

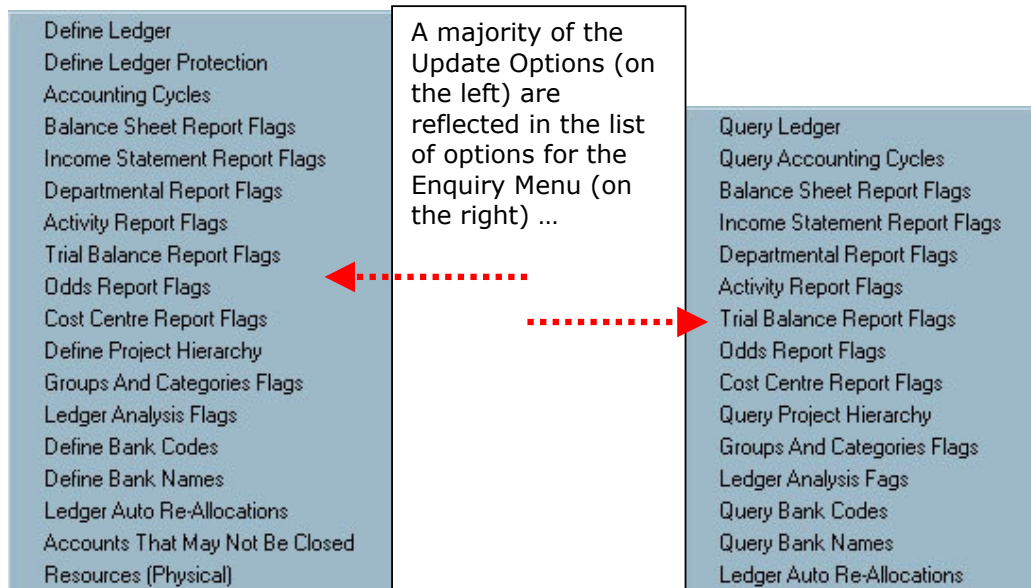
LEDGER MASTER FILE MAINTENANCE

Introduction

There is no rocket science involved in performing Ledger Master File maintenance – it's straightforward. The simplicity of maintaining the Ledger Master Files understate the sophistication and flexibility that lie beneath.

In this Document we will show examples of the Ledger Master File maintenance screens, with some explanations where appropriate, and without repeating the exercise for the Enquiry screens. The Enquiry equivalents are simply duplicates of the Update options without an ability to save the data, and they are usually made available to Users who may wish to enquire on any of these items, but without being allowed to actually change anything.


The Menu Options



Define Ledger

This option is used for opening new Accounts (although if you have many to open, it may be worthwhile using the Take On option in the Business System Setup), for maintaining the Settings and Report Flags on Accounts, and also to drill down into the Period Balances and Transaction detail on an Account.

When you open the Ledger Master Screen and list an Account number (directly, by lookup, etc.) the system displays critical Balance Values on the 1st Screen.

Have you used your IES  today?

IES Business: Ledger Master File Maintenance

Define Ledger [1] ()

1 Main | 2 Reporting | 3 Settings | 4 Sub Accts | 5 Notes

LEDGER MASTER

Click here to drill into detail ...

1: Main Settings

Ledger Code #
*Description

Managed Currency Forex

Current Month Financial
Balance YTD

Physical Current Physical
Physical YTD

Transaction Status
Account Type

Financial Cycle
Project #

Last Upd By
Last Upd

The primary current Account Balances are immediately visible.

Below, we show this section more clearly.

Account Code and Description

Managed Currency

Current Financial and Physical Balances

State Type

Cycle Project

Last Updated By

Ledger Code #
*Description

Managed Currency Forex


Current Month Financial
Balance YTD

Physical Current Physical
Physical YTD

Transaction Status
Account Type

Financial Cycle
Project #

Last Upd By
Last Upd

Have you used your IES  today?

IES Business: Ledger Master File Maintenance

Account Code and Description – Account Codes may be in accordance with your own design (this is discussed in detail in the Chart of Accounts User Manual), and of course every Account has a Name or Description.

Managed Currency – All Ledger Accounts are automatically managed in the Local Currency, but an Account may be managed additionally in a selected foreign Currency as well, by simply selecting that Currency here.

Balances – The Balances displayed here automatically sense the Current and Year to Date settings of the system, but you can find any other Balances by drilling from the drill option at the top.

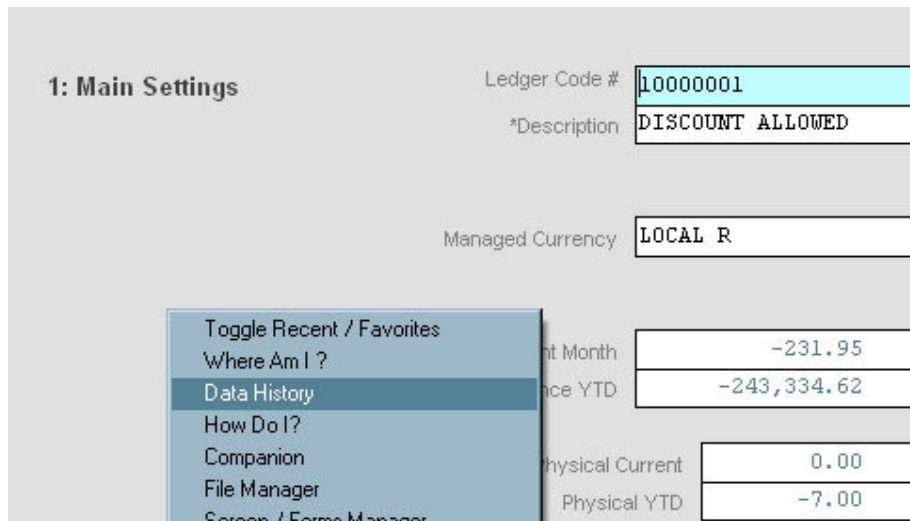
State – An Account is always in either an OPEN or a CLOSED state. The latter prevents Transactions from being posted to the Account as long as it remains in the CLOSED state.

Type – Each Account has a Type, and the majority of Accounts are of type 'L'. (See the Ledger Overview User Manual for more ...)

Cycle – A majority of set ups has only a single cycle, i.e. the 'fin' or primary Cycle, but it is possible to use additional cycles, and this is an advanced feature. For example, by having 'growing' and 'production' cycles, an Agricultural Producer can set ranges of Accounts to connect to a different cycle, i.e. other than the primary, and this allows the system to sense automatically when 'growing crops' and 'producing crops' linked Accounts are in Balance Sheet or Income Statement mode, respectively.

Project – In any set up where a single Company functions, there is only 1 Project, i.e. Project 0. In a multi Company set up, there will be others, and the Project that an Account is connected to determines which Company 'owns' that Ledger Account.

Last Updated –



Above we show that by doing a right-click on the Screen, you can enter directly into your Favorite Options, or your most recently executed Options (and there is a Toggle to flip flop between the 2). The point of showing you this option here, is

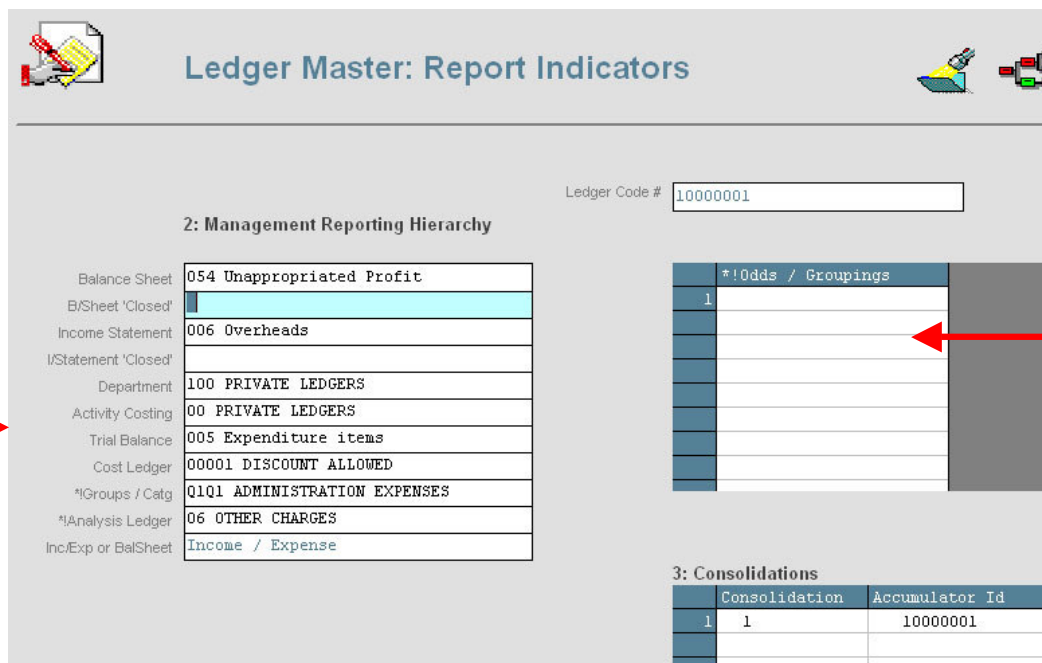
Have you used your IES today?

IES Business: Ledger Master File Maintenance

that the Ledger Master screen is connected to an automatic Data History Audit facility in IES, and when a Screen is so connected, then a 'Data History' option will automatically appear among your 'Recent Options'. When you choose that, you can scroll through prior versions of the Data Record, and you can see who changed what and when was it changed.

Hint: This feature is also available on many other Master File options in the system.

We are not done with the Ledger Master screen – it has 5 tabs, and we have only looked at the 1st so far. Next, we move to the 'Reporting' tab.



Ledger Master: Report Indicators

Ledger Code #

2: Management Reporting Hierarchy

		*!Odds / Groupings
Balance Sheet	054 Unappropriated Profit	1
B/Sheet 'Closed'		
Income Statement	006 Overheads	
I/Statement 'Closed'		
Department	100 PRIVATE LEDGERS	
Activity Costing	00 PRIVATE LEDGERS	
Trial Balance	005 Expenditure items	
Cost Ledger	00001 DISCOUNT ALLOWED	
*!Groups / Catg	Q1Q1 ADMINISTRATION EXPENSES	
*!Analysis Ledger	06 OTHER CHARGES	
Inc/Exp or BalSheet	Income / Expense	

3: Consolidations

Consolidation	Accumulator Id
1	10000001

On the left, we find the Report Flags for the Management Reports hierarchy. Essentially, each Flag has a primary purpose, i.e. to determine where the Account 'slots' in with regards to the Balance Sheet, or the Income Statement, or Departmental reporting, etc. (See also the Chart of Accounts User Manual). But these Report Flags may also be used in other ways for custom Reports, and in combination with each other in select situations, and so on. A Report Flag may thus also be understood as an aspect or property of the Account, but does not have to be reflected in the Account Code itself, and can be changed at any time.

On the right hand side we find the 'Odds' Report flag, and this one is multi-dimensional! The ODDS flag can accommodate multiple Flags and can be used for grouping any number of different groups or variations of groups of Accounts in the Ledger, for easy selection in terms of Reporting. You cannot exhaust the possibilities of this Flag's application, and it allows for endless analysis and reporting options on the Ledger.

In the bottom right corner of the screen picture shown above we observe some Consolidation parameters. These are used with Consolidator (if at all), and explanations can be found in the Consolidator User Manuals.

Have you used your IES  today?

IES Business: Ledger Master File Maintenance

We now look at the Settings tab on the Ledger Master screen –

Ledger Code #	10000001
4: Cash and Bank	
Cash Receipt Acct?	y
Bank Acct	Not a Bank Acct
Bank	
Reconciliation Id	
5: Account Management	
*Resource	
Auto Cost Allocation	
Profit	std Default - no markup
Force Budget Type?	n
Costing Acct	n

Cash and Bank:

Cash Receipt Acct? - Check this with a 'y' to connect the Account to Cash Up facilities, i.e. to use the Account as a Cash Till that needs to be balanced daily.

Bank Acct – This is a display Field, and if this Account is connected to a Bank Account through the Cash Book Module, then the system will indicate that it is a Bank Account.

Bank – Optional field for Bank Accounts, to indicate the name of the Bank.


Reconciliation ID – This is a display Field where the system will indicate to which Cash Book Recon the Account is linked, i.e. if it is a Bank Account.

Account Management:

Resource – When a Resource object is linked to an Account, then the Account may automatically be budgeted in Physicals (which will automatically translate to Financials).

Auto Cost Allocation – Allocation objects are discussed lower down. If an Allocation objects is connected to the Account, then the system will automatically re-allocate Journals passing through the Account.

Profit – This is an optional Field, and is used when internal Issues from Inventory / Stock are charged to the Account, in which case a Profit Centre object must be specified (a Profit Centre object may also indicate zero markup).

Have you used your IES  today?

IES Business: Ledger Master File Maintenance

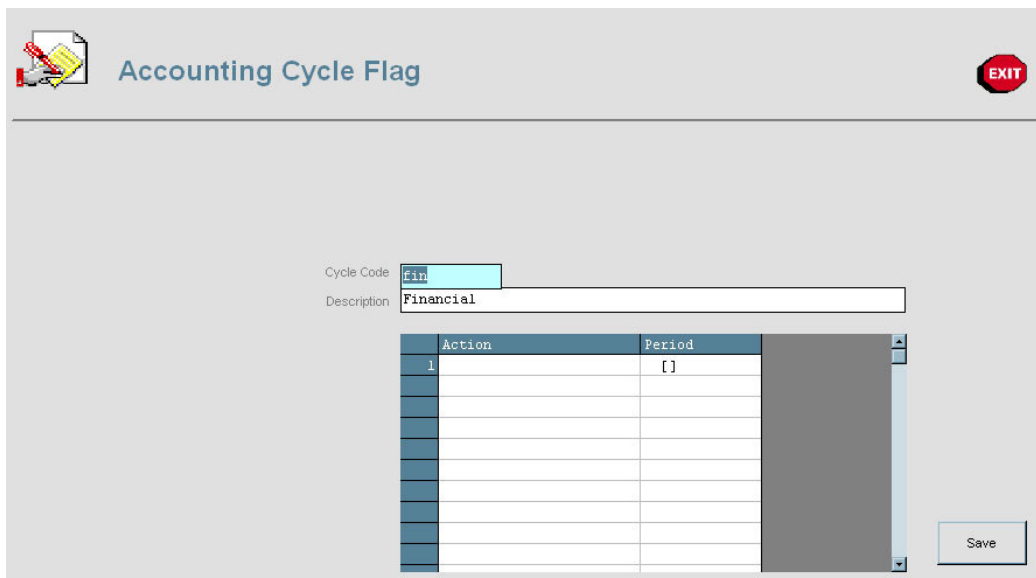
may not be posted. You may also specify a Validation Pass Rule that can perform either / or / and combinations of the Rules.

Please check the on-line Help when using the Rules, to establish the correct syntax and the various Rule types available. Suffice it to say here that you may control which users may debit or credit the Account, or that an Account may not be updated from Inventory, or may only be updated via the Job Costing system, etc.

The Rule shown in the example above, i.e.: "J DC J0001 J0002" specifies that this particular Account will accept ONLY Journals that debit or credit the Account when it is used together with Job Costing, and only when either Job J0001 or Job J0002 is part of the Journal.

Accounting Cycles

By default there is always a 'fin' Accounting Cycle present in the system. This represents the normal state as found with other systems that don't even know about such a thing. However, when needed, you may introduce additional Accounting cycles, which may then be connected to selected Ledger Accounts, and which will induce the system to sense changing states of those Accounts in terms of whether they are Balance Sheet or Income / Expense Accounts.



Cycle Code:


Description:

Action	Period
1	[]

Save

A cycle consists of 'open' and 'close' actions that are connected to Financial Periods. For the 'fin' cycle it is not necessary to specify any, since the 'fin' cycle is always open.

When an Account is used with a cycle other than 'fin', then the Balance and Income Statement Report Flags also indicate a Flag for a 'closed' state (see Report Flags on the Ledger Master previously shown).

Have you used your IES  today?

Report Flag Master Files

The Report Flag Master Files include an option for each of the Report Flags found in the Management Reports hierarchy, and as found on the Ledger Master Screen. With the exception of the Income Statement Flag, they are all similar in layout, i.e. requiring a Description and a Code (the Report Flag Code), and therefore we will show only 1 example of the standard Report Flag Master Files, in this case the Balance Sheet Report Flag, as well as the Income Statement Flag, because it is different to the others.

Below, we show the screen for defining a Balance Sheet Report Flag -

A Report Flag always has a Code and a Description

When you open a Report Flag, the system knows which Accounts employ this Code, so you can easily check which Accounts are 'connected' to the Flag, and you can drill into any of the listed Accounts with a single key stroke on the target row ...

>>> Ledger		
1	10000003	POS CASH REFUNDS
2	10000015	BANK : PRIVATE LEDGERS
3	10000016	BANK : PRIVATE LEDGERS
4	10000017	BANK : PRIVATE LEDGERS
5	10000018	BANK : PRIVATE LEDGERS
6	10000019	BANK : PRIVATE LEDGERS
7	10000020	BANK : PRIVATE LEDGERS
8	10000075	PETTY CASH : PRIVATE LEDGERS
9	10000076	CUSTOMER SALES CASH RECEIPTS (1) : PRIVA
10	10000077	CUSTOMER SALES CASH RECEIPTS (2) : PRIVA
11	10000078	CUSTOMER SALES CASH RECEIPTS (3) : PRIVA
12	10000079	CUSTOMER SALES CASH RECEIPTS (4) : PRIVA
13	10000080	CUSTOMER SALES CASH RECEIPTS (5) : PRIVA
14	10000081	CUSTOMER SALES CASH RECEIPTS (6) : PRIVA
15	10000082	CUSTOMER SALES CASH RECEIPTS (7) : PRIVA
16	10000083	CUSTOMER SALES CASH RECEIPTS (8) : PRIVA
17	10000084	CUSTOMER SALES CASH RECEIPTS (9) : PRIVA

The Flag we show is the Income Statement Report Flag. While there is a default Income Statement Report in IES, most Companies use a custom layout, in which case you can use simple defaults to specify the necessary fields on Income Statement Report Flags, because they are only required for the standard IES a layout, and not for Document Writer with which you will produce your custom layout.

The essential Field on this Screen to pay careful attention to is whether this Income Statement Report Flag closes off to Profit and Loss or not, so you specify either 'y' or 'n'. It is in fact from this Field that the system determines whether a Ledger Account is a Balance Sheet Account or an Income / Expense Account. Since all Ledger Accounts carry both Balance Sheet and Income Statement Report Flags, it is only those Accounts that employ an Inc Statement Flag that posts to P&L that are Income / Expense Accounts, and the remainder are Balance Sheet Accounts.

Have you used your IES today?

IES Business: Ledger Master File Maintenance

Inc Statement Pos Code

*Description Sundry Revenue

Post To P&L

Print As / Description Sundry Revenue

Indent

Skip Lines

Display Formula

Sort Order

>>> Ledger		
1	10000002	DISCOUNT RECEIVED
2	10000007	DIRECT ORDER PROFIT CENTR
3	10000011	FOREX GAIN : PRIVATE LEDG
4	10000031	RENTS RECEIVED : PRIVATE
5	10000032	SUNDRY REVENUE : PRIVATE
6	10101049	AIR CONDITIONERS : ACCOUN
7	10201049	AIR CONDITIONERS : DEPT 1

When you use a Document Writer generated Income Statement Report, then these Fields are not critical as to what you specify, since they will then be ignored.

Accounts that may not be closed

Accounts That May Not Be Closed [1] ()

Accounts that may not be Closed

Ledgercode

Description

To protect Ledger Accounts from inadvertent closure by a User with access to close Accounts, you should record critical Ledger Account Codes (e.g. Tax Accounts, Control Accounts, etc.) on this register, and then no-one can close them.

Have you used your IES today?

IES Business: Ledger Master File Maintenance

Resource Master Record

The Resource Master Record is only shown here because it is accessible from the Ledger Menus, but it is really part of Physicals and Key Performance Indicator (KPI) management, and is more fully described (and encountered) in the Job Costing Module.

Resource object may be attached to Ledger Accounts, as shown earlier.

The screenshot shows a web-based form titled "Resource Master Record". It includes a small landscape icon on the left and a red "EXIT" button on the right. The form fields are as follows:

- Resource Code: MD1
- Description: MANDAY STD
- Resource Class: MD MANDAYS
- Force Human Link: (empty)
- Factor to Financial: 35.00

Kpi Indicator	Std Rate
1 HA Hectares	2.00

Event or Cost Code: (empty)

Calculate from Start / Stop ?
 Apply Tax ?

Save

Bank Codes Master

The screenshot shows a dialog box titled "Define Bank Codes [1] ()". It contains the following fields and buttons:

- Bank Code: \$
- Description: STANDARD BANK
- Exit button
- Save button

Bank Codes

Bank Codes are used simply so that short codes may be specified on various screens where a Bank Name is required. If the Bank Name is already present by Code, then there is no need to type out the long Bank Name in each case. Typically, the Bank name fields are encountered on some Cash Receipt options, Journals and in the Cash Book.

Have you used your IES today?

Auto (re-) Allocation Objects

Auto Allocation Object

EXIT

Allocation Code:

Description:

Open / Closed / Invalid:

1st Allocation		AR Debtor	% Perc
1	10101011	RENTAL: WORKSHOP	40.00

Further Allocations		AR Debtor	% Perc

Final Allocation		AR Debtor	% Perc
1	10101012	RENTAL: ADMIN	60.00

Contra Acct:

Re-Allocate Debits?:

Re-Allocate Credits?:

An Allocation object is used to specify how re-allocations should be performed. You can specify whether Allocation happens only on debits or credits, or on both. There is always at least a 1st Allocation, based on %, plus a final. If there are more, they are specified as 'Further Allocations'.

Once an Allocation Object is specified, it may be connected on a Ledger Account or multiple Accounts (on the Ledger Master Screen), and from that moment the system will watch all postings to the Account to see when to perform automatic re-allocations.

This concludes discussion of the Ledger Master Files.

© Infolab, 2004.

This Documentation is copyrighted by Infolab (Pty) Ltd. [www.infolab.cc] All rights are reserved. Licensed INFOLAB Users are granted permission, for internal use ONLY, to reproduce the Documentation, and to include amendments dealing with specific instructions local to your installation.

Have you used your IES today?