



DeMaSy ERP software

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	<p>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.</p> <p>Based on this dual currency the accounting database capital currency can be switched.</p> <p>The switch was only valid because there was a fixed parity between euro and in currencies.</p> <p>This field can now be used to specify any second accounting currency for information purpose</p>
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	<p>Database used to share information between the entire database (accounting files). Example: users, rights and Reminders (agenda)</p> <p>Only specifically trained user can decide which table are to be linked (shared)</p> <p>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.</p>
READ ONLY	<p>If the read only checkbox is ticked access to the database is granted but in a read only state.</p>
FOLDER TYPE	<p>COMPANY: Regular company</p> <p>INVESTMENT FUND: Net asset value can be computed</p> <p>STANDARD: Database used and copied as a model for starting an accounting file</p>



OPTIONS - OTHER :

The screenshot shows the 'Options' dialog box with the 'Other' category selected. The 'Masked prompt character' field contains an underscore character. The 'Update' button is visible at the bottom left, and 'Check' and 'Exit' buttons are at the bottom right.

MASKED PROMPT CHARACTER	_ is the default character used for mask input
DOCUMENT FILING NUMBER FORMAT	<p>Document filing is module which allows tracing archived documents. Each time a document is reference into the module an automatic number is assigned.</p> <p>The format to specify can used fixed strings and variable strings (M for Month and Y for Year and D for Day):</p> <p>Example: ARCHIVE-DDMMYYYY</p>
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	<p>If the checkbox is ticked the process synchronization the access rights to company/person is activated.</p> <p>This process only has to be used in a management database where there are confidential relations (ex: beneficiary owners ...). See RELATIONS module.</p>



OPTIONS - PRINTER:

Options

- Global Information
- Other
- Printer**
 - Report connect
 - Report path
 - Report Language
 - Default Email Sender
 - Outlook Template
 - Export To Page path
- File
- Timesheet and Scheduling
- Reminders and Tasks
- Balance Sheet
- Supplier
- Client
- Automatic Invoicing
- Payment
- Insurance
- Stock
- Securities
- Securities - Accounts
- Deposit/Loan - Forex
- Off balance sheet
- Reveal
- Euro
- Fees
- Transaction Log
- Interface

Masked prompt character:

Update

Check Exit

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:

Options

Global Information
Other
Printer
Ole
Ole File Path
Archive Ole File Path
Template Path
Move physical files
Client - Document directory
Client - Physical name length
Supplier - Document directory - Supplier
Supplier - Physical name length
GLMovement - Default document path
Timesheet and Scheduling
Reminders and Tasks
Balance Sheet
Supplier
Client
Automatic invoicing
Payment
Insurance
Stock
Securities
Securities - Accounts
Deposit/Loan - Forex
Off balance sheet
Reveal
Euro
Fees
Transaction Log
Interface

Ole File Path
Y:\DemoSystest\TEST\DOCUMENTS\

Update

Check Exit

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:

The screenshot shows the 'Options' dialog box with the following sections and options:

- Global Information**
 - Other
 - Printer
 - Ole
- Timereport and Scheduling**
 - Timereport multiple detail
 - Include Employee overtime
 - Default Timereport type for Stopwatch
 - Use Tasks on TimeReport
 - Always use the highest rate
 - Restriction on Job Service (default)
 - Minimum unit in min (stopwatch)
 - Timereport / Scheduling hour format
 - Timereport color (less than regular hours)
 - Timereport color (equal to regular hours)
 - Timereport color (more than regular hours)
 - Timereport color (expenses exist)
 - Timereport color (no expenses exist)
 - Timereport color (disabled)
 - Scheduling color (less than regular hours)
 - Scheduling color (equal to regular hours)
 - Scheduling color (more than regular hours)
 - Scheduling color (enabled)
 - Scheduling color (disabled)
 - Availability color (fully available)
 - Availability color (remaining)
 - Availability color (fully scheduled)
 - Availability color (overscheduled)
 - Use 'May Assign' on Employee Job
 - Use 'May use scheduling' on Employee Job
 - Use 'May use timereport' on Employee Job
 - Employee Vacation
 - Method of calculating vacation
 - Default vacancy job
 - Overtime job
 - Holiday job
 - Illness job
 - Approved job
 - Sabbatical job
 - Required acknowledgments
 - Timereport type
 - Blocking date
 - Write off Job
 - Write up Job
 - Timereport only on job and employee of the same division
- Reminders and Tasks**
 - Balance Sheet
 - Supplier
 - Client
 - Automatic Invoicing

The 'Ole File Path' field is set to 'Y:\Demo\Systest\TEST\DOCUMENTS\'. The 'Update' button is at the bottom left, and 'Check' and 'Exit' buttons are at the bottom right.

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. <u>This option is to be selected upfront before starting using timereport.</u>
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	Default 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 timereport 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 REGULAR HOURS)	Defined colors of total daily hours that are equal to the 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 timereports of the day
TIMEREPORT COLOR (NO EXPENSES EXIST)	Defined colors for cells totaling daily timereport if there is no expense in the timereports 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:

Options

- Global Information
- Other
- Printer
- Die
- Timespot and Scheduling
- Reminders and Tasks**
 - Alarm interval (min)
 - Default reminder time
 - Deadline interval for generating reminders
 - Generate task messages
- Balance Sheet
- Supplier
- Client
- Automatic invoicing
- Payment
- Insurance
- Stock
- Securities
- Securities - Accounts
- Deposit/Loan - Forex
- Off balance sheet
- Reveal
- Euro
- Fees
- Transaction Log
- Interface

Old File Path:
Y:\DemoSysTest\TEST\DOCUMENTS\

Update

Check Exit

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	<p>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.</p> <p><u>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.</u></p>



Multi-axis analysis	<p>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</p> <p><u>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</u></p>
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	<p>By default : N/A-</p> <p>This VAT code is used when no VAT is to be dealt with in an accounting entry (N/A = non applicable)</p>
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	<p>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.</p> <p>The option allows user to close accounting period through an accounting entry.</p>



	NB: unused by clients as of today.
Last Interest date Calculation Type	<ul style="list-style-type: none">- HISTORICAL Default calculation method to be used for interests 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. Not be activated without prior analysis
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	<p>CLIENT AND SUPPLIER BALANCE ARE ASSIGNED TO THE FINANCIAL STATEMENTS CAPTIONS BASED ON INDIVIDUAL CLIENT/SUPPLIER BALANCES.</p> <p>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.</p>
Multiple GLCaption assignement based on ClientType and SupplierType	<p>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.</p>
---GLACCOUNT NAME CHANGING--- Default Database Default Plan type	<p>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.</p>



Options

Global Information

Other

Printer

Die

Timesheet and Scheduling

Reminders and Tasks

Balance Sheet

Supplier

Accounting entries are never grouped

Supplier GL Account

VAT GL Account

PL Invoice/Permanent order GL Account

PL Credit Note GL Account

PL Write Off GL Account

Fees GL Account

Only acknowledged invoices are booked

Client

Automatic invoicing

Payment

Insurance

Stock

Securities

Securities - Accounts

Deposit/Loan - Forex

Off balance sheet

Reeval

Euro

Fees

Transaction Log

Interface

Accounting entries are never grouped

Update

Check

Exit

SUPPLIER ENTRIES ARE NEVER GROUPED	<p>By default when booking invoices the application will try to group all invoice detail (invoice lines) by account and VAT code.</p> <p>It means that if two lines have the same account and VAT code this will result in one line on the supplier central account.</p> <p>If this option is selected each invoice line will result in a separated debit or credit on the supplier central account</p>
SUPPLIER GL ACCOUNT	For information purpose this option indicated the supplier central account (account defined with the supplier type)
VAT GL ACCOUNT	<p>Default account for VAT payable in the accounting entry.</p> <p>NB: A different account can be associated for each VAT account (see GENERAL ACCOUNT section)</p>
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	<p>Invoice format when invoice numbers are automatically generated by the application. Ex: YYYY-000 -> 2011-001, 2011-002 ...</p> <ul style="list-style-type: none"> - 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	<p>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</p>
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 <u>first</u> 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 <u>second</u> 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 <u>third</u> 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	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- 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:



Options

- Global Information
- Other
- Printer
- Die
- Timereport and Scheduling
- Reminders and Tasks
- Balance Sheet
- Supplier
- Client
- Timereport and Scheduling**
 - ☒ Billing type of timereport hours and Article Quantity
 - ☐ Invoice description
 - ☐ Period
 - ☐ Service
 - ☐ Invoice detail description
 - ☐ JobService description
 - ☐ Timereport type
 - ☐ Period [Start date - End date]
 - ☐ Default commission rate
 - ☐ Supplier rebilling account
 - ☐ Limit for fees
 - ☐ Limit for re invoice
 - ☐ Acknowledge employee
- Payment
- Insurance
- Stock
- Securities
- Securities - Accounts
- Deposit/Loan - Forex
- Off balance sheet
- Reveal
- Euro
- Fees
- Transaction Log
- Interface

Add Delete

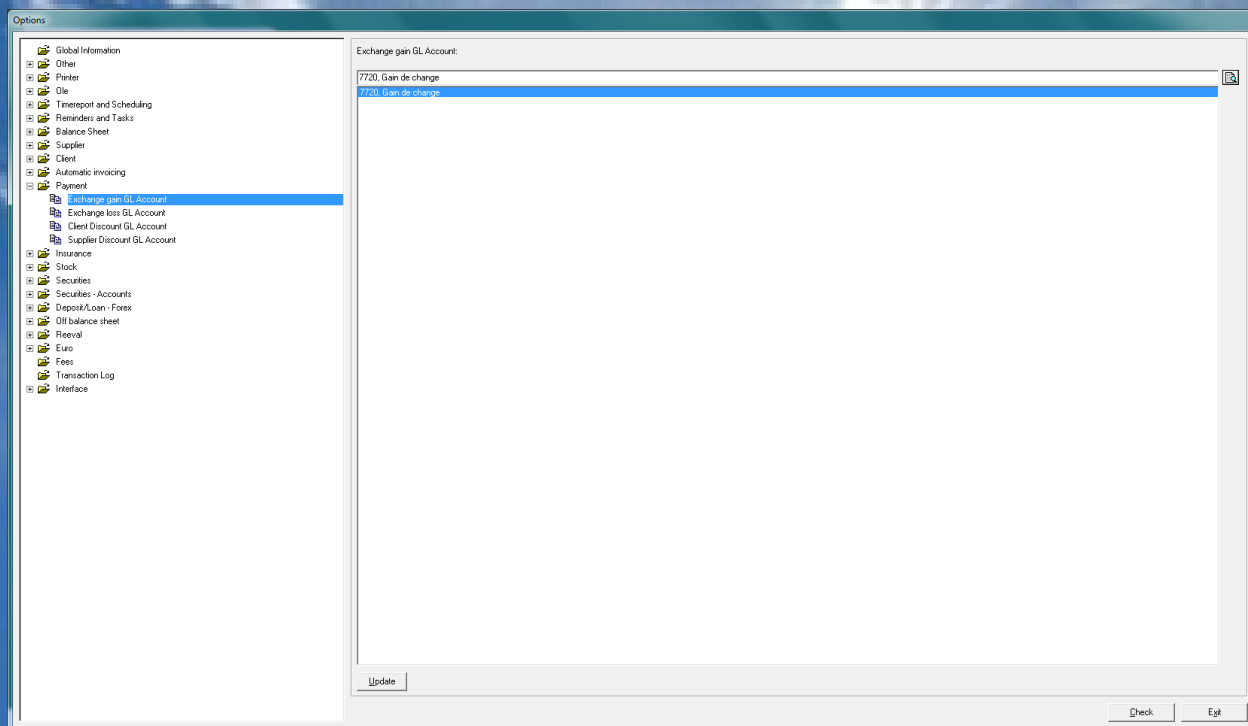
Check Exit

Billing type of timereport hours and Article Quantity	<ul style="list-style-type: none"> - ONLY TIMEREPORT HOURS - ONLY ARTICLE QUANTITY - TIMEREPORT HOURS AND ARTICLE QUANTITIES <p>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).</p>
Restriction of Timereport hours in relation with the selected services	<p>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</p>
INVOICE DESCRIPTION Period Service	<p>If the option is selected the service PERIOD and SERVICE NAME will be included in the description of the client invoice body</p>
INVOICE DETAIL DESCRIPTION	<p>If the option is selected the service DESCRIPTION OF THE AUTOMATIC BILLING SERVICE + TIMEREPORT</p>



JobService description Timereport type Period [Start date - End date]	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). <ul style="list-style-type: none">- 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 - INSURANCE:

Broker or captive	This option activates or deactivates options depending on the database is used for an insurance broker or a captive resinsurance. There are a lot more options for captive companies than for brokerage companies
Automatic generation of contract reference	If this checkbox is ticked the contract reference (insurance policies numbers) are generated automatically the same way than for client invoices auto-numbering
End date for PNA calculation on Contract	
Use Contract and Claim for Entries	Contract reference and claims reference available in the screen where insurance contracts are input will be available for miscellaneous operations booking in General ledger movement screen if this checkbox is ticked
Reference format for acceptance contract	See insurance module
Reference format for retrocession contract	See insurance module
Reference format for direct contract	See insurance module
Article for premium invoicing	See insurance module
Article for commission invoicing	See insurance module
Article for brokerage invoicing	See insurance module
Article for beneficiary participation invoicing	See insurance module
Article for tax invoicing	See insurance module
Article for fee invoicing	See insurance module



Article for contract claim	See insurance module
Article for expert fees	See insurance module
Article for appeal	See insurance module
G/L account (balance sheet) provision on PSR	See insurance module
G/L account (profit and loss) allowance provision on PSR	See insurance module
G/L account (profit and loss) exchange loss on PSR	See insurance module
G/L account (profit and loss) exchange gain on PSR	See insurance module
G/L account (balance sheet) provision on IBNR	
G/L account (profit and loss) allowance provision on IBNR	
G/L account (profit and loss) exchange loss on IBNR	
G/L account (profit and loss) exchange gain on IBNR	
G/L account (balance sheet) regularization on PNA - Premium	
G/L account (balance sheet) regularization on PNA - Other	
G/L account (profit and loss) allowance on PNA - Premium	
G/L account (profit and loss) allowance on PNA - Other	
G/L account (profit and loss) exchange loss on Deferred premium - Premium	
G/L account (profit and loss) exchange loss on Deferred premium - Other	
G/L account (profit and loss) exchange gain on Deferred premium - Premium	
G/L account (profit and loss) exchange gain on Deferred premium - Other	
G/L account - Pane - Acceptation - Balance Account	
G/L account - Pane - Acceptation - Profit/Loss	
G/L account - Pane - Acceptation - Commission	
G/L account - Pane - Acceptation - Tax	
G/L account - Pane - Acceptation - Balance Account - PNA Regul - Pane	
G/L account - Pane - Acceptation - Balance Account - PNA Regul - Other	
G/L account - Pane - Acceptation - Profit/Loss - PNA Allowance - Pane	
G/L account - Pane - Acceptation - Profit/Loss - PNA Allowance - Other	



Article for premium invoicing	
Article for commission invoicing	
Article for brokerage invoicing	
Article for beneficiary participation invoicing	
Article for tax invoicing	
Article for fee invoicing	
Article for contract claim	
Article for expert fees	
Article for appeal	
G/L account (balance sheet) provision on PSR	
G/L account (profit and loss) allowance provision on PSR	
G/L account (profit and loss) exchange loss on PSR	
G/L account (profit and loss) exchange gain on PSR	
G/L account (balance sheet) provision on IBNR	
G/L account (profit and loss) allowance provision on IBNR	
G/L account (profit and loss) exchange loss on IBNR	
G/L account (profit and loss) exchange gain on IBNR	
G/L account (balance sheet) regularization on PNA - Premium	
G/L account (balance sheet) regularization on PNA - Other	
G/L account (profit and loss) allowance on PNA - Premium	
G/L account (profit and loss) allowance on PNA - Other	
G/L account (profit and loss) exchange loss on Deferred premium - Premium	
G/L account (profit and loss) exchange loss on Deferred premium - Other	
G/L account (profit and loss) exchange gain on Deferred premium - Premium	
G/L account (profit and loss) exchange gain on Deferred premium - Other	
G/L account - Pane - Retrocession - Balance Account	
G/L account - Pane - Retrocession - Profit/Loss	
G/L account - Pane - Retrocession - Commission	
G/L account - Pane - Retrocession - Tax	



G/L account - Pane - Retrocession - Balance Account - PNA Regul - Pane	
G/L account - Pane - Retrocession - Balance Account - PNA Regul - Other	
G/L account - Pane - Retrocession - Profit/Loss - PNA Allowance - Pane	
G/L account - Pane - Retrocession - Profit/Loss - PNA Allowance - Other	
Article for premium invoicing	
Article for commission invoicing	
Article for brokerage invoicing	
Article for beneficiary participation invoicing	
Article for tax invoicing	
Article for fee invoicing	
Article for contract claim	
Article for expert fees	
Article for appeal	
G/L account (balance sheet) provision on PSR	
G/L account (profit and loss) allowance provision on PSR	
G/L account (profit and loss) exchange loss on PSR	
G/L account (profit and loss) exchange gain on PSR	
G/L account (balance sheet) provision on IBNR	
G/L account (profit and loss) allowance provision on IBNR	
G/L account (profit and loss) exchange loss on IBNR	
G/L account (profit and loss) exchange gain on IBNR	
G/L account (balance sheet) regularization on PNA - Premium	
G/L account (balance sheet) regularization on PNA - Other	
G/L account (profit and loss) allowance on PNA - Premium	
G/L account (profit and loss) allowance on PNA - Other	
G/L account (profit and loss) exchange loss on Deferred premium - Premium	
G/L account (profit and loss) exchange loss on Deferred premium - Other	
G/L account (profit and loss) exchange gain on Deferred premium - Premium	
G/L account (profit and loss) exchange gain on Deferred premium - Other	



G/L account - Pane - Direct - Balance Account	
G/L account - Pane - Direct - Profit/Loss	
G/L account - Pane - Direct - Commission	
G/L account - Pane - Direct - Tax	
G/L account - Pane - Direct - Balance Account - PNA Regul - Pane	
G/L account - Pane - Direct - Balance Account - PNA Regul - Other	
G/L account - Pane - Direct - Profit/Loss - PNA Allowance - Pane	
G/L account - Pane - Direct - Profit/Loss - PNA Allowance - Other	
Article for net premium	
Article for fees	
Article for taxes	
Article for received commission	
Article for given commission	
Transitory account (OD Interface)	
Login Name	
Password	



OPTIONS - STOCK:

Options

Global Information

Other

Printer

Die

Timespot and Scheduling

Reminders and Tasks

Balance Sheet

Supplier

Client

Automatic Invoicing

Payment

Insurance

Stock

Use WAP for Stock

Billing from Stock Transfer

Default Stock

Article account

Receivable on sale of article account

Realized profit on sale of article account

Realized loss on sale of article account

Realized Exchange gain on sale of articles

Realized Exchange loss on sale of articles

Payable on purchase of article account

In Delivery note format

Out Delivery note format

Supplier Purchase order format

Supplier Purchase order format - Date of activation

Client Proposal format

Client Proposal format - Date of activation

Client Purchase order format

Client Purchase order format - Date of activation

Activate discount rate

Use serial number on invoice detail

Article Price Round Position

Display only Articles attached to client (Invoice/Purchase order)

Display only Articles attached to supplier (Invoice/Purchase order)

Securities

Securities - Accounts

Deposit/Loan - Forex

Off balance sheet

Reeval

Euro

Fees

Transaction Log

Interface

Broker or captive:

☒ Broker
 ☐ Captive (Client/Supplier)
 ☐ Captive (Client)

Update

Check

Exit

Use WAP for Stock	<p>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.</p> <p>REMARK: NO VALUATION IS REQUIRED TO USE STOCK MOVEMENTS IN THE APPLICATION</p> <p>Usually year-end inventories generated correcting accounting entries and stock in/out movements are not valued</p>
Billing from Stock Transfer	<p>This option allows generating clients invoice directly from stock movements.</p> <p>Remark: Client invoices can also be used for stock update</p>
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 of activation	Date of activation of the format of the supplier 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
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:

Options

Global Information

Other

Printer

Die

Timesheet and Scheduling

Reminders and Tasks

Balance Sheet

Supplier

Client

Automatic Invoicing

Payment

Insurance

Stock

Securities

Interest Complete Year

Default Stock Exchange

Security account

Receivable on sale of security account

Payable on purchase of security account

Supplier delivery note numbering format

Client delivery note numbering format

Security Booking without Broker

Real Time Accrual Booking

Broker Transactions in 1 Accounting Entry

Valuation Policy

Accounting Entry Security Sales-Exchange-Price

Securities - Accounts

Deposit/Loan - Forex

Off balance sheet

Reveal

Euro

Fees

Transaction Log

Interface

Broker or captive:

☒ Broker
 ☐ Captive (Client/Supplier)
 ☐ Captive (Client)

Update

Check

Exit

Interest Complete Year	<ul style="list-style-type: none"> - 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 <p>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.</p>
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



	<p>If this option is not active user has to manually type the transaction reference when inputting the transaction</p>
Security Booking without Broker	<p>***NOT RECOMMENDED***</p> <p>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.</p> <p>This is mainly used by accounting using bank statements for recording the securities transactions.</p>
Real Time Accrual Booking	<p>Real time accrual booking means that all accruals on interest's earnings securities are done each time securities transactions are booked.</p> <p>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</p>
Broker Transactions in I Accounting Entry	<p>This option allows accountants working with a broker position account but will GATHER the purchase/Sale and payments transactions.</p> <p>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).</p>
Valuation Policy	<ul style="list-style-type: none"> - WEIGHTED AVERAGE PRICE - FIRST IN – FIRST OUT <p>These are the two accounting principle available in the application.</p> <p>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</p>
Accounting Entry Security Sales-Exchange/Price	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none">- DEFAULT: Position at reevaluation date- POSITION AT REEVALUATION DATE- INDIVIDUALLY BY FIFO TRANSACTION
Number of Securities entries	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- 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	<p>Reevaluations of securities at foreign currency exchange rates can be dealt with in accordance with a another accounting principle than the securities prices reevaluations</p> <ul style="list-style-type: none">- 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



	<ul style="list-style-type: none"> - 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	<p>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.</p> <ul style="list-style-type: none"> - 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. <p>NB: This feature is mainly designed for insurance companies</p>
Gains/Losses on Exchange/Price	<p>Combo box allows the users to define the option by security central account or for all security central accounts at a time</p> <ul style="list-style-type: none"> - 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. <p>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</p>
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:

Options

Selection: [All]

Realized profit on sale of security account:

Update

Check Exit

Automatic Invoicing
Payment
Insurance
Stock
Securities
Securities - Accounts
Interest Complete Year
Deposit - Interest receivables account
Deposit - Interest income account
Borrowing - Interest payable account
Borrowing - Interest expense account
Deposit/Borrowing - transfer account
Intercompany - interest receivables account
Intercompany - interest income account
Intercompany - interest payable account
Intercompany - interest expense account
Intercompany - transfer account
Loan granting - receivables account
Loan granting - income account
Bond - interest payable account
Bond - interest expense account
Loan/Bond - transfer account
Off Balance Sheet - interest receivables account
Off Balance Sheet - interest income account
Off Balance Sheet - interest payable account
Off Balance Sheet - interest expense account
Commission receivables account
Revenue - Amortization commission account
Commission payable account
Expense - Amortization commission account
Bonus - Revenue account
Bonus - Expense account
Fees - Revenue account
Fees - Expense account
Exchange Transfer Account
Generate Gain/Loss on Forex
Exchange Gain Account on Forex
Exchange Loss Account on Forex
Off balance sheet
Reversal
Euro
Fees
Transaction Log
Interface

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:

Options

Selection: [All]

Realized profit on sale of security account:

Update

Check Exit

Global Information
Other
Printer
Die
Timespot and Scheduling
Reminders and Tasks
Balance Sheet
Supplies
Client
Automatic invoicing
Payment
Insurance
Stock
Securities
Securities - Accounts
Deposit/Loan - Forex
Off balance sheet
Realized exchange loss account (Swap)
Realized exchange gain account (Swap)
Regularization account (Swap)
Profit/loss recognition policy
Realized exchange loss account (Outright)
Realized exchange gain account (Outright)
Reveal
Euro
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Interface

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

Options

ReEval

☒ Multiple reevaluation in same accounting period
☐ Include Euro and In currencies in normal ReEval
☐ Use last known exchange rates and security prices for reevaluation
☐ Number of GLAccount entries
☐ Number and Type of Client/Supplier entries
☐ Number of Outright entries
☐ Outright reeval policy
☐ Outright reeval rate
☐ ——— ReEvaluation Accounts
☐ Unrealized Exchange gain GL Account
☐ Unrealized Exchange loss GL Account
☐ Unrealized Exchange gain GL Account (Financial)
☐ Unrealized Exchange loss GL Account (Financial)
☐ Unrealized Exchange gain GL Account (Current Assets)
☐ Unrealized Exchange loss GL Account (Current Assets)
☐ Unrealized Exchange gain GL Account (Current Liabilities)
☐ Unrealized Exchange loss GL Account (Current Liabilities)
☐ Unrealized Exchange gain GL Account (Stock)
☐ Unrealized Exchange loss GL Account (Stock)
☐ Unrealized Exchange gain GL Account (Fixed Assets)
☐ Unrealized Exchange loss GL Account (Fixed Assets)
☐ Unrealized Exchange gain GL Account (Client)
☐ Unrealized Exchange loss GL Account (Client)
☐ Unrealized Exchange gain GL Account (Supplier)
☐ Unrealized Exchange loss GL Account (Supplier)
☐ Unrealized exchange gain account on outright
☐ Unrealized exchange loss account on outright
☐ Regulation account on outright
☐ ——— Reverse ReEvaluation Accounts
☐ Unrealized Exchange gain GL Account
☐ Unrealized Exchange loss GL Account
☐ Unrealized Exchange gain GL Account (Financial)
☐ Unrealized Exchange loss GL Account (Financial)
☐ Unrealized Exchange gain GL Account (Current Assets)
☐ Unrealized Exchange loss GL Account (Current Assets)
☐ Unrealized Exchange gain GL Account (Current Liabilities)
☐ Unrealized Exchange loss GL Account (Current Liabilities)
☐ Unrealized Exchange gain GL Account (Stock)
☐ Unrealized Exchange loss GL Account (Stock)
☐ Unrealized Exchange gain GL Account (Fixed Assets)
☐ Unrealized Exchange loss GL Account (Fixed Assets)
☐ Unrealized Exchange gain GL Account (Client)
☐ Unrealized Exchange loss GL Account (Client)
☐ Unrealized Exchange gain GL Account (Supplier)
☐ Unrealized Exchange loss GL Account (Supplier)
☐ Unrealized exchange gain account on outright
☐ Unrealized exchange loss account on outright

☐ Multiple reevaluation in same accounting period

Update

Euro Fees

Check Exit

Multiple reevaluation in same accounting period	<p>If this options is selected the application will allow to produce several reevaluation entries into an accounting period.</p> <p>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</p>
Include Euro ReEval in normal ReEval	<p>If the check box is ticked the EURO reevaluation will be launched together with the regular reevaluation process.</p> <p>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.</p> <p>No longer applicable</p>
Use last known exchange rates and security prices for reevaluation	<p>***WARNING***</p> <p>This option is only available on demand</p> <p>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.</p>
Number of GLAccount entries	<ul style="list-style-type: none"> - MULTIPLE ENTRIES: this selection implied one separate accounting entry for each reevaluation - ONE ENTRY: reevaluation generates only one accounting entry by process (see REEVALUATION MENU)
Number and Type of Client/Supplier entries	<ul style="list-style-type: none"> - 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



	<p>This option will gather all clients/suppliers invoices by currency and use to net position by currency for reevaluations</p> <ul style="list-style-type: none"> - BY CLIENT / SUPPLIER <p>This option will gather clients/suppliers invoices by currency BY CLIENT/SUPPLIER for reevaluation purposes</p>
Number of Outright entries	<ul style="list-style-type: none"> - MULTIPLE ENTRIES - ONE ENTRY <p>Possible selection of reevaluations in one accounting entry or in one accounting entry by position</p>
Outright reeval policy	<ul style="list-style-type: none"> - NO REEVALUATION - MARKED TO MARKET - LOCOM - LOCOM (DEFERRED) <p>Possible selection of reevaluation method</p>
Outright reeval rate	<ul style="list-style-type: none"> - REEVAL OUTRIGHT AT FORWARD RATE - REEVAL OUTRIGHT AT SPOT RATES <p>User can select between spot and forward rates to revalue outright positions</p>
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:

Options

☐ Global Information
☐ Other
☐ Printer
☐ Die
☐ Timespot and Scheduling
☐ Reminders and Tasks
☐ Balance Sheet
☐ Supplier
☐ Client
☐ Automatic invoicing
☐ Payment
☐ Insurance
☐ Stock
☐ Securities
☐ Securities - Accounts
☐ Deposit/Loan - Forex
☐ Off balance sheet
☐ Reeval
☐ **Switch date**
☐ Realized Conversion Gain
☐ Realized Conversion Loss
☐ Conversion Exchange difference
☐ Client/Supplier - Reeval by invoice payment
☐ Client/Supplier - consider position as of reeval date
☐ Fees
☐ Transaction Log
☐ Interface

☐ Multiple reevaluation in same accounting period

Update

Check Exit

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 :

Options

Transaction	Type
Employee	
Deposit Group	
General Ledger Movements	All - keep on delete
Company	
Person	
Address	
Email address	
Phone	
Bank account	
Relations	
Capital	
Capital/kuh	
TimeReport	

Transaction type: [None]

Update

Check Exit

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 allows 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 :

The screenshot shows the 'Options' window with a tree view on the left. The 'Interface' section is expanded, showing various options related to client payments, VAT, and consolidation. The right pane is empty, and the 'Check' and 'Exit' buttons are visible at the bottom right.

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