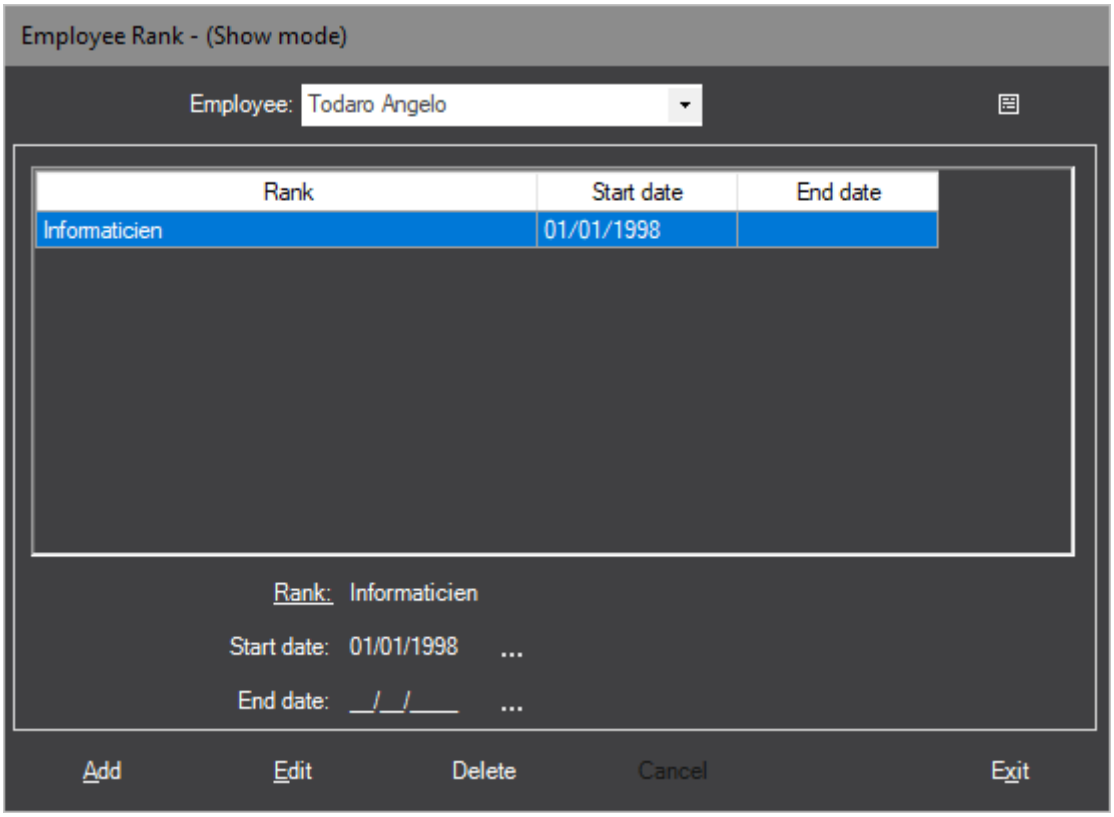
See next pages for the screens called by these buttons.
Last values (based on dates) stored in the screen behind the button are displayed on the employee mask.

BUTTONS:

Button EMPLOYE DATE: allows logging the employee contract dates.

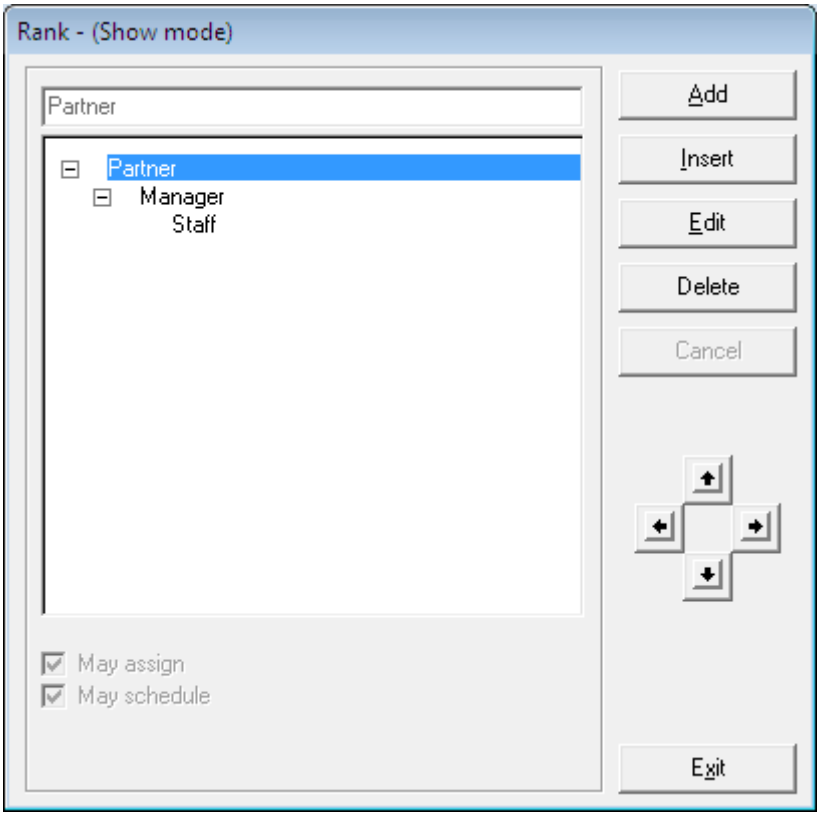


Button RANK:
Allows defining the rank of an employee

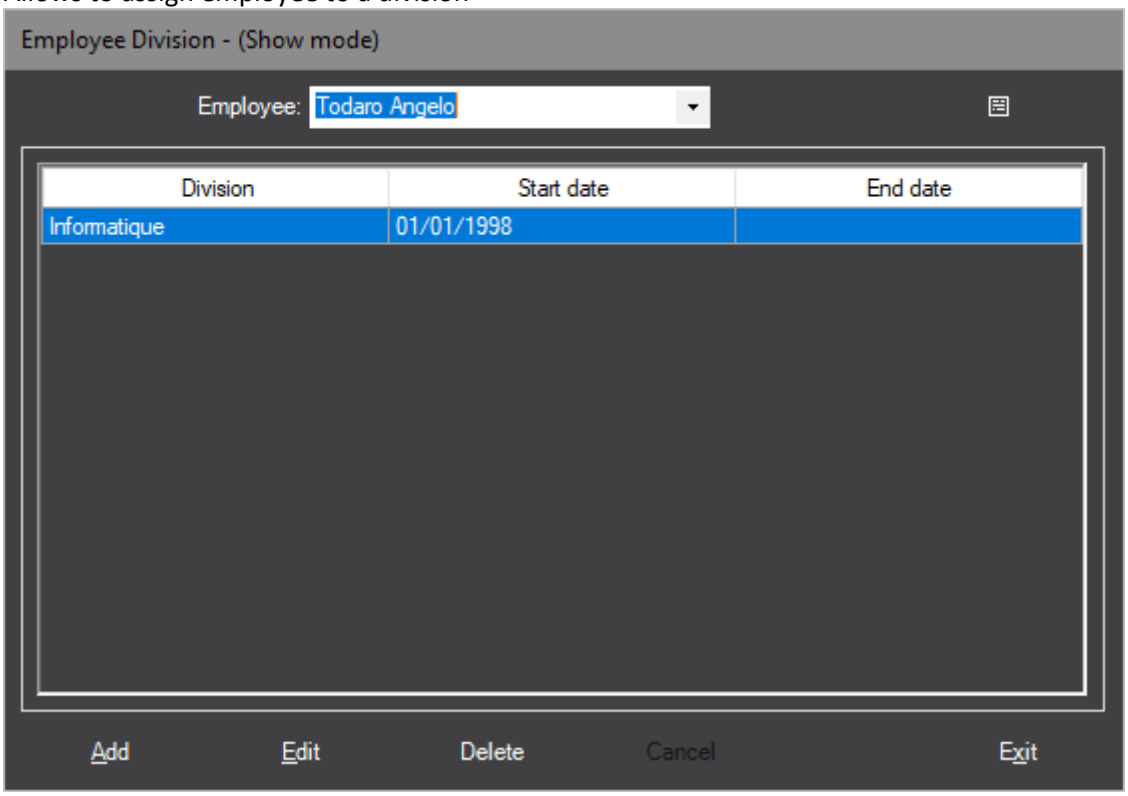


RANK :
Allows defining rank hierarchy
If the checkbox MAY ASSIGN is ticked the employees belonging to the rank will be allowed to assign other employees on the job (see JOB ASSIGNMENTS)

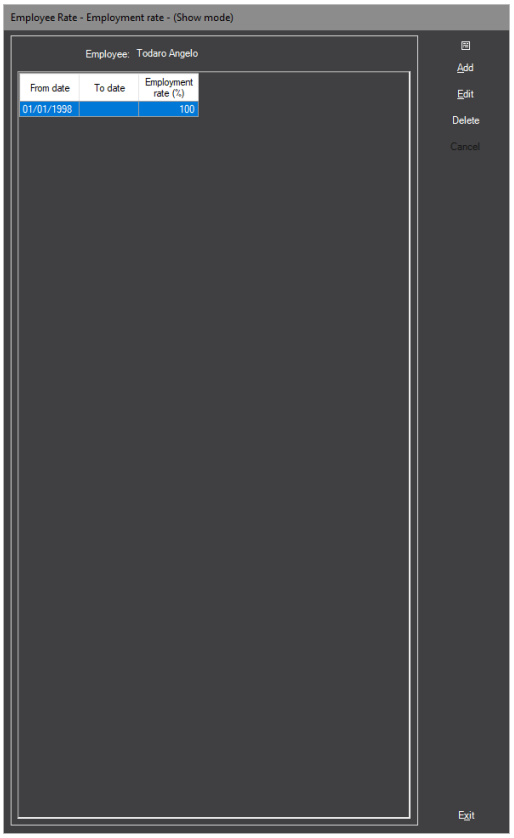
If the checkbox MAY SCHEDULE is ticked the employees belonging to the rank will be allowed to schedule other employees on jobs (see SCHEDULING MODULE)



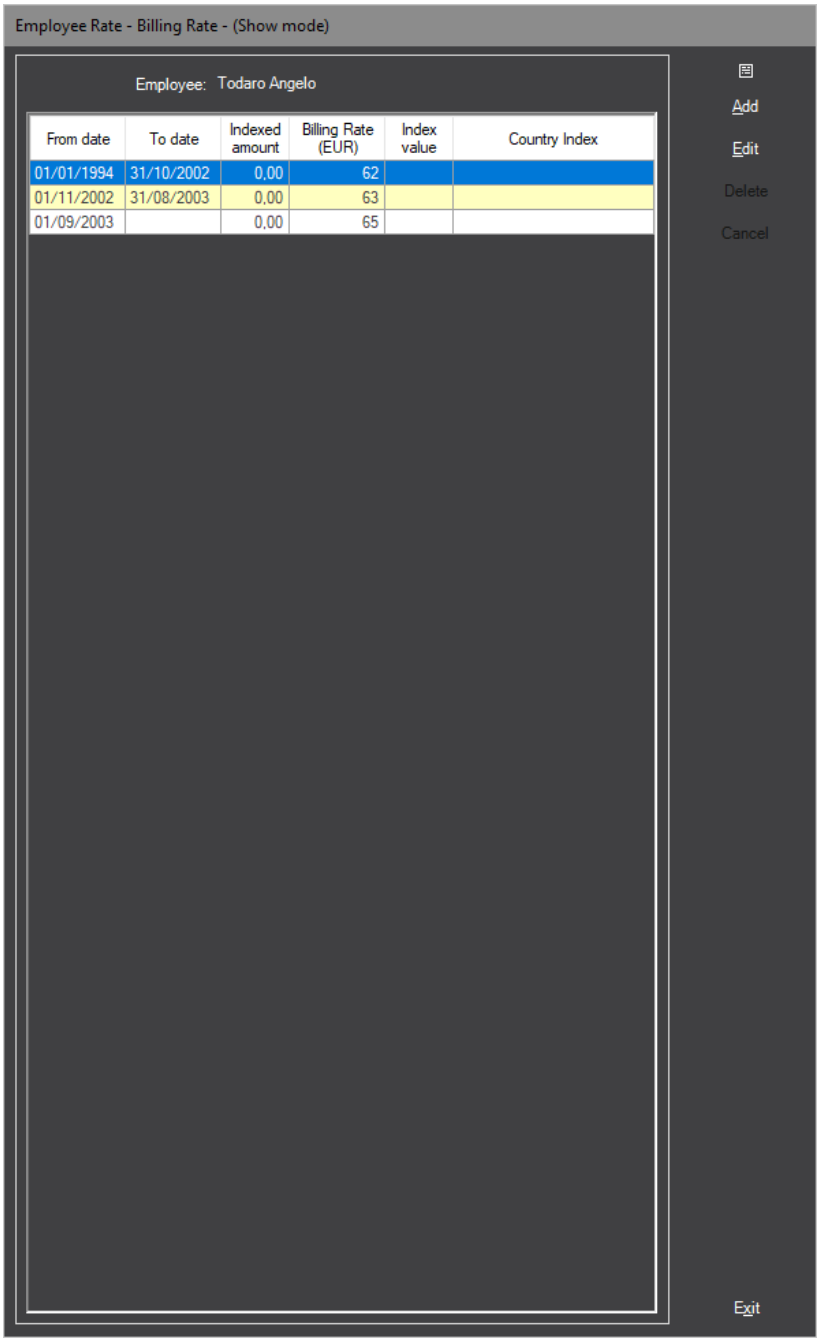
Button DIVISION:
Allows to assign employee to a division



Button EMPLOYMENT RATE:
Allows defining the employment rate of an employee



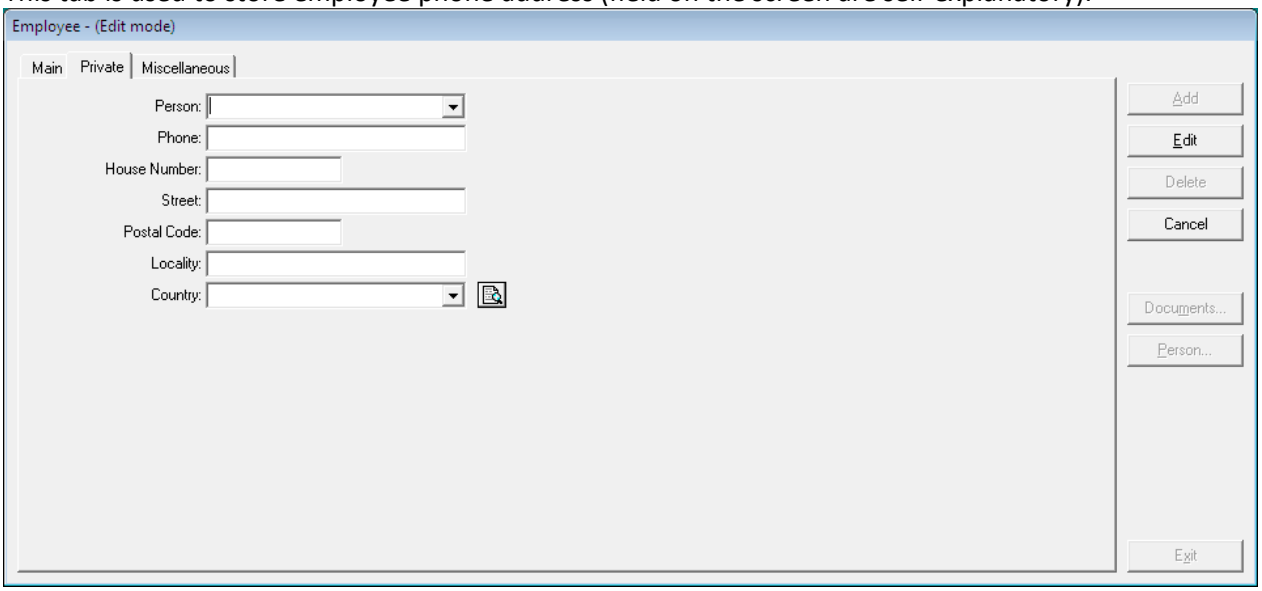
Button BILLING RATE:
Allows to define employee billing rate used for timereporting (other rates can be defined – see Timereporting Module)



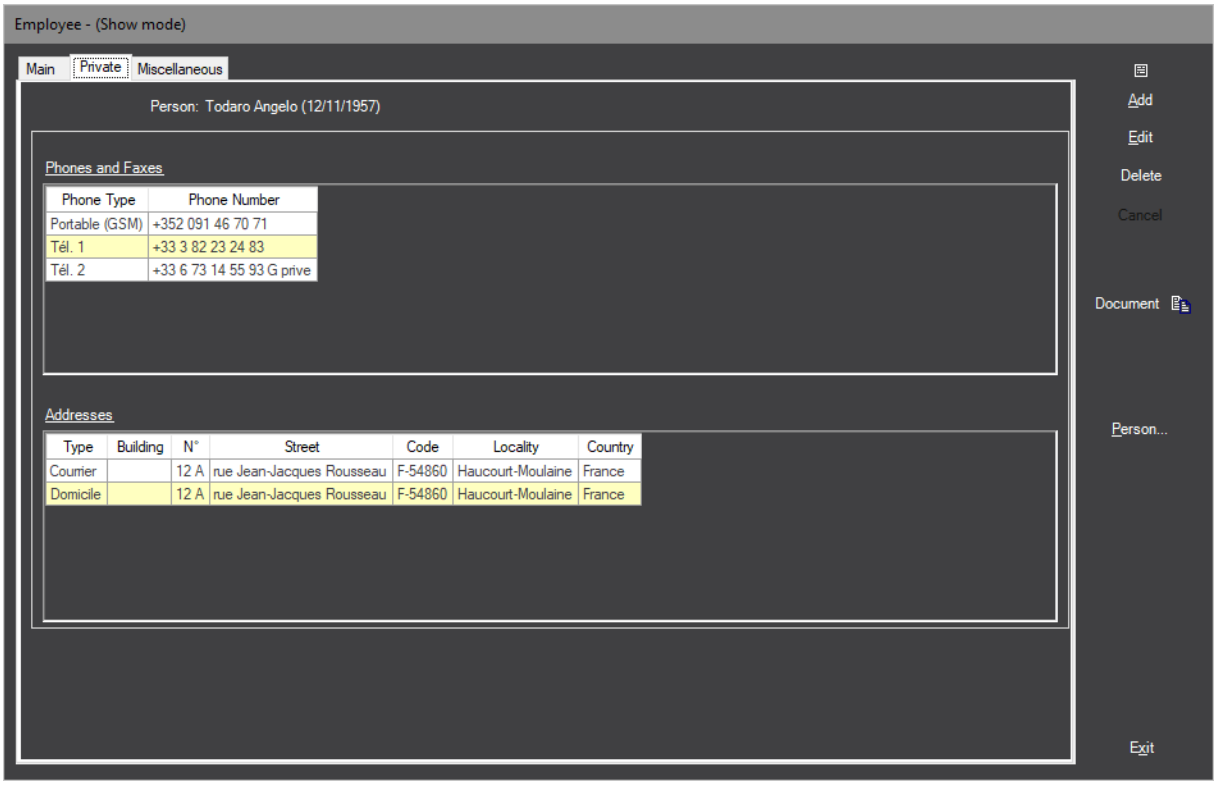
Button HOURLY COST:
Allows defining employee cost rate used for timereporting in order to value the job ledgers at cost.

EMPLOYEE – TAB PRIVATE

This tab is used to store employee phone address (field on the screen are self-explanatory).



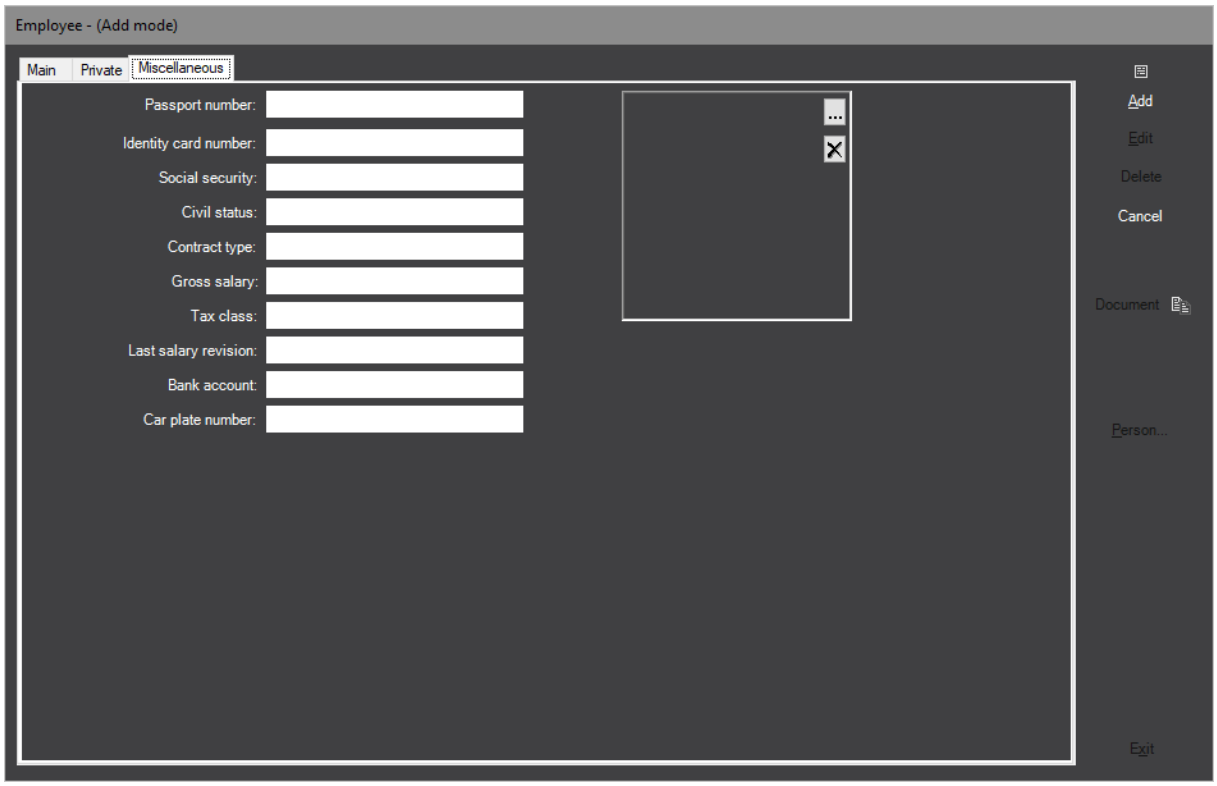
If an employee exist as a person, the information from the data sheet will be automatically displayed when the user select the corresponding person.



EMPLOYEE – TAB MISCELLANEOUS

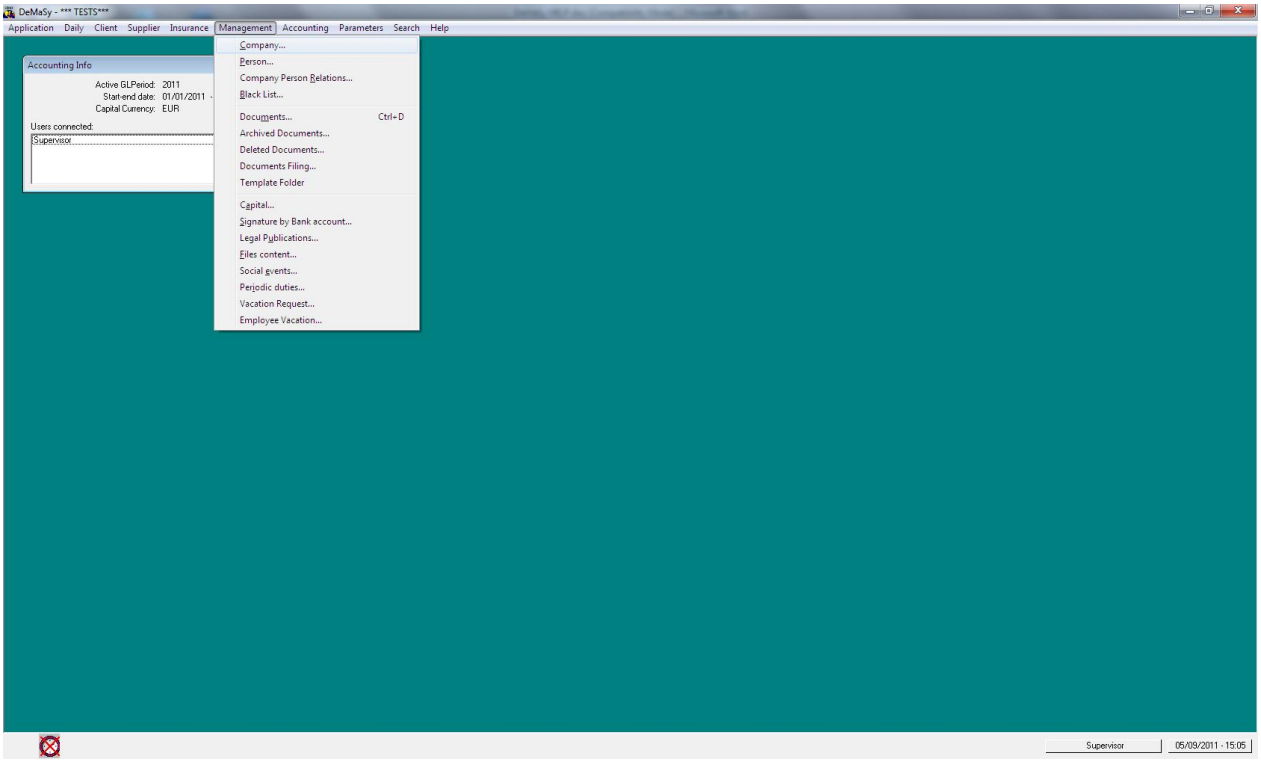
This mask allows storing miscellaneous information related to the employee

- PASSPORT NUMBER
- IDENTITY CARD NUMBER
- SOCIAL SECURITY
- CIVIL STATUS
- CONTRACT TYPE
- GROSS SALARY
- TAX CLASS
- LAST SALARY REVISION
- BANK ACCOUNT
- CAR PLATE NUMBER



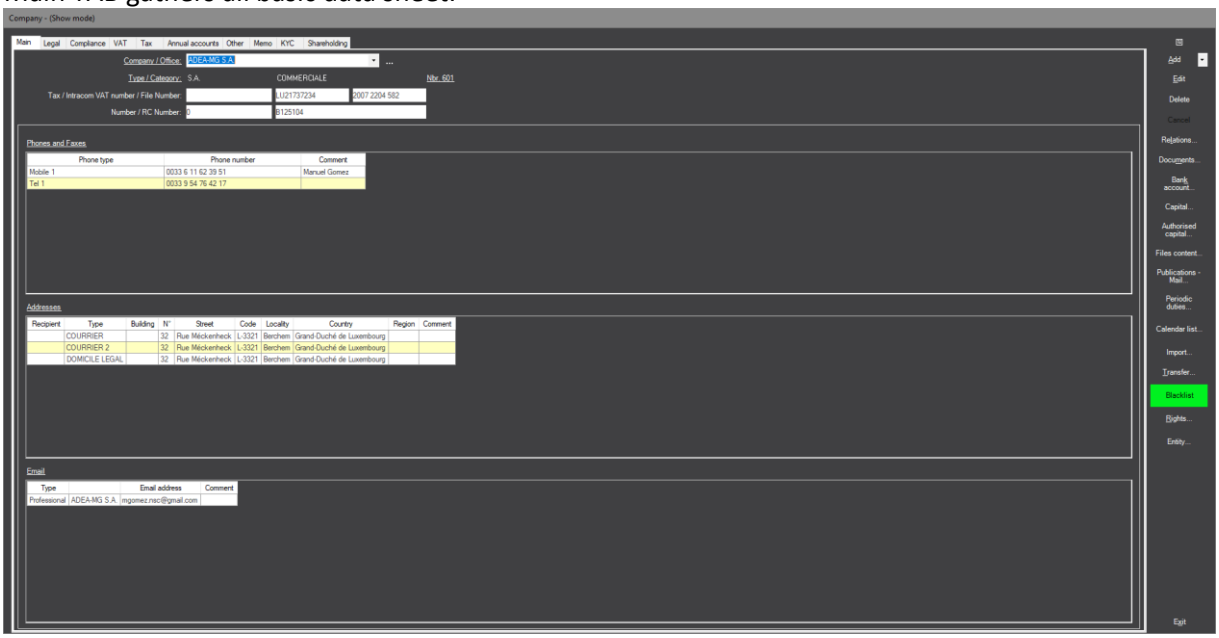
MODULE MANAGEMENT (Database)

The application database management module allows the users to store company/person/client/job information.
Sub-menus COMPANY and PERSON are the main menus allowing to access basic data sheets.



COMPANY Data Sheet

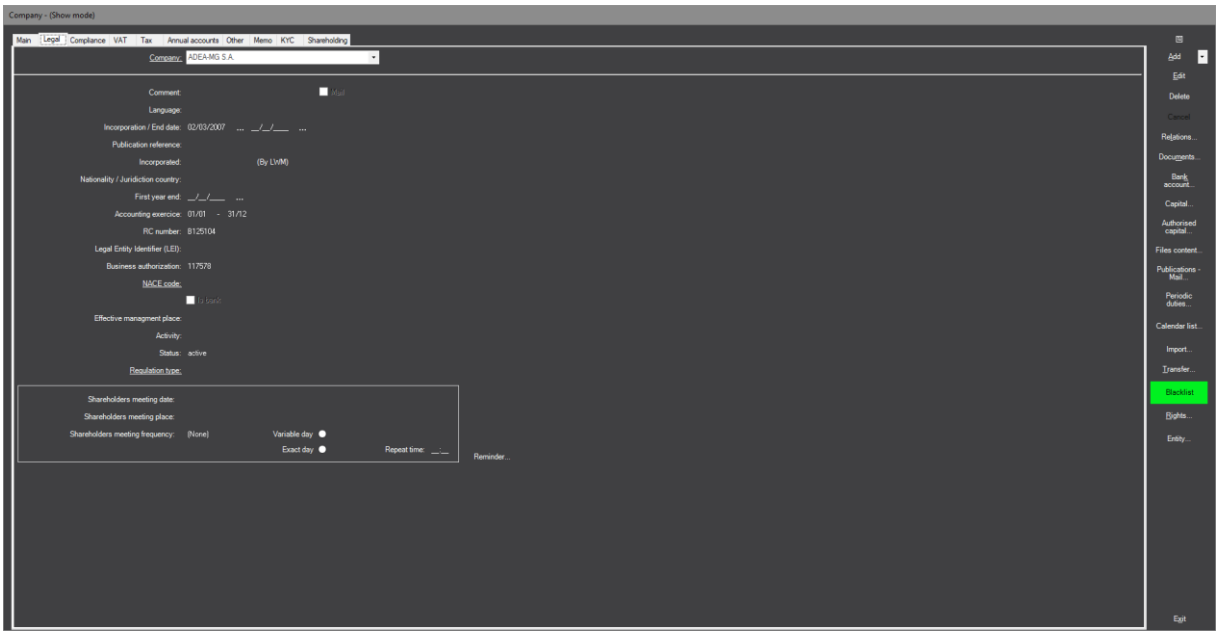
Company data sheet contains 5 tabs (Main / Business / Fiscal/social information/Shareholding/Memo)
Main TAB gathers all basic data sheet.



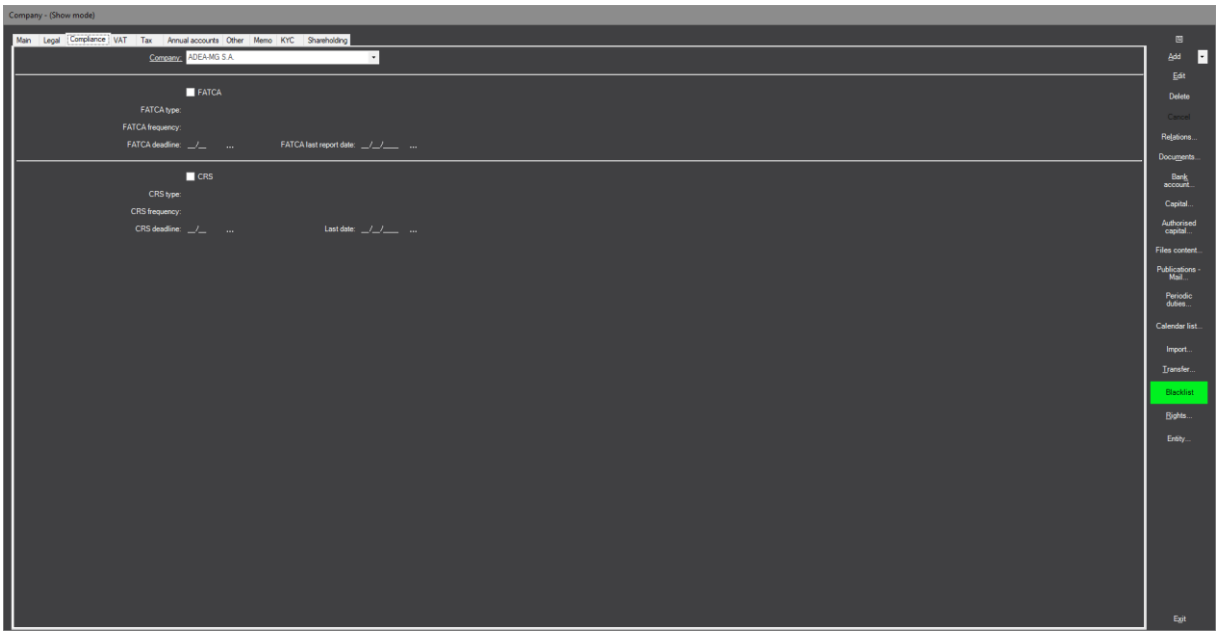
COMPANY: Full name of the company
OFFICE: If an office has to be specified
TYPE: (limited liability Company, partnership …)
CATEGORY: free categorization (auto-increment combo-box)
TAX / IBLC / FILE NUMBER: Tax number / Intracom Number / File number.
These fields are repeated from other tabs to allow research

BUTTONS:
RELATIONS: calls the RELATION screen (see module)
DOCUMENTS: calls the DOCUMENT screen (see module)
BANK ACCOUNT: calls the BANK ACCOUNTS screen (see module)
CAPITAL: calls the CAPITAL screen (see module)
AUTHORIZED CAPITAL: calls the AUTHORIZED CAPITAL screen (see module)
FILE CONTENT: Calls the FILE CONTENT SCREEN (see module)
PUBLICATIONS: calls the PUBLICATION SCREEN (see module)
PERIODIC DUTIES: calls the PERIODIC DUTIES SCREEN (see module)
CALENDAR LIST: Calls the REMINDER screen (see module)
IMPORT: Calls the IMPORT screen (see module)
TRANSFER: Calls the TRANSFER screen (see module)
BLACK LIST: Calls the BLACKLIST screen (see module)
RIGHTS: Calls the RIGHTS screen (see module)

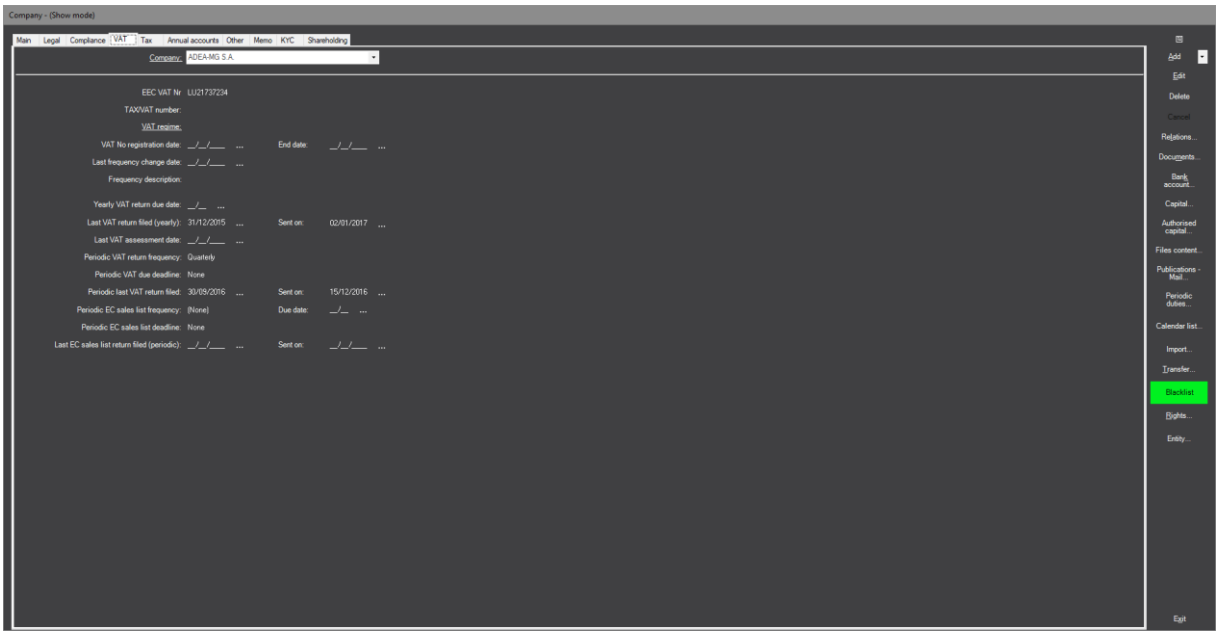
LEGAL TAB



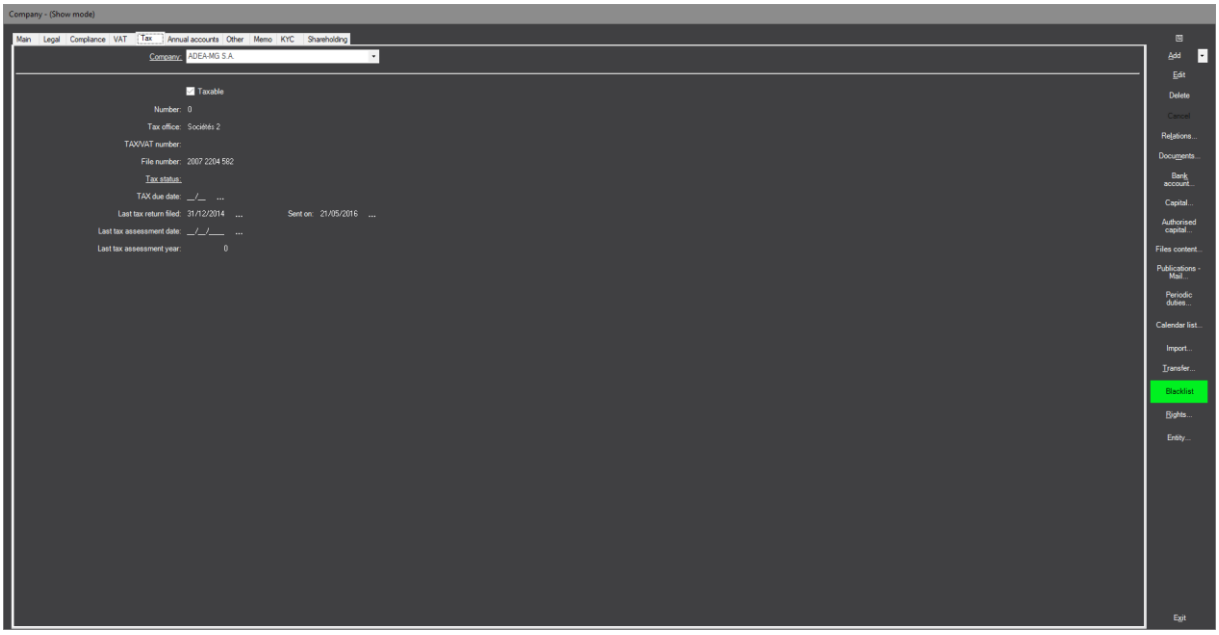
COMPLIANCE TAB



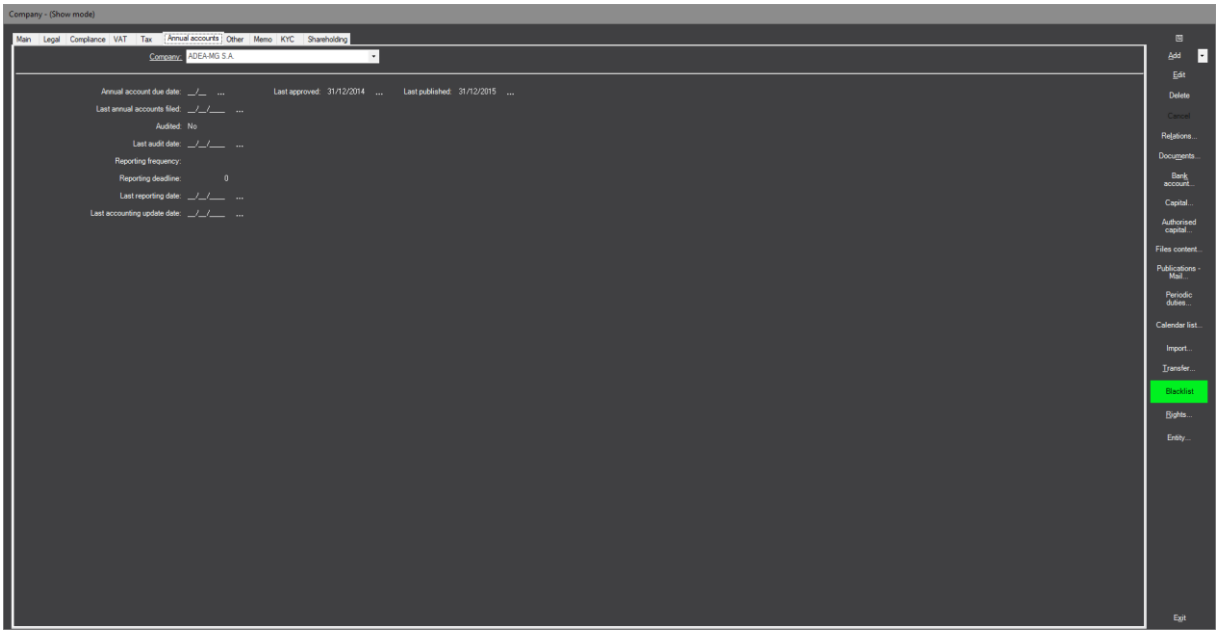
VAT TAB



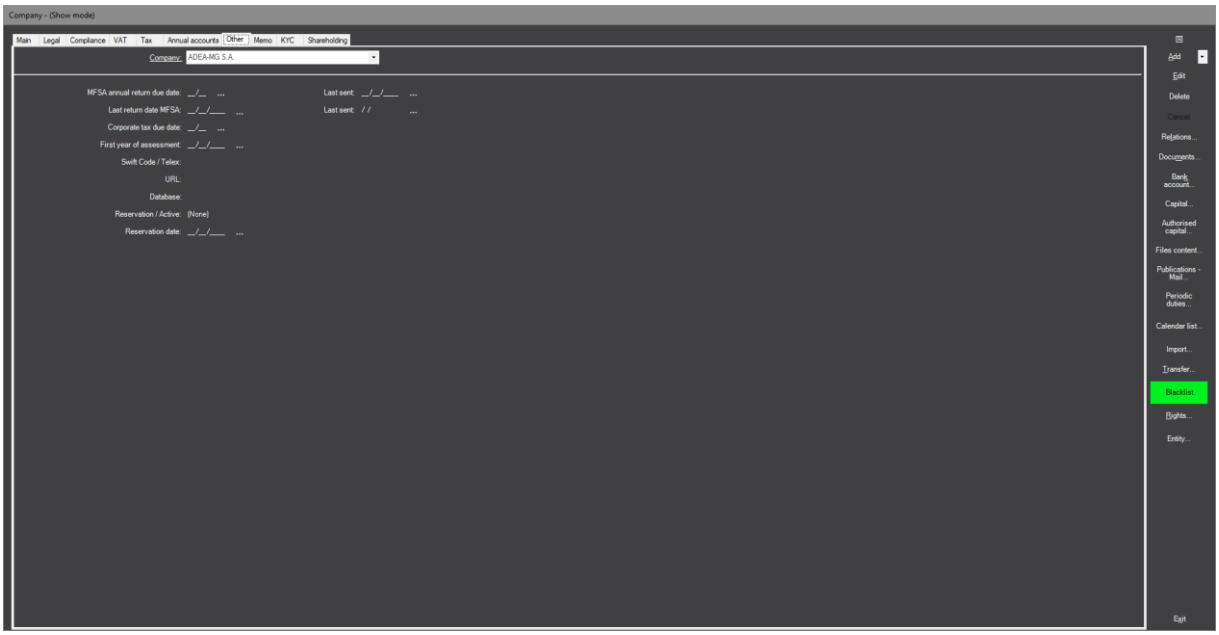
TAX TAB



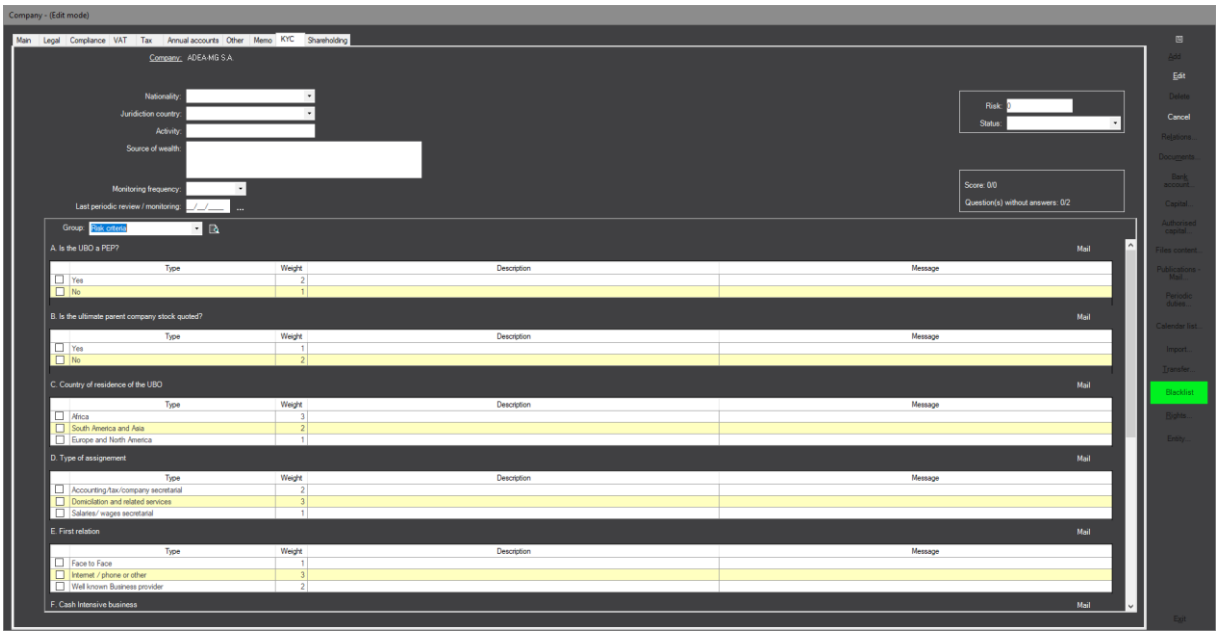
ANNUAL ACCOUNTS TAB



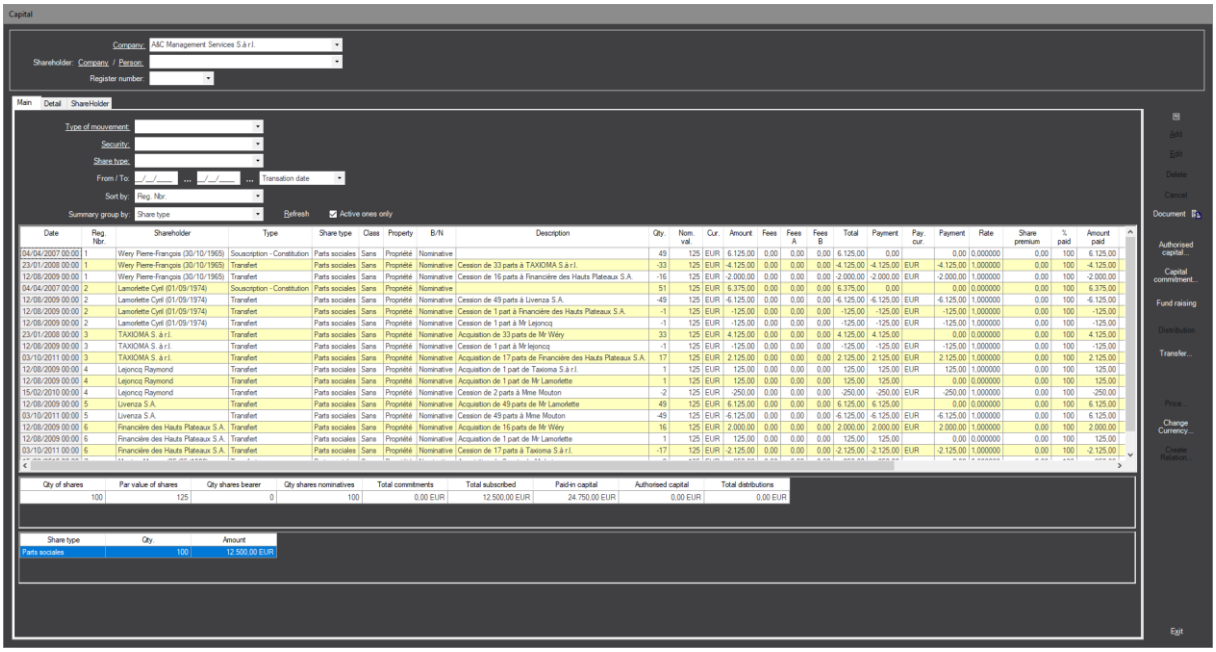
OTHER TAB


Company - (Show mode)
Main
Legal
Compliance
VAT
Tax
Annual accounts
Other
Memo
KYC
Shareholding
Company:
ADEA-MG S.A.
MFSA annual return due date:
Last return date MFSA:
Corporate tax due date:
First year of assessment:
Swift Code / Telex:
URL:
Database:
Reservation / Active:
(None)
Reservation date:
Last sent:
Last sent:
Add
Edit
Delete
Cancel
Relations...
Documents...
Bank account...
Capital...
Authorised capital...
Files content...
Publications - Mail...
Periodic duties...
Calendar list...
Import...
Transfer...
Blacklist
Rights...
Entity...
Exit

KYC TAB

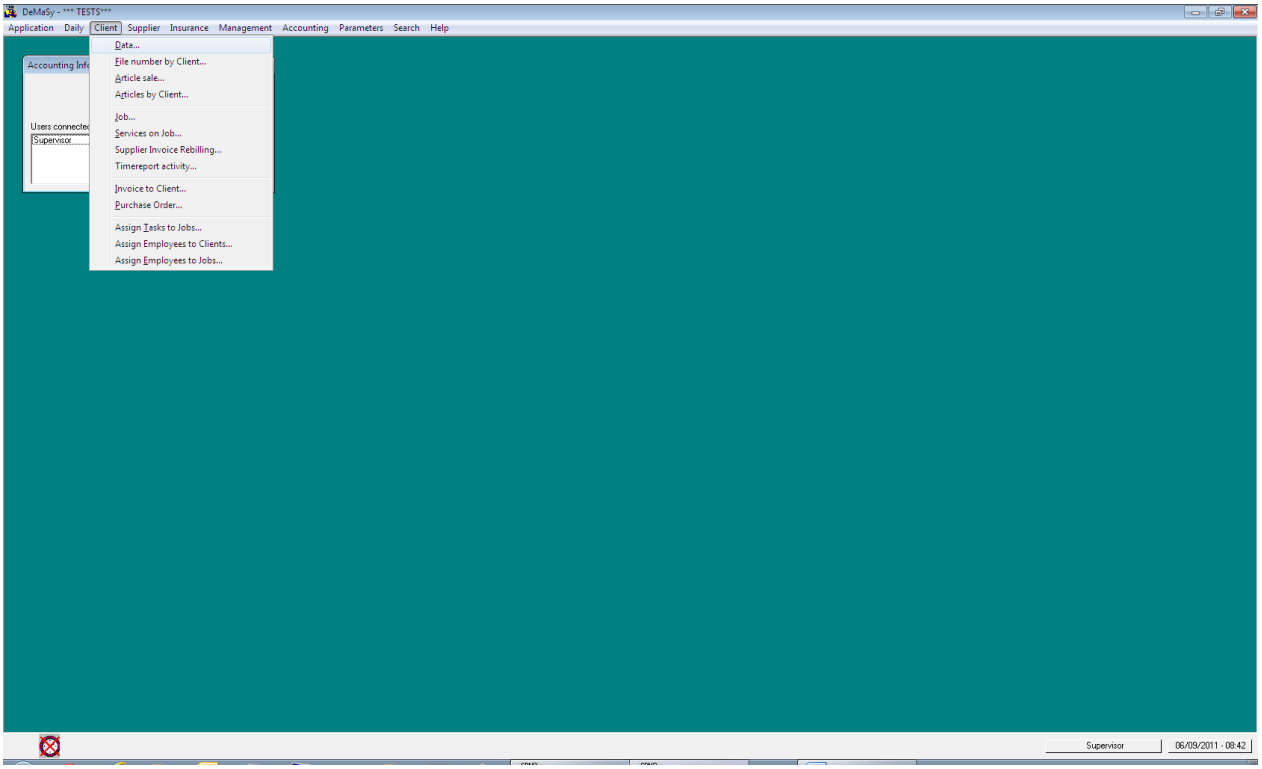


SHAREHOLDING TAB



CLIENT / JOBS

Based on company/person data sheets users will be allowed to define client and job.



MENUS

Data: To input client data

File number by client: To record the client files numbers

Article sale: To access stock movements

Job: To input job data

Services on job: to define automatic invoicing data sheet

Supplier Invoice Rebilling: to setup billing of expenses incurred on behalf of the client

Timereport activity: to access the historical data of timesheet and billing

Invoice To client: to produces invoices to the clients

Purchase order: to input the client purchase orders

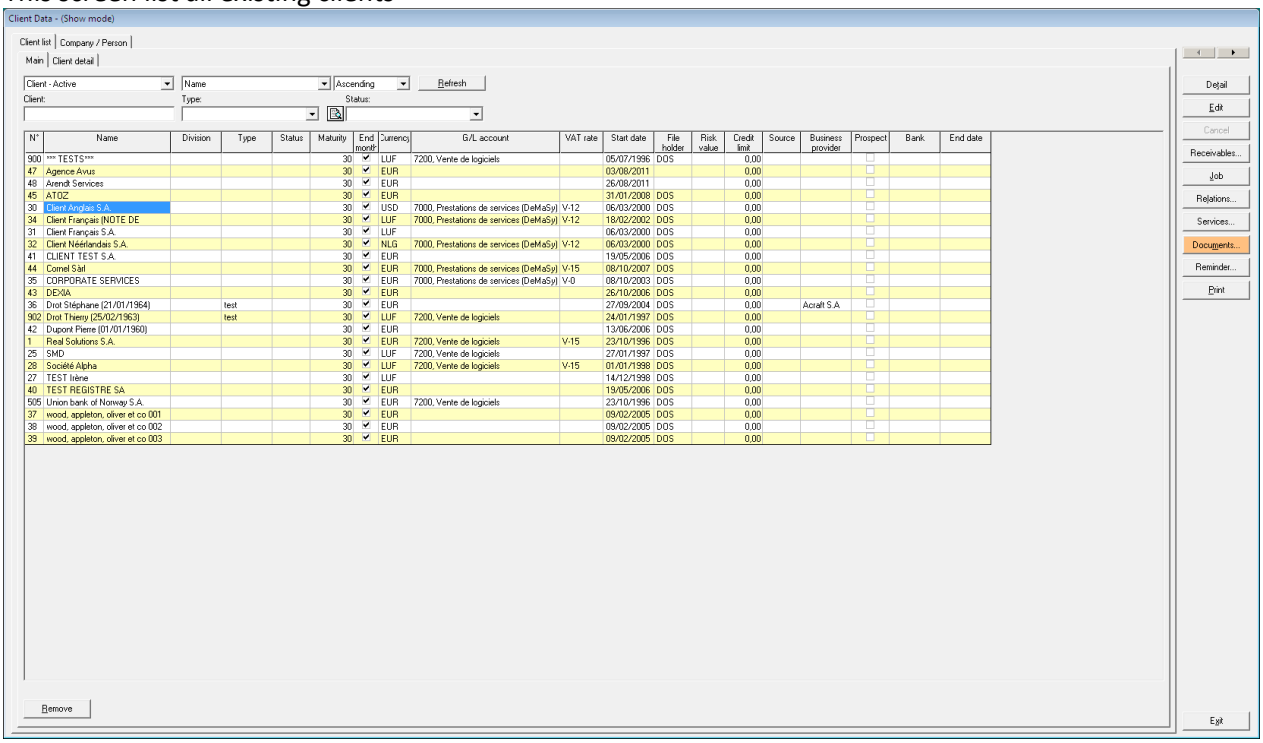
Assign Tasks to Job: to assign tasks to jobs

Assign employees to clients: to assign employees to clients

Assign employees to jobs: to assign employee to jobs

CLIENT DATA

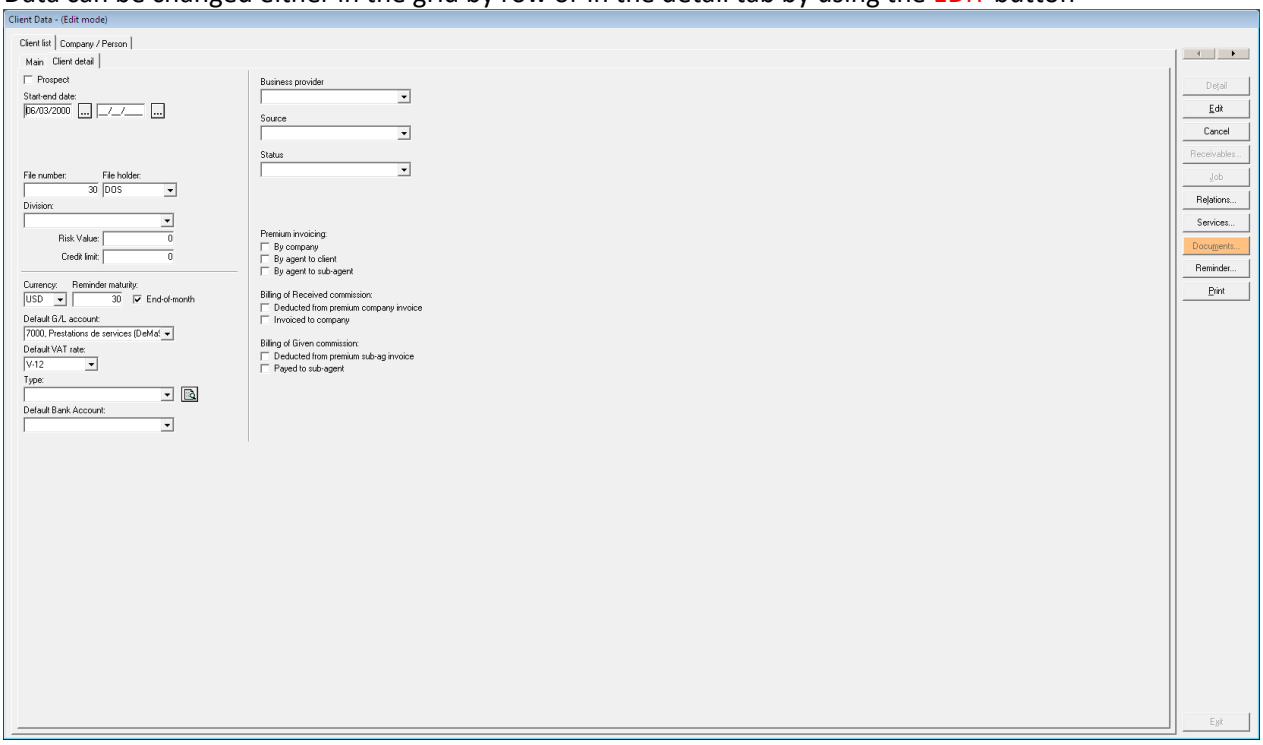
This screen list all existing clients



One line by client gives the users all the data related to the selected client.

The detail tab (see below) displays each line vertically.

Data can be changed either in the grid by row or in the detail tab by using the EDIT button



BUTTONS : NB : When clicking the right (or left) arrows on top of the buttons in column on the right side the application displays a second series of buttons to call other information.

RECEIVABLES: gives access to a search screen of invoices to clients (see INVOICES TO CLIENTS module)

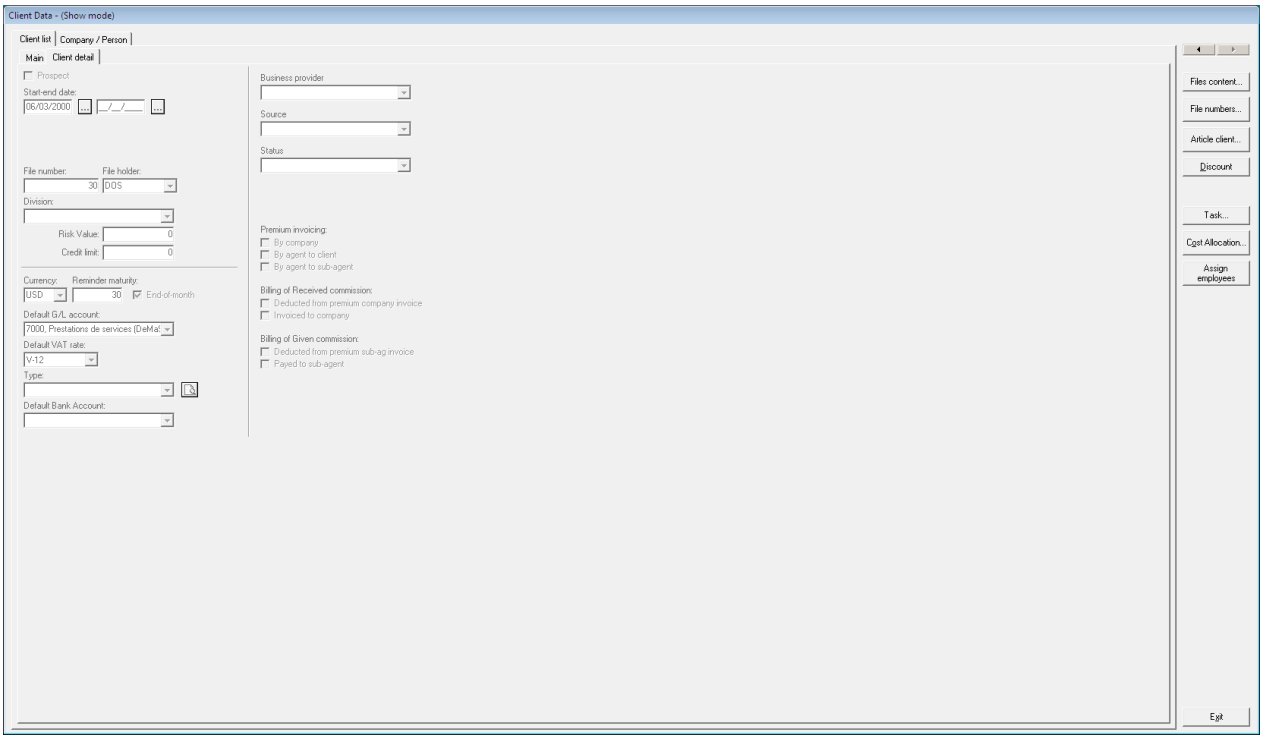
JOB: calls the screen used to define jobs on the clients (see JOBS further down in this section)

RELATIONS: calls the screen of the relations (see RELATION module)

SERVICES: calls the screen to input automatic invoicing rules (see AUTOMATIC INVOICING module)

DOCUMENTS: calls the screen document (see DOCUMENT module)

REMINDER: call the reminder screen for the input of agenda (see REMINDER)
PRINT: Call a print selection screen which display client details



SECOND SERIES OF BUTTONS :

FILE CONTENT: calls the screen for file content management (see FILE CONTENT module)

FILE NUMBERS: calls a screen allowing users to manage client file numbers by supplier

ARTICLE CLIENT: calls a screen for assigning article delivered to the selected client

DISCOUNT: calls a screen to define discounts granted to the clients

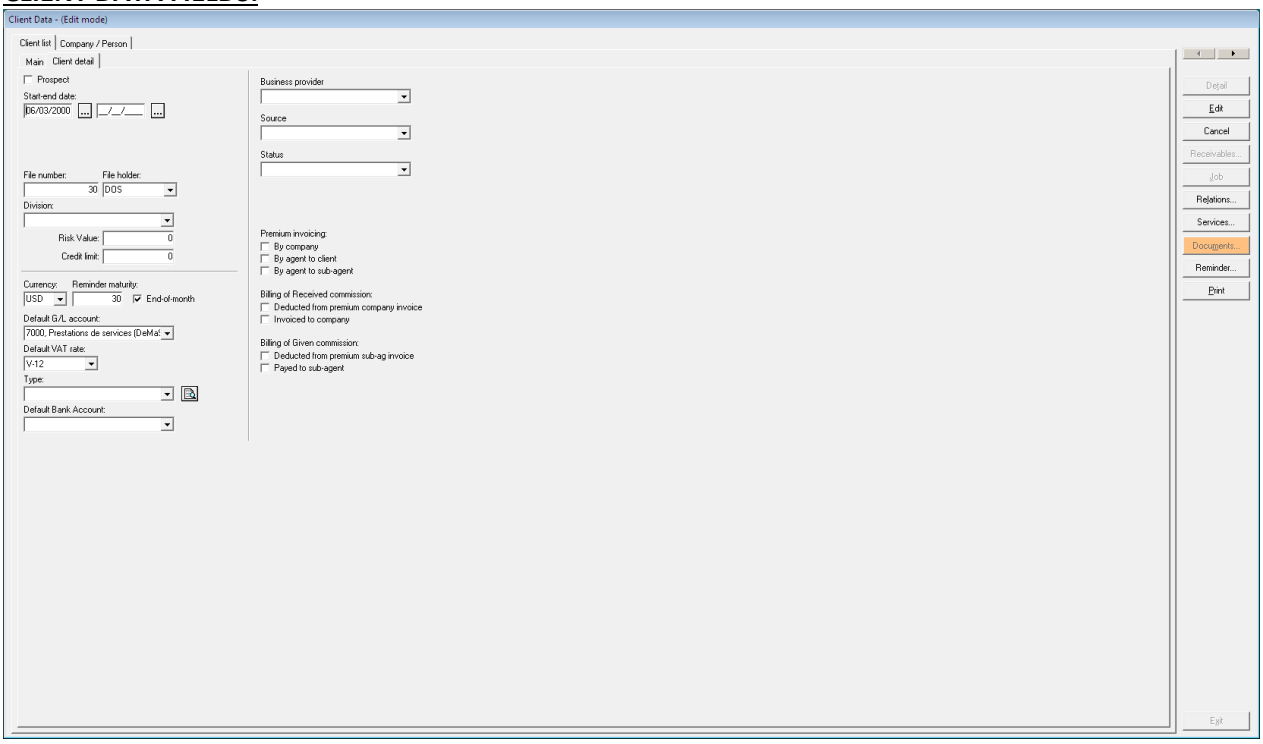
TASKS: calls the TASKS screen (see TASKS module)

COST ALLOCATION: calls a screen which allows defining default cost allocation for the select client

ASSIGN EMPLOYEE: calls the screen used to assign employees to the client

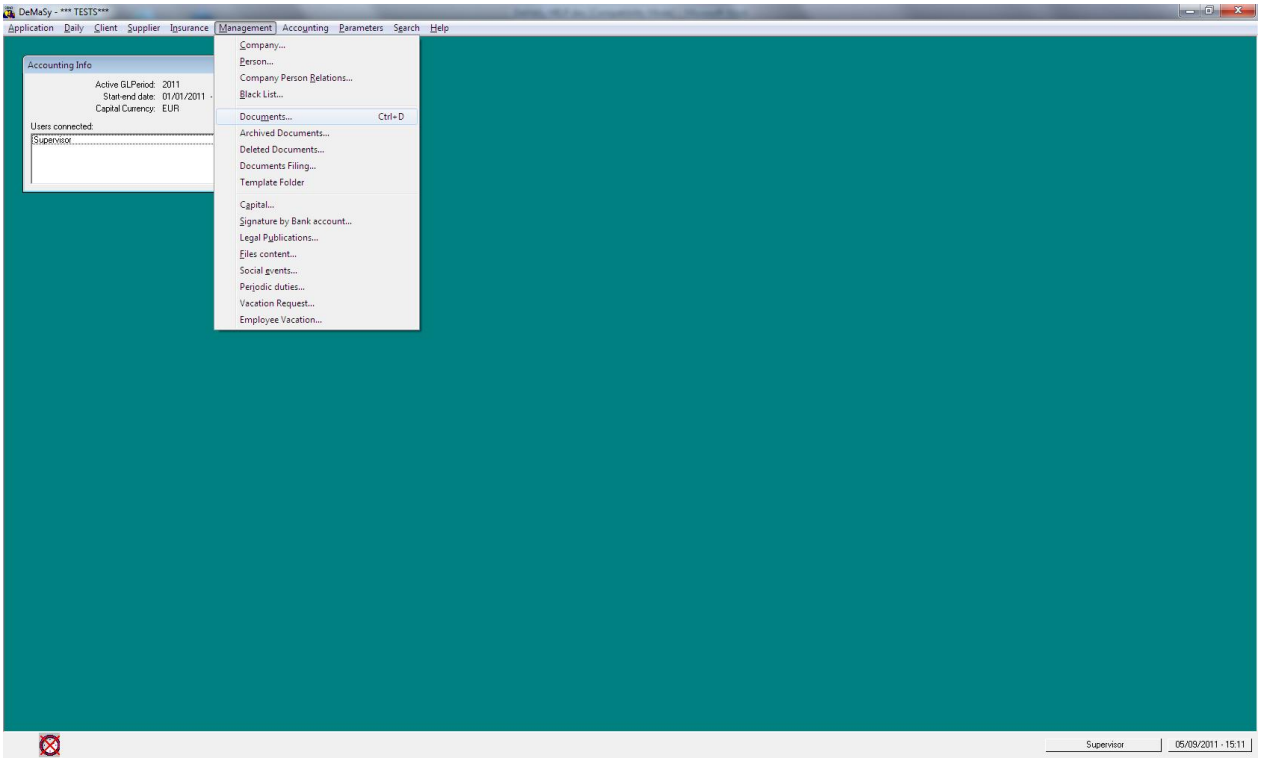
NB: usually employees should be assigned to jobs if jobs are used (see JOB section)

CLIENT DATA FIELDS:



PROSPECT	If the checkbox is ticked the data is related to a prospect
START – END DATE	Self-explanatory
FILE NUMBER	Unique number automatically (next higher available number) assigned by the program. This number can be changed by the user.
FILE HOLDER	An employee short name can be selected. This field is supposed to indicate who has the client file check out from center filing. This field is used for follow up and reporting purposes.
DIVISION	Indicates the division of the client (see parameters)
RISK VALUE	Value Indicating the risk value of the client (classification vary from one organization to another)
CREDIT LIMIT	Indicates the credit limit of open receivable of the client. If the limit is exceeded user inputting the invoices to the clients will be warned by a system flash.
CURRENCY	Default usual currency of the invoice of the client. Invoices in other currencies are possible.
REMINDER MATURITY	Number of days + end of month (if the checkbox is ticked) or Number of exact days (if the check box end of month is not ticked) These value are used to produce reminder letters to be send to the clients through reports
DEFAULT G/L ACCOUNT	Default Account proposed when input a client invoice. Account can be changed.
DEFAULT VAT CODE	Default VAT code applicable to the client
TYPE	Type de client. User defined parameters (see parameters)
DEFAULT BANK ACCOUNT	Default bank account on which the client has to pay his invoice proposed when invoicing the client if the information is used.
BUSINESS PROVIDER	Name of the company/person having referred the business. NB: The program can automatically create a relation if a system relation type is defined (see RELATION MODULE)
SOURCES	(Auto Increment) Field used to indicate the source of client
Others information	Other information are linked a specific REINSURANCE module

MODULE ELECTRONIC DOCUMENT MANAGEMENT



The application is designed to allow an electronic management of documents.
All documents (MS Office, Open Office, PDF, images …) can be added to contacts (company, persons, employees, jobs).
All documents are stored under native format in a file server directory which only the application can access.
The application calls original programs to create the documents
In order to make the module operational the options have to be reviewed and completed

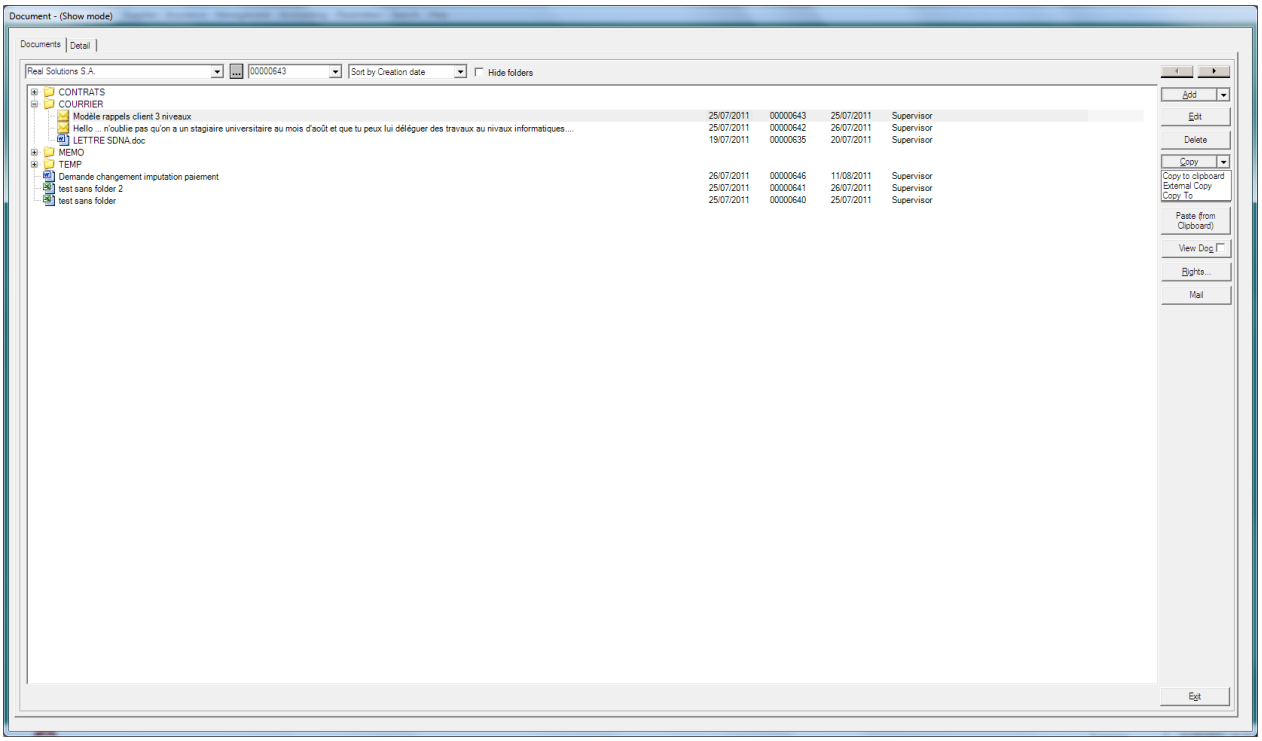
Documents

Ole File Path	Path of documents location on file server ex : Y:\DeMaSyTest\TEST\DOCUMENTS\
Archive Ole File Path	path for archived documents
Template Path	Template folder ex : Y:\TEMPLATE\
Move physical files	No: means that when inserting a document the original document remains Yes: means that when inserting a document into the application the original is moved

The application allows users to attach pdf scanned copies of client/suppliers invoices or accounting entries supporting documents to the application invoices or accounting entry. This creates a link between the invoice or accounting entry and the documents which enables to recover supporting documents in on click

Client - Document directory	Folder path for scanned Client invoice to be attached to the application Invoice
Client - Physical name length	Relevant Length of scanned documents name for client invoice number identification
Supplier - Document directory - Supplier	Folder path for scanned Client invoice to be attached to the application Invoice
Supplier - Physical name length	Relevant Length of scanned documents name for Supplier invoice number identification
GLMovement - Default document path	Folder path for scanned supporting accounting document to be attached to the application accounting entry

Here below is the main document screen.
It can be called with F10 Key from any other screen or by clicking DOCUMENT button placed on other screens (example: company or person screen).



This SCREEN displays the existing folders and documents for a specific company or person.

The NUMBER is a automatic unique number identifying the document.
Documents can be found using their number in the combo box next to to company/person name.

A combo box list the SORT CRITERIA

- Sort by name
- Sort by creation date
- Sort by Modified date
- Sort by Reference date

The check box HIDE FOLDER allows displaying all the document of a company/person without the folders.

The first date is a system date tracking the document CREATION DATE
The second date is the REFERENCE DATE specified by the user

Button COPY

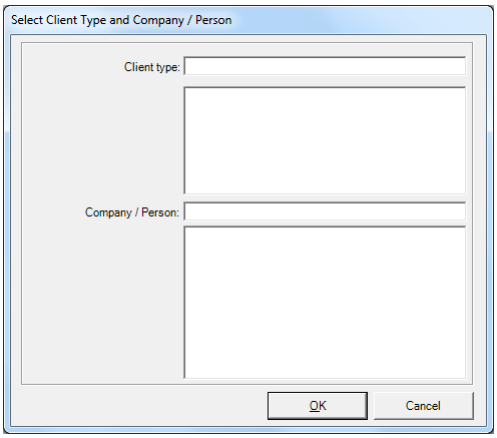
- Clicking on the copy button creates a copy the existing document. Before creation the user can access, completed or modify the copied document information.

The ARROW on the right side of the COPY BUTTON proposes several copy options:

- COPY TO CLIPBOARD: copy a document to PC Clipboard and allows the user to paste the document in the PC or server directory or to another application

- EXTERNAL COPY: allows the user to copy a document from another company/person into the documents of the selected company/person.
  Once this button is clicked the user has to select another company/person and select the document in the target company/person to copy it into the documents of the company/person where the command has been initiated.

- COPY TO : allows the user to copy the selected document from a company/person to one or several other company persons (or to selected client type)



Button PASTE (FROM OUTLOOK): allows the user to create a document from outlook. Edit/copy on a mail (or several mails) in outlook and click this button will create the mail(s) as documents in DeMaSy. The name of the document will be the subject of the mail (but can be changed).

Button PASTE (FROM CLIPBOARD): allows the user to create a document from a file directory. Edit/copy on an external document and click on the button will create a new document in the application. The name of the document will be the external file name (but can be changed).

Button VIEW DOC: Allows the user to view the document. The application will open the associated application (word, pdf …) and display the document.

MAIL MERGE: There is little CHECK BOX inside the VIEW button which is used to open the document and merge all fields which are in the document.
Merge fields consists of the name of SQL query executed on the database to extract the information.
The convention is that all merge fields are encapsulated between “<<” and “>>”.
Standard merge queries exist (see list below on next page).
If a user knows the database structure it possible to add queries that the user has prepared (see Application Utilities).

NAME OF THE MERGE VARIABLE (to place in the word document)	Object of the QUERY

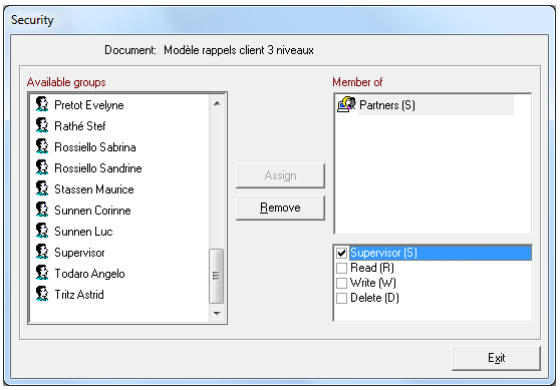
EXTERNAL QUERIES

<<Query.Merge Get Document Creation Date>>	Date of creation of document
<<Query.Merge Get Document Number>>	Document number
<<Query.Merge Get CompPers Name>>	NAME of the company/person to which the document is attached
<< Query.Merge Get CompPerson MailCountry>>	COUNTRY of mailing address of the company/person
<< Query.Merge Get CompPerson LegalCountry>>	COUNTRY of legal address of the company/person
<< Query.Merge Get Job Number>>	JOB NUMBER to which the document is attached
<< Query.Merge Get Login Name>>	USER NAME editing of the document
<< Query.Merge Get CompPers FAX>>	FAX number of the company/person
<< Query.Merge Get CompPers Telephone1>>	PHONE number of the company/person
<< Query.Merge Get Licence Name>>	Database name in which the document has been created
<<Query.Merge Client FileNumber>>	CLIENT number (if the company/person is a client)
<<Query.Merge Get CompanyType Label>>	Type of company
<<Query.Merge Get Legal Address>>	Legal address of the company/person
<<Query.Merge Get Legal House and Street>>	STREET NAME AND NBR of the legal address
<<Query.Merge Get CompPers Postal Code>>	POSTAL CODE of mail address
<<Query.Merge Get legal Country and Rc>>	COUNTRY of legal address and RC Nbr
<<Query.Merge Get Legal Postalcode and Country>>	POSTAL CODE of legal address
<<Query.Merge Get BankAccount Number>>	Bank accounts of the company/person
<<Query.Merge Get BankAccount Name>>	BANK NAMES of the company/person
<<Query.Merge Get Document Reminder Date>>	DATE OF AGENDA if the document is linked to an agenda
<<Query.Merge Get Document Reminder Time>>	ALARM TIME of the linked agenda
<<Query.Merge Get Document Reminder Date and Time (French)>>	DATE AND TIME of the agenda if the document is linked to an agenda
<<Query.Merge Get AGE Rem Memo>>	MEMO field of the agenda
<<Query.Merge Get Licence COMPANY and COUNTRY>>	COMPANY NAME AND COUNTRY of the database in which the document has been created
<<Query.Merge Get Legal Address Licence>>	Legal address of the database in which the document has been created
<<Query.Merge Get Licence Legal Address>>	LEGAL ADDRESS of the database in which the document has been created
<<Query.Merge Get the Capital Currency>>	CAPITAL CURRENCY
<<Query.Merge Get Company Currency>>	Company CURRENCY
<<Query.Accounting Status>>	Active accounting period status
<<Query.Merge Get ProfitLossPeriod for Active Period>>	RESULT OF THE PERIOD of the company to which the document is linked (a link has to be done through company datasheet)
<<Query.Merge Get Total Revenues For Active Period>>	TOTAL OF REVENUES of the active period
<<Query. Merge Get Total Expenses For Active Period>>	TOTAL OF EXPENSES of the active period

System queries

<<Login.Name>>	NAME OF THE USERS logged
<<Client.FileNumber>>	CLIENT NUMBER
<<CompPers.Name>>	COMPANY/PERSON NAME
<<CompPers.telephone1>>	TEL of the company/person
<<CompPers.Fax>>	FAX of the company/person
<<CompanyPerson.Rel=Destinataire des factures.Name>>	PERSON NAME AND FIRST NAME based on the system relation « Invoice contact»
<<CompanyPerson.Rel=Destinataire des factures.Title>>	PERSON TITLE based on the system relation « Invoice contact»
<<CompanyPerson.Rel=Destinataire des factures.FirstName>>	PERSON FIRST NAME based on the system relation « Invoice contact»
<<CompanyPerson.Rel=Destinataire des factures.LastName>>	PERSON LAST NAME based on the system relation « Invoice contact»
<<CompPers.MailHouseNum>>	STREET NUMBER AND NAME based on the system relation « Invoice contact»
<<CompPers.MailStreet>>	STREET of the person based on the system relation « Invoice contact»
<<CompPers.MailPostalCode>>	POSTAL CODE of the person based on the system relation « Invoice contact»
<<CompPers.MailLocality>>	LOCALITY of the person based on the system relation « Invoice contact»
<<CompPers.MailCountry.Name>>	COUNTRY NAME of the mail address
<<CompPers.LegalCountry.Name>>	COUNTRY NAME of the legal address
<<BankAccount.Number>>	BANK ACCOUNTS OF THE COMPANY/PERSON
<<Job.Number>>	JOB NUMBER
<<Licence.Name>>	DATABASE NAME
<<Company.Name>>	COMPANY NAME
<<Person.Name>>	PERSON NAME

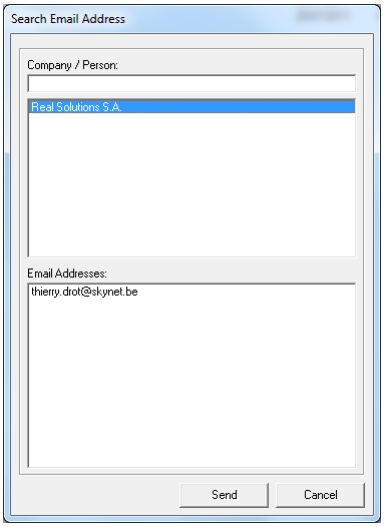
Button RIGHTS: allows the user the define access rights to a particular document or folder.



Document rights (supervisor rights / Read / Write / Delete) can be assigned to a single user or to group of users. The group of users are the same than the group of rights defined for the application security (see rights section).

To assign the rights the user has to select a user or group of users on the left side and click on ASSIGN or REMOVE button.

Button MAIL: Allows the users to create an empty outlook email with the selected document as attachment. The name of the attachment will be the document number followed by the document name. The mail will be created in the draft folder of outlook.
When the user clicks on the MAIL button, a screen allows him to select a company/person and one or several email address (if email addresses exist in the data sheet of the company/person selected).



ADD : A a new document from a directory of the server or pc.

NAME: Name of the document

(F2 while cursor is in the field where user can select the external file name will copy the external file name to the name field)

REFERENCE DATE: By default the date of the day

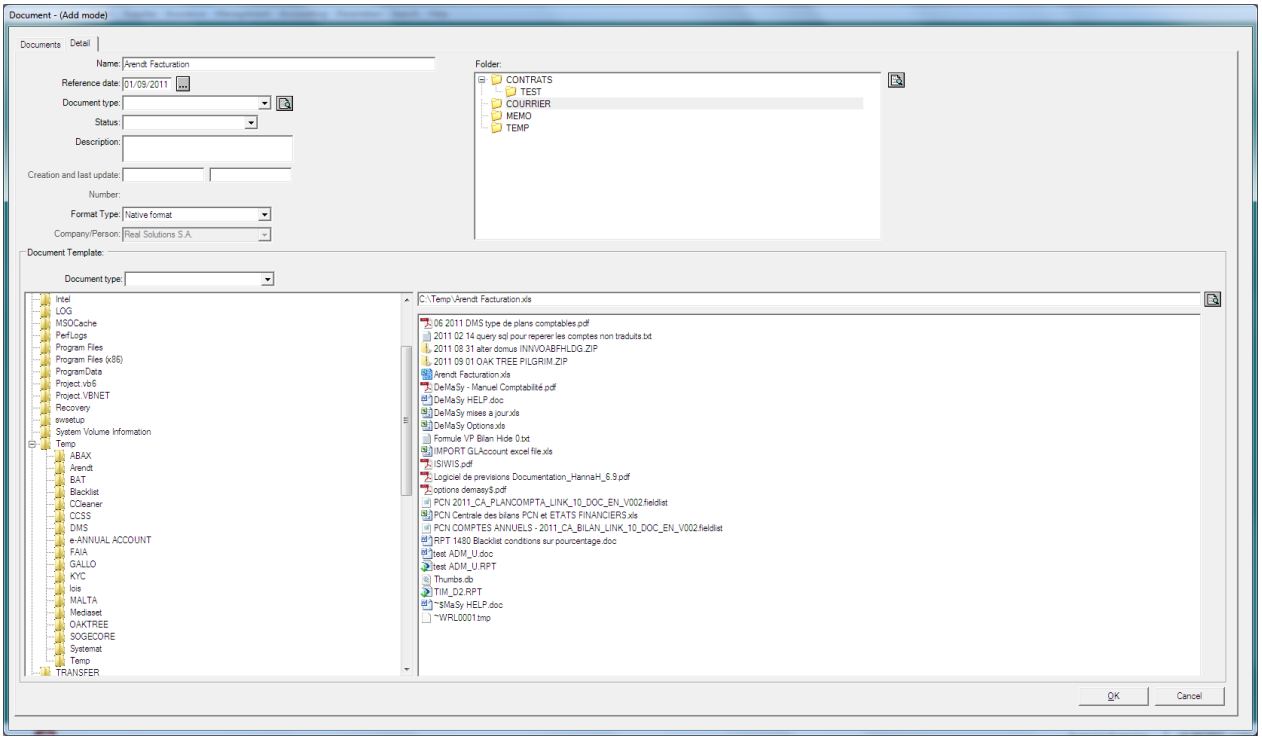
DOCUMENT TYPE: User defined Parameter (Go button allows to access the parameters screen)

STATUS: Auto-incrementative combo box allowing user to create status for documents.

DESCRIPTION: Free description of the document

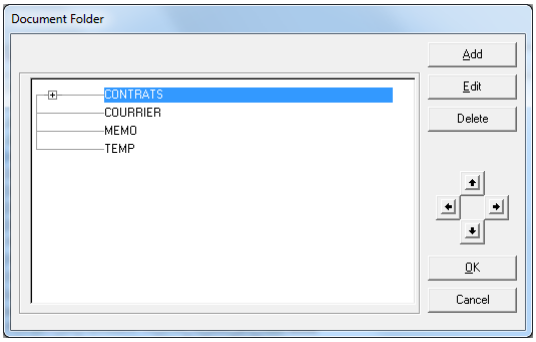
CREATION AND LAST UPDATE: inaccessible system fields storing the creation date of the document and the last update as well as the author of the last modification.

FORMAT TYPE: Native format (word, excel, pdf …) or Simple text (notepad type of document)



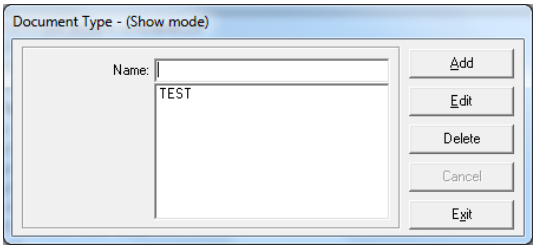
At the bottom of the screen user can use the explorer the browse the local or network resources.
On the upper right side of the screen are the existing folders where the document can be inserted.

The GO ICON on the right of the FOLDER allows users to create new folder(s) and organize the hierarchy.



GO ICON - DOCUMENT TYPE

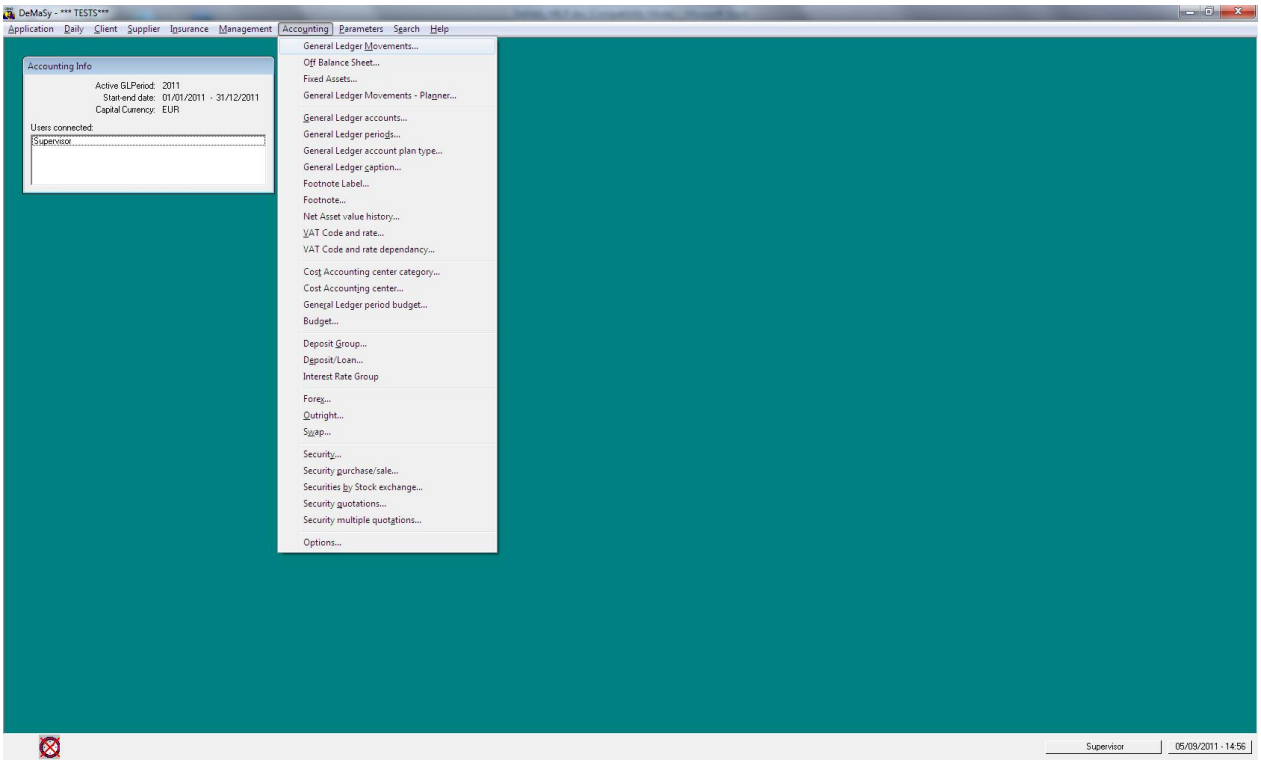
Allows the user to create new types of documents or modify existing ones.



I user clicks on the arrow on the right side of the ADD Button it splits in three sub-menus:

- Document : add a document
- Folder: add a folder based on existing templates
- Template for company/person

MODULE GENERAL ACCOUNTING



ACCOUNTING SUB-MENUS

General Ledger Movements
Off Balance Sheet
Fixed Assets
General Ledger Movements – Planner

General Ledger accounts
General Ledgers periods
General ledger account plan type
General ledger caption
Footnote Label
Footnote
Net Assets values history
VAT Code and rate
VAT Code and rate dependency

Cost Accounting Center Category
Cost Accounting Center
General ledger period budget
Budget

Deposit Group
Deposit / Loan
Interest rates group

Forex
Outright
Swaps

Security
Security Purchase/Sale
Securities by Stock Exchange
Securities quotations
Securities multiple quotations

Options

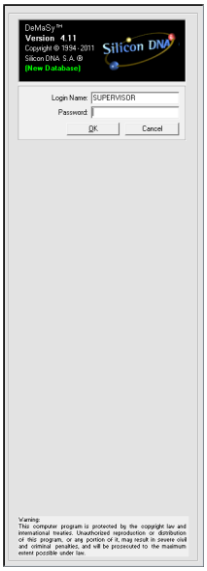
ACCOUNTING FILE START UP

User has to prepare standards (templates) containing the appropriate chart of accounts and financial statements layout. NB: No currency or accounting period will be defined in a standard.
Once the standard is prepared and validated the procedure to open an accounting file is to copy the standard with the name of client.



When the application is started with no database open, the available menus are:
NEW DATABASE: To create a new database based on an existing standard
ARCHIVE DATABASE: To archive part of database (see ARCHIVE module)
OPEN DATABASE: To login and open a database (file)
RENAME DATABASE: To rename a database
DELETE DATABASE: To delete a database

New database or open database requires the user to login (user and password)



NEW DATABASE :

After the login the available database list is displayed.

To create a new accounting file the user has to select the appropriate standard.

NB: to prepare a standard see the explanations of the accounting menus later on in this section.



At the bottom of the screen the user has to complete the following:

LOGICAL NAME: Name of the company for which the accounting is to be held

PHYSICAL NAME: Name of the directory on the file server

DATABASE ID: Id is unique number identifying the database. User can accept the proposed one or to change it (ex: give the database the same number than the client number – see CLIENT screen)

Once filled in user can click OK and the database will be created and the user can login and open the new file

CAPITAL CURRENCY

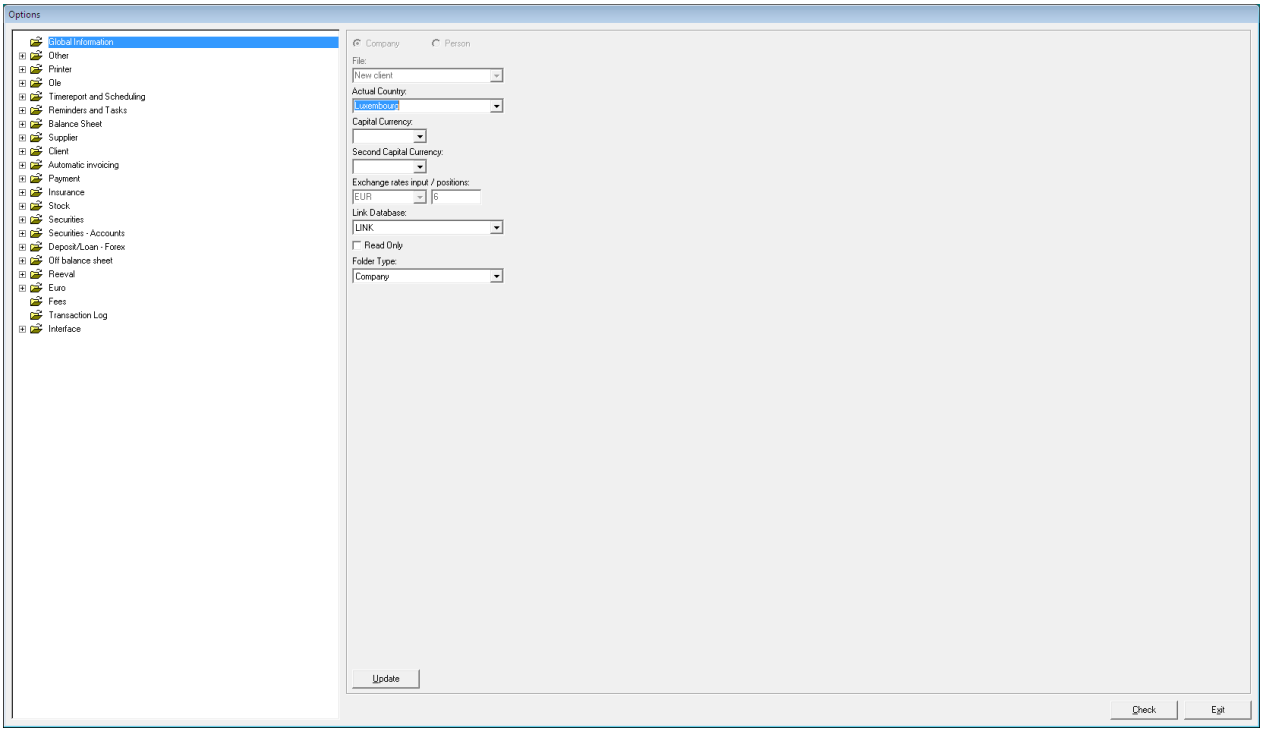
Once the user is logged in to the database, the first step is to define the accounting currency (capital currency of the company)

If the standard is accurate no other option has to be dealt with. Only if the file has specific valuation rules or accounting treatment the user will be able to modify some options.

The second capital currency was usable for the EUR currency when launched. All the accounting files kept in currencies part of EUR could have two accounting currencies (the currency of the county entering EUR and EUR) and switch the accounting currencies.

Currently this currency field might be used to keep accounting books in a second currency for information or reporting purposes.

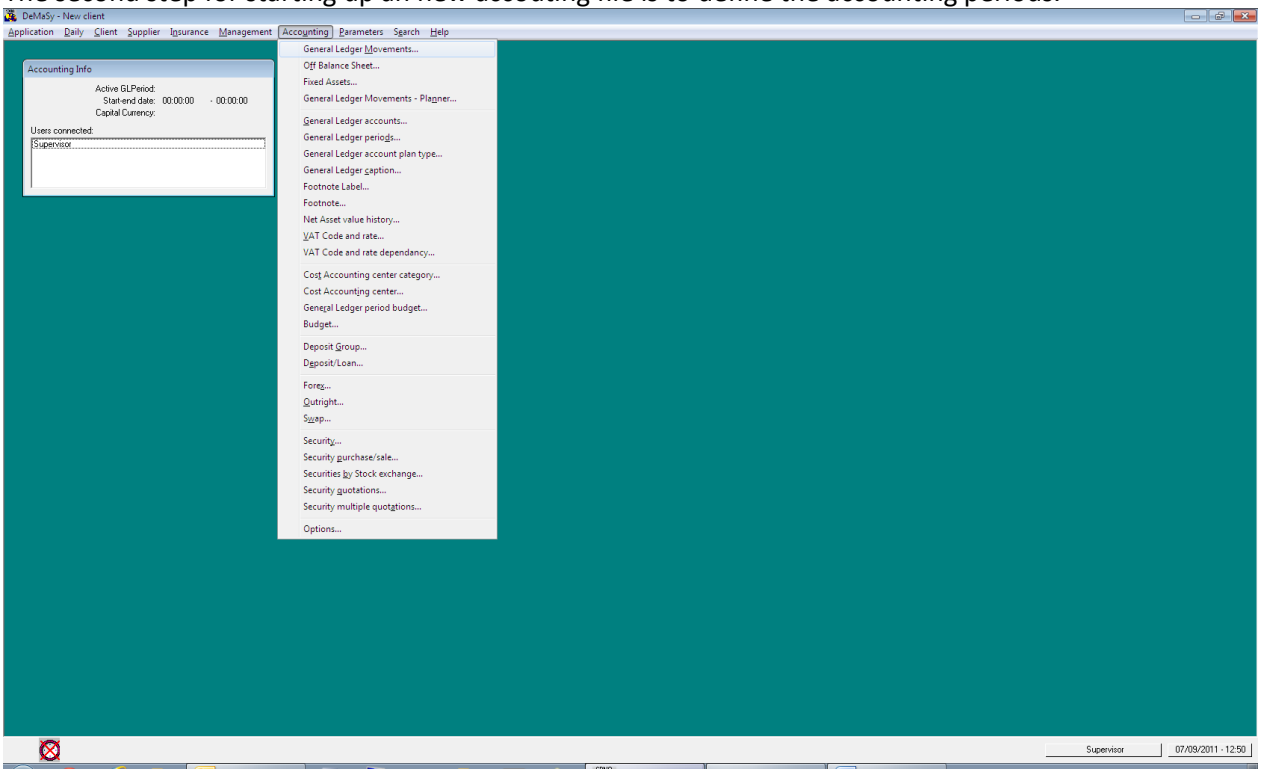
See OPTIONS section for details.



Once the capital currency has been input user can click update and leave this screen (EXIT button)

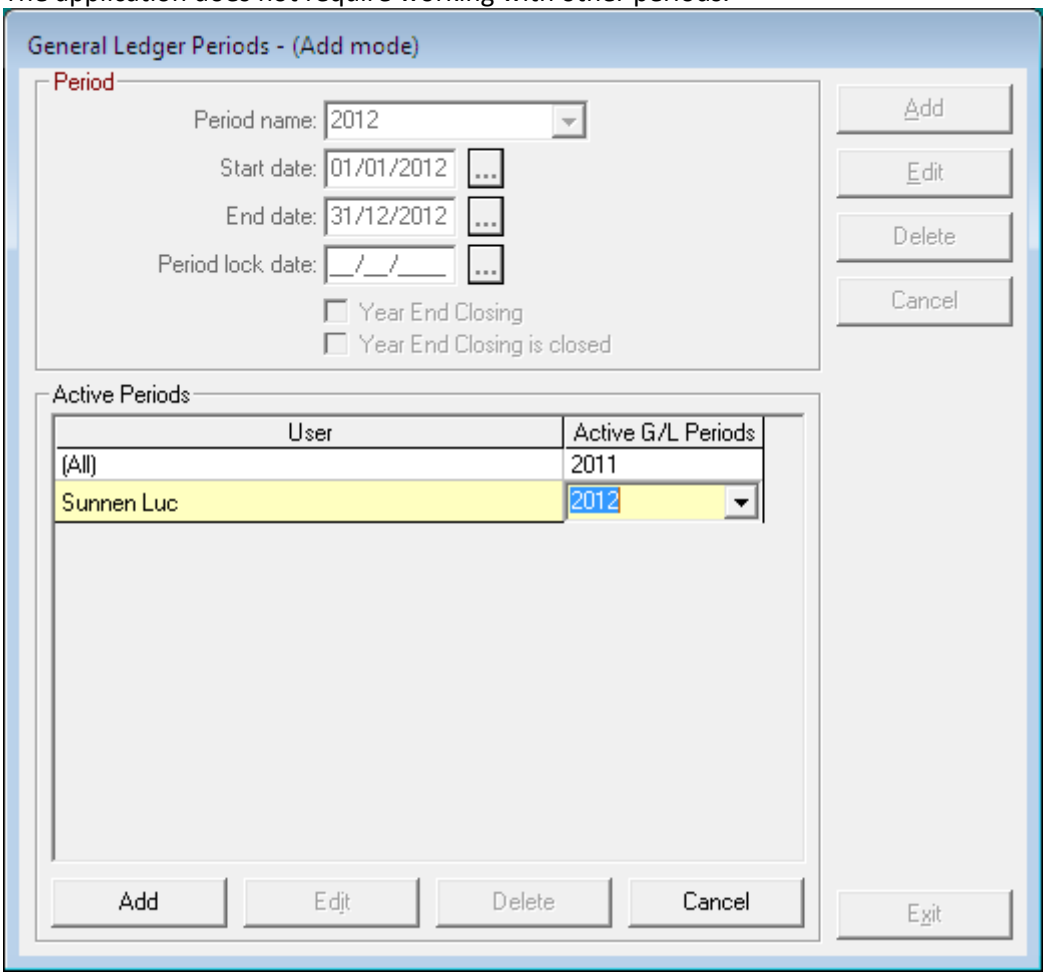
ACCOUNTING PERIODS:

The second step for starting up an new accouting file is to define the accounting periods.



Accounting period corresponds to the social exercise of the company.

The application does not require working with other periods.



START DATE:	Start date of the period
END DATE:	End date of the period
PERIOD LOCK DATE:	Lock date to prevent users modifying or adding accounting entries before a date during the social exercise. For example if a quarterly VAT return has been filed users shouldn't be able to access the transactions of that period
YEAR END CLOSING:	If the checkbox is ticked it means that the accounting period has been closed. A period should not be closed before all the returns and annual accounts filing has been done. *Remark: The application does not require to close a period to open and work in subsequent period. Assets and liabilities balances are automatically brought forward.* Closing a period will require all the entries to be closed. A closed period can be reopened if necessary. See further down
YEAR END CLOSING IS CLOSED:	The closing of the period has been validated and confirmed. The closing of a period is an irreversible operation. (Only experienced users should have access to that menu)
ACTIVE PERIODS:	Active period list all the period active by user. This means that several users can work in different accounting year at the same time. "All" refers to all users connecting to that file except otherwise stated in the user list. To activate a period for a single user the ADD button has to be clicked, the user and the accounting year have to be selected

ACCOUNTING ENTRY STATUS AND ACCOUNTING PERIOD CLOSING

An accounting entry in the application received a status when booked: "PENDING".
No accounting entry has to be confirmed (closed or centralized). Once booked the accounting entry is reflected in all statements and reports (Journal, General Ledger, Balances or Financial statements).

However there is one operation which closes the accounting entries and make them NON MODIFIABLE.
Only when user wants to close an accounting period all the entries will have to be closed first. If not a message will warn the user that closing the period is not possible.

Closing a period is not required to start accounting operations in subsequent periods or to print accounting reports.
No accounting entry will be possible in a closed period.
Closing a period allocates the profit or loss of the year to the retained earnings account. If the period is not closed, there is a simulation of profit/loss brought forward in a special temporary account. As such all the statements are available whether or not the period is closed.

FIRST ACCOUNTING PERIOD

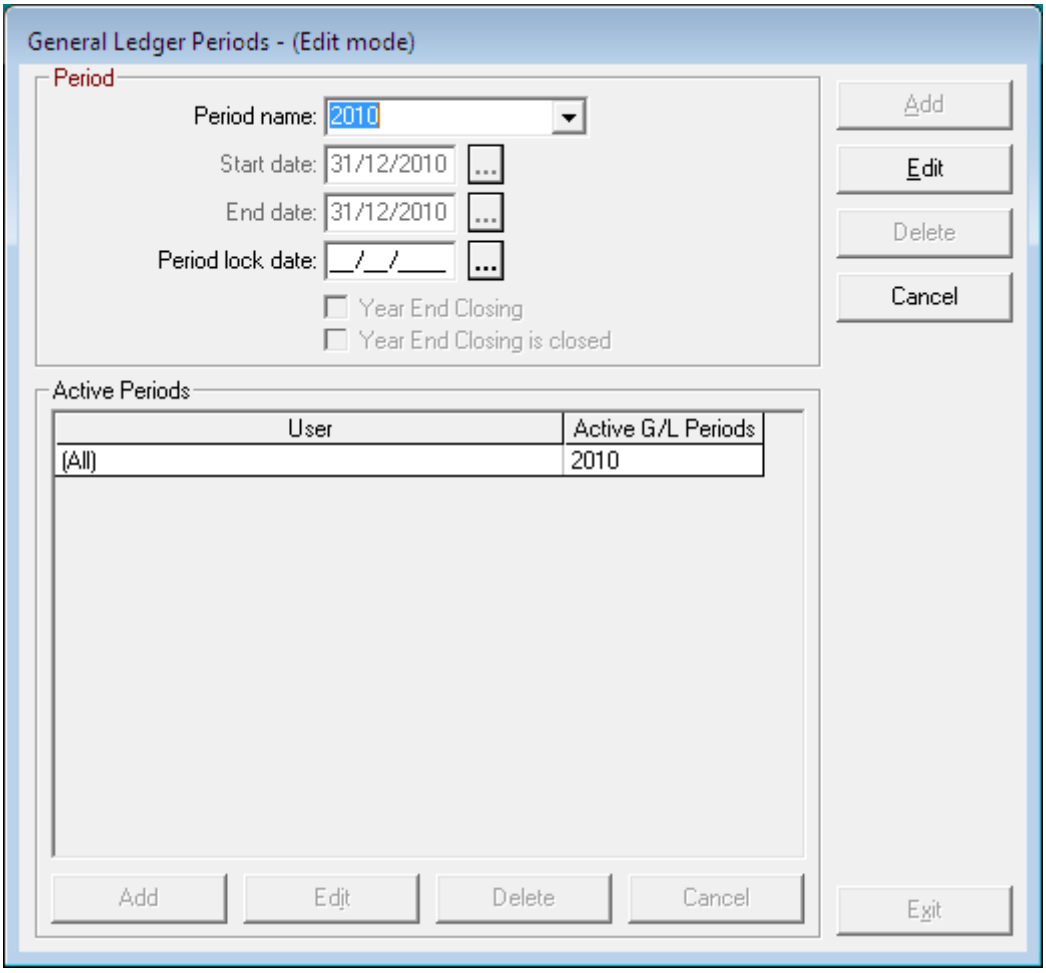
For a newly incorporated company the start date of first accounting period would be the incorporation date of the company and the first end date would be the first social exercise closing date.

For a existing company for which accounting has been started in another software, either the client can request a specific interface for taking over the balances and/or the historical movements or the client can input the balance carried forward from the other software as initial balances.

In the event of manual input of initial balances, the first accounting period would be a single day corresponding to the date of the balances closing date of the other software.
Example: Accounting books have been closed as of 31/12/2010 in another software. In this case the first period would be 2010 with start and end dates 31/12/2010-31/12/2010.

As such it will possible to produce COMPARATIVE financial statements for 2 exercises.

As only the BALANCE SHEET accounts balances carried forward are considered for opening balances N+1, the user can input a miscellaneous operation as of 31/12/2010 with all the balances of the PROFIT AND LOSS accounts in order to be able to have comparative financial statements for the PROFIT AND LOSS account as well.
(For miscellaneous accounting entries bookings see further down in this section).



BATCH OPERATIONS

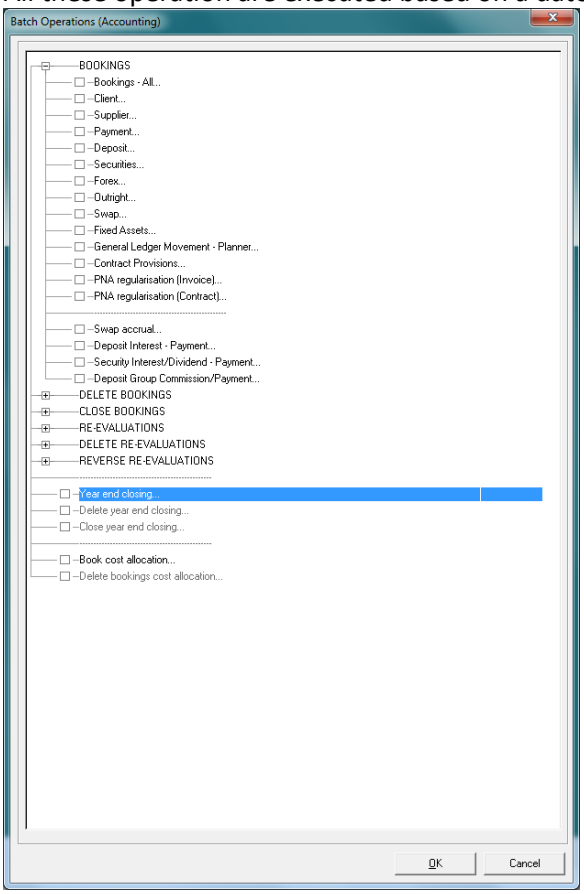
Application/Batch Operations (accounting).

This screen list all the Bookings/Delete Bookings/Close Bookings of all type of operations.

A miscellaneous operation is an operation directly booked into the journal.

All other operations (Client/Suppliers/Payments …) are booked by batch operation based on accounting keys.

All these operation are executed based on a date to specified by the user.

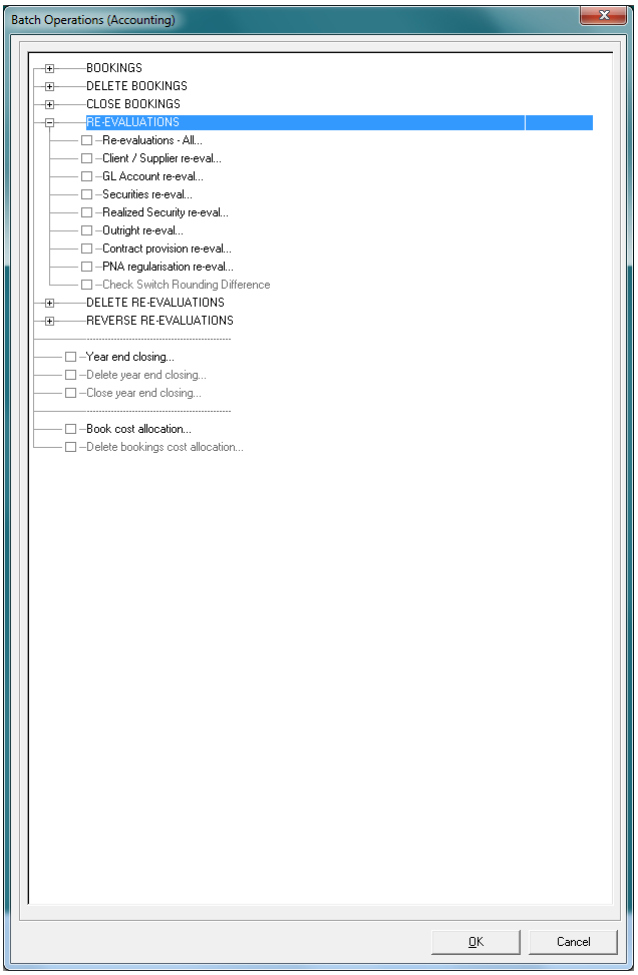


BOOKINGS

BOOKING – ALL	Books all accounting operations at a time
CLIENT	Books all client invoices
SUPPLIER	Books all supplier invoices
PAYMENT	Books all invoices (client/supplier) payments
DEPOSIT	Books all deposit/loans operations
SECURITIES	Books all securities operations
FOREX	Books all Forex operations
OUTRIGHT	Books all Outright operations
SWAP	Books all Swaps operations
FIXED ASSETS	Books all Fixed assets amortization operations
GENERAL LEDGER MOVEMENT – PLANNER	Books all automatic recurrent accounting entries
CONTRACT PROVISIONS	Books all Provisions of reinsurance operations
PNA REGULARIZATION (INVOICE)	Books all Premium of reinsurance operations based on invoices
PNA REGULARIZATION (CONTRACT)	Books all Premium of reinsurance operations based on insurance contracts
SWAP ACCRUAL	Books all swaps operations
DEPOSIT INTEREST – PAYMENT	Books all interests accruals and interest payment operations on Deposit/loan
SECURITY INTEREST/DIVIDENDS-PAYMENT	Books all interests accruals and interest payment operations on securities operations
DEPOSIT GOUP COMMISSION/PAYMENT	Books all commissions and payments on grouped deposits/Loans operations

DELETE BOOKINGS AND CLOSE BOOKINGS
The menus are the same but actions are deleting and close accounting entries.

REEVALUATIONS – DELETE REEVALUATION – REVERSE REEVALUATIONS
This menu is used for booking all types of reevaluation entries, delete all types reevaluation and reverse reevaluation accounting entries.
All these operations are based on accounting keys defined in the OPTIONS.

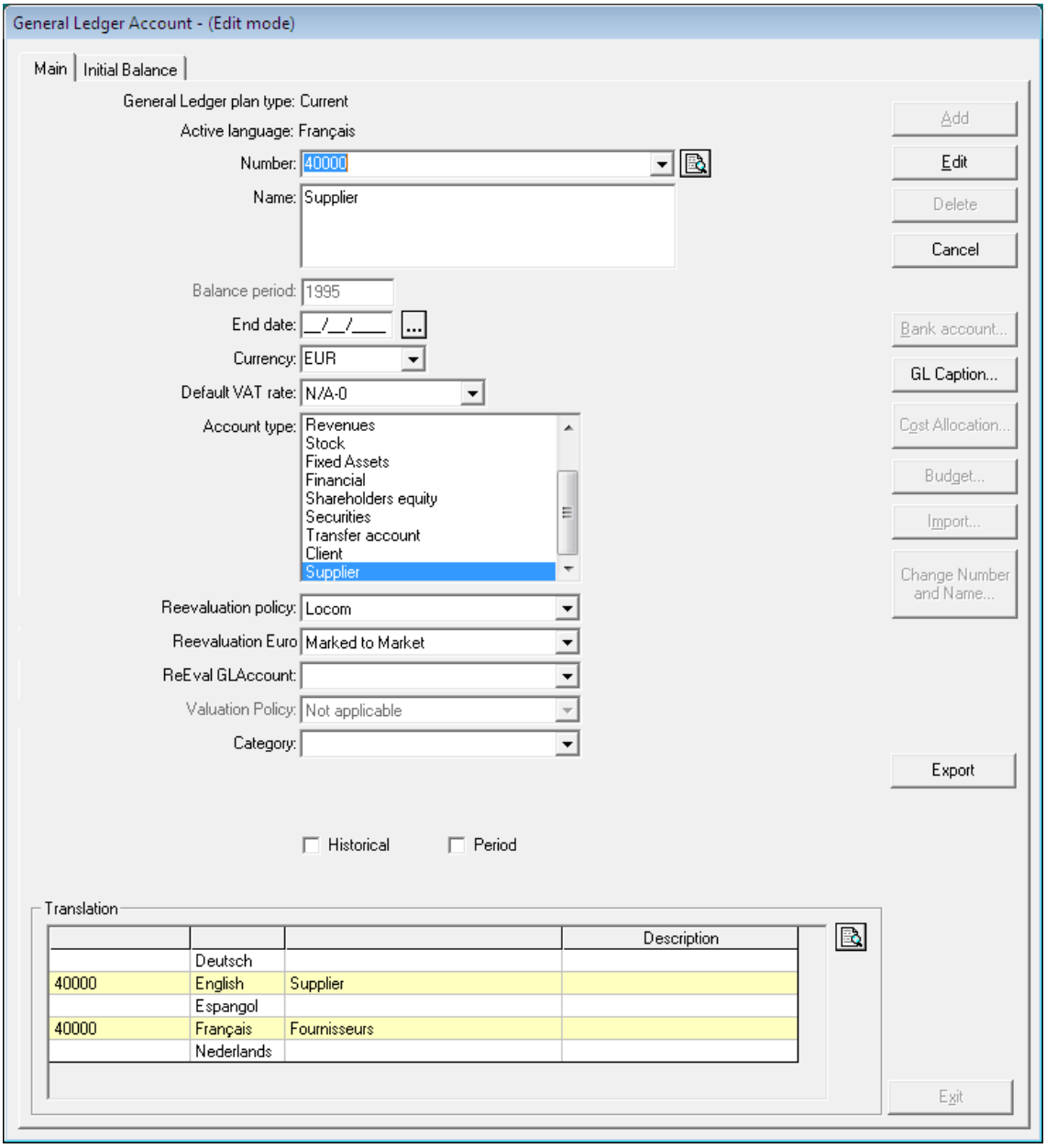


YEAR END CLOSING: closes an accounting period
DELETE YEAR END CLOSING: Deletes a closing of accounting period if not centralized
CLOSE YEAR END CLOSING: Centralizes an accounting period. ***IRREVERSIBLE OPERATION***

BOOK COST ALLOCATION: books all cost accounting entries (see COST ACCOUNTING module)
DELETE BOOKINGS COST ALLOCATIONS: Delete all bookings of cost accounting entries

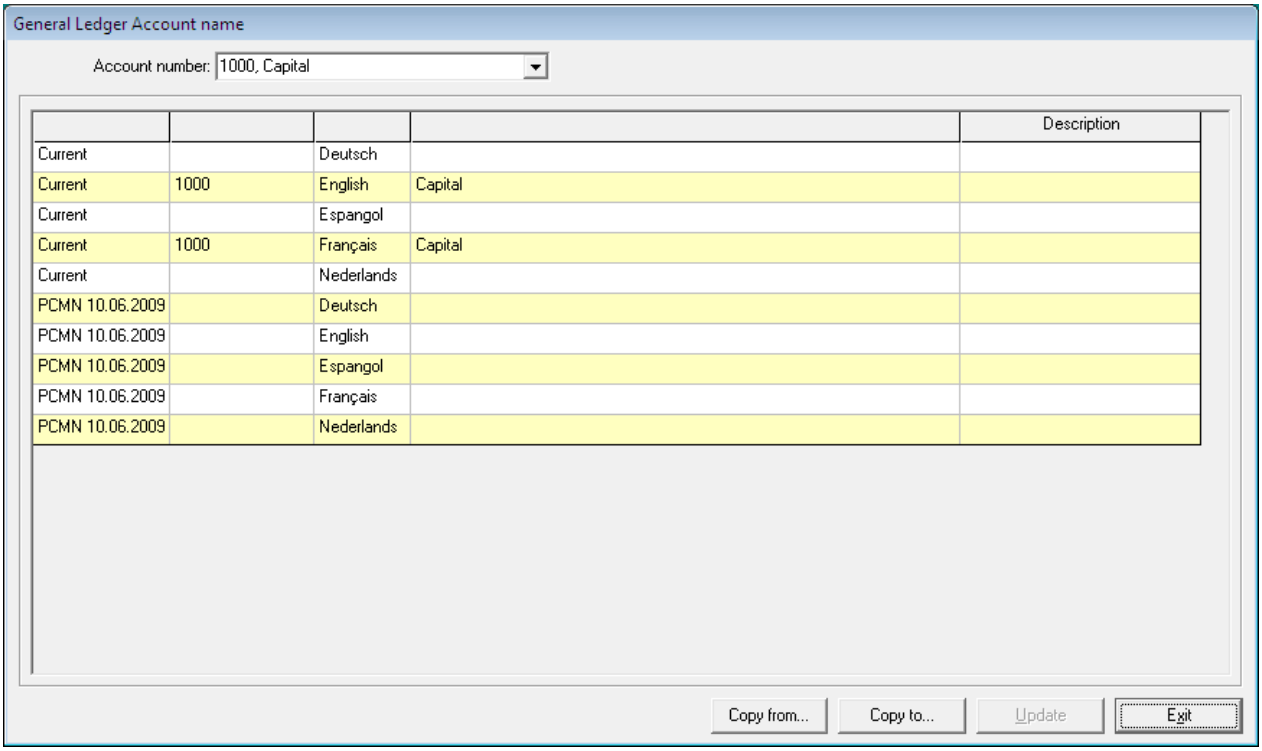
GENERAL LEDGER ACCOUNTS

General Ledger Accounts screen is used to define accounts that will be used for accounting purposes.

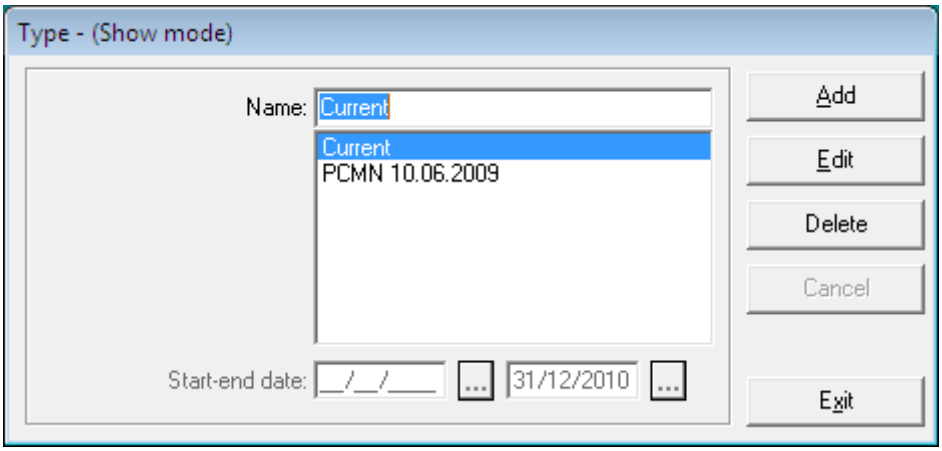


GENERAL LEDGER PLAN TYPE	It is possible to use several chart of accounts in a file for reporting purpose. User select the accounts to be used for transactions input but can print statements with several charts of accounts (see TRANSLATION Later)
ACTIVE LANGUAGE	Accounts can be translated (see grid below). The translation exists for reporting purposes. One language is active for inputting the accounting transactions. Language can be changed by database so that user uses the language of the client when using the accounts on the screens. (see TRANSLATION later)
NUMBER	Account number. Free alphanumerical field (usually used with numbers)
NAME	Account name
BALANCE PERIOD	Accounting period during which the account has been created
END DATE	An end date forbids using the account for the transaction after the date
CURRENCY	Default transaction currency of the account. All accounts (except bank accounts) can be used with transaction in any currency. The system is fully multi-currency.

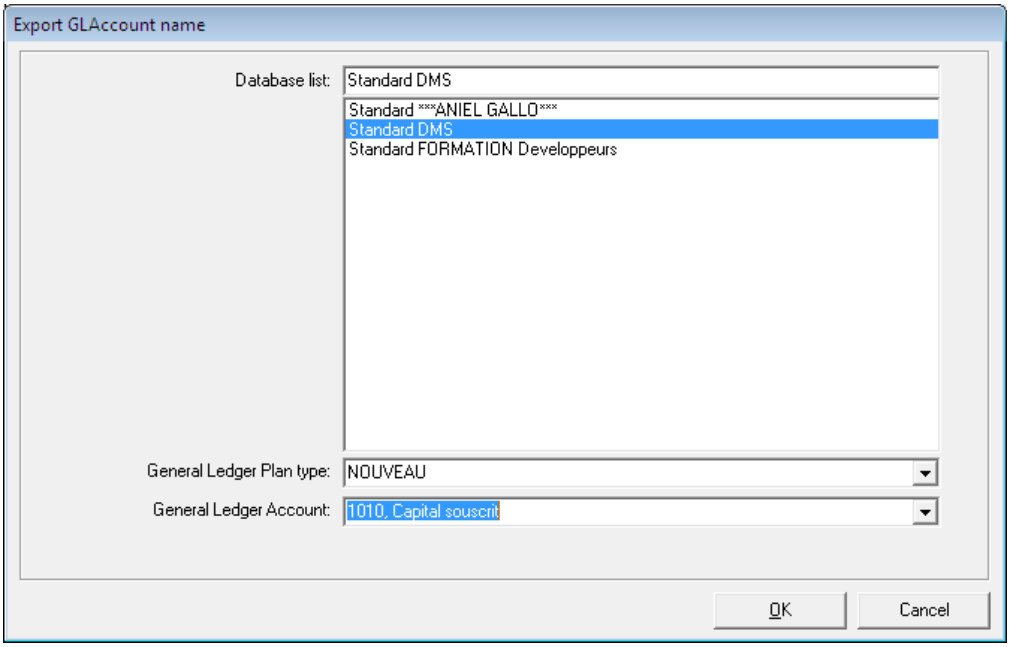
DEFAULT VAT RATE	Default VAT code and rate proposed when using the account. The VAT code and rate can be changed by the user.
ACCOUNT TYPE	Account type is not related to the balance sheet layout but is done to condition some comportment. - Current assets - Current liabilities - Expenses: - Revenues: - Stock - Fixed Assets - Financial - Shareholders 'equity - Transfer account - Client: central account for client invoices and payments (only one can be defined) - Supplier: central account for supplier invoices and payments (only one can be defined) - Securities : central accounts for securities transactions (several securities central accounts can be defined) Remark: Depending on the account type the application checks integrity and forbids some transactions or reevaluation policies. NB: no miscellaneous operation can be done on central accounts.
REEVALUATION POLICY	Reevaluation policy of the account: - No Reeval.: the account will not be revalued - Marked to market: gains and losses will be accounted for - Locom: Lower of cost or market, only losses are accounted for - Locom (deferred): Lower of cost or market, losses will be accounted for as losses and gains will be accounted for as deferred income in a balance sheet account.
REEVALUATION EURO	Euro reevaluation policy is meant to be used for reevaluating currency with a fixed rate against euro during the transition period as it was applicable between 1999 and 2002. Currently not more applicable.
REEVAL GLACCOUNT	Account on which the effect (gain or loss) has to be accounted for. If no account is specified the effect of the reevaluation will be accounted for on the account itself. By definition reevaluation are meant to record UNREALIZED gains and losses on currency positions. Financial short term accounts constitute an exception because reevaluation gains and losses are considered as realized. Reevaluation can be reversed as of the first day of each accounting period only if done on a separated account.
VALUATION POLICY	Valuation policy is only applicable for securities transactions. - Weighted average price (WAP) - First in First out (FIFO) User can select de valuation policy of securities portfolio
CATEGORY	Self-increment combo allowing a free categorization of the account for reporting purposes
HISTORICAL / PERIOD	These two check boxes can be used for specific reporting purpose to condition the way to display accounting information.
TRANSLATION	Translation sub-screen displays the active translation information. The GO BUTTON call the screen displayed below.



Typically one chart of accounts is used in an accounting file.
User can define several charts of accounts in a client accounting file (see screen below).
This is used if there is a change of chart of accounts during the life of the client.
Is the screen above two chart of accounts exists: Current and PCMN 10.06.2009.
Each chart of accounts can be translated in several languages.
The number and the name of the account can be specified in the grid. UPDATE button modify the information entered by the user.
The translation is used for reporting purposes. If no translation exists for a selected reporting language, the original General Ledger Account name will be used.
START DATE – END DATE: A chart of accounts plan can have applicable dates specified.
Period is done to have the relevant chart of accounts to be used for reporting purposes depending on the dates of the statements.
The NAME is free parameter.

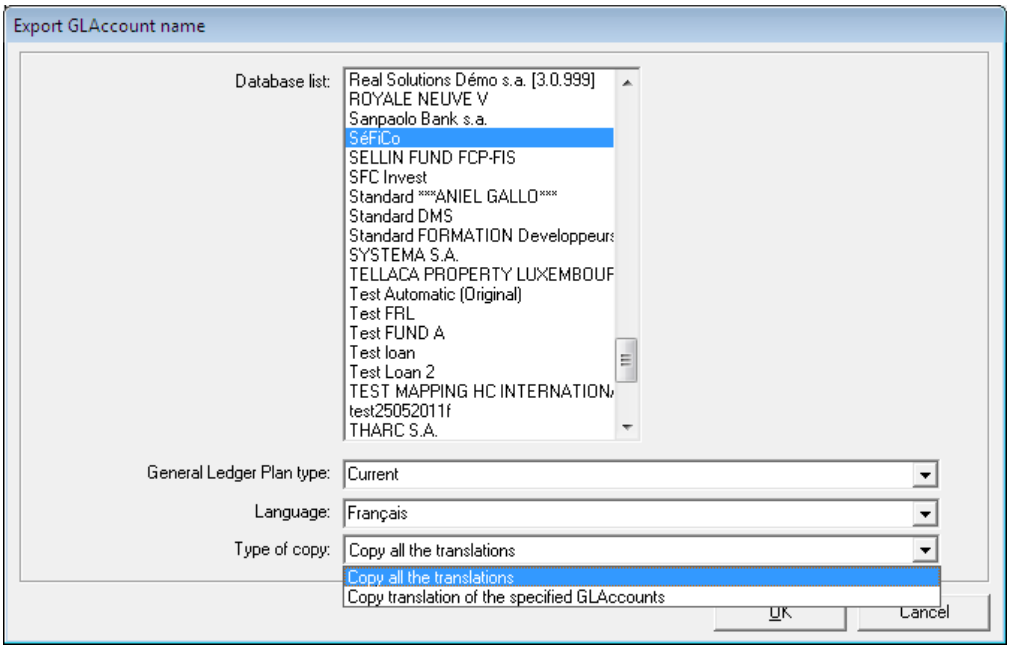


COPY FROM



This screen is used to copy translations of an account from one database to another.
Example: If an accounting file is missing translation of an account the user can select the STANDARD client file and copy the translation.
User can select:
DATABASE LIST: Database from which the account has to be copied
GENERAL LEDGER PLAN TYPE: Chart of accounts in which the account is to be selected
GENERAL LEDGER ACCOUNT: Account for which the translation has to be copied

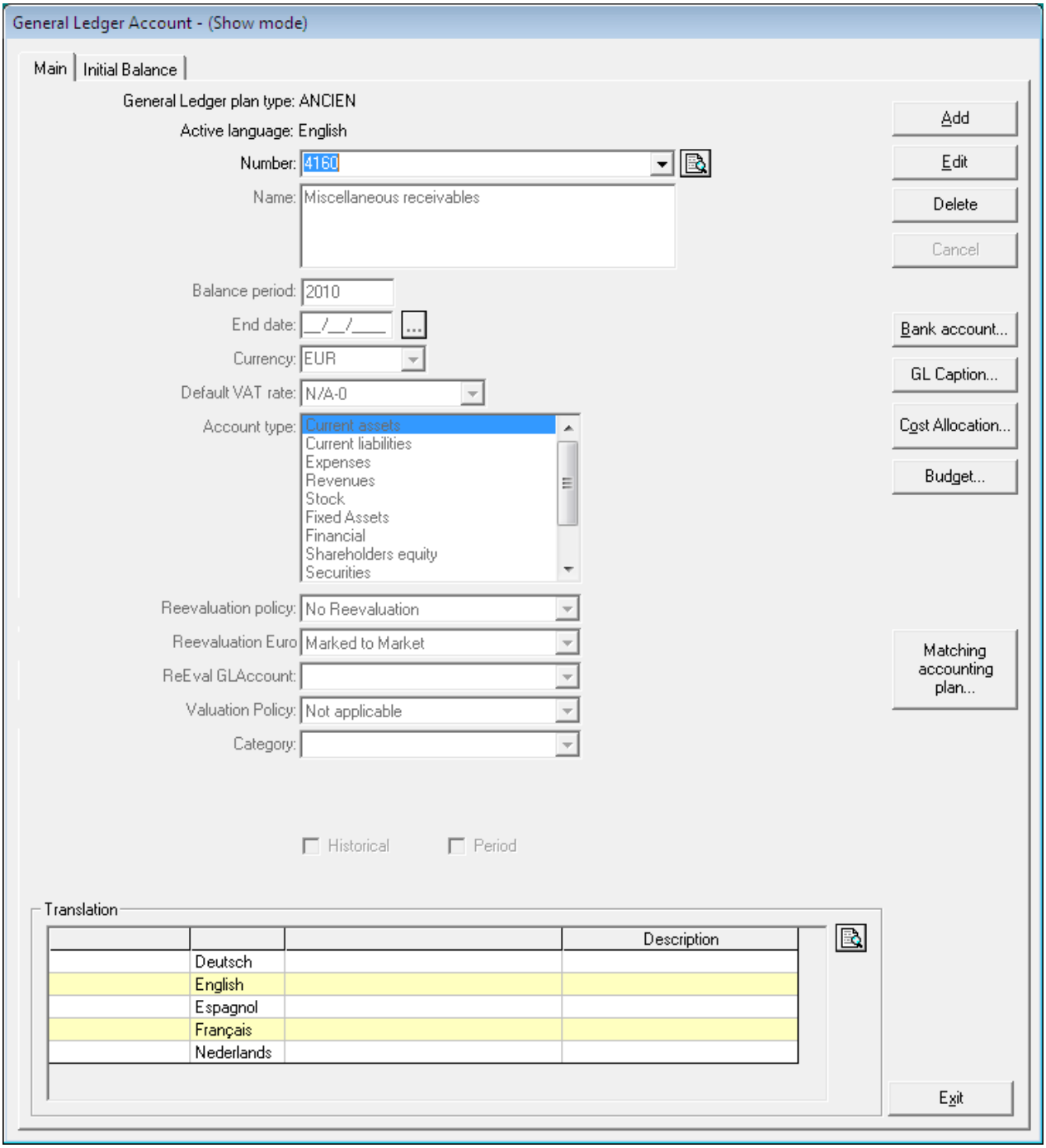
COPY TO



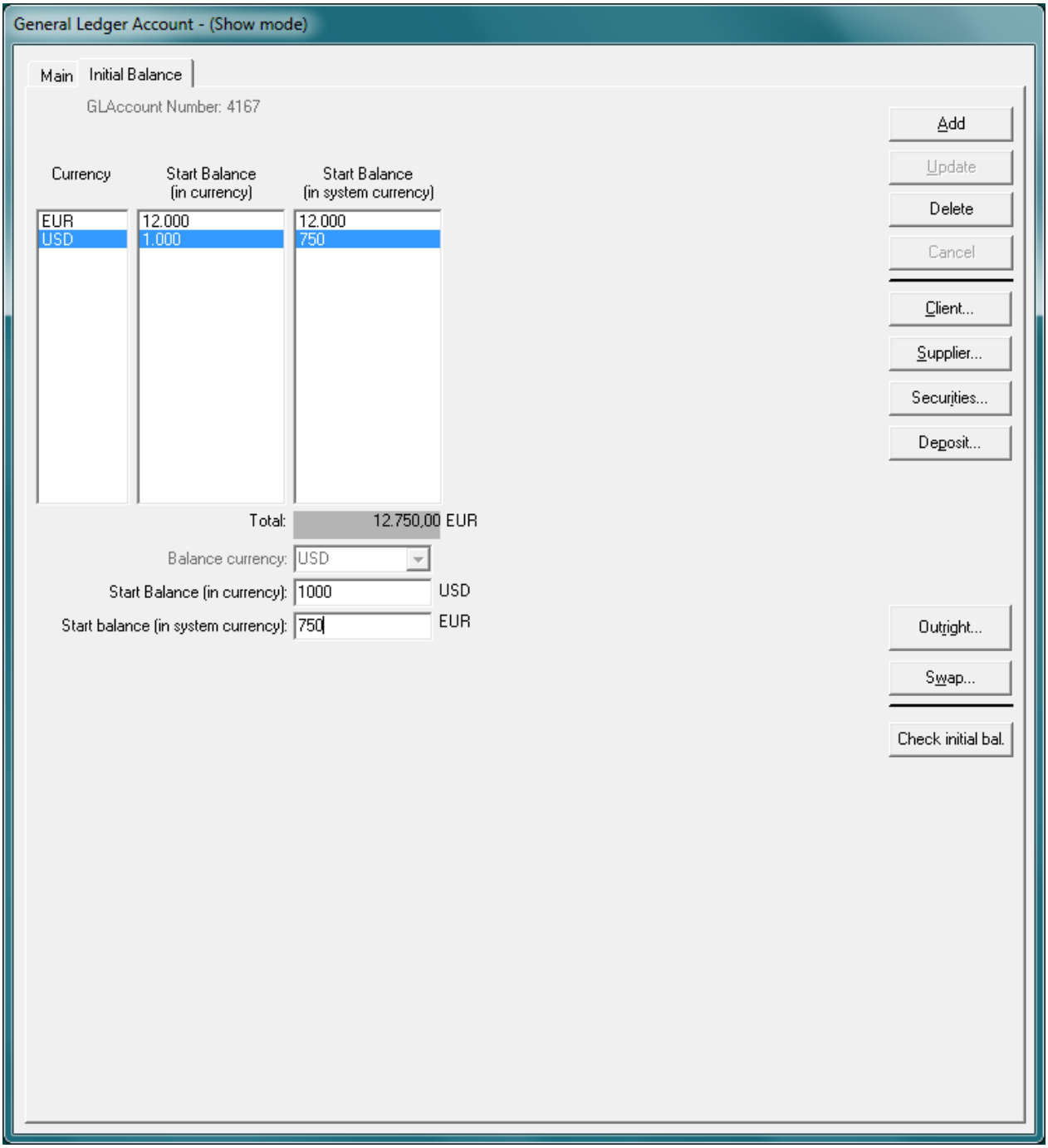
This screen allows the user to select a DATABASE, a GENERAL LEDGER PLAN TYPE, a LANGUAGE and a TYPE OF COPY.
Copy all the translation will copy all translations of all accounts
Copy translation of the specified GLAccounts will only copy the translation of the selected account.

INITIAL BALANCES

To enter the initial balances user must click on the INITIAL BALANCE tab after having selected the account for which an initial balance has to be entered.



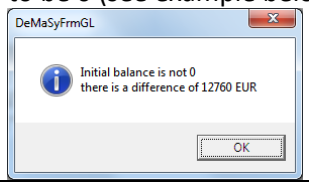
INITIAL BALANCE TAB:



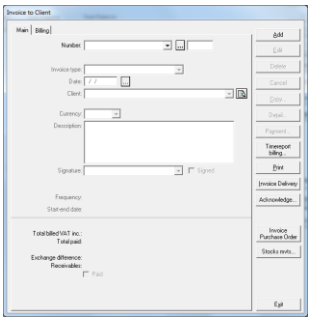
There are three columns and totals.
The column CURRENCY: list the currencies of the initial balances
The column START BALANCE (IN CURRENCY): Amount in currency
The column START BALANCE (IN SYSTEM CURRENCY): Amount in capital currency

UPDATE Button allows the users to enter the amount in capital currency or update any existing values.
ADD button allows the user to add currencies in which initial balances have to be entered as well as amounts.

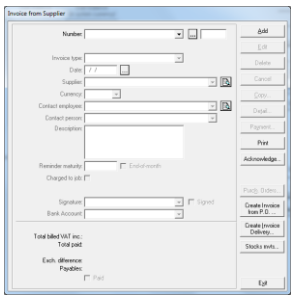
BUTTONS:
The button calls the screens used to input the different transactions.
For client, supplier, securities, deposits/loans, outrights and swaps the accounts to be used to capture the initial balances are known by the application through the accounting keys defined in the options (see OPTIONS section).
All these screen are nothing else than the screen used for recording transactions. As such refer to different section where these screens are explained.

CLIENT	Calls the screen to input INVOICES TO CLIENT to enter outstanding invoices as at the date of the opening period.
SUPPLIER	Calls the screen to input INVOICES TO SUPPLIER to enter outstanding invoices as at the date of the opening period.
SECURITIES	Calls the screen to input SECURITIES purchases/sales and related INTERESTS RECEIVABLES/PAYABLES
DEPOSITS	Calls the screen to input DEPOSITS/LOANS to enter outstanding Deposit/loans and related INTERESTS RECEIVABLES/PAYABLES as at the date of the opening period.
OUTRIGHTS	Calls the screen to input OUTRIGHTS to enter outstanding outrights as at the date of the opening period.
SWAPS	Calls the screen to input SWAPS to enter outstanding swaps as at the date of the opening period.
CHECK INITIAL BALANCE	This button check is the initial balance is balanced in capital currency and in not indicates the initial balance. To able to record accounting entries the balance has to be 0 (see example below). 

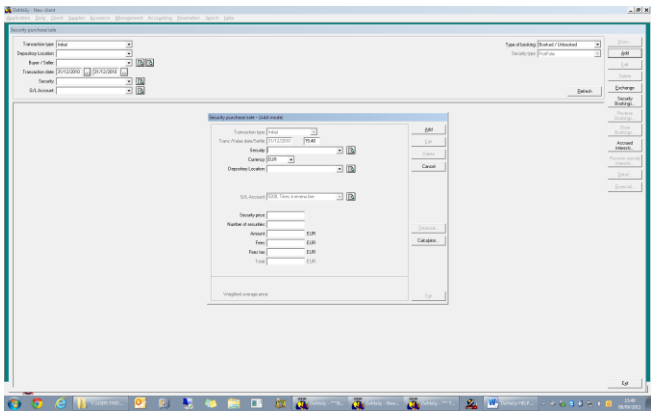
ex: Client



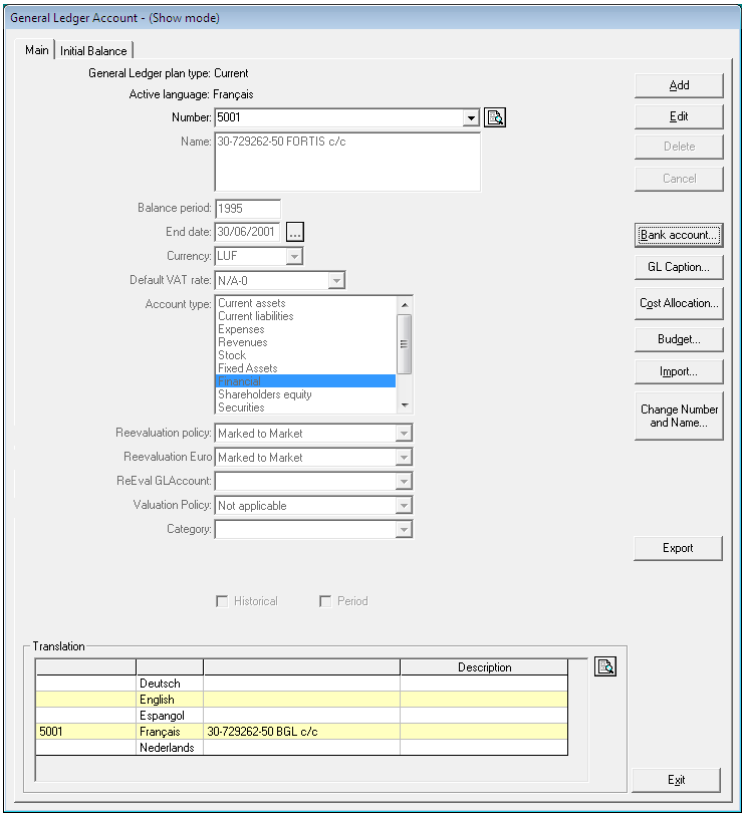
Ex: Supplier



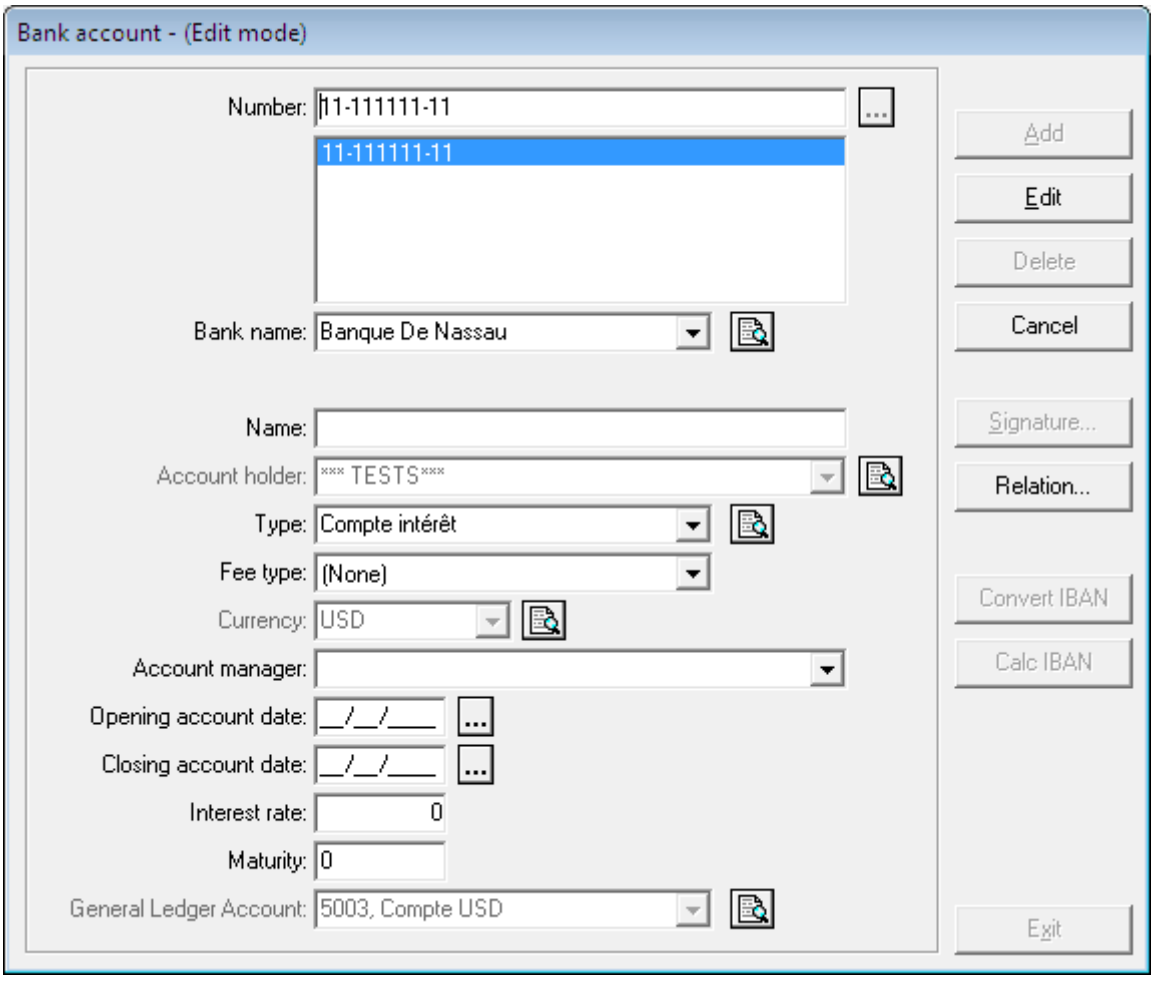
Ex: Securities



BUTTONS ON THE GENERAL LEDGER ACCOUNT

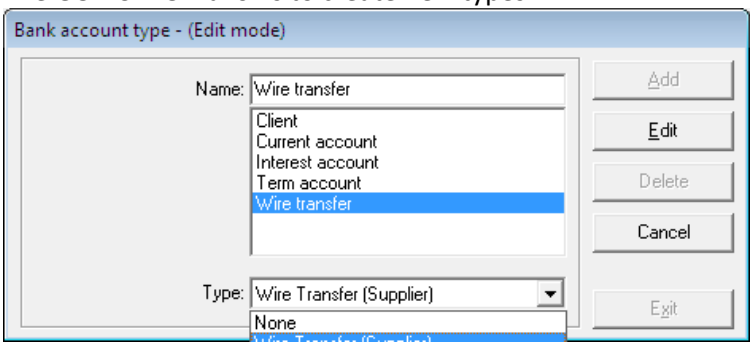


Button BANK ACCOUNT



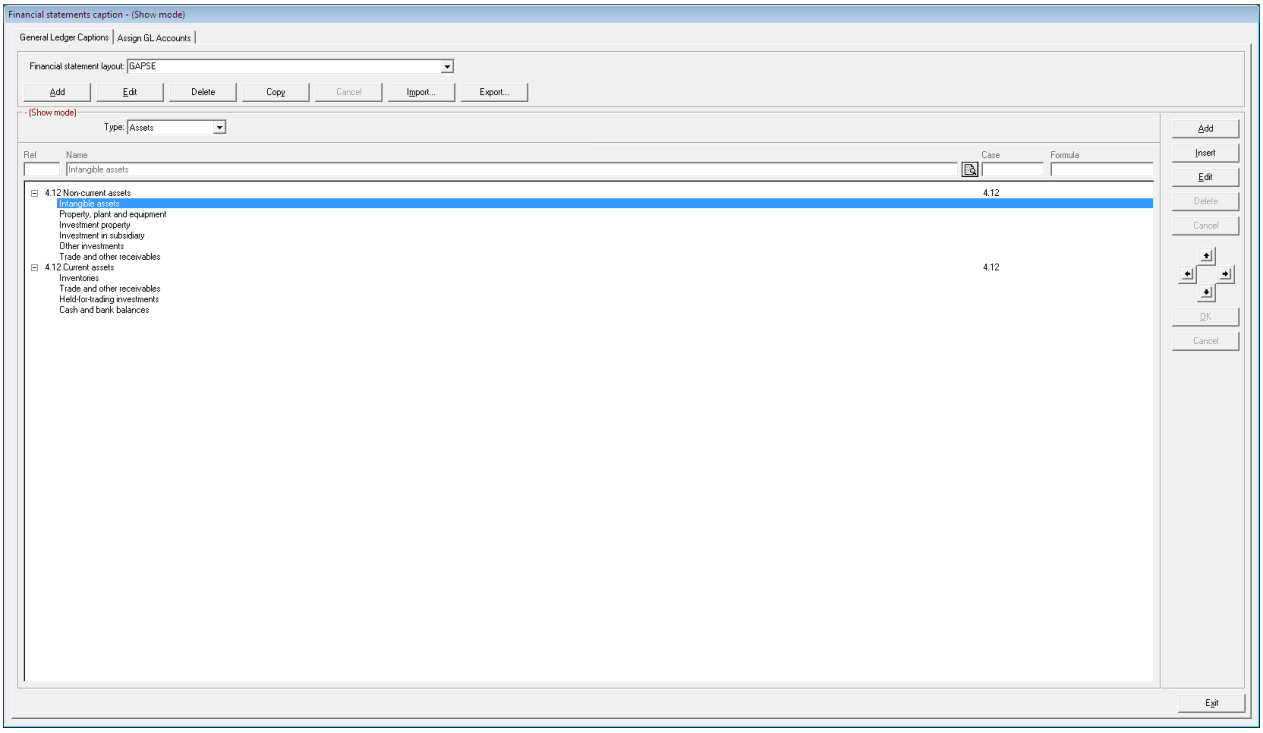
Compared to other accounts bank accounts have additional information required or possible.

When creating a General Ledger Account with the financial type the minimum required information is automatically added by the application. User can (but it is not mandatory) to access the BANK ACCOUNT screen and complete other information.
The CURRENCY is important. It has to be the currency in which the bank account has been opened.
Remark: some banks do use multi-currency bank accounts (most don't). In that case there is an option in the application allowing to have a multi-currency bank account in the application (see OPTIONS).

NUMBER	Bank account number (the one on the bank statement). This GLAccount number (ex: 5003) can be different from the bank account number (11-111111-11).
BANK NAME	Name of the Bank The GO BUTTON allows the user to create new banks.
ACCOUNT HOLDER	Account holder is the name of the database (client accounting file) The GO BUTTON allows to access persons data sheet.
TYPE	The GO BUTTON allows to create new types:  The NAME is free user parameter. The type is a system type. - None: account with no specific dynamic assigned - Wire transfer (supplier): this type allows to produce wire transfer order for supplier invoice payments - Wire transfer (client)/ this type allows to produce wire transfer order for client invoice payments (for a domiciled company where your company has bank power on client account) - Client invoice : Accounts that are selectable on client invoice to indicate to the client on which account the invoice has to be paid.
FEE TYPE	System type parameter: This parameter is used for the wire transfer orders processed for bank electronic banking or swift systems - Fee charged to the order giver - Fees charged to the beneficiary - Fees charged to both parties
CURRENCY	CURRENCY of the account
ACCOUNT MANAGER	Person selectable from the Person data sheet
OPENING ACCOUNT DATE	Self-explanatory
CLOSING ACCOUNT DATE	Self-explanatory
INTEREST RATE	No longer used
MATURITY	No longer used
GENERAL LEDGER ACCOUNT	General ledger account linked to the bank account

Button GLCAPTION

GLCAPTION main TAB screen is used to define or modify financial statements layouts.
A financial statement layout (as well as a chart of accounts) exists in the standard delivered with the application. However users can define new financial statements or modify the existing ones.



Buttons ADD/EDIT/DELETE on top of the screen: are used for the field FINANCIAL STATEMENT LAYOUT

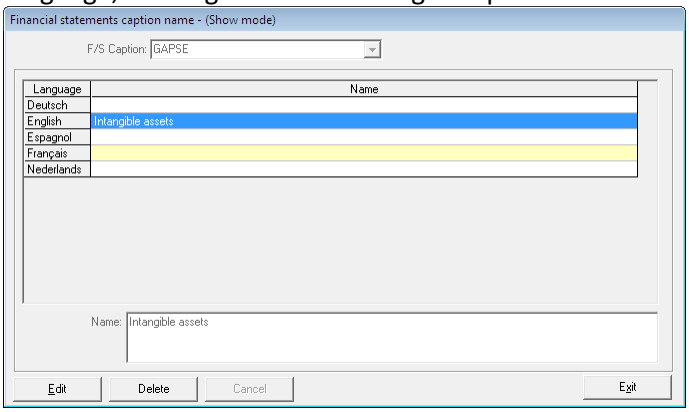
Buttons ADD/INSERT/EDIT/DELETE on the right hand side of the screen is used to add/modify/delete the Ref and Name of the captions.

The OK button is used to validate the changes done by add/insert/edit/delete.

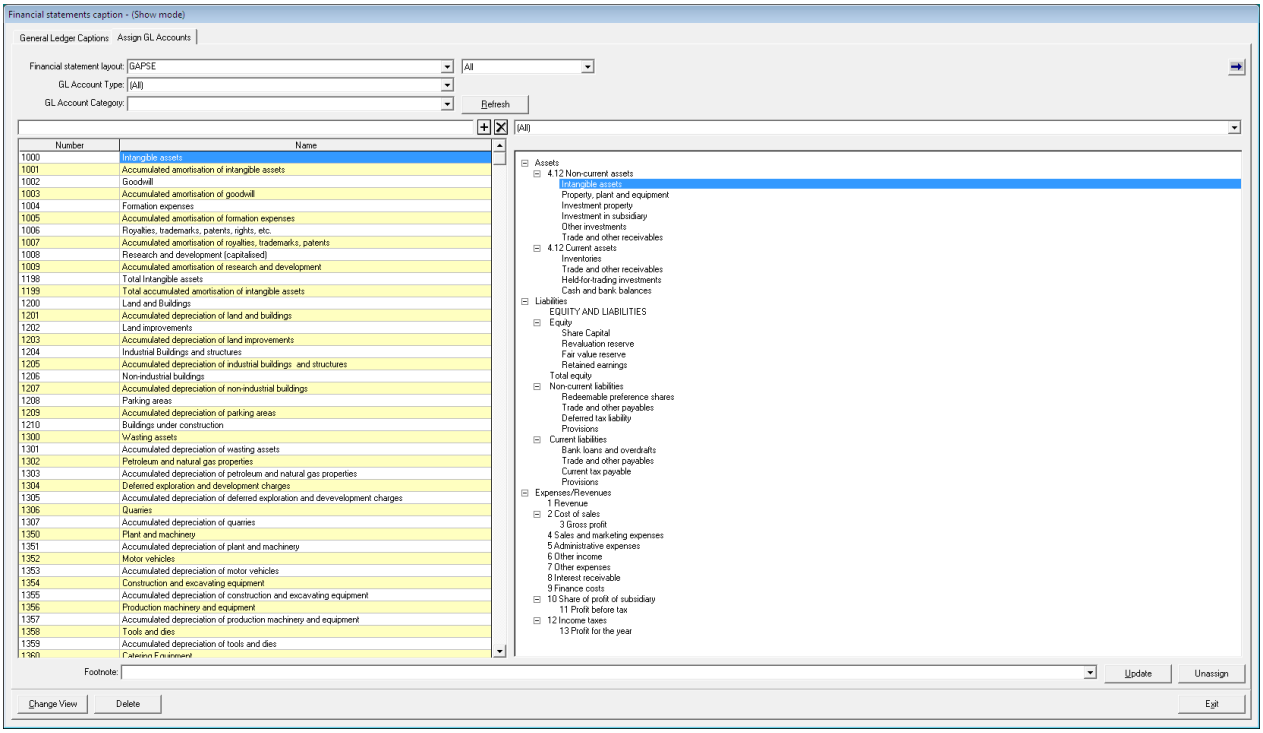
The fours ARROWS are to be used to move the caption up and down or indent the captions left or right.

Button COPY: is used to copy an existing F/S layout. A name has to be given to the copy.

GO ICON on the right side of name
This icon loads the screen that can be used to translate the General Ledger Caption names
The translation is used for reporting purposes. If no translation exists for a selected reporting language, the original General Ledger Caption name will be used.



TAB ASSIGN GL ACCOUNTS



The second TAB of the General Ledger Caption screen is designed to assign General ledger accounts to the appropriate Financial statements caption.

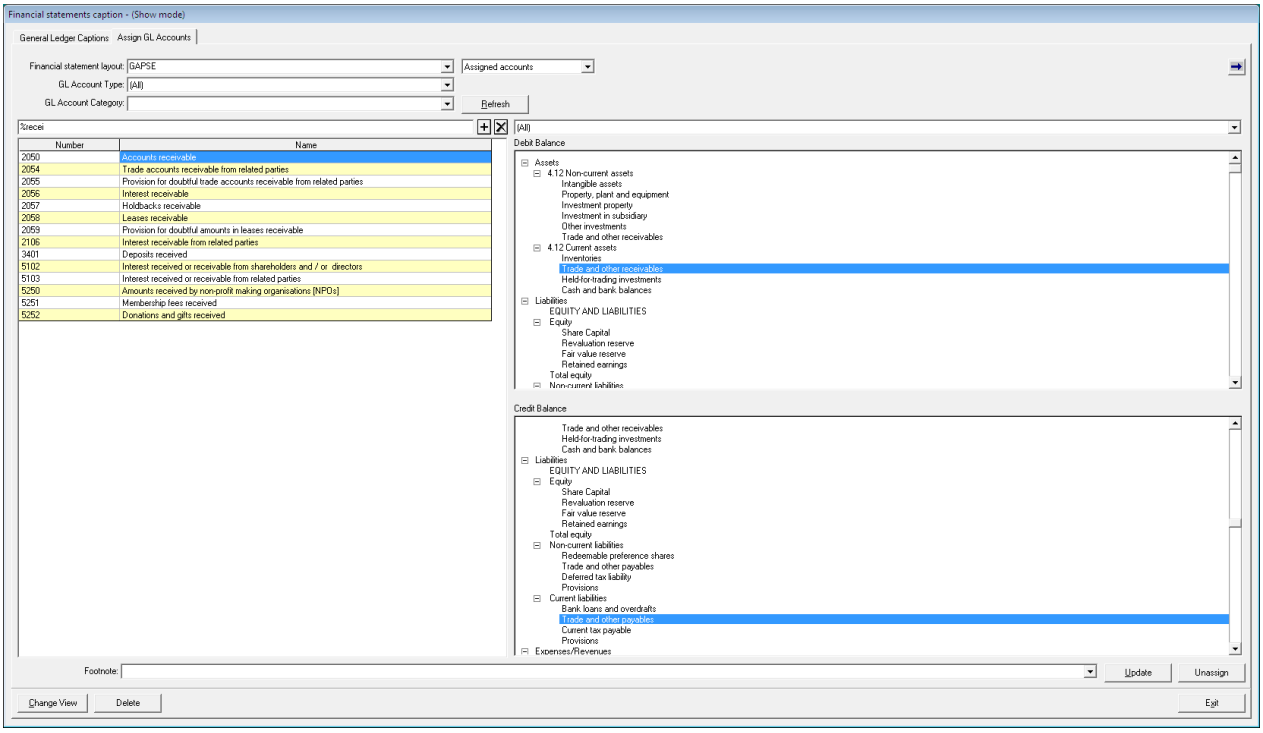
FINANCIAL STATEMENT LAYOUT	Combo box to select the financial statement layout (see first TAB
	- All - Assigned accounts - Non assigned accounts - Non assigned used accounts - NAV assigned accounts - NAV non assigned accounts - NAV non assigned used accounts Allows the user to identify accounts according to the wording. NAV refers to Net Asset Value (see OPCVM Investments funds module)
GLACCOUNT TYPE	Combo box filled in with all the general ledger accounts types to filter the list of accounts
GLACCOUNT CATEGORY	Enter key in this combo box allows the user to filter the selection based on the Category (see General Ledger Account screen)

The left column lists all accounts and the right column lists all the financial statements captions.
The right column lists all financial statements captions available.

To assign one account to one F/S caption user has to select (click) on the account on the left and select an F/S caption on the right and click the button UPDATE.
The button UNASSIGN allows to delete an existing assignment.
It is possible to select several account at a time by DOUBLE CLICKING (or SPACE BAR) on the accounts and the assign them all at a time.
The icon + and X are done respectively to select all accounts listed or unselect the selected accounts.
The + and – sign before the financial statement caption can be clicked to open or close a main F/S caption containing one or several sub-captions (indents)
The combo box on top of the right column allows the user to select main F/S categories (Assets, Liabilities, Expenses revenues).

Button CHANGE VIEW

Change view allows dual assignments: one debit and one credit assignment.
If the account has a debit balance when generating the financial statement, the balance will be shown at the debit caption and at the credit caption if the account has a credit balance.
To realize a dual assignment user has to select one (or several) account(s) on the left side and select a Debit and Credit caption on the right side and click update.

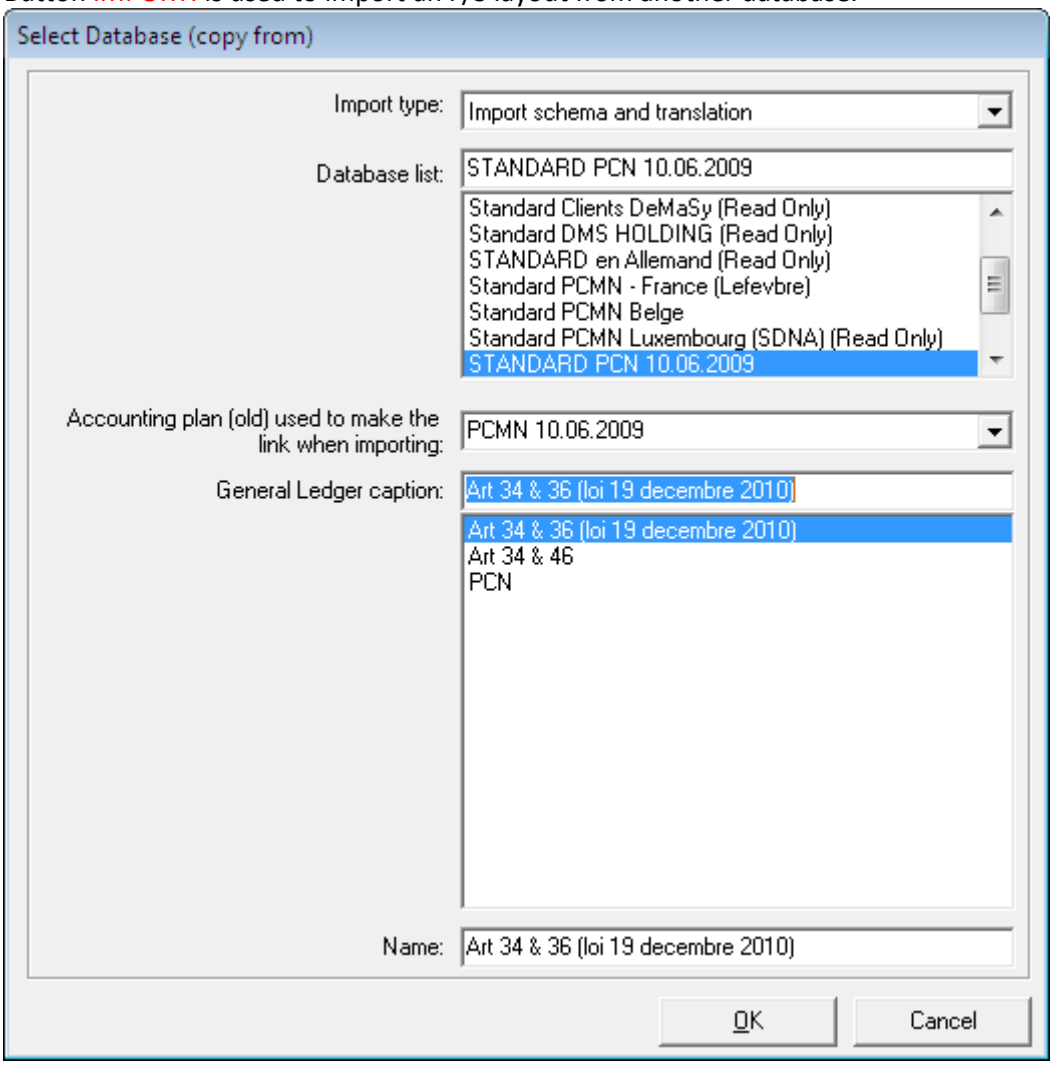


Button DELETE will delete the selected account(s) if there is no movement on the account.

Combo Box FOOTNOTE

That combo (self-increment) allows to categorize accounts and print a report grouping the accounts by footnote (REPORT ID 892)

Button IMPORT: is used to import an F/S layout from another database.

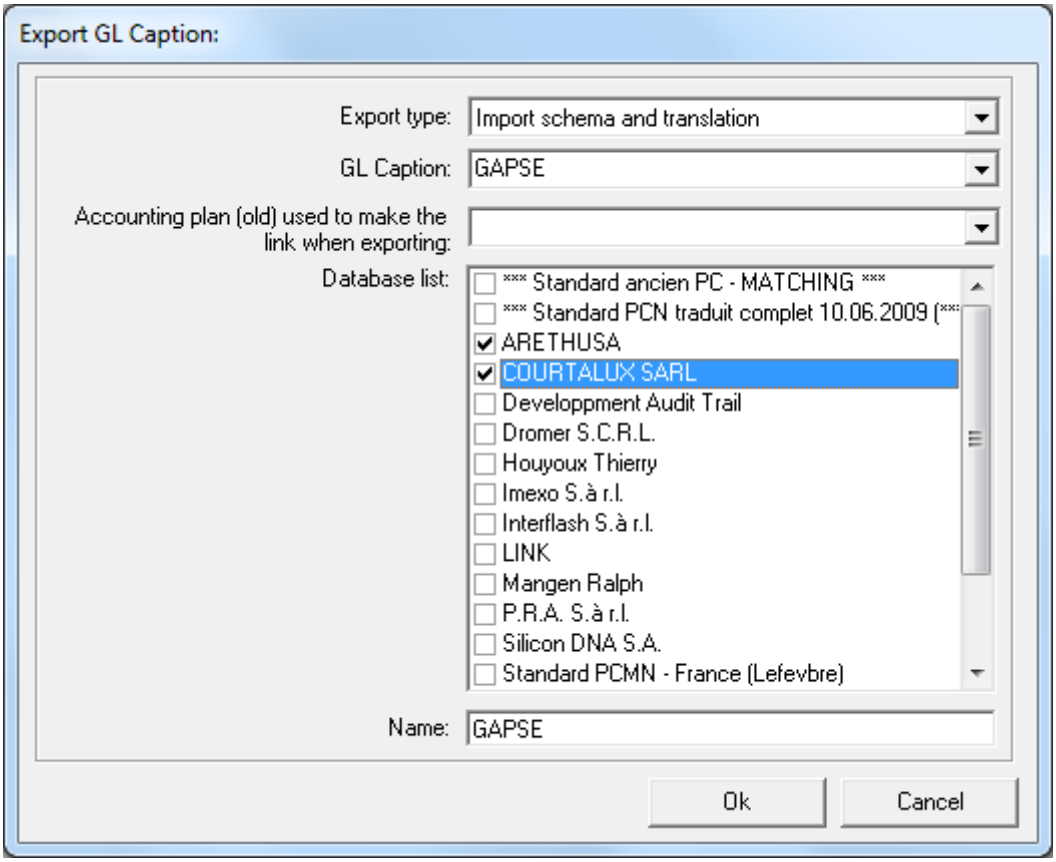


IMPORT TYPE	- Import Schema and translation: import F/S layout as a whole - Import translation: only import translation of F/S Layout
DATABASE LIST	To select one database from which to copy the F/S layout
ACCOUNTING PLAN (OLD) USED TO MAKE THE LINK WHEN IMPORTING	This field is not mandatory. It is used in case the user wants to import data of a new GL Account Plan type. Example: in case of a change of legal chart of account it is possible to match old accounts and news accounts in the standard database (template). If the matching is done in the standard it makes possible to import the matched information into a accounting file (database). See OPTIONS
GENERAL LEDGER CAPTION	User can select the general ledger caption to copy from the database selected
NAME	The name of the new caption created through the import function can be modified. If not the name will be the same than the one in the original database.

It is important to know that a copy of the financial statements layout from on database to another include a procedure for assigning the accounts to the new financial statements. This assignment will work for all same accounts existing in the two databases. All other accounts will have to be assigned manually.

Button EXPORT : is used to export a F/S layout to ONE OR SEVERAL databases.

The screen works the same ways than the IMPORT screen but allows to initiate the process from a database to one or several databases



EXPORT TYPE	- Import Schema and translation: import F/S layout as a whole - Import translation: only import translation of F/S Layout
GL CAPTION	User can select the general ledger caption to copy from the database selected
ACCOUNTING PLAN (OLD) USED TO MAKE THE LINK WHEN IMPORTING	This field is not mandatory. It is used in case the user wants to import data of a new GL Account Plan type. Example: in case of a change of legal chart of accounts it is possible to match old accounts and news accounts in the standard database (template). If the matching is done in the standard it makes possible to import the matched information into an accounting file (database). See OPTIONS
DATABASE LIST	To select one or several database to which to copy the F/S layout
NAME	The name of the new caption created through the import function can be modified. If not the name will be the same than the one in the original database.

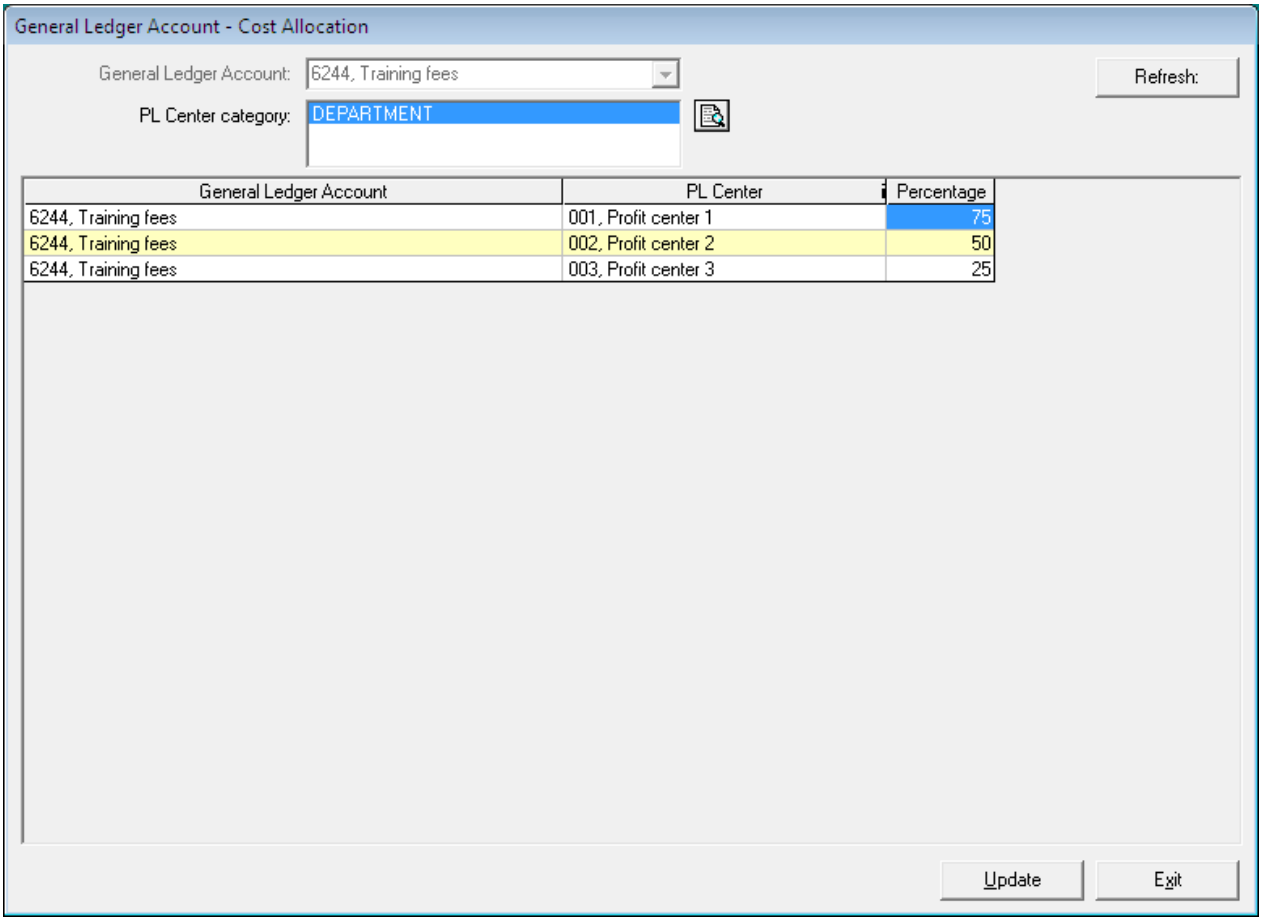
It is important to know that a copy of the financial statements layout from on database to another include a procedure for assigning the accounts to the new financial statements. This assignment will work for all same accounts existing in the two databases. All other accounts will have to be assigned manually.

COST ALLOCATION Button – General Leger Account

The Cost allocation button calls a screen used to allocate default analytical values on the existing cost or profit centers.

These defaults can be changed by the user in the accounting entry level.

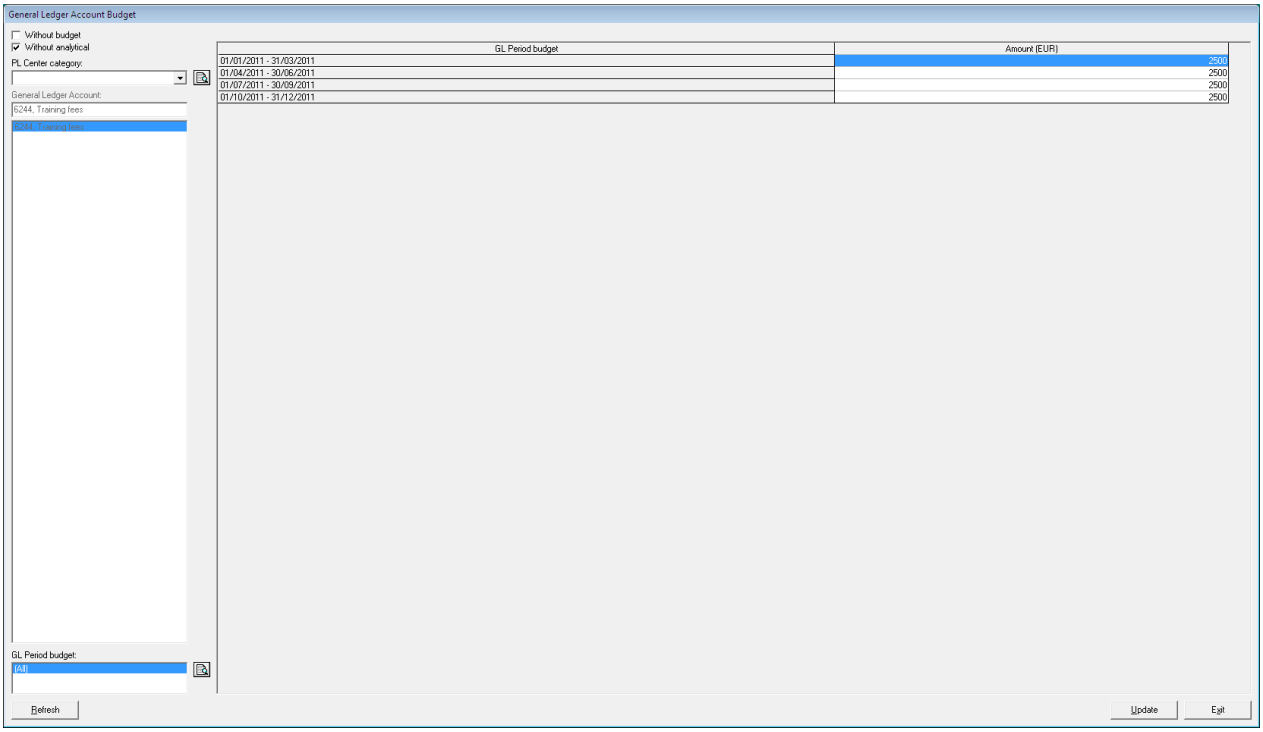
See COST ACCOUNTING MODULE



Button BUDGET – General Ledger Account

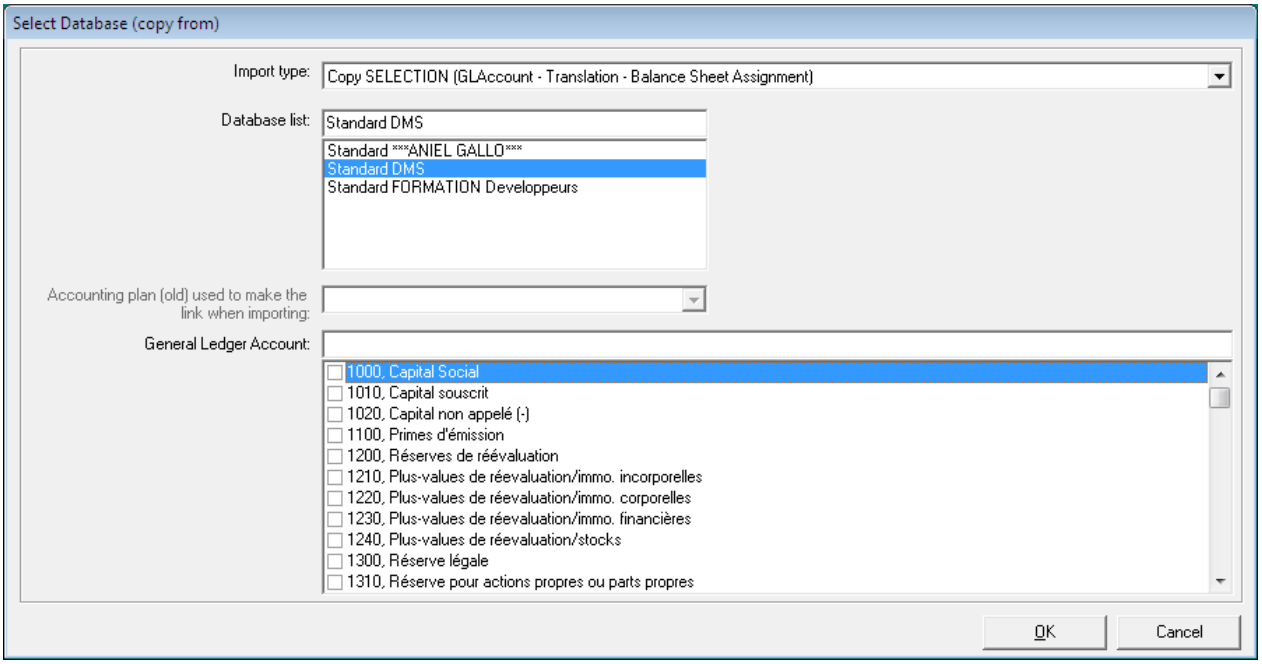
This button calls a screen allowing user to define a budget for each account for each predefined budget periods.
Budgets can also be defined by cost centers.

See COST ACCOUNTING and BUDGET modules.



Button IMPORT – General Ledger Account

The import function allows user to copy account information from another database.



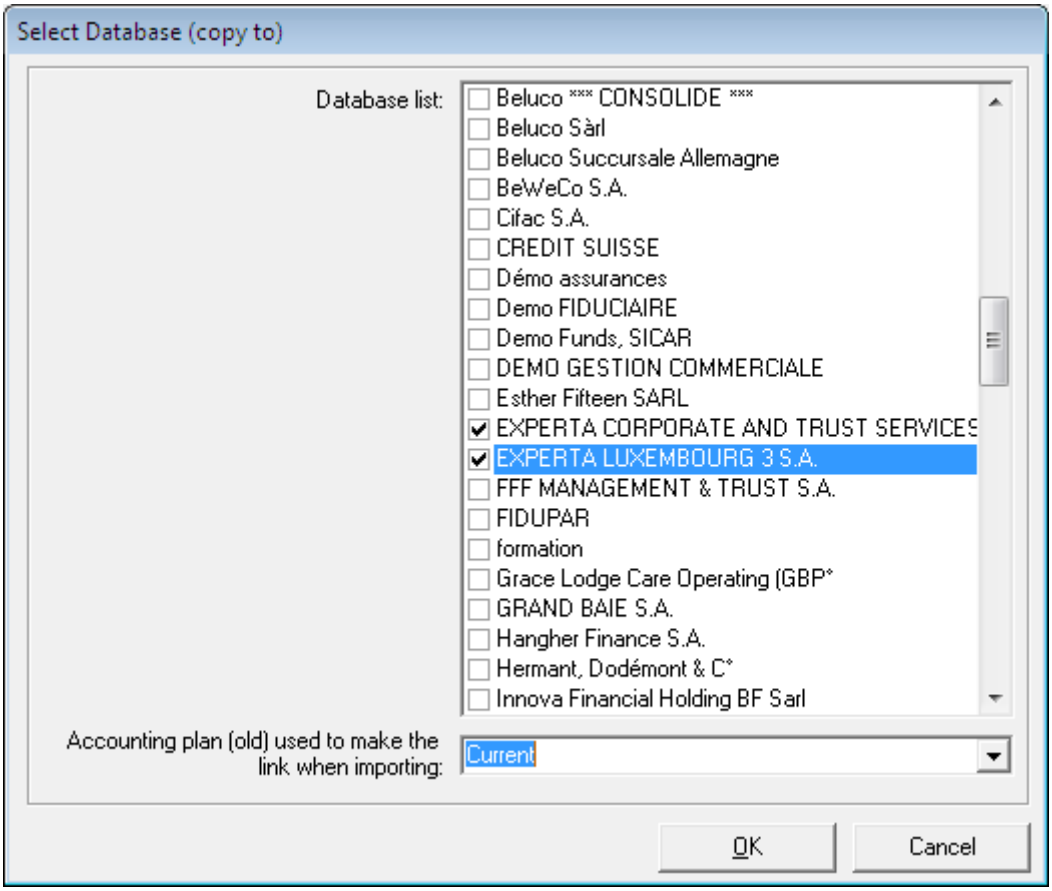
The copy will copy the account, the translations of the accounts and the account assignment to the financial statement caption(s) if the same F/S layout exists in the database from which the account is copied.

IMPORT TYPE	- Copy SELECTION (GLAccount-Translation-B/S assignment This selection is done for copying accounts from another database - **Link between chart of accounts** This selection has a specific purpose. If a chart of account has to be changed user can create a database (copy of a standard) in which there will be a matching between old chart of accounts and new chart of accounts located in a new standard. The matching will be done through the translation data. This function will copy all the matching done in a copy of a standard into the database where the data are imported. If the client database has been originally created based on the old standard most of the accounts will have both charts of accounts available for later switch of chart of accounts. (see specific section on CHANGING CHART OF ACCOUNTS)
DATABASE LIST	List the databases to allow the user to select the one from which the account has to be copied
ACCOUNTING PLAN (OLD) USED TO MAKE THE LINK WHEN IMPORTING	This field is only to be used if user want to get the matching information between two charts of accounts (see above link between charts of accounts)
GENERAL LEDGER ACCOUNT	User can click in the check boxe(s) to select one or several accounts to copy

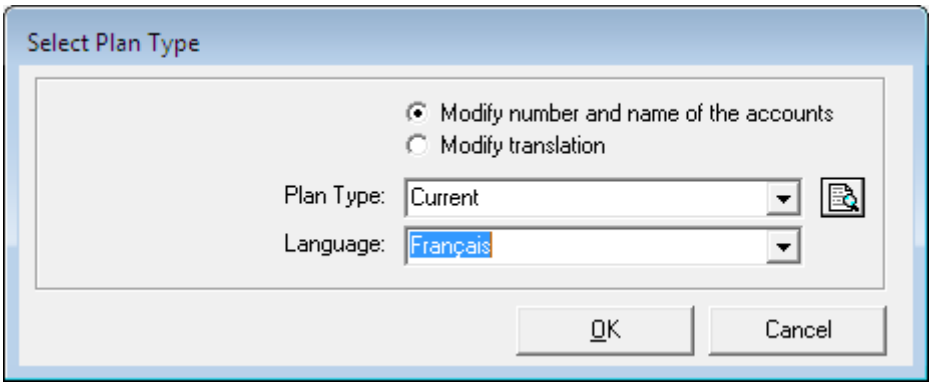
Button EXPORT – General Ledger Account

This EXPORT function is the same function than the one described above in the Button IMPORT section. The only difference is that instead of initiating the process from inside the client database that a user wants to migrate to a new chart of accounts the process would be initiated from the standard database in which the matching has been done.
The advantage of this method is that a matching between two charts of accounts can be propagated to many databases at a time.

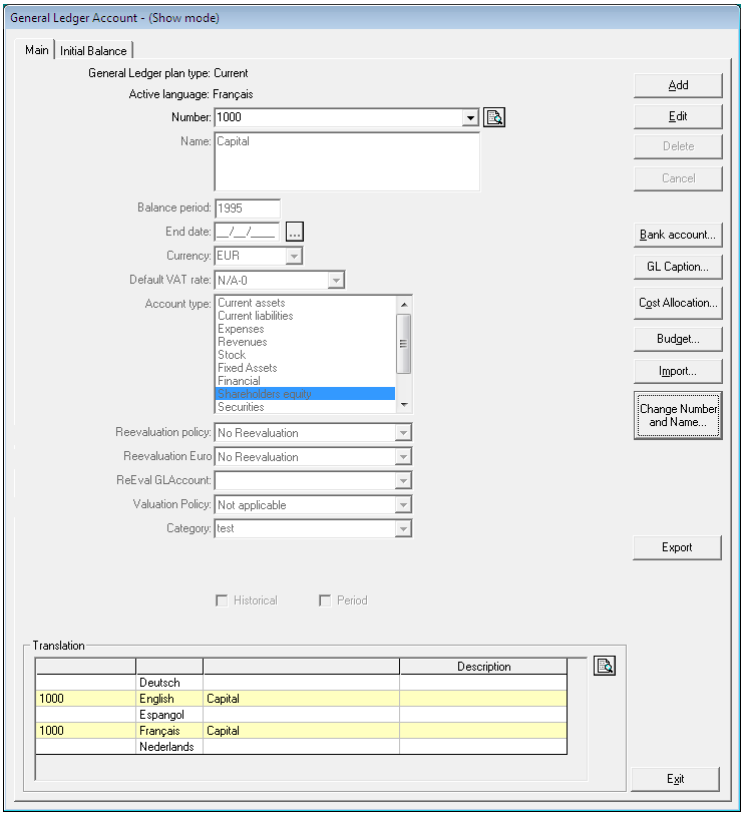
See specific section on CHANGING CHART OF ACCOUNTS for more detailed explanations.



Button CHANGE NUMBER AND NAME – General Ledger Account



Two different functions:



MODIFY NUMBER AND NAME OF THE ACCOUNTS

The number and names of the accounts displayed in General Ledger Accounts screen are used to select accounts and names in the transactions bookings.

It is possible to define the accounts in English and use the translation (see grid at the bottom of the screen) in French for reporting purposes. If users want to have the accounts number and names in the language used by the client or authorities they can be swapped any time.

This function is done to swap the number and name of the accounts used in General Ledger Account screen by the number and name of the accounts in another language used in the translation.

No information is lost or definitely modified when using this function.

PLAN TYPE: User can select the General ledger plan type to use for the swap

LANGUAGE: Language of the accounts in the translation to use

MODIFY TRANSLATION

This function does the opposite of the previous one. The information contained in the General Ledger Screen is used to replace (or first record) the information into the translation fields in the selected language.

PLAN TYPE: User can select the General ledger plan type that has to be modified

LANGUAGE: Language of the accounts to modify in the translation data

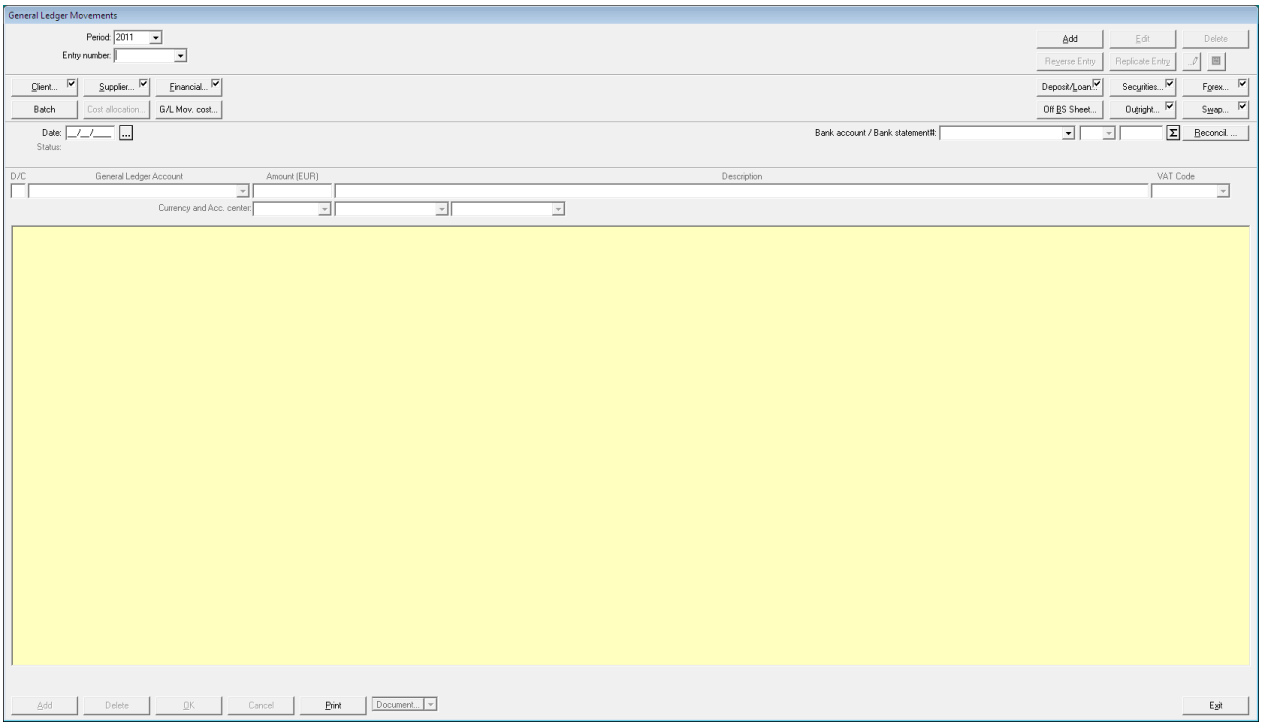
GENERAL LEDGER MOVEMENTS

The accounting application is based on a unique central journal.
Here below is the MAIN accounting screen from which all accounting transactions can be input.
This screen corresponds to a JOURNAL of accounting entries.

Either the user enters a miscellaneous operation directly into the journal or uses auxiliary ledgers (buttons) to input a transaction which will result in an automatic accounting entry.

If the option REAL TIME BOOKING is checked (see OPTIONS section) all the buttons will have a ticked checkbox at their upper right corner. That means that when user exit the screen calls by one the buttons the accounting entry will be automatically generated. If several transactions have been input through an auxiliary journal all transactions will be accounted for when leaving the screen.

If the option REAL TIME BOOKING is NOT checked transactions input through auxiliary journals will not be accounted for automatically and all the buttons will not have the ticked checkbox. Accounting entries will only be generated when the batch operation will be launched.



PERIOD : This combo box Indicates the active accounting period (year).
F2 in this combo box calls the screen GENERAL LEDGER PERIODS (see earlier in the accounting section)

ENTRY NUMBER: This combo box is done to select an accounting entry. A number followed by ENTER will load the selected entry. When adding a new entry, a number will be automatically assigned to the entry and will not be modifiable.

A MISCELLANEOUS entry has **associated dynamic processes**.
One process is associated with the VAT. Each time a VAT CODE (user parameter) is used the application will take the amount input as gross amount (VAT included) and computes the amount of VAT to pay or recover. The VAT amount will be accounted for on the account VAT PAYABLE / VAT RECOVERABLE as specified in the VAT CODE parameter screen (see below)
The second process is associated with an entry on BANK. Each time a bank is selected the application will generate an automatic counterparty to the line input against the bank.

BUTTONS - TOP OF THE SCREEN:

ADD	Add button add an MISCELLANEOUS accounting entry - It can be an accounting entry with two or more lines. - It can be an accounting entry with two or more lines with a bank account as counterparty. Is this case the fields BANK ACCOUNT and BANK STATEMENTS NBR can be used to specify bank account and a bank statement number. If a bank account is selected the counterparty is automatically generated when confirming the entry with OK button. There is an option (see OPTION section) to choose if every line input will have equivalent bank counterparty or only one line total. - It can be an accounting entry with or without VAT code. If a VAT code is selected the VAT payable or recoverable will be automatically computed and accounted for
EDIT	Edit button allows the user to modify a MISCELLANEOUS accounting entry or the description of an AUXILIARY journal. VAT code cannot be changed because the VAT extracted and accounted for has to be modified consequently (see PEN ICON below).
DELETE	Delete button delete the accounting entry. If the option JOURNAL OF DELETE ENTRIES is on deletion of an accounting entry will transfer the deleted entry from the current journal to a specific DELETE ENTRY JOURNAL to avoid rupture in accounting entries number sequence. If the option is off delete will permanently delete the accounting entry
REVERSE ENTRY	Allows the users to book the same accounting entry than the one selected but with Debits/Credits inversion
REPLICATE ENTRY	This button copies a selected accounting entry
PEN ICON	Allows the user to modify an MISCELLANEOUS accounting entry The difference with EDIT is that this function restores the entry at the state before being confirmed and all information can be changed.

BUTTONS - BOTTOM OF THE SCREEN

These buttons only become active when the ADD button at the TOP is clicked.

ADD	Add a new LINE to a MISCELLANEOUS accounting entry
DELETE	Delete button delete the selected LINE of an accounting entry.
OK	OK button confirm a MISCELLANEOUS accounting entry (Calculates VAT, generates the VAT and bank counterparty). If there is an unbalance in the entry the application will refuse the booking
EXIT	EXIT button (or ESCAPE KEY) quit the screen.

PRINT

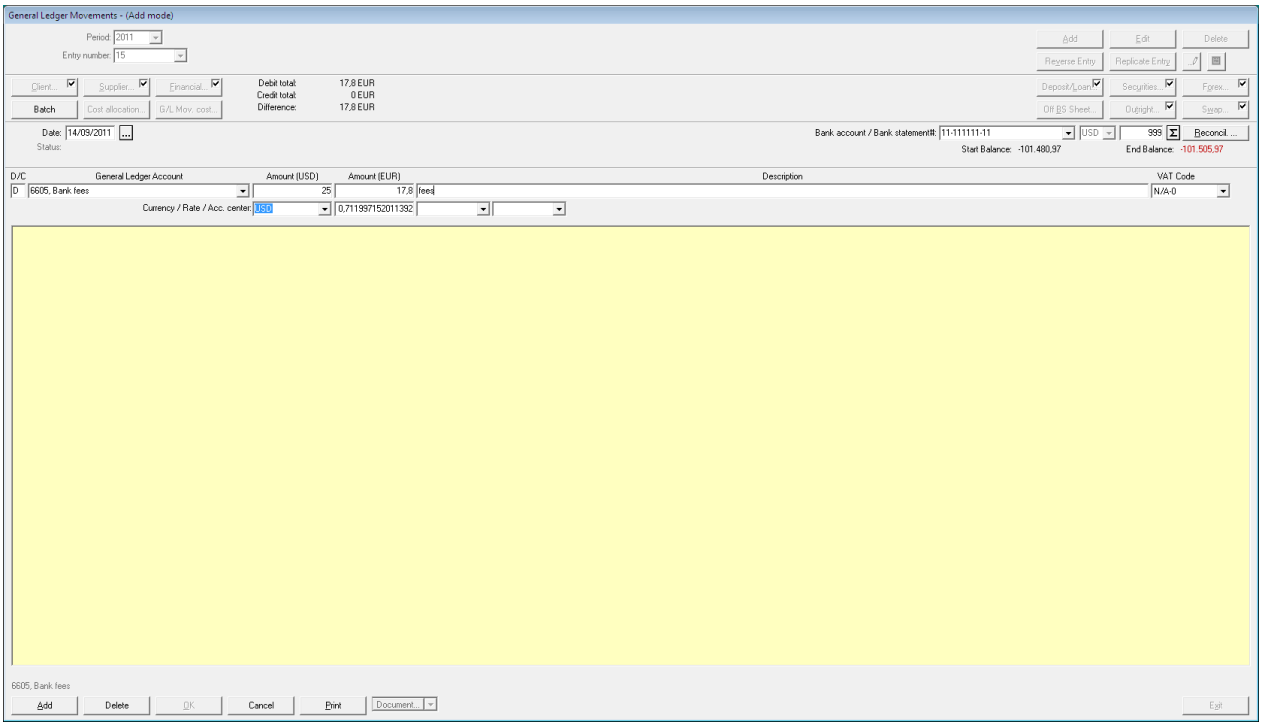
PRINT	Print button (print shortcut) - CLICK: calls a GENERAL LEDGER print selection - CTRL + CLICK: calls a JOURNAL print selection

DOCUMENT

DOCUMENT	Document button is used to attach documents (scanned document or image, pdf, word, excels…) to an accounting entry. This action will also be possible at client or supplier invoice level.

MISCELLANEOUS OPERATIONS

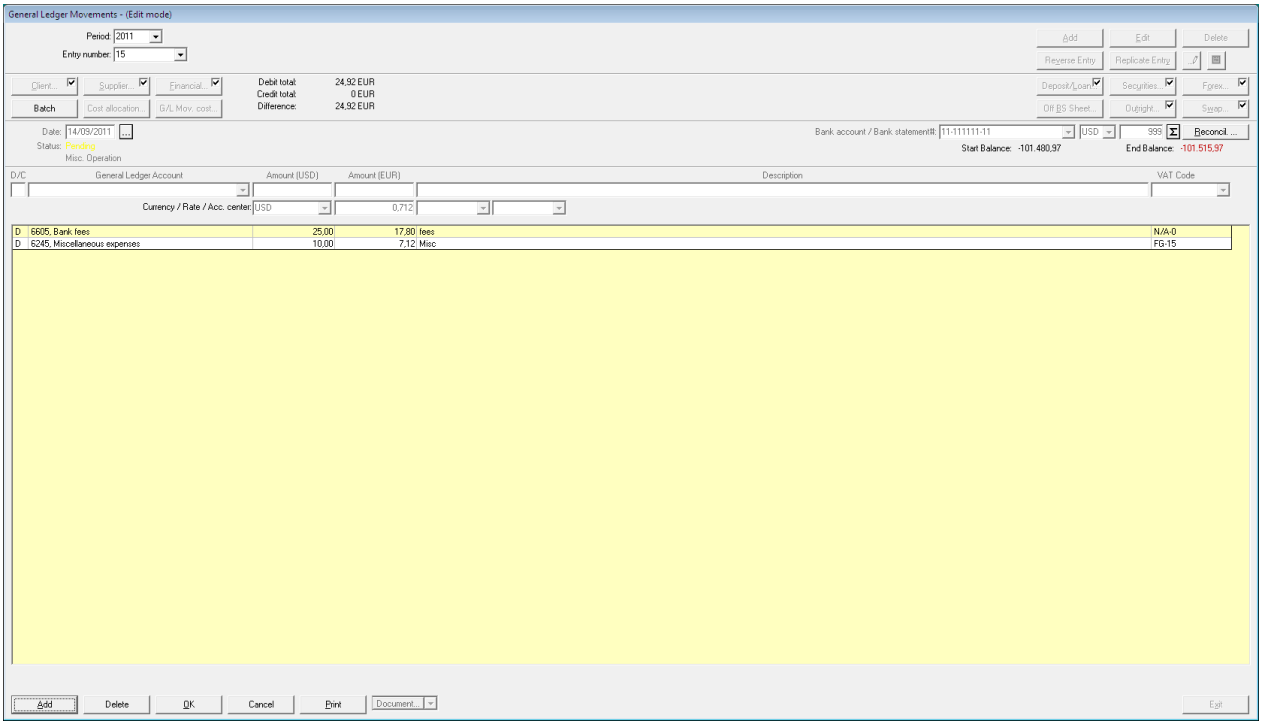
Upper right corner ADD button starts new miscellaneous operation



To go from one field to another user car use TAB key or mouse click in the field (or ENTER key on this screen)

DATE	Date of the transaction
BANK ACCOUNT BANK STATEMENT	Bank account and bank statement number if the operations is related to a bank
D/C	D for Debit (or +) C for Credit (or -)
GENERAL LEDGER ACCOUNT	Account to be used
AMOUNT IN CURRENCY	Amount in TRANSACTION currency
AMOUNT	Amount in CAPITAL currency
DESCRIPTION	Free (255 characters) description of the entry
VAT CODE	VAT code (or N/A if no VAT is applicable to the transaction)
CURRENCY	Currency of the transaction
RATE	The currency rate between the transaction currency and the capital currency will be proposed. The user can change it. The rate proposed comes from currency rates existing in the application (either manually input or through interface). The application will always propose the currency rate whose date in the PAST is the closest of the date of transaction (last available exchange rate). As such if a user input a currency rate as of the 1st day of a month this rate will be proposed for all the transaction of the month.
ACC. CENTER	Cost accounting center (see COST ACCOUNTING section)
Combo Box next to ACC. CENTER	Job number can be used in a miscellaneous operation.

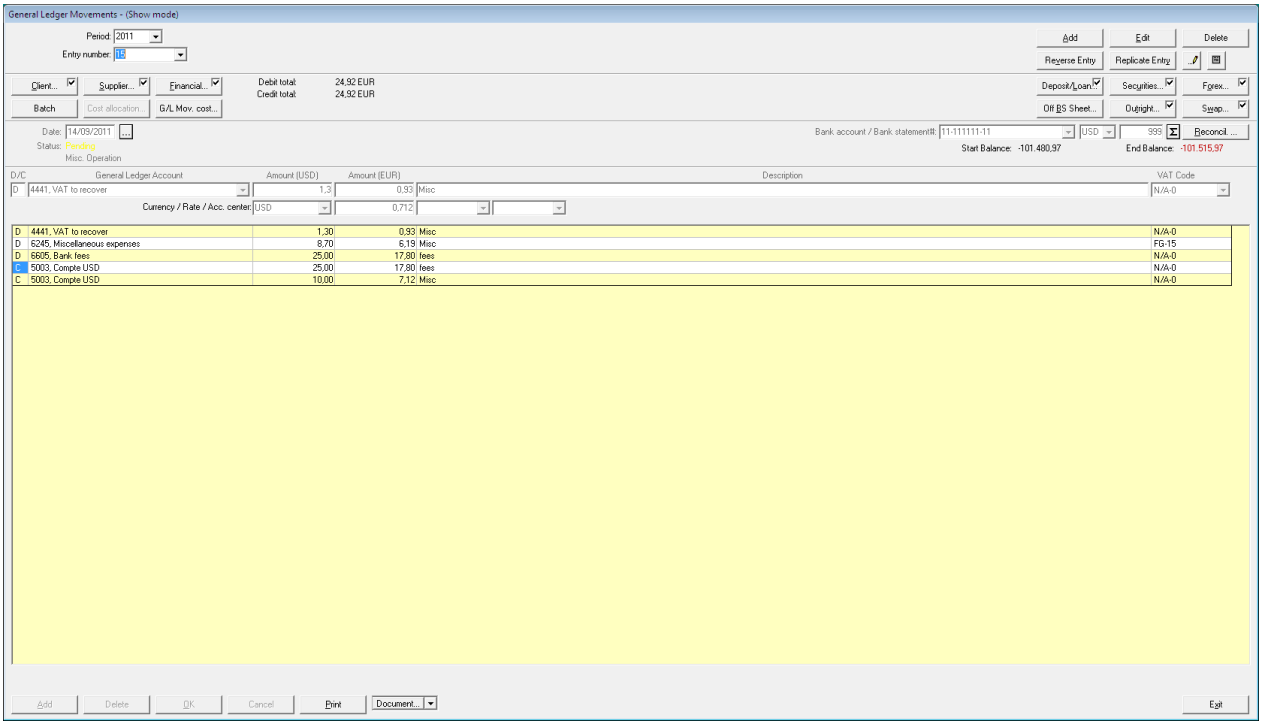
When the line is complete user has to click on ADD button (lower left corner)
NB: There are two ADD buttons on this screen but only one is active at a time.



When the line of the entry has been added, the user can confirm the accounting entry with the OK button or add another line with the ADD button.

The screen below shows the confirmed entry with two lines.
Once confirmed the entry has five lines:

- Two lines with the accounts debited (bank fees and miscellaneous expenses)
- Two lines with the bank counterparty
- One line with VAT because an VAT code (FG-15) has been selected for the account 6245. User has entered the amount VAT included and the application has computed 15% VAT included in the amount and has generated a line on the account 4441, VAT to recover (see VAT Codes and rates parameters hereafter).



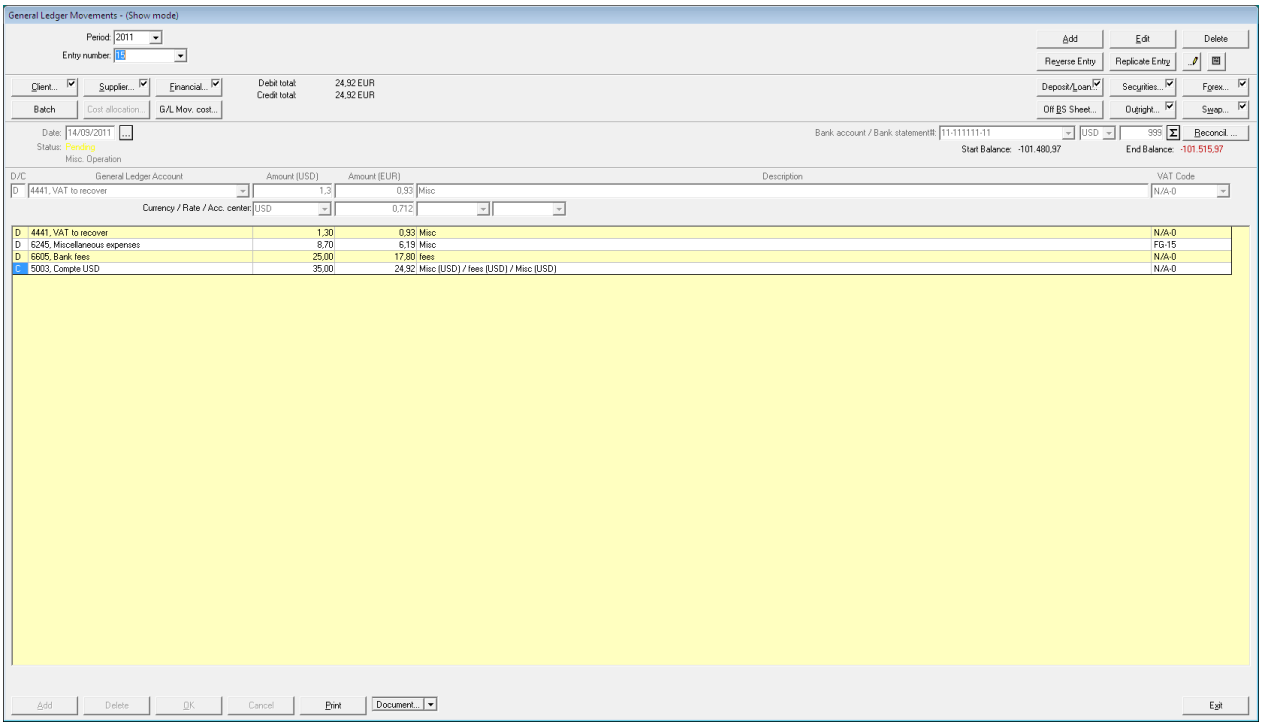
If there is no bank account involved in the accounting entry user must enter each line of the entry.

RESTRICTED ACCOUNTS

NB: some accounts can't be used for miscellaneous operations: Central client account, central supplier account, central interest account for deposits and securities and other accounts used in the options.

BANK ACCOUNTS

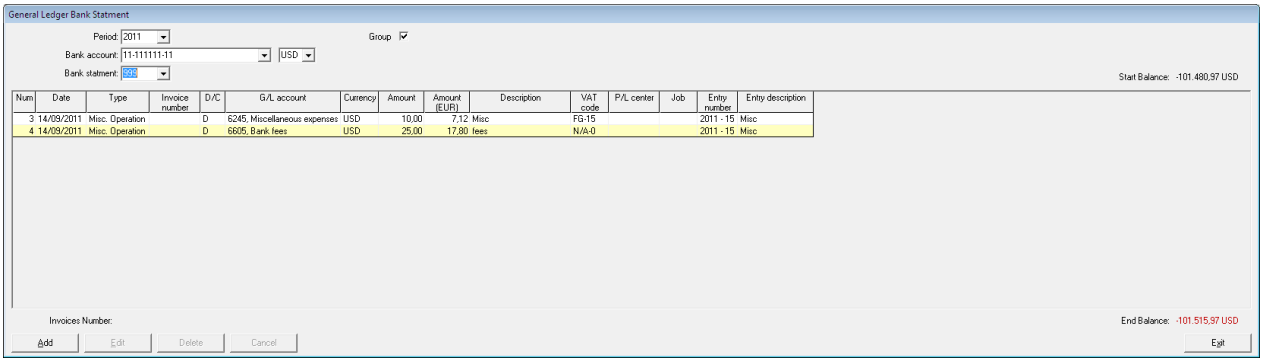
In the options (see OPTIONS section) user can decide to have either one line for bank account counterparty or as many lines as there are in the entry (one line for each debit and credit)
See the screen below – it is the same entry than the previous one but with the option one counterparty selected.
If only one counter-party is used for bank account transactions recording the description of that line will be a concatenation of the descriptions of all line part of the transaction.



Below the bank account the START BALANCE and the END BALANCE for the bank statement number specified are computed and displayed.

Usually a bank account is only in one currency. However some bank accounts are accepting multi-currency transactions and an option allows working with multi-currency bank accounts.

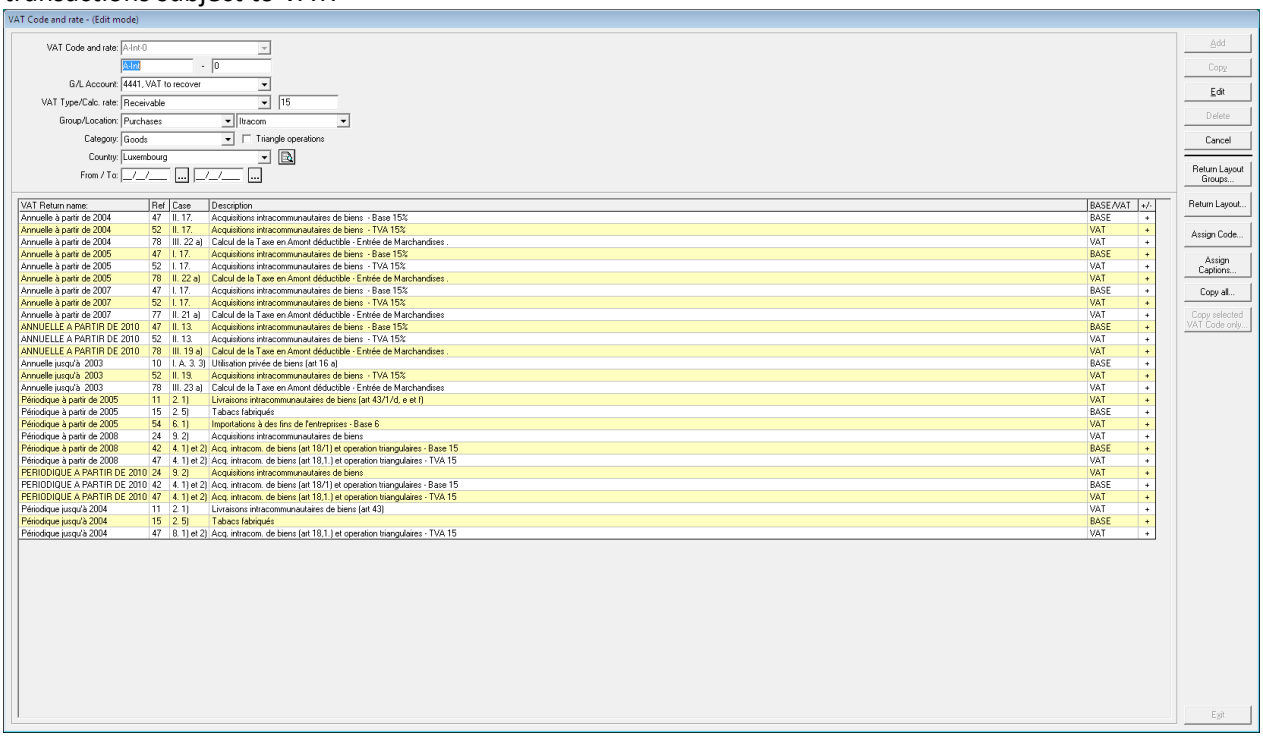
The SUM SIGN icon calls a screen summarizing the movements on the bank statement number specified in the accounting entry.



This screen can also be used to record the transactions instead of the General Ledger Movement screen. It is possible to record miscellaneous operations but also payments of client/supplier invoices.
As each invoice payment will produce a different accounting entry. This screen allows the user to gather all movement on bank statement in one view.
ADD/EDIT/DELETE button are used for dealing with transactions through this screen.

VAT CODES AND RATES

VAT codes and rates are used for automatic computing VAT receivable and VAT payable in all transactions subject to VAT.



VAT CODE AND RATE	VAT Code and VAT rate
GLACCOUNT	GLAccount (VAT receivable or VAT payable account
VAT TYPE / CALC RATE	TYPE: Receivable or Payable Calc rate can only be entered if the VAT rate is zero. This field contains a statistical rate used to compute VAT receivable and VAT payable on EEC INTERCOMMUNITY transactions
GROUP / LOCATION	GROUP: Classification allowing four choices: - INVESTMENTS - PURCHASES - SALES - OVERHEAD LOCATION: - INTRACOM- for EEC intercommunity transactions (inside EEC) - OUTSIDE EEC for transactions outside EEC countries - NATIONAL: for national transactions
CATEGORY / TRIANGLE OPERATION	CATEGORY: - GOODS - SERVICES - GOODS AND SERVICES TRIANGLE OPERATIONS If the check box is ticked this means that all the transactions using this code are to be considered as triangle operations.
COUNTRY	COUNTRY is used to specify the country for which the codes are valid. It is then possible to produce VAT return for more than one country is the company is VAT registered is several EEC countries
FROM / TO	Start date and end date can be used to activate or deactivate the codes. If a transaction date is outside the period of validity of the code the code can't be used in the accounting books.

NB: It is important that each criteria is adequately specified to guarantee a correct VAT return preparation based on the reporting.

OTHER BUTTONS

RECONCILIATION	Calls a screen which comes from one line and then account of the journal and gives a general ledger view (T accounts) of the movements on the selected account.

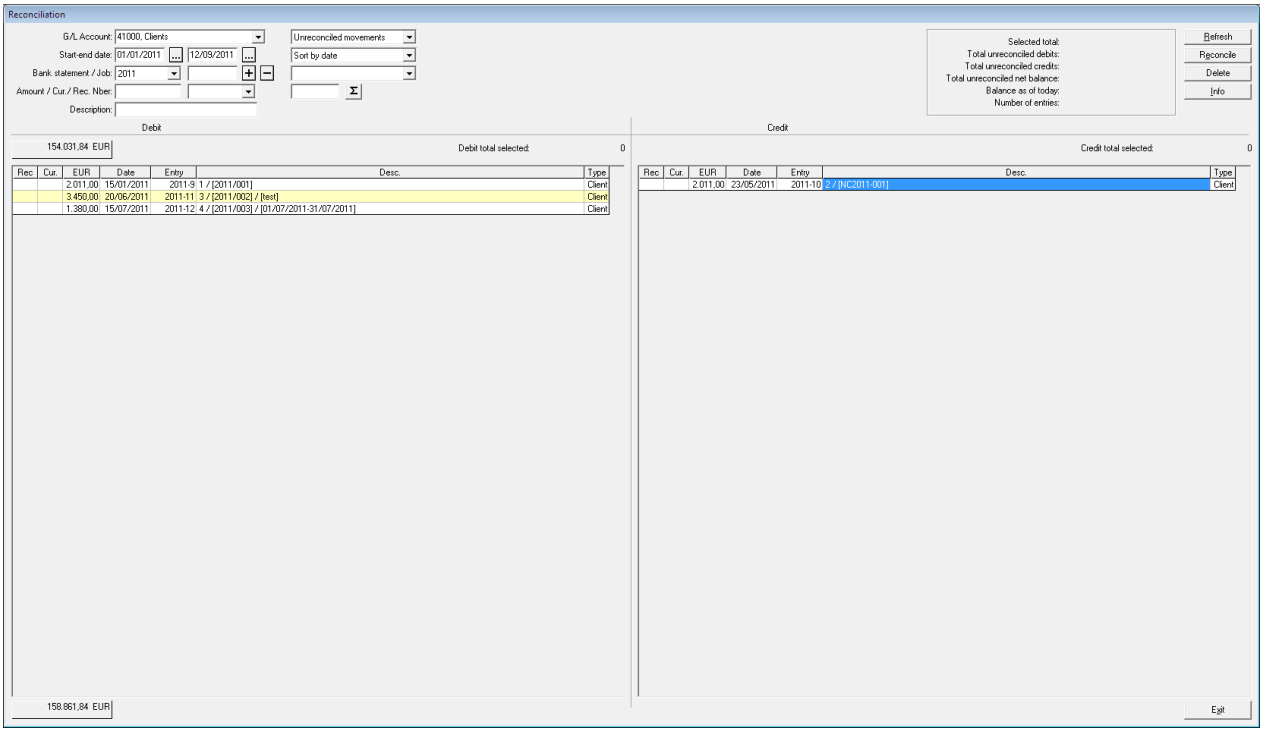
GENERAL ACCOUNTING:

CLIENT	Calls the screen to input CLIENTS INVOICES
SUPPLIER	Calls the screen to input SUPPLIER INVOICES
PAYMENT	Payment button load a screen to input the payments received on the invoices
FINANCIAL	Calls the screen to input PAYMENTS of invoices (clients and suppliers)
BATCH	Calls the screen to initiate batch booking operations
COST ALLOCATION	Calls the screen to input cost/profit center allocations
GL MOV. COST	Call the screen to review all the cost accounting entries

FINANCIAL ACCOUNTING:

DEPOSIT/LOAN	Calls the screen to input DEPOSITS / LOANS
SECURITIES	Calls the screen to input PORTFOLIO SECURITIES transactions
FOREX	Calls the screen to input foreign currency exchange transactions
OFF B/S	Calls the screen to input OFF BALANCE SHEET COMMITMENTS
OUTRIGHTS	Calls the screen to input currency OUTRIGHTS transactions
SWAP	Calls the screen to input currency SWAPS transactions

RECONCILIATION	Calls a screen which comes from one line and then account of the journal and gives a general ledger view (T accounts) of the movements on the selected account.



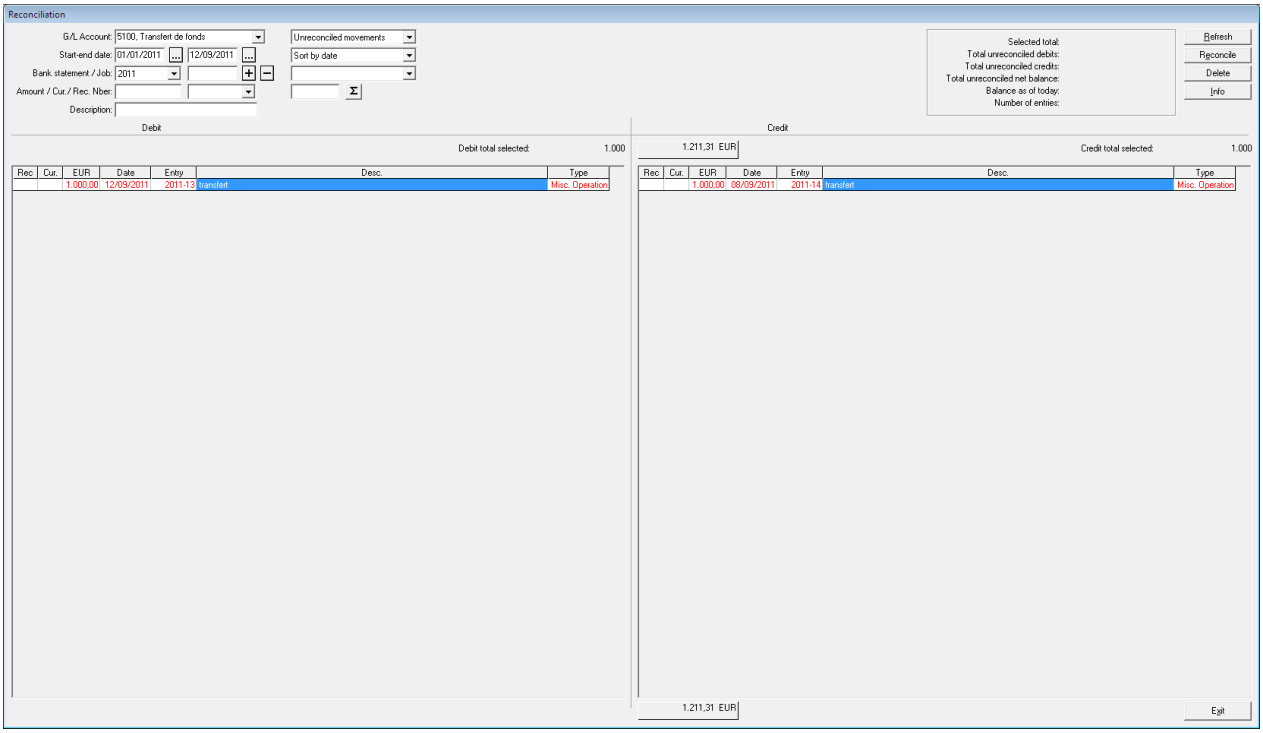
SELECTION CRITERIA FOR RESEARCHES

G/L ACCOUNT	Accounts for which user wants to see view movements
Combo - UNRECONCILED MOVEMENTS - RECONCILED MOVEMENTS - ALL MOVEMENTS	See Reconciliation button
START – END DATE	Period for the research of movements on the account
SORT BY - Date - Amount - Reconciled/unreconciled - Job Number - Entry number	Sort criteria (self-explanatory)
BANK STATEMENT & + - signs	Bank statement number if account has the Financial type
JOB	Job number. The application allows working with several job numbers by client but this is optional. Job management is usually deactivated in pure accounting file.
AMOUNT	Amount on which user wants to make a research
CUR	Currency of movements researched
REC NUMBER	Reconciliation number researched (see reconciliation button)
SUM SIGN	Real time computation of the profit/loss of the period selected
DESCRIPTION	Description on which user want to make a search

BUTTON ON RECONCILIATION SCREEN

REFRESH	Initiate the research when desired criteria have been input
RECONCILE	RECONCILIATION is a procedure allowing users to LINK debits and credits movements. The link is done through a unique REFERENCE NUMBER associated to all the lines part of the reconciliation.
DELETE	Delete the selected reconciliations
INFO	Fills in the frame with the indicated information (Selected total/Total unreconciled debits/Total unreconciled credits/Total unreconciled net balance, Balance as of today/ Number of entries)

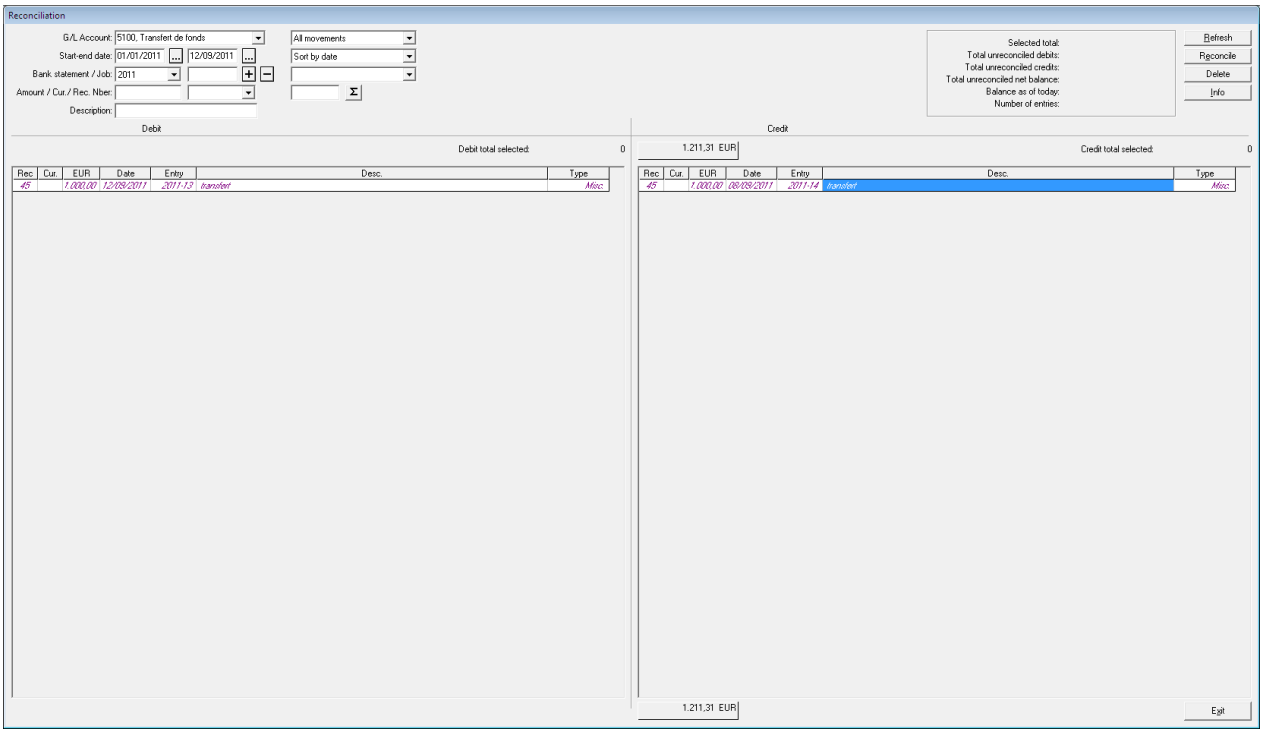
Example: Transferring funds from on bank account to another usually requires two accounting entries on internal TRANSFER ACCOUNTS. Reconciling the accounts eases the follow up of the funds in transfer.
To reconcile two movements user has to click on the left line(s) and right line(s) to match.
Clicking on reconcile will attribute a unique reference number to these movements.



After the reconciliation the movements will no longer appear in the screen by default because the default searching criteria is UNRECONCILED MOVEMENTS.

NB: The reconciliations are also used in the general ledger reports.

Once reconciled the movements are linked with a unique number as shown below.

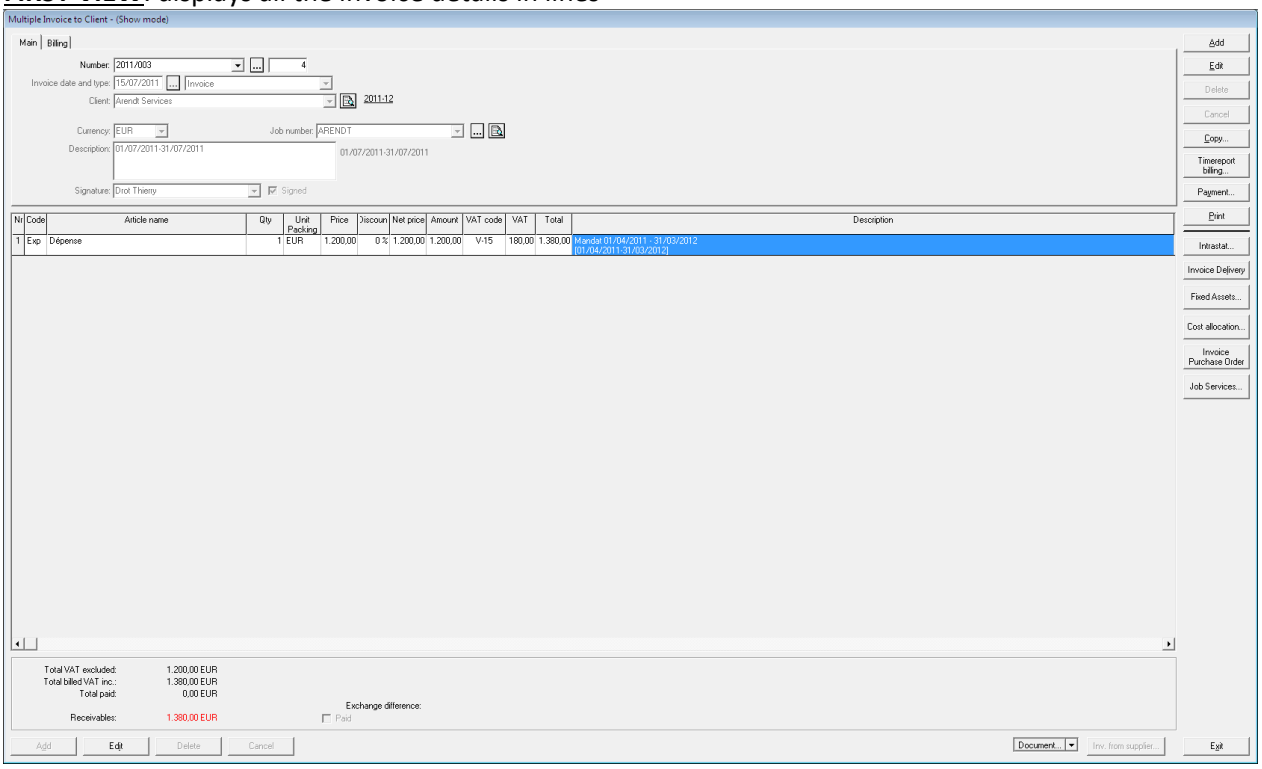


If the account selected is CLIENT or SUPPLIER central account, the reconciliation process is automatic done by a batch process.

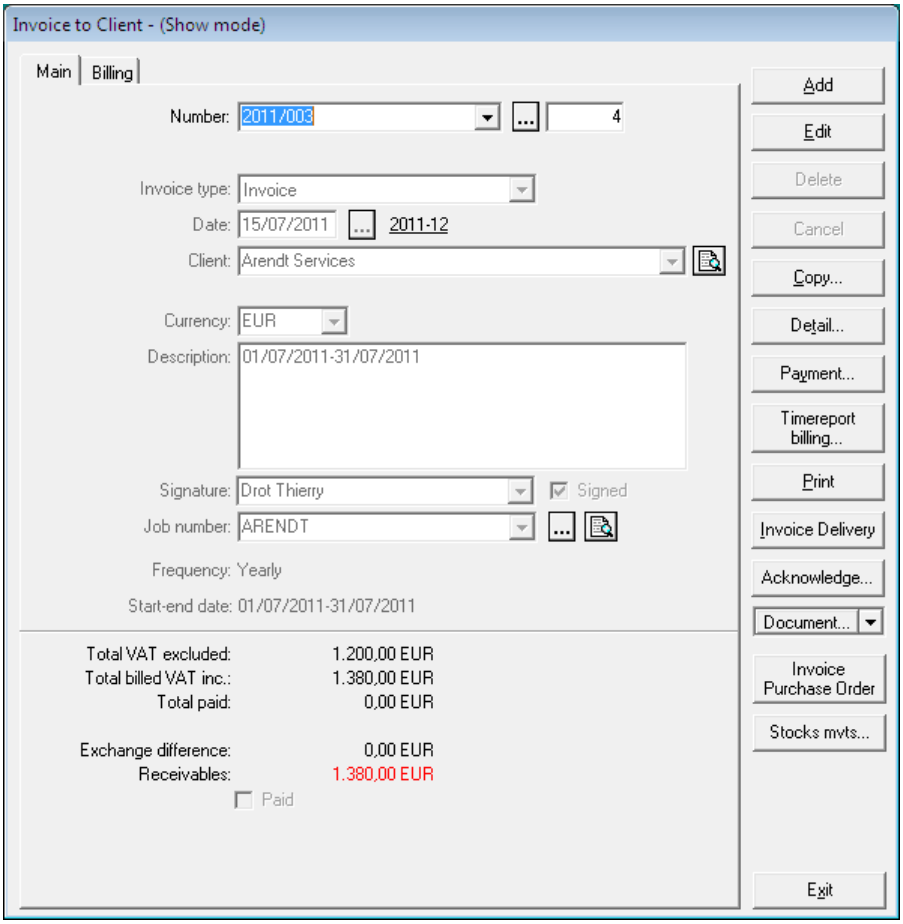
CLIENT	Calls the screen to input CLIENTS INVOICES

User can select between two different screens to input client invoices.
The default can be selected in user options (see USER OPTION section).
Double click below the button switch from one view to the other.

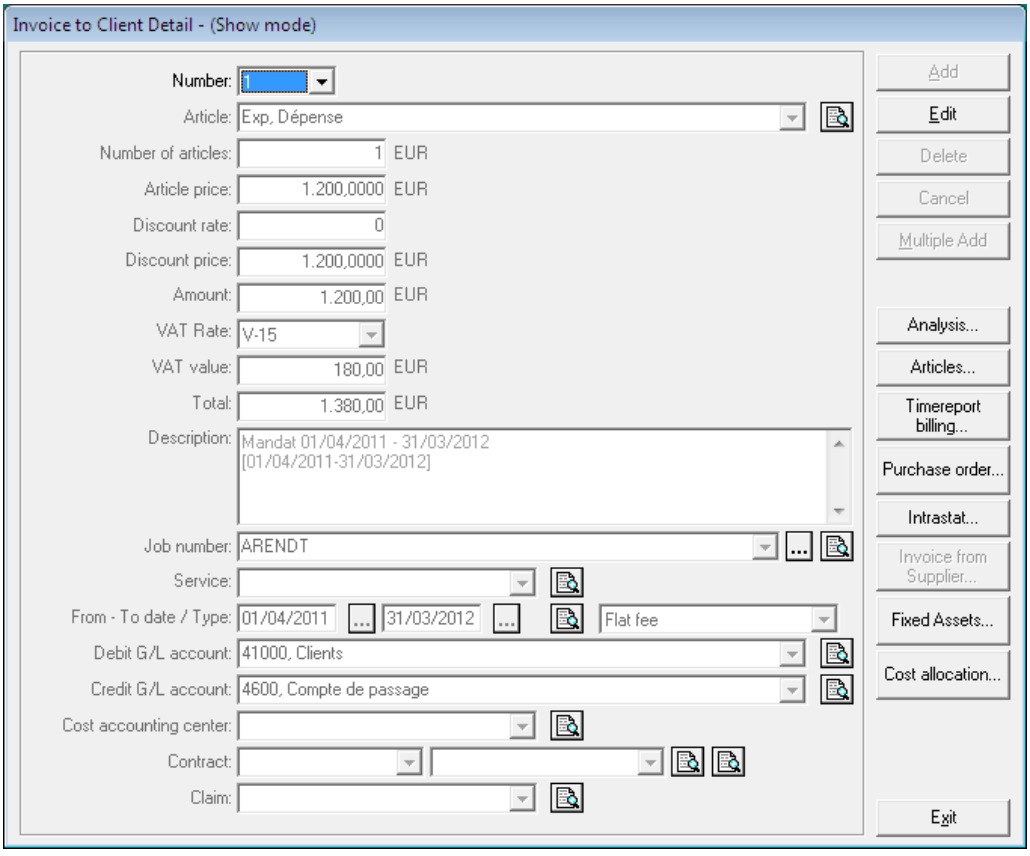
FIRST VIEW: displays all the invoice details in lines



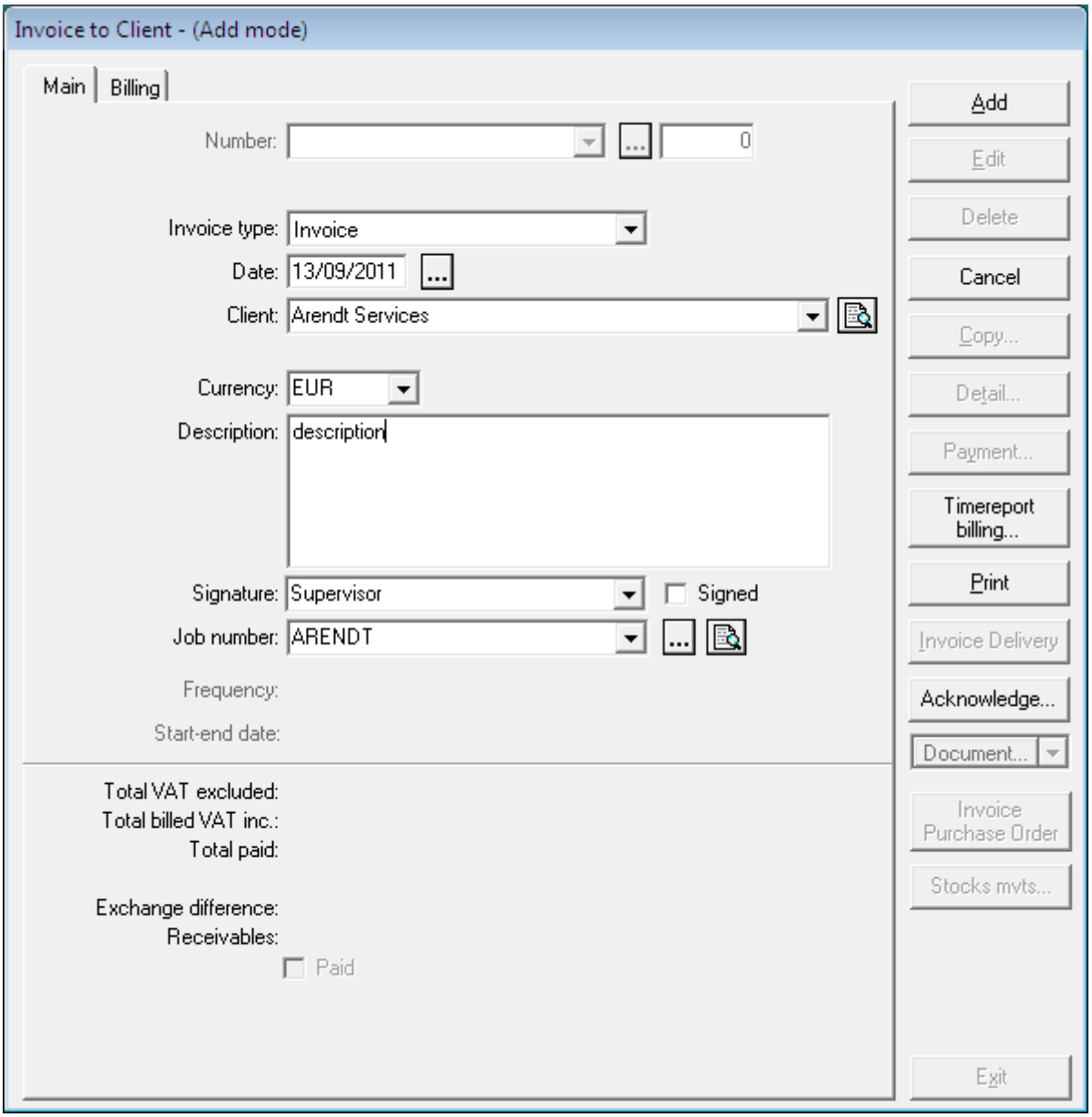
SECOND VIEW: to access the details user has to click on DETAIL button



INVOICE DETAIL



NEW CLIENT INVOICE



FIELDS

NUMBER	Invoice Number can be automatically generated or manually input. Automatic generation is done for a database where client bills are produced and printed through the application Manual input is done for accounting databases where users input client (see OPTIONS)
INVOICE TYPE	INVOICE: Invoice ADVANCE PAYMENT: When a payment is done by the client when there is no open invoice CREDIT NOTE: credit note WRITE OFF: provision for doubtful receivables PERMANENT ORDER: Recurrent invoice based on a permanent payment order
DATE	Invoice date
CLIENT	Client name (see scree below) User can add a new client without leaving the input screen (F2 or Go button)
CURRENCY	Currency of the invoice
Bottom info	This information summarizes the invoice total and payments (see below).

DESCRIPTION	Description (can be used on invoice layout when invoices are produced from the application)
SIGNATURE / SIGNED	Person signing the invoice
JOB NUMBER	Default Job number to use in details. For accounting database no JOBS are required to be used. Jobs can be deactivated in the options (see OPTIONS section) Only for a management database a client can have on or several jobs.

DETAIL	
PAYMENT	Payment button load a screen to input the payments received on the invoices
TIMEREPORT BILLING	Calls a screen to display all the timereports attached to the invoice (if any)
PRINT	Generates a print of the invoice based on the customized client invoice report
INVOICE DELIVERY	
ACKNOWLEDGE	This button calls a screen to select and confirm (sign) temporary invoices
DOCUMENT	Allows to attach one or several documents to the invoice (scanned pdf document or any other document)
PURCHASE ORDER	Calls the screen with all outstanding purchase order for the selected client (see PURCHASE ORDER AND STOCK module)
STOCK MVTS	Calls the stock movements screen (see PURCHASE ORDER AND STOCK module)

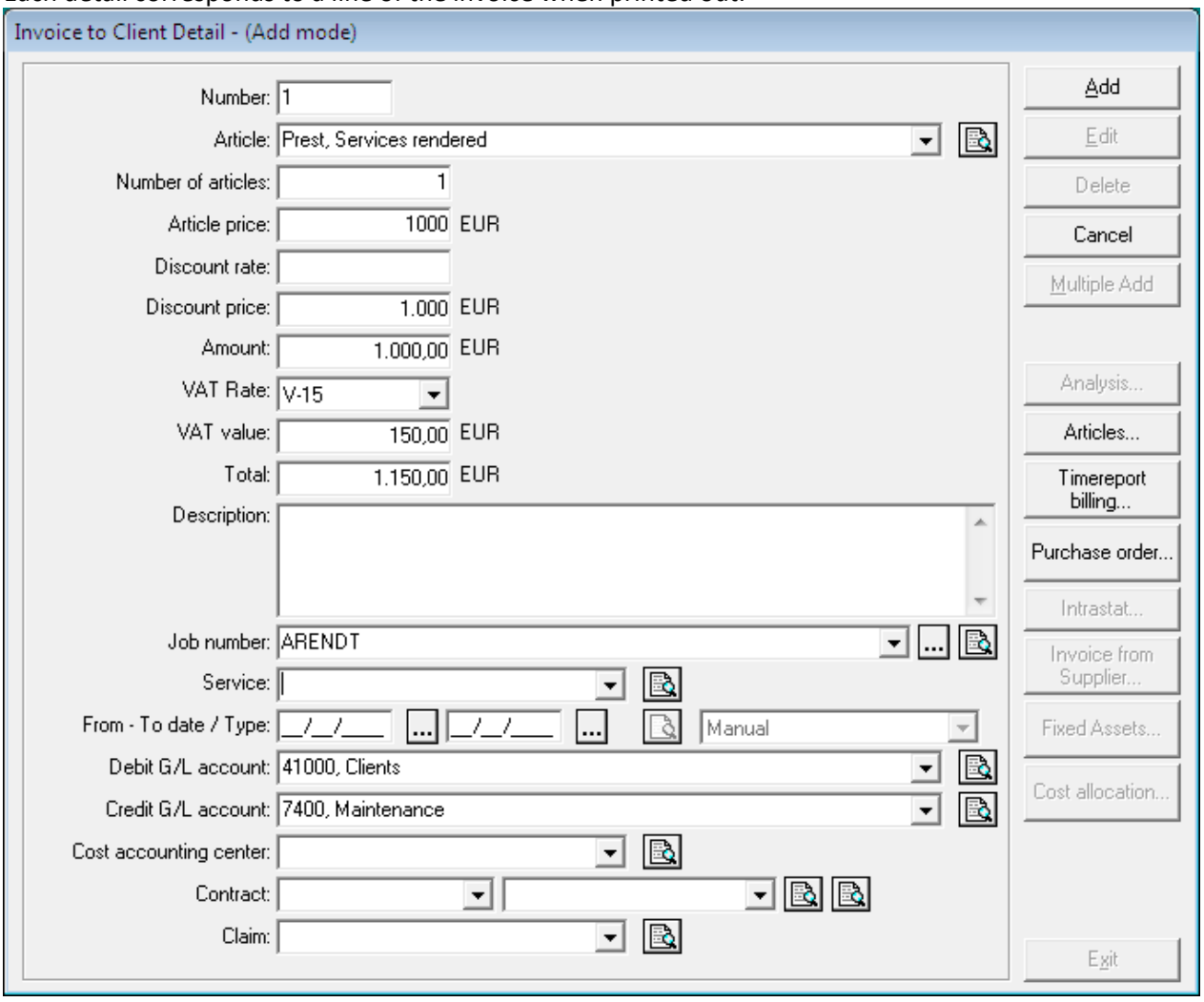
Once the user has filled in all fields ADD button will load the screen for inputting invoice details

BUTTONS

DETAIL	

Each detail in numbered from 1 to N.

Each detail corresponds to a line of the invoice when printed out.



FIELDS

NUMBER	Number of the detail
ARTICLE	Article name - Not mandatory An invoice can be done with article either for commercial invoices or for billing articles from timereport (ex: expenses, payroll, …)
NUMBER OF ARTICLE	Number of article – Not mandatory
ARTICLE PRICE	Article price – Not mandatory
DISCOUNT RATE	Discount rate – Not mandatory
DISCOUNT PRICE	Discount price– Not mandatory
AMOUNT	Amount billed (if no article is used the user can directly input the amount). A user option allows to have the cursor focus on this field instead of article
VAT RATE	VAT code to specify the rate
VAT VALUE	VAT value automatically computed based on the VAT rate
TOTAL	Total automatically computed (Amount + vat value). NB: instead of the amount the user can enter the total and the amount and vat amount will be computed
DESCRIPTION	Description of the detail (255 characters available)
JOB NUMBER	Job Number of jobs are used (see OPTIONS)
SERVICE	Service if the invoice is produced automatic billing (job services)
FROM - TO DATE / TYPE	Dates covered by the invoice detail. (either comes from the

	automatic billing or is specified by the user)
DEBIT G/L ACCOUNT	Account to debit. For an invoice client central account This account is known by the application through general ledger specifications and the options (see GENERAL LEDGER SECTION and OPTIONS)
CREDIT G/L ACCOUNT	Account to credit For an invoice usually the profit account on which to account for the detail revenue. A default can be specified in the options (see OPTIONS section) or at client level (see CLIENT definition)
COST ACCOUNTING CENTER	Cost accounting center is cost accounting is active and used. Even if used the cost accounting center is either specified by the user but a default value can be specified at client level (see COST ACCOUNTING section)
CONTRACT	Insurance contract and subcontract is Insurance module is active
CLAIM	Claim if invoice detail is about a insurance claim (if the insurance module is active)

Debit and Credit accounts are filled in by default but can be changed by the user.
The only requirement is to use the client central account either as a debit or a credit.

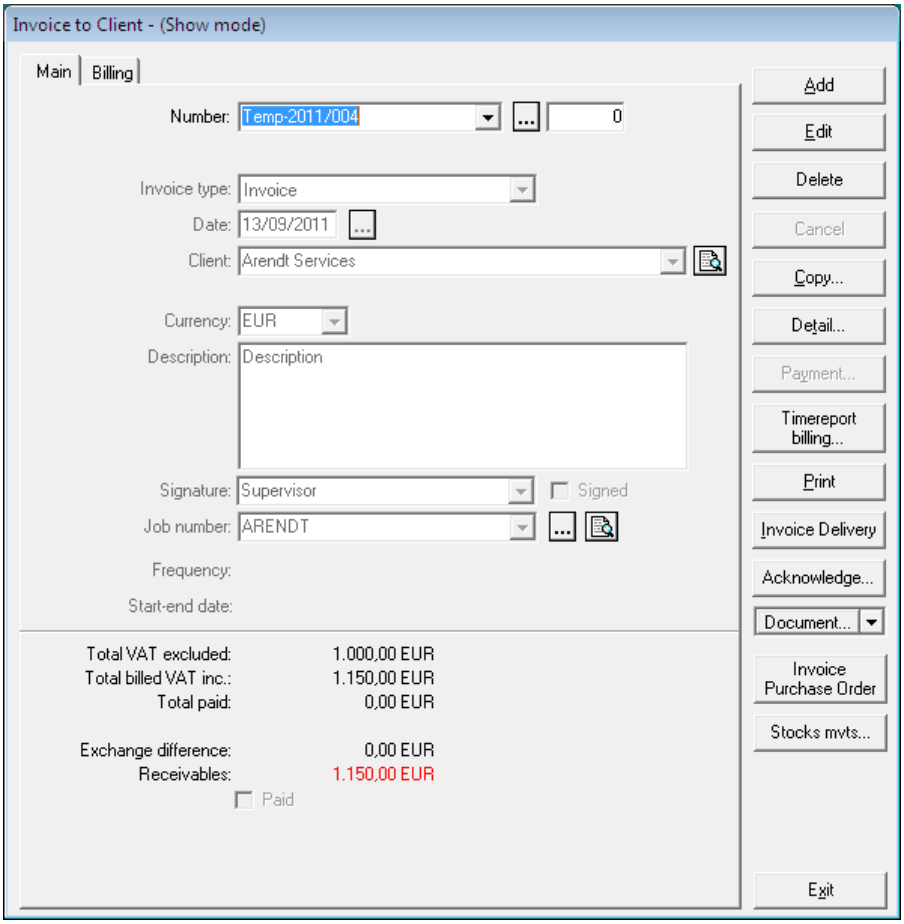
BUTTONS

MULTIPLE ADD	Allows the user to select an article linked to another article. Example: A services rendered can imply the billing of additional fees.
ARTICLES	Articles calls the screen to define articles
ANALYSIS	Analysis allows to specify additional information on the articles (usually for commercial hardware trading)
TIMEREPORT BILLING	Calls a screen to research timereport on job (client) selected. User can select the timereports related to the invoice detail and the application will return the amount of fees corresponding to the timereports based on the billing rates of the employees (see TIMEREPORT section)
PURCHASE ORDER	Purchase order allows to load the purchase order based on which the invoice detail has been automatically produced (see STOCKS and purchase orders)
INTRASTAT	Used when the detail of the invoice has a EEC intracom VAT code for INTRASTAT reporting purpose If the article has an intrastat code this feature allows to the user to specify additional information for the Intrastat return preparation
INVOICE FROM SUPPLIER	If the client invoice has been produced by automatic billing and if the automatic billing is about expenses charged to the client through an supplier invoice rebilled to the client this button load the corresponding supplier invoices.
FIXED ASSETS	Fixed assets amortization module can establish a link with a supplier and client invoice to enable the user to add the fixed assets data based on the purchase or sale invoices. (see FIXED ASSETS AMORTIZATION module)
COST ALLOCATION	User can change the cost accounting allocation defaults (see COST ACCOUNTING MODULE)

Below the number is “Temp-2011/004”.
The invoice number is preceded by Temp because there is option which allows generating temporary invoices. Temporary invoices will not be booked in the accounting ledger until there confirmed and signed. If this option had not been active the number of the invoice would have been 2011/004.

The number 2011/004 comes from the active automatic numbering feature specified in the option under the following sequence: YYYY/000: for position for the year and three positions for the invoice number.
For accounting databases the number is not automatic but enter by the user when starting the add invoice process.
When the detail(s) of the client invoice have been entered user can exit the details screen and the application will summarize the invoice totals.

TOTAL VAT EXCLUDED: Total billed without VAT
TOTAL BILLED VAT INC.: Total billed with VAT included
TOTAL PAID: Total paid (see PAYMENT below)
EXCHANGE DIFFERENCE: Is the invoice is paid in another currency than the billing currency an exchange difference will be calculated and accounted for with the payment accounting entry. The account used to book the exchange difference is specified in the options (see OPTIONS)
RECEIVABLE: Net amount to receive from client.
PAID: the checkbox is automatically ticked when the invoice is fully paid.

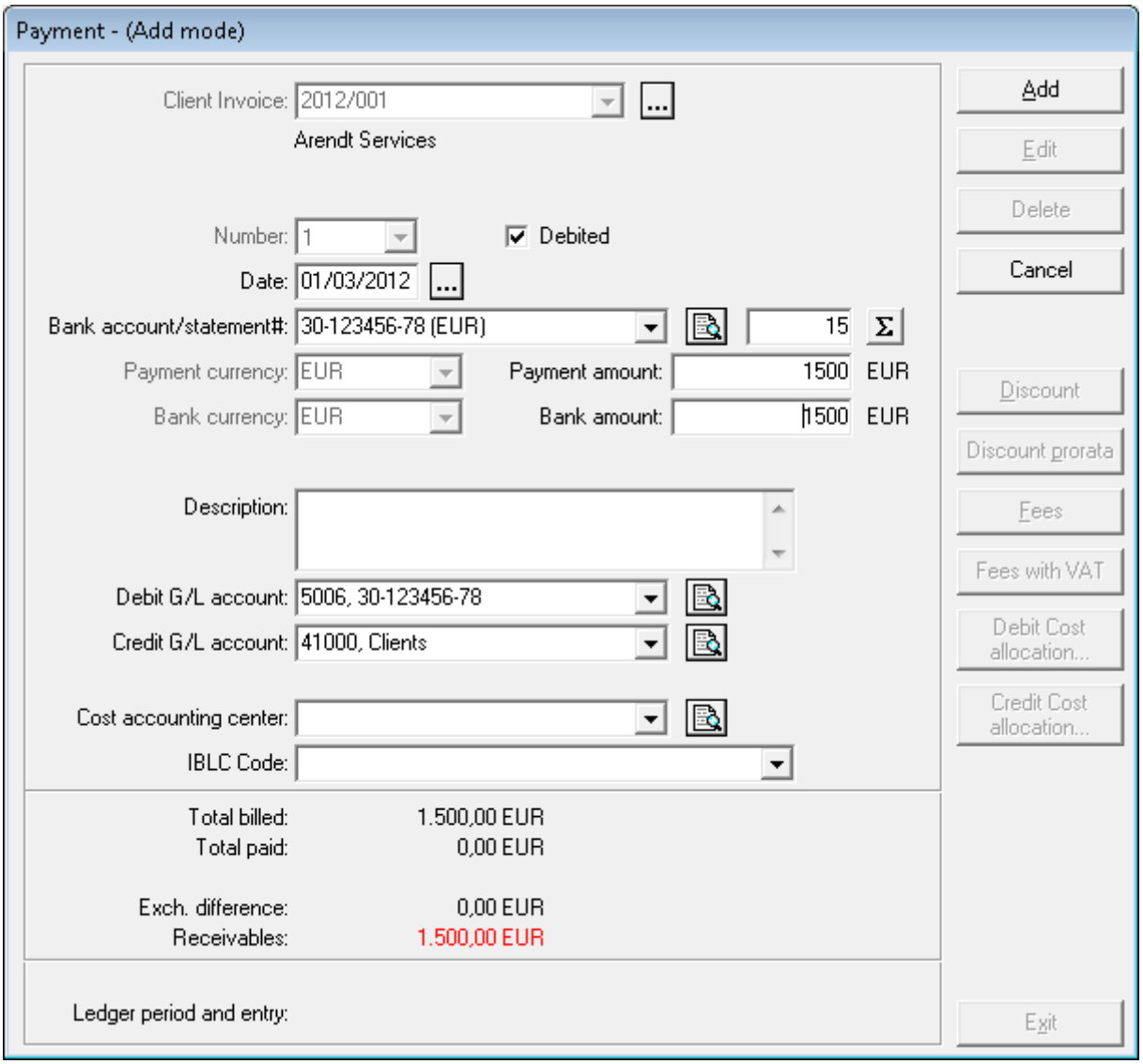


CLIENT GO BUTTON NEXT TO THE CLIENT FIELD

The go button allows the user to load the client screen to access client data.
This button is used to create a new client when it does not yet exist.
See section **CLIENT DATA** above.

BUTTONS

PAYMENT	Payment button load a screen to input the payments received on the invoices



FIELDS

NUMBER	Number of the detail
DATE	Date of the payment
Bank Account / Statement #	Bank account on which the payment is done and bank statement number
Payment Currency	Currency of the payment depending on the invoice currency
Bank Currency	Bank currency which may not be the same than the invoice currency. If both are the same the values will be synchronized automatically
Description	Free description (not mandatory)
Debit G/L Account	Account to debit: By default the account of the chart of accounts corresponding to the bank account
Credit G/L Account	Account to credit: By default the central client account.
Cost accounting center	Cost accounting center if any to be used to cost accounting purposes
IBCL Code	IBLC code required for certain payment between Belgium and Luxembourg

TIMEREPORT BILLING	Calls a screen allowing reviewing and select timesheet hours to be billed. If flagged as billed in this context the total value of the selected hours will be return in the amount field
PRINT	Print the invoice if there is a specific report
INVOICE DELIVERY	Calls a screen for the inventory management
ACKNOWLEDGE	Calls a screen to acknowledge (confirm) all temporary invoices. This action will generate the final number of the invoice
DOCUMENT	Allows to store documents in relation with the invoices
PURCHASE ORDER	Calls a screen to review the outstanding purchase order. If this module is used it will be possible to generate the invoice automatically based on the outstanding purchase order of a client.
STOCK MVTS	Calls a screen to access the inventory and stock managamenent

PAYMENT	Payment button load a screen to input the payments received on the invoices (see above)
SUPPLIER	Calls the screen to input SUPPLIER INVOICES
FINANCIAL	Calls the screen to input PAYMENTS of invoices (clients and suppliers)
BATCH	Calls the screen to initiate batch booking operations
COST ALLOCATION	Calls the screen to input cost/profit center allocations
GL MOV. COST	Call the screen to review all the cost accounting entries

DEPOSIT/LOAN	Calls the screen to input DEPOSITS / LOANS
SECURITIES	Calls the screen to input PORTFOLIO SECURITIES transactions
FOREX	Calls the screen to input foreign currency exchange transactions
OFF B/S	Calls the screen to input OFF BALANCE SHEET COMMITMENTS
OUTRIGHTS	Calls the screen to input currency OUTRIGHTS transactions
SWAP	Calls the screen to input currency SWAPS transactions

SUPPLIER	Calls the screen to input SUPPLIER INVOICES

Supplier invoices are basically similar to client invoices.
The only difference resides in the fact that an expense booked through a supplier invoice can be recharged on client account (job).
See options automatic invoicing to ensure a proper functioning of expenses recharges.

MODULE COST ACCOUNTING

ACCOUNTING SUB-MENUS

- General Ledger Movements
- Off Balance Sheet
- Fixed Assets
- General Ledger Movements – Planner

- General Ledger accounts
- General Ledger periods
- General ledger account plan type
- General ledger caption
- Footnote Label
- Footnote
- Net Assets values history
- VAT Code and rate
- VAT Code and rate dependency

- Cost Accounting Center Category
- Cost Accounting Center
- General ledger period budget
- Budget

- Deposit Group
- Deposit / Loan
- Interest rates group

- Forex
- Outright
- Swaps

- Security
- Security Purchase/Sale
- Securities by Stock Exchange
- Securities quotations
- Securities multiple quotations

- Options

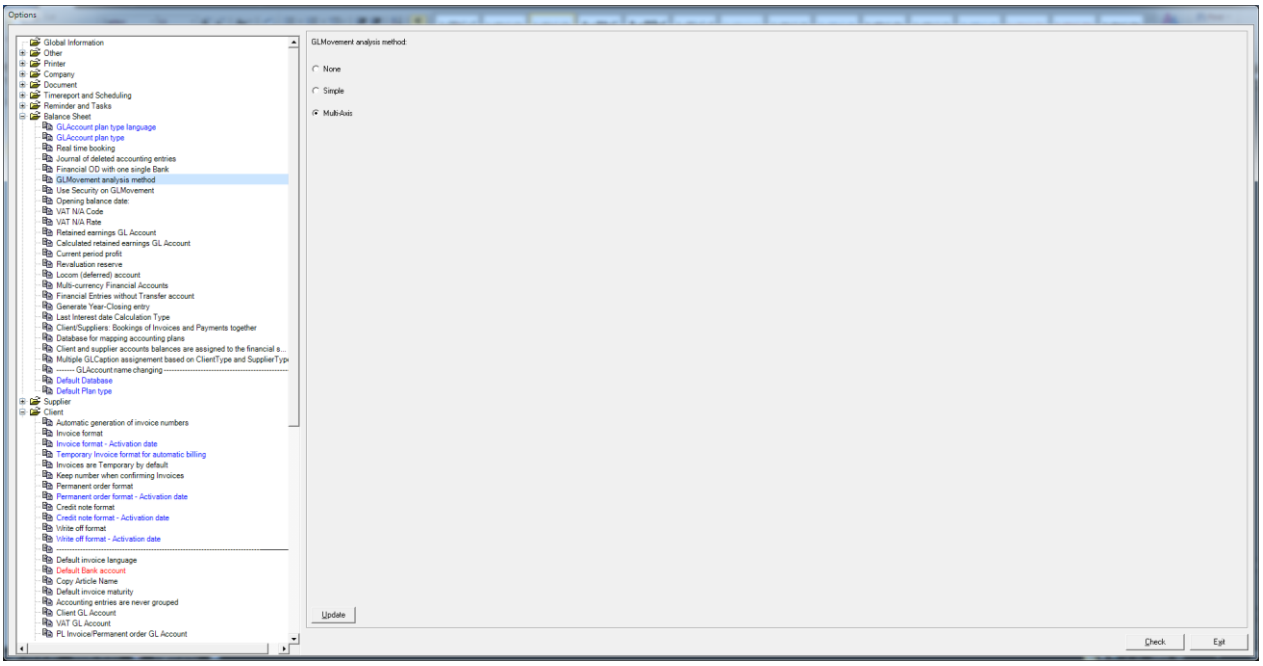
PARAMETERS AND OTIONS

OPTIONS

The first step before using cost accounting is to activate the feature. One option under Balance Sheet main caption of the options allows the user to do do.

There are two different types of cost accounting usable:

- Simple
  This a simplified cost accounting which will simply break down the general accounting entries in the main journal
- Multi-axis
  Cost allocation will be done and posted in a specific and separated journal without effect on the regular accounting journal



Before using cost accounting features an option must be activated for clients and suppliers: “Accounting entries are never grouped” under client and supplier main option caption.

In regular accounting by default all the client and supplier invoices posting are grouped by profit and loss account and/or VAT code.
Example:
Client invoice with two lines:

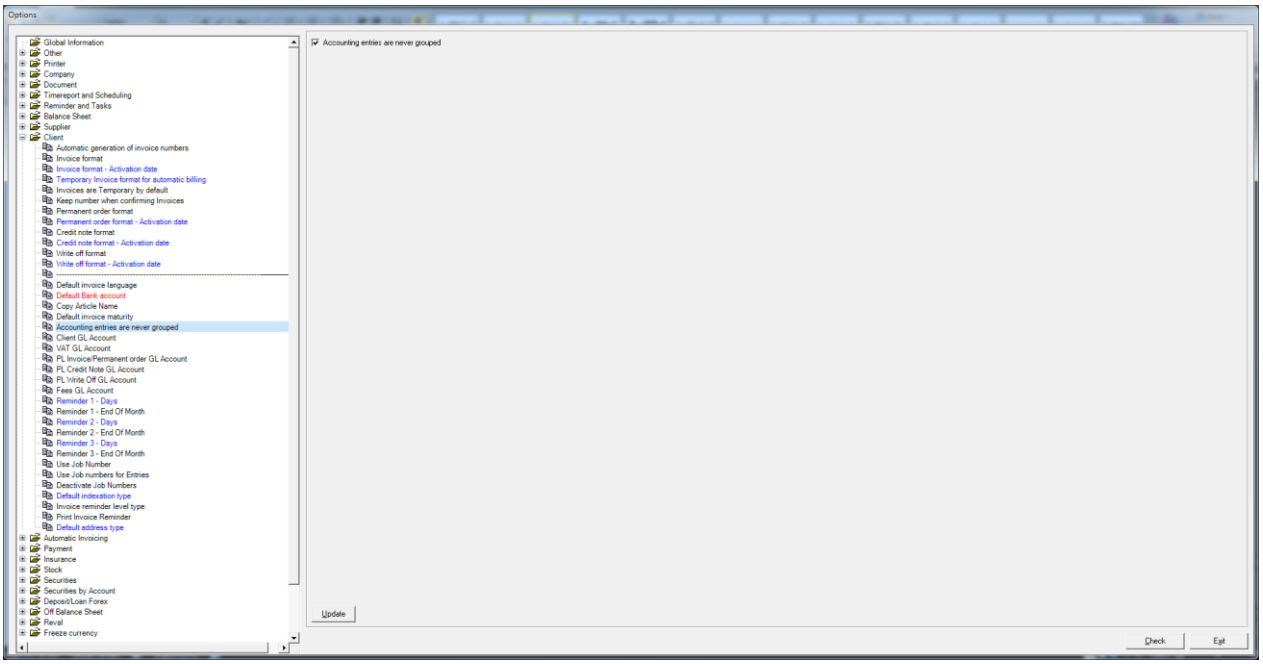
Line 1: Account 7000 Turnover 1.000 EUR
Line 2 Account 7000 Turnover 2.000 EUR

The journal entry will have two lines:

Dt Client		3.000 EUR
	Ct Turnover	3.000 EUR

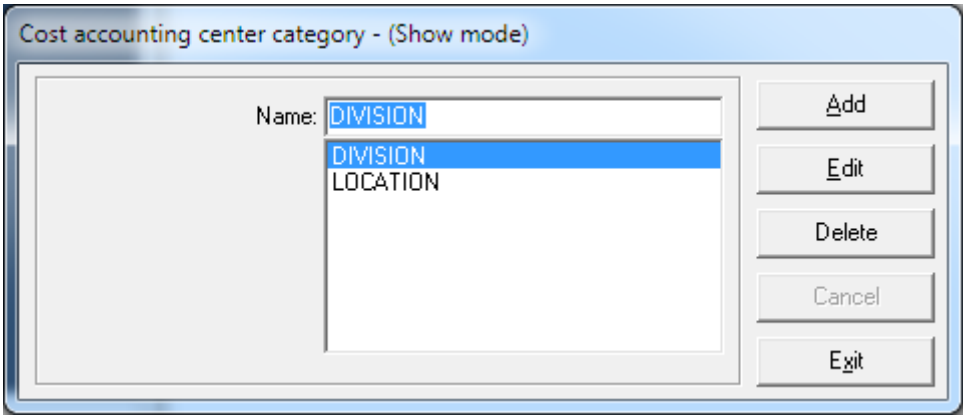
For cost accounting purposes this grouping cannot be engaged because each line of the invoice can have different cost allocation.
The entry would then be:

Dt Client		3.000 EUR
	Ct Turnover	1.000 EUR
	Ct Turnover	2.000 EUR



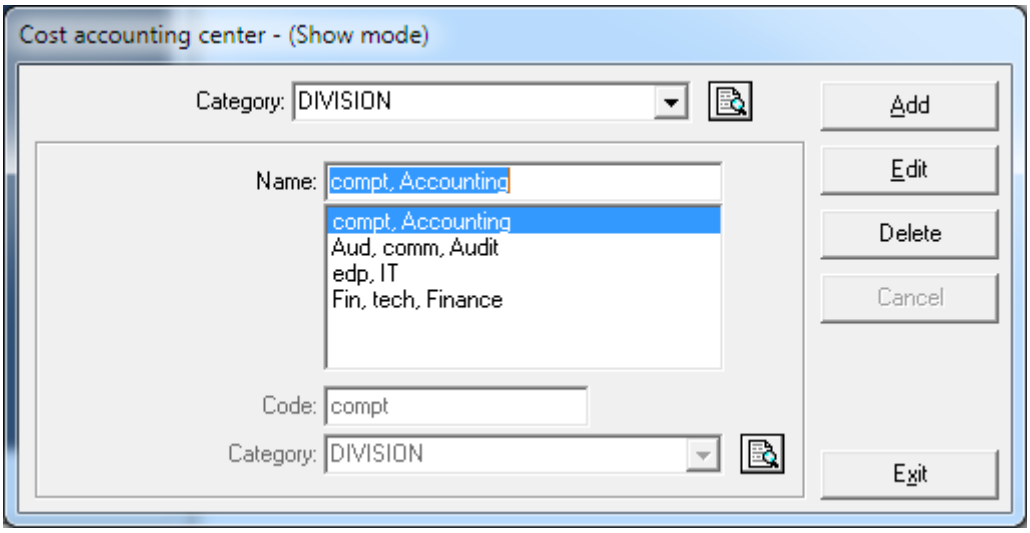
CATEGORIES:

Categories represent the different axis.



CENTERS:

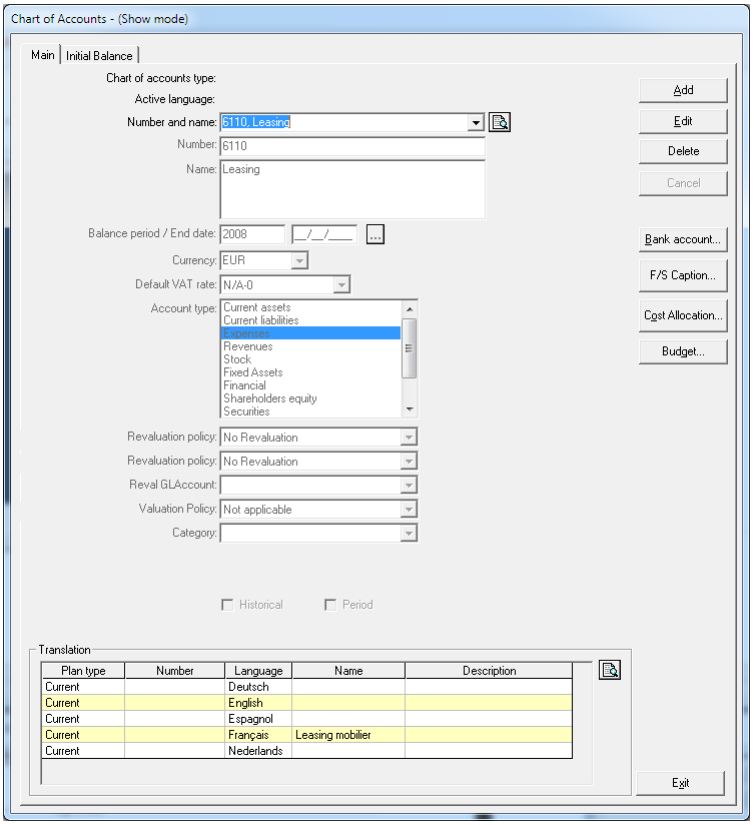
For each category users can define different cost centers.



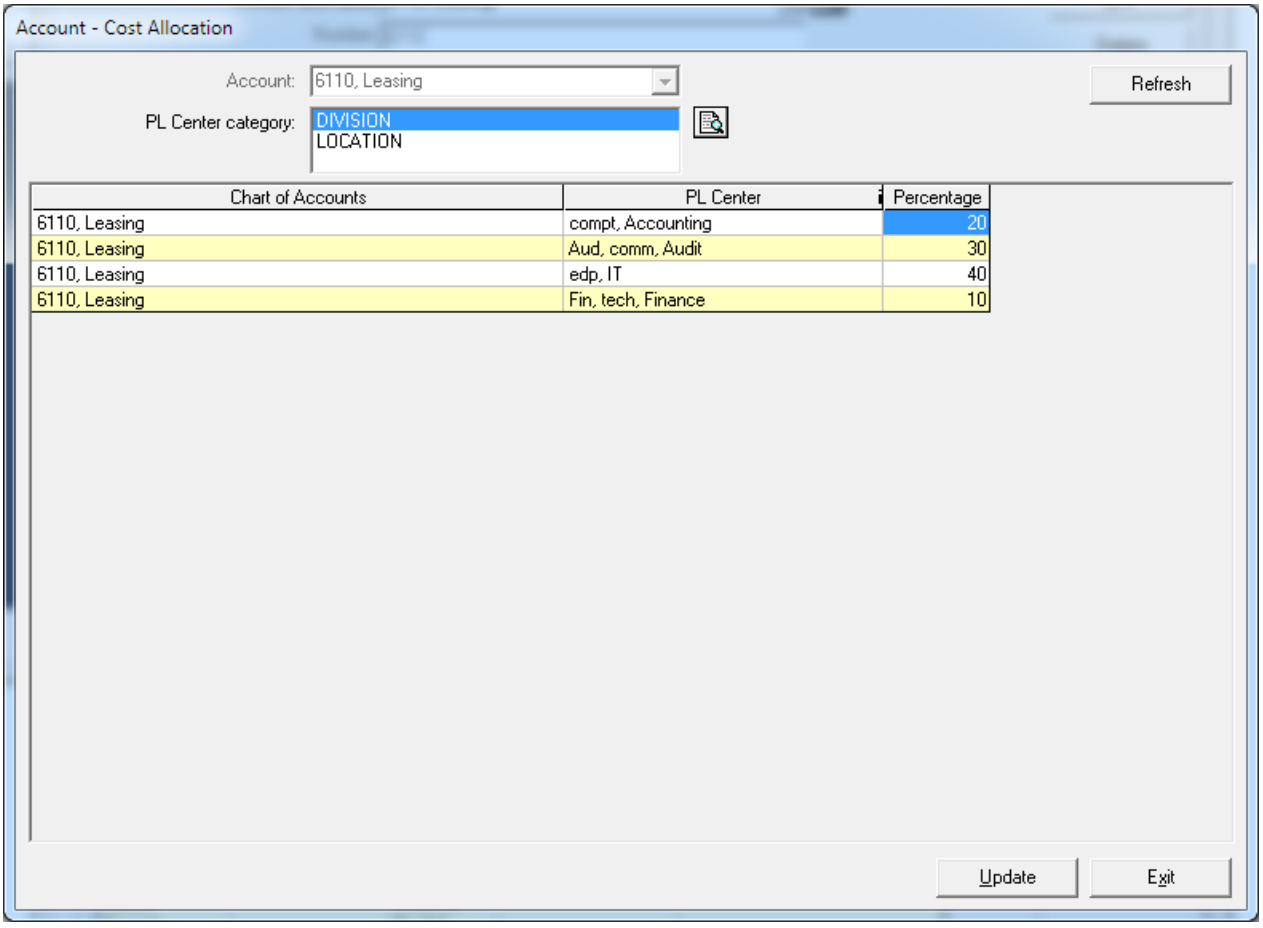
DEFAULT ALLOCATIONS

Allocation can be set as default at different levels:

- Chart of account
- Division
- Client / Supplier
- Jobs

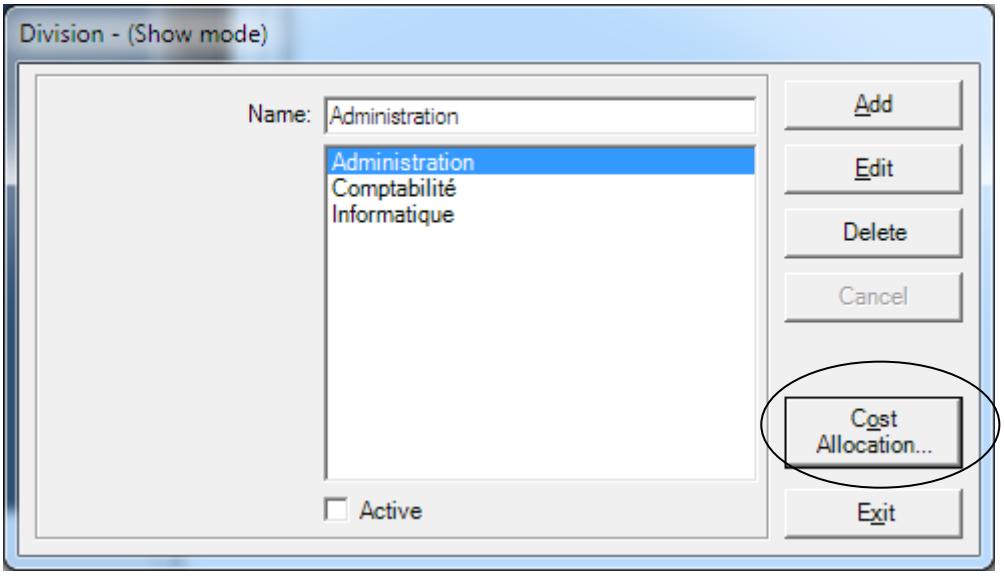


The button Cost Allocation allows the user to set the default by expense and revenue account :

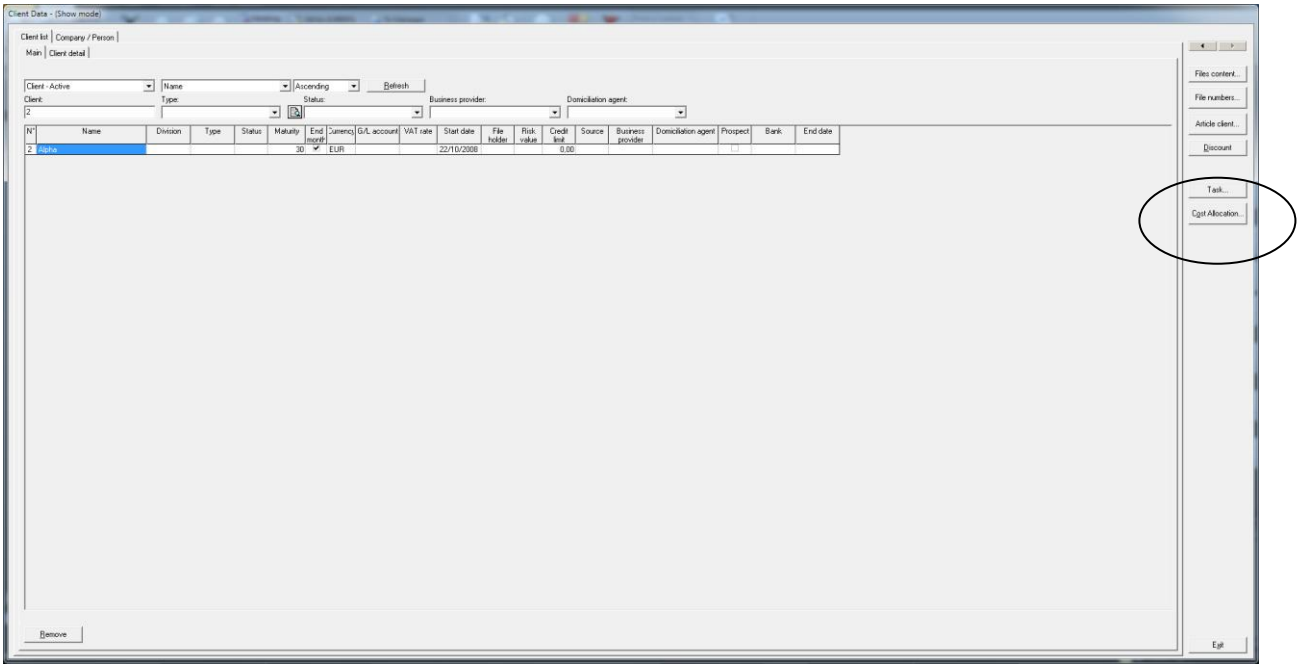


The same button COST ALLOCATION is present on::

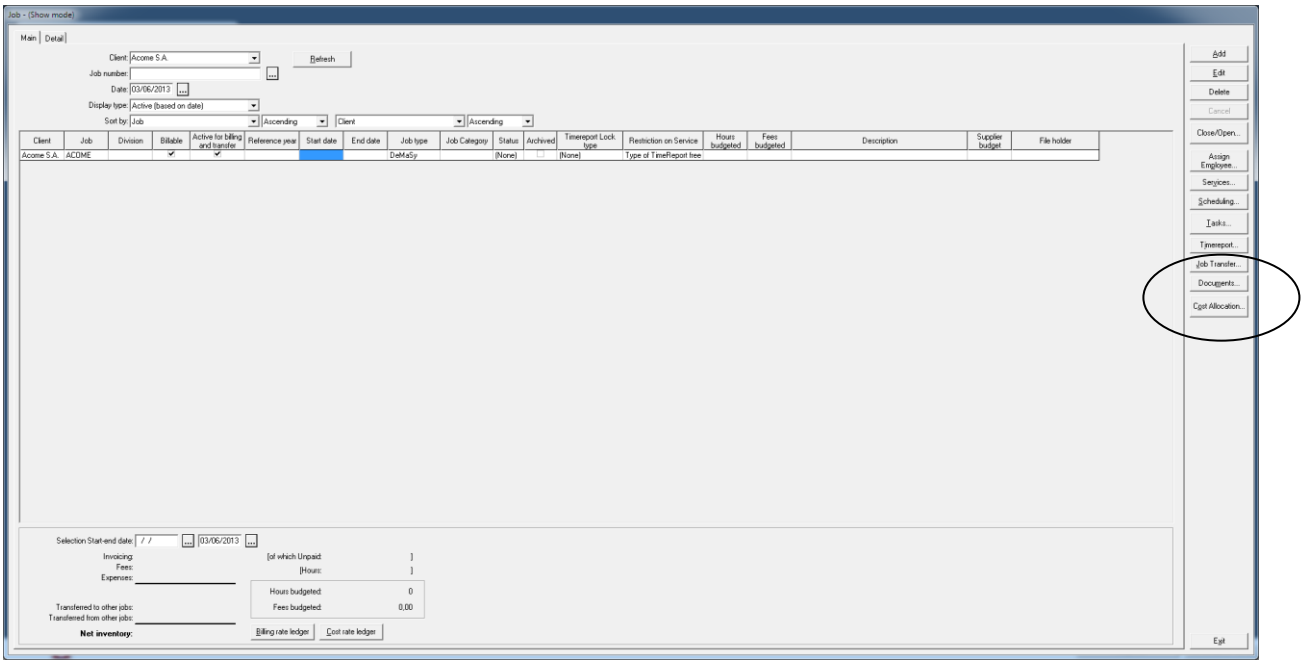
Divisions:



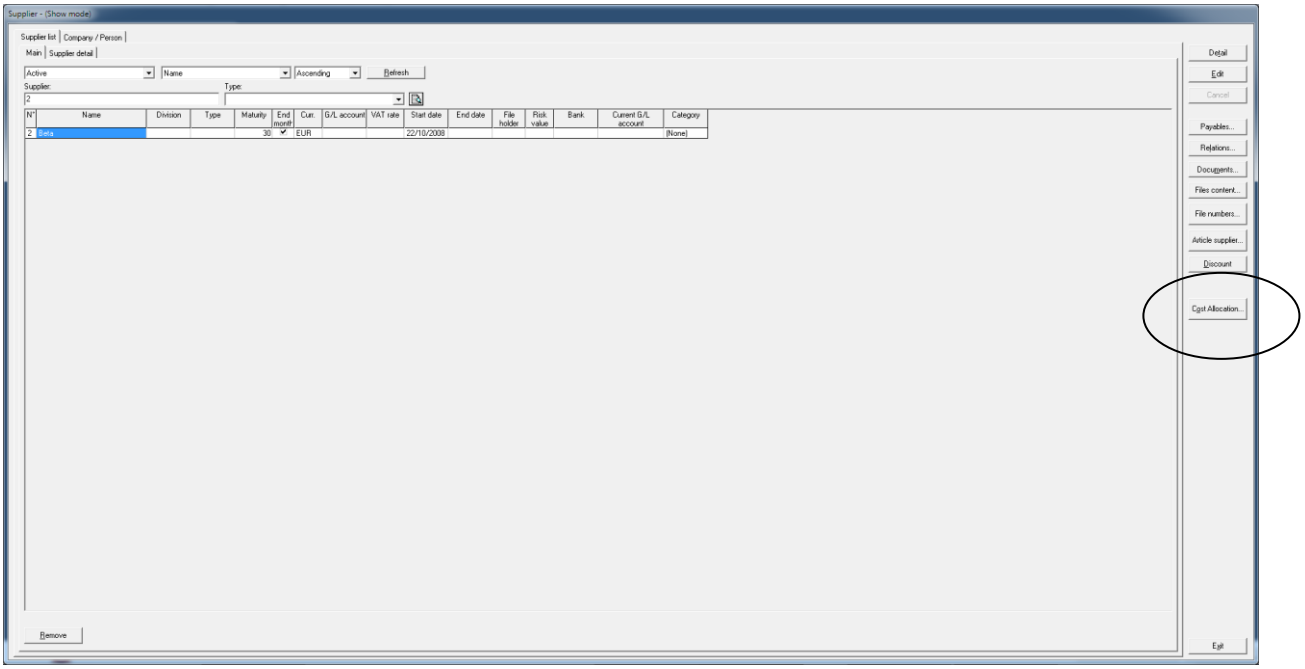
Clients :



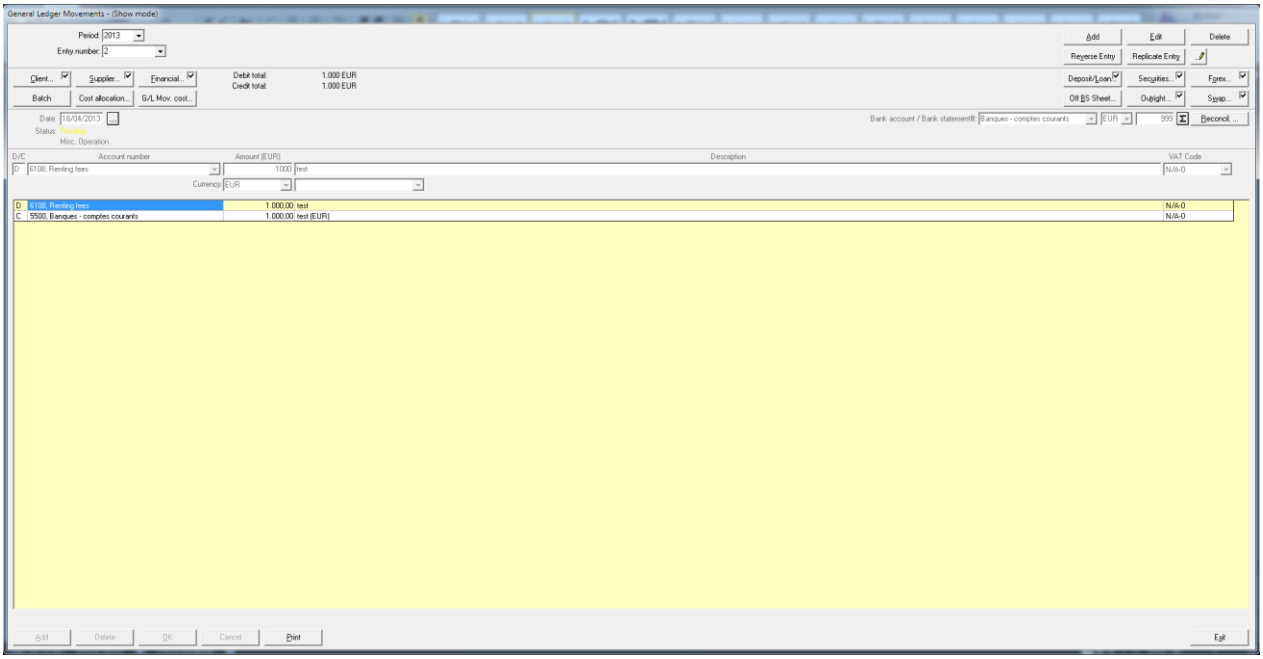
Jobs :



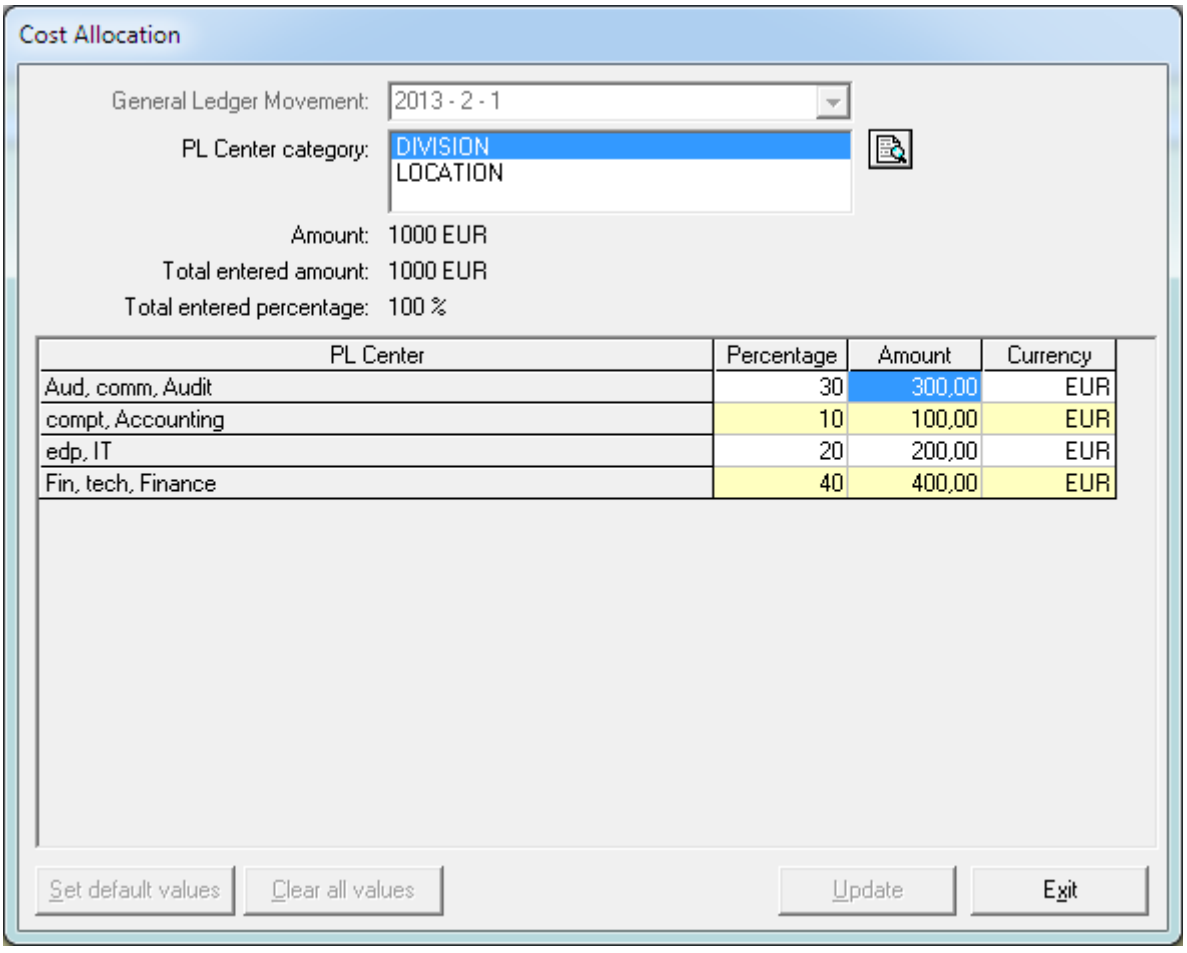
Suppliers :



All lines of entries on profit and loss accouts can be allocated to cost centers.



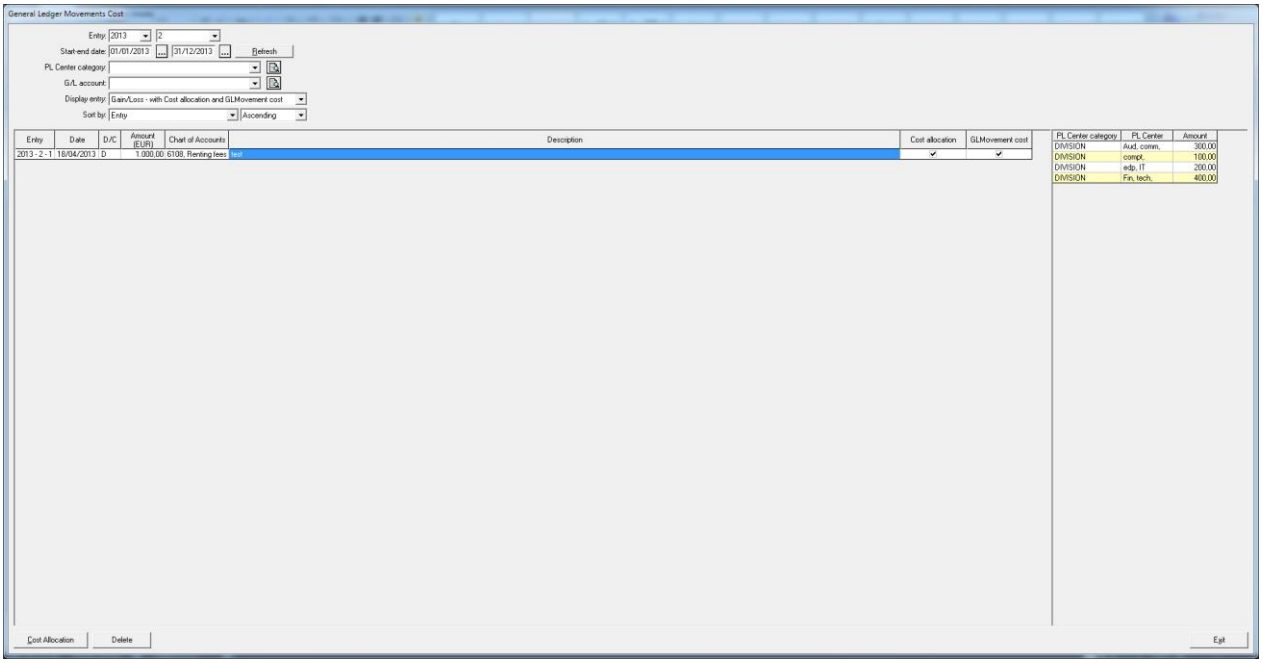
BUTTON COST ALLOCATION ON JOURNAL ENTRIES :



If there is a default, the allocation will be filled in automatically and the user will be able to modify them all at the entry level. If there is no default the user will be able to specify the values

BOUTON GLMOV. COST

This button loads a screen in which the user will be able to review all the allocations on the profit and loss accounts.
The user will also be able to indentify (multiple selection criteria) to identify all the entries which have no allocation.



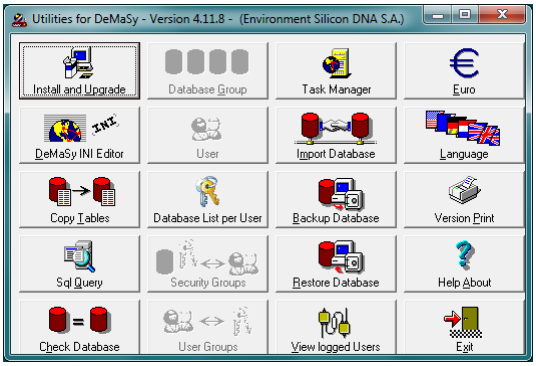
POSTINGS

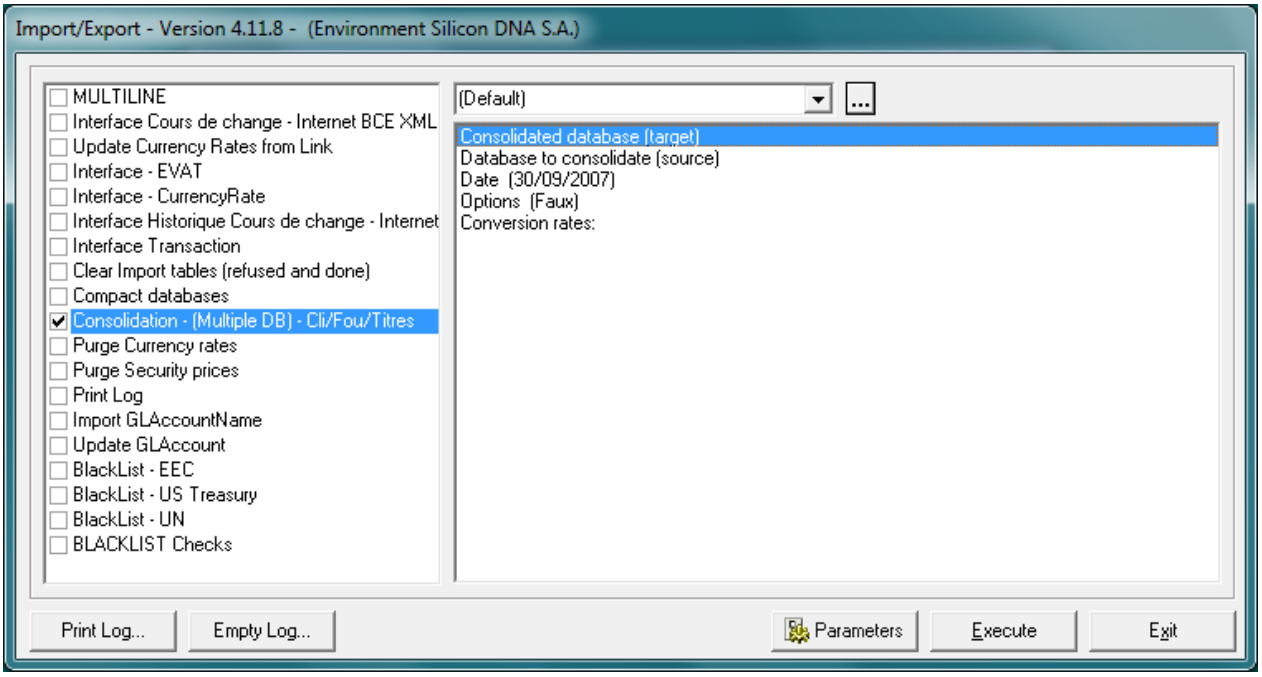
Once all the allocation have been done there is batch process which will post all the entries automatically (batch operation button).

Once the accounting batch process has been run all the reports will be available (Journal / General Ledger / Balance of accounts / Profit and loss accounts.

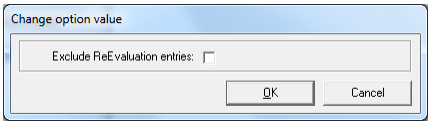
MODULE CONSOLIDATION

Consolidation module has been designed as an interface. The application utilities is used to access this module.

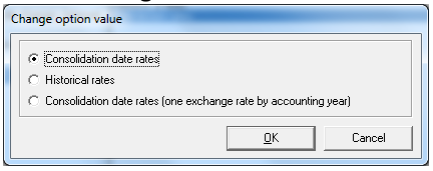




PARAMETERS OF CONSOLIDATION :
Consolidated database (target): By clicking on the PARAMETERS button user can select the target database
Database to consolidate (source): By clicking on the PARAMETERS button user can select the source database
Date: By clicking on the PARAMETERS button user cas specify the date of the consolidation
Options: By clicking on the PARAMETERS button User can exclude the reevaluation accounting entries from the consolidation



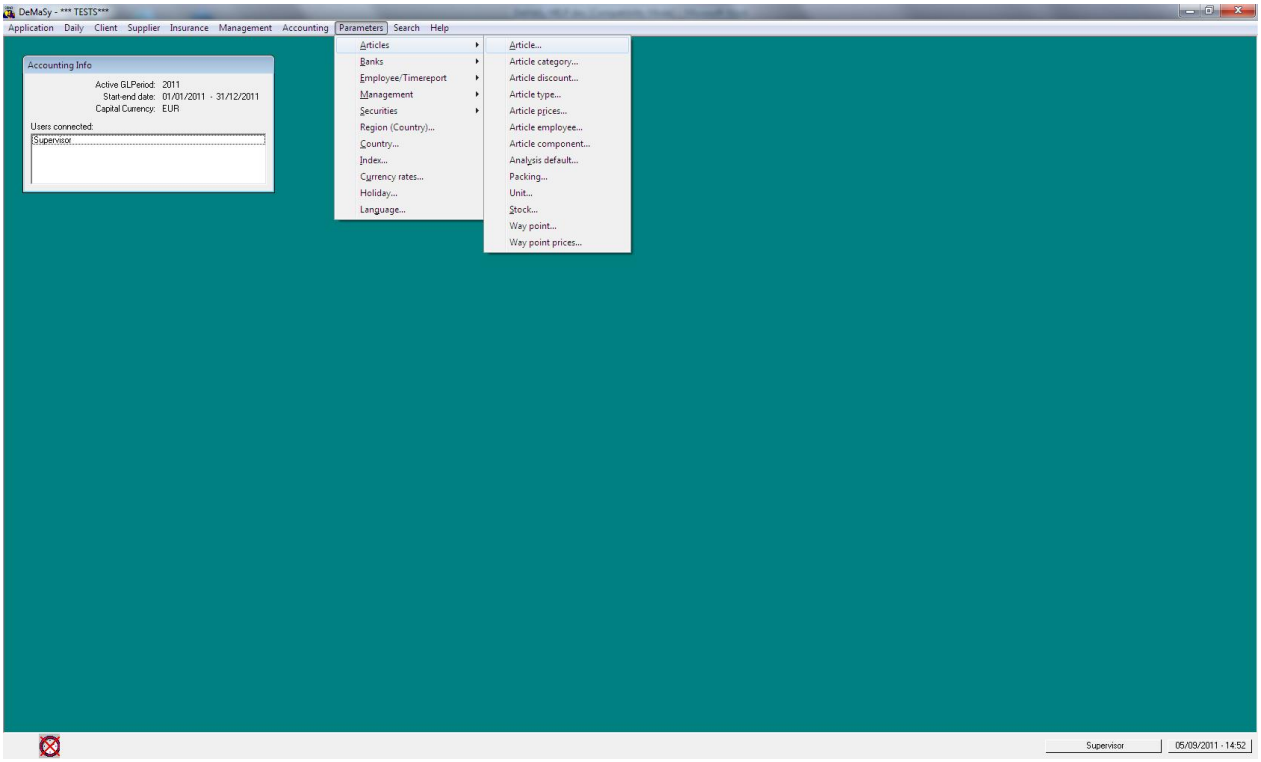
Conversion rates:
By clicking on the PARAMETERS button user can choose to use the exchange rates as at the date of the consolidation, the historical exchange rates or one rate by accounting period.
The exchange rates are the rates existing in the application (see parameters).



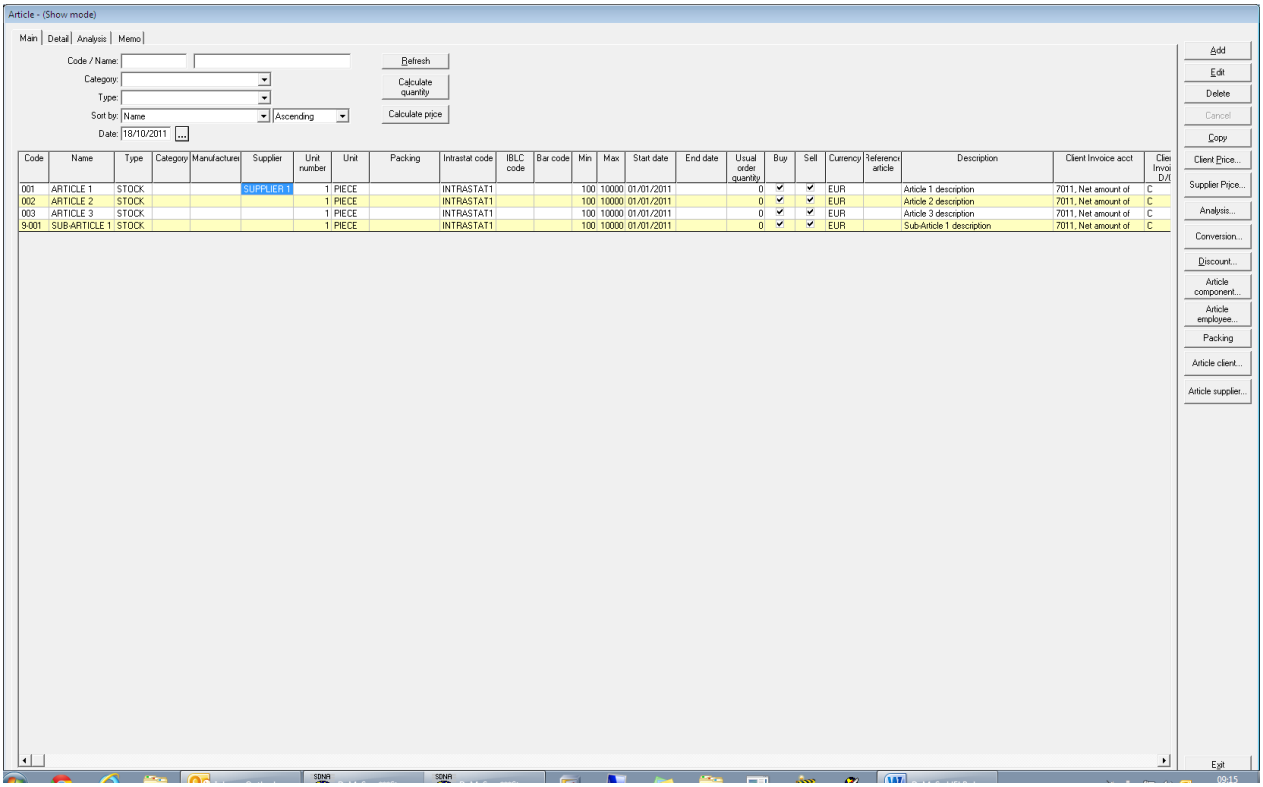
PARAMETERS

PARAMETERS - ARTICLES

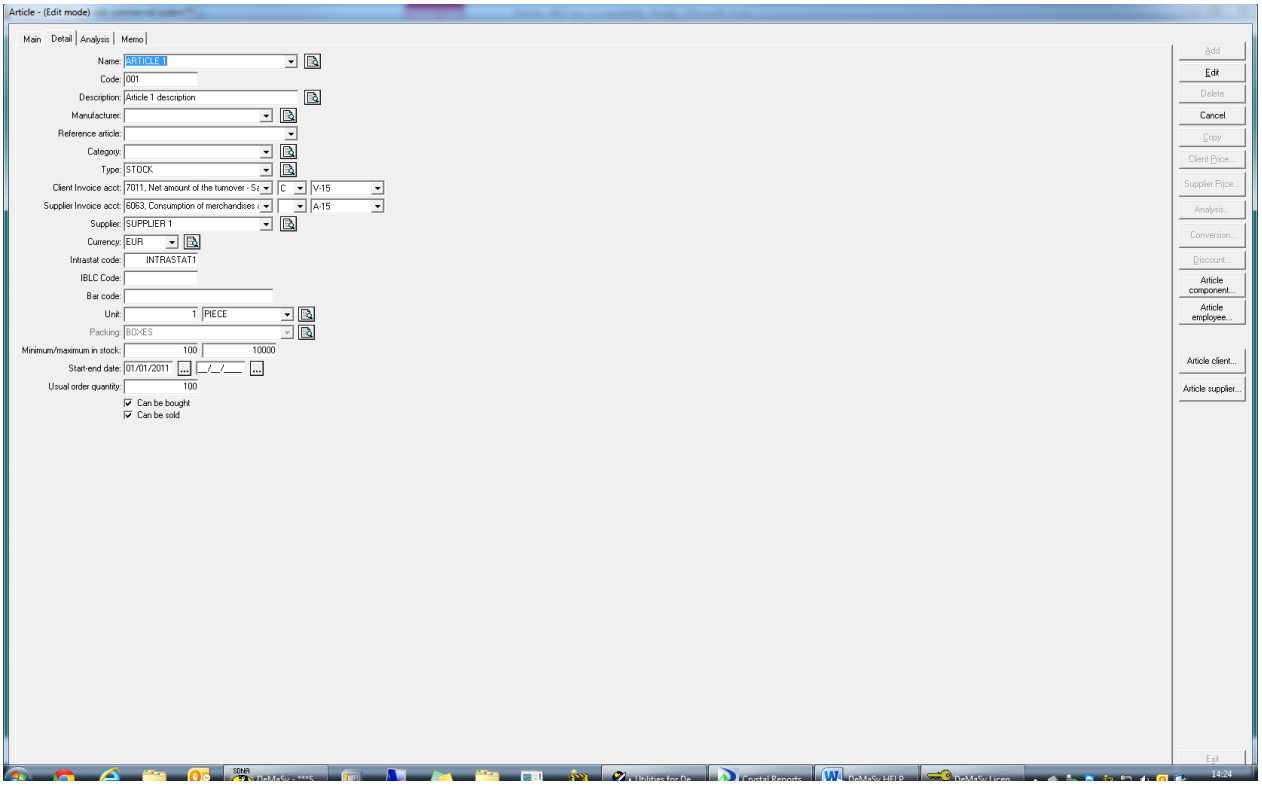
ARTICLES

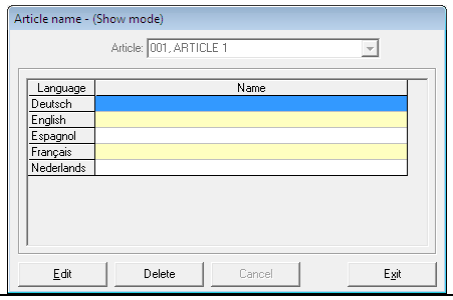
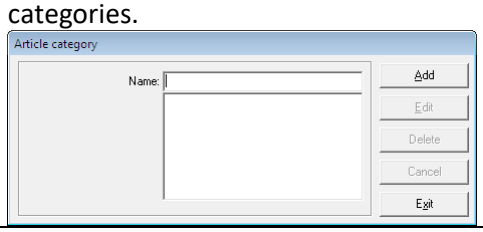


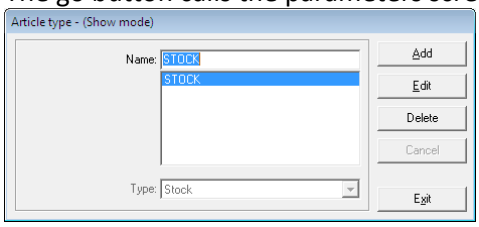
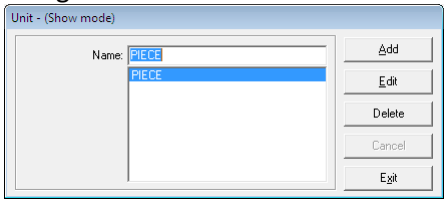
Articles can be defined in the application. It can be articles for billing purposes only or physical articles for inventory and purchases and sales recording.

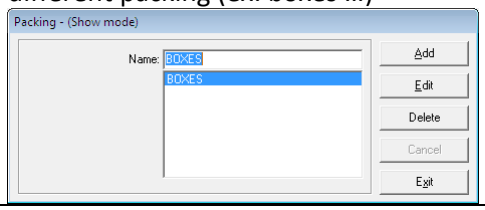


While pressing REFRESH this screen lists all the existing articles.



NAME	Name of the article. The go button jumps to the article name translation. Edit allows translating in the proposed language. If there is a translation it will be used for reporting purposes. If not the name itself is supplied in the article screen will be used. 
CODE	Article code (alpha-numerical)
DESCRIPTION	Article free description. The go button allows translating the description as for the name.
MANUFACTURER	Company/Person manufacturing the article
REFERENCE ARTICLE	Allows the user to specify linked another
CATEGORY	Allows specifying the category of article. Category is also parameters. The go button loads the parameters screen to add/edit/delete categories. 

TYPE	Field used to specify the type of article. The go button calls the parameters screens.  The type is a system type allowing the application to give special treatment to the articles - None: no system type - Stock: article used for inventory management - Invoice/Timereport: article type used for timereporting and billing purposes - Transport: article type flagging the article as a transport article - Tax: tax article type - Consign: consign article type - Fees: fees article type - Expenses: expenses article type
CLIENT INVOICE ACCT	ACCOUNT: Account to be used when the article is selected in a client invoice. D/C: Debit/Credit the account when the article is selected in a client invoice VAT CODE/RATE: VAT code to use when the article is selected in a client invoice NB: These information are used by default but can be changed at the invoice level
SUPPLIER INVOICE ACCT	ACCOUNT: Account to be used when the article is selected in a supplier invoice. D/C: Debit/Credit the account when the article is selected in a supplier invoice VAT CODE/RATE: VAT code to use when the article is selected in a supplier invoice NB: These information are used by default but can be changed at the invoice level
SUPPLIER	Usual supplier of the article (default)
CURRENCY	Currency to use by default when the article is selected in an invoice
INTRASTAT CODE	Intrastat code of the article for the instrastat return report
IBLC CODE	IBLC code (EEC)
BAR CODE	Bar code if a bar code reader is connected to the application or if user wants to produce labels with bar codes
UNIT	Number of units and unit name used for this article. Number of units will multiply the article unit price to obtain the total article price. Ex: pen sold by box of ten. Each pen cost 1 EUR => a box will cost 10 EUR per box. The go button allows the user to define the different units: 

PACKING	The Go button calls the screen allowing the user to define the different packing (ex: boxes …) 

MINIMUM / MAXIMUM IN STOCK	Minimum and maximum in stock
START – END DATE	Start date: date at which the article is active (can be selected in invoices) End Date: date at which the article is no longer used (can't be selected in invoices)
USUAL ORDER QUANTITY	Usual quantity ordered for the article
CAN BE BOUGHT CAN BE SOLD	If can be bought checkbox is ticked the article can be used in the purchasing process If can be sold checkbox is ticked the article can be used in the selling process

BUTTONS OF ARTICLE SCREEN

Button COPY	Use to copy an article detail. One click on the COPY button proposes a new detail of the same article already filled in and user must change the article name and specify the article code. A second click on the COPY button will add the new article?
Button CLIENT PRICE	Call the screen article price (see parameters)
Button SUPPLIER PRICE	Call the screen article price (see parameters)
Button ANALYSIS	Calls the screens Analysis
Button CONVERSION	Was used to convert article prices from in currencies to EUR. No longer used.
Button DISCOUNT	Calls the screen discount received or granted for that article (see parameters)
Button ARTICLE COMPONENT	Calls a screen designed to associate sub-articles to a main article. Each time the main article will be used all the sub-articles will be called at the same time. (see parameters)
Button ARTICLE EMPLOYEE	Calls a screen designed to associate an article to an employee (see parameters)
Button ARTICLE CLIENT	Calls the screen article client which allows specifying article sold each by client. This allows to filter the articles applicable for each client when recording invoices (see inventory and purchase order module)
Button ARTICLE SUPPLIER	Calls the screen article client which allows to specifying article purchased by supplier. This allows to filter the articles applicable for each supplier when recording invoices (see inventory and purchase order module)

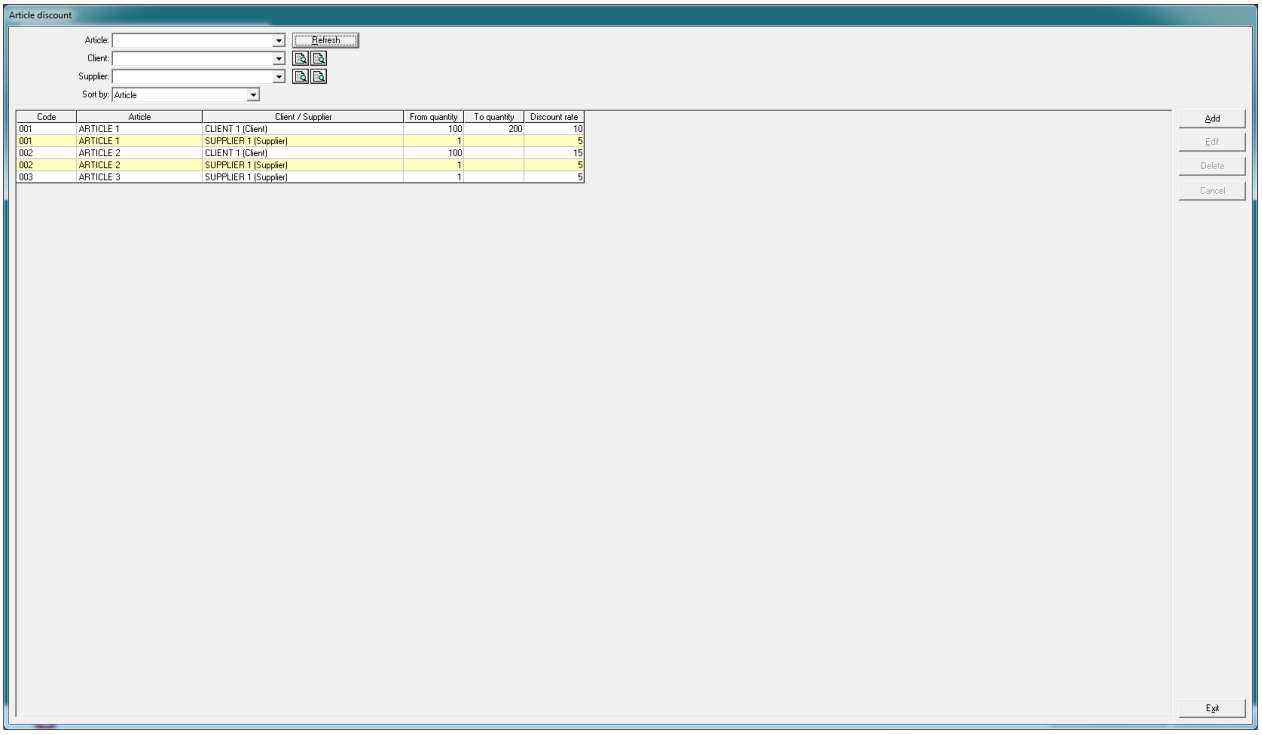
PARAMETERS - ARTICLES – ARTICLES CATEGORY

See above in Article section

PARAMETERS - ARTICLES - ARTICLES TYPE

See above in Article section

PARAMETERS - ARTICLES - ARTICLES DISCOUNT

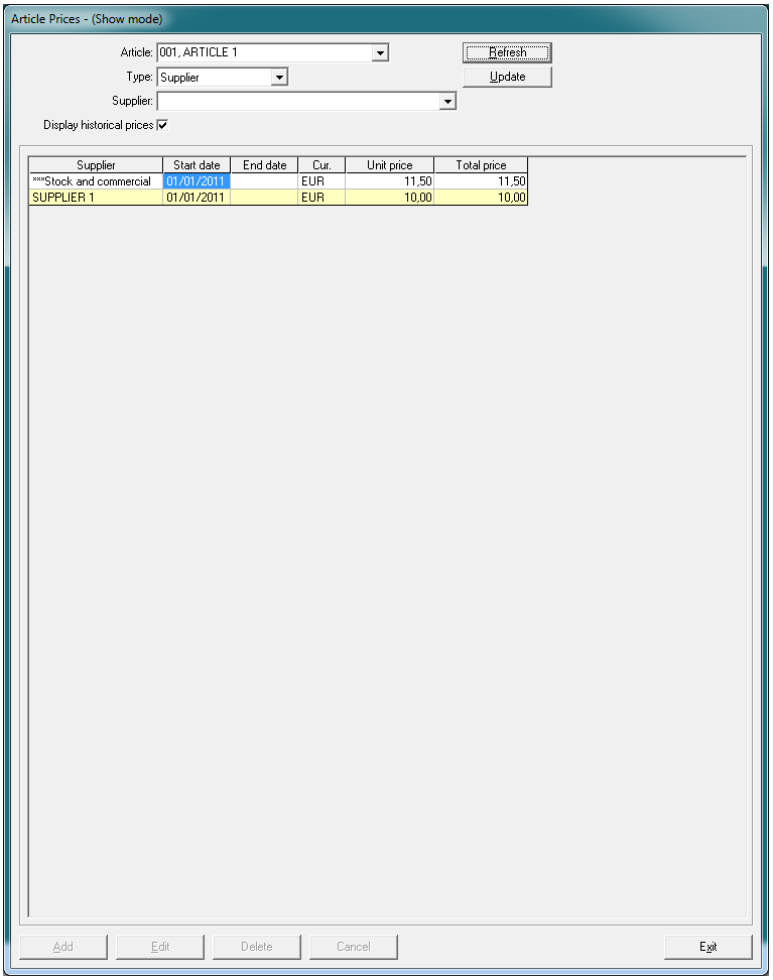


This parameters is about discounts received or granted by article

CODE	Article code to select article
ARTICLE	Article name to select article
CLIENT/SUPPLIER	Client or supplier to which the discount is applicable
FROM QUANTITY	Number of items purchased/sold at time at which the discount starts to be applicable. If no quantity is specified the discount is applicable for the first article purchased/sold
TO QUANTITY	Number of items purchased/sold at time at which the discount ends to be applicable. If no quantity is specified the discount is always applicable
DISCOUNT RATE	Rate of discount received or granted in percentage

PARAMETERS - ARTICLES - ARTICLES PRICE

This screen allows the user to enter the prices of the articles for purchases or sales.



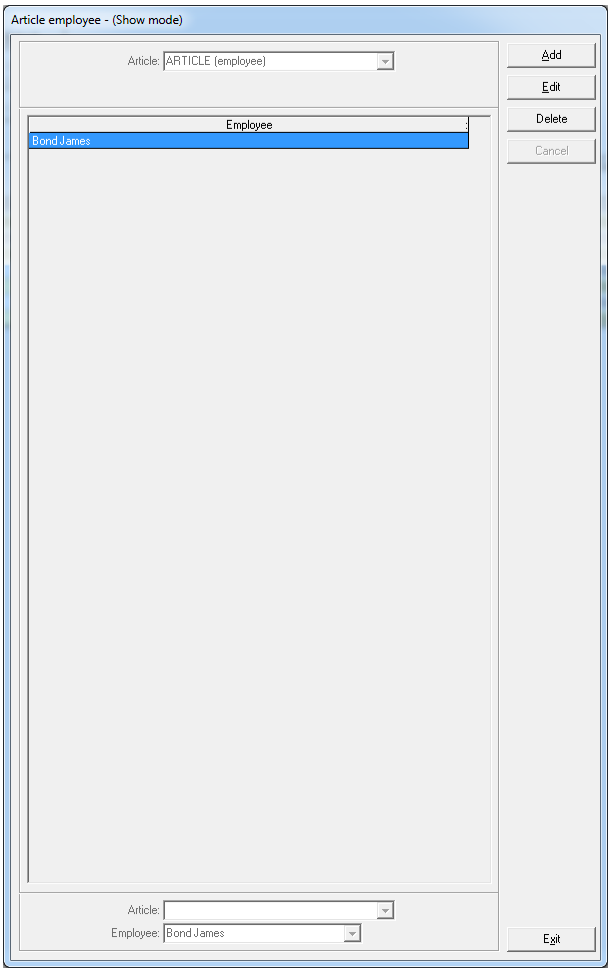
Combo Article	To display the price for an article the user must select an article and select a type client or supplier.
Combo Type	- None - Client: display a combo allowing to select a client - Supplier: display a combo allowing to select a supplier
Combo Supplier / client	If no client/supplier is selected the prices of the articles is displayed for all clients/suppliers at a time. In the supplier combo box user can select either +++All+++ or a supplier. +++All+++ refers to all suppliers if no specific prices are entered for the selected article In the client combo +++Sale price - default+++ refers to all client if no specified prices are entered for the selected article
Display historical prices - Check box	If the check box is ticked (default) all the historical prices will be displayed. If not checked only the current price will be listed

Columns of the Article price grid screen

SUPPLIER / CLIENT	Supplier / client
START DATE	Start date of the price
END DATE	End date of the price
CURRENCY	Currency in which the price is expressed
UNIT PRICE	Unit price
TOTAL PRICE	Total price * UNIT (specified in article data)
INDEX VALUE	Index value to be used to apply an increase to sales prices in relation with an indexation

PARAMETERS - ARTICLES - ARTICLES EMPLOYEE

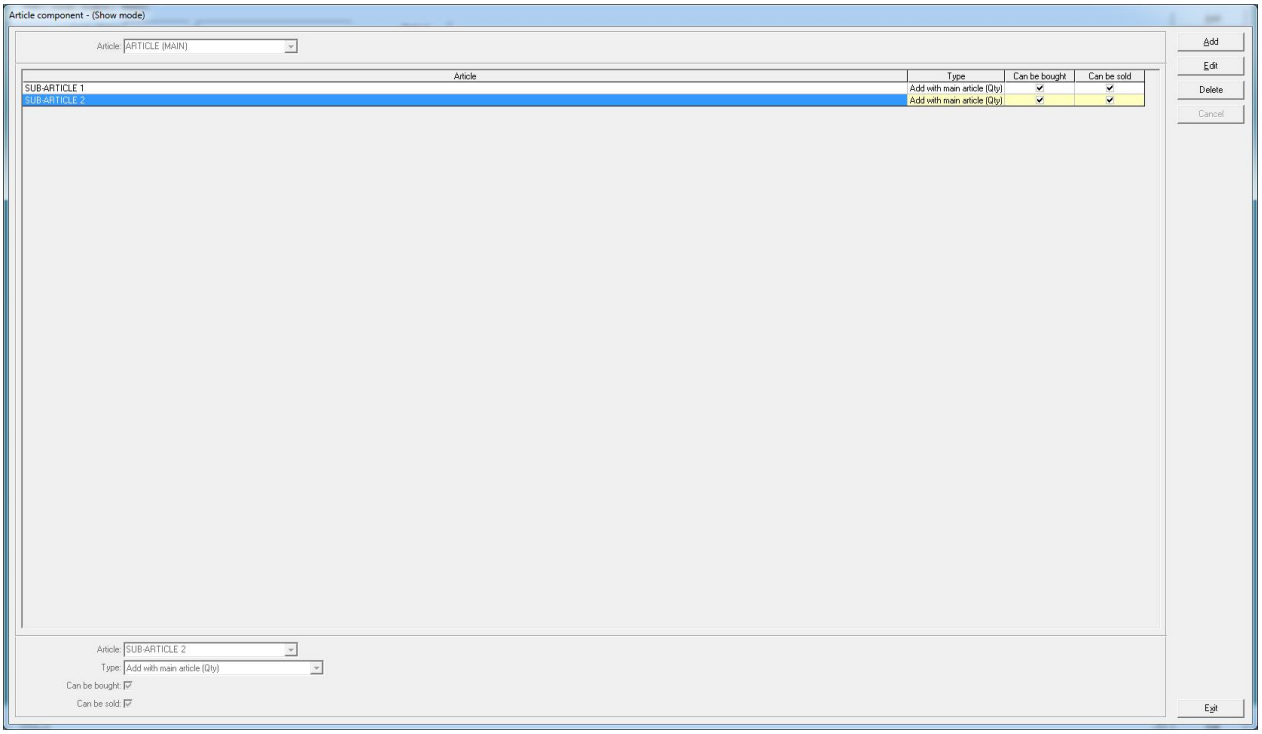
Button ARTICLE EMPLOYEE



This screens allows to associate an article to an employee.

PARAMETERS - ARTICLES - ARTICLES COMPONENT

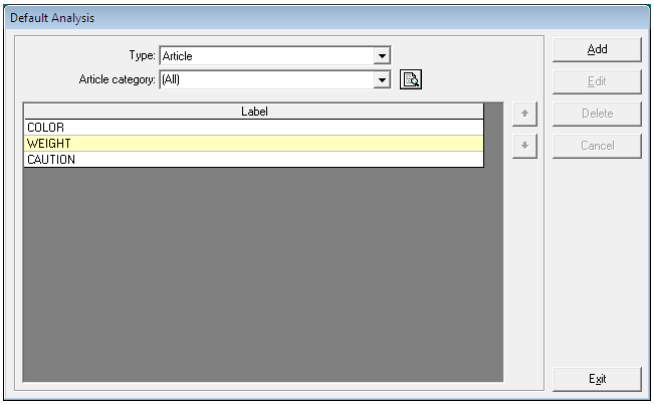
Button ARTICLE COMPONENT



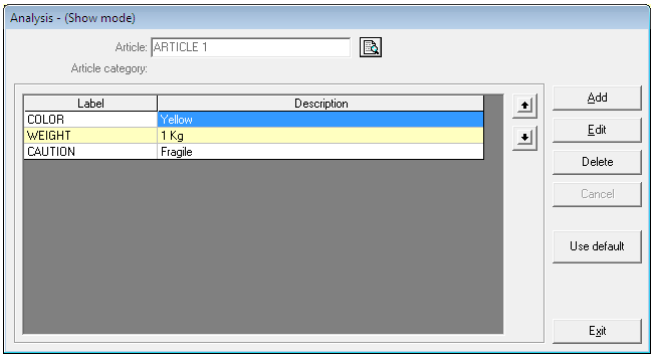
ARTICLE	Sub-article to select to add and link to main article
TYPE	- Add with main Article (Qty): Each time main article is used in invoicing the sub-articles will be used as well (same quantity than main article) - Add with main Article (Qty * unit): Each time main article is used in invoicing the sub-articles will be used as well (same quantity but multiplied by the unit of the sub-article) - Stock Transfer – Article not invoiced (Qty): Sub-Articles are only used for stock movements. No call will be done in invoicing - Stock Transfer – Article not invoiced (Qty * unit): Sub-Articles are only used for stock movements. No call will be done in invoicing. Stock movements will be based on quantity of the main article multiplied by the unit of the sub-article
CAN BE BOUGHT	Only if the checkbox is ticked the main article can be bought
CAN BE SOLD	Only if the checkbox is ticked the main article can be sold

PARAMETERS - ARTICLES - ANALYSIS DEFAULT

This parameters screen allows defining default data associated to an article.
These data are meant to give additional information attached to the articles.



Based on the default when the ANALYSIS button is pressed on the article screen the user can add default analysis fields and/or add new specifications. The defaults can be modified and a description specific to the article can be added.

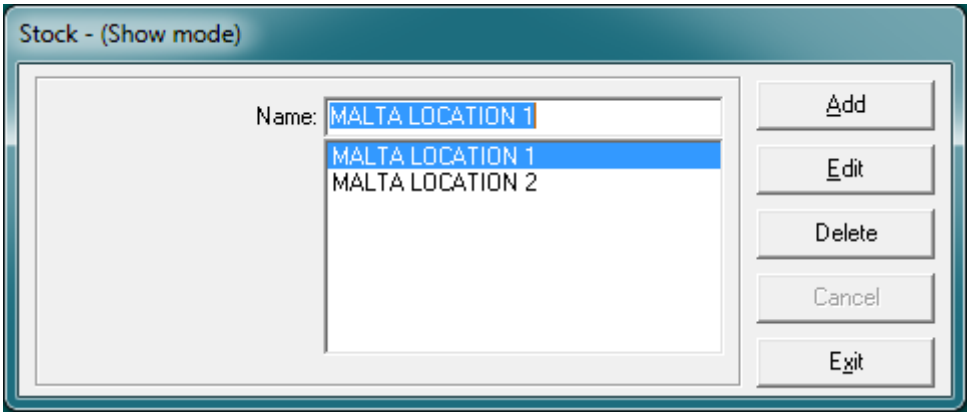


PARAMETERS - ARTICLES - UNIT

See Parameters – Articles

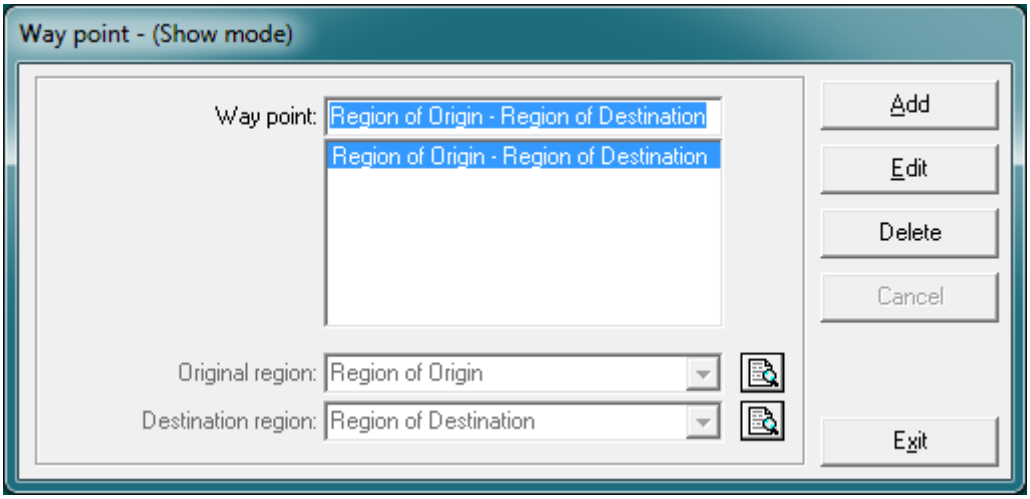
PARAMETERS - ARTICLES - STOCK

This screen allows defining different stock locations

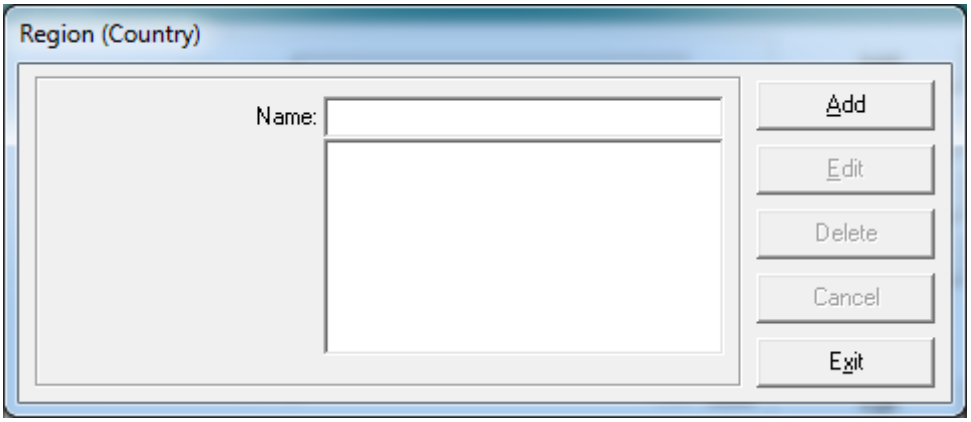


PARAMETERS - ARTICLES –WAY POINT

This screen allows defining way points between two regions.
The way point name is constituted of the name of the two regions once entered and ADD button pressed.



Original region GO BUTTON and Destination region GO BUTTON calls a screen allowing defining origin regions and destination regions.



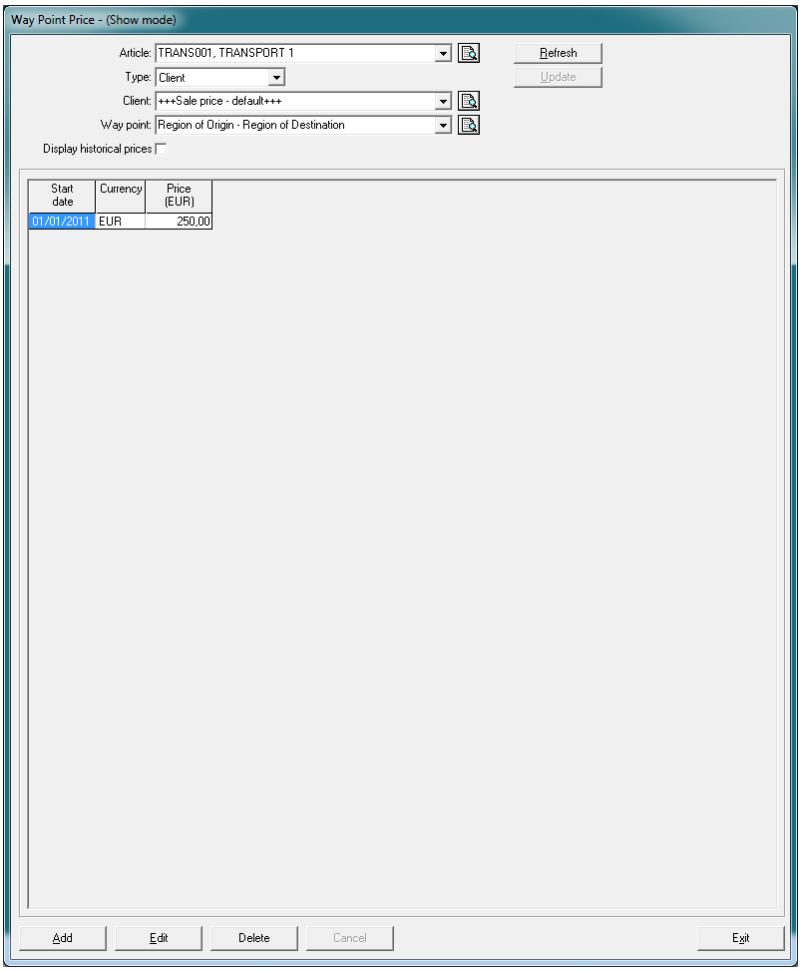
PARAMETERS - ARTICLES – WAY POINT PRICE

Only Article of system type “TRANSPORT” can be used.

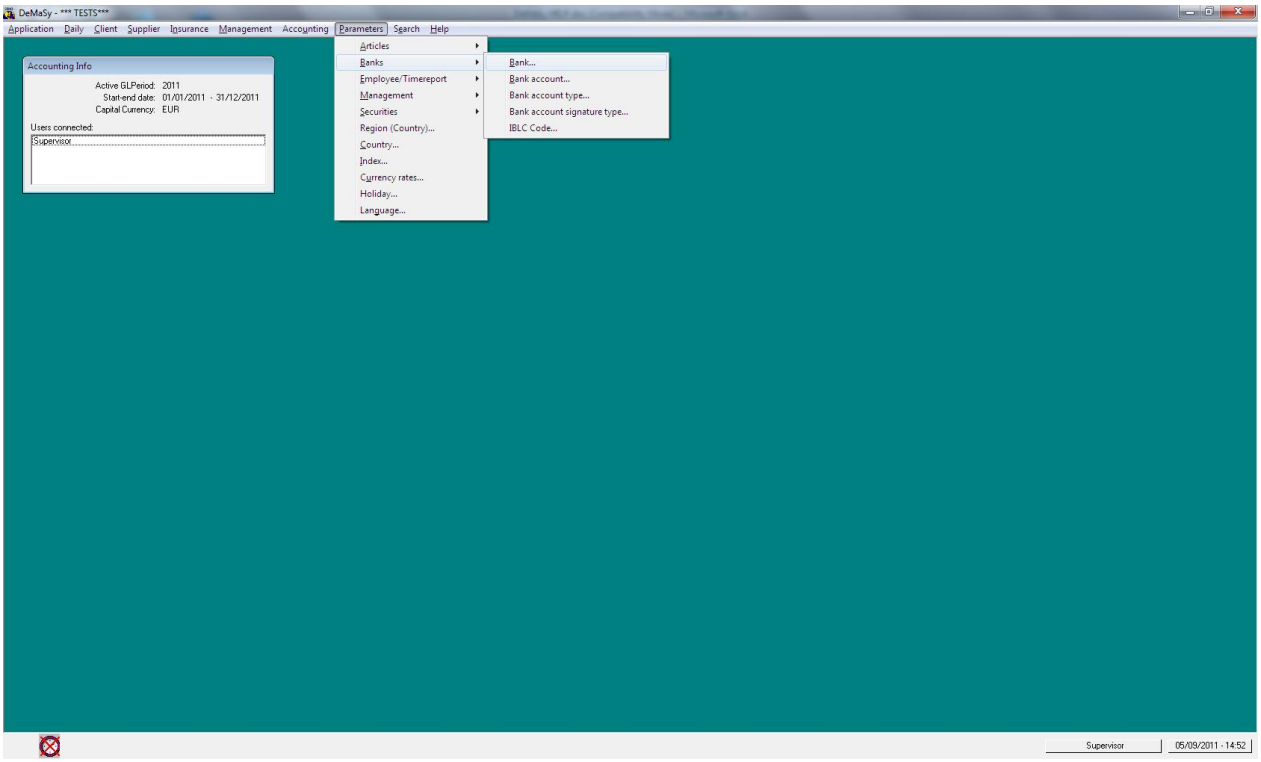
This screen allows the user to specify the price to transport articles (either a default price) or a price by client.
User has to select:

ARTICLE: Article of transport system type
TYPE: client or supplier
CLIENT - SUPPLIER: depending on the previous selection
WAY POINT: pre-defined way points

After the selection user can add / edit / Delete prices for the selected transport article and the selected way point.

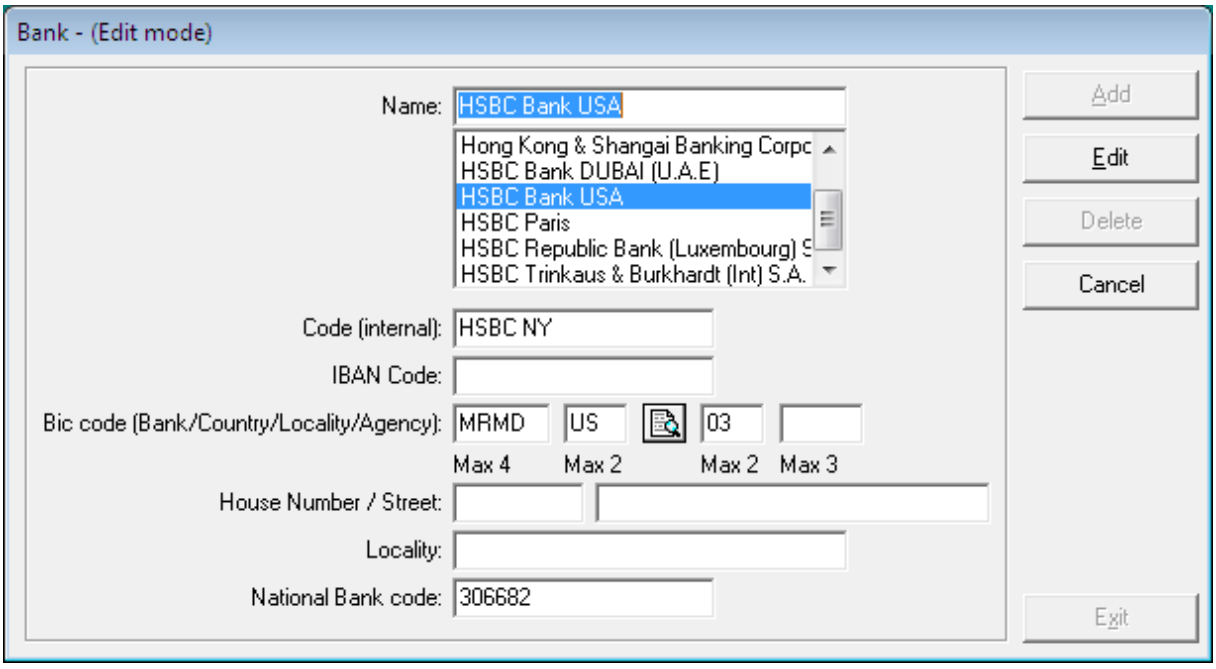


Parameters BANKS



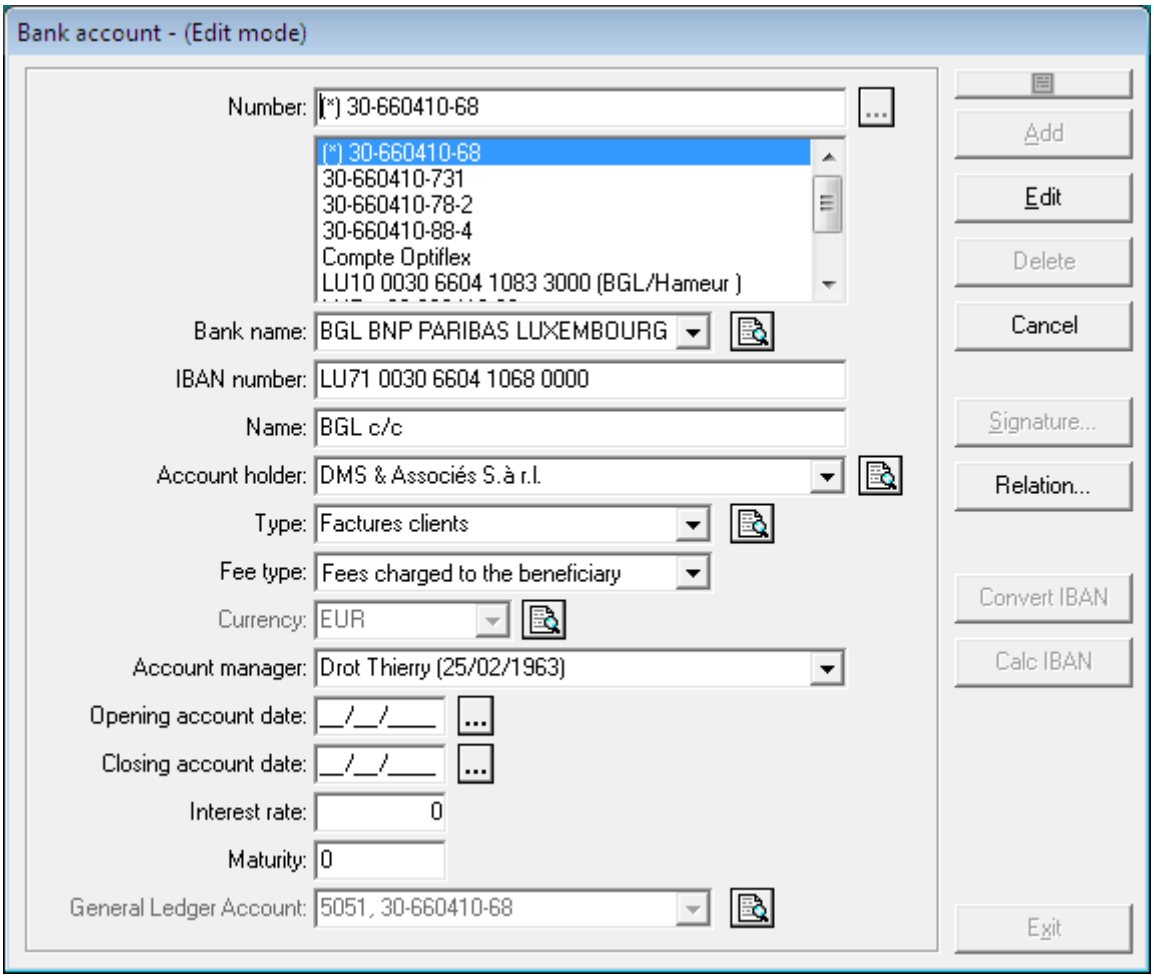
PARAMETERS - BANKS – Bank

This parameters screen is designed to define banks.



NAME	Name of the bank
CODE (internal)	Bank code
IBAN Code	IBAN code (EEC bank nomenclature)
BIC code (Bank/country/locality/Agency)	BIC code (= swift code) of the bank
House number / street	Address
Locality	Address
National Bank Code	Some banks have a national code required for wire transfer

PARAMETERS - BANKS – Bank Accounts



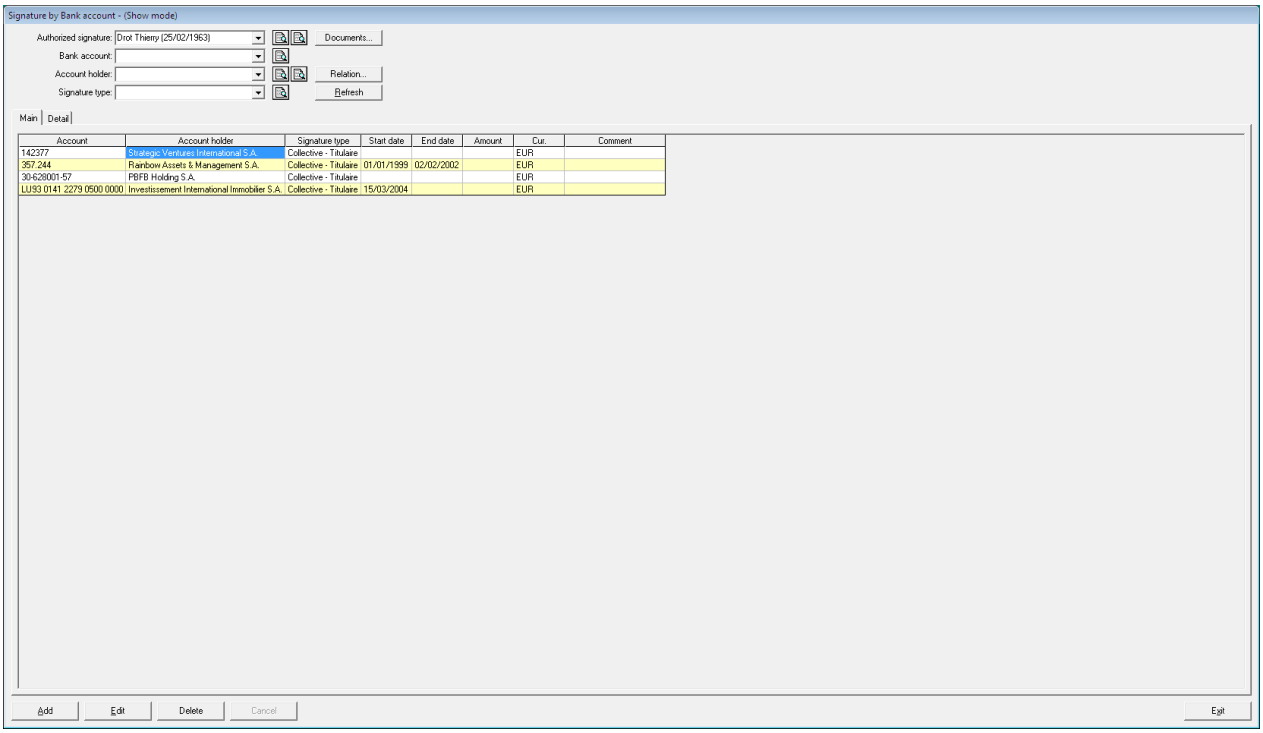
NUMBER	Bank account number
BANK NAME	Refers to the parameter BANK (see parameter above)
IBAN NUMBER	IBAN Number (EEC nomenclature)
NAME	Name of bank account number
ACCOUNT HOLDER	This combo allows to select a company or a person to indicate the account holder
TYPE	Refers to the parameter BANK ACCOUNT TYPE (see parameter here after)
FEE TYPE	This field is used for electronic or paper wire transfers orders to indicate which party will support the transfer fees if any - Fees charged to the beneficiary - Fees charged to the orders giver - Fees shared by both parties
CURRENCY	Currency of the bank account
ACCOUNT MANAGER	This combo allows user to select a person
OPENING ACCOUNT DATE	Self-explanatory
CLOSING ACCOUNT DATE	Self-explanatory
INTEREST RATE	Interest rate info
MATURITY	Number of years before maturity

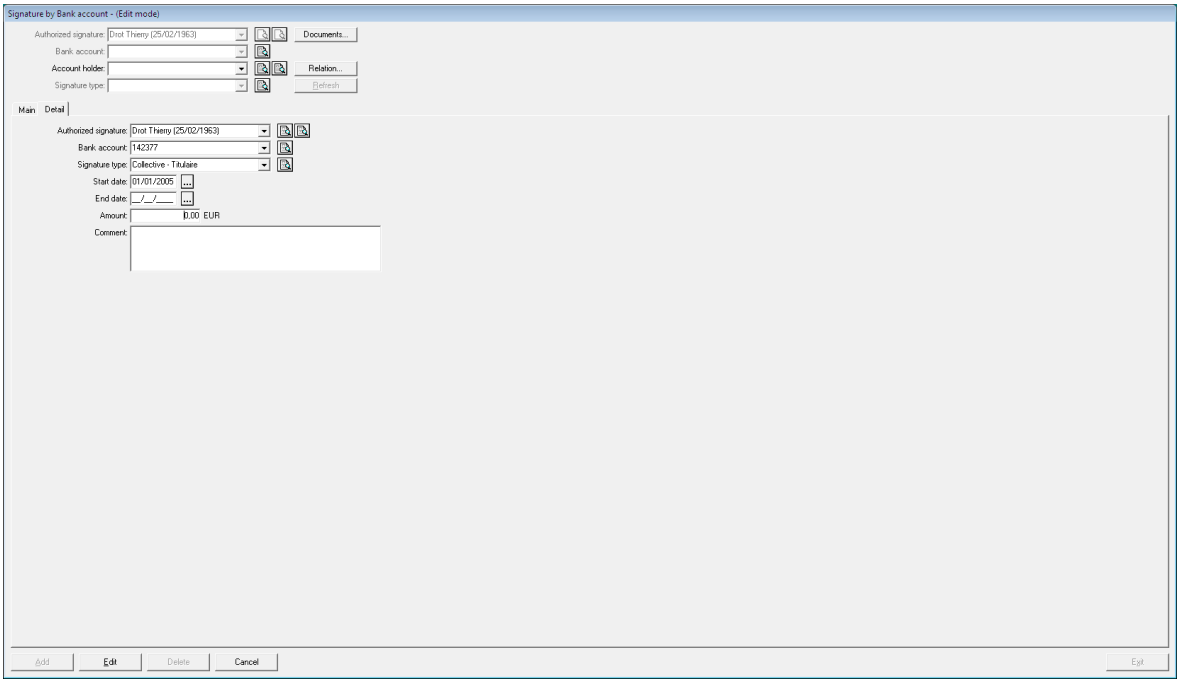
BOUTONS

SIGNATURE	Calls the screen allowing to define signature type (see signature type further down)
RELATIONS	Calls the screen used to define relations (see RELATION Module)
CONVERT IBAN	This button transfer the IBAN number into the bank account number field
CALC IBAN	Allows the user to calculate the two modulo digits in IBAN accounts nomenclature (EX/ LU?? 0030 6604 1068 0000 become LU71 0030 6604 1068 0000). The calculation is done base on each specific EEC countries IBAN format requirements. This function is only available on demand

SIGNATURES BY BANK ACCOUNT

This screen display a grid with bank power of signatures:



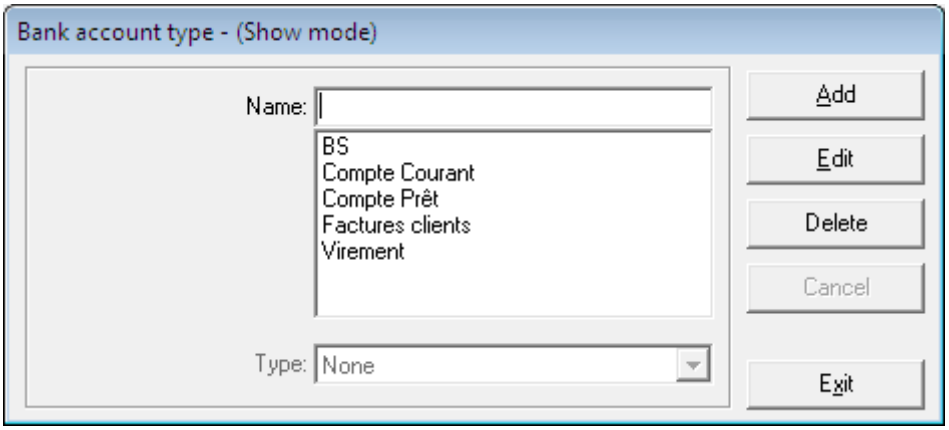


Four SELECTION CRITERIA allows the user to research existing information: Authorized signature, Bank Account, Account holder, Signature type.

DETAIL TAB

AUTHORIZED SIGNATURE	Name of the authorized person/company
BANK ACCOUNT	Bank account number
SIGNATURE TYPE	Signature type field contains the pre-defined parameters (see parameter below)
START DATE	Self-explanatory
END DATE	Self-explanatory
AMOUNT	Limit value of the signature
COMMENT	Free comment

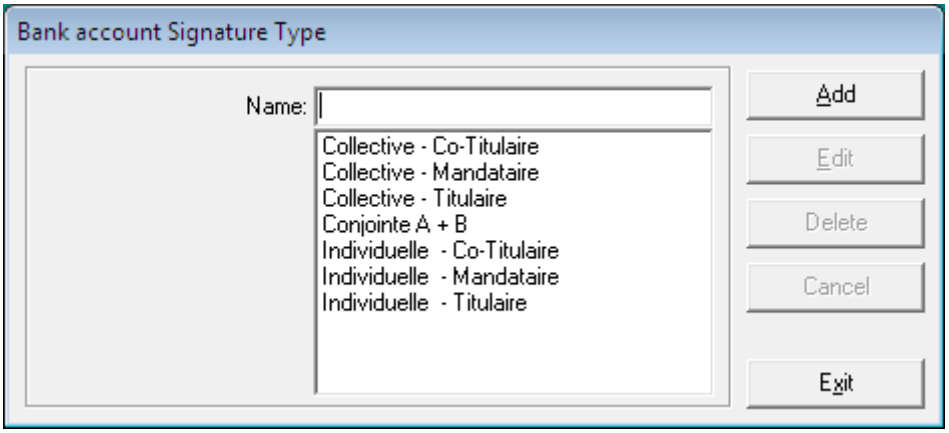
PARAMETERS - BANKS – Bank accounts type



NAME	Free name of the type (ex: current account, term account …)
TYPE	System types: - None: if selected no specific treatment is to be given to the type of account created - Wire transfers (suppliers): this type is used to indicate that the account is to be used for wire transfer orders (on paper or electronic) in supplier invoices (see supplier invoices) - Wire transfers (clients): this type is used to indicate that the account is to be used for wire transfer orders (on paper or electronic) in client invoices (see client invoices) - Client invoice: this type indicates the account to be selectable in a client invoice combo box in order to enable the user to specify on which account the invoice has to used

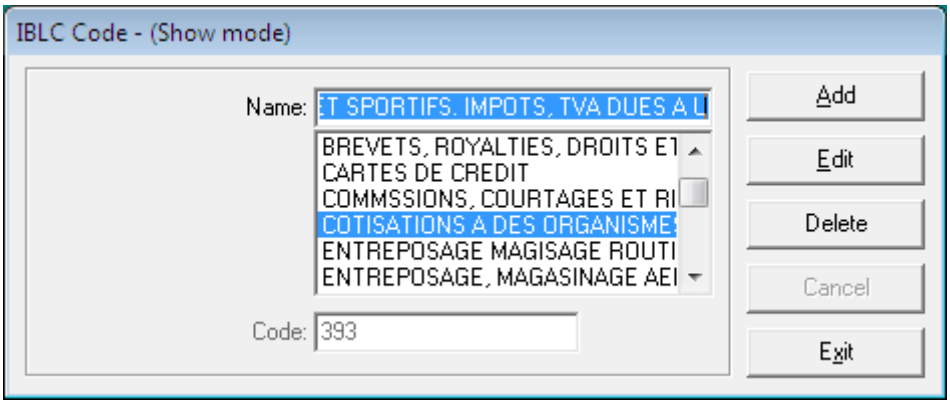
PARAMETERS - BANKS – Bank account signature type

This screen allows user to define the different types of signature power:
Ex: Individual or Collective

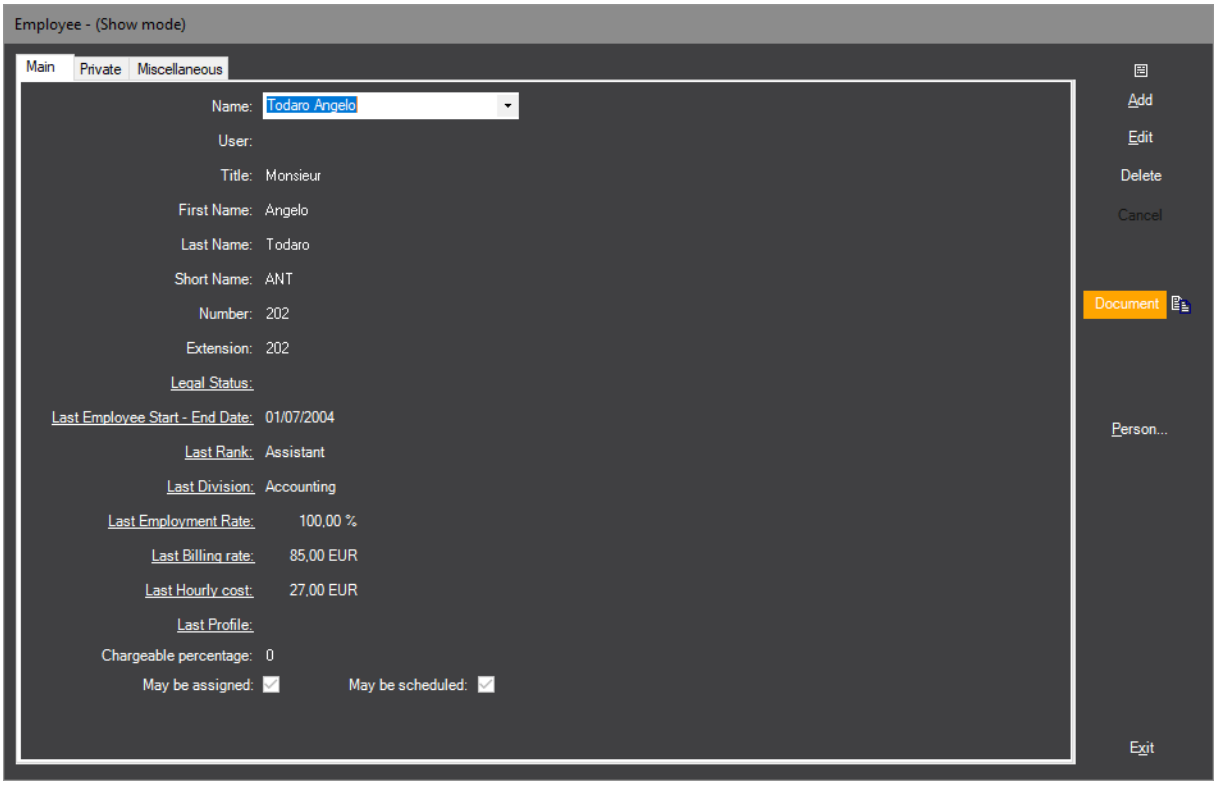


PARAMETERS - BANKS – IBLC CODES

For some wire transfers in Belgium and Luxembourg countries an IBLC code is mandatory.
These codes can be used in the wire transfer module (see WIRE TRANSFERS in UTILITIES)



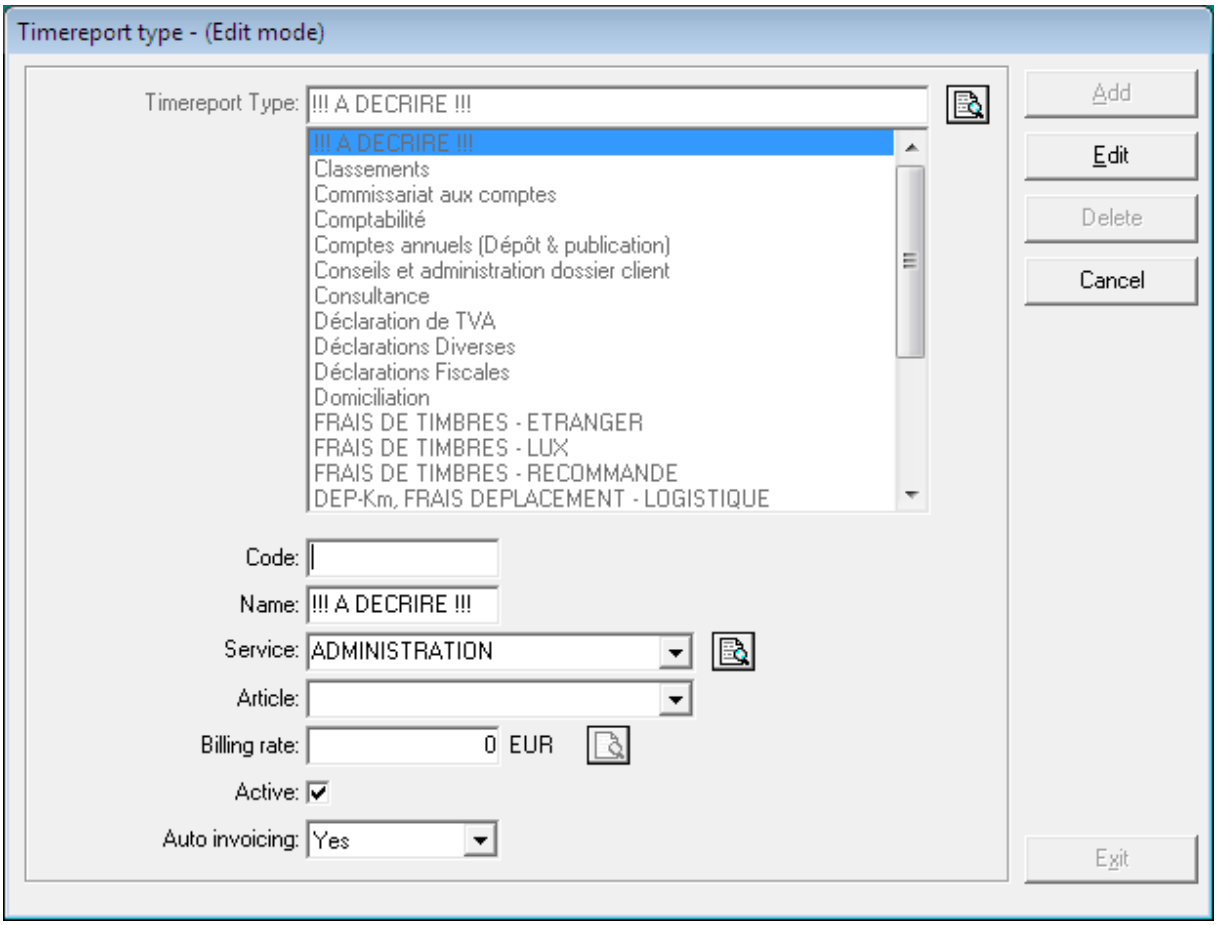
Parameters EMPLOYEE/TIMEREPORTS



An employee has to be defined for timreporting purposes.

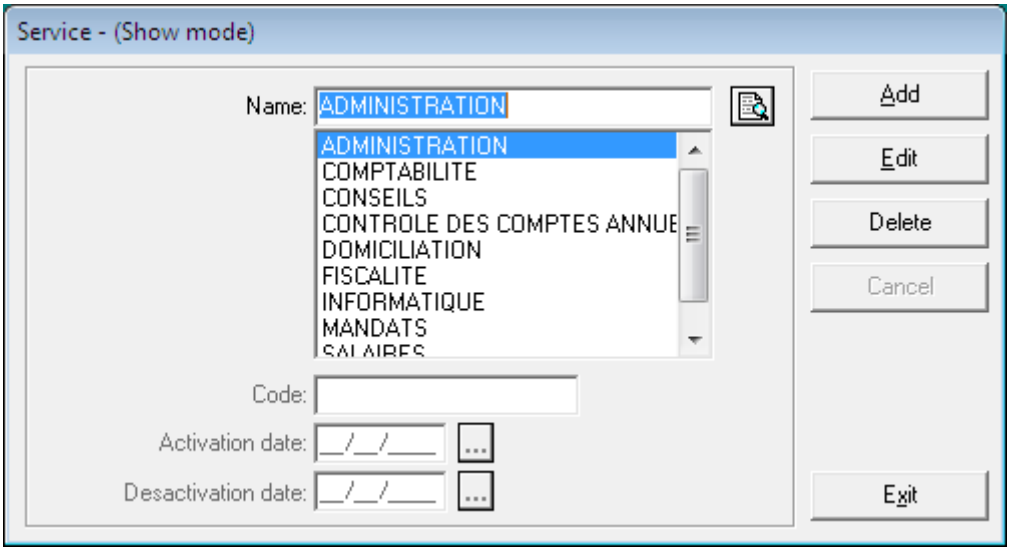
USER: If a user exists, the link is done while selecting the user in the User field. First name and Last name are then taken from the user data.
FIELDS:
TITLE: If the title doesn't exist, it can be added manually. Next time it will be available for selection
FIRST NAME: self-explanatory
LAST NAME: self-explanatory
NUMBER: internal employee number
EXTENSION: Internal phone extension
SHORT NAME: Employee short name (by default the application takes the user's short name)
MAY BE ASSIGNED: If check box is ticked employee can be assigned on jobs (see Job Assignment)
MAY BE SCHEDULED: If checked box is ticked employee can be scheduled (see Scheduling module)
Employee data and screen have already been explained at the beginning of this document.

PARAMETERS - EMPLOYEE / TIMEREPORT – TIMEREPORT TYPE



TIMEREPORT TYPE	List box displaying all the timereport type
CODE	Code given to the timereport type (if any)
NAME	Name of the timereport type
SERVICE	Service to which a timereport HAS TO be attached
ARTICLE	Article to which a timereport type can be attached. If there is an article attached the timereport type an article field quantity will be available for input when encoding timesheets. The number of article will be used in automatic invoicing. Example: If payroll sheets are produced the number of sheets prepared for a client will be specified and will be billed based on the price of the article. Hours will consequently not be billed.
BILLING RATE	Billing rates can be defined at different level (see TIMEREPORT section). If specified here billing rates will be linked to the timreport type when used to input timesheet
ACTIVE	If the check box is ticked the timreport type will be available for selection when inputting timesheets
AUTO INVOICING	- YES: If yes is selected the timereport type will be used by automatic invoicing module - NO: If no is selected the timereport type will be ignored by the automatic invoicing module

PARAMETERS - EMPLOYEE / TIMEREPORT – SERVICE

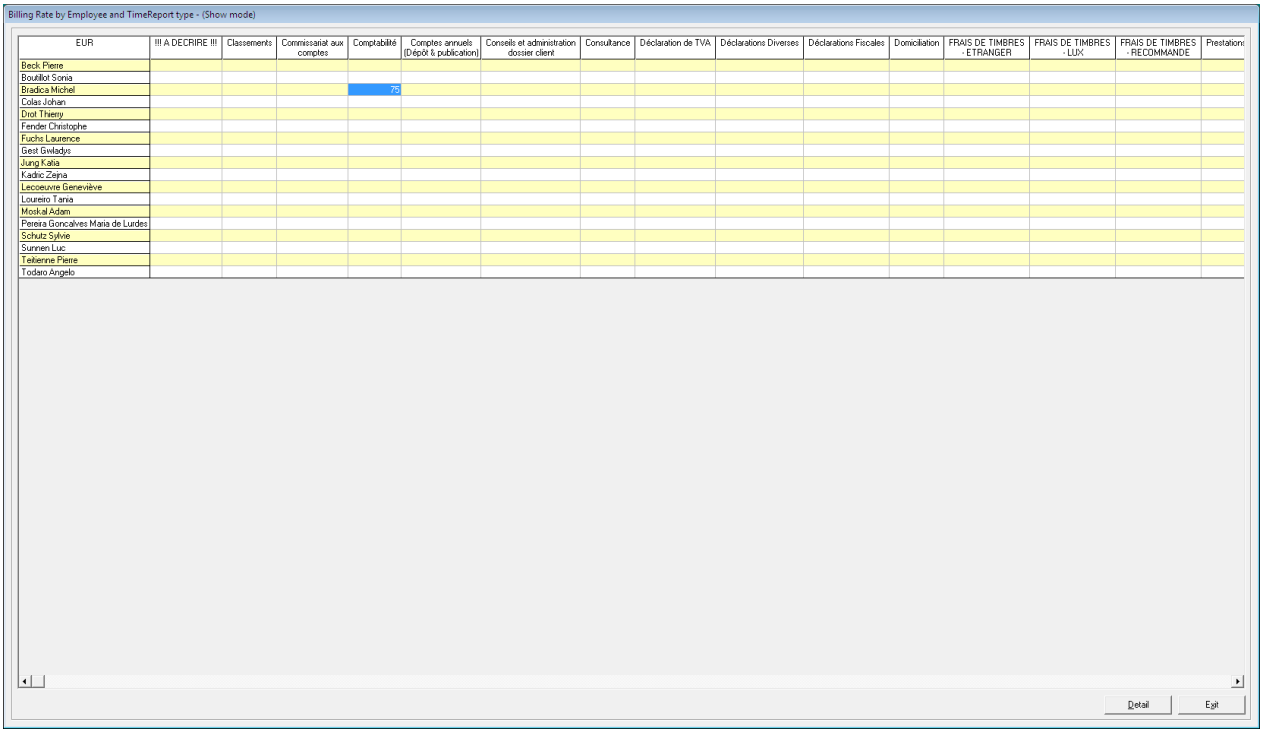


This screen allows the user to define the services rendered to clients
Each timereport timereport type has to be attached to a service

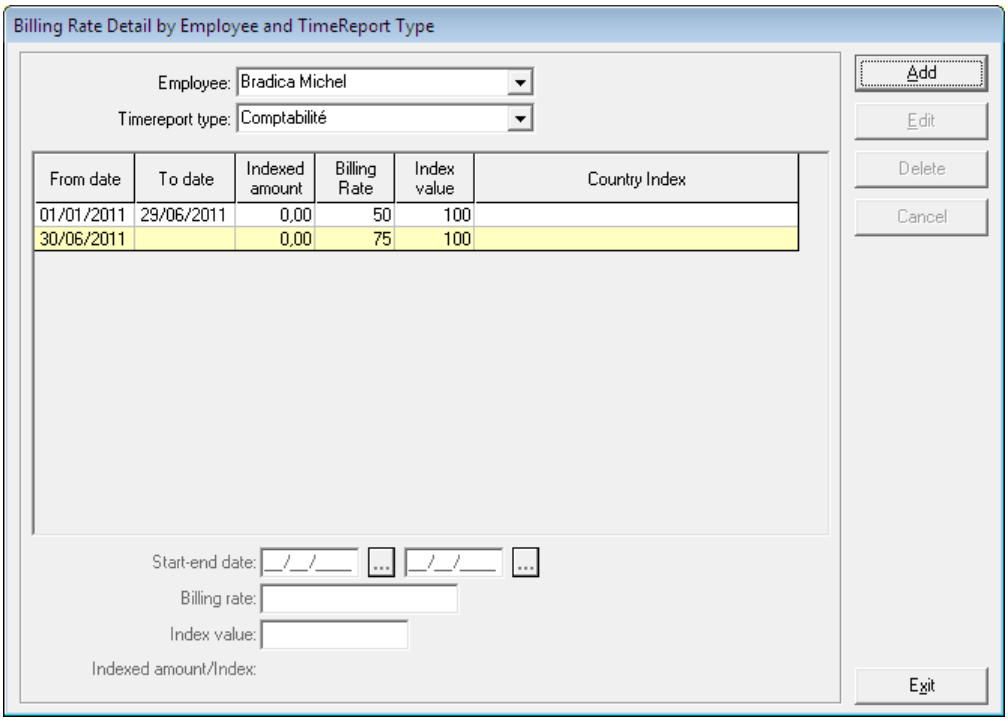
NAME	Name of the service
CODE	Code of the service
Activation date	Date à which the service becomes active
Deactivation date	Date à which the service becomes inactive

PARAMETERS - EMPLOYEE / TIMEREPORT - RATE BY EMPLOYEE AND TIMEREPORT TYPE

This screen is a grid allowing the user to define billing rates used in timereports hours valuation by employee and by timereport type.
Reminder: billing rates can be defined at the employee level and also at the job level.

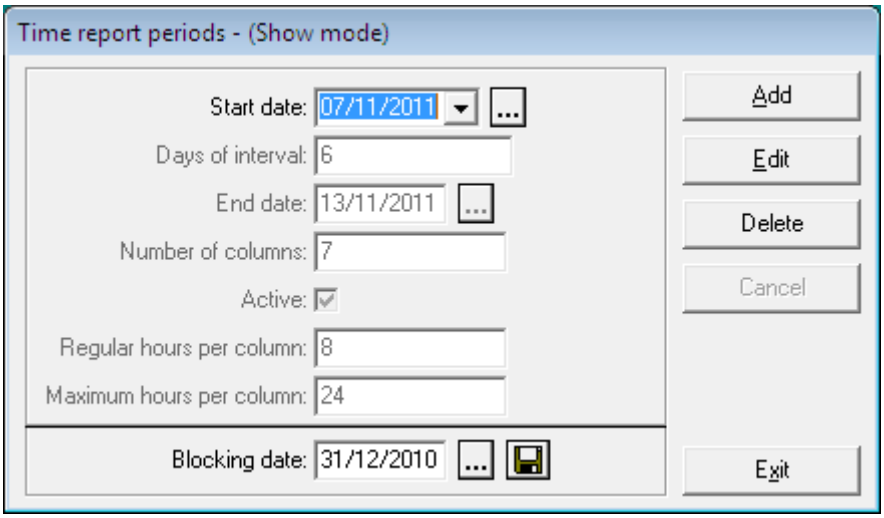


Double click in a cell of the grid will load the screen allowing entering the values:



START DATE	Start date at which the specified rates will be applicable
END DATE	End date
BILLING RATE	Rate for valuing the hours of the employee.
INDEX VALUE	Index value used if indexation process is used
	Historical rates are kept and a timereport will be valued in function of the dates of the timereport

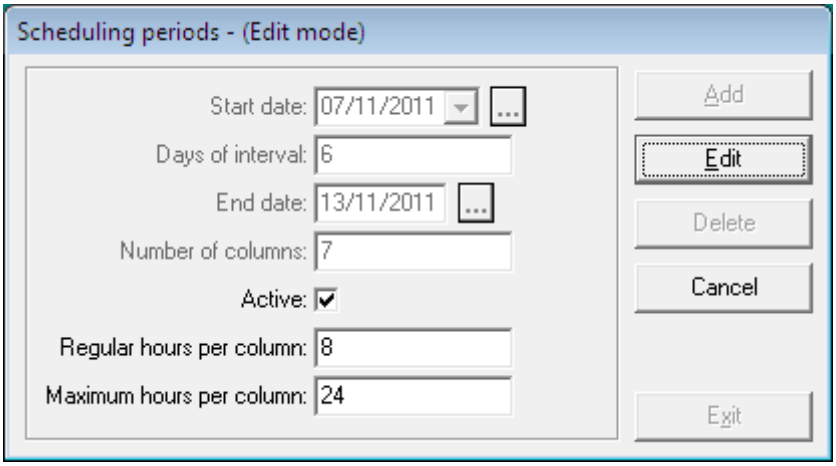
PARAMETERS - EMPLOYEE / TIMEREPORT – TIMEREPORT PERIOD



Timereports can only be done if periods exist.
Here is an example of weekly period (most common view). Period can also be month…
This screen will condition the screen layout for timereporting.

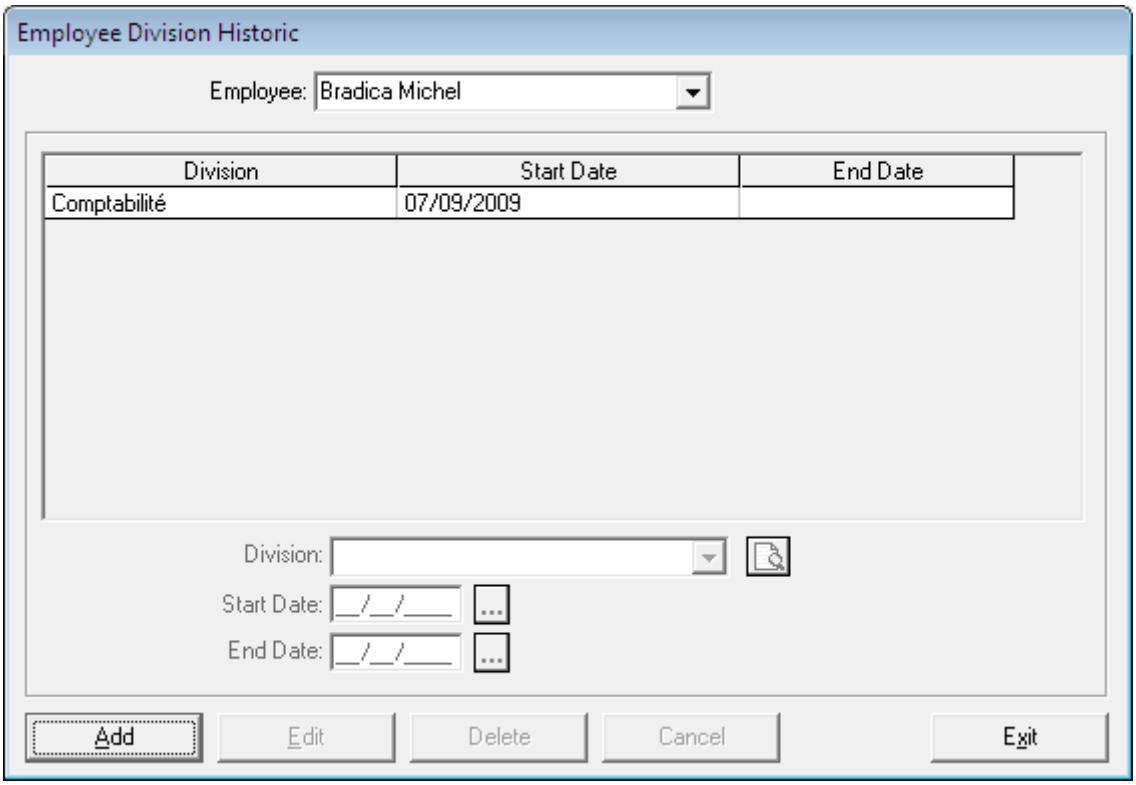
START DATE	Start date of period
DAYS OF INTERVAL	Number of days of interval between two periods. Typically in a weekly view
END DATE	End date of the period
NUMBER OF COLUMNS	Number of column of the grid for presenting the days. Typically in a weekly view there are 7 columns for 7 days
ACTIVE	If the checkbox is ticked the period is active and timereports can be input by users. If not checked no timereport will be possible.
REGULAR HOURS PER COLUMNS	Number of hours of a regular day. This parameter is done to condition the colors of the display
MAXIMUM HOURS PER COLUMNS	Maximum number of hours that an employee can enter for a regular day
BLOCKING DATE	Blocking date is a field which is not related to period but to all periods. The blocking dates allow forbidding timereporting in the past. Typically used when invoicing hours to avoid employees to change their hours when billing has been processed.

PARAMETERS - EMPLOYEE / TIMEREPORT – SCEHDULING PERIOD

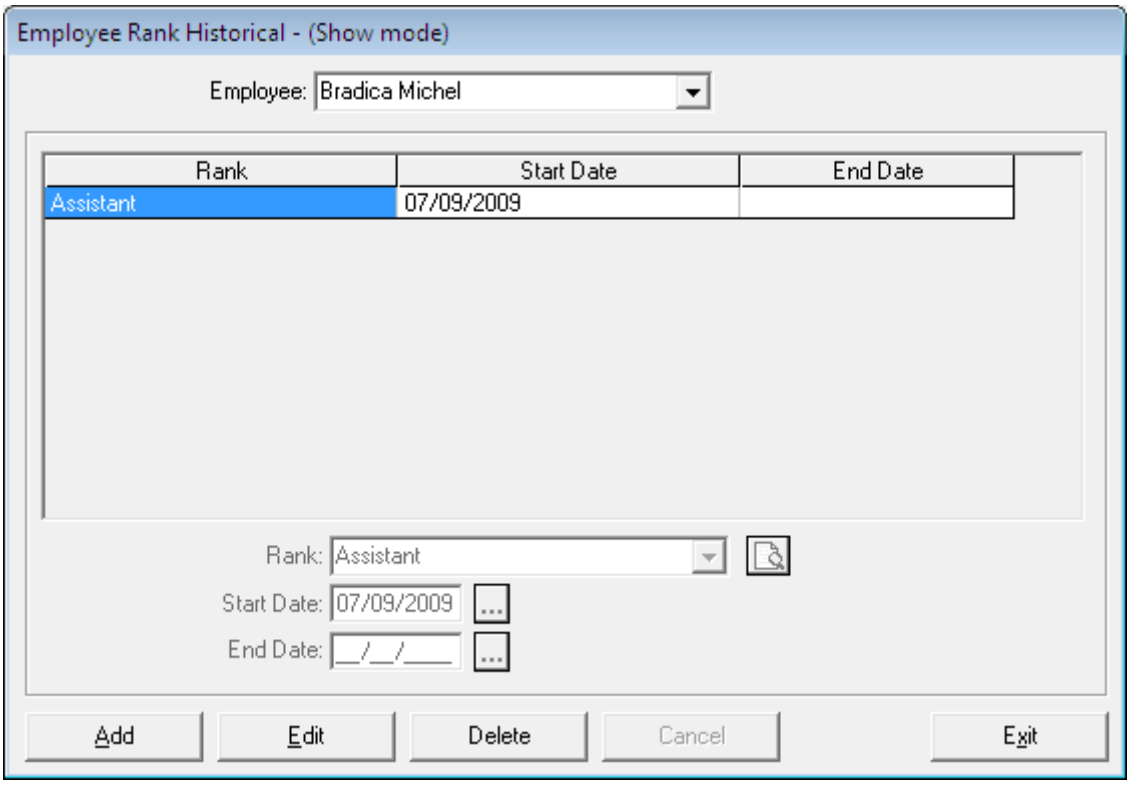


PARAMETERS - EMPLOYEE / TIMEREPORT – EMPLOYEE DIVISION HISTORIC

This screen is designed to track the division to which an employee belongs.
Start date and end dates allow keeping historical data.

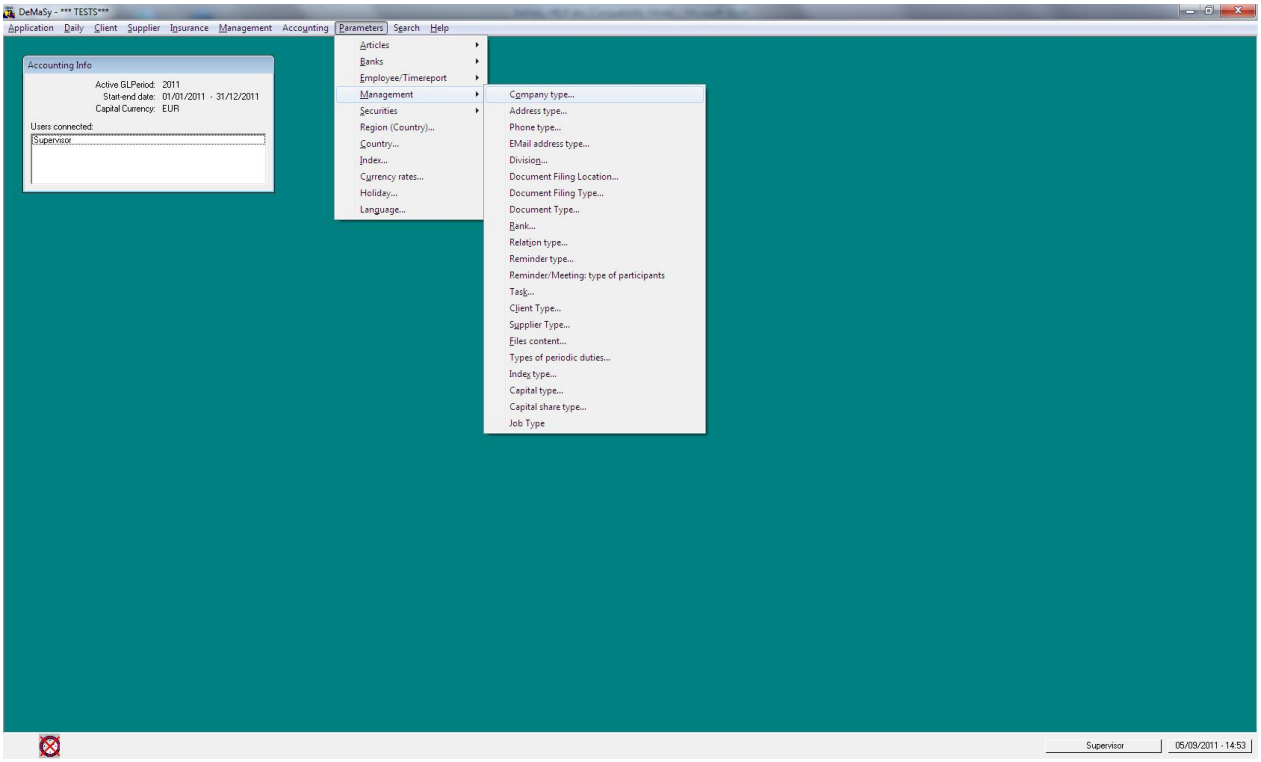


PARAMETERS - EMPLOYEE / TIMEREPORT – EMPLOYEE RANK HISTORIC

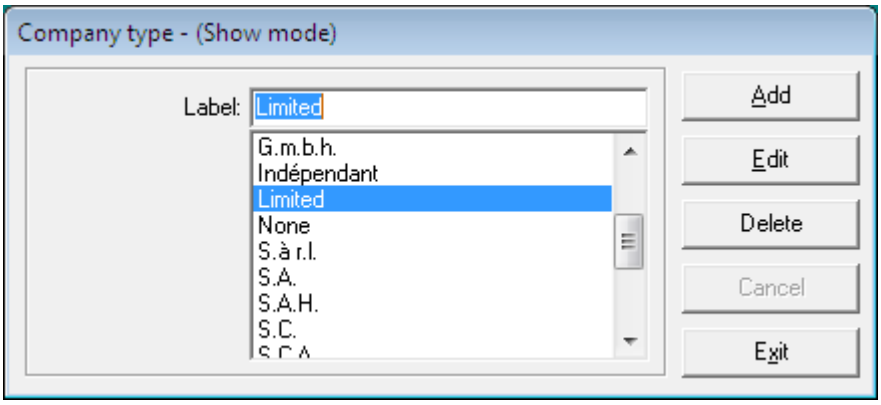


This screen allows keeping historical ranks of an employee through start and end dates.

Parameters MANAGEMENT

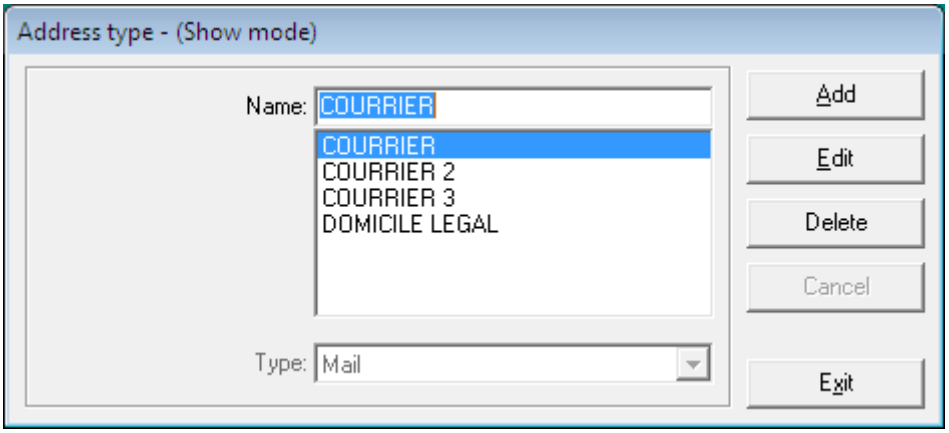


PARAMETERS – MANAGEMENT - Company type



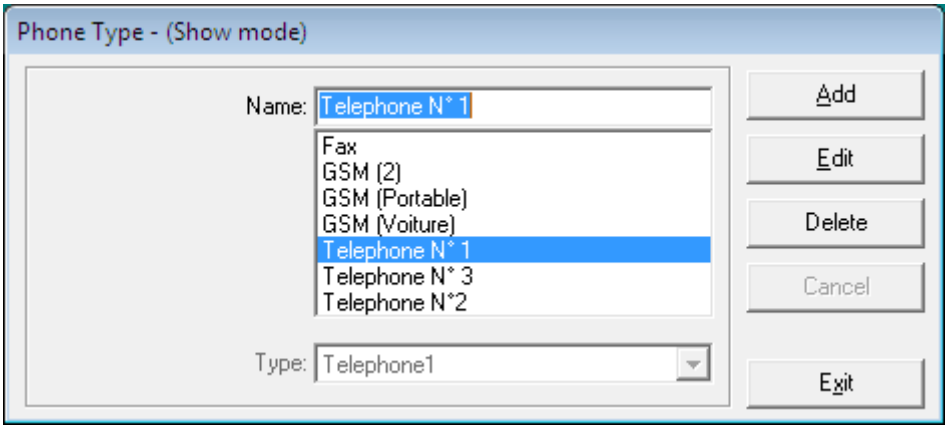
This screen allows users to store the type of companies.

PARAMETERS – MANAGEMENT – Address type



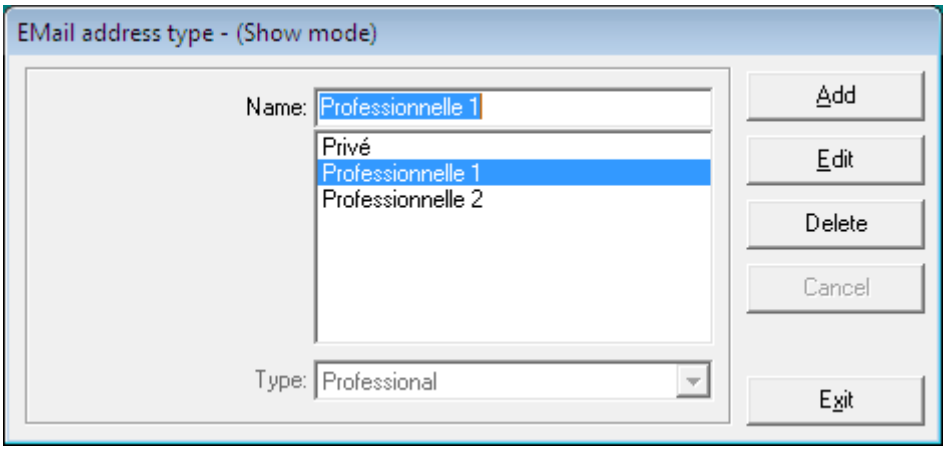
NAME	Name of the address type
TYPE	System type used for specific treatments by the application - None: no system type is an address with specific dynamic associated - MAIL: Address type used to store mail delivery address - LEGAL: Address type used to store legal addresses - INVOICING: Address type used when recording invoice to client - DELIVERY: Address type used for delivery address in purchase orders - PICK UP: Address type used for pick up address in purchase orders

PARAMETERS – MANAGEMENT – Phone type



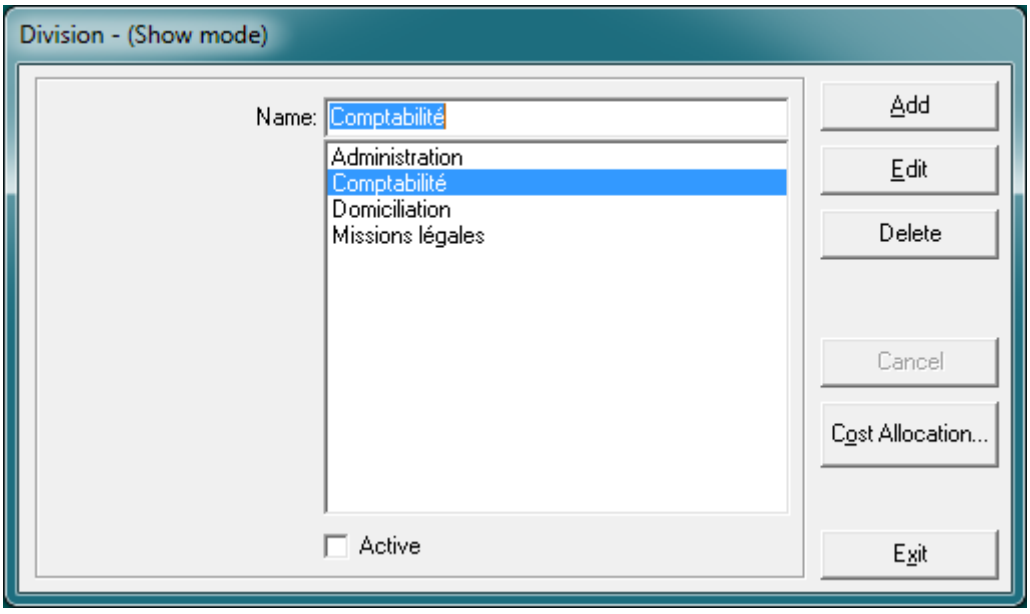
NAME	Name of the phone information type
TYPE	System type used for specific treatments by the application - None: no system type is an address with specific dynamic associated - TELEPHONE 1 - TELEPHONE 2 - FAX - RECEPTION - EXTENSION - MOBILE These system types can be used for specific reports

PARAMETERS – MANAGEMENT – Email Type



NAME	Name of the email data type
TYPE	System type used for specific treatments by the application - None: no system type is an address with specific dynamic associated - PROFESSIONAL - PRIVATE - MICROSOFT EXCHANGE: this type is used in the DOCUMENT module for research on from and to email addresses These system types can be used for specific reports.

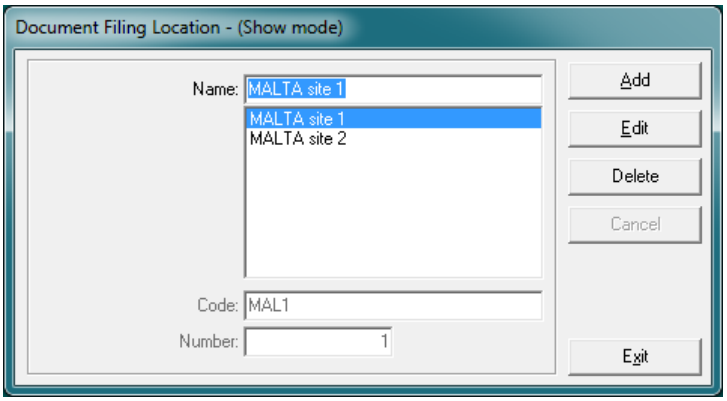
PARAMETERS – MANAGEMENT - Division



NAME	Name of division
ACTIVE	If the check box is ticked the Division is active and can be used as a parameter in all the screen where a division can be specified (Employee, Job, Client). If not ticked the division in no longer selectable.

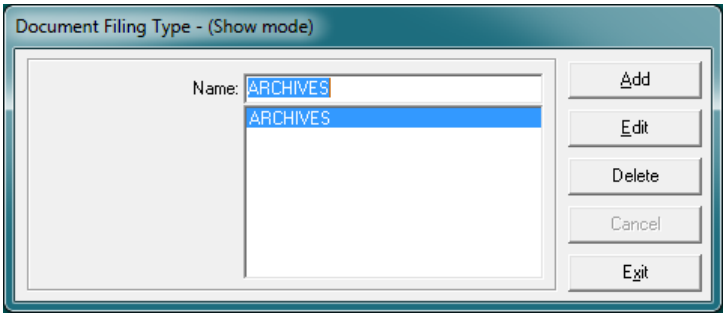
Button COST ALLOCATION allows the user to define default cost allocation by Division. See Cost accounting section.

PARAMETERS – MANAGEMENT – Document filing location



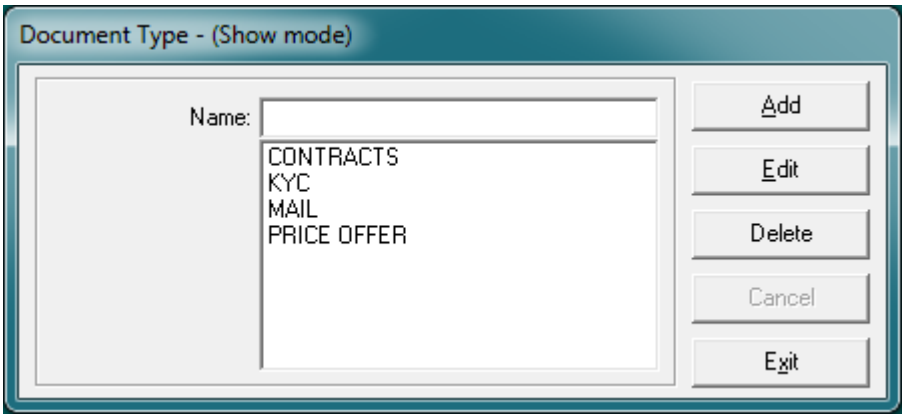
This parameter is used in document filing module which allows tracking the documents filed and there location. See DOCUMENT FILING MODULE.

PARAMETERS – MANAGEMENT – Document filing type



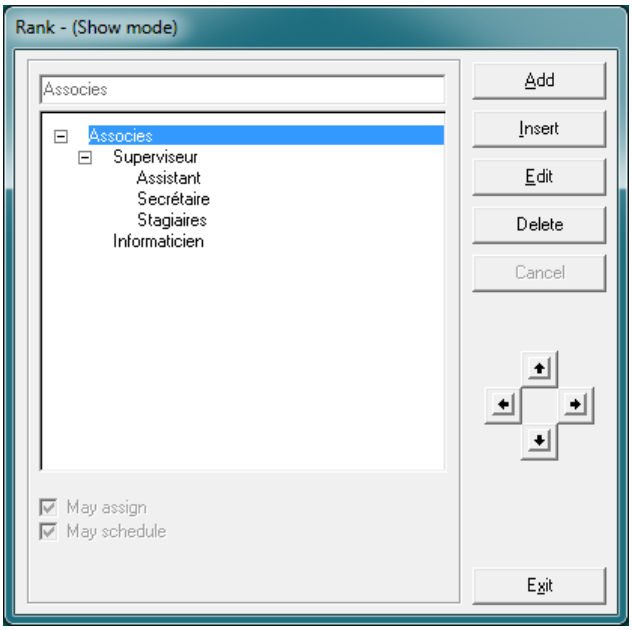
This parameter is used in document filing module which allows tracking the documents filed and there location. The type allows users to categorize the documents archived. See DOCUMENT FILING MODULE.

PARAMETERS – MANAGEMENT – Document type



This parameter belongs to the DOCUMENT Module. It allows the user to create different types of documents which allows categorizing to documents store and filter researches (see DOCUMENT module).

PARAMETERS – MANAGEMENT - Rank

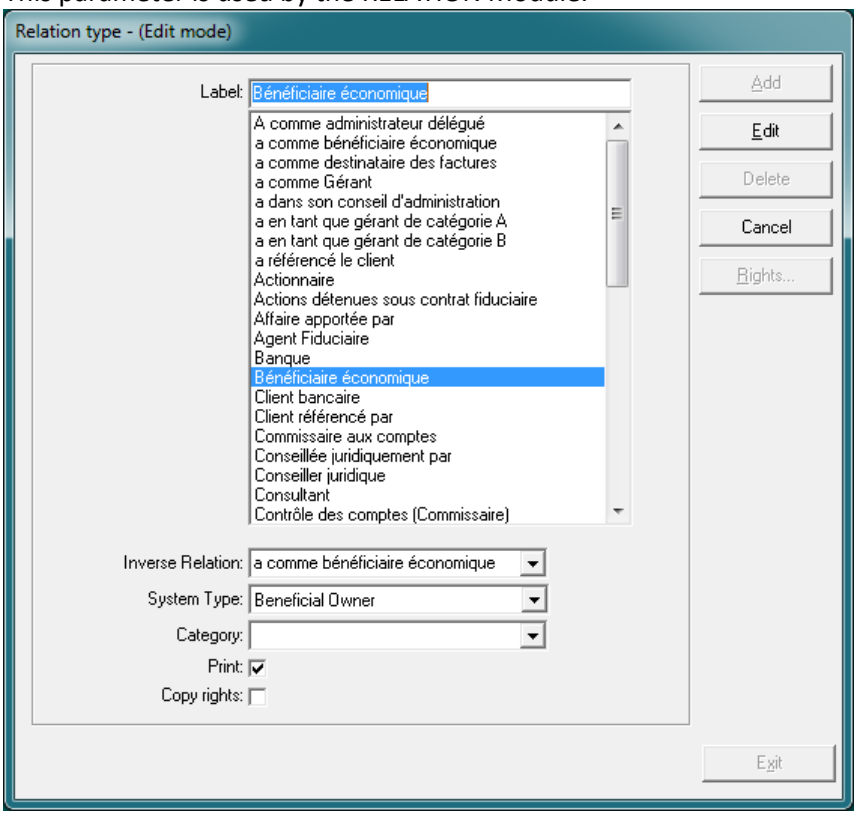


Ranks can be defined to fit the hierarchy of an organization.
North, South, East and West arrows are to be used to indent and create dependency levels.

If the check box “MAY ASSIGN”: the employees assigned to that rank are authorized to assign employees on job (see ASSIGNMENT in MANAGEMENT module)
If the check box “MAY SCHEDULE”: the employees assigned to that rank are authorized to schedule employees on job (see SCHEDULING module)

PARAMETERS – MANAGEMENT - Relation type

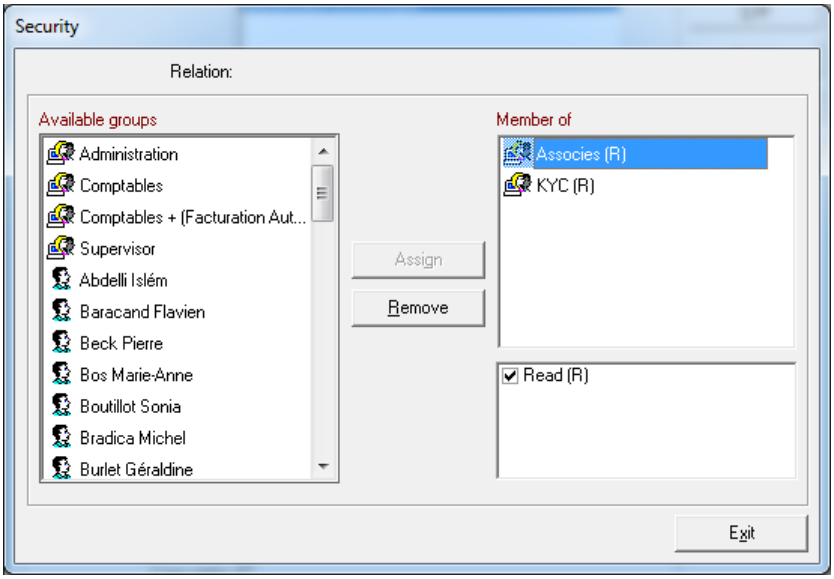
This parameter is used by the RELATION Module.



LABEL	Name of the relation type: Ex: Beneficiary owner
INVERSE RELATION	Inverse related relation type. The application allows the user to select all the relations of a company and from one of these relations displayed to dynamically change the view to see all the relations of the selected relation of the company. That's why each relation can have an inverse relation. Because relations can be seen two ways, the wording has to be adequately defined. Example: COMPANY ABC beneficial owner is PERSON XYZ PERSON XYZ is beneficial owner of COMPANY ABC See RELATION module.
SYSTEM TYPE	There are specific actions and dynamics associated to some of the system types. Some other are used for specific reporting only: - ACCOUNTANT: used for reporting purposes - AUDITOR: used for reporting purposes - BENEFICIAL OWNER: used for reporting purposes - BUSINESS PROVIDER: If a business provider is specified in the client data a relation of this system type will automatically be created between the client and the specified business provider. - DIRECTOR: used for reporting purposes - DOMICILED COMPANY: If a domiciliation agent is specified in the client data a relation of this system type will automatically be created between the client and the specified domiciliation agent. - EMPLOYEE: used for reporting purposes - IN CHARGE FOR LEGAL FOLLOWING: used for reporting purposes - INVOICE CONTACT: If relations using this system type do exist the user will be entitle to select the contact to which the invoice has to be sent in the invoice screen. - LIQUIDATOR: used for reporting purposes

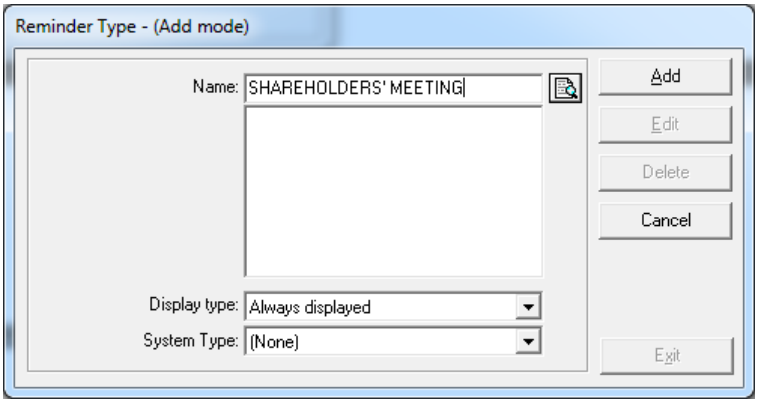
	- MANAGER: used for reporting purposes - PARTNER (REGISTER): When using the shareholders register module user will be entitled to automatically generate a relation of this type based on the shareholders specified in the shareholders 'register module. - PURCHASE / SALE CONTACT: If relations using this system type do exist the user will be entitled to select the contact in connection with a purchase order among these relations. - SHAREHOLDER (REGISTER): When using the shareholders register module user will be entitled to automatically generate a relation of this type based on the shareholders specified in the shareholders 'register module. - STATUTORY AUDITOR: used for reporting purposes - TRUSTEE: used for reporting purposes
CATEGORY	Allows the user to categorize the relation types. NB: not mandatory
PRINT	If the check box is ticked this relation will appear on the reports printed out. If not check the relation will not appear on the reports.
COPY RIGHTS	If this check box is ticked a specific dynamic related to the rights management is activated. Example: The relation type beneficial owner is a relation that can't be seen by everybody. The rights assigned will manage the access in this respect. If not only the relations can't be seen but the company or person part of the relation itself can't be seen this checkbox has to be activated. Obviously if the company/person part of the protected relation has other unprotected relations this restriction doesn't make sense and the rights will be amended accordingly automatically by this feature.

Button RIGHTS: calls a screen allowing assigning rights to the selected relation type.



To the left are all the existing groups of rights and all the users.
Using the ASSIGN and REMOVE buttons users give the write to see the relations of this type to the groups or employees assigned.
If no right is specified a user who has the right to access the screen of the relations will see the relation type.
Once a right has been assigned to a group and/or a user only the assigned users will be able to see the relations of the selected type.

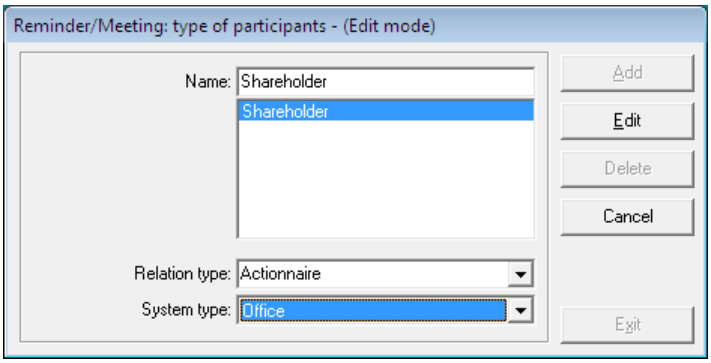
PARAMETERS – MANAGEMENT – Reminder type



This screen allows the user to define type of reminder (agenda).
Ex: Shareholders 'meetings , Board of Directors meeting

NAME	Name of the type of agenda
DISPLAY TYPE	- Always displayed - Displayed in calendar - Not Displayed in calendar
SYSTEM TYPE	These system types are meant to be used for specific reporting purposes. They allow retrieving different type of information without depending on the wording used by a client. - General Ordinary assembly - General extraordinary assembly - Board of Directors - Shareholder invitation - Directors invitation - Other event - Maturity relation

PARAMETERS – MANAGEMENT – Reminder / Meeting : type of participants

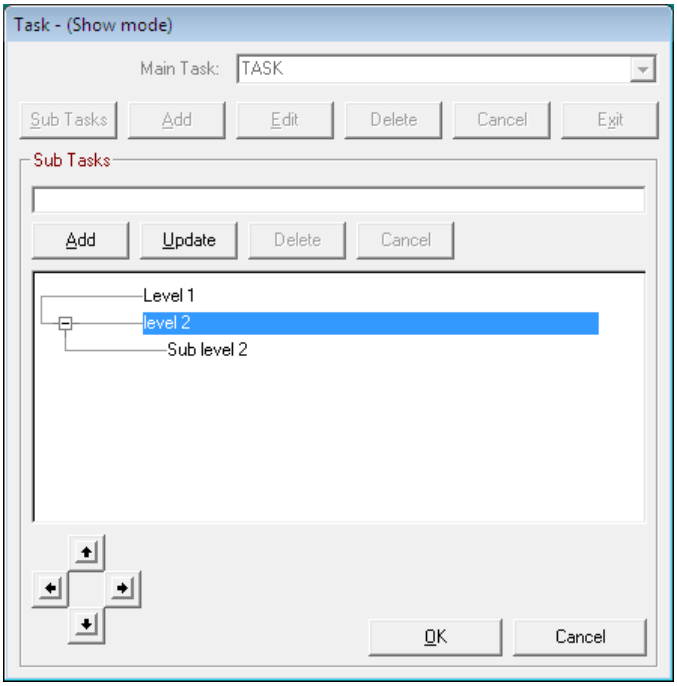


This parameters is used in the SOCIAL EVENTS MANAGEMENT Module.
This module uses the agenda to plan the shareholders (bondholders) and board of Directors meetings.
There is a function which will create an automatic list of participants based on the existing relations (If the relations are used and kept updated).

NAME	Name of the participant
RELATION TYPE	Relation (module RELATION) to be used to create a list of participants at a meeting. When the type of participant is used in an detailed agenda the application will be able to make the link with the appropriate type of relation to constitute the assembly.
SYSTEM TYPE	- OFFICE: member of the “bureau” part of a shareholders meeting or directors meeting - BOND HOLDER: self-explanatory - ADMINISTRATOR: self-explanatory - SHAREHOLDER: self-explanatory - NONE

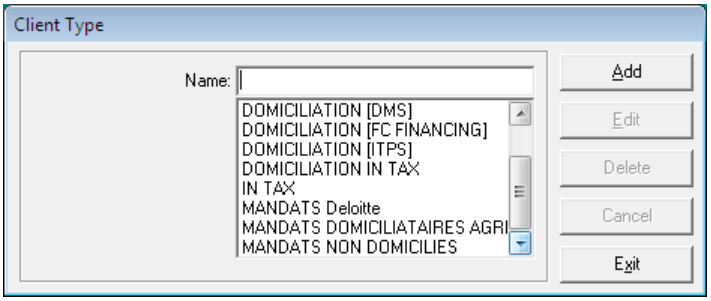
PARAMETERS – MANAGEMENT - Tasks

This parameter is used in the module TASKS MANAGEMENT.
This screen is designed to create standard tasks available to assign to the jobs.



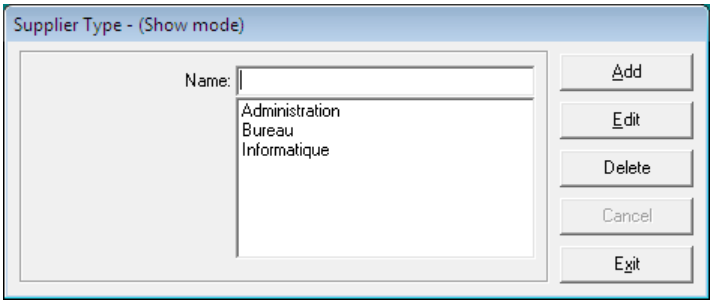
Button ADD / EDIT / DELETE	Used to add a new task name
Button SUB TASKS	Activate the screen below to create the tasks descriptions, level and hierarchy
Buttons ADD / UPDATE / DELETE	Add update or delete sub tasks
North-South-East-West arrows	Allow to move the tasks items in the indicated direction

PARAMETERS – MANAGEMENT - Client type



This parameter is used to create type of clients (free categories).

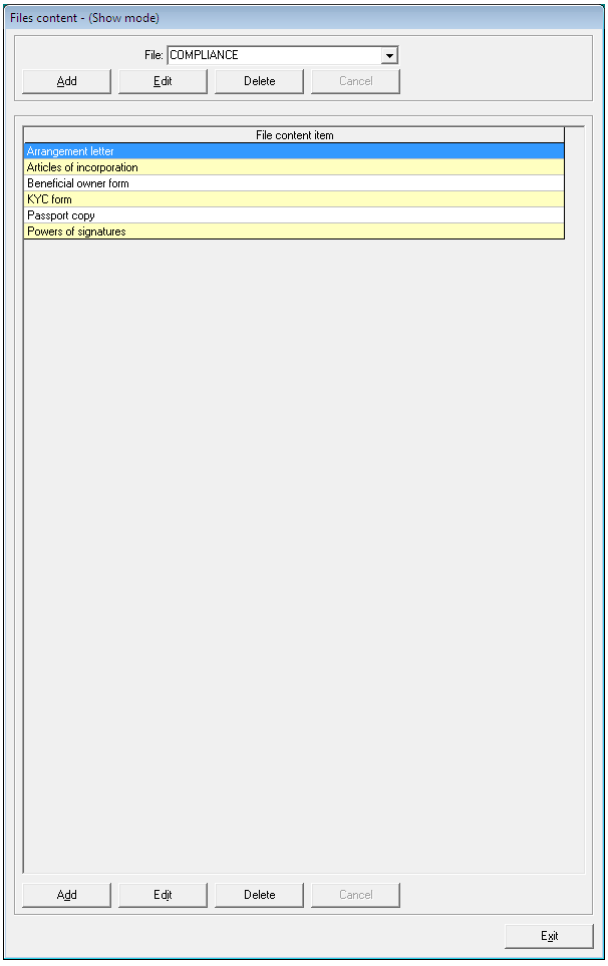
PARAMETERS – MANAGEMENT – Supplier type



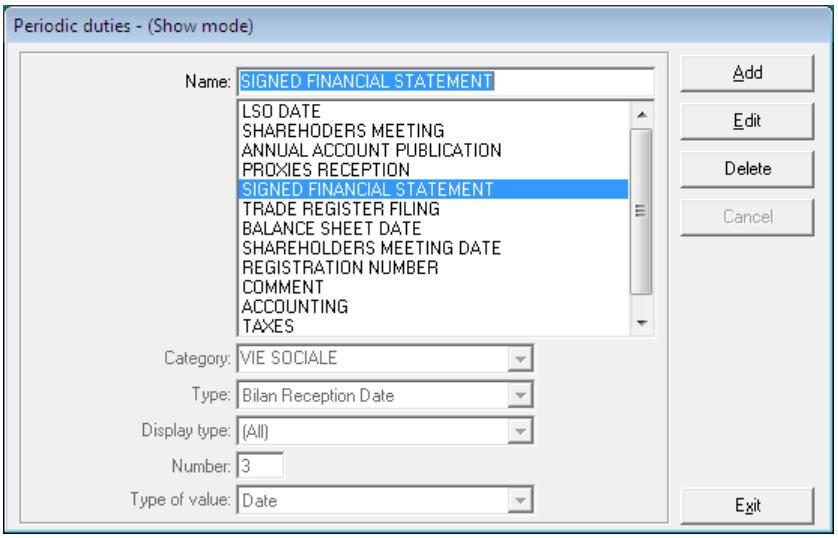
This parameter is used to create type of suppliers (free categories).

PARAMETERS – MANAGEMENT – Flie content

This parameter screen allows the user to create standard file content (module FILE CONTENT).
The file names and contents defined will be assignable to company/persons.
First row of ADD/EDIT/DELETE button are used to create name of the file
Bottom row of ADD/EDIT/DELETE button are used to manage the different items comprised in a file.



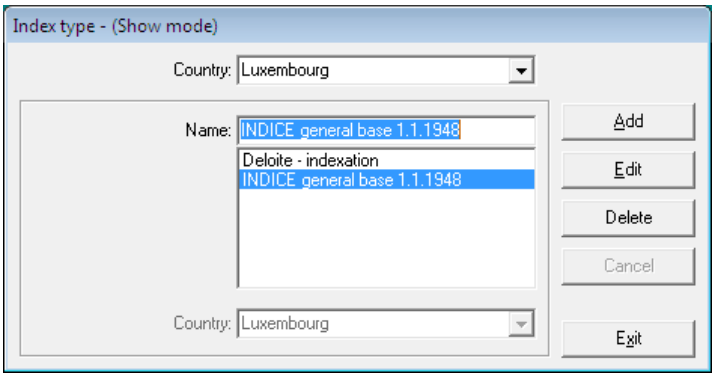
PARAMETERS – MANAGEMENT – Type of periodic duties



PERIODIC DUTIES is a module allowing the build list of significant items to follow upon.
Based on this parameters the application will build columns with all the value and allow the user to follow up on the existing items for each accounting period.

NAME	Name of the periodic duties
CATEGORY	Free categorization of the items
TYPE	System types used for reporting purposes - None - Balance sheet deposit filing date - Proxy reception - RCSL - Balance sheet date - LSO Registration number - AGO date (shareholders meeting date) - Comment - Bilan reception date (balance sheet) - AGO effective date (Shareholders meeting) - LSO registration date - Number of proxies
DISPLAY TYPE	Display type is done to customize the differentiate the information (items to follow up on) between companies and persons - All - Company - Person
NUMBER	Number refers to the column position
TYPE OF VALUE	- Date - Text Allows to determine the type of information to input in the cell

PARAMETERS – MANAGEMENT – Index type

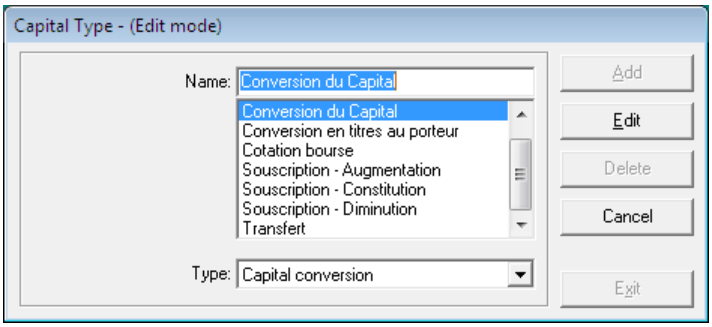


This parameter is used for indexation processes: Employee rates, automatic billings and article prices. It allows the user to define the index usable.

COUNTRY	Combo box to select the country (filter)
NAME	Name of the index
COUNTRY	To specify the country in which the index is applicable

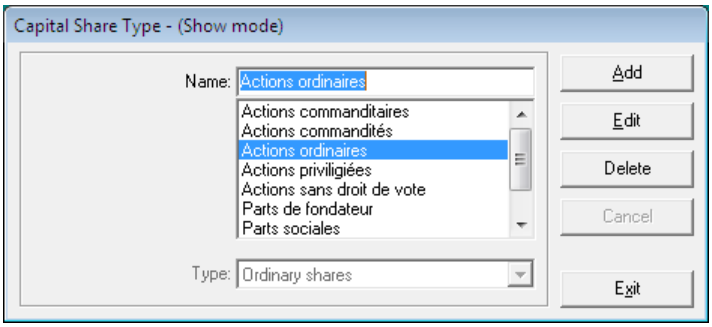
PARAMETERS – MANAGEMENT – Capital type

This parameter is used in the SHAREHOLDER REGISTER module to quality the type of movements.



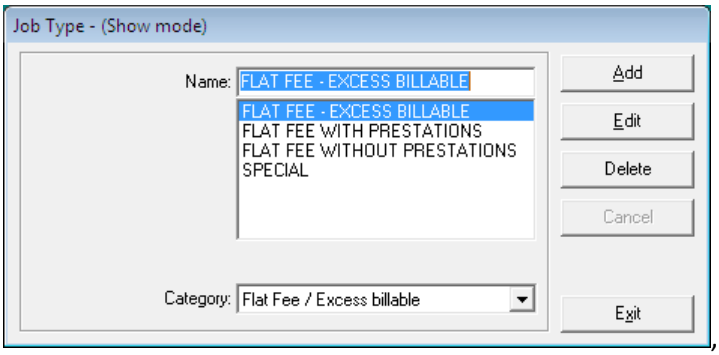
NAME	Name of the capital movement
TYPE	Predefined System types: - CAPITAL CONVERSION: currency change of capital - STOCK EXCHANGE: Shares of the register at the stock exchange - CONVERSION INTO BEARER SHARES: conversion of nominative shares into bearer shares - TRANSFER: transfer of shares from one shareholder to another - SUBSCRIPTION – DECREASE: Decrease of the number of shares for a shareholder (capital decrease) - SUBSCRIPTION – INCREASE: new shares at capital increase - SUBSCRIPTION – INCORPORATION: new shares at incorporation - NONE: non system type associated

PARAMETERS – MANAGEMENT – Capital share type



NAME	Name of the share type
TYPE	SYSTEM TYPE: - ORDINARY SHARES - PRIVILEGED SHARES - FOUNDER SHARES - SHARES WITH NO VOTING RIGHTS - NONE

PARAMETERS – MANAGEMENT – Job Type

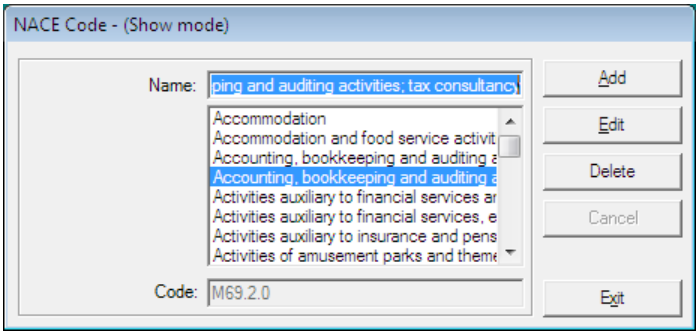


Job type is a parameter used to categorize jobs.

NAME	Name of the job type
CATEGORY	System type for reporting purposes (These system types are correlated to the types of automatic billing types) - Flat fee – Excess billable: - Flat fee with prestations - Flat fee without prestations - Special - None

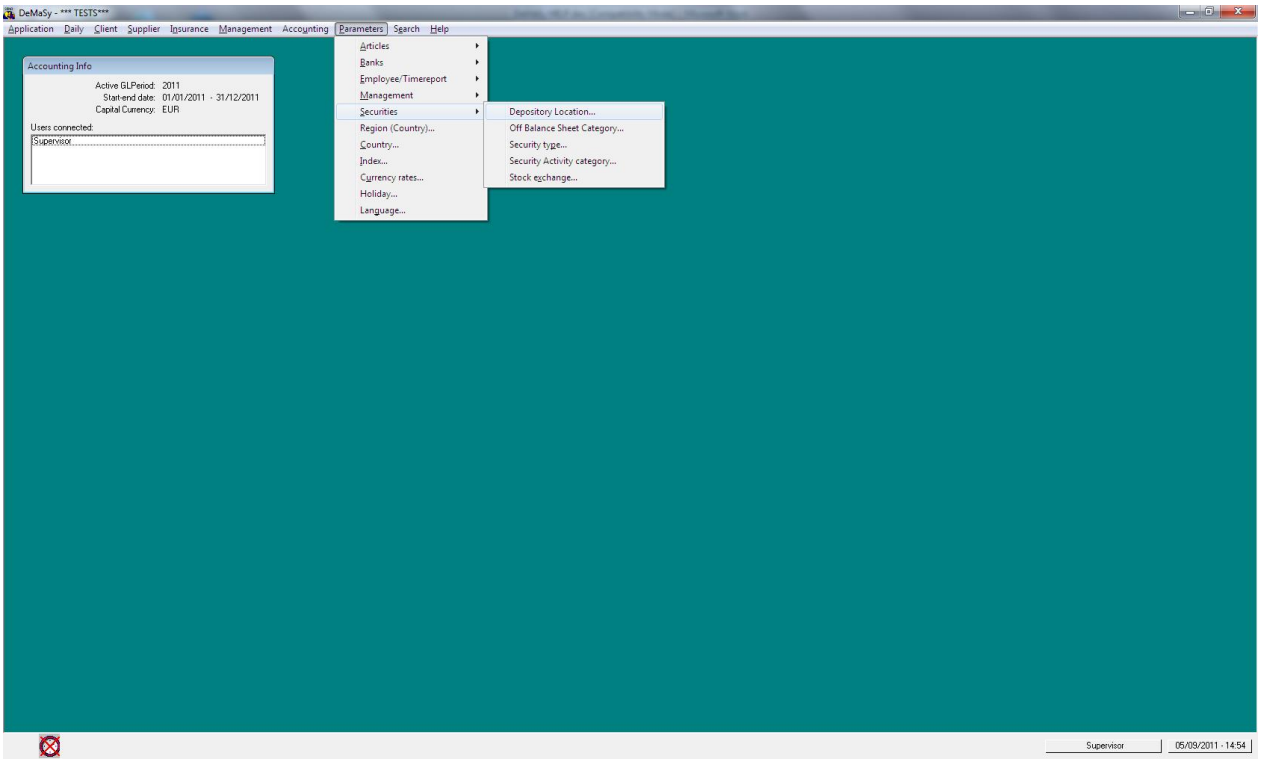
PARAMETERS – MANAGEMENT - NACE

European NACE nomenclature codes available in Company/Person data.



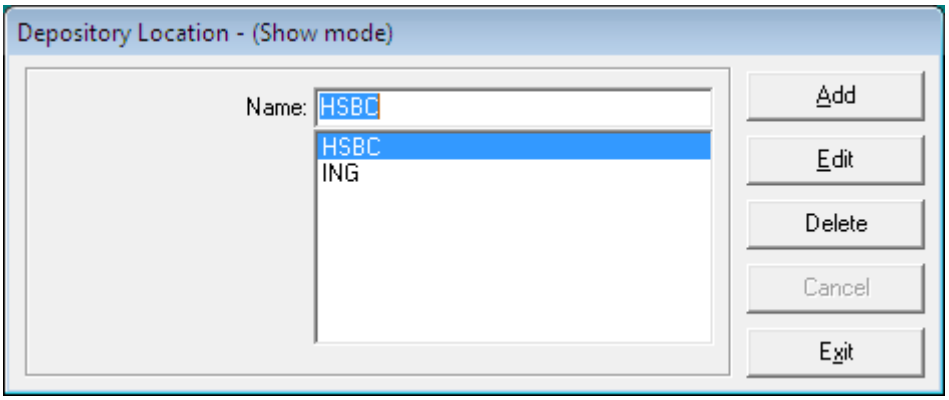
NAME	Name of the NACE
CODE	EEC code

Parameters SECURITIES



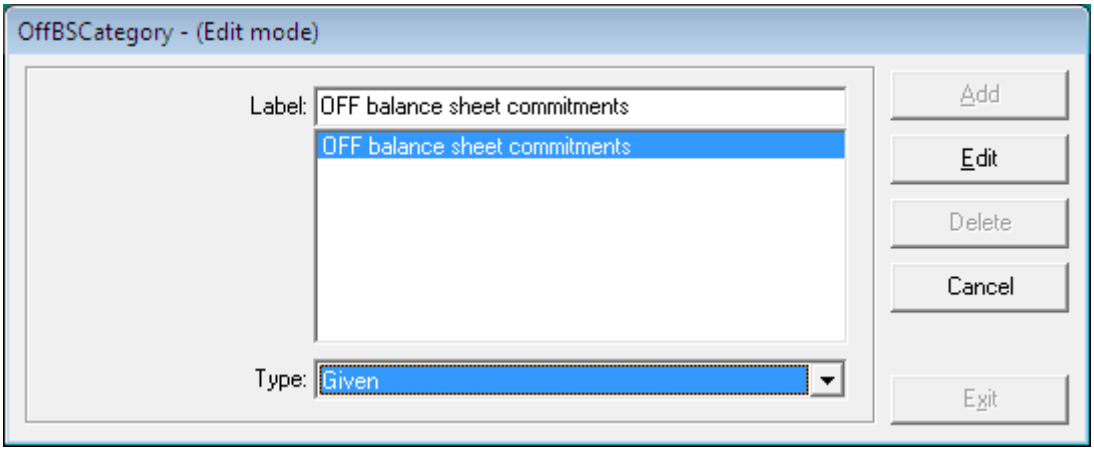
SECURITIES – Depository location

Parameter used to define the depositary bank for recording securities transactions.



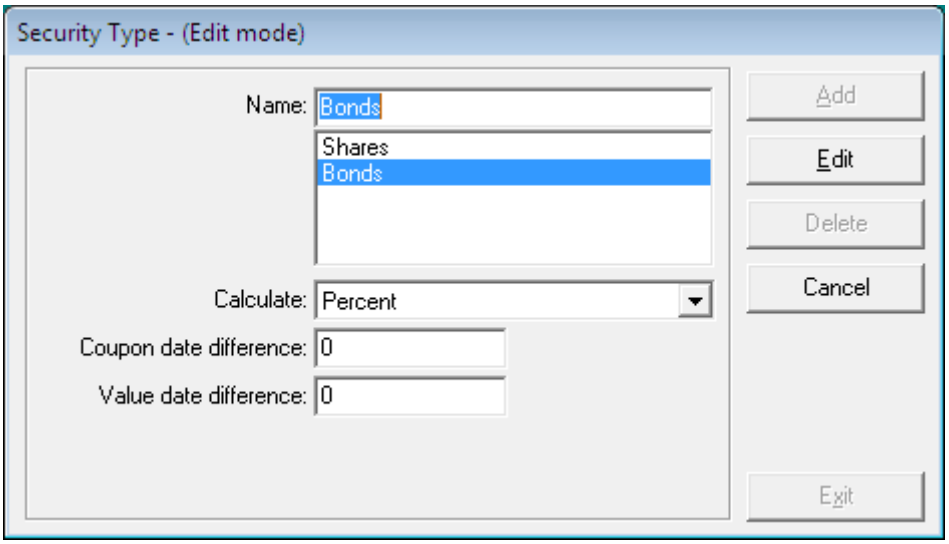
SECURITIES – Off balance sheet category

Parameter used to define the different types of off balance-sheet commitments.



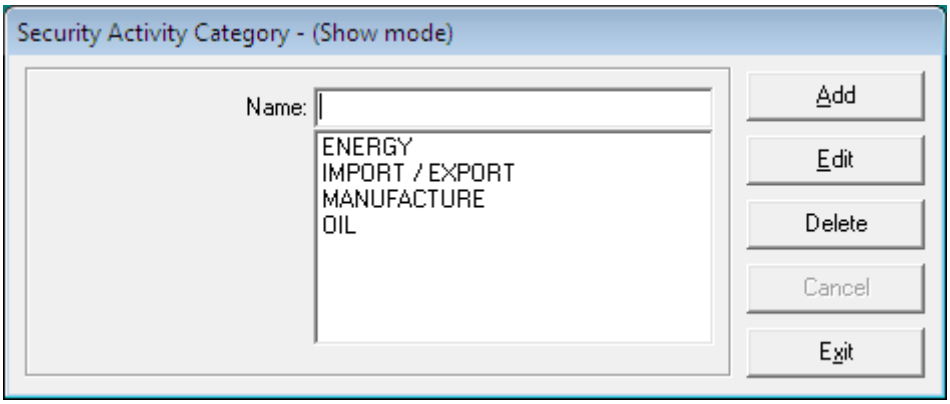
LABEL	Name of the type of commitment
TYPE	System types: - GIVEN - RECEIVED - OUTRIGHTS / SWAPS

SECURITIES – Security type



NAME	Name of the type of security
CALCULATE	- PERCENT: for bonds - AMOUNT: for shares (no interest computation) - BANK DEBT: for bank debt
COUPON DATE DIFFERENCE	User can specify a number of days to add or deduct to the application standard methods of interest computation in case a type of security requires it
VALUE DATE DIFFERENCE	Same thing for the value date difference used to compute the purchased and sold interests

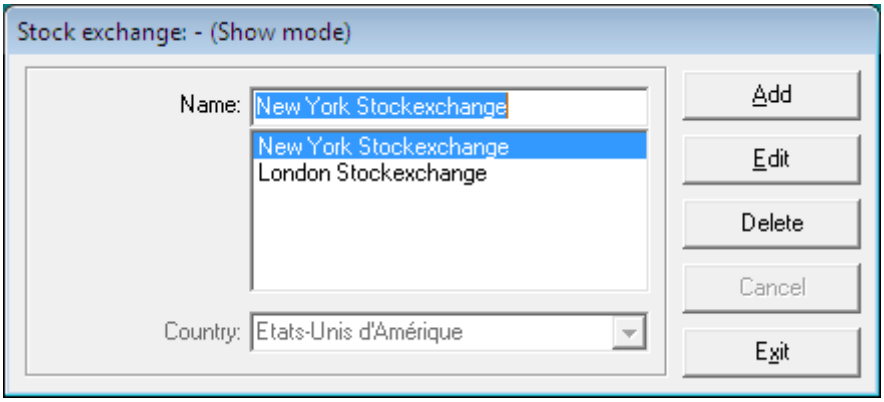
SECURITIES – Security activity category



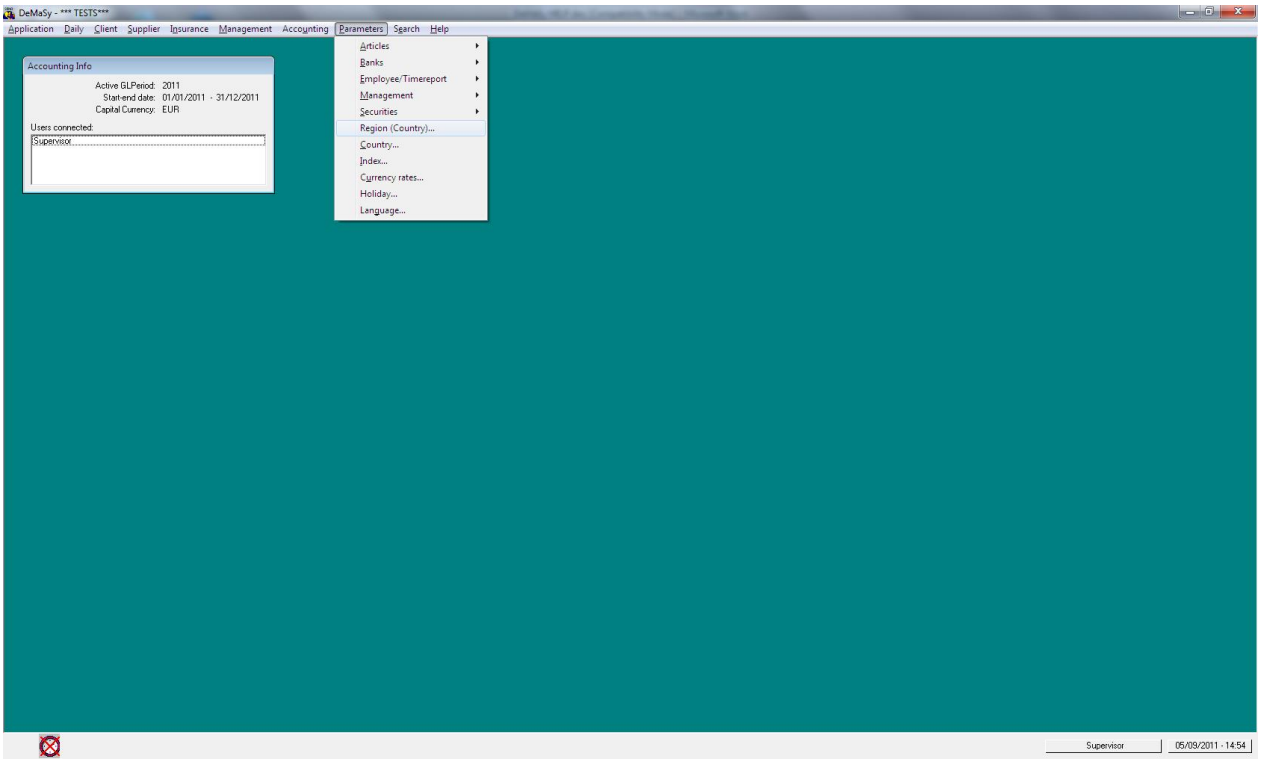
This parameter is used to define activity sector of the companies represented by the securities purchased in portfolio. This is an add-in information of the securities details.

SECURITIES – Stock exchange

This screen allows defining different stock exchange needed for the securities reevaluation processes.

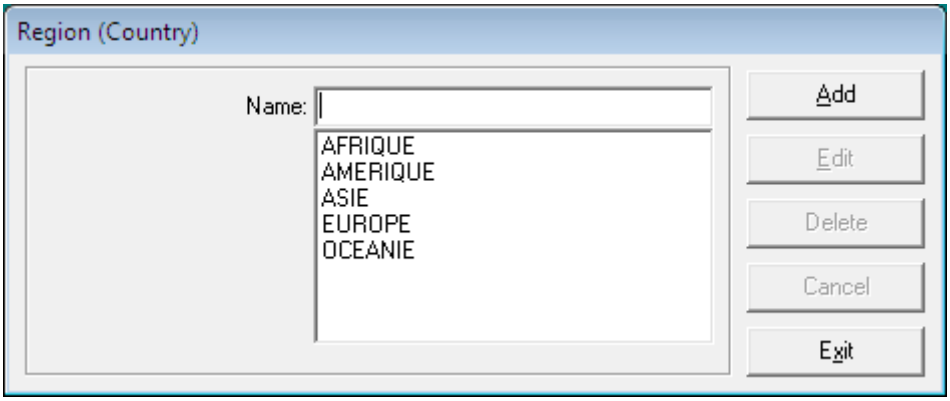


Parameters MISCELLANEOUS (Region/Country/Index/Currency rates/Holiday/Language)



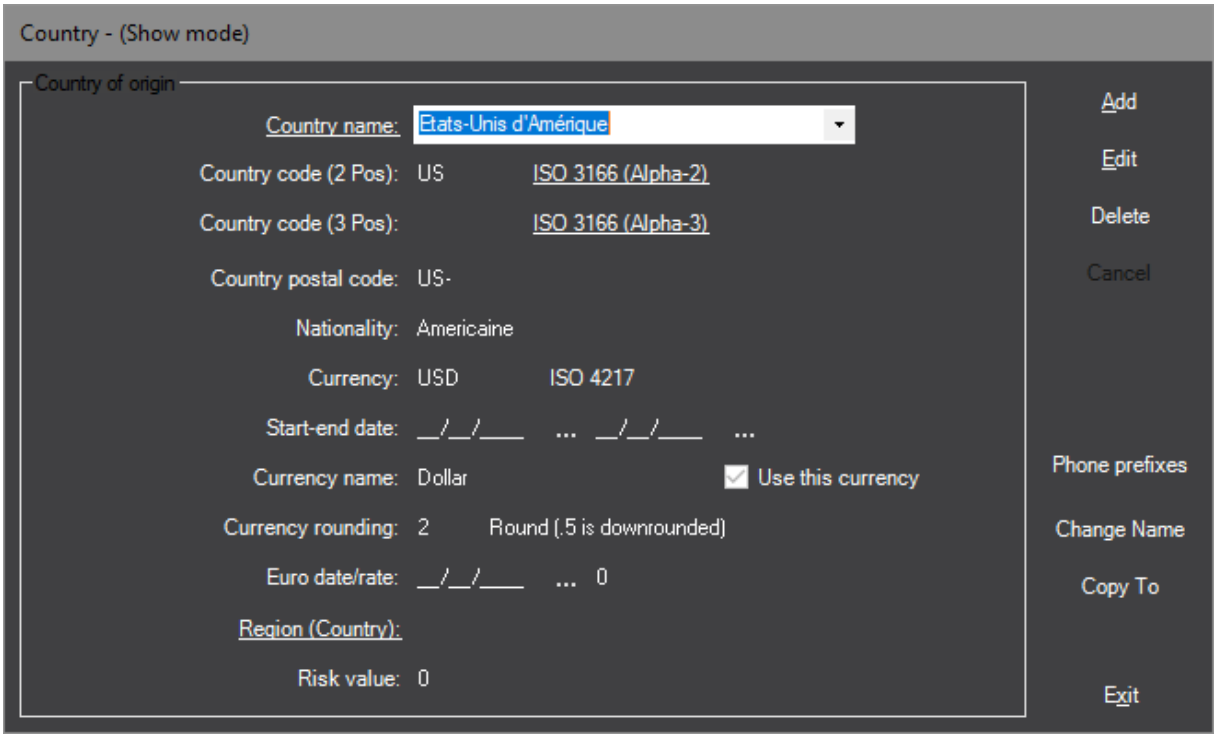
Parameters MISCELLANEOUS - Region(country)

This screen allows defining different regions used in the country parameter.



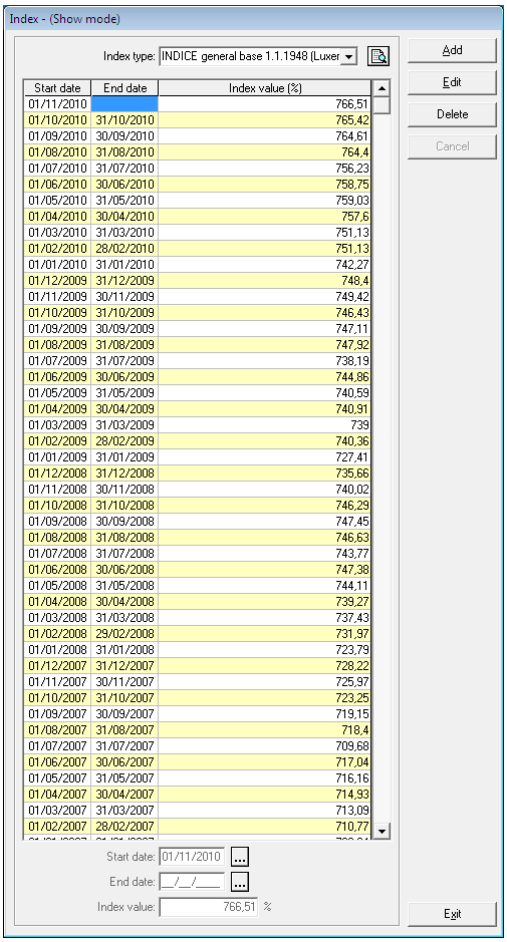
Parameters MISCELLANEOUS - Country

In this screen Countries and currencies are defined.



COUNTRY NAME	Name of the country
COUNTRY CODE	ISO CODE of the country
COUNTRY POSTAL CODE	Postal code prefix to use for addresses in the country
NATIONALITY	Nationality associated to the country
CURRENCY	Currency of the country
FREE DATE / RATE	Date of the entrance in EURO currency and fixed rate at which the currency has been converted into euro
START – END DATE	Start date and end date of the currency A currency with an end date can no longer be used in transactions
CURRENCY NAME	Name of the currency of the country If the CHECK BOX use this currency is ticked the currency will be used in the grid of the currency rates
CURRENCY ROUNDING	Number of decimals positions and way to round .5 after the last significant decimal - No rounding - Round always down (ex: 9.125 becomes 9.00) - Round always up (ex: 9.125 becomes 10.00) - .5 remain .5 (ex: 9.5 = 9.5) - .5 is down rounded (ex: 9.125 becomes 9.12) - .5 is up rounded (ex: 9.125 becomes 9.13)
REGION	Region associated with the country See parameters region.

Parameters MISCELLANEOUS – Index



This screen allows the user entering the index value for the index type selected
The grid display all the historical data

INDEX TYPE	Combo box to select the index type for which the user is willing to enter store values
START DATE	Self-explanatory
END DATE	Self-explanatory
INDEX VALUE	Self-explanatory

Parameters MISCELLANEOUS - Currency rates

Currency rates screen allows the user storing the currency rates of all the active currencies (see COUNTRY parameter)

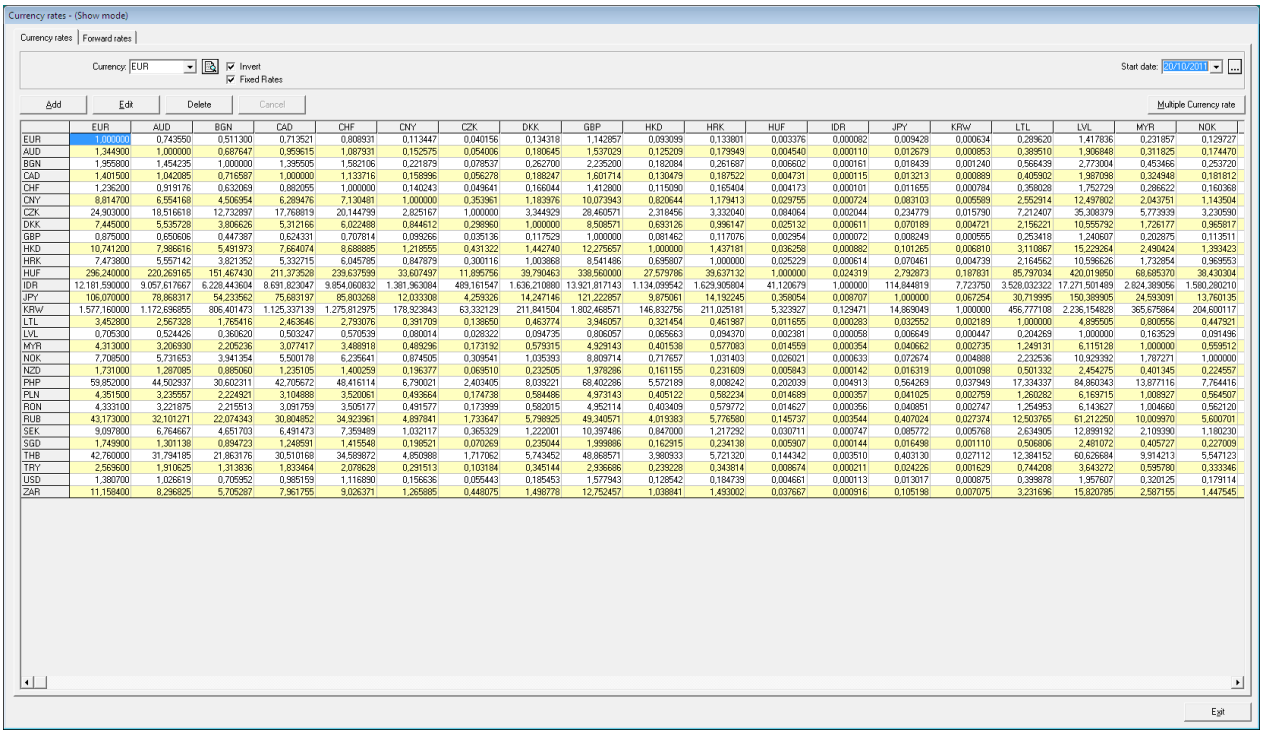
This grid is a cross-table expression of all currencies in all other currencies.

Ex:

1 EUR = 1,344900 AUD (first column)

1 AUD = 0,743550 EUR (second column)

Rates are encoded in the first column against the REFERENCE CURRENCY as specified in the options.



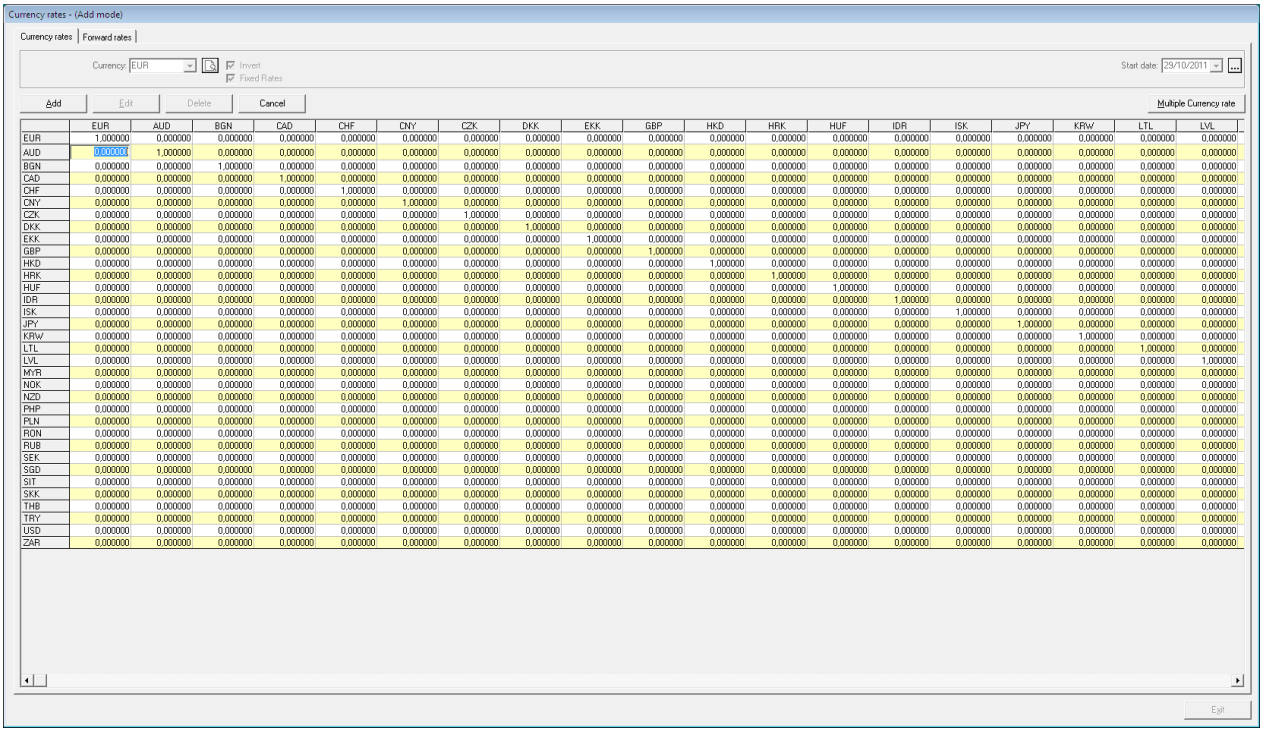
	EUR	AUD	BGN	CAD	CHF	CNY	CZK	DKK	GBP	HKD	HRK	HUF	IDR	JPY	KRW	LTL	LVL	MYR	NOK
EUR	1,000000	0,743550	0,511300	0,713521	0,809331	0,113447	0,040156	0,134318	1,142957	0,093099	0,133801	0,003376	0,000082	0,009428	0,000634	0,289620	1,417836	0,231857	0,129727
AUD	1,344900	1,000000	0,687647	0,959615	1,087931	0,152575	0,054006	0,180645	1,537029	0,125209	0,179949	0,004540	0,000110	0,012679	0,000853	0,389510	1,906848	0,311825	0,174470
BGN	1,955800	1,454235	1,000000	1,395505	1,582106	0,221879	0,078537	0,262700	2,235200	0,182084	0,261687	0,006602	0,000161	0,018439	0,001240	0,566439	2,773004	0,453466	0,253720
CAD	1,401500	1,042085	0,716587	1,000000	1,133716	0,158996	0,056278	0,188247	1,601714	0,130479	0,187522	0,004731	0,000115	0,013213	0,000889	0,405902	1,987098	0,324948	0,181812
CHF	1,236200	0,919176	0,632069	0,882055	1,000000	0,140243	0,049641	0,166044	1,412800	0,115090	0,165404	0,004173	0,000101	0,011655	0,000784	0,358028	1,752729	0,286622	0,160368
CNY	8,814700	6,554168	4,506954	6,289476	7,130491	1,000000	0,353961	1,183976	10,073943	0,820644	1,179413	0,029755	0,000724	0,083103	0,005589	2,552914	12,497802	2,043751	1,143504
CZK	24,903000	18,516618	12,732897	17,768819	20,144799	2,825167	1,000000	3,344929	28,460571	2,318456	3,332040	0,084064	0,002044	0,234779	0,015790	7,212407	35,308379	5,773939	3,230590
DKK	7,445000	5,535728	3,806626	5,312166	6,022488	0,844612	0,298960	1,000000	8,508571	0,693126	0,996147	0,025132	0,000611	0,070189	0,004721	2,156221	10,555792	1,726177	0,965817
GBP	0,875000	0,650696	0,447387	0,624331	0,707814	0,099266	0,035136	0,117529	1,000000	0,081462	0,117076	0,002954	0,000072	0,008249	0,000555	0,253418	1,240607	0,202875	0,113511
HKD	10,741200	7,986616	5,491973	7,664074	8,688885	1,218555	0,431322	1,442740	12,275657	1,000000	1,437181	0,036258	0,000882	0,101265	0,006810	3,110867	15,229264	2,490424	1,393423
HRK	7,473800	5,557142	3,821352	5,332715	6,045785	0,847879	0,300116	1,003868	8,541486	0,695807	1,000000	0,025229	0,000614	0,070461	0,004739	2,164562	10,596626	1,732854	0,969553
HUF	296,240000	220,269165	151,467430	211,373528	239,637599	33,607497	11,895756	39,790463	338,560000	27,579786	39,637132	1,000000	0,024319	2,792873	0,187831	85,797034	420,019850	68,685370	38,430304
IDR	12.181,590000	9.057,617667	6.228,443604	8.691,823047	9.854,060832	1.381,963084	489,161547	1.636,210880	13.921,817143	1.134,099542	1.629,905804	41,120679	1,000000	114,844819	7,723750	3.528,032322	17.271,501489	2.824,389056	1.580,280210
JPY	106,070000	78,868317	54,233562	75,683197	85,803268	12,033308	4,259326	14,247146	121,222857	9,875061	14,192245	0,358054	0,008707	1,000000	0,067254	30,719995	150,389905	24,593091	13,760135
KRW	1.577,160000	1.172,636855	806,401473	1.125,337139	1.275,812975	178,923843	63,332129	211,841504	1.802,468571	146,832756	211,025181	5,323927	0,129471	14,869049	1,000000	456,777108	2.236,154828	365,675864	204,600117
LTL	3,452800	2,567329	1,765416	2,463646	2,793076	0,391709	0,138650	0,463774	3,946057	0,321454	0,461987	0,011655	0,000283	0,032552	0,002189	1,000000	4,895505	0,800556	0,447921
LVL	0,705300	0,524426	0,360620	0,503247	0,570539	0,080014	0,028322	0,094735	0,806057	0,065663	0,094370	0,002381	0,000058	0,006649	0,000447	0,204269	1,000000	0,163529	0,091496
MYR	4,313000	3,206930	2,205236	3,077417	3,488918	0,489296	0,173192	0,579315	4,929143	0,401538	0,577083	0,014559	0,000354	0,040662	0,002735	1,249131	6,115128	1,000000	0,559512
NOK	7,708500	5,731653	3,941354	5,500178	6,235641	0,874505	0,309541	1,035393	8,809714	0,717657	1,031403	0,026021	0,000633	0,072674	0,004888	2,232536	10,929392	1,787271	1,000000
NZD	1,731000	1,287085	0,885060	1,235105	1,400259	0,196377	0,069510	0,232505	1,978286	0,161155	0,231609	0,005843	0,000142	0,016319	0,001098	0,501332	2,454275	0,401345	0,224557
PHP	59,852000	44,502937	30,602311	42,705672	48,416114	6,790021	2,403405	8,039221	68,402286	5,572189	8,008242	0,202039	0,004913	0,564269	0,037949	17,334337	84,860343	13,877116	7,764416
PLN	4,351500	3,235557	2,224921	3,104888	3,520061	0,493664	0,174738	0,584486	4,973143	0,405122	0,582234	0,014689	0,000357	0,041025	0,002759	1,260282	6,169715	1,008927	0,564507
RON	4,333100	3,221875	2,215513	3,091759	3,505177	0,491577	0,173999	0,582015	4,952114	0,403409	0,579772	0,014627	0,000356	0,040851	0,002747	1,254953	6,143627	1,004660	0,562120
RUB	43,173000	32,101271	22,074343	30,804852	34,923961	4,897841	1,733647	5,798525	49,340571	4,019383	5,776580	0,145737	0,003544	0,407024	0,027374	12,503765	61,212250	10,009970	5,600701
SEK	9,097800	6,764667	4,651703	6,491473	7,359489	1,032117	0,365329	1,222001	10,397486	0,847000	1,217292	0,030711	0,000747	0,085772	0,005768	2,634905	12,899132	2,109390	1,180230
SGD	1,749900	1,301138	0,894723	1,248591	1,415548	0,198521	0,070269	0,235044	1,999886	0,162915	0,234138	0,005907	0,000144	0,016498	0,001110	0,506806	2,481072	0,405727	0,227009
THB	42,760000	31,794185	21,863176	30,510168	34,589872	4,850988	1,717062	5,743452	48,868571	3,980933	5,721320	0,144342	0,003510	0,403130	0,027112	12,384152	60,626684	9,914213	5,547123
TRY	2,569600	1,910625	1,313836	1,833464	2,078628	0,291513	0,103184	0,345144	2,936686	0,239228	0,343814	0,008674	0,000211	0,024226	0,001629	0,744208	3,643272	0,595780	0,333346
USD	1,380700	1,026619	0,705952	0,985159	1,116890	0,156636	0,055443	0,185453	1,577943	0,128542	0,184739	0,004661	0,000113	0,013017	0,000875	0,399878	1,957607	0,320125	0,179114
ZAR	11,158400	8,296825	5,705287	7,961755	9,026371	1,265885	0,448075	1,498778	12,752457	1,038841	1,493002	0,037667	0,000916	0,105198	0,007075	3,231696	15,820785	2,587155	1,447545

Usually the currency rates are shared for all databases. The supervisor will link (see Application UTILITIES) the currency rates tables of the database.

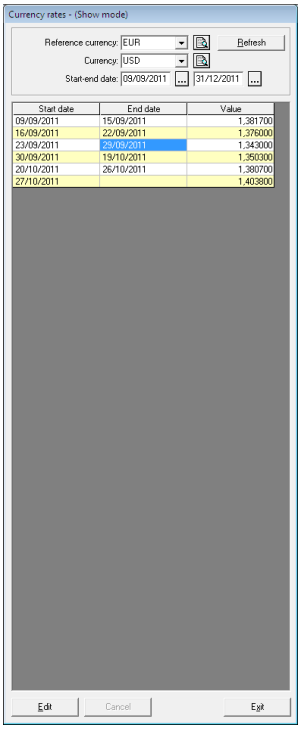
If however one accounting database needs to have exchange rates from a different source it is possible to have specific rates through unlinking the table. Application supervisor will be the only one able to do so with the assistance of the help desk.

CURRENCY	Combo box used to select the reference currency in which all other currencies are expressed. If another currency is selected all the rates are recomputed to express the rates against that currency
INVERT	In the first column (INPUT COLUMN) all the rates are displayed as follows: 1 unit of the reference currency = X of the other currency in the lines. All the other columns are computed values. If the INVERT check box is ticked all the rates will be display the other way around in the first column (1 of each row currency = X of the other currency in the column)
FIXED RATES	If FIXED RATE check box is ticked the rates of the fixed rates of the currencies will also be displayed

INPUT OF NEW RATES:
By default the currency selected is the reference currency.
User has to enter a date in the START DATE field (format 38/10/2011) and click ADD
This first column is the column in which the user can enter the rates (typing the rate followed by enter key).
All the currencies displayed are the currencies for which the check box USE is ticked in the country parameter screen.



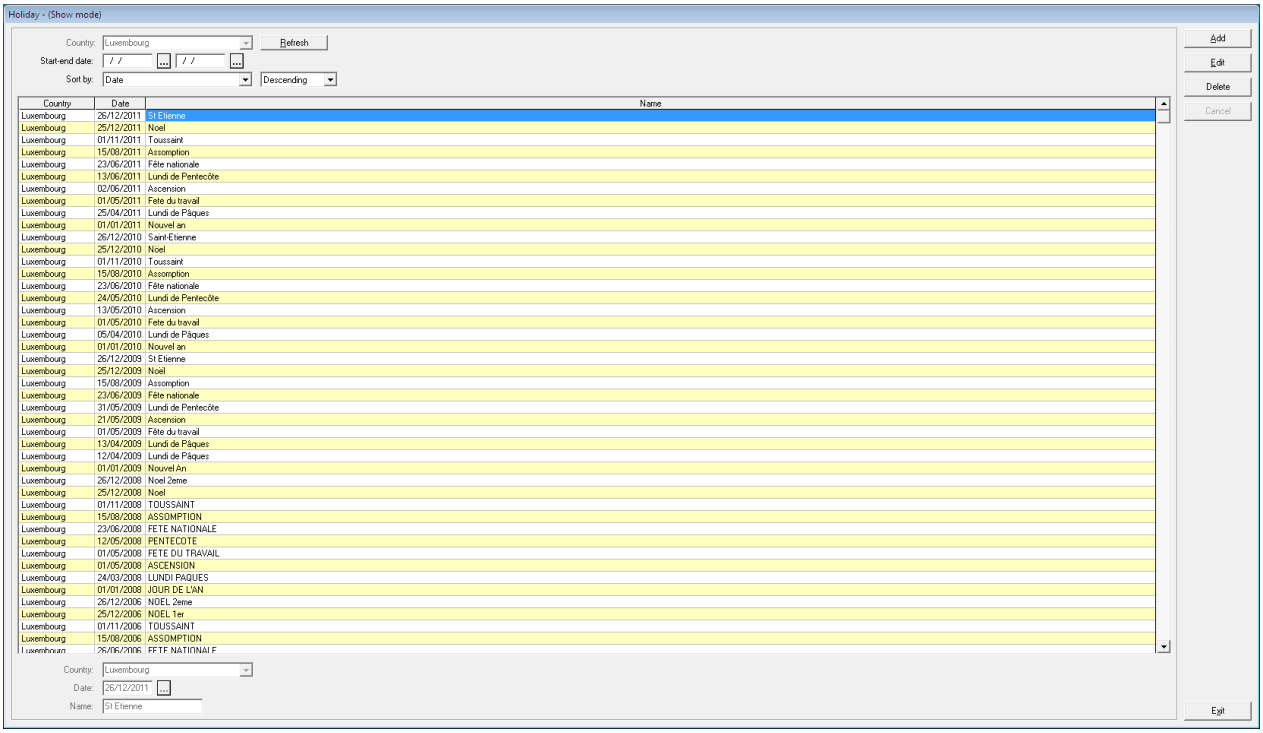
MULTIPLE CURRENCY RATE button



User select the reference currency and the desired currency. All the rates between the two currencies are displayed for the selected period.

Parameters MISCELLANEOUS – Holiday

This screen is to be used to record all legal holiday.
These days will be flagged in the calendar of the agenda (REMINDER MODULE)

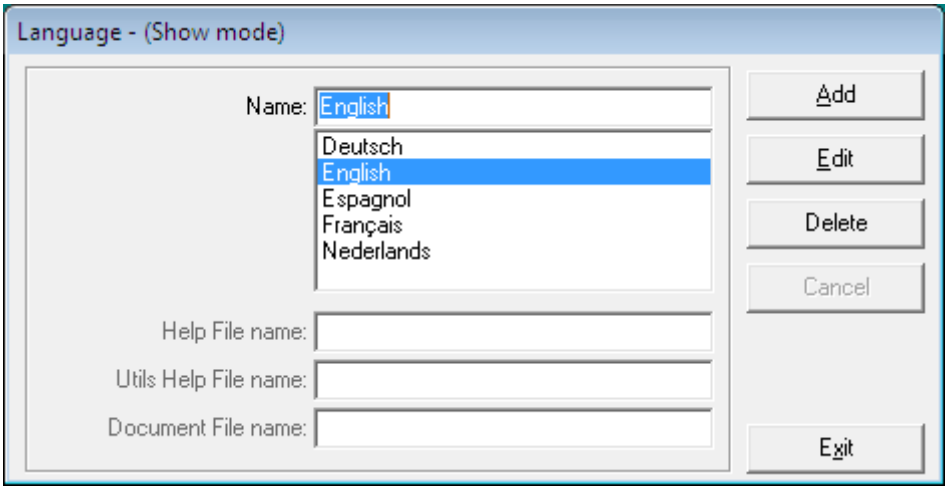


TOP OF THE SCREEN COUNTRY	Fields at the top are used for selection Country for which the user wants to see the data
START DATE – END DATE	Period searched
SORT BY (ASCENDING/ DESCENDING)	Sort criteria (date or country)
BOTTOM OF THE SCREEN COUNTRY	Fields at the bottom are used for input Country for which user wants to enter a holiday
DATE	Date of the holiday
NAME	Name of the holiday

Parameters MISCELLANEOUS - Language

Language is a kind of system parameter.
User might add a language but the language wouldn't be supported by the application for the reporting and menu translation. Only languages listed are supported.

Help file name, Utils help file name, Document file name are fields to be used to parameter the help file reference. This feature will be soon operational.



OPTIONS

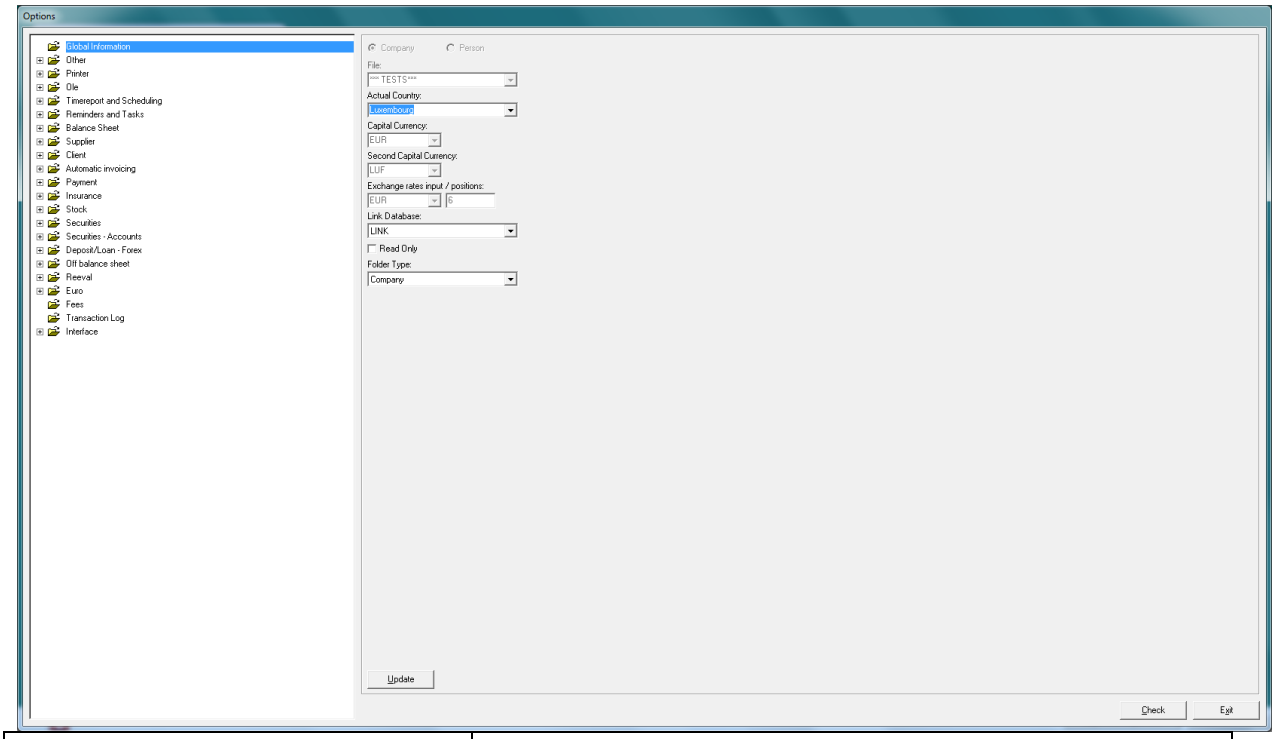
OPTIONS - Menu FILE / OPTIONS

The global information is the only option caption where a user intervention is required to start a new file.

All the other options are normally predefined in a standard database and automatically copied when using the standard as a model to be copied.

The access to the options has be done for specific accounting treatments or the setup of management databases to modify, decide and select the way the application to behave.

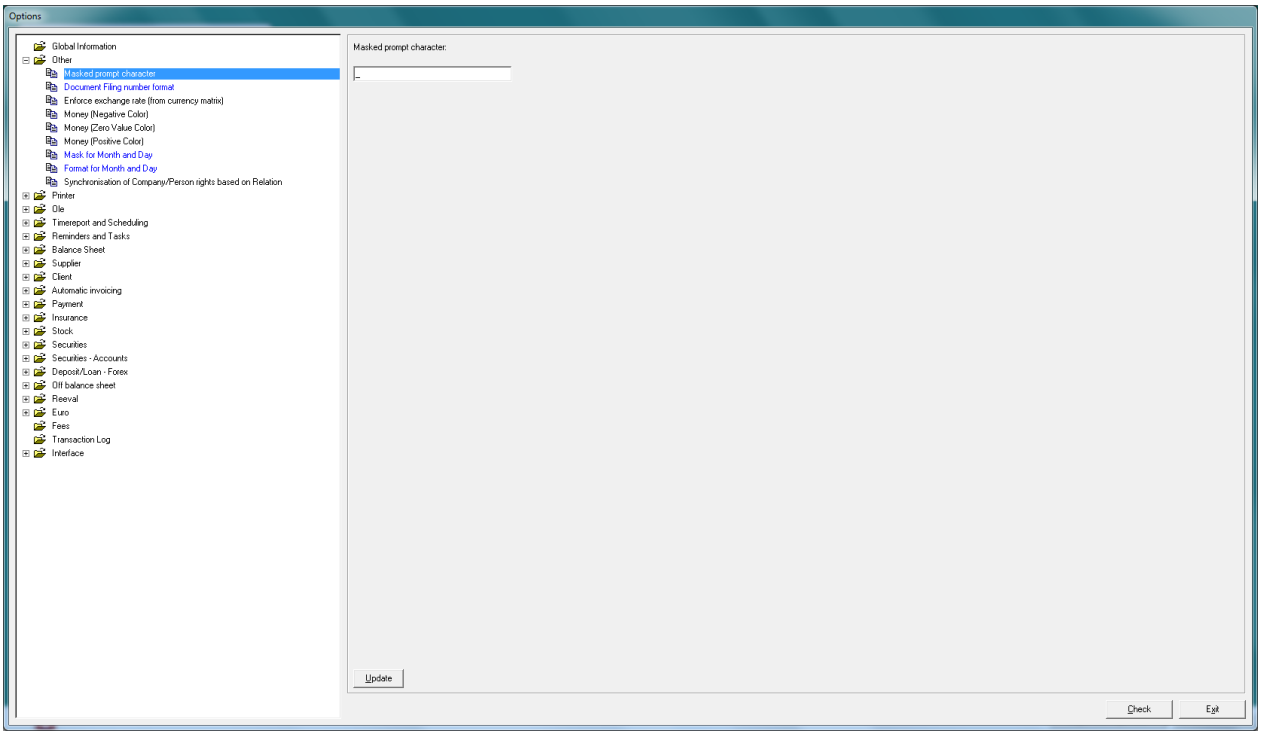
OPTIONS - GLOBAL INFORMATION



FILE	Company or person representing the file (accounting or management). When creating a new database the application automatically creates a company
ACTUAL COUNTRY	Country to which the company/person belongs
CAPITAL CURRENCY	Capital and accounting currency
SECOND CAPITAL CURRENCY	This field is meant to be used for using EUR as second accounting currency when euro transition period has been launched for in currencies. All accounting transactions in currency are converted into first currency (capital currency) and based on the amount in capital currency are converted into the second accounting currency. Based on this dual currency the accounting database capital currency can be switched. The switch was only valid because there was a fixed parity between euro and in currencies. This field can now be used to specify any second accounting currency for information purpose
EXCHANGE RATE INPUT/POSITIONS	Currency against which the exchange rates are specified and the number of relevant decimal positions accepted for the input
LINK DATABASE	Database used to share information between the entire database (accounting files). Example: users, rights and Reminders (agenda) Only specifically trained user can decide which table are to be linked (shared)

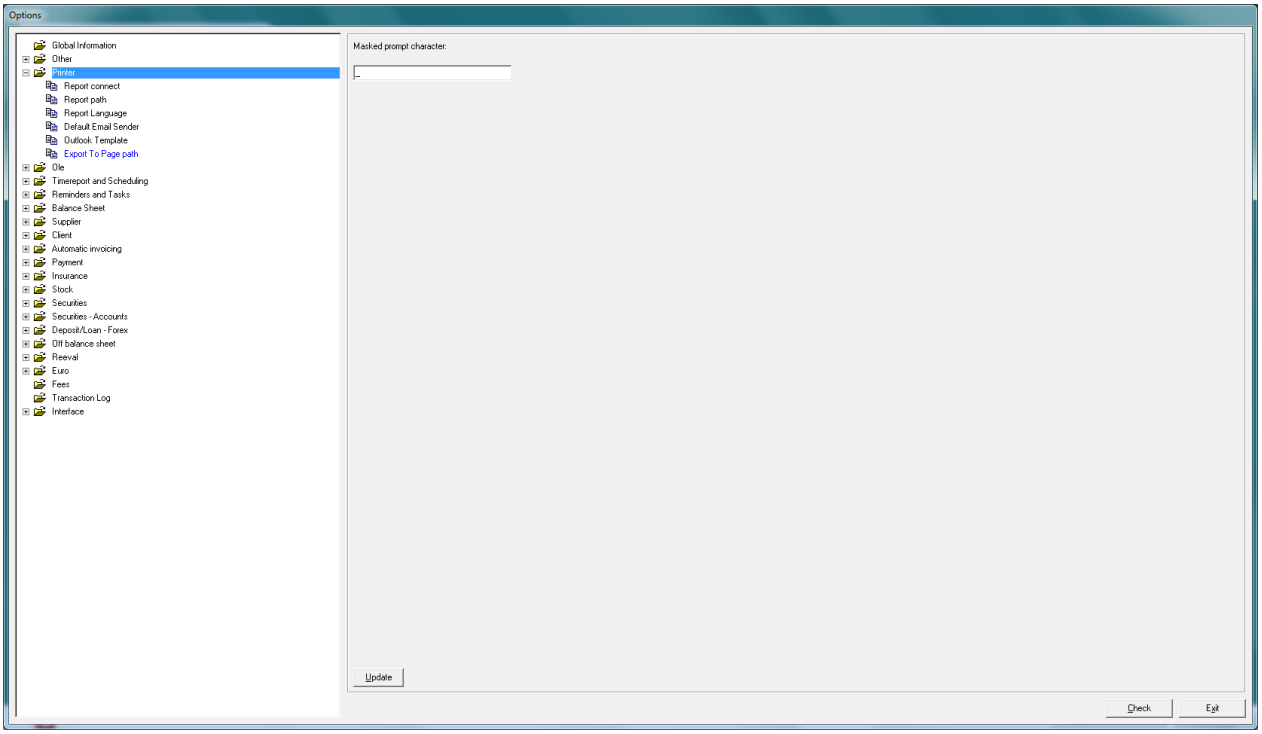
	When installing the application the links are the standard links are setup and usually they don't have to be changed except for particular cases.
READ ONLY	If the read only checkbox is ticked access to the database is granted but in a read only state.
FOLDER TYPE	COMPANY: Regular company INVESTMENT FUND: Net asset value can be computed STANDARD: Database used and copied as a model for starting an accounting file

OPTIONS - OTHER :



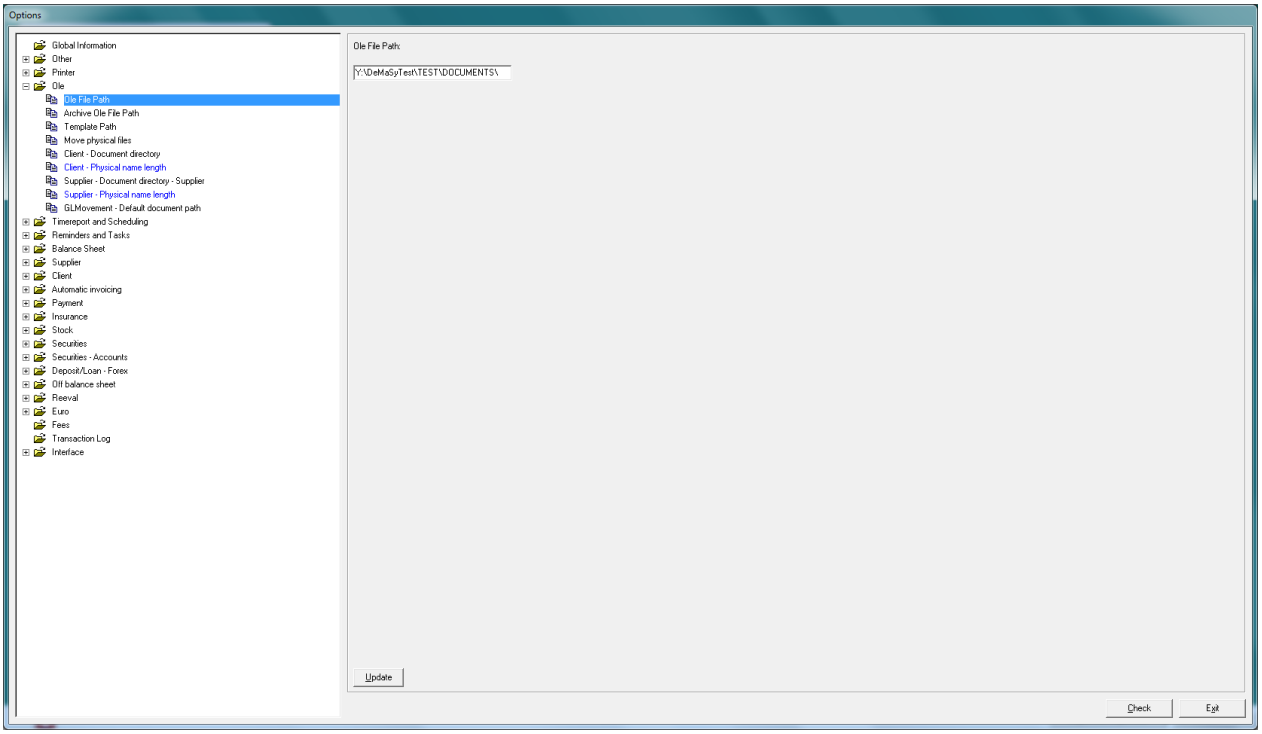
MASKED PROMPT CHARACTER	_ is the default character used for mask input
DOCUMENT FILING NUMBER FORMAT	Document filing is module which allows tracing archived documents. Each time a document is reference into the module an automatic number is assigned. The format to specify can used fixed strings and variable strings (M for Month and Y for Year and D for Day): Example: ARCHIVE-DDMMYYY
ENFORCE EXCHANGE RATE (FROM CURRENCY MATRIX)	If the checkbox is ticked exchange rates are forced and can't be changed by the user when inputting transactions in currencies
MONEY (Negative color)	Color used to display negative amounts
MONEY (Zero Value Color)	Color used to display zero value amounts
MONEY (Positive Color)	Color used to display positive amounts
Mask for Month and Day	Technical parameter for specific environments - No value has to be specified. Done by default
FORMAT for Month and Day	Technical parameter for specific environments - No value has to be specified. Done by default
SYNCHRONIZATION OF COMPANY/PERSON RIGHTS BASED ON RELATIONS	If the checkbox is ticked the process synchronization the access rights to company/person is activated. This process only has to be used in a management database where there are confidential relations (ex: beneficiary owners …). See RELATIONS module.

OPTIONS - PRINTER:



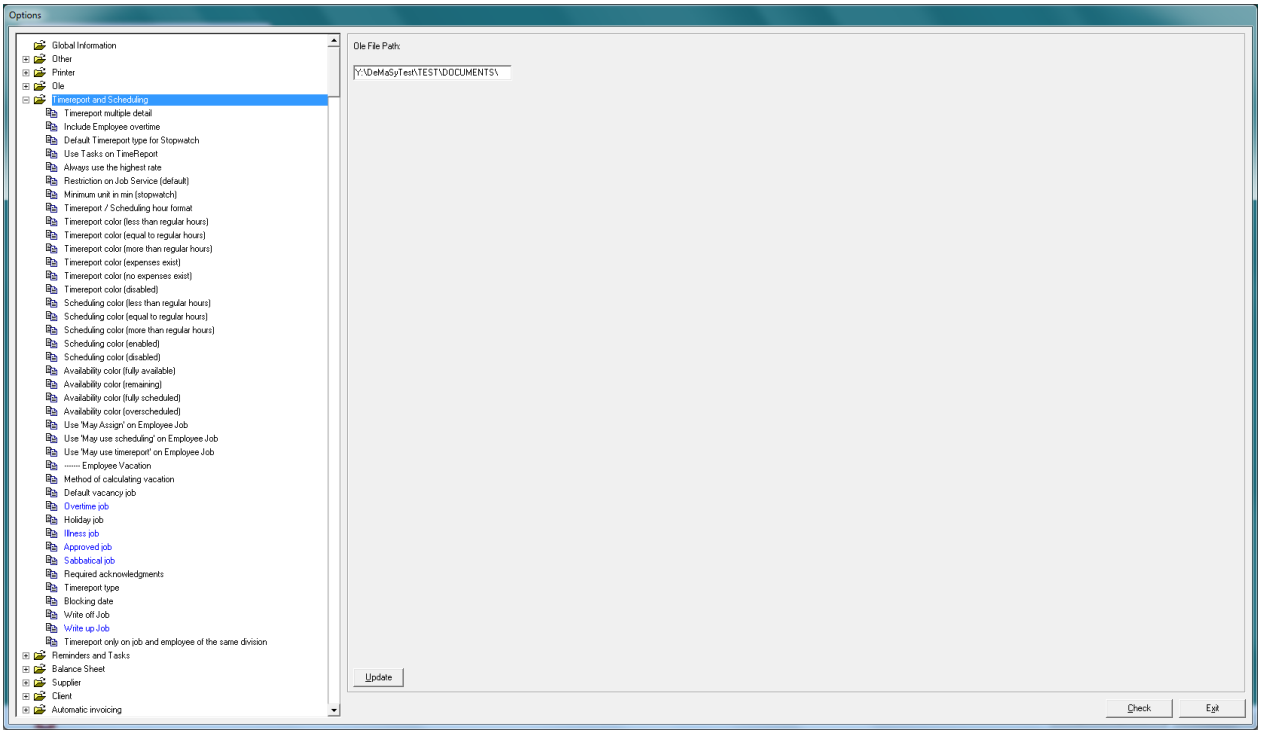
REPORT CONNECT	ODBC used to print reports. ODBC is automatically setup when creating a new database
REPORT PATH	Path where the reports (RPT files) are located on the file server
REPORT LANGUAGE	Default language if not otherwise specified when printing a report or at user options level (see USER OPTIONS)
DEFAULT EMAIL SENDER	Parameters used only if there is no such a parameter specified at the user level (see USER OPTIONS). Email address used by default when a mail is produced based on a report (EMAIL button on print selection screen)
OUTLOOK TEMPLATE	Parameters similar to the previous one but for a mail template
EXPORT TO PAGE PATH	EXPORT path (directory) for exporting prints under pdf format

OPTIONS - OLE:



OLE FILE PATH	Path of the directory where all the documents in the application are stored
ARCHIVE OLE FILE PATH	Path of the directory where all the ARCHIVED documents in the application are stored
TEMPLATE PATH	Path of directory where the document templates are located. This default is superseded by the path defined in the user options (see USER OPTIONS section)
MOVE PHYSICAL FILE	If check box is ticked when inserting a document attached to a client/supplier invoice or accounting entry the original document will be moved. If not ticked a copy of the document will be inserted in the application and the original document will remain in the directory
CLIENT DOCUMENT DIRECTORY	Default path of the directory where the client invoices are stored to be attached to the invoices
SUPPLIER DOCUMENT DIRECTORY	Default path of the directory where the supplier invoices are stored to be attached to the invoices
GLMOVEMENT –DEFAULT DOC FILE PATH	Default path of the directory where the accounting entry supporting scanned documents are stored to be attached to the accounting entry

OPTIONS – TIMEREPORT AND SCHEDULING:

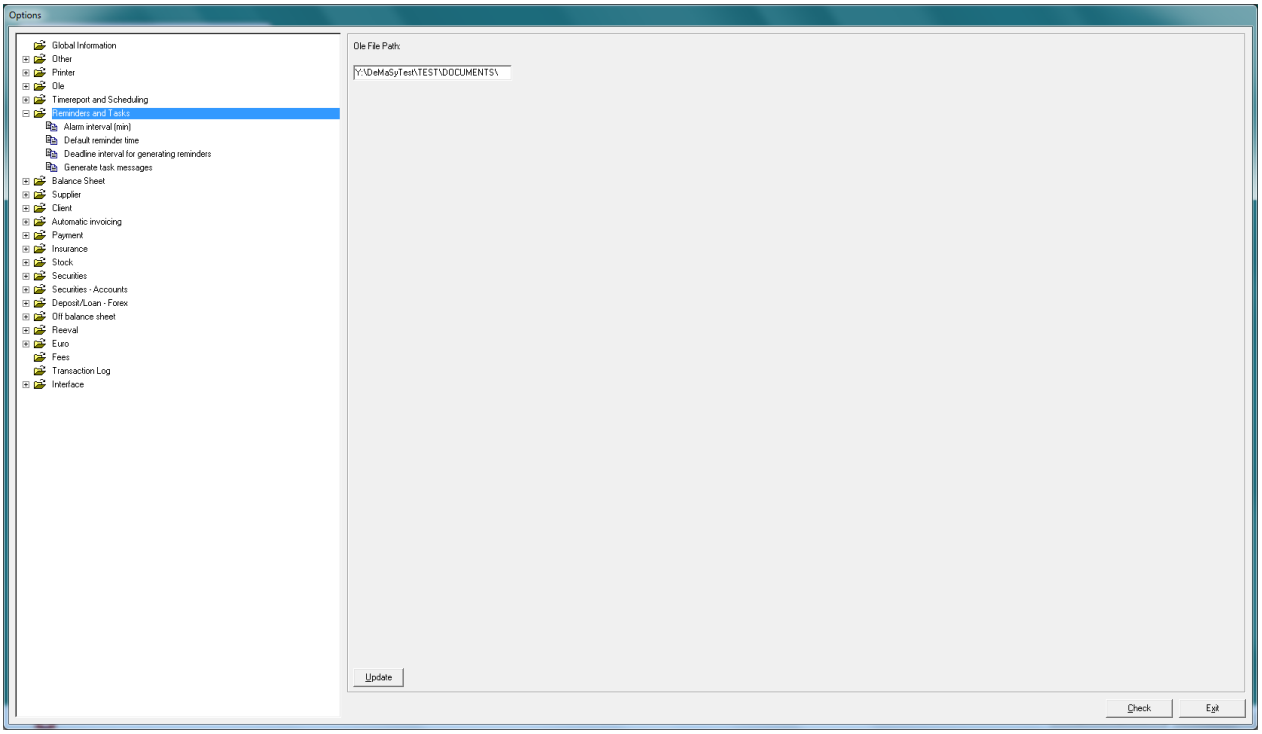


TIMEREPORT MULTIPLE DETAIL	If this checkbox is ticked timeport will be activated to work with timereport types. If not no timereport type will be used. This option is to be selected upfront before starting using timereport.
INCLUDE EMPLOYEE OVERTIME	If the check box is ticked the application calculates overtime and allows user to select if overtime is to be paid or to be take in vacation hours. See TIMEREPORT section
DEFAULT TIME REPORT TYPE FOR STOP WATCH	Defaut timerport type used when using the stop watch
USE TASKS ON TIMEREPORT	If the checkbox is ticked the tasks will be used for timereport input (see TIMEREPORT and TASK Module)
ALWAYS USE THE HIGHEST RATE	Timereport rates can be defined at several level (employee, timereport types or jobs) Is this checkbox is used the application will always use the highest specified rate. If not the normal hierarchy will be employee-> Timereport type -> Employee/timereport type -> job
RESTRICTION ON JOB SERVICE (DEFAULT)	If this checkbox is ticked timerport only timereport types of services that exist in job services for the specified job will be usable. If not all timereport types can be used
MINIMUM UNIT (IN MIN) (STOP WATCH)	Minimum unit for timreport stop watch. Ex 15 = 15 min. If the stop watch is used and stopped after 5 min, a 15 min timereport will be done on the job.
TIMEREPORT/SCHEDULING HOUR FORMAT	00.0 by default. 01.0 NB: Timerport input can be done on a decimal format basis or on a hh:mm format basis
TIMEREPORT COLOR (LESS THAN REGULAR HOURS)	Defined colors of total daily hours that are lower than the minimum specified in the timereport period parameters
TIMEREPORT COLOR (EQUAL TO	Defined colors of total daily hours that are equal to the

REGULAR HOURS)	minimum specified in the timereport period parameters
TIMEREPORT COLOR (MORE THAN REGULAR HOURS)	Defined colors of total daily hours that exceed the minimum specified in the timereport period parameters
TIMEREPORT COLOR (EXPENSES EXIST)	Defined colors for cells totaling daily timereport if expenses have been input on timreports of the day
TIMEREPORT COLOR (NO EXPENSES EXIST)	Defined colors for cells totaling daily timereport if there is no expense in the timreports of the day
SCHEDULING COLOR (LESS THAN REGULAR HOURS)	Defined colors of total daily hours that are lower than the minimum specified in the scheduling period parameters
SCHEDULING COLOR (EQUAL TO REGULAR HOURS)	Defined colors of total daily hours that are equal to the minimum specified in the scheduling period parameters
SCHEDULING COLOR (MORE THAN REGULAR HOURS)	Defined colors of total daily hours that exceed the minimum specified in the scheduling period parameters
SCHEDULING COLOR (ENABLED)	Color used to display scheduling hours when hours can be input for scheduling employees on the job
SCHEDULING COLOR (DISABLED)	Color used to display scheduling hours when no hours can be input for scheduling employees on the job
AVAILABILITY COLOR (FULLY AVAILABLE)	Color used to display total scheduled hours when an employee has zero hours schedule for a period
AVAILABILITY COLOR (REMAINING)	Color used to display total available hours when an employee has scheduled hours lower than the maximum allowed in the scheduling period parameters.
AVAILABILITY COLOR (FULLY SCHEDULED)	Color used to display total scheduled hours when an employee has no more hours available to be scheduled
USE 'MAY ASSIGN' ON EMPLOYEE JOB	If the checkbox is ticked not all employee will be entitled to assign other employees on jobs even if they belong to a group right having the right to assign. To be allowed to do so the rank level to which the employee belongs will have to be confirmed as having this right
USE 'MAY SCHEDULE' ON EMPLOYEE JOB	If the checkbox is ticked not all employee will be entitled to schedule other employees on jobs. To be allowed to do so the rank level to which the employee belongs will have to be confirmed as having this right
USE 'MAY USE TIMEREPORT' ON EMPLOYEE JOB	If this checkbox is ticked only employees assigned on jobs AND having the checkbox ticked at the assignment level will be able to select these jobs (and only these jobs) for timereporting
METHOD OF CALCULATING VACATION	Two choices: GENERIC or LUXEMBOURG GENERIC method: accruals are done by working days since the first day LUXEMBOURG method: Accruals are done by working days but with the first month or last month less than 15 days are worked by the employee no vacation accrual is due.
DEFAULT VACANCY JOB	Default job for vacation (used for reporting purposes)
OVERTIME JOB	Default job for overtime (used for reporting purposes)
HOLIDAY JOB	Default job Holiday (used for reporting purposes)
ILLNESS JOB	Default job illness (used for reporting purposes)
APPROVED JOB	Default job approved absence (used for reporting purposes)
SABBATICAL JOB	Default job for sabbatical (used for reporting purposes)
REQUIRED ACKNOWLEDGMENTS	Number of acknowledgments required to approve a vacation request
TIMEREPORT TYPE	When a vacation request is approved there is an automatic timereport done by the application to record

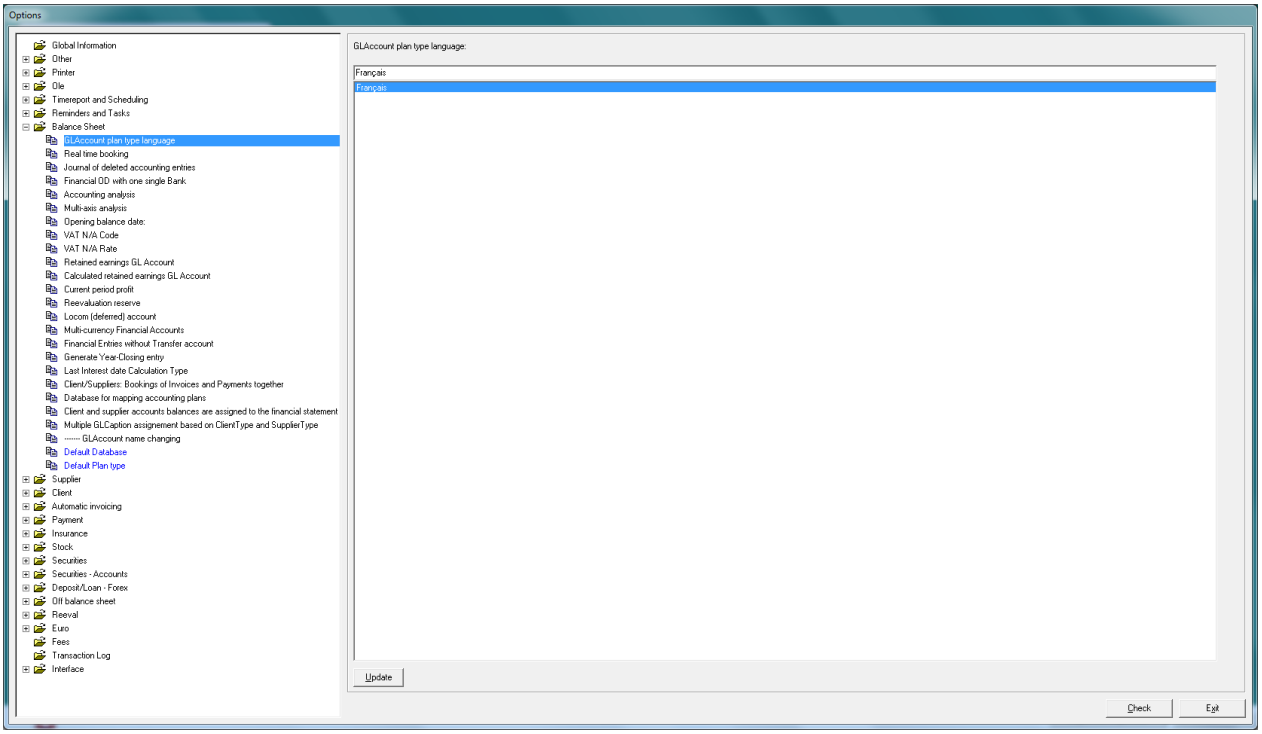
	the vacation time. This option allows selecting the timereport type for these automatic timereports.
BLOCKING DATE	Timereport before the specified date are no longer allowed. NB: It is also possible to activate or deactivate timereport periods on timereport period parameter screen
WRITE OFF JOB	Job used to collect all write-offs when closing jobs (positive inventories)
WRITE UP JOB	Job used to collect all write-up where jobs are closed (negative inventories) NB: Write-off can be done by manual inventories transfer or through batch operations (see BATCH OPERATIONS NON ACCOUNTING section)
TIMEREPORT ONLY ON JOB AND EMPLOYEE OF THE SAME DIVISION	If this checkbox is ticked employees will only be entitled to do timereport on job belonging to the division where they belong to.

OPTIONS – REMINDER AND TASKS:



Alarm interval (min)	Number of minutes for reminder alarms checking
Default reminder time	Reminder time used by default when adding a new agenda
Deadline interval for generating reminders	Used for tasks Number of days before task deadline at which an alarm has to be done (see TASK module)
Generate task messages	If the checkbox is ticked tasks will produce automatic alarms (reminders).

OPTIONS – BALANCE SHEET:

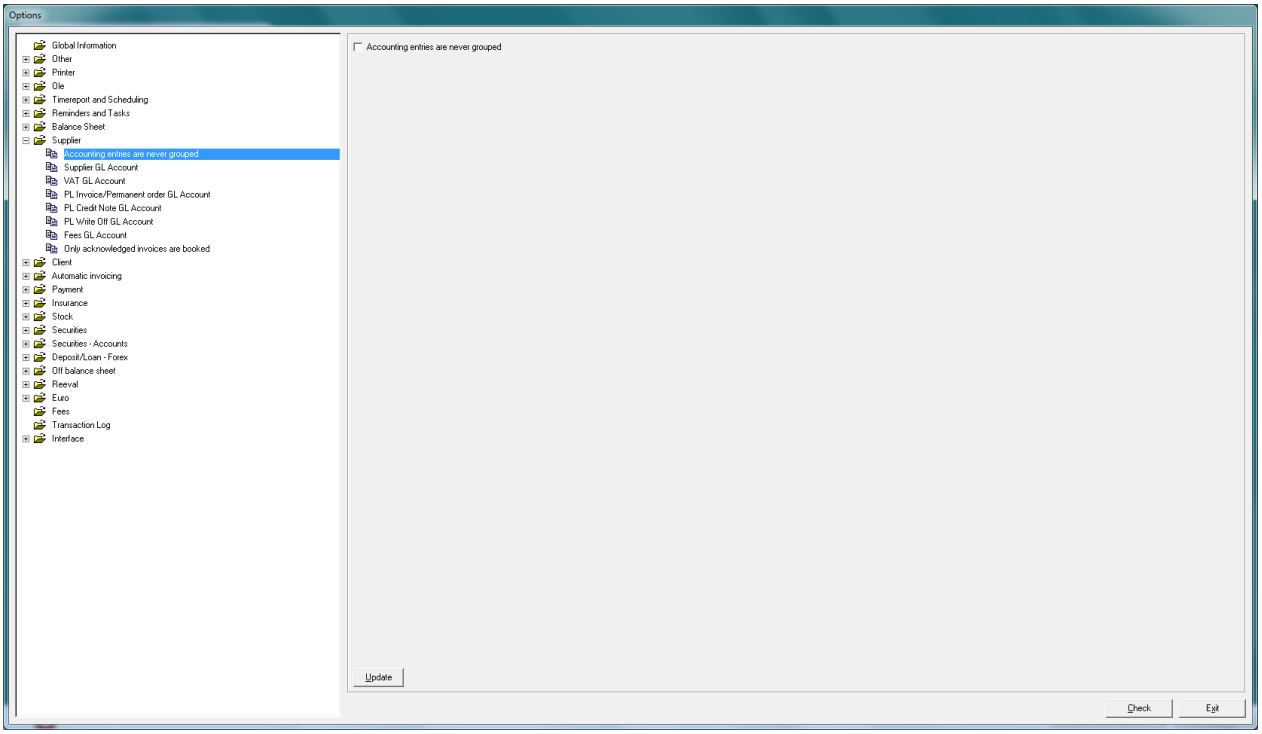


GL Account plan type language	Language used to store General ledger accounts for accounting input (nb: all accounts can be translated in different languages)
Real time booking	If this checkbox is ticked each time user leaves a one of the screen accessed through one of the button displayed on General ledger movement all transactions recorded will be automatically booked, i.e. one accounting entry will be generated for each transaction. Example: Leaving the screen client invoice will account for all the invoices input and not yet booked.
Journal of deleted accounting entries	If this checkbox is ticked a special journal recording all the accounting entries deleted. This allows producing a journal from 1 to n entries without sequence break.
Financial OD with one single Bank	If this option is checked accounting entries on bank account will generate one SINGLE LINE as counterparty of all lines of the entry (see GENERAL LEDGER MOVEMENT section)
Accounting analysis	If is box is checked Mono-axis cost accounting is activated. If not the fields and buttons to make cost allocation will not be accessible and not even be visible. NB: This is first level cost accounting. All cost allocations are reflected in the general accounting ledger. The allocation will affect the number of lines of that ledger.
Multi-axis analysis	If is box is checked Multi-axis cost accounting is activated. If not the fields and buttons to make cost allocation will not be accessible and not even be visible NB: Multi-axis cost accounting uses a specific cost accounting general ledgers in which each general accounting entry is reflected and split in accordance with the cost allocations
Opening balance date:	This field only displays the first date of the first accounting period for information purpose. No modification is allowed.

VAT N/A Code	By default : N/A- This VAT code is used when no VAT is to be dealt with in an accounting entry (N/A = non applicable)
VAT N/A Rate	Rate has to be 0 in order not to initiate VAT accounting movements
Retained earnings GL Account	This option has to contain RETAINED EARNINGS account used when a closing of a period is done.
Calculated retained earnings GL Account	This option is the same than the retained earning account above but is to be used when no closing has happened yet. It allows user to produce a balance sheet when previous period(s) are not yet closed.
Current period profit	This option must contain the account where the current period profit will be displayed and assigned to the balance sheet when producing a balance sheet for a period when previous period is not closed.
Reevaluation reserve	Reevaluation reserve account is the account used to record the exchange gain or loss generated when production (reporting) a financial statement in currency different from the capital currency
Locom (deferred) Account	One reevaluation option allows accounting for unrealized losses and deferring unrealized gains. This options specifies the account on which the deferral will be accounted for.
Multi-currency Financial Accounts	Bank Accounts can be opened in one single currency or multi-currency if no currency is specified. As most bank accounts are presented single currency by the bank the option multi-currency remains an exception and as such requires this checkbox to be ticked to enable the feature.
Financial Entries without Transfer account	Anglo Saxon accounting principles allow to book transfer from one bank to another without using a pivot (transfer) account. To enable this feature the checkbox of this option has to be ticked.
Generate Year-Closing entry	Closing a period is normally done through assets/liabilities account balances brought forward. By default no accounting entry is necessary because specific tables exist in the application. The option allows user to close accounting period through an accounting entry. NB: unused by clients as of today.
Last Interest date Calculation Type	- HISTORICAL Default calculation method to be used for interest accruals on securities is historical by difference - SINCE LAST COUPON DATE - SINCE ACTIVE PERIOD START DATE The two other methods are used for specific cases only.
Client/Suppliers: Bookings of Invoices and Payments together	If the option is selected client and supplier invoices batch process and invoices payment batch process are always launched together. If the option is not selected the processes remain separate and have to be called separately
Database for mapping accounting plans	If the checkbox is ticked the database becomes a database allowing to match two charts of accounts for migration purposes (see CHART OF ACCOUNTS MIGRATION section)

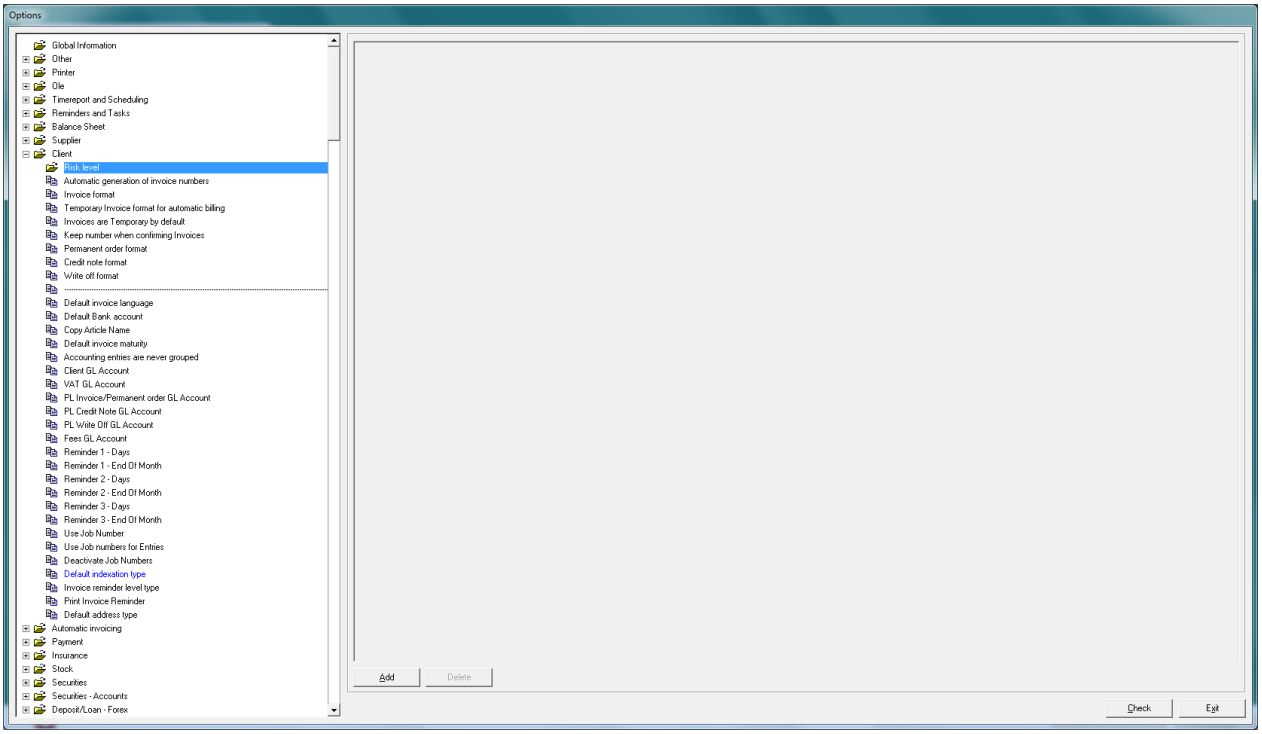
Client and supplier accounts balances are assigned to the financial statement captions based on individual client/supplier balance	CLIENT AND SUPPLIER BALANCE ARE ASSIGNED TO THE FINANCIAL STATEMENTS CAPTIONS BASED ON INDIVIDUAL CLIENT/SUPPLIER BALANCES. Normally client and supplier account is a central account whose balance in the financial statements are allocated based on the net total balance, either assets or liability depending on a debit or credit balance. If this option is selected the balance of clients and suppliers are done on an individual basis. All debit client/supplier balances will be assigned to assets financial statement caption and all credit client/supplier balances will be assigned to liability financial statement caption.
Multiple GLCaption assignement based on ClientType and SupplierType	If selected the assignment of the client/supplier balances to the financial statement caption will be split by client type which allows the user to select different assets/liabilities caption by client type. All clients will be dealt with as a whole.
---GLACCOUNT NAME CHANGING--- Default Database Default Plan type	These two options consist of a default database and chart of accounts used as a source when user wants to copy a account and its assignments into an accounting database. That a standard resource which is mainly used in case of chart of account change during the live cycle of the accounting client.

OPTIONS - SUPPLIER:



SUPPLIER ENTRIES ARE NEVER GROUPED	By default when booking invoices the application will try to group all invoice detail (invoice lines) by account and VAT code. It means that if two lines have the same account and VAT code this will result in one line on the supplier central account. If this option is selected each invoice line will result in a separated debit or credit on the supplier central account
SUPPLIER GL ACCOUNT	For information purpose this option indicated the supplier central account (account defined with the supplier type)
VAT GL ACCOUNT	Default account for VAT payable in the accounting entry. NB: A different account can be associated for each VAT account (see GENERAL ACCOUNT section)
PL INVOICE/PERMANENT ORDER GL ACCOUNT	Default profit and loss account if not specified at supplier level proposed for an detail supplier invoice (see SUPPLIER INVOICE section)
PL CREDIT NOTE GL ACCOUNT	Default profit and loss account proposed for a supplier credit note (see SUPPLIER INVOICE section)
PT WRITE OFF GL ACCOUNT	Default profit and loss account proposed for a supplier write-off (see SUPPLIER INVOICE section)
FEES GL ACCOUNT	When there are banking fees on supplier invoice payments there is a button allowing to automatically proposing debit accounts to be used for fees.
ONLY ACKNOWLEDGED INVOICES ARE BOOKED	If this option is selected only confirmed (signed) invoices will be accounted for. If not selected all inputted invoices will be booked

OPTIONS - CLIENT:



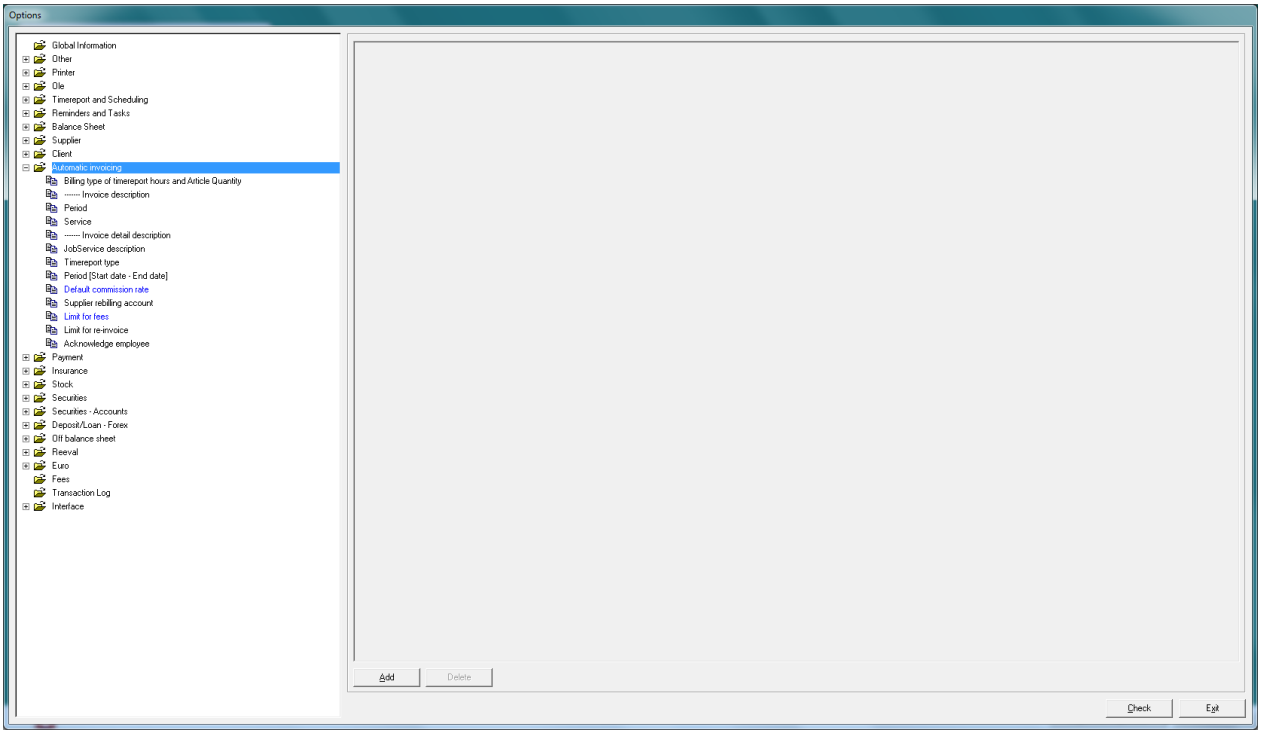
Automatic generation of invoice numbers	If the checkbox is ticked all the client invoices will be automatically number by the application in accordance with the format specified (see below)
Invoice format	Invoice format when invoice numbers are automatically generated by the application. Ex: YYYY-000 -> 2011-001, 2011-002 … - Y is used for Years - M is used for Months - D is used for Days - PerYear used as suffix will reset numbering at each calendar year start - PearGLPeriod used as suffix will reset numbering at each accounting period (which can differ from calendar year) start
Invoice format - Activation date	Activation date of the specified format
Temporary Invoice format for automatic billing	Invoices can be generated as draft to be confirmed before receiving final numbers. This option allows the user to specify the prefix to be used: Example: DRAFT- When user generated a client invoice the draft format will be DRAFT-2011-000. Once confirmed (signed) the invoice number will become 2001-001. NB: Draft invoices are never booked
Invoices are Temporary by default	If the checkbox is ticked all client invoices will be produced as drafts and will be prefixed by the selected format above
Keep number when confirming Invoices	This option is to be used if the draft number is the one to be used for final number. NB: not to be used if user wants to keep a sequential numbering

Permanent order format	Same feature than for INVOICE FORMAT above but used for the invoice type permanent order. Permanent order is meant to be used for recording recurrent revenues which do not result in producing a invoice to client. Example: A client pays 500 EUR per month as advances for accounting services. User can produce 12 permanent orders (internal invoices) which will result in a formal client invoice at year end.
Permanent order format - Activation date	Activation date for Permanent order format as specified
Credit note format	Same feature than for INVOICE FORMAT above but used for CREDIT NOTES: Example: CN-YYYY-000
Credit note format - Activation date	Activation date for Credit note order format as specified
Write off format	Same feature than for INVOICE FORMAT above but used for WRITE-OFFS (provision for doubtful client invoices) : Example: CN-YYYY-000
Write off format - Activation date	Activation date for write-offs format as specified
Default invoice language	Default language of client invoice if not otherwise stated at client data level (see CLIENT section)
Default Bank account	Default bank account on which the client might be (if used on the invoice layout) requested to pay the invoice and if not otherwise stated at client data level
Copy Article Name	When using client billing with article (not mandatory) the article name is copied into the description field of the client invoice detail
Default invoice maturity	Number of days by default to be used for computing invoice maturity based on invoice date. NB: can be specified at client data level
Accounting entries are never grouped	By default when booking invoices the application will try to group all invoice detail (invoice lines) by account and VAT code. It means that if two lines have the same account and VAT code this will result in one line on the client central account. If this option is selected each invoice line will result in a separated debit or credit on the client central account
Client GL Account	For information purpose this option indicated the client central account (account defined with the supplier type)
VAT GL Account	Default account for VAT receivable in the accounting entry. NB: A different account can be associated for each VAT account (see GENERAL ACCOUNT section)
PL Invoice/Permanent order GL Account	Default account if not specified at client level proposed for an detail client invoice (see CLIENT INVOICE section)
PL Credit Note GL Account	Default profit and loss account proposed for a detail client invoice credit note (see CLIENT INVOICE section)
PL Write Off GL Account	Default profit and loss account proposed for a detail client write off [provision for bad debt] (see CLIENT INVOICE section)
Fees GL Account	When there are banking fees on supplier invoice

	payments there is a button allowing to automatically proposing debit accounts to be used for fees.
Reminder 1 - Days	Number of days by default to be used for computing the date at which a first reminder has to be sent after the invoice date. NB: can be specified at client data level
Reminder 1 - End Of Month	If the options is ticked the number of days will be rounded up to the end of month following the invoice maturity date
Reminder 2 - Days	Number of days by default to be used for computing the date at which a second reminder has to be sent after the invoice date. NB: can be specified at client data level
Reminder 2 - End Of Month	If the options is ticked the number of days will be rounded up to the end of month following the invoice maturity date
Reminder 3 - Days	Number of days by default to be used for computing the date at which a third reminder has to be sent after the invoice date. NB: can be specified at client data level
Reminder 3 - End Of Month	If the options is ticked the number of days will be rounded up to the end of month following the invoice maturity date
Use Job Number	Normally the job number are used at client invoice detail (line) level Enables user to use job number at client invoice level for reporting purpose only. NB: not to be used without prior evaluation with application supporting personnel
Use Job numbers for Entries	
Deactivate Job Numbers	If this option is selected user will not be able to select a job number in client and supplier invoice level. That's usually the case for client accounting file. Job numbers are normally used in the management database.
Default indexation type	Default indexation (if used) for indexing automatic billing services
Invoice reminder level type	- NONE No reminder level will be automatically computed and will have to be managed manually by invoice by the user - LEVEL BY INVOICE The reminder level conditioning the text of the reminder letters sent to the client will be evaluated by invoice. A client could the received reminder text of level 1,2 and 3 at the same time. - ALL INVOICE = MAX LEVEL The reminder level sent to client will be the higher level of all outstanding invoices
Print Invoice Reminder	- ONLY IS CLIENT BALANCE IS POSITIVE Reminder text will only be sent if the outstanding total client balance is positive - NO CHECK ON CLIENT BALANCE Reminder texts will be sent on a by invoice evaluation basis with no consideration of the

	total net client position
Default address type	Address type (mail, legal …) to be used as client billing address. NB: depends on the type of addresses defined in the address parameters (see PARAMETERS section)

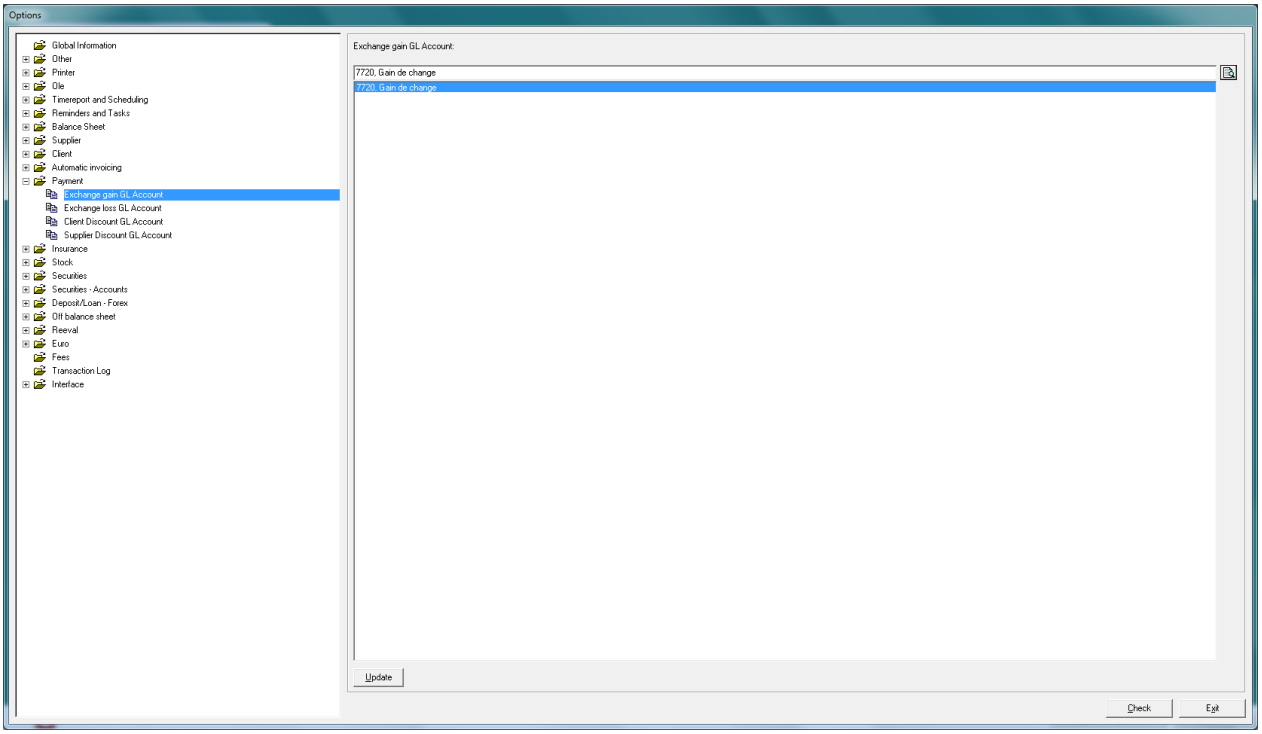
OPTIONS – AUTOMATIC INVOICING:



Billing type of timereport hours and Article Quantity	- ONLY TIMEREPORT HOURS - ONLY ARTICLE QUANTITY - TIMEREPORT HOURS AND ARTICLE QUANTITIES Timereport allows users to enter hours and/or articles. By these options user can decide if both the hours and articles values will be used to bill the client. NB: if only hours are entered in the timereports the value of the hours (based on the billing rate) will be billed. That's only when article are specified on top of the hours that only the articles will be billed. Example: User enter the number of hours spent to prepare payroll sheets and the number of payrolls prepared (defined as article with a price per sheet). Typically in this case the payroll sheets are to be billed per sheet and not in accordance with the time spent. Therefor in this scenario the option to use is the second one (only article quantity).
Restriction of Timereport hours in relation with the selected services	If this option is selected it means that only the timereport type of the selected service will be considered in the evaluation of the amount to be billed and the flagging of the timereport. If not ticked the system will consider all timereport type used on the selected job
INVOICE DESCRIPTION Period Service	If the option is selected the service PERIOD and SERVICE NAME will be included in the description of the client invoice body

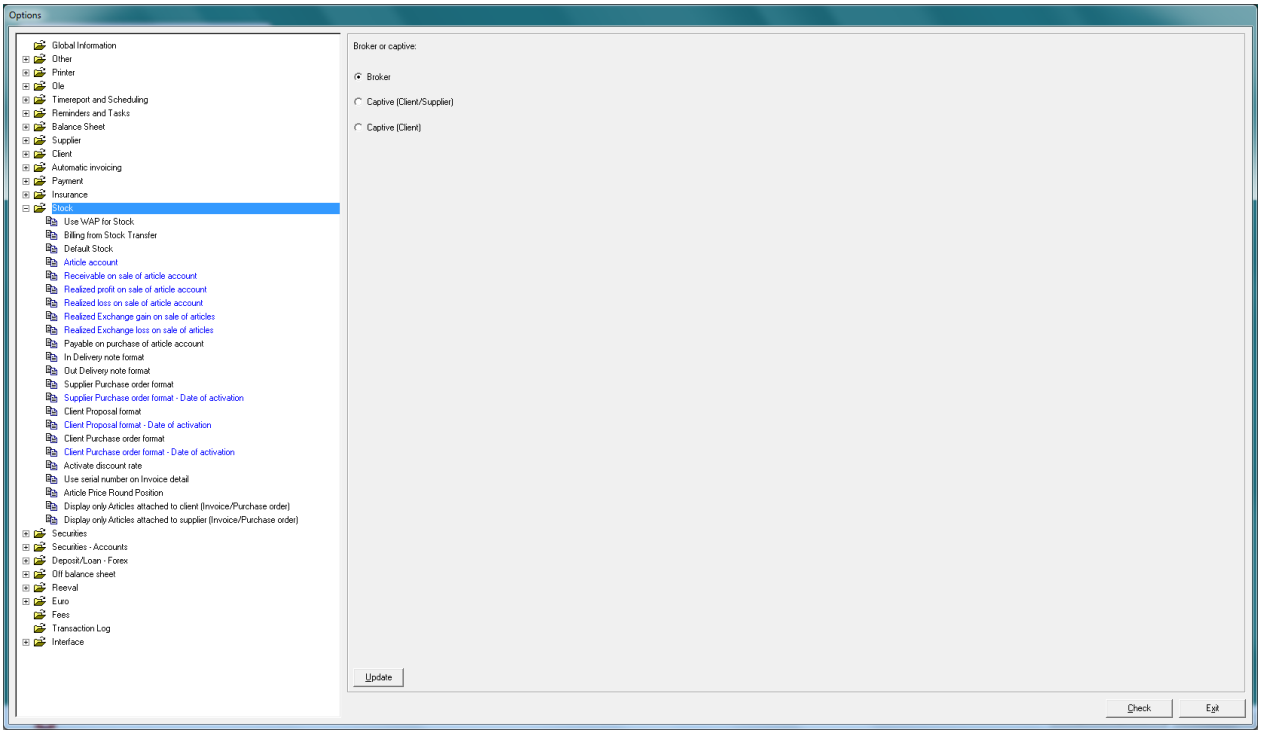
INVOICE DETAIL DESCRIPTION JobService description Timereport type Period [Start date - End date]	If the option is selected the service DESCRIPTION OF THE AUTOMATIC BILLING SERVICE + TIMEREPORT TYPE + SERVICE PERIOD COVERED will be included in the description of the client invoice details
Default commission rate	Default commission rate proposed if commissioning feature is used in automatic billing service (See AUTOMATIC BILLING section)
Supplier rebilling account	Account used to record the suppliers invoices charged on client account if automatic client recharges are used in automatic billing services
Limit for fees	Limit under which no automatic invoice will be generated to the clients if fees are under the amount specified
Limit for re-invoice	Limit under which no automatic recharged supplier invoices will be generated to the clients
Acknowledge employee	Acknowledging invoices means confirming (signing). - LOGGED EMPLOYEE Logged employee who has been generating automatic invoices will be the one specified as employee entitled to confirm the invoice - FILE HOLDER Client file holder (see client invoice details) will be registered as the confirming employee - RELATION The signing employee is based on the relations defined (if any)
Acknowledge employee - Relation type	Option to allow to identify the relation type to be used for determining the employee who has to confirm the invoice

OPTIONS - PAYMENT:



Exchange gain GL Account	Account used to automatically book the exchange gains on payments in currency
Exchange loss GL Account	Account used to automatically book the exchange losses on payments in currency
Client Discount GL Account	Account used to automatically book a discount granted on client
Supplier Discount GL Account	Account used to automatically book a discount taken on supplier invoice payment

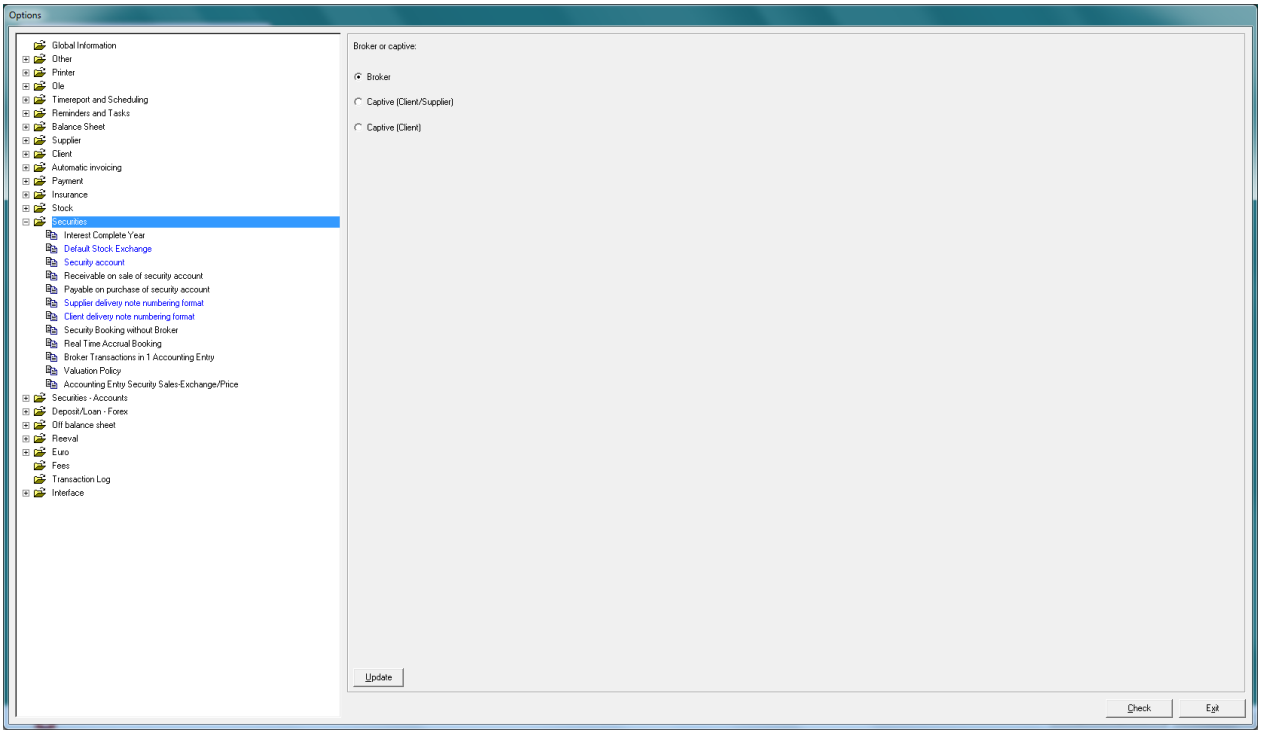
OPTIONS - STOCK:



Use WAP for Stock	If this checkbox is ticked the stock movements will be valued as in portfolio securities. Each time there is a sale a profit or loss is accounted for based on weighted average price method. REMARK: NO VALUATION IS REQUIRED TO USE STOCK MOVEMENTS IN THE APPLICATION Usually year-end inventories generated correcting accounting entries and stock in/out movements are not valued
Billing from Stock Transfer	This option allows generating clients invoice directly from stock movements. Remark: Client invoices can also be used for stock update
Default Stock	Default stock location (most common used) proposed when adding transactions in stock movements
Article account	Central general ledger account used for stock movements
Receivable on sale of article account	Central general ledger account to record receivables of client invoices
Realized profit on sale of article account	General Ledger Account used to record profits on sales
Realized loss on sale of article account	General Ledger Account used to record profits on sales
Unrealized exchange gain account	General Ledger Account used to record the unrealized gains on stock reevaluations
Unrealized exchange loss account	General Ledger Account used to record the unrealized losses on stock reevaluations
Payable on purchase of article account	Central general ledger account to record payables of supplier invoices
In Delivery note format	Format used for automatic generation of stock in movements : ex: SUPPLIER-STOCK-0000
Out Delivery note format	Format used for automatic generation of stock out movements: ex: CLIENT-STOCK-0000
Supplier Purchase order format	Format used for automatic generation of supplier purchase order inputted in the application: ex: SUP-PO-0000
Supplier Purchase order format - Date	Date of activation of the format of the supplier purchase

of activation	order format. NB: when generating the first reference the user will be prompted to manually enter the reference which has to match the format defined
Client Proposal format	Format used for automatic generation of client proposal (step before client purchase order)
Client Purchase order format	Format used for automatic generation of Client purchase order inputted in the application: EX: CL-PO-0000
Client Purchase order format - Date of activation	Date of activation of the client purchase order format. NB: when generating the first reference the user will be prompted to manually enter the reference which has to match the format defined
Activate discount rate	If this checkbox is ticked the client and supplier invoices details screen will a field allowing the user to enter discount rate or the amount of discounts received or granted
Use serial number on Invoice detail	If selected this option will activate the field "SERIAL NUMBER" on clients/suppliers invoice details
Article Price Round Position	User can specify the number of digits behind article price decimal point
Display only Articles attached to client (Invoice/Purchase order)	This option allows filtering the article available for selection in client invoices. Only the articles assigned as being sold to a client will be selectable for that client
Display only Articles attached to supplier (Invoice/Purchase order)	This option allows filtering the article available for selection in supplier invoices. Only the articles assigned as being purchased to a supplier will be selectable for that client

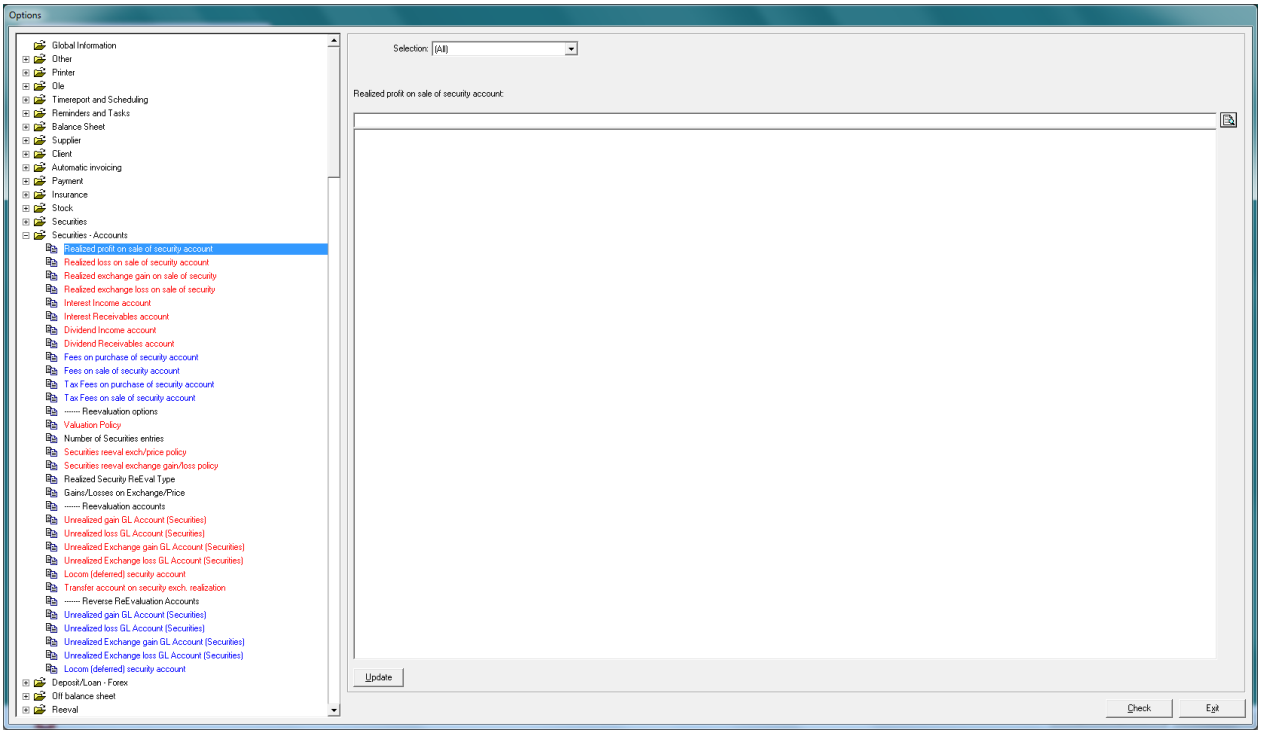
OPTIONS - SECURITIES:



Interest Complete Year	- CALENDAR YEAR: This option means that a complete year of interest accruals will be covered by the following period: 01/01- 31/12 - CALENDAR YEAR + 1 DAY: This option means that a complete year of interest accruals will be covered by the following period: 01/01- 01/01 This doesn't change the calculation method but it a convention to allow the user to decide how to account for interests accruals accounting wise.
Default Stock Exchange	Default stock exchange proposed when inputting a security transaction if not specified at the security details level
Security account	Default Central security account. The application allows to create several central securities accounts which can have different accounting treatments: example: Trading securities portfolio or long term participations
Receivable on sale of security account	Account receivable account used for securities sales transactions with a broker
Payable on purchase of security account	Accounts payable account used for securities purchase transactions with a broker
Supplier delivery note numbering format	Format used to auto number the securities delivery note reference on purchases transactions: EX: SEC-PURCH-0000 If this option is not active user has to manually type the transaction reference when inputting the transaction
Client delivery note numbering format	Format used to auto number the securities delivery note reference on sales transactions EX: SEC-SALE-0000 NB: This is used either as accounting reference in transaction description and/or for issuing confirmations of the transactions to third parties If this option is not active user has to manually type the transaction reference when inputting the transaction
Security Booking without Broker	***NOT RECOMMANDED*** Some of our clients have requested us to allow user to record securities transactions without a payable/receivable position. This method does not allow accounting for the exchange gains or

	losses on the transaction for the period between the purchase/sale value date and payment value date. This is not the standard accounting practice and it does not comply with the complete divulgation of information principle. This is mainly used by accounting using bank statements for recording the securities transactions.
Real Time Accrual Booking	Real time accrual booking means that all accruals on interest's earnings securities are done each time securities transactions are booked. Without that option active interests accruals on these types of securities will only be computed when the user will launch the automatic specific batch accounting process
Broker Transactions in 1 Accounting Entry	This option allows accountants working with a broker position account but will GATHER the purchase/Sale and payments transactions. This option is only valid when accountant decide to book for securities transactions at payment date (which again is not the method as set forth in the accounting principles).
Valuation Policy	- WEIGHTED AVERAGE PRICE - FIRST IN – FIRST OUT These are the two accounting principle available in the application. The method has to be selected upfront because once transactions will exist in the accounting database of the client no change will be longer possible
Accounting Entry Security Sales-Exchange/Price	- NET: If net is selected the realized profit or loss on securities sales transactions will be netted in one account. No difference will be made between the exchange gain/loss and gain/loss on prices - SPLIT: If select the profit/loss on price and the exchange gain/loss will be split

OPTIONS – SECURITIES - ACCOUNTS:



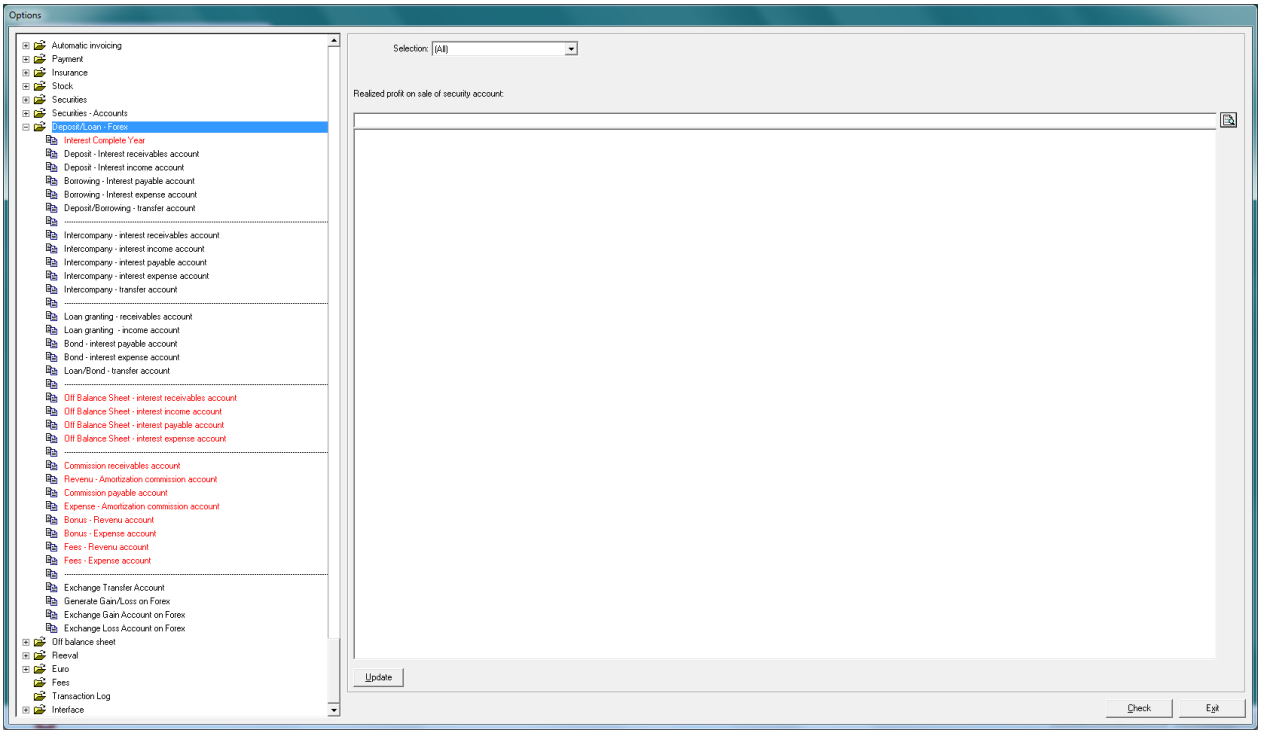
These options list all the accounting keys related to the security transactions module.

As shown on the screen above there is a combo box SELECTION which by default contains ALL.
If ALL is selected the options selected will be applied to all existing securities account in the database.
If an account is select the option chosen will only be applicable to the selected account.

Realized profit on sale of security account	Self-explanatory
Realized loss on sale of security account	Self-explanatory
Realized exchange gain on sale of security	Self- explanatory
Realized exchange loss on sale of security	Self- explanatory
Interest Income account	Self- explanatory
Interest Receivables account	Self- explanatory
Dividend Income account	Self- explanatory
Dividend Receivables account	Self- explanatory
Fees on purchase of security account	If no expense account is selected the fees on the purchases transactions will be capitalized in the security value (purchase price).
Fees on sale of security account	Self- explanatory
Tax fees on sale of security account	Self- explanatory
Tax fees on purchase of security account	Self -explanatory
REEVALUATION OPTIONS	-
Valuation option	- DEFAULT: Position at reevaluation date - POSITION AT REEVALUATION DATE - INDIVIDUALLY BY FIFO TRANSACTION
Number of Securities entries	- DEFAULT: one - MULTIPLE ENTRIES: the reevaluation process will generate one accounting entry for each security in portfolio at the reevaluation date - ONE: only one accounting entry will be generated for all securities in portfolio at the date of the reevaluation
Securities reeval exch/price policy	- DEFAULT - NET REEVAL: exchange gain/loss effect and price gain/loss effect will be separated (as it is possible for realized gain/loss in the SECURITY section) - SEPARATED REEVALUATION: the exchange gain/loss and price gain/loss effect will be evaluated separately
Securities reeval exchange gain/loss policy	Reevaluations of securities at foreign currency exchange rates can be dealt with in accordance with a another accounting principle than the securities prices reevaluations - SECURITY ACCOUNT POLICY: this selection means that the foreign currency reevaluation policy will be conditioned by the reevaluation principle selected at the General Ledger account level (chart of account) - NO REEVAL: No exchange gain or loss will be considered on foreign currencies - MARKED TO MARKET: All exchange gains and losses will be accounted for - LOCOM: Lower of cost or market: exchange losses are recognized in profit and loss and exchange gain are ignored

	- LOCOM DEFERRED: lower of cost or market but exchange gain would be recognized but neutralized in a balance sheet account.
Realized Security ReEval Type	The application allows to completely realizing a security portfolio through an internal sale and repurchase of securities in portfolio as of a selected date. A combo box allows the user to select ALL security central accounts or a SPECIFIC account. - NONE : No such realization is allowed - CURRENCY RATE: Only foreign currency exchange gains and losses will be computed and accounted for - SECURITY PRICE: Only gains and losses on prices will be computed and accounted for - CURRENCY RATE AND SECURITY PRICE: both exchanges gains and losses and gains and losses on prices will be computed and accounted for. NB: This feature is mainly designed for insurance companies
Gains/Losses on Exchange/Price	Combo box allows the users to define the option by security central account or for all security central accounts at a time - DEFAULT: Option 2 is the default - HISTORICAL CURRENCY RATE: Gains and losses on security prices will be converted at historical exchange rates - REEVALUATION DATE CURRENCY RATE: Gains and losses on security prices will be converted at the exchanges rates as of the date of the reevaluation. This option does not affect the net effect of the reevaluation but changes the split between foreign currencies exchange and security prices effect on the profit and loss account
Unrealized gain GL Account (Securities)	Profit and loss account used to book unrealized gain on securities prices
Unrealized loss GL Account (Securities)	Profit and loss account used to book unrealized gain on securities prices
Unrealized Exchange gain GL Account (Securities)	Profit and loss account used to book unrealized exchange gain on securities prices
Unrealized Exchange loss GL Account (Securities)	Profit and loss account used to book unrealized loss on securities prices
Locom (deferred) security account	Balance sheet account used to book unrealized gains or losses on securities reevaluation when lower of cost or market principle is retained
Transfer account on security exch. realization	Balance sheet transfer account to completely realize a portfolio security (accounting sales and repurchases) – see above
REVERSE REEVALUATION ACCOUNT	
Unrealized gain GL Account (Securities)	Account profit and loss account used to reverse the securities unrealized gains on prices
Unrealized loss GL Account (Securities)	Account profit and loss account used to reverse the securities unrealized losses on prices
Unrealized Exchange gain GL Account (Securities)	Account profit and loss account used to reverse the securities unrealized exchange gains
Unrealized Exchange loss GL Account (Securities)	Account profit and loss account used to reverse the securities unrealized exchange losses
Locom (deferred) security account	Balance sheet account used to reverse the securities unrealized gains and losses on securities if the lower of cost or market principle is selected

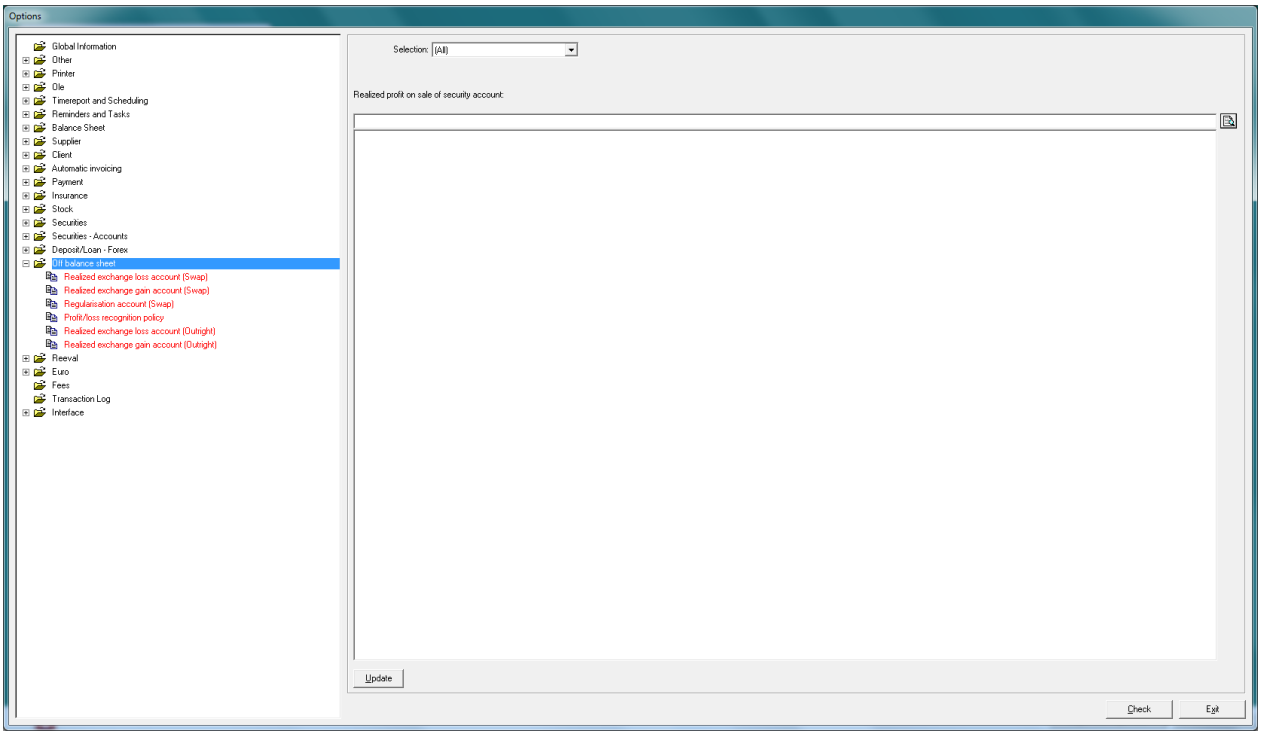
OPTIONS – DEPOSIT/LOAN - FOREX:



Interest Complete Year	These two options allows to define a complete year of interest - CALENDAR YEAR: 01/01/N-31/12/N - CALENDAR YEAR + 1 days: 01/01/N – 01/01/N+1
Deposit - Interest receivables account	Balance sheet account for booking the Interest receivables on deposits
Deposit - Interest income account	Balance sheet account for booking the Interest income on deposits
Borrowing - Interest payable account	Balance sheet account for booking the Interest payable on deposits
Borrowing - Interest expense account	Balance sheet account for booking the Interest expenses on deposits
Deposit/Borrowing - transfer account	Balance sheet transfer account to record movements from current bank accounts to bank deposit accounts
Intercompany - interest receivables account	Same accounting keys than for deposits but for intercompany loans See deposit
Intercompany - interest income account	See deposit
Intercompany - interest payable account	See deposit
Intercompany - interest expense account	See deposit
Intercompany - transfer account	See deposit
Loan granting - receivables account	Same accounting keys than for deposit but for Loan granted See deposit
Loan granting - income account	See deposit
Bond - interest payable account	See deposit
Bond - interest expense account	See deposit
Loan/Bond - transfer account	See deposit
Off Balance Sheet - interest receivables account	Same accounting keys than for deposit but for OFF BALANCE SHEET items See deposit
Off Balance Sheet - interest income account	See deposit
Off Balance Sheet - interest payable account	See deposit
Off Balance Sheet - interest expense account	See deposit
Commission receivables account	Commission receivable account is used for particular nonstandard module which allow to create groups of deposits
Income - Amortization commission account	Commission receivable on grouped deposits are amortized on the specified income account
Commission payable account	Commission payable account used for the grouped deposit module
Expense - Amortization commission account	Commission payable on grouped deposits are amortized on the specified expense account
Bonus – Income account	Used for grouped deposits – nonstandard module
Bonus - Expense account	Used for grouped deposits – nonstandard module
Fees – Income account	Used for grouped deposits – nonstandard module
Fees - Expense account	Used for grouped deposits – nonstandard module
Exchange Transfer Account	Balance sheet account used to record Forex (foreign exchange) transactions from one bank account to another
Generate Gain/Loss on Forex	If this checkbox is ticked an exchange gain/loss will be computed on each FOREX transaction. If not ticked no exchange difference is generated and the exchange difference will be dealt with the reevaluation process
Exchange Gain Account on Forex	Profit and loss account used to record exchange gains no Forex is the option is active

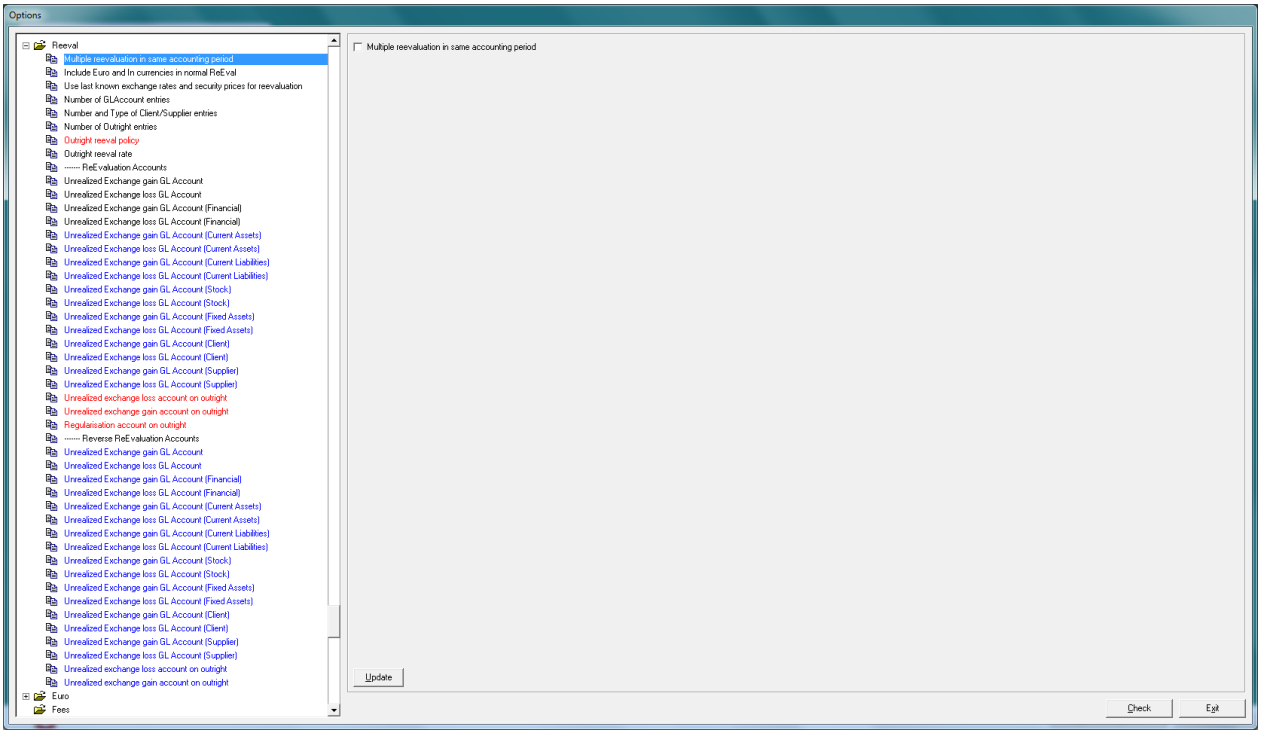
Exchange Loss Account on Forex	Profit and loss account used to record exchange losses no Forex is the option is active

OPTIONS – OFF BALANCE SHEET:



Realized exchange loss account (Swap)	Profit and loss account used to record exchange losses on currency SWAPS (combination of a spot FOREX and a term FOREX)
Realized exchange gain account (Swap)	Profit and loss account used to record exchange gains on currency SWAPS
Regularization account (Swap)	
Profit/loss recognition policy	- TRANSACTION DATE: gains and losses on swaps will be recognized at transaction date - VALUE DATE: gains and losses on swaps will be recognized at transaction date - PRORATA TEMPORIS: gains and losses on swaps will be recorded in the regularization balance sheet account and mortised prorata temporis.
Realized exchange loss account (Outright)	Profit and loss account used to record the exchange losses on currency OUTRIGHTS (term foreign exchange transaction)
Realized exchange gain account (Outright)	Profit and loss account used to record the exchange gains on currency OUTRIGHTS (term foreign exchange transaction)

OPTIONS –REEVAL:

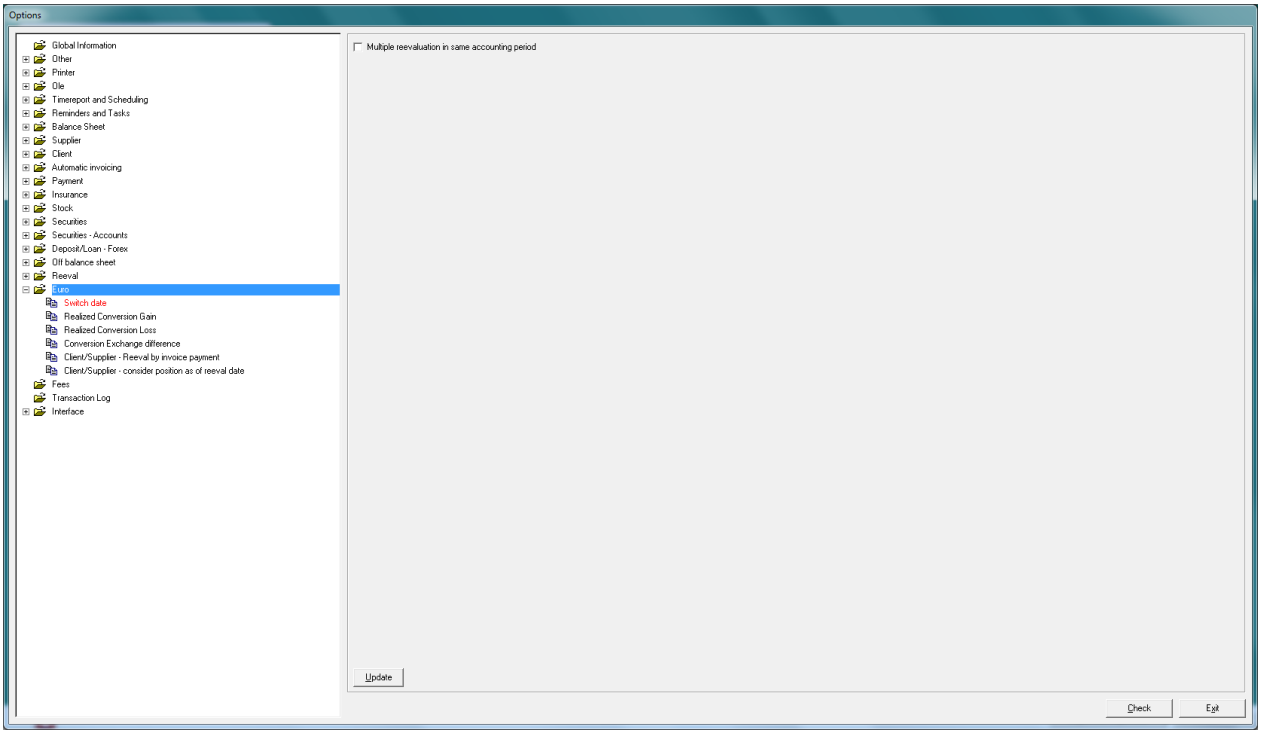


Multiple reevaluation in same accounting period	If this options is selected the application will allow to produce several reevaluation entries into an accounting period. If not only reevaluation process will be allowed and in this case each time the user launch a reevaluation process the existing (if any) reevaluation accounting entry will be delete. In this case only one reevaluation can exist at a time in an accounting period
Include Euro ReEval in normal ReEval	If the check box is ticked the EURO reevaluation will be launched together with the regular reevaluation process. Euro reevaluation process is a process that had been designed for the transition period of the European currencies entering into euro. This process was specific because the exchange rates were frozen and the application has a process allowing the switch an accounting database from the original in currency to Euro. No longer applicable
Use last known exchange rates and security prices for reevaluation	***WARNING*** This option is only available on demand Is this option is selected all reevaluation process will use the last known exchange rates in the database. If the user doesn't not check the date of the last available exchange rates because the rate might not be current.
Number of GLAccount entries	- MULTIPLE ENTRIES: this selection implied one separate accounting entry for each reevaluation - ONE ENTRY: reevaluation generates only one accounting entry by process (see REEVALUATION MENUS)
Number and Type of Client/Supplier entries	- BY INVOICE – ONE ENTRY- NOT ON CENTRAL ACCOUNT This options will consider each invoice in currency as a currency position to revalue - BY CURRENCY – ONE ENTRY- NOT ON CENTRAL ACCOUNT This option will gather all clients/suppliers invoices by currency and use to net position by currency for reevaluations - BY CLIENT / SUPPLIER

	This option will gather clients/suppliers invoices by currency BY CLIENT/SUPPLIER for reevaluation purposes
Number of Outright entries	- MULTIPLE ENTRIES - ONE ENTRY Possible selection of reevaluations in one accounting entry or in one accounting entry by position
Outright reeval policy	- NO REEVALUATION - MARKED TO MARKET - LOCOM - LOCOM (DEFERRED) Possible selection of reevaluation method
Outright reeval rate	- REEVAL OUTRIGHT AT FORWARD RATE - REEVAL OUTRIGHT AT SPOT RATES User can select between spot and forward rates to revalue outright positions
REEVALUATION ACCOUNTS	
Unrealized Exchange gain GL Account	Profit and loss account - Self-explanatory
Unrealized Exchange loss GL Account	Profit and loss account - Self-explanatory
Unrealized Exchange gain GL Account (Financial)	Profit and loss account - Self-explanatory – for accounts of financial type
Unrealized Exchange loss GL Account (Financial)	Profit and loss account - Self-explanatory – for accounts of financial type
Unrealized Exchange gain GL Account (Current Assets)	Profit and loss account - Self-explanatory – for accounts of current assets type
Unrealized Exchange loss GL Account (Current Assets)	Profit and loss account - Self-explanatory – for accounts of current assets type
Unrealized Exchange gain GL Account (Current Liabilities)	Profit and loss account - Self-explanatory – for accounts of current liabilities type
Unrealized Exchange loss GL Account (Current Liabilities)	Profit and loss account - Self-explanatory – for accounts of current liabilities type
Unrealized Exchange gain GL Account (Stock)	Profit and loss account - Self-explanatory – for accounts of stock type
Unrealized Exchange loss GL Account (Stock)	Profit and loss account - Self-explanatory – for accounts of stock type
Unrealized Exchange gain GL Account (Fixed Assets)	Profit and loss account - Self-explanatory – for accounts of fixed assets type
Unrealized Exchange loss GL Account (Fixed Assets)	Profit and loss account - Self-explanatory – for accounts of fixed assets type
Unrealized Exchange gain GL Account (Client)	Profit and loss account - Self-explanatory – for accounts of client type
Unrealized Exchange loss GL Account (Client)	Profit and loss account - Self-explanatory – for accounts of client type
Unrealized Exchange gain GL Account (Supplier)	Profit and loss account - Self-explanatory – for accounts of supplier type
Unrealized Exchange loss GL Account (Supplier)	Profit and loss account - Self-explanatory – for accounts of supplier type
Unrealized exchange loss account on outright	Profit and loss account - Self-explanatory – for outrights
Unrealized exchange gain account on outright	Profit and loss account - Self-explanatory – for outrights
Regularization account on outright	Profit and loss account - Self-explanatory – for outrights
REVERSE REEVALUATION ACCOUNTS	The following option allow the user to select account different account to reverse the reevaluations
Reverse Unrealized Exchange gain GL Account	Self-explanatory
Reverse Unrealized Exchange loss GL Account	Self-explanatory
Reverse Unrealized Exchange gain GL Account (Financial)	Self-explanatory
Reverse Unrealized Exchange loss GL Account (Financial)	Self-explanatory
Reverse Unrealized Exchange gain GL Account (Current Assets)	Self-explanatory

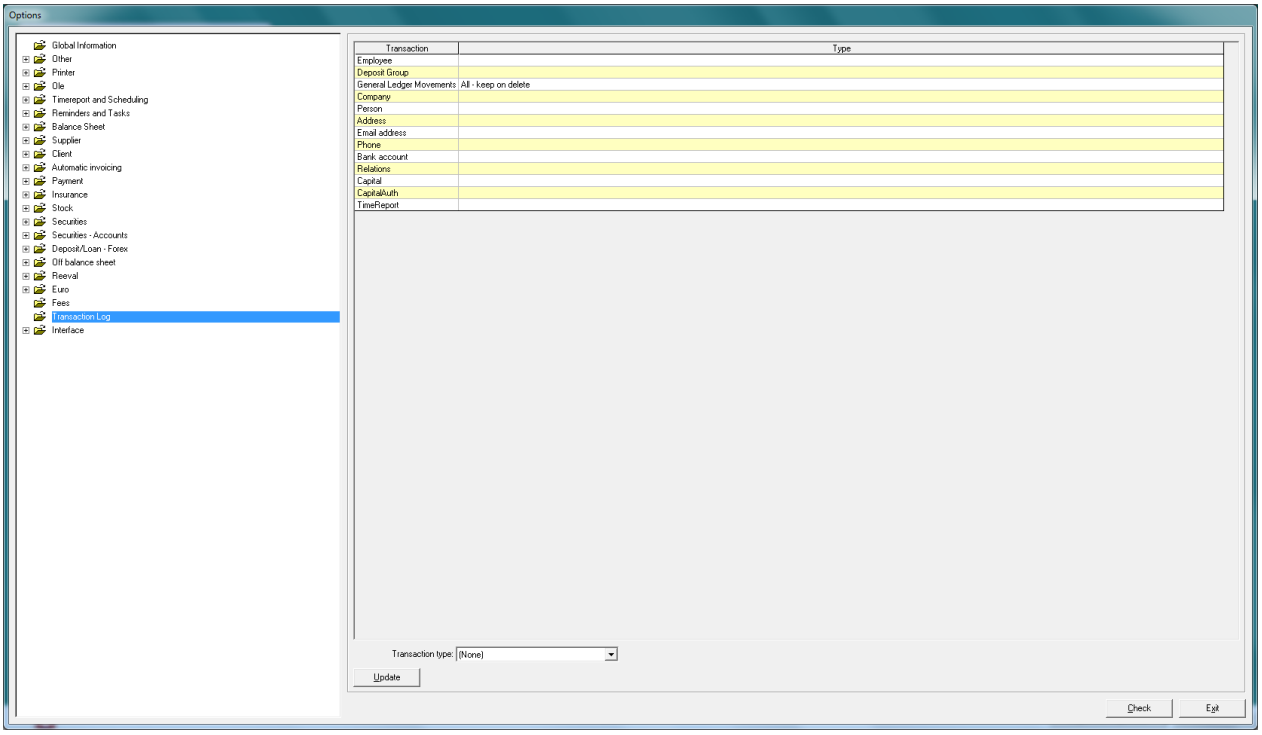
Reverse Unrealized Exchange loss GL Account (Current Assets)	Self-explanatory
Reverse Unrealized Exchange gain GL Account (Current Liabilities)	Self-explanatory
Reverse Unrealized Exchange loss GL Account (Current Liabilities)	Self-explanatory
Reverse Unrealized Exchange gain GL Account (Stock)	Self-explanatory
Reverse Unrealized Exchange loss GL Account (Stock)	Self-explanatory
Reverse Unrealized Exchange gain GL Account (Fixed Assets)	Self-explanatory
Reverse Unrealized Exchange loss GL Account (Fixed Assets)	Self-explanatory
Reverse Unrealized Exchange gain GL Account (Client)	Self-explanatory
Reverse Unrealized Exchange loss GL Account (Client)	Self-explanatory
Reverse Unrealized Exchange gain GL Account (Supplier)	Self-explanatory
Reverse Unrealized Exchange loss GL Account (Supplier)	Self-explanatory
Reverse Unrealized exchange loss account on outright	Self-explanatory
Reverse Unrealized exchange gain account on outright	Self-explanatory

OPTIONS - EURO:



Switch date	DATE of the capital currency switch. The switch process allows to switch the capital currency of accounting database if the currency is a frozen fixed rate currency part of EURO into EUR
Realized Conversion Gain	Account to book the realized exchange gains on euro/in currencies positions
Realized Conversion Loss	Account to book the realized exchange gains on euro/in currencies positions
Conversion Exchange difference	Balance sheet account in which all the exchange difference arising from the capital conversion into euro
Client/Supplier - Reeval by invoice payment	If this option is selected euro reevaluation process of client/supplier invoices the application will record the exchange differences computed as an invoice payment by debiting and crediting the appropriate account as defined in these options. By not selecting this option It is also possible to modify the historical value of the invoice itself through an additional invoice detail using the reevaluation accounts.
Client/Supplier - consider position as of reeval date	Client/supplier positions (unpaid invoices) at euro reevaluation date can be different than the historical position at the date of the invoice. This option allows the application to consider this possibility.

OPTIONS – TRANSACTION LOG :

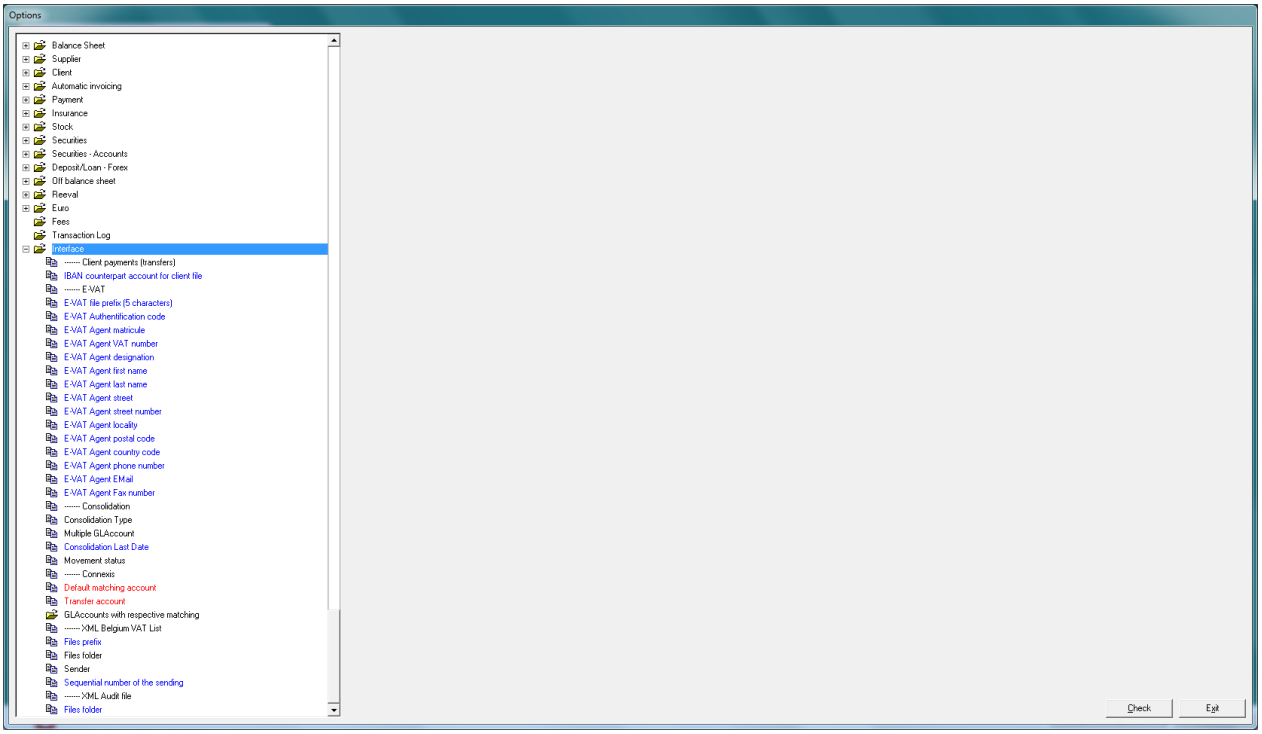


The transaction log options are related to an AUDIT TRAIL MODULE which allows to trace transactions author date and time for adding, modifying or deleting data.
These options allow user to activate the audit trail process and propose the following options for each category:

- None
- Last - keep on delete
- Last – purge on delete
- All - keep on delete
- All - purge on delete

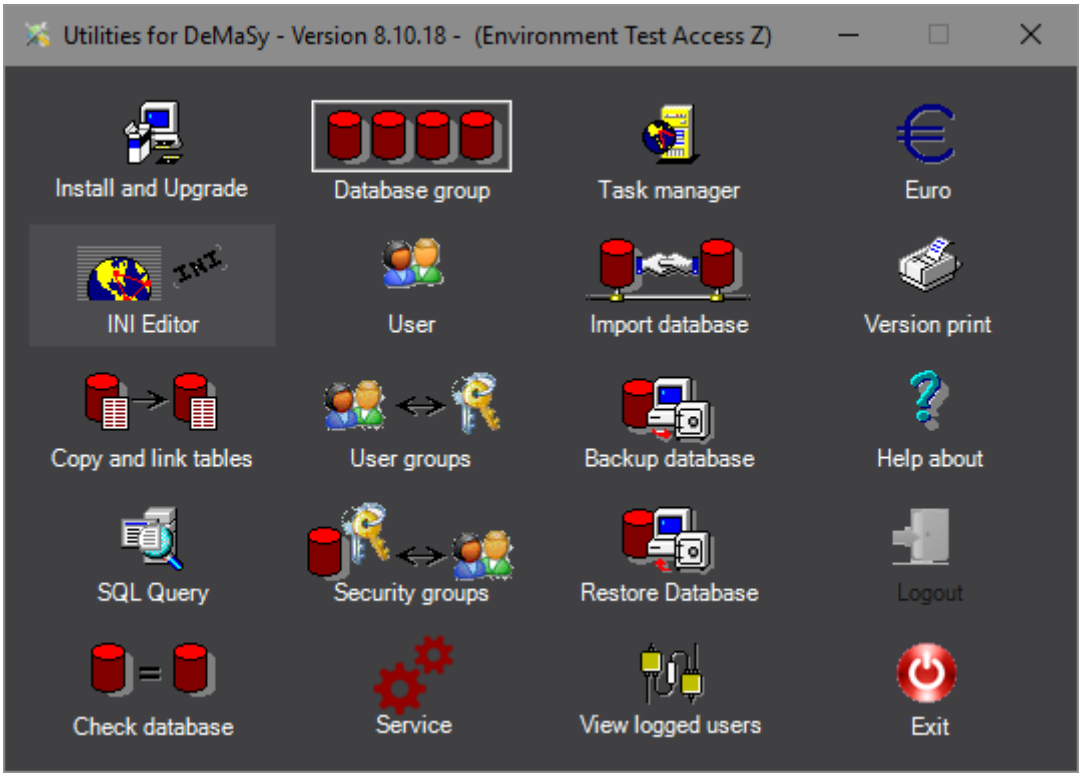
EMPLOYEE	Activates the tracking of all transactions done on the employee screen
DEPOSIT GROUP	Activates the tracking of all transactions done on deposit screen
GENERAL LEDGER MOVEMENTS	Activates the tracking of all transactions done on general ledger movements screen
COMPANY	Activates the tracking of all transactions done on company screen
PERSON	Activates the tracking of all transactions done on person screen
ADDRESS	Activates the tracking of all transactions done on addresses screen
EMAIL ADDRESS	Activates the tracking of all transactions done on email address screen
PHONE	Activates the tracking of all transactions done on phone screen
BANK ACCOUNT	Activates the tracking of all transactions done on bank account screen
RELATIONS	Activates the tracking of all transactions done on relations screens
CAPITAL	Activates the tracking of all transactions done on capital screen
AUTHORIZED CAPITAL	Activates the tracking of all transactions done on authorized capital screen
TIMEREPORT	Activates the tracking of all transactions done on timereport screen

OPTIONS - INTERFACES :

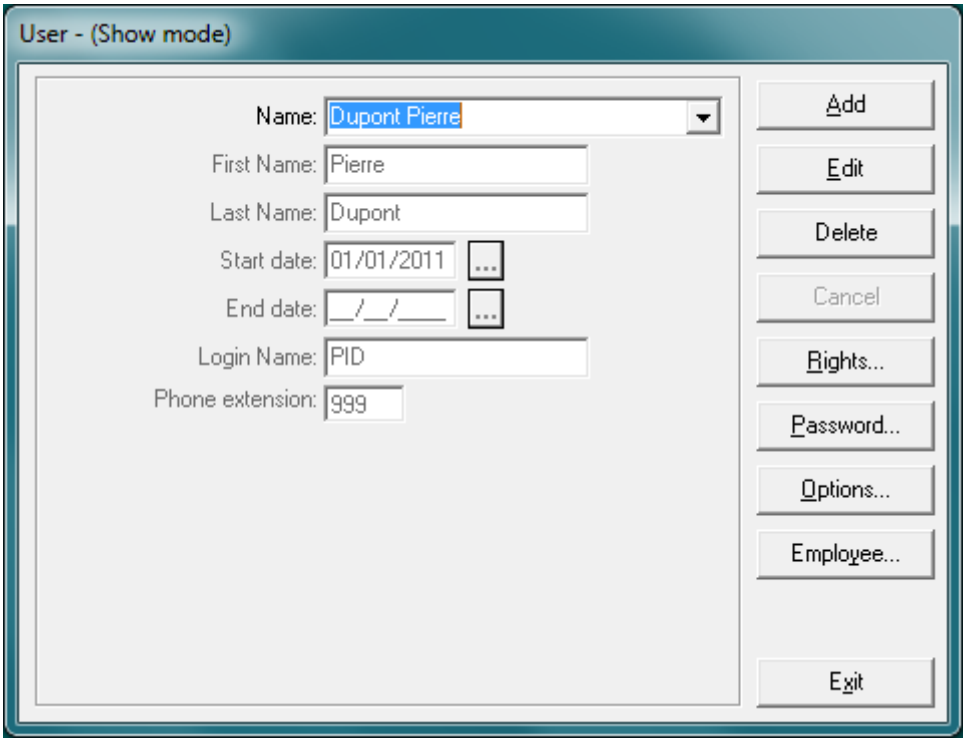


----EVAT	Section related to e-tva Luxembourg XML file generation
E-VAT file prefix (5 characters)	
E-VAT Authentication code	Provided by the authorities
E-VAT Agent matricule	Company
E-VAT Agent VAT number	VAT number of the company making the VAT return
E-VAT Agent designation	Name of the company making the VAT return
E-VAT Agent first name	First Name
E-VAT Agent last name	Last Name
E-VAT Agent street	Address information
E-VAT Agent street number	Address information
E-VAT Agent locality	Address information
E-VAT Agent postal code	Address information
E-VAT Agent country code	Address information
E-VAT Agent phone number	Address information
E-VAT Agent EMail	Address information
E-VAT Agent Fax number	Address information
---Consolidation	Section related to the consolidation module
Consolidation Type	- NONE: If none selected the database is not part of a consolidation process - DATABASE TO CONSOLIDATE (SOURCE) If source database is selected the database is one of the consolidated database - CONSOLIDATED DATABASE (TARGET) If target is selected the database is the one in which the consolidation will happen
Multiple GLAccount	Is the checkbox is selected each account of original database will be created in the consolidating entity. If not checked only one accounting plan will be created in the consolidating entity
Consolidation Last Date	Date provided by the application when consolidation process is launched
Movement status	- INCLUDE IN CONSOLIDATION: if this option is selected the original accounting entry from the consolidated

	entities will be conserved - NOT INCLUDE IN CONSOLIDATION: If this option is selected all the accounting entries in the target database will have the status pending.
---XML Belgium VAT List	This section is related to the annual VAT listing interface as required in Belgium
Files prefix	File prefix
Files folder	File folder where the XML file is generated
Sender	Company/person sending the file is to be selected
Sequential number of the sending	Format to specify (check the authorities requirements)
---XML Audit file	This section is related to the interface used to produce a XML file containing accounting records for the Luxembourg tax authorities
Files folder	File folder where the FAIA XML file is to be generated



USERS



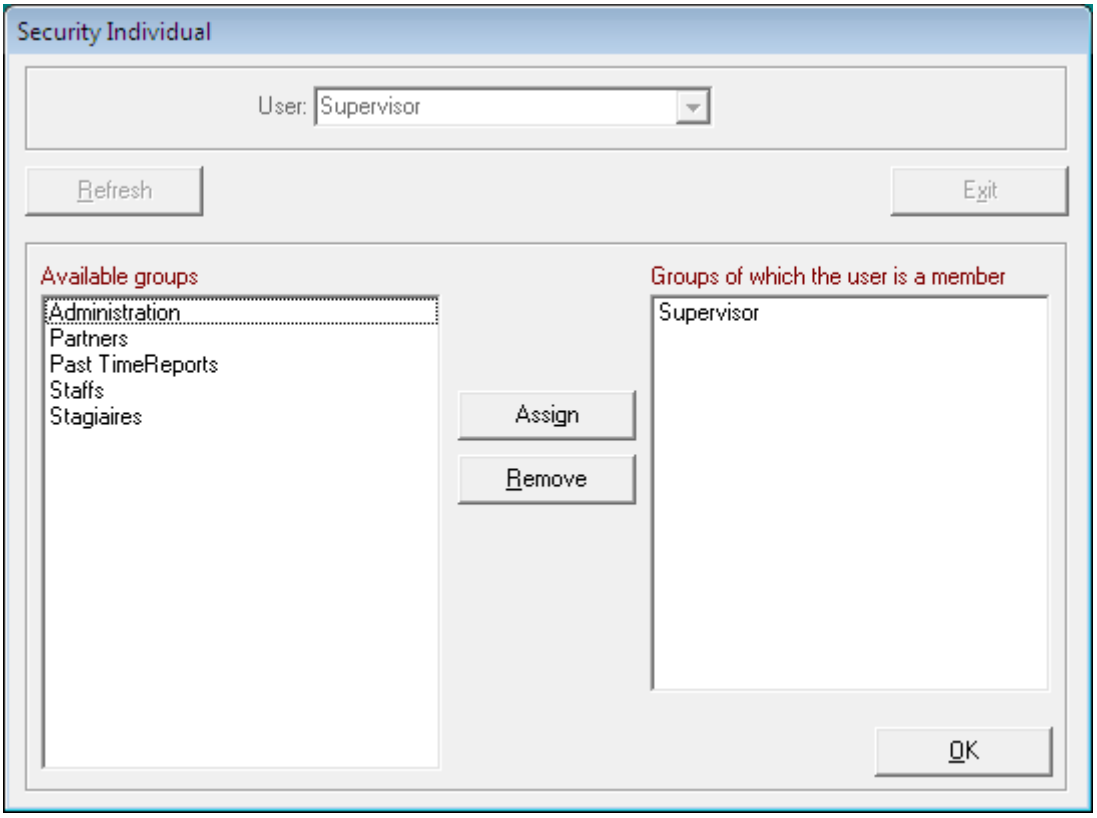
FIELDS

NAME: Concatenate first name and last name
FIRST NAME: self-explanatory
LAST NAME: self-explanatory
START DATE: self-explanatory
END DATE: self-explanatory
LOGIN NAME: Short name used to identify the user when logging into the application.
PHONE EXTENSION: self-explanatory

BUTTONS

RIGHTS: call the screen to assign a user to a group of rights (see below)
PASSWORD call the screen PASSWORD allowing to define or change a user password
OPTIONS call the screen USER OPTIONS
EMPLOYEES call the screen EMPLOYEE

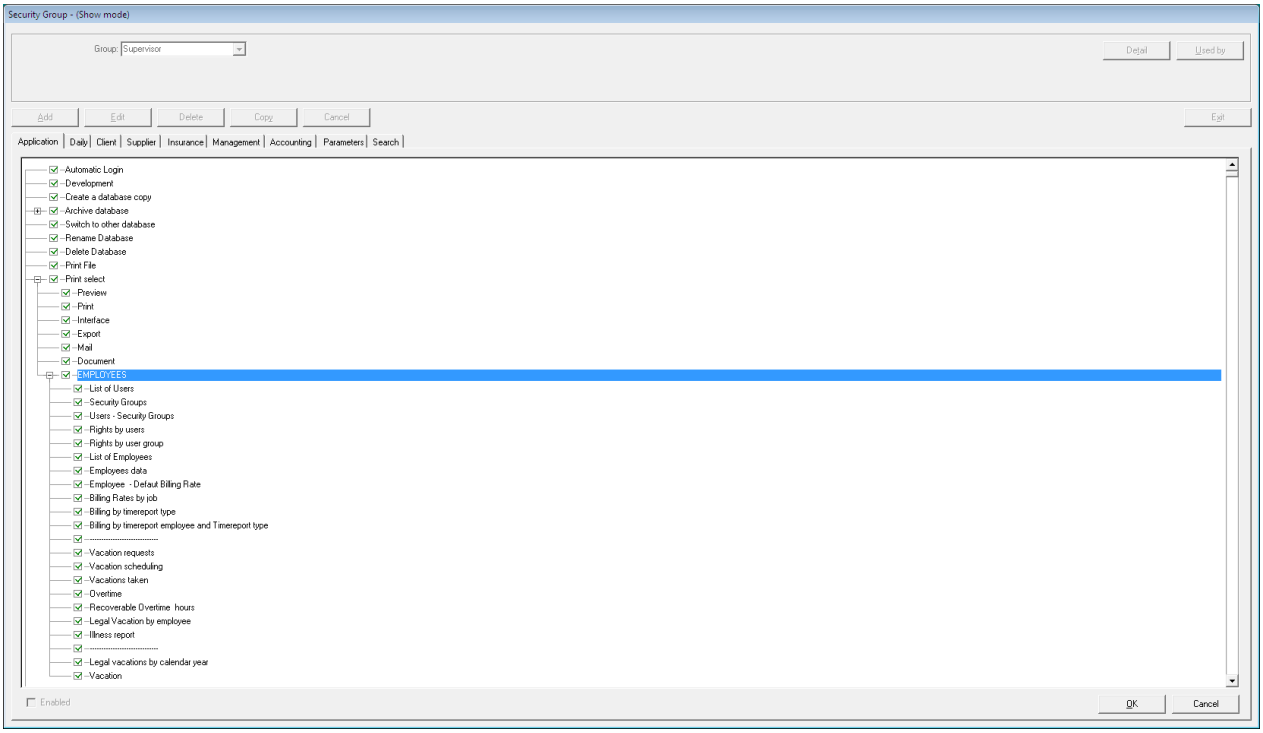
GROUP RIGHTS



This screen allows to assign existing security groups rights (see below how to define them) to users.
If a user is assigned to a particular security group he inherits of all the rights of the security group at the next login.
If a group of rights is unassigned for a specific user the user will lose the rights at the next login.
If a user belongs to several groups of rights he will have all the rights of all the groups (cumulative).

SECURITY GROUPS

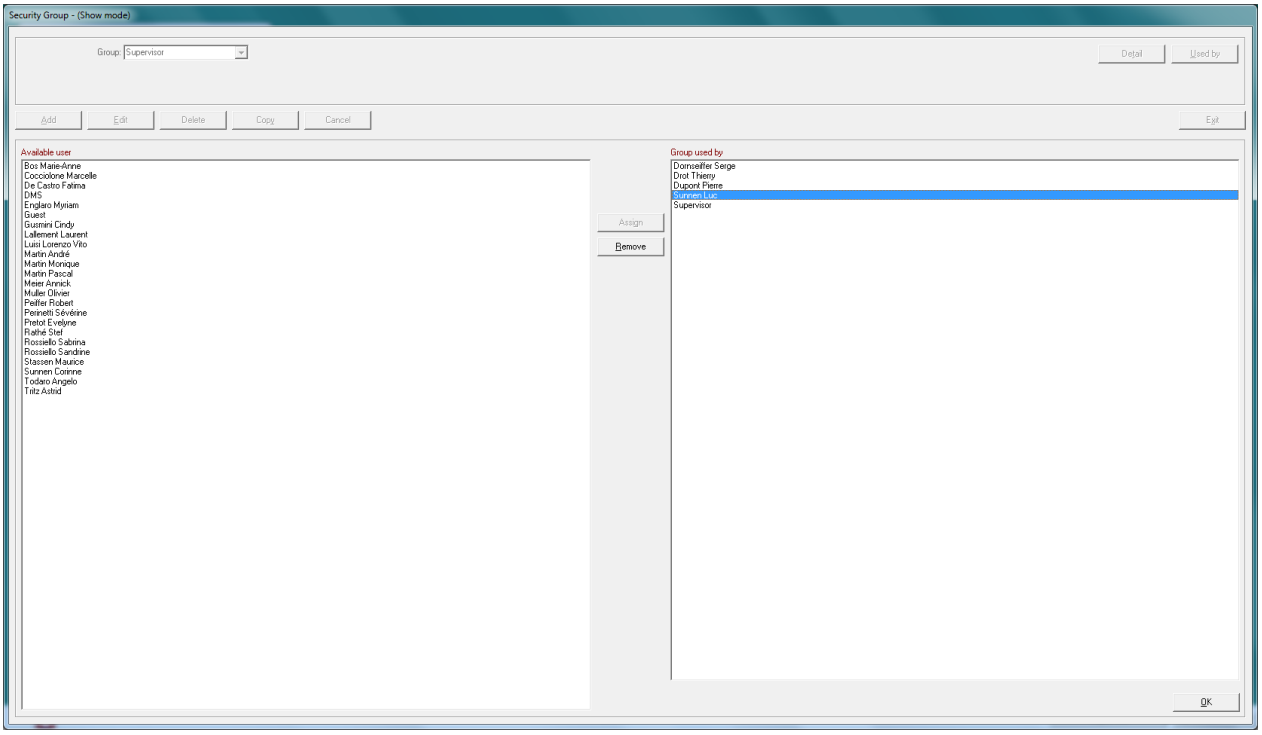
When accessing the screen the user has to select a group and click on the button DETAIL



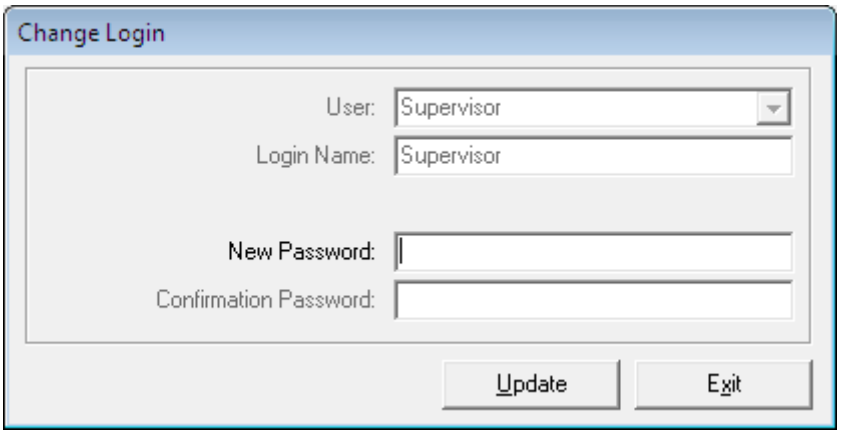
This screen allows adding, modifying or deleting group of rights.
Before using DeMaSy the Supervisor of the application has to define all groups of rights and assign users to the appropriate groups of rights.
Each group of rights is assigned specific rights.
The rights to access, modify and/or delete information is organized in accordance with the application menus.
Rights to the reports can be given by report.
To grant a particular right the user has to press space bar (or right click with the mouse) on the corresponding checkbox.
F2 key pressed on a main caption give all the rights of the main caption at a time
Space bar on a main caption will remove all the rights of the main caption at a time.

The button USED BY calls a screen which displays a user's list on the left side and a user list on the right side.
User list on the right side is the list of the users belonging to the selected group of rights.
User list on the left side is the list of the users available for assignment to the selected group of rights.

Button ASSIGN is used to assign a user (left) to the selected group of rights.
Button REMOVE is used to unassigned a user (right) from to the selected group of rights.



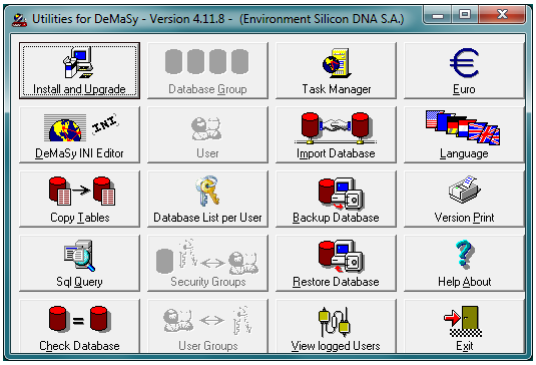
PASSWORD



This screen allows a user (if the user belongs to a authorized group of rights) to assign or modify a password of a user.
Remark: Later in the application utilities (application designed for the administration of the database) it will be explained how to force a user to change password on a regular basis and how the enforce a password length.
On the password has been entered twice (confirmation) the user click the UPDATE button to save the password.

MODULE TASK MANAGER

This module is accessed through the application Utilities (button Task Manager):



The purpose of this module is to allow the user to schedule interface to run automatically at a desired date and time

ADD button allows the user to add some interfaces to the process

