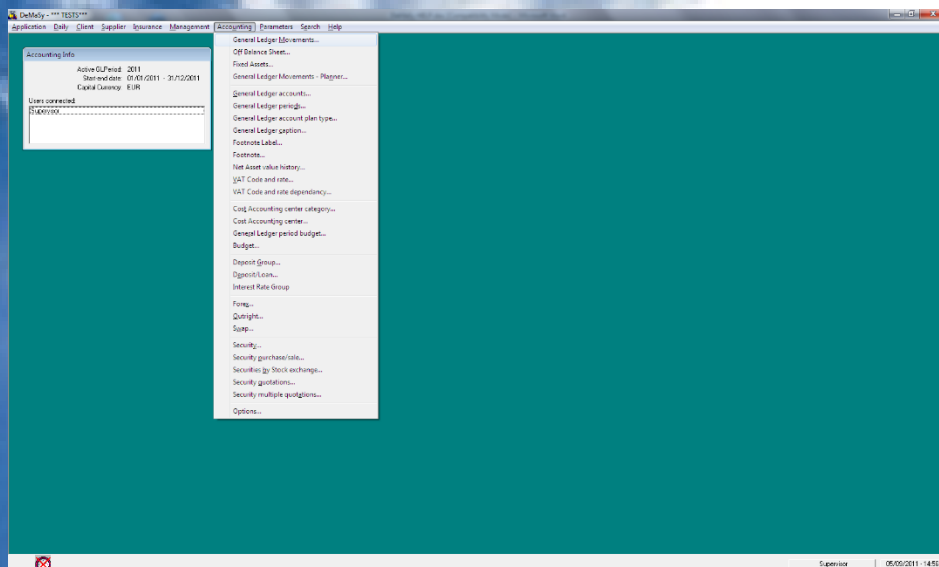




DeMaSy ERP software

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

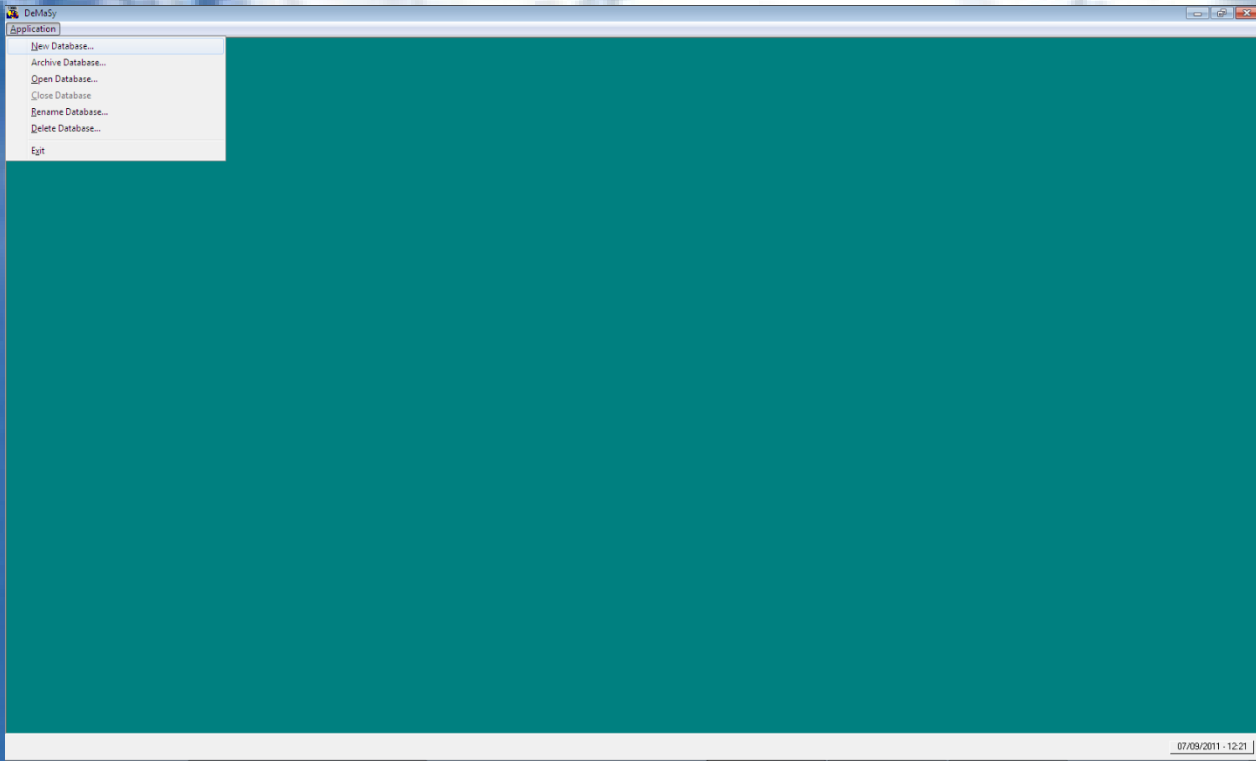
Options



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

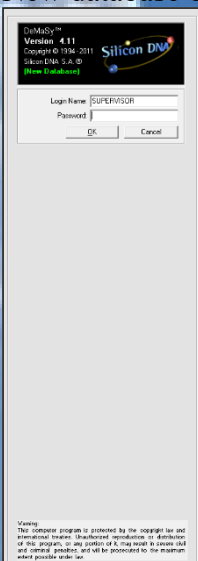
ARCHIVE DATABASE: To archive part of database (see ARCHIVE module)

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.

The screenshot shows the DeMaSy software interface. At the top, it displays 'DeMaSy™ Version 4.11', 'Copyright © 1994 - 2011', and 'Silicon DNA S.A. © (New Database)'. Below this is a login section with 'Login Name: SUPERVISOR' and a password field, with 'OK' and 'Cancel' buttons. The main area is titled 'Standard DMS' and contains a list of standards: 'Standard ***ANIEL GALLO***', 'Standard DMS' (highlighted in blue), and 'Standard FORMATION Developpeurs'. At the bottom, there is a section for filling in details: 'Logical Name: New client', 'Physical Name: Newclient', and 'Database Id: 999326386', with 'OK' and 'Cancel' buttons.

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



 	
Version 4.11 Copyright © 2004, 2001 by DatisCity S.A. and (Don DatisCity)	
Nom de l'utilisateur: SUPERVISOR	
Mot de passe:	<input type="text"/>
<input type="checkbox"/> OK	<input type="checkbox"/> Annuler
NewsList	
LUDEMBOURG CONTACT CENTERS S.A Mainstream Capital Partners Luxembourg S.A MEMBERSHIP	
Norman Schinas UCK Luxembourg VOF SARL Partners Palco Team Company IT Work - GAGNEL P&T - REMICH P&T - REMICH Partners de Deutscher Bank AG in Esch/Saar Planes S.A. Phat China Growth Fund II BSC SIAI PYROT S.A S.R.L. Plus Galeries Centre s.a (D 098) ROYALE RELAX V Sangebots Bank s.a.s SIFCO SELLIN FUND FPCFIS SFC Invest Standard "MAIN GALLO" Standard "Main" Standard FORMATION Developpement SYDIA S.A. The PROPERTY LUXEMBOURG S.A Tet Automatic (Europe) Tet-TEL Tet FUND A Tet-Info Tet-Load Tet-Load Tet-MAILING HOLDING S.A. Tet-Info Tet-Info Holding S.A. VIREMETS WOLFFS HOLTUNG N.V. WILHELMUS 17-12-2009 WILHELMUS S.A.	
<input type="checkbox"/> (Active ones only)	<input type="text"/>
<input type="checkbox"/> OK	<input type="checkbox"/> Annuler
*Warning: This disclaimer program is protected by the copyright law and international treaties. Unauthorized reproduction or distribution of this document, in any form or by any means, without the express written permission of the copyright owner, is prohibited and will be prosecuted to the maximum extent possible by law.	



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.

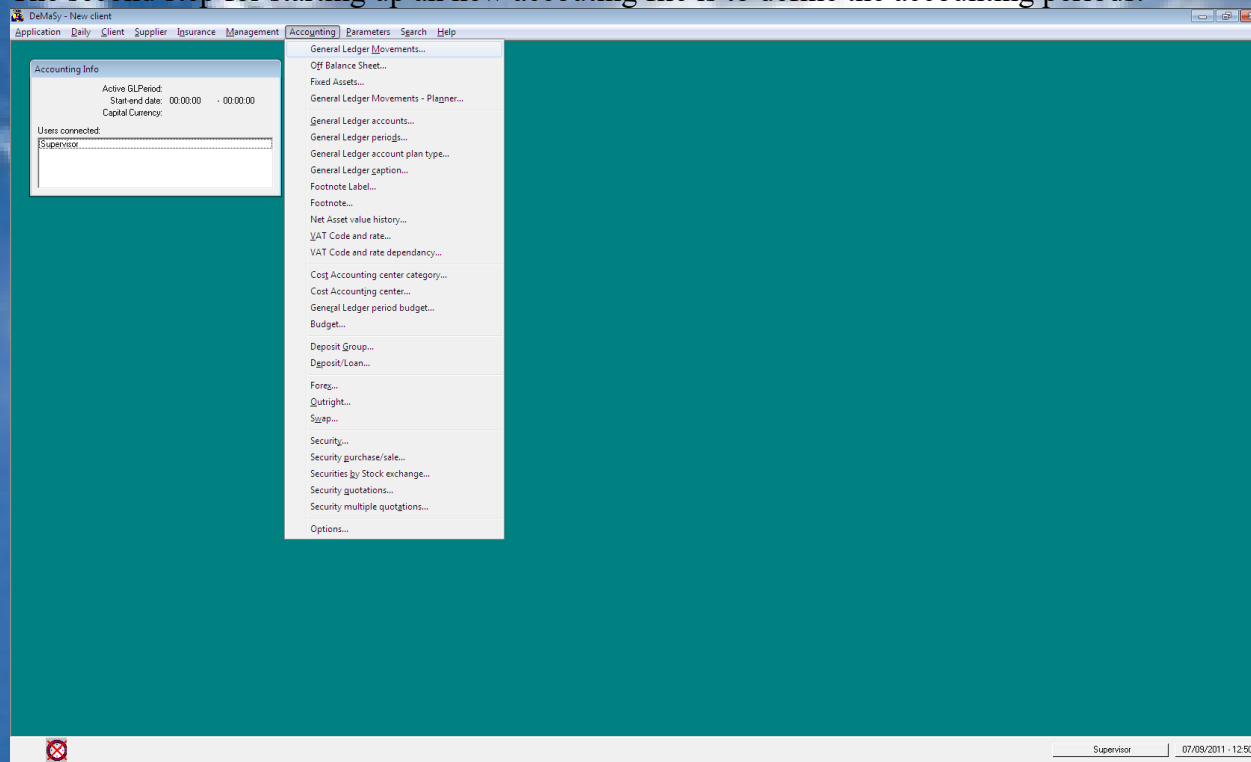
The screenshot shows the 'Options' dialog box with the 'Global Information' tab selected. The 'Company' radio button is active. The 'File' dropdown is set to 'New client'. The 'Actual Country' dropdown is set to 'Luxembourg'. The 'Capital Currency' dropdown is empty. The 'Second Capital Currency' dropdown is empty. The 'Exchange rates input / positions' section shows 'EUR' in the dropdown and '6' in the adjacent text box. The 'Link Database' dropdown is set to 'LINK'. The 'Read Only' checkbox is unchecked. The 'Folder Type' dropdown is set to 'Company'. An 'Update' button is at the bottom left of the main area. 'Check' and 'Exit' buttons are at the bottom right of the dialog box. A list of other options is visible on the left side of the dialog box, including 'Other', 'Printer', 'OLE', 'Timesheet and Scheduling', 'Reminders and Tasks', 'Balance Sheet', 'Supplier', 'Client', 'Automatic invoicing', 'Payment', 'Insurance', 'Stock', 'Securities', 'Securities - Accounts', 'Deposit/Loan - Forex', 'Off balance sheet', 'Reversal', 'Euro', 'Fees', 'Transaction Log', and 'Interface'.

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 a new accounting 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.

General Ledger Periods - (Add mode)

Period

Period name: 2012

Start date: 01/01/2012

End date: 31/12/2012

Period lock date: / /

☐ Year End Closing

☐ Year End Closing is closed

Active Periods

User	Active G/L Periods
(All)	2011
Sonnen Luc	2012

Add Edit Delete Cancel Exit



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:	<p>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.</p> <p><i>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.</i></p> <p>Closing a period will require all the entries to be closed. A closed period can be reopened if necessary. See further down</p>
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:	<p>Active period list all the period active by user. This means that several users can work in different accounting year at the same time.</p> <p>“All” refers to all users connecting to that file except otherwise stated in the user list.</p> <p>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</p>



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).

General Ledger Periods - (Edit mode)

Period

Period name:

Start date:

End date:

Period lock date:

☐ Year End Closing

☐ Year End Closing is closed

Active Periods

User	Active G/L Periods
(All)	2010



BATCH OPERATIONS

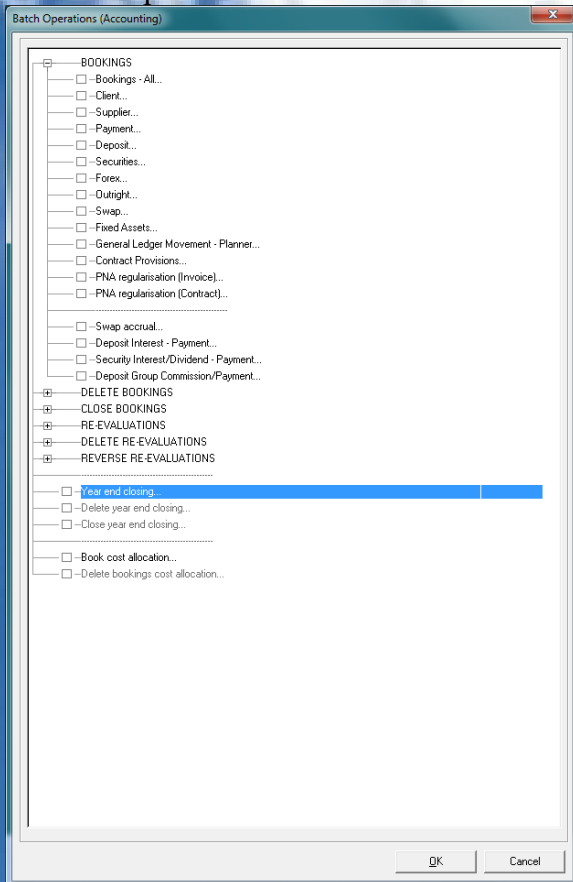
Application/Batch Operations (accounting).

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



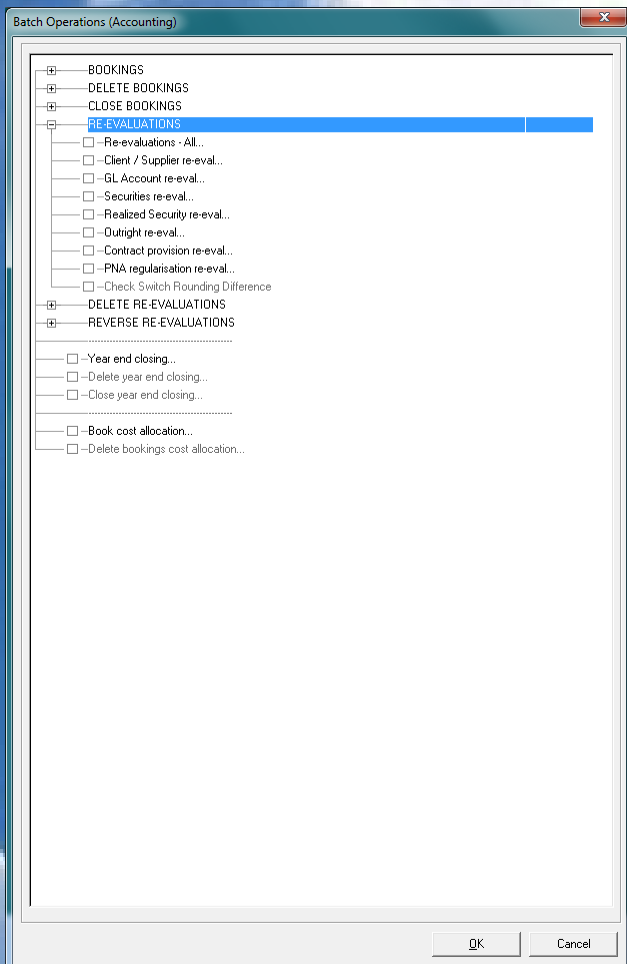
DELETE BOOKINGS AND CLOSE BOOKINGS

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 Account - (Edit mode)

Main | Initial Balance

General Ledger plan type: Current

Active language: Français

Number: 40000

Name: Supplier

Balance period: 1995

End date: / /

Currency: EUR

Default VAT rate: N/A-0

Account type: Revenues
Stock
Fixed Assets
Financial
Shareholders equity
Securities
Transfer account
Client
Supplier

Reevaluation policy: Locom

Reevaluation Euro: Marked to Market

ReEval GLAccount:

Valuation Policy: Not applicable

Category:

Export

Historical ☐ Period ☐

Translation

			Description
	Deutsch		
40000	English	Supplier	
	Espagnol		
40000	Français	Fournisseurs	
	Nederlands		

Exit



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	<p>Account type is not related to the balance sheet layout but is done to condition some comportment.</p> <ul style="list-style-type: none"> - 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) <p>Remark: Depending on the account type the application checks integrity and forbids some transactions or reevaluation policies.</p> <p>NB: no miscellaneous operation can be done on central accounts.</p>
REEVALUATION POLICY	<p>Reevaluation policy of the account:</p> <ul style="list-style-type: none"> - 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



	<ul style="list-style-type: none">- 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. <ul style="list-style-type: none">- 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.



General Ledger Account name

Account number: 1000, Capital

				Description
Current		Deutsch		
Current	1000	English	Capital	
Current		Espangol		
Current	1000	Français	Capital	
Current		Nederlands		
PCMN 10.06.2009		Deutsch		
PCMN 10.06.2009		English		
PCMN 10.06.2009		Espangol		
PCMN 10.06.2009		Français		
PCMN 10.06.2009		Nederlands		

Copy from... Copy to... Update Exit

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.

Type - (Show mode)

Name:	<input type="text" value="Current"/>	<input type="button" value="Add"/>
	<div><div>Current</div><div>PCMN 10.06.2009</div></div>	<input type="button" value="Edit"/>
		<input type="button" value="Delete"/>
		<input type="button" value="Cancel"/>
Start-end date:	<input type="text" value="___/___/___"/> ... <input type="text" value="31/12/2010"/> ...	<input type="button" value="Exit"/>

COPY FROM

Export GLAccount name

Database list: Standard DMS
Standard ***ANIEL GALLO***
Standard DMS
Standard FORMATION Developpeurs

General Ledger Plan type: NOUVEAU

General Ledger Account: 1010. Capital souscrit

OK Cancel

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

Export GLAccount name

Database list: Real Solutions Démo s.a. [3.0.999]
ROYALE NEUVE V
Sanpaolo Bank s.a.
SéFICo
SELLIN FUND FCP-FIS
SFC Invest
Standard ***ANIEL GALLO***
Standard DMS
Standard FORMATION Developpeurs
SYSTEMA S.A.
TELLACA PROPERTY LUXEMBOURG
Test Automatic (Original)
Test FRL
Test FUND A
Test loan
Test Loan 2
TEST MAPPING HC INTERNATIONAL
test25052011f
THARC S.A.

General Ledger Plan type: Current

Language: Français

Type of copy: Copy all the translations
Copy all the translations
Copy translation of the specified GLAccounts

OK Cancel

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.

General Ledger Account - (Show mode)

Main | Initial Balance

General Ledger plan type: ANCIEN

Active language: English

Number: 4160

Name: Miscellaneous receivables

Balance period: 2010

End date: / / ...

Currency: EUR

Default VAT rate: N/A-0

Account type: Current assets

Reevaluation policy: No Reevaluation

Reevaluation Euro: Marked to Market

ReEval GLAccount:

Valuation Policy: Not applicable

Category:

☐ Historical ☐ Period

Add

Edit

Delete

Cancel

Bank account...

GL Caption...

Cgst Allocation...

Budget...

Matching accounting plan...

Translation

		Description
	Deutsch	
	English	
	Espagnol	
	Français	
	Nederlands	

Exit

INITIAL BALANCE TAB:

General Ledger Account - (Show mode)

Main

Initial Balance

GLAccount Number: 4167

Currency	Start Balance (in currency)	Start Balance (in system currency)
EUR	12.000	12.000
USD	1.000	750
<div>Total: 12.750,00 EUR</div> <div> <div>Balance currency: USD</div> <div> <div>Start Balance (in currency): 1000</div> <div>USD</div> </div> <div> <div>Start balance (in system currency): 750</div> <div>EUR</div> </div> </div>		

Add

Update

Delete

Cancel

Client...

Supplier...

Securities...

Deposit...

Outright...

Swap...

Check initial bal.

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, outright 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 outright 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	<p>This button check is the initial balance is balanced in capital currency and in not indicates the initial balance.</p> <p>To able to record accounting entries the balance has to be 0 (see example below).</p> 

ex: Client

Ex: Supplier

Ex: Securities


**BUTTONS ON THE GENERAL LEDGER ACCOUNT**

General Ledger Account - (Show mode)

Main | Initial Balance |


General Ledger plan type: Current

Active language: Français

Number: 5001 

Name: 30-729262-50 FORTIS c/c

Balance period: 1995

End date: 30/06/2001 

Currency: LUF

Default VAT rate: N/A-0

Account type:
Current assets
Current liabilities
Expenses
Revenues
Stock
Fixed Assets
Financial
Shareholders equity
Securities

Reevaluation policy: Marked to Market

Reevaluation Euro: Marked to Market

ReEval GLAccount:


Valuation Policy: Not applicable

Category:

☐ Historical ☐ Period

Translation

			Description
	Deutsch		
	English		
	Espanol		
5001	Français	30-729262-50 BGL c/c	
	Nederlands		



Buttons: Add, Edit, Delete, Cancel, Bank account..., GL Caption..., Cost Allocation..., Budget..., Import..., Change Number and Name..., Export, Exit

Button **BANK ACCOUNT**



Bank account - (Edit mode)

Number:	<input type="text" value="11-111111-11"/>	...
	<div>11-111111-11</div>	
Bank name:	<input type="text" value="Banque De Nassau"/>	
Name:	<input type="text"/>	
Account holder:	<input type="text" value="*** TESTS ***"/>	
Type:	<input type="text" value="Compte intérêt"/>	
Fee type:	<input type="text" value="(None)"/>	
Currency:	<input type="text" value="USD"/>	
Account manager:	<input type="text"/>	
Opening account date:	<input type="text" value="__/__/__"/>	...
Closing account date:	<input type="text" value="__/__/__"/>	...
Interest rate:	<input type="text" value="0"/>	
Maturity:	<input type="text" value="0"/>	
General Ledger Account:	<input type="text" value="5003, Compte USD"/>	

Add

Edit

Delete

Cancel

Signature...

Relation...

Convert IBAN

Calc IBAN

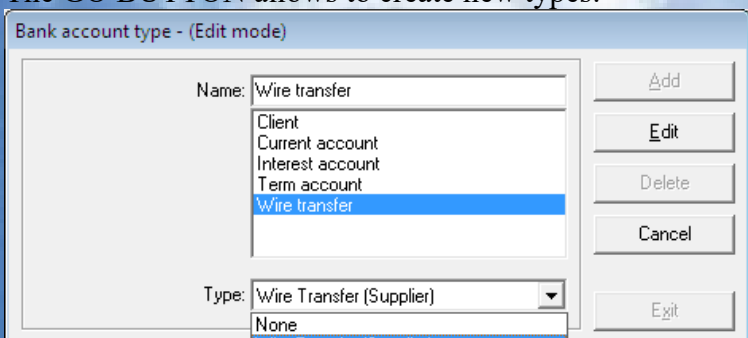
Exit



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	<p>The GO BUTTON allows to create new types:</p>  <p>The NAME is free user parameter. The type is a system type.</p> <ul style="list-style-type: none"> - 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	<p>System type parameter: This parameter is used for the wire transfer orders processed for bank electronic banking or swift systems</p> <ul style="list-style-type: none"> - 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.



Financial statements caption name - (Show mode)

F/S Caption:

Language	Name
Deutsch	
English	Intangible assets
Español	
Français	
Nederlands	

Name:



TAB ASSIGN GL ACCOUNTS

Financial statements caption - (Show mode)

General Ledger Captions Assign GL Accounts

Financial statement layout: [GAPSE] [All] [Refresh]

GL Account Type: [All]

GL Account Category: [All]

Number	Name
1000	Intangible assets
1001	Accumulated amortisation of intangible assets
1002	Goodwill
1003	Accumulated amortisation of goodwill
1004	Formation expenses
1005	Accumulated amortisation of formation expenses
1006	Royalties, trademarks, patents, rights, etc.
1007	Accumulated amortisation of royalties, trademarks, patents
1008	Research and development (capitalised)
1009	Accumulated amortisation of research and development
1198	Total intangible assets
1199	Total accumulated amortisation of intangible assets
1200	Land and Buildings
1201	Accumulated depreciation of land and buildings
1202	Land improvements
1203	Accumulated depreciation of land improvements
1204	Industrial Buildings and structures
1205	Accumulated depreciation of industrial buildings and structures
1206	Non-industrial buildings
1207	Accumulated depreciation of non-industrial buildings
1208	Parking areas
1209	Accumulated depreciation of parking areas
1210	Buildings under construction
1300	Wasting assets
1301	Accumulated depreciation of wasting assets
1302	Petroleum and natural gas properties
1303	Accumulated depreciation of petroleum and natural gas properties
1304	Deferred exploration and development charges
1305	Accumulated depreciation of deferred exploration and development charges
1306	Quarries
1307	Accumulated depreciation of quarries
1360	Plant and machinery
1361	Accumulated depreciation of plant and machinery
1362	Motor vehicles
1363	Accumulated depreciation of motor vehicles
1364	Construction and excavating equipment
1365	Accumulated depreciation of construction and excavating equipment
1366	Production machinery and equipment
1367	Accumulated depreciation of production machinery and equipment
1368	Tools and dies
1369	Accumulated depreciation of tools and dies
1370	Catheters and instruments

Footnote: [] [Update] [Unassign]

[Change View] [Delete] [Exit]

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	<p>Combo box to select the financial statement layout (see first TAB)</p> <ul style="list-style-type: none"> - All - Assigned accounts - Non assigned accounts - Non assigned used accounts - NAV assigned accounts - NAV non assigned accounts - NAV non assigned used accounts <p>Allows the user to identify accounts according to the wording. NAV refers to Net Asset Value (see OPCVM Investments funds module)</p>
GLACCOUNT TYPE	<p>Combo box filled in with all the general ledger accounts types to filter the list of accounts</p>
GLACCOUNT CATEGORY	<p>Enter key in this combo box allows the user to filter the selection based on the Category (see General Ledger Account screen)</p>

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.

Financial statements caption - (Show mode)

General Ledger Captions Assign GL Accounts

Financial statement layout: [GAPSE] Assigned accounts []

GL Account Type: [All] Refresh

GL Account Category: []

Number	Name
2050	Accounts receivable
2054	Trade accounts receivable from related parties
2055	Provision for doubtful trade accounts receivable from related parties
2056	Interest receivable
2057	Holdback receivable
2058	Leases receivable
2059	Provision for doubtful amounts in leases receivable
2106	Interest receivable from related parties
3401	Deposits received
5102	Interest received or receivable from shareholders and / or directors
5103	Interest received or receivable from related parties
5250	Amounts received by non-profit making organisations (NPOs)
5251	Membership fees received
5252	Donations and gifts received

Debit Balance

- Assets
 - 412 Non-current assets
 - Intangible assets
 - Property, plant and equipment
 - Investment property
 - Investment in subsidiary
 - Other investments
 - Trade and other receivables
 - 412 Current assets
 - Inventories
 - Trade and other receivables
 - Held-for-trading investments
 - Cash and bank balances
- Liabilities
 - EQUITY AND LIABILITIES
 - Equity
 - Share Capital
 - Revaluation reserve
 - Fair value reserve
 - Retained earnings
 - Total equity
 - Non-current liabilities

Credit Balance

- Trade and other receivables
- Held-for-trading investments
- Cash and bank balances
- Liabilities
 - EQUITY AND LIABILITIES
 - Equity
 - Share Capital
 - Revaluation reserve
 - Fair value reserve
 - Retained earnings
 - Total equity
 - Non-current liabilities
 - Redeemable preference shares
 - Trade and other payables
 - Deferred tax liability
 - Provisions
 - Current liabilities
 - Bank loans and overdrafts
 - Unearned revenues
 - Current tax payable
 - Provisions
- Expenses/Revenues

Footnote: [] Update Unassign

Change View Delete Exit

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.

Select Database (copy from)

Import type: Import schema and translation

Database list: STANDARD PCN 10.06.2009

- Standard Clients DeMaSy (Read Only)
- Standard DMS HOLDING (Read Only)
- STANDARD en Allemand (Read Only)
- Standard PCMN - France (Lefevbre)
- Standard PCMN Belge
- Standard PCMN Luxembourg (SDNA) (Read Only)
- STANDARD PCN 10.06.2009

Accounting plan (old) used to make the link when importing: PCMN 10.06.2009

General Ledger caption: Art 34 & 36 (loi 19 decembre 2010)

- Art 34 & 36 (loi 19 decembre 2010)
- Art 34 & 46
- PCN

Name: Art 34 & 36 (loi 19 decembre 2010)

OK Cancel

IMPORT TYPE	<ul style="list-style-type: none">- 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	<p>This field is not mandatory.</p> <p>It is used in case the user wants to import data of a new GL Account Plan type.</p> <p>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</p>
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 GL Caption:

Export type: Import schema and translation

GL Caption: GAPSE

Accounting plan (old) used to make the link when exporting:

Database list:

- ☐ *** Standard ancien PC - MATCHING ***
- ☐ *** Standard PCN traduit complet 10.06.2009 (***
- ☒ ARETHUSA
- ☒ COURTALUX SARL
- ☐ Developpement Audit Trail
- ☐ Dromer S.C.R.L.
- ☐ Houyoux Thierry
- ☐ Imexo S.à r.l.
- ☐ Interflash S.à r.l.
- ☐ LINK
- ☐ Mangen Ralph
- ☐ P.R.A. S.à r.l.
- ☐ Silicon DNA S.A.
- ☐ Standard PCMN - France (Lefevbre)

Name: GAPSE

Ok Cancel

EXPORT TYPE	<ul style="list-style-type: none">- 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	<p>This field is not mandatory.</p> <p>It is used in case the user wants to import data of a new GL Account Plan type.</p> <p>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</p>
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 one 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

General Ledger Account - Cost Allocation

General Ledger Account: 6244, Training fees

PL Center category: DEPARTMENT

Refresh:

General Ledger Account	PL Center	Percentage
6244, Training fees	001, Profit center 1	75
6244, Training fees	002, Profit center 2	50
6244, Training fees	003, Profit center 3	25

Update Exit



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.

General Ledger Account Budget

☐ Without budget
☒ Without analytical

PL Center category:

General Ledger Account:

GL Period budget:

GL Period budget	Amount (EUR)
01/01/2011 - 31/03/2011	2500
01/04/2011 - 30/06/2011	2500
01/07/2011 - 30/09/2011	2500
01/10/2011 - 31/12/2011	2500

Refresh Update Exit

Button **IMPORT** – General Ledger Account

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

Select Database (copy from)

Import type: Copy SELECTION (GLAccount - Translation - Balance Sheet Assignment)

Database list: Standard DMS

Accounting plan (old) used to make the link when importing:

General Ledger Account:

- ☒ 1000, Capital Social
- ☐ 1010, Capital souscrit
- ☐ 1020, Capital non appelé (-)
- ☐ 1100, Primes d'émission
- ☐ 1200, Réserves de réévaluation
- ☐ 1210, Plus-values de réévaluation/immo. incorporelles
- ☐ 1220, Plus-values de réévaluation/immo. corporelles
- ☐ 1230, Plus-values de réévaluation/immo. financières
- ☐ 1240, Plus-values de réévaluation/stocks
- ☐ 1300, Réserve légale
- ☐ 1310, Réserve pour actions propres ou parts propres

OK Cancel

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	<ul style="list-style-type: none">- Copy SELECTION (GLAccount-Translation-B/S assignment) This selection is done for copying accounts from another database- <u>Link between chart of accounts</u> This selection has a <u>specific</u> 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.

A screenshot of a software dialog box titled "Select Database (copy to)". It contains a list of databases with checkboxes. Two databases are checked: "EXPERTA CORPORATE AND TRUST SERVICES" and "EXPERTA LUXEMBOURG 3 S.A.". Below the list is a dropdown menu for "Accounting plan (old) used to make the link when importing:" with "Current" selected. At the bottom are "OK" and "Cancel" buttons.

Select Database (copy to)

Database list:

- ☐ Beluco *** CONSOLIDE ***
- ☐ Beluco Sàrl
- ☐ Beluco Succursale Allemagne
- ☐ BeWeCo S.A.
- ☐ Cifac S.A.
- ☐ CREDIT SUISSE
- ☐ Démo assurances
- ☐ Demo FIDUCIAIRE
- ☐ Demo Funds, SICAR
- ☐ DEMO GESTION COMMERCIALE
- ☐ Esther Fifteen SARL
- ☒ EXPERTA CORPORATE AND TRUST SERVICES
- ☒ EXPERTA LUXEMBOURG 3 S.A.
- ☐ FFF MANAGEMENT & TRUST S.A.
- ☐ FIDUPAR
- ☐ formation
- ☐ Grace Lodge Care Operating (GBP*)
- ☐ GRAND BAIE S.A.
- ☐ Hangher Finance S.A.
- ☐ Hermant, Dodémont & C*
- ☐ Innova Financial Holding BF Sarl

Accounting plan (old) used to make the link when importing: Current

OK Cancel



Button **CHANGE NUMBER AND NAME** – General Ledger Account

Select Plan Type

☒ Modify number and name of the accounts
☐ Modify translation

Plan Type: Current

Language: Français

OK Cancel

Two different functions:

General Ledger Account - (Show mode)

Main | Initial Balance |

General Ledger plan type: Current

Active language: Français

Number: 1000

Name: Capital

Balance period: 1995

End date: / /

Currency: EUR

Default VAT rate: N/A-0

Account type: Current assets, Current liabilities, Expenses, Revenues, Stock, Fixed Assets, Financial, **Shareholders equity**, Securities

Reevaluation policy: No Reevaluation

Reevaluation Euro: No Reevaluation

ReEval GLAccount:

Valuation Policy: Not applicable

Category: test

Add, Edit, Delete, Cancel, Bank account..., GL Caption..., Cget Allocation..., Budget..., Import..., Change Number and Name..., Export

Historical, Period

Translation

	Deutsch	English	Description
1000	English	Capital	
1000	Franspis	Capital	
	Nederlands		

Exit

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	<p>Add button add an MISCELLANEOUS accounting entry</p> <ul style="list-style-type: none">- 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. <p>Is this case the fields BANK ACCOUNT and BANK STATEMENTS NBR can be used to specify bank account and a bank statement number.</p> <p>If a bank account is selected the counterparty is automatically generated when confirming the entry with OK button.</p> <p>There is an option (see OPTION section) to choose if every line input will have equivalent bank counterparty or only one line total.</p> <ul style="list-style-type: none">- 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	<p>Edit button allows the user to modify a MISCELLANEOUS accounting entry or the description of an AUXILIARY journal.</p> <p>VAT code cannot be changed because the VAT extracted and accounted for has to be modified consequently (see PEN ICON below).</p>
DELETE	<p>Delete button delete the accounting entry.</p> <p>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.</p> <p>If the option is off delete will permanently delete the accounting entry</p>
REVERSE ENTRY	<p>Allows the users to book the same accounting entry than the one selected but with Debits/Credits inversion</p>
REPLICATE ENTRY	<p>This button copies a selected accounting entry</p>
PEN ICON	<p>Allows the user to modify an MISCELLANEOUS accounting entry</p> <p>The difference with EDIT is that this function restores the entry at the state before being confirmed and all information can be changed.</p>

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	<p>OK button confirm a MISCELLANEOUS accounting entry (Calculates VAT, generates the VAT and bank counterparty).</p> <p>If there is an unbalance in the entry the application will refuse the booking</p>
EXIT	EXIT button (or ESCAPE KEY) quit the screen.

PRINT

PRINT	<p>Print button (print shortcut)</p> <ul style="list-style-type: none">- CLICK: calls a GENERAL LEDGER print selection- CTRL + CLICK: calls a JOURNAL print selection
--------------	--

DOCUMENT

DOCUMENT	<p>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.</p>
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MANAGE YOUR BUSINESS WITH ONLY ONE SOFTWARE





MISCELLANEOUS OPERATIONS

Upper right corner **ADD** button starts new miscellaneous operation

General Ledger Movements - (Add mode)

Period: 2011
Entry number: 15

Client: ☒ Supplier: ☒ Financial: ☒
Batch: ☐ Cost allocation: ☐ G/L Mov. cost: ☐
Date: 14/09/2011
Status: ☐

Debit total: 17.8 EUR
Credit total: 0 EUR
Difference: 17.8 EUR

Bank account / Bank statement#: 11-111111-11
Start Balance: -101 480.97
End Balance: -101 505.97

Buttons: Add, Edit, Delete, Reverse Entry, Replicate Entry, Deposit/Loan, Securities, Forex, On BS Sheet, Outright, Save, Reconcile

D/C	General Ledger Account	Amount (USD)	Amount (EUR)	Description	VAT Code
D	6605, Bank fees	25	17.8	fees	N/A-0

Currency / Rate / Acc. center: USD 0.711997152011392

Buttons: Add, Delete, OK, Cancel, Print, Document, Exit

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

DATE	Date of the transaction
BANK ACCOUNT	Bank account and bank statement number if the operations is related to a bank
BANK STATEMENT	
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	<p>The currency rate between the transaction currency and the capital currency will be proposed. The user can change it.</p> <p>The rate proposed comes from currency rates existing in the application (either manually input or through interface).</p> <p>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).</p> <p>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.</p>
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.



General Ledger Movements - (Edit mode)

Period: 2011
Entry number: 15

Client: ☒ Supplier: ☒ Financial: ☒
Batch: ☐ Cost allocation: ☐ G/L Mov. cost: ☐
Date: 14/08/2011
Status: Pending
Misc. Operation

Debit total: 24.92 EUR
Credit total: 0 EUR
Difference: 24.92 EUR

Bank account / Bank statement #: 11-1111111-11
Start Balance: -101 480.97
End Balance: -101 515.97

D/C: General Ledger Account
Amount (USD):
Amount (EUR):
Description:
VAT Code:

Currency / Rate / Acc. center: USD 0.712

D 5805: Bank fees	25.00	17.80 fees	N/A-0
D 6245: Miscellaneous expenses	10.00	7.12 Misc	FG-15

Add Delete OK Cancel Print Document Exit

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).



General Ledger Movements - (Show mode)

Period: 2011
Entry number: 10

Client... ☒ Supplier... ☒ Financial... ☒
Batch Cost allocation... G/L Mov. cost...

Date: 14/09/2011
Status: Pending
Misc. Operation

Debit total: 24.92 EUR
Credit total: 24.92 EUR

Bank account / Bank statement #: 11-111111-11
Start Balance: -101 480.97
End Balance: -101 515.97

USD 899 Reconc...

D/C	General Ledger Account	Amount (USD)	Amount (EUR)	Description	VAT Code
D	4441, VAT to recover	1.3	0.93	Misc	N/A-0
	Currency / Rate / Acc. center	USD	0.712		
D	4441, VAT to recover	1.30	0.93	Misc	N/A-0
D	6245, Miscellaneous expenses	9.70	6.19	Misc	FG-15
D	6605, Bank fees	25.00	17.80	fees	N/A-0
D	5003, Compte USD	25.00	17.80	fees	N/A-0
C	5003, Compte USD	10.00	7.12	Misc	N/A-0

Add Delete OK Cancel Print Document... Exit



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.

General Ledger Movements - (Show mode)

Period: 2011
Entry number: 15

Client: ☐ Supplier: ☐ Financial: ☐
Batch: ☐ Cost allocation: ☐ G/L Mov. cost: ☐

Date: 14/09/2011
Status: Pending
Misc. Operation

Debit total: 24.92 EUR
Credit total: 24.92 EUR

Bank account / Bank statement #: 11-111111-11
Start Balance: -101.480.97
End Balance: -101.515.97

D/C	General Ledger Account	Amount (USD)	Amount (EUR)	Description	VAT Code
D	4441. VAT to recover	1.30	0.93	Misc	N/A-0
Currency / Rate / Acc. center: USD		0.712			
D	4441. VAT to recover	1.30	0.93	Misc	N/A-0
D	6245. Miscellaneous expenses	8.70	6.19	Misc	FG-15
D	6805. Bank fees	25.00	17.80	fees	N/A-0
D	5003. Complete USD	39.00	24.92	Misc (USD) / fees (USD) / Misc (USD)	N/A-0

Buttons: Add, Delete, OK, Cancel, Print, Document, Edit

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.



General Ledger Bank Statement

Period: 2011
Bank account: 11-111111-11
Bank statement: 625
Group: ☒
USD
Start Balance: -101,480.97 USD

Num	Date	Type	Invoice number	D/C	G/L account	Currency	Amount	Amount (EUR)	Description	VAT code	P/L center	Job	Entry number	Entry description
3	14/09/2011	Misc. Operation		D	6245, Miscellaneous expenses	USD	10.00	7.12	Misc	FG-15			2011 - 15	Misc
4	14/09/2011	Misc. Operation		D	6605, Bank fees	USD	25.00	17.80	fees	N/A-0			2011 - 15	Misc

Invoices Number:

End Balance: -101,515.97 USD



This screen can be 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 - (Edit mode)

VAT Code and rate:

GL Account:

VAT Type/Calc. rate:

Group/Location:

Category: ☐ Triangle operations

Country:

From / To:

VAT Return name:	Ref	Case	Description	BASE/VAT	+/ -
Annuelle à partir de 2004	47	II. 17	Acquisitions intracommunautaires de biens - Base 15%	BASE	+
Annuelle à partir de 2004	52	I. 17	Acquisitions intracommunautaires de biens - TVA 15%	VAT	+
Annuelle à partir de 2004	78	III. 22 a)	Calcul de la Taxe en Amont déductible - Entrée de Marchandises	VAT	+
Annuelle à partir de 2005	47	I. 17	Acquisitions intracommunautaires de biens - Base 15%	BASE	+
Annuelle à partir de 2005	52	I. 17	Acquisitions intracommunautaires de biens - TVA 15%	VAT	+
Annuelle à partir de 2005	78	III. 22 a)	Calcul de la Taxe en Amont déductible - Entrée de Marchandises	VAT	+
Annuelle à partir de 2007	47	I. 17	Acquisitions intracommunautaires de biens - Base 15%	BASE	+
Annuelle à partir de 2007	52	I. 17	Acquisitions intracommunautaires de biens - TVA 15%	VAT	+
Annuelle à partir de 2007	77	II. 21 a)	Calcul de la Taxe en Amont déductible - Entrée de Marchandises	VAT	+
ANNUELLE A PARTIR DE 2010	47	II. 13	Acquisitions intracommunautaires de biens - Base 15%	BASE	+
ANNUELLE A PARTIR DE 2010	52	II. 13	Acquisitions intracommunautaires de biens - TVA 15%	VAT	+
ANNUELLE A PARTIR DE 2010	78	III. 19 a)	Calcul de la Taxe en Amont déductible - Entrée de Marchandises	VAT	+
Annuelle jusqu'à 2003	10	I. A. 3. 3)	Utilisation privée de biens (art 16 a)	BASE	+
Annuelle jusqu'à 2003	52	II. 15	Acquisitions intracommunautaires de biens - TVA 15%	VAT	+
Annuelle jusqu'à 2003	78	III. 23 a)	Calcul de la Taxe en Amont déductible - Entrée de Marchandises	VAT	+
Périodique à partir de 2005	11	2. 1)	Livraisons intracommunautaires de biens (art 43/1/d, e et f)	VAT	+
Périodique à partir de 2005	15	2. 5)	Tabacs fabriqués	BASE	+
Périodique à partir de 2005	54	6. 1)	Importations à des fins de l'entreprise - Base 6	VAT	+
Périodique à partir de 2008	24	9. 2)	Acquisitions intracommunautaires de biens	BASE	+
Périodique à partir de 2008	42	4. 1) et 2)	Acq. intracom. de biens (art 18/1) et opération triangulaires - Base 15	BASE	+
Périodique à partir de 2008	47	4. 1) et 2)	Acq. intracom. de biens (art 18/1) et opération triangulaires - TVA 15	VAT	+
PERIODIQUE A PARTIR DE 2010	24	9. 2)	Acquisitions intracommunautaires de biens	VAT	+
PERIODIQUE A PARTIR DE 2010	42	4. 1) et 2)	Acq. intracom. de biens (art 18/1) et opération triangulaires - Base 15	BASE	+
PERIODIQUE A PARTIR DE 2010	47	4. 1) et 2)	Acq. intracom. de biens (art 18/1) et opération triangulaires - TVA 15	VAT	+
Périodique jusqu'à 2004	11	2. 1)	Livraisons intracommunautaires de biens (art 43)	VAT	+
Périodique jusqu'à 2004	15	2. 5)	Tabacs fabriqués	BASE	+
Périodique jusqu'à 2004	47	8. 1) et 2)	Acq. intracom. de biens (art 18.1) et opération triangulaires - TVA 15	VAT	+

Buttons: Add, Copy, Edit, Delete, Cancel, Return Layout Groups, Return Layout..., Assign Code..., Assign Captions..., Copy all..., Copy selected VAT Code only, Exit

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: <ul style="list-style-type: none">- INVESTMENTS- PURCHASES- SALES- OVERHEAD LOCATION: <ul style="list-style-type: none">- INTRACOM- for EEC intercommunity transactions (inside EEC)- OUTSIDE EEC for transactions outside EEC countries- NATIONAL: for national transactions
CATEGORY / TRIANGLE OPERATION	CATEGORY: <ul style="list-style-type: none">- 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.

Reconciliation

G/L Account: 41000, Clients
 Start-end date: 01/01/2011 - 12/09/2011
 Bank statement / Job: 2011
 Amount / Cur / Rec. Nbr:
 Description:

Unreconciled movements
 Sort by date

Selected total:
 Total unreconciled debits:
 Total unreconciled credits:
 Total unreconciled net balance:
 Balance as of today:
 Number of entries:

Refresh
 Reconcile
 Delete
 Info

Debit
 154.031,84 EUR
 Debit total selected: 0

Rec	Cur	EUR	Date	Entry	Desc.	Type
2.011.00		15/01/2011	2011-9 1 / (2011/001)		Client	
3.450.00		20/06/2011	2011-11 3 / (2011/002) / (net)		Client	
1.380.00		15/07/2011	2011-12 4 / (2011/003) / (01/07/2011-31/07/2011)		Client	

Credit
 Credit total selected: 0

Rec	Cur	EUR	Date	Entry	Desc.	Type
2.011.00		23/05/2011	2011-10 2 / (NC2011-001)		Client	

158.861,84 EUR
 Eql

SELECTION CRITERIA FOR RESEARCHES

G/L ACCOUNT	Accounts for which user wants to see view movements
Combo <ul style="list-style-type: none"> UNRECONCILED MOVEMENTS RECONCILED MOVEMENTS ALL MOVEMENTS 	See Reconciliation button
START - END DATE	Period for the research of movements on the account
SORT BY <ul style="list-style-type: none"> 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 <u>LINK</u> 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.

Reconciliation

G/L Account: 5100. Transfert de fonds
Start-end date: 01/01/2011 - 12/09/2011
Bank statement / Job: 2011
Amount / Cur / Rec: Nbr: 12/09/2011
Description: Debit

Unreconciled movements
Sort by date

Selected total:
Total unreconciled debits:
Total unreconciled credits:
Total unreconciled net balance:
Balance as of today:
Number of entries:

Refresh
Reconcile
Delete
Info

Debit total selected: 1.000

Credit total selected: 1.000

Rec	Cur	EUR	Date	Entry	Desc.	Type
1.000.00	EUR	12/09/2011	2011-13	cancel	Misc. Operation	

Credit

Rec	Cur	EUR	Date	Entry	Desc.	Type
1.000.00	EUR	09/09/2011	2011-14	transfert	Misc. Operation	

1.211,31 EUR

Egal

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.

Reconciliation

G/L Account: 5100. Transfert de fonds
Start-end date: 01/01/2011 - 12/09/2011
Bank statement / Job: 2011
Amount / Cur. / Rec. Nbr:
Description:
Debit

All movements
Sort by date

Selected total:
Total unreconciled debits:
Total unreconciled credits:
Total unreconciled net balance:
Balance as of today:
Number of entries:

Refresh
Reconcile
Delete
Info

Debit total selected: 0

Rec	Cur	EUR	Date	Entry	Desc.	Type
45	EUR	1.000,00	12/09/2011	2011-13	transfer	Misc

Credit

Credit total selected: 0

Rec	Cur	EUR	Date	Entry	Desc.	Type
45	EUR	1.000,00	08/09/2011	2011-14	transfer	Misc

1.211,31 EUR

Eql

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

Multiple Invoice to Client - (Show mode)

Main | Billing

Number: 2011/003 4

Invoice date and type: 15/07/2011 Invoice

Client: Avend Services 2011-12

Currency: EUR Job number: ARENDT

Description: 01/07/2011-31/07/2011 01/07/2011-31/07/2011

Signature: [Drot Thierry] Signed

Nr	Code	Article name	Qty	Unit	Price	Discount	Net price	Amount	VAT code	VAT	Total	Description
1	Exp	Dépense	1	EUR	1.200,00	0 %	1.200,00	1.200,00	V-15	180,00	1.380,00	Mandat 01/04/2011 - 31/03/2012 01/04/2011-31/03/2012

Total VAT excluded: 1.200,00 EUR
Total billed VAT inc.: 1.380,00 EUR
Total paid: 0,00 EUR
Receivables: 1.380,00 EUR

Exchange difference: ☐ Paid

Add Edit Delete Cancel

Document Inv. from supplier Exit

Buttons on the right: Add, Edit, Delete, Cancel, Copy, Timesheet billing, Payment, Print, Invoicing Delivery, Fixed Assets, Cost allocation, Invoice Purchase Order, Job Services.



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

Invoice to Client - (Show mode)

Main | Billing

Number: 2011/003 ... 4

Invoice type: Invoice

Date: 15/07/2011 ... 2011-12

Client: Arendt Services

Currency: EUR

Description: 01/07/2011-31/07/2011

Signature: Drot Thierry ☒ Signed

Job number: ARENDT ...

Frequency: Yearly

Start-end date: 01/07/2011-31/07/2011

Total VAT excluded:	1.200,00 EUR
Total billed VAT inc.:	1.380,00 EUR
Total paid:	0,00 EUR
Exchange difference:	0,00 EUR
Receivables:	1.380,00 EUR

☐ Paid

Add
Edit
Delete
Cancel
Copy...
Detail...
Payment...
Timereport billing...
Print
Invoice Delivery
Acknowledge...
Document...
Invoice Purchase Order
Stocks mvts...
Exit

INVOICE DETAIL

Invoice to Client Detail - (Show mode)

Number: 1

Article: Exp. Dépense

Number of articles: 1 EUR

Article price: 1.200,0000 EUR

Discount rate: 0

Discount price: 1.200,0000 EUR

Amount: 1.200,00 EUR

VAT Rate: V-15

VAT value: 180,00 EUR

Total: 1.380,00 EUR

Description: Mandat 01/04/2011 - 31/03/2012
[01/04/2011-31/03/2012]

Job number: ARENDT

Service:

From - To date / Type: 01/04/2011 ... 31/03/2012 ... Flat fee

Debit G/L account: 41000, Clients

Credit G/L account: 4600, Compte de passage

Cost accounting center:

Contract:

Claim:

Add
Edit
Delete
Cancel
Multiple Add
Analysis...
Articles...
Timereport billing...
Purchase order...
Intrastat...
Invoice from Supplier...
Fixed Assets...
Cost allocation...
Exit

**NEW CLIENT INVOICE**

Invoice to Client - (Add mode)

Main | Billing |

Number: ... 0

Invoice type:

Date: ...

Client: ...

Currency:

Description:

Signature: ... ☐ Signed

Job number: ...

Frequency:

Start-end date:

Total VAT excluded:

Total billed VAT inc.:

Total paid:

Exchange difference:

Receivables:

☐ Paid

Add

Edit

Delete

Cancel

Copy...

Detail...

Payment...

Timereport billing...

Print

Invoice Delivery

Acknowledge...

Document...

Invoice Purchase Order

Stocks mvts...

Exit

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	<u>INVOICE</u> : Invoice <u>ADVANCE PAYMENT</u> : When a payment is done by the client when there is no open invoice <u>CREDIT NOTE</u> : credit note <u>WRITE OFF</u> : provision for doubtful receivables <u>PERMANENT ORDER</u> : 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.

Invoice to Client Detail - (Add mode)

Number:	1	
Article:	Prest, Services rendered	
Number of articles:	1	
Article price:	1000	EUR
Discount rate:		
Discount price:	1.000	EUR
Amount:	1.000,00	EUR
VAT Rate:	V-15	
VAT value:	150,00	EUR
Total:	1.150,00	EUR
Description:		
Job number:	ARENDT	
Service:		
From - To date / Type:	/ / ... / / ...	Manual
Debit G/L account:	41000, Clients	
Credit G/L account:	7400, Maintenance	
Cost accounting center:		
Contract:		
Claim:		

Add

Edit

Delete

Cancel

Multiple Add

Analysis...

Articles...

Timereport billing...

Purchase order...

Intrastat...

Invoice from Supplier...

Fixed Assets...

Cost allocation...

Exit

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.

Invoice to Client - (Show mode)

Main | Billing

Number: Temp-2011/004 ... 0

Invoice type: Invoice

Date: 13/09/2011 ...

Client: Arendt Services

Currency: EUR

Description: Description

Signature: Supervisor ☐ Signed

Job number: ARENDT ...

Frequency:

Start-end date:

Total VAT excluded: 1.000,00 EUR

Total billed VAT inc.: 1.150,00 EUR

Total paid: 0,00 EUR

Exchange difference: 0,00 EUR

Receivables: 1.150,00 EUR

☐ Paid

Add

Edit

Delete

Cancel

Copy...

Detail...

Payment...

Timereport billing...

Print

Invoice Delivery

Acknowledge...

Document...

Invoice Purchase Order

Stocks mvts...

Exit

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.



MANAGE YOUR BUSINESS WITH ONLY ONE SOFTWARE

See section **CLIENT DATA** above.

**BUTTONS****PAYMENT**

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

Payment - (Add mode)

Client Invoice: 2012/001 ...
Arendt Services

Number: 1 ... ☒ Debited
Date: 01/03/2012 ...

Bank account/statement#: 30-123456-78 (EUR) ... 15 ...
Payment currency: EUR ... Payment amount: 1500 EUR
Bank currency: EUR ... Bank amount: 1500 EUR

Description:

Debit G/L account: 5006, 30-123456-78 ...
Credit G/L account: 41000, Clients ...

Cost accounting center: ...
IBLC Code: ...

Total billed: 1.500,00 EUR
Total paid: 0,00 EUR

Exch. difference: 0,00 EUR
Receivables: 1.500,00 EUR

Ledger period and entry:

Buttons: Add, Edit, Delete, Cancel, Discount, Discount prorata, Fees, Fees with VAT, Debit Cost allocation..., Credit Cost allocation..., Exit

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



IBLC 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 managament

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.