
FMS USER MANUAL

RELEASE 6.0
AUGUST 1999

WARNING

The FMS software is under continual development. As a result of enhancements to the code and the addition of new facilities, there may be discrepancies between the contents of the manual and the actual behaviour of the system.

The FMS User Manual, therefore, cannot be regarded as legally authoritative with respect to how the package operates.

FOREWORD

Anyone starting to work with an unfamiliar automated system sooner or later needs the help of a reference manual. When you open the publication - which is often a very thick one - for the first time, a variety of questions spring to mind:

- ♦ Whom is this manual intended for?
- ♦ What does it contain?
- ♦ Where do I find the relevant information?
- ♦ What is the purpose of this manual?

The first few pages of this manual are, therefore, devoted to answering these and other questions to help you work your way through the chapters and menus that follow.

ALL USER LEVELS

The information in this manual is destined for all users of FMS (Financial Management System) at all user levels: system manager, application manager and ordinary user.

CONTENTS OF THIS MANUAL

The user manual can be subdivided into several parts, viz.

GENERAL INFORMATION

The first five chapters of this manual provide general information about the package. Many of the topics covered in this part are relevant to all levels. The first chapter consists of a general introduction which provides the user insight into the principles underlying FMS. The subsequent chapters cover the following topics: the various user levels, the access authorization and installation procedure.

The first part ends with general information on the use of FMS. It contains descriptions of the log-on and log-off procedures, the menus, the screen layouts and the function keys. These five chapters should be read before any attempt to use FMS is made.

FUNCTION DESCRIPTIONS

The second part of this manual enlarges on the various functions in FMS. The manual contains the function information of the complete package. If you haven't purchased all modules, you will be faced with a lot of redundant material. Each function is dealt with on the position it occupies in the default menu structure, in which the menus are set out in alphabetical order.

GLOSSARY OF TERMS

A description of the concepts related to FMS.

DEFAULT MENU STRUCTURE

A chronological list of all menus in FMS including the appertaining menu options.

ALPHABETICAL INDEX

This index enables you to access information on a specific topic relatively quickly.

PURPOSE OF THE MANUAL

First, it should be made clear that the User Manual is a work of reference, not a textbook for instruction. The user is assumed to have acquired a full enough understanding of FMS to enable him to operate it. The function of this manual is therefore to provide background information that can be drawn upon to solve any problems.

With the risk, perhaps, of stating the obvious, it has to be said that the user is assumed to know about and understand the terminology of this specialized area of professional financial expertise. This manual also assumes familiarity with the AS/400 system and its associated operating system.

USE OF THE MANUAL

Although this manual is principally for reference purposes, you are nevertheless advised to read the first five chapters carefully before starting to use FMS. This does not take very long and you will certainly grasp the most important principles and procedures on which FMS is based.

To make the information on individual functions in part 2 easily accessible, each function is described under the menu containing it. Since the menus are in alphabetical order, you can find the necessary information without having to consult the index.

Despite its character as a reference source, you should not expect that all your queries will be answered by the manual. FMS offers the user such extensive flexibility in the way the system is configured that it is impossible for this manual to cover every conceivable circumstance. All individual functions are described, and an attempt is made to explain how the various elements of the system fit together. It provides you a means of solving problems for which the manual supplies no direct answer, by devising inventive solutions yourself.

It is also possible that the specific information required is not included in the manual because these data are available via on-screen help displays. These help displays and the manual are complementary, and wherever possible duplication of information is avoided. You will find further details in the section 'Help displays and error messages', see page 28.

INTRODUCTION

This chapter first sets out to provide some insight into the philosophy underlying FMS. Next come a number of general properties and advantages possessed by the package, particular attention being paid to 'dimensions' and facilities for 'cumulatives'.

FMS IN BRIEF

FMS is a *financial management system*. The name itself reveals the basic design of the package. FMS is more than a mere accountancy package; it offers you the means to manage your financial administration in such a way that at any instant up-to-date and detailed information about the current financial situation of your organization is available to you.

Thanks to the system's *great flexibility*, both in regard to the features incorporated when it is installed and the operational features available when it is in use, you are able to tailor FMS to the particular demands imposed by your organization on financial administration: you get a customized product from a general purpose package. When one adds to this the continual development of new features and extra refinements, it becomes clear that FMS is a valuable long-term investment.

SOME CHARACTERISTICS

FMS is designed to run under the IBM AS/400 system. The FMS software can be categorized as what is called 'native software': it has been specially written for the AS/400 so as to make full use of the advanced features of that system.

Relational database structure

One of these features is the relational database structure used by AS/400. Amongst other things, this means that the files in the database are used in different combinations in accordance with relations defined by the software developers in a data model. The files so defined are organized in such a way that they are updated outside the user programs, and also that those programs may individually access any file without restriction. It yields an additional benefit: new data or updated values have to be entered in the system only once.

Use was made of SYNON/2 when developing FMS. This product is a so-called application generator with which application programs can be generated from technical specifications. Human errors are excluded. Moreover, by building programs using SYNON/2 compliance with SAA standards can be assured and on-line help displays can be created.

Comprehensive as FMS is, there are circumstances in which it is necessary to communicate with external applications, for instance the organization's wages and salaries system. For this purpose, special interfaces called *APIs and UPIs* are supplied. Both the Application Program Interface and User Program Interface ensure that data from an external application can be read by FMS and that data from FMS can be written to the external application.

ADVANTAGES FOR THE USER

FMS is not only characterized by the properties described above, but it also has a number of significant practical advantages for the user.

First the user is allowed to configure and install the package according to his *own requirements*. No restrictions are imposed regarding the purchase of the package. FMS is built up from a number of modules enabling the user to purchase the base module or to go for a more comprehensive system by buying certain supplementary modules.

This enhanced capability can be provided by numerous modules, such as:

- ◆ Extension module;
- ◆ Invoices in Circulation;
- ◆ Reservations and Liabilities;
- ◆ Automatic Collection;
- ◆ Periodical Percentage Calculations;
- ◆ Interest Calculation;
- ◆ Ledger Reconciliation;
- ◆ Automatic Payments Foreign Currency;
- ◆ Telebanking;
- ◆ API module, which enables communications with other applications to be made;
- ◆ English Language module, which offers an English user interface for FMS;
- ◆ German Language module, which offers a German user interface for FMS;
- ◆ GUI, the graphical user interface for FMS.

Even when modules are acquired at a later stage, *full compatibility between all modules* is guaranteed.

Again, you can install the purchased package in such a way that there will be no distortion in your organization's administration. In FMS you can both define the outline (the number of administrations or the management of a system of accounts) and the details (the layout of input screens).

Reliable information system

You can consult all relevant data. In addition to a wide selection of standard (default) reports, FMS enables you *to create user defined reports or to display data on the screen*. FMS appears to be a reliable information system that delivers trustworthy information when critical situations arise.

The system's security is another area in which FMS's flexibility comes to the fore. Authorization levels and default menus for display can be specified by the system manager for individual users or groups of users. Such a fine control over permitted access makes unauthorized use of the system very nearly impossible and, at the same time, it ensures that individual users do have maximum access to the features they require.

Besides considerable freedom of choice and action in a variety of areas, FMS offers other advantages. For instance, you can extract specified additional data from the database for display on the screen, and in addition to these display facilities, *'question mark' selection* and the various *on-line help displays* should be mentioned.

- ◆ With the question mark selection feature you can call up a summary of all the data available for a particular key field.
- ◆ The help displays contain detailed information about all the FMS components.

DIMENSIONS AND CUMULATIVES

Notwithstanding all the advantages already mentioned, it is dimensions and cumulatives that make FMS a unique package.

Dimension

Dimensions are a way of allowing you to specify with which accounts ledger entries are to be associated. There are five dimensions available, of which the first is normally used for ledger account purposes. The other four dimensions (2 to 5) you use to make a specific association for the entries so that they are, for example, 'per branch' or 'per department'.

Example

Dimension 1: Account

Dimension 2: Branch

Dimension 3: Tour operator

Dimension 4: Destination

Dimension 5: Type of transport

In addition to the ledger account in which you post a particular entry, you can specify to which of the other dimensions the entry is to be posted. The advantage of proceeding in this manner is apparent when cumulatives come into the picture.

Cumulative

A cumulative is used to hold the accrued balances of the entries. The simplest example of such a cumulative is a statement of account in which the balances of all the ledger accounts appear. This cumulative is built into FMS as a standard feature with the name 'Cumulative 0 (zero)'.

But you can also define cumulatives yourself in which the accrued balance of more than one dimension is held. In the aforesaid example you could, for instance, define the following cumulatives:

- ♦ *Dimension 5/4/1*
The turnover for each type of transport and each destination is registered, i.e. you can view the turnover of flights to Rome.
- ♦ *Dimension 2/1*
The turnover per branch is registered.

You may also include the *daybook* as well as the five dimensions in the cumulatives. The daybook then serves as a 'sixth dimension'. This makes it possible to include the dimension numbers themselves, for example, as additional references to the Sales Daybook or the Purchase Daybook.

Whenever a ledger entry is processed, all cumulatives related to the entry are updated simultaneously. If you ask for a listing of a given cumulative, you have immediately available up-to-date information without having to resort to laborious calculations. By using FMS's dimensions and cumulatives, you always have your finger on the financial pulse of your organization.

A COMPLETE FINANCIAL PACKAGE

The advanced features of FMS described in the foregoing sections are available for use, even if only the base module and extension module have been purchased. You can enhance the potential of your organization, however, by adding the modules 'Invoices in Circulation' and 'Liabilities'. FMS offers a range of modules to automate the payment transactions, such as the modules 'Automatic Collection', 'Automatic Payments Foreign Currency' and 'Telebanking'.

INVOICES IN CIRCULATION

Using this module for *processing incoming invoices* offers a number of advantages over processing with the base module alone. Invoices can be input to FMS immediately after receipt without waiting for them to circulate round your organization. As a result of the prompt entry of the data into the system, open items and daybook entries are made that ensure that your financial data are always up to date. You may likewise control VAT pre-entries and follow links to past entries in case of 'mislaidd' invoices.

This module provides a budget authorization system, in combination with the module 'Liabilities', with which invoices can be cleared for payment.

RESERVATIONS AND LIABILITIES

By using the module 'Liabilities', you can *control expenditure in your organization within narrow limits* by defining both reservations and liabilities for outgoings before the invoices relating to them are received.

By means of a reservation, you can set aside part of a budget to specific types of goods and services. You indicate initially that you plan to make specific expenditures, the details of which will be supplied later. When you later put your planned action into effect by placing an order with a supplier, you incur the corresponding liability.

Example

You have at your disposal an advertising budget of £ 100.000. You decide to set aside £ 32.000 of this budgeted amount for advertisements in a trade magazine. This reserved amount is chargeable to the budget, and the unspent margin is reduced to £ 68.000.

You then make a contract with this trade magazine for a series of advertisements costing £ 20.000. At this point you incur a liability against the reservation made earlier, of which £ 12.000 now remains. The unspent margin of the budget is not affected at this point.

Eventually the invoices are received from the trade magazine. These have to be set against the existing liability. The entries now made refer to the costs actually incurred.



You can incur a liability without first making a reservation. In such a case the liability is chargeable to the budget and the budget's unspent margin is reduced.

In this way *accurate budget control* becomes an easy task. In connection with this facility, this module provides you the means of allocating credits, and this too is a method that allows the user to maintain a close check on expenditure.

The module 'Liabilities' also provides a sophisticated budget authorization system that can be applied to large invoice amounts and budget and credit overruns.

Reservations and liabilities (and in the cash scheme the invoice amounts too) are held in the FMS cumulatives. This means that the unspent margin of a budget can be ascertained at any time. By calling up information on the screen, you can yourself specify what combinations of balances are to be displayed, for instance: the reservations balance less any liabilities and any actual expenditure entries posted.

AUTOMATIC COLLECTION AND AUTOMATIC PAYMENTS IN FOREIGN CURRENCIES

Not only does FMS allow you to make fully automatic payments in your own currency, this package also enables you, by means of two modules, to automate the flow of accounts receivable as well as payments in foreign currencies. By means of the intermediate step of a collection or payment proposal, the system can create a file on diskette or tape that can then be sent to the Postal Giro centre and/or the Bank Giro centre.

BRIDGE-BGC

This module enables you to exchange on-line payments and collection orders with the Bank Giro centre. For more information on the functionality of this module, you are referred to the manual that is being delivered with the product.

TELEBANKING

Making automatic payments will take even less effort if you purchase the module 'Telebanking'. You can then send your payment orders directly to the bank, using a modem; you no longer need to copy the orders to tape or diskette, nor do you need to make use of the Postal Giro centre or Bank Giro centre. What is more, the bank statements (which you receive, again by modem, from the bank) can be processed by FMS to ledger postings, all fully automatic, due to sophisticated recognition procedures.

LONG-TERM BUDGET

This module enables you to draw up the budget for the year concerned and a number of years to come (budget years). A disparate long-term budget is prepared for each financial year. By means of *budget types*, you can maintain the following layout:

- ◆ Budget type A = Basic budget
- ◆ Budget type B = Adjustment of prices
- ◆ Budget type C = Basic budget + Adjustment of prices

These budget types can be entered in the column definitions and be displayed in the various summaries of FMS.

BUDGET TYPES

This additional module for the annual budget within FMS enables you to subdivide the annual budget. A budget type represents a budget phase, e.g.

- ◆ Budget type A = Annual budget
- ◆ Budget type B = Revision 1
- ◆ Budget type C = Annual budget + Revision 1

or:

- ◆ Budget type A = 1st quarter
- ◆ Budget type B = 2nd quarter
- ◆ Budget type C = 3rd quarter
- ◆ Budget type D = 4th quarter

These budget types can be entered in the *column definitions* and be displayed in the various summaries of FMS.

CERTIFICATION

FMS is an efficient and reliable financial package. Its reliability is emphasized by the fact that Consist makes sure each release is certified, using a unique concept. Following the initial certification of the package, each new release is recertified, making use of a carefully developed quality assurance system. Each time FMS is certified, the quality assurance system is evaluated, just as additions to and changes in the software of FMS are always meticulously tested.

In this way you know that FMS is and will remain a reliable financial package, but what is more, you can also substantially reduce the costs of year-end audits.

USER LEVELS AND AUTHORIZATION

In this chapter further details of the user levels supported by FMS are given. Supplementary powers conferred on users are recorded as part of these authorizations.

FMS USERS

In the development of FMS three types of user were foreseen, each with its own responsibilities and authorizations:

- ◆ system manager
- ◆ application manager
- ◆ ordinary user

In the following paragraph the tasks of the different types of user are set out in summary form. You should, however, realize that what is concerned here is a functional distinction: in practice circumstances can arise in which individual users have to be authorized to perform functions at *different user levels*. It is possible, for example, that in a very small organization the system manager and the application manager are one and the same person, or that an 'ordinary' user is given the task of looking after some part of the application management. In complex organizations, on the other hand, it can sometimes be necessary to apportion tasks all at the same user level amongst several persons.

SYSTEM MANAGER

The system manager is responsible for a number of system oriented tasks related to the database control and access to its constituent files. The following, amongst others, are system manager tasks:

- ◆ installing FMS;
- ◆ maintaining the configuration;
- ◆ creating and maintaining operation areas;
- ◆ creating user entities;
- ◆ allocating authorizations;
- ◆ protecting data and providing for backups;
- ◆ reorganising the data;
- ◆ maintaining the infrastructure.

APPLICATION MANAGER

The application manager is principally responsible for the management and maintenance of the data available in common to all users. Some of the tasks involved are:

- ◆ maintaining the master data per operation area;
- ◆ creating administration entities;
- ◆ supplying details of those administrations;
- ◆ supplying details for the ledger, including:
 - establishing cumulative definitions
 - managing suspense accounts in general
- ◆ customising the D/C subledger;
- ◆ consolidating the ledger;
- ◆ formatting the variable summaries.

ORDINARY USER

The ordinary user preoccupies himself with all authorized daily activities. Falling into this category are, amongst others:

- ◆ setting up the master data per administration;
- ◆ maintaining the central address file;
- ◆ maintaining the dimensions;
- ◆ entering ledger postings;
- ◆ generating reports;
- ◆ entering invoices;
- ◆ settling open items;
- ◆ printing documents for dispatch.
- ◆ a certain number of authorized system oriented tasks. Examples are the altering of the user's own password and the routing of the output queue.

AUTHORIZATION

The tasks and powers of the various FMS users may thus differ widely. This means not only that a given user may perform certain functions, but also that there are functions he may NOT perform. In much the same way certain types of data are his concern, while others are not. To prevent unauthorized access to functions and files, individual users are given only limited access to the package. A sophisticated authorizations system ensures that he uses only those portions of the system he needs to optimise his results.

Authorizations are granted at two levels under FMS, the *program level* and the *data level*. This distinction is explained below.

PROGRAM PROTECTION

To control access to the software, the following means are available:

- ◆ specific menu structures for particular (groups) of users;
- ◆ authorization of access to components.

These two methods are dealt with in detail below.

MENUS FOR INDIVIDUAL USERS

Each new user is made known to the system by the system manager. By specifying certain data, the new user can be associated with a *menu structure*. This menu structure can be validly used only by that particular user and it contains the functions appropriate to his tasks and powers. Access to other functions is denied him.

User group

It is, however, possible to add the user to an existing group of users. A user group contains a number of users with (more or less) the same activities, for example the entering of invoices or the generation of payment orders. The user group possesses a common menu structure for all its members. When a user does not belong to a user group and has no personal menu structure, he is granted access, via one of the default menu structures supplied, to all the functions associated with his user level.

There are three protection levels:

- ◆ *User*
An individual profile.
- ◆ *User group*
A group of users with (approximately) the same tasks and responsibilities.
- ◆ *User level*
Classifies the user as system manager, application manager or ordinary user.

When a user logs on, FMS checks which protection level applies to him and selects the menu appropriate to that level.

COMPONENT AUTHORIZATION

In addition to individual menu structures, FMS also offers the option of granting authorized access to components by which the user can call upon a set of functions related to a particular task oriented aspect of the package.

At present, FMS consists of the following components:

- ◆ Ledger
- ◆ Debtors and Creditors
- ◆ Invoices in Circulation
- ◆ Liabilities
- ◆ Long-term budget
- ◆ Budget types
- ◆ Liquidity
- ◆ Telebanking
- ◆ Bridge/BGC

The individual menu structures and component authorizations complement each other in protecting the programs from illicit access: the menu structures apply to all the administrations in an operation area whilst the component authorizations apply to administrations *individually*.

DATA PROTECTION

The user has the following means for protecting data stored in the FMS system:

- ◆ authorization at the level of operation areas and administrations;
- ◆ master code authorization.

These two methods are dealt with in detail below.

OPERATION AREAS AND ADMINISTRATIONS

For a sound understanding of FMS data protection you should know the database structure. As the diagram below shows, the files are held in a number of libraries:

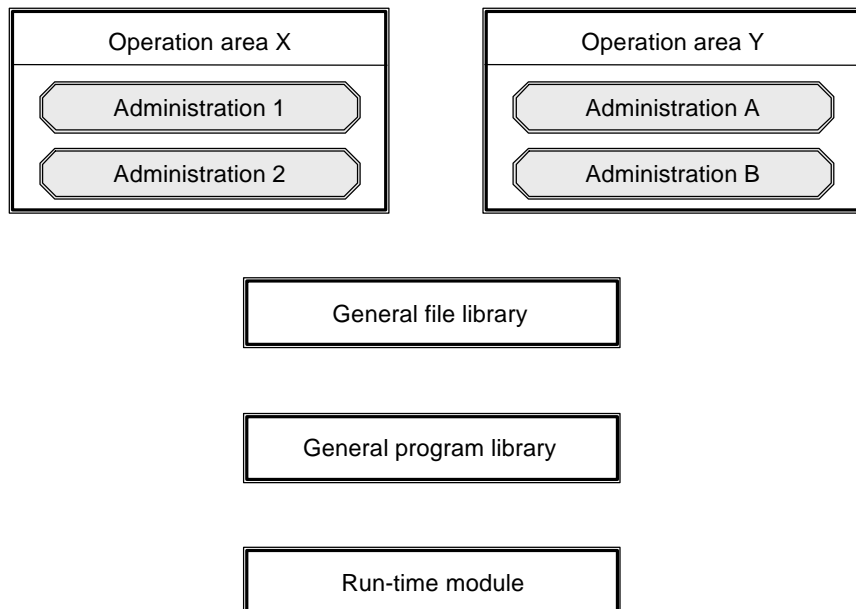


Figure 1. The hierarchy of libraries

FMS is supplied with a number of libraries already incorporated. The general file library contains certain generally applicable data such as ISO currency codes, ISO country codes and standard report definitions. Whenever you create an operation area entity, the data from this library are copied into it. The general program library holds the FMS software. Lastly, if the system is to operate successfully, it must include a 'run-time' module. This module contains, amongst other things, part of the SYNON/2 application generator.

Operation area

Data input by the user and other data that the system generates are held in special libraries called operation area entities. One or more administrations may be associated with each operation area. Finally, at the bottom of the hierarchy, each administration entity can consist of one or more financial years.

Part of the task of customising the system is to ensure that the right user codes for access to administration data are associated with each *administration*. No authorization is required for access to an operation area, for only the application manager in fact has access to the operation areas of the system.

When a user logs on, he has to supply:

- ♦ a user profile, and
- ♦ a combination of operation area and administration.

The system then checks whether the user does have access to the operation area or administration specified, and if he does, the corresponding data are unlocked.

It is clear that the splitting of the authorizations into two levels (via menu structures and via data authorization) makes it possible for your system to be divided up in many different ways without impairment of data protection as a result. For example, in an organization with different administrations several staff members may be responsible for entering payments (and thus belong to one and the same user group) whilst each is responsible for his own administration. They share the same software, but none of them has access to the data files of any of the others.



The AS/400 security officer has access to all FMS files on each level. He may view, edit or change the files. You are not allowed to limit the access of the security officer.

MASTER CODE AUTHORIZATION

Protection at the operation area and administration level can, if particular users require it, be refined further by using master code authorizations. By this means, for example, it is possible to give certain users access to particular dimensions, or to deny them access to debtor and creditor data. However, so long as no master code authorizations have been defined, any user has access to all master codes.

Further information on the use of FMS authorizations is to be found in the 'User Authorization' menu.

INSTALLING AND CUSTOMISING THE PACKAGE

In this chapter a description is given of how FMS is to be installed and how you may customize it to the best possible effect.

INSTALLING THE BASIC TAPE

When you receive FMS, besides the installation tapes you also get:

- ♦ an authorization code;
- ♦ a description of the installation procedure.

With the unique authorization code assigned to you and the installation instructions you can successfully install FMS on your system.

INSTALLING A NEW RELEASE

Whenever you wish to replace an already installed version of FMS by a new release, there are no effects on the way the system is run unless the default menu structures have been altered.

In that case certain functions and/or menus will have been added to the existing default menu structures for the different user levels. Not all menu structures will in general have been extended, so not all users are necessarily affected, and this despite the fact that those menu structures are derived from the default ones. For those users who have to work with the additional functions, new menu structures are set up (see 'User Authorization' menu).

CUSTOMISING FMS

When you have installed FMS, you still cannot do anything useful with it. The system has first to be customized. This means that you have to indicate how the data are to be organized and who the users of these data are to be.

While engaged in doing this, you are advised to adhere to the sequence given below, which is:

- ◆ The system manager creates the required operation area (see the functions in the 'Operation Area' menu).
- ◆ The system manager defines the user profile and the application manager's authorizations by means of the functions in the 'User Authorization' menu.
- ◆ The application manager then sets up the administration entities. A financial year is also defined for each administration (see the functions in the 'General Data for Administration and Financial Year' menu).
- ◆ From this point on, other users may be introduced into the system, and the administrations for which they are authorized can be specified at the same time (see the functions in the 'User Authorization' menu).
- ◆ The application manager now defines the required cumulatives and suspense accounts using the functions in the 'Ledger Data for Administration and Financial Year' menu. Although the dimension structure must be known for the cumulatives to be defined, they are defined before the dimensions are input. This means that the cumulative definitions may not be used until the dimensions have been customized
- ◆ The users input the dimension data per administration.

The customization of your system is still not complete even when the above procedures have been gone through. You have in fact merely set up the framework within which the data can be held. For information on submitting the remaining control data and other fixed data, you should refer to the function descriptions in the second part of this manual.

OPERATING FMS

In this chapter you will find general information about how to use FMS. The material covered is that needed for all types of session, covering, for instance, facts about log-on and log-off procedures, and information required for using any of the components, such as how to format menus and use them, as well as on individual screen displays, the use of function keys, and the differences between interactive and batch operation.

LOGGING ON TO FMS

Once your terminal is switched on, you key in your user code and password at the log-on screen. The procedure then will be as follows, depending on your *user level*:

ORDINARY USER

A screen appears from which you must select an operation area and an administration. Your choice is restricted to the operation areas and administrations for which your access has been authorized. (At a later screen you will have to enter the desired financial year.) As a result of the foregoing you are given access, via the menu structure belonging to your user code, to all the functions you need for your activities.

APPLICATION MANAGER

A screen appears from which you have to select an operation area. You may specify any one that has been defined in the system. As a result you are given access, via the menu structure belonging to your user code, to all the functions you need for your activities.

SYSTEM MANAGER

You need not select an operation area or an administration. When your user code and password have been entered, the 'Main Menu System Management' appears immediately.

Whenever you wish to change the operation area, administration or financial year, you will have to proceed as follows:

- ♦ Within an administration you can change the financial year with the function 'Switch financial year' on the 'Main Menu Users'.
- ♦ The function 'Switch administration/financial year' in the 'Main Menu Users' enables you to select another administration/financial year within an operation area.
- ♦ You can change the operation area by going through part of the log-off process by pressing <F3> repeatedly until the screen is reached, at which point a new operation area can be selected. (See the procedure 'Logging off from FMS' on page 31 of this manual).

When you log on at the user level, the system checks whether at the end of the previous session the administration or financial year specified are the same as those then used. If they are, you are given direct access to these data. As soon as your user code and password have been entered, your start menu appears.

If you wish to come down from system manager level to application manager level, you should still select an operation area. If, from system manager or application manager level, you wish to come down to user level, you must select an administration and a financial year. And it remains true that you can only select those operation areas and administrations for which you have *authorized access*.

For further information on users and authorizations, please refer to the chapter 'User levels and authorization' and to the 'User Authorization' menu.

WORKING WITH MENUS

A description is given below of the FMS menu screens. Amongst other matters these sections explain how the menus are formatted and how you should use them to find your way round the system.

SCREEN LAYOUT

FMS menus can be displayed on screen in two ways:

- ♦ as per IBM SAA standards;
- ♦ with the FMS layout.

SAA LAYOUT

SAA stands for *System Application Architecture*. Although these standards are mainly concerned with regulating software structures, they do offer a fixed and recognized format for screen displays.

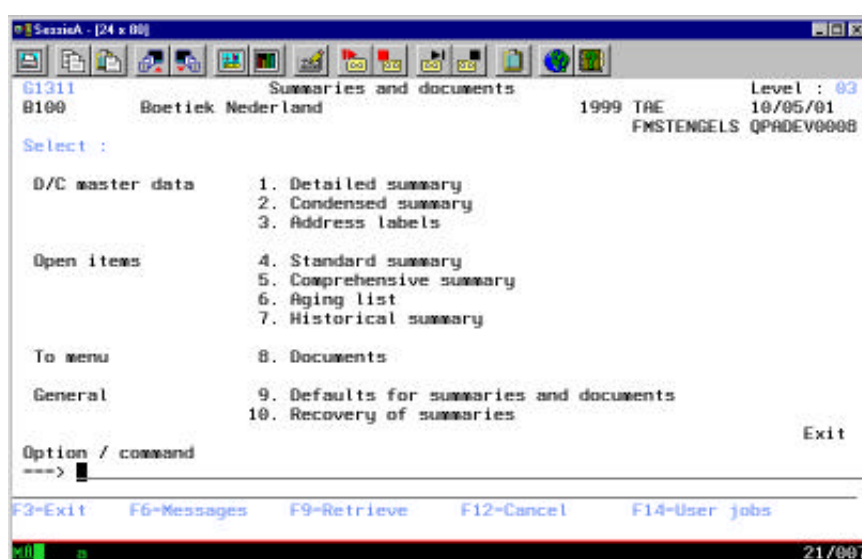


Figure 2. Layout of an SAA menu screen

A menu screen header always consists of three elements: the menu number, name and level. The menu number is in effect the position occupied by the menu in the default menu structure for the user level concerned. The level number tells you how many levels you have come down from the level of your start menu. Appendix B contains a summary of the three default menu structures in FMS.

The header further contains the name of the administration, the financial year, the operation area and the date. The user profile is mentioned below this date.

The centre of the screen contains some numbered *menu options*. An option can be used to go to another menu or to call up a function. Some menus contain options of both types. You can select an option by keying its number in the command line and pressing <ENTER>.

Below the menu options there are displayed, working downwards, a *command line*, a *line giving the available function keys*, and a *message line*.

- ♦ Your main use of the command line is for specifying menu options. All users, regardless of their authorizations, may issue any command displayed on the screen above the command line. A description of the '*GO' command can be found on the next page. The 'SIGNOFF' command is described in the section 'Logging off from FMS' on page 31.

- ♦ On the function keys line there is a display of the function keys that are enabled for the menu concerned. If all of them cannot be fitted into one line, you can display the remaining enabled keys by pressing <F24>. Further information on function keys is given in the section 'Function keys and screen options' on page 24.
- ♦ On the message line any errors detected are reported. This includes both FMS messages and OS/400 messages (see 'Error messages' on page 29).

The bottom line on the screen is reserved for *general system codes*. The symbol 'X' (or some other character, according to screen type) appearing at the far left after a command means that the system is processing your command and that until it has finished, no further commands may be issued. For information on other indicators that may be encountered on this line, you should consult the documentation for the AS/400 system.

FMS LAYOUT

In the position where on an SAA screen the command line appears, two fields are displayed on an FMS screen:

- ♦ With the field 'Menu:(?)' you can select a menu quickly without having to run through a lot of other menus. Use of this field is the same as that for the '*GO' command on SAA menu screens.
- ♦ With the field 'Select' you can take one of the menu options (or sign off from FMS) by using the 'SO' command. This is the only command that can be issued on an FMS menu screen.

SELECTING A MENU



The SAA menu screen serves as a basis for the descriptions in the remainder of this manual. When FMS screens deviate from this standard, the fact is noted in parentheses.

Menus may well be considered as the signposts of a software package: you normally progress from menu to menu until the function sought is reached. You can certainly find your way about in FMS in this manner, but the procedure is more laborious than it need be. Therefore, a number of 'short cuts' have been incorporated in FMS with which, provided you have acquired some familiarity with the system, you can go directly to your destination. This means that there are various methods of selecting a menu under FMS. They are:

- ♦ via menu options
- ♦ with the '*GO' command
- ♦ by using <F3>
- ♦ by using <F12>

The various methods of selection are described below.

MENU OPTIONS

You have the choice of a number of options in a menu. Some of them give direct access to FMS functions; others point to another menu. You make your selection by keying in the option number on the command line (FMS: in the field 'Select'), and you then confirm by pressing <ENTER>. By going from one menu to the next, you can drop right down through the menu hierarchy until the function required is on the screen.

COMMAND *GO (FMS: THE FIELD 'MENU:(?)')

You can go directly to the target menu without running through a number of other menus. To do this you key in on the command line the '*GO' command, followed by the number of the desired menu (FMS: you key in the number of the menu in the field 'Menu:(?)'). The selected menu then appears more or less immediately on the screen. If you do not know the menu number, simply key in the '*GO' command (FMS: put a question mark in the field 'Menu:(?)'). You then see on the screen a list of all the menus that you are authorized to use. From this list you can select the appropriate menu.

<F3>

With this function key you can return from any menu whatever to the first menu screen of the menu structure you are using (or else to the screen that you have temporarily designated as the first screen). You will notice that the level number reverts to '1'.

<F12>

With this function key you can go back from the current to the previous menu.

WORKING WITH FUNCTIONS

When you select a function from a menu, the function is enabled. Communication between the user and software is from then on mediated by function screens. In the following sections descriptions are provided of how these function screens are laid out, what type of function screens FMS offers, and how you have to manipulate them.

SCREEN LAYOUT

The FMS function screens comply as far as possible with the IBM SAA specifications (see the section 'Working with menus'). The layout of the various screens is thus largely similar, the common features being described in the following sections. The differences between the various screen layouts are discussed on the next page.

LAYOUT FUNCTION SCREEN

The header of a function screen always consists of two lines. At top left you will see the *name of the program* the function belongs to. At top centre the *name of the function* itself is displayed, and alongside it the function's currently enabled *program mode*, which shows what processing of the data selected is in progress, e.g. 'Add' or 'Edit' (see the paragraph 'Program mode' on page 22). On the line below the system displays the identification and description of the operation area or, if applicable, the administration, the financial year and your operation area.

At top right further data are displayed, such as:

- ♦ the user code you used to log on with,
- ♦ your workstation number,
- ♦ the system date, and
- ♦ the system time.

The bottom of the screen is occupied by *function key details* and a *message line*.

- ♦ Any error messages raised are displayed on the message line. These may be either FMS messages or OS/400 system messages (see paragraph 'Error messages').
- ♦ On the function key line are displayed those function keys that are enabled for the screen concerned. You can find information on the function keys in the section 'Function keys and screen options'. It is useful, however, to describe the following special function keys at this point:
 - <F10>
If more than one type of processing is possible, you can display an action menu via a window, from which the required selection can be made.
 - <F24>
If there is not enough room to fit all the options in one line, you can display the other enabled keys with this function key.

The bottom line on the screen is reserved for *general system indicators*. The 'X' (or some other character, depending on the screen type) that appears at the right-hand end of this line after a command has been entered indicates that the system is processing the command and that no further commands may be entered until that processing has been completed. For information about the other indicators you may encounter, you should refer to the AS/400 system documentation. The contents of the remaining lines depend on the type of function screen, and are described in the following section.

SCREEN TYPES

A number of different screen types are used in FMS. In this section the differences between the three following types are explained:

- ◆ key screens
- ◆ record screens
- ◆ file screens

KEY SCREEN

After you have selected a function, in many cases a key screen appears. This key screen has two important functions:

- ◆ selecting the data required;
- ◆ allowing the program mode to be changed.

A key screen derives its name from the fact that it contains one or more *key fields*. All necessary data can be selected via these key screens.

In the key field you supply the name and number of the record or file required, and you confirm your selection by pressing <ENTER>. The data are then displayed. (See the paragraph 'Program mode' for how to use question mark selection in key fields.)

If the function is one of those whose purpose is the routine entry and updating of data, you must specify whether you are adding new data or updating existing data. With <F9> you may change the *program mode* from 'Add' to 'Edit' and vice versa.

In some case, when new data are stored, the system automatically allocates a number by which the data can later be retrieved. For most functions you have to allocate a number yourself, though in some cases you will be able, at the time an administration entity is set up, to specify whether the numbering is to be handled automatically or manually (see the 'General Data for Administration and Financial Year', 'Ledger Data for Administration and Financial Year' and 'D/C Subledger Data for Administration and Financial Year' menus).

If you find that the way a key screen is used, differs from the description given here, you will nonetheless be able to find the correct procedure in the description of the function itself. You will find further information on data selection in the paragraph 'Program mode'.

RECORD SCREEN

The data from a record are made visible on your screen by means of a record screen. This type of screen is used only for inspecting and editing data.

Immediately below the header lines is a list of the data items shown on the screen. Below that you will see a number of fields - how many of them depends on the function concerned. If the program mode is either 'Add' or 'Edit', you may key in data to these fields. If the program mode is 'Display', you can only view the data (see the section 'Displaying the data').

FILE SCREEN

With a file screen you can view several records from a file or from batches that are available, one line only from each record normally being displayed in each file or batch. Immediately below the header lines are one or more fields by means of which you can interrogate the required data quickly using preselections (see the 'Selection of data' in the paragraph 'Program mode').

Screen options are displayed underneath these fields. Screen options appear only on file screens, and you key in over the data a line specifying the processing to be done, e.g. 'Select', 'Delete' or 'Detailed information'. You activate a screen option by keying in the option number in the option field and pressing <ENTER>.

The rest of the screen is held in storage in the form of special *record lines* in which the most important data from a file, record or batch are displayed all on one line. If all the lines will not fit on the screen, a plus sign (+) is displayed. You can view the other lines by scrolling.

A line sometimes holds all the data to be displayed and sometimes only some of them. This difference influences the way in which the screen is used:

INPUT

This type of screen is the one normally used for certain functions because all the data fit on one line, rendering the use of a record screen unnecessary. On a file screen data may only be added or updated. To change the program mode, you must use <F9>.

DISPLAY

When records on a file screen are to be updated, this screen is also used to display the data.

SELECT

If all the data will not fit on one line, the file screen is used merely to select the data required. The data shown on a selection screen can only be updated on the associated record screen.

PROGRAM MODE

In the descriptions of the different screens it has already been emphasized that when working with function screens, different program modes have to be used, namely:

- ◆ Select
- ◆ Add
- ◆ Edit
- ◆ Display

In describing operations of this type certain aspects of FMS operations have to be considered, such as key screens and question mark selection, preselection, input and output fields, and cursor control.

SELECTION OF DATA

While working with FMS you will often need to call up data already present in the system. If, for instance, you enter an invoice, you have to enter a debtor or creditor (with other data) at the same time. To ease the task of inputting such data you can call up a selection screen with the data known to you by means of *question mark selection*.

When you do not know what selection options are open to you or what name the data item you want is known by, you put a question mark (?) in the field concerned and press <ENTER>. A selection window showing the available possibilities then appears. In this window you indicate the desired data via a screen option.



On a number of screens you must use <F4> (= List), and not question mark selection, to call up the available data. You position the cursor in the field concerned and press the 'List' function key. A selection screen showing the available possibilities then appears, just as with question mark selection.

You can use question mark selection in key fields and status fields. In many cases a *trailing question mark* after the field description indicates that question mark selection is possible. When you key a question mark into an ordinary field, no selection screen appears but the question mark is treated as data to be preserved.

If the number of possible choices on a selection screen threatens to become too large to handle, you can ease the task of searching for the right data item amongst the data displayed by using a *preselection*. By using the fields that you can see above the screen options on the selection screen, you can restrict the number of lines to be displayed. Two different circumstances have to be distinguished:

- ◆ When the field value is one of a continuous series, for instance a date or a number, the data are displayed starting from the value selected. To put the example in more concrete form: if you have entered 01/04/90 in a date field, the only data that will then be displayed are those input on or after that date.
- ◆ When the field value does not form part of any series, for instance a status code or a Yes/No indicator, the only data to be displayed are those which match the value selected. Again, in more concrete terms: if you specify a status of 'V', only those items with a status of that value will be displayed.



You should take account of the differences between numeric and alphanumeric fields when using preselection. If you enter '90', say, in a numeric field, the system will display data items from '000090' upwards, but if the field is alphanumeric, the same value will cause the system to display data items from '90' upwards.

You can link a preselection directly to a question mark selection by adding to the question mark certain further symbols. For example, if you select an order number with the string '?90', the selection starts from '90'. The difference between numeric and alphanumeric fields explained in the above note applies here, too.



Path information

When you are working with a complicated function, you may be confronted with a large number of screens in succession. By following up the on-screen information, for example, you can easily penetrate deep into the system by repeatedly calling up continuation screens. To help you avoid 'losing your way' in the system, the function key <F15> (= Path information) is available with a number of functions. With this key you can call up a diagrammatic representation of the screens you have progressed through within the function. You can also select one of the earlier screens so as to return to a particular function screen or even to the menu.

ADDING AND UPDATING DATA

The adding of new data and the editing of existing data constitute two different program modes, which in FMS come under the common designation of 'Updating'. The program mode can be changed with <F9>, in most cases on the key screen of the function concerned.

The updating of data takes place via a record screen or a file screen, depending on the number of fields to be updated and their size. An updating screen consists of a variable number of fields (depending on the particular function), and it makes a distinction between input fields and output fields:

- ◆ Input field
A field to be used for input is identified by being underlined.
- ◆ Output field
These fields are used for the display of data items that cannot be altered. In contrast to input fields, they are not underlined.

The following rules govern the entering of data in an input field:

- ◆ A field ought not to be completely filled.
- ◆ In *numeric fields* a decimal point should never be included. Its position is always defined in a mask. For example you enter £ 100 as '10000' (assuming a normal sort of mask to describe the field - see the 'Currency and Exchange Rates' and the 'General Data for Administration and Financial Year' menus).
- ◆ It is obligatory to provide values for certain fields. If not every *obligatory field* has been given a value when you press <ENTER>, the system informs you which fields remain to be filled in.
- ◆ If a field has a name of the type '....number' as, say, in Dimension 1, this does not automatically identify it as a numeric field. In general it is true that when a number has to be supplied *manually*, the normal data type of the field concerned is alphanumeric. When a number can be allocated by the *system*, the normal data type of the field concerned is numeric.

The function keys used for inputting data are fully described in the section 'Function keys and screen options'. To prevent needless irritation it cannot, however, do any harm to emphasize here that when you want the data to be stored, you must use the <ENTER> key. When you call up a dependent function with a function key, the data thereby displayed are saved in the database, too. However, if you exit an input screen with <F3>, the data added or the new values of the data items changed are lost.



A given data item cannot be updated simultaneously by more than one user. If another user is already working on the data items you have selected, you are either denied access to them or else you receive an error message as soon as you try to enter a new value or edit the existing one.

DISPLAYING THE DATA

The screens on which the data associated with a function are displayed, are more or less the same as those on the input screens for the same function. A display screen, however, contains only output fields. If the screens for display are not the same as those for input, a note to this effect is made in the description of the function concerned.

The advantage of a special display function, separate from the corresponding input function, is that several users may view the data simultaneously. It is always possible to inspect the data values even if another user is engaged in updating them. A parallel feature to this is that users may be authorized to view certain data without being authorized to update them.

If another user updates the data while you are displaying them on screen, what you see is not affected by the remote update then in progress.

FUNCTION KEYS AND SCREEN OPTIONS

In the following sections attention is directed to how the FMS function keys work. Certain screen options that can be invoked with the function keys are also described. Each screen shows which function keys and screen options are enabled.

FUNCTION KEYS

The FMS function keys are described in the summary below. Where necessary, the distinction between menu screens and function screens is made.



The function keys are not enabled at all times and on all screens. The active keys are indicated on each screen.

Key	Description
<F1>	This function key enables you to retrieve information about menus, functions, fields and error messages. For more information on help displays, you are referred to the section 'Help displays and error messages'. (Cf. <Help>).
<F2>	Not used by FMS.
<F3>	With this key you can: <ul style="list-style-type: none"> • return to the start menu (menu level '1') from any other menu. If you press <F3> at the start menu, you are signed off from the system; • return from a function screen to the previous screen or to the menu. When you quit a screen with <F3>, any newly input data are lost. The data input (either new data or updates) are only physically input if you exit with <ENTER> or call up a continuation screen with a function key.
<F4>	With this key you can call up the available values for a particular field.

<F5>	You can refresh a function screen with this key. This means that the data are redisplayed direct from the database. This enables you to have access to changes in the data made by other users since you first called up the function.
<F6>	With this key you can: <ul style="list-style-type: none"> • read any system messages directly from a FMS screen; • call up memo pages from a function screen. For information on memo pages, you are referred to the 'Memo Pages' menu.
<F7>	Not used by FMS.
<F8>	Not used by FMS.
<F9>	With this key you can: <ul style="list-style-type: none"> • reinstate the last OS/400 command issued. You have to be authorized by the system manager to issue such commands; • change an input function's program mode. If you wish to input new data, select the 'Add' mode; if you wish to update existing values, select 'Edit.'
<F10>	When there is a choice of actions to be performed, a window containing a list of possible actions is displayed from which you make the selection you want.
<F11>	With this key you can indicate that the data items displayed on the function screen are to be deleted.
<F12>	With this key you can: <ul style="list-style-type: none"> • return from a menu to the previous menu; • return from a function screen directly to the key screen of the function concerned; • return from a help display to the corresponding input field.
<F13>	Not used by FMS.
<F14>	With this key you can see at any instant what system jobs have been scheduled, e.g. the execution of non-interactive commands. The jobs displayed consist only of those issued under your user name (see also the function 'Job queue' in the 'System Functions' menu or the 'Administration Management and System Functions' menu).
<F15>	Path information: this function key enables you to trace your position within a function. A diagrammatic representation of the screens you have worked through to reach the current screen is displayed. You can select one of the earlier screens and return to it directly.
<F16>	With this key you can return from any menu to the start menu (or to the menu temporarily designated by you as the start menu with <F23>).
<F17>	Not used by FMS.
<F18>	Not used by FMS.
<F19>	Not used by FMS.
<F20>	Not used by FMS.
<F21>	Not used by FMS.
<F22>	Not used by FMS.

<F23>	<p>With this key you can:</p> <ul style="list-style-type: none"> temporarily redefine the start menu. The menu level of the menu so designated becomes level '1', and when, later in the session, you go back to the start menu with <F3>, it will be the newly designated menu that appears. Menus at higher levels than the new start menu can thereafter no longer be reached. You can only cancel the redesignation by signing off from the system and choosing an administration or an operation area afresh; display those screen options of a function which cannot be fitted onto the screen on account of lack of space.
<F24>	<p>If all the enabled function keys will not fit on one line, you can, with this key, display details of the keys in the 'overflow'. This key may be enabled on either a menu screen or a function screen.</p>
<Enter>	<p>With this key you can:</p> <ul style="list-style-type: none"> check from time to time whether all required fields on a function screen have been filled in. If not all of them have been when you press <ENTER>, the still unassigned fields are highlighted as a reminder that you must key in values for them too; quit a function screen, after which the newly input or updated data items are preserved in the database.
<Field Exit>	<p>With this you exit the field you have keyed data into, all positions to the right of the cursor being set to blanks. The cursor then jumps to the leftmost position of the next field. If the cursor is at the leftmost position of a field when you press this key, the whole field is set to blanks.</p>
<Field - >	<p>You make the value entered negative by pressing this key. The cursor jumps to the leftmost position of the next field when you have done so.</p>
<Help>	<p>With this key you can obtain information about menus, functions, fields and error messages. For further details on help displays, you are referred to the section 'Help displays and error messages'. (Cf. <F1>).</p>
<Reset>	<p>With this key you can delete an OS/400 error message and then resume your work.</p>
<Shift> <RollUp> or <Shift> <RollDn>	<p>With these keystroke (combinations) you can:</p> <ul style="list-style-type: none"> view the menu options that do not fit on the first screen of a menu; view any continuation screens forming part of the summaries or input screens. A plus sign (+) at the bottom right-hand corner of the screen indicates that there is more information available.
<PgDn> or <PgUp>	<p>With either of these keystroke (combinations) you can:</p> <ul style="list-style-type: none"> view the menu options that do not fit on the first screen of a menu; view any continuation screens forming part of the summaries or input screens. A plus sign (+) at the bottom right-hand corner of the screen indicates that there is more information available.
<Shift><Tab>	<p>With this keystroke combination you move the cursor to the preceding field.</p>
<Tab>	<p>With this key you can move the cursor to the following field.</p>
<?>	<p>You can call up a list of the items present when you are working with a key field.</p>

SCREEN OPTIONS

In addition to the function keys, FMS also provides for the issuing of commands by means of screen options. These screen options are only available on file screens. You enable a screen option by keying a number into the option field that is - usually - displayed, and then pressing <ENTER>.

The screen options are defined as follows:

Option	Description
1	You can select the data that belong to a given line with this option. The data selected are then either displayed or else used to update a record, depending on the nature of the activity.
2	You can edit or update data with this option.
3	You can copy data with this option.
4	You can delete data with this option.
5	With this option you can display the data that belong to a specific line, e.g. all the data of a whole record.
6	With this option you can issue a command that the data in a specified record should be printed out. All the data in the record are printed, even if not all of them have appeared on the screen.
7	With this option you can rename data items or move them.
8	With this option you can call up further information about the lines, though not information about the actual data items belonging to the line (see option 5).
9 and above	No assigned function.

The options to which no fixed function is attached, are used for specific operations tied to particular field names. They can therefore vary from function to function.

The screen options listed above apply to the majority of FMS file screens. In the case of the selection screens from which batches may be selected, the following alternative or additional options apply:

Option	Description
1	With this option you can pass the selected batch on for ledger processing.
6	With this option you can perform validation on the batch and print out the error messages raised.
9	With this option you can reprocess a batch whose earlier processing was halted by errors.
10	With this option you can generate a report listing the input. This option is only available in the component 'Liabilities'.
11	With this option you can release a blocked file for processing.
12	With this option you can block a batch to prevent further processing.
13	With this option you can change the description of the batch.
14	With this option you can delete an empty batch.



Screen options are not enabled at all times on all screens. Each screen indicates which options can be used.

HELP DISPLAYS AND ERROR MESSAGES

While on-line to FMS, the user benefits from support by the system in the form of advice on how FMS operates. This advice is contained in help displays and error messages.

HELP DISPLAYS

In the interests of ease of operation and user friendliness, the design of FMS rests on two basic principles. An important role has been assigned to providing an abundance of help displays containing information on every element of the system. Although every effort has been made to make use of the system simple and straightforward, every user will have questions that need answering. A simple push on the button immediately gives you information on the component of the system you are working with at the time.

There are two ways to call up a help display:

- ◆ *Information on all fields in a function.*
Place the cursor anywhere in the screen (as long as it is *not* placed in a field) and press <Help> or <F1>. A full screen window appears which contains information on all fields in the function, in the order in which they are used in the function screen.
- ◆ *Information on a specific field.*
Make sure the cursor is placed on the field you want information about and press <Help> or <F1>. A window appears (not full screen) which contains information on the selected field.



FMS does not necessarily provide help information on all fields in a function. The purpose and use of some fields is so obvious that no further explanation is thought necessary, for example for fields like 'Name', 'Address' or 'City'.

USING HELP DISPLAYS

When you have called up a help display, you will see that some words have been marked (the marking method differs with the type of screen you use) in order to indicate that additional information is available on that topic. To call up this additional information, you must:

- ◆ Place the cursor on the marked word. If you press the <Tab> key, the cursor will move immediately to the next marked word in the text.
- ◆ Press <ENTER>. The additional information will be displayed.



A marked word may be preceded by the character '>'. This means that you have called up the information on this topic before. For instance, if you first call up information on the marked phrase 'Financial year' and then on the marked word 'Administration', the help text on the topic 'Administration' will contain the marked phrase '> financial year'. The >-signs (there may be more than one) will be removed when you close the help display and return to the function screen.

When working with help displays, the following function keys can be used:

Key	Description
<F3>	With this key you can close the help display and return to the function screen.
<F10>	With this key you can roll up the text in such a way that the line on which the cursor is placed, when you press the key, will become the top line in the help display.
<F11>	You can use this key to start an index function in which you can call up information by typing a specific field name.
<F12>	With this key you can return to the previous help display or, if only one window is displayed, return to the function screen.
<F13>	With this key you can display AS/400 information.
<F14>	With this key you can print the help text last displayed. Whether the full text for the function will be printed or only the help text for a single field, depends on which help text you called up.



It is worth pointing out once more that the manual and the help displays are complementary, duplication by either of the other being avoided whenever possible.

ERROR MESSAGES

When commands and data are wrongly entered, in most cases an error message appears on the message line. If there is more than one message or more information on the message displayed, a plus sign (+) will appear at the bottom right of the screen. Press <Help> to view the messages or the information on the screen.

A distinction has to be made between AS/400 messages and FMS messages:

AS/400 MESSAGE

When you receive a message from the AS/400 operating system, an 'X' character (or some other character, depending on the type of screen) may appear, meaning that you may not input any more data. To remove the blocking, press <Reset>; this allows you to resume work. By pressing <Help>, you obtain further information on the error that has occurred.

A special class of AS/400 messages: error codes in the form of a flashing number. If you press <Help>, the code is replaced by a line of text. If you press <Help> once again, a screen of additional information appears. Here too you cannot enter more data until the blocking is removed by pressing <Reset>.

FMS ERROR MESSAGE

An FMS message simply takes the form of one line of text. Inputting of data is not blocked so that you are able to resume your work as soon as the incorrect input or command has been put right. Supplementary information may be available for FMS messages. You can call up this information by moving the cursor into the text of the error message and then pressing <Help>.

PRINTING THE DATA

The printing of listings is a job that practically every FMS user will perform quite frequently. Although done repeatedly with different data, the listing of data always follows a fixed sequence.



This section describes how print commands are handled. If there is a departure from this standard procedure, a reference is made to it in the description of the function concerned in part 2 of this manual.

When you select a print function, one of the two following situations applies:

- ◆ the print command is obeyed immediately without any further data having to be supplied;
- ◆ you have to supply a further specification of the data to be printed, before the printing can proceed.

When the print command is added to the input queue, a system message is raised.

You can also print data with a standard screen option, as well as with the menus' print functions. This option enables you to print out the data in a particular record.

TYPES OF PROCESSING

When you work with FMS, it is important that you should be aware of the difference between those functions that are performed interactively and those that are dispatched as batch jobs. A short explanation of the difference is given below.

INTERACTIVE PROCESSING

Interactive commands are commands entered at the keyboard that are executed immediately, for example those entailing the saving of data in the database. While the command is executed, your keyboard is blocked as far as the entering of further data or the issuing of commands is concerned. This is indicated by the presence of an 'X' (or some other character, depending on the type of screen being used) at the bottom of the screen on the left-hand side.

The speed with which the command is executed depends on the total system workload at the time as well as on the extent of the processing the command requires.

BATCH PROCESSING

Besides interactive functions, FMS executes a number of functions as batch jobs. A batch job is added to an input queue by the system. There are a number of reasons for justifying the execution of a given command as a batch job, which are:

- ◆ the data to be processed are for a low priority task;
- ◆ the processing time is relatively long;
- ◆ there is a relatively heavy system workload at the time.

For these reasons print jobs are generally designated as batch jobs, while postings are always batch jobs.

The system will add the job to a queue. After that, the time at which the job will be processed depends on the *job priority allocated* and the *job's position in the queue*. With the key <F14> and the functions in the 'System Functions' and 'Administration Management and System Functions - Application Management/Users' menus you can monitor the jobs in the queue. It is perhaps useful to point out that you cannot yourself decide whether a command will be processed interactively or as a batch job. These decisions have already been taken at program level.

Provided you are authorized to do so, you can dispatch urgent jobs quickly, for example when the system is saturated with a number of resource hungry jobs. You submit the command to a special job queue established for this purpose.

Some types of batch jobs, such as those involving the reorganising and recreation of files, can only be executed when there are no other users on-line to the system. If the processing entailed relates only to one particular administration, for example the reconstruction of that administration's cumulatives, the restriction applies only to that administration. But if the scope of the batch job is, say, a whole operation area, no user may be logged on for any of that operation area's administrations.

If you try to run an exclusive job of this sort while the system is not free, you receive an *error message*. Likewise, when you try to run a job while another exclusive job that accesses the same resources is running, the system will tell you that for the time being your command cannot be processed. Using the function 'Work with active FMS users' in the 'System Functions' menu you can find out the valid reason for the blocking.

LOGGING OFF FROM FMS

Your work finished, you can leave FMS in three different ways:

- ♦ by pressing <F3>;
- ♦ with the 'SO' command;
- ♦ with the 'SIGNOFF' command.

<F3>

When you terminate all function and menu screens in a consistent manner using <F3>, you eventually return to the screen from which an administration or an operation area can be selected. By quitting this screen with <F3> too, you finally come to the screen 'Quit FMS'. If you press <ENTER>, you exit FMS and the log-on screen is displayed. But if you do not use <ENTER> and press <F3> once again, the attempt to log off is cancelled and you are taken back to the start menu of your menu structure.

On the screen 'Quit FMS' you will see a number of data items saved in a sign-on record. If you were logged on at the user level, the most recently used operation area and administration are also given. Next time you log on, you are automatically taken to the operation area or the administration saved in your sign-on record.

'SO' COMMAND

When you key in the 'SO' command on the command line of a menu screen, the first screen that appears is the one from which an administration or operation area may be selected. By exiting this screen with <F3>, you eventually reach the screen 'Quit FMS'. An exception to this rule occurs when you have come down from a higher user level to the level of application manager or user. In such a case you simply go back a level, and have then to key in 'SO' more than once to reach the log-off screen. In other respects, the signing-off procedure is as for <F3>.

'SIGNOFF' COMMAND

If you use 'SIGNOFF' instead of 'SO', you always go straight back to the log-on screen. The log-on record is not used in this case. It implies that when you log on again, the full signing-on procedure has to be gone through because details of the last used operation area or administration have not been retained.



The 'SIGNOFF' command is only available on SAA menu screens.

OPERATING FMS GUI

In this chapter you will find general information about how to use FMS in combination with the graphical user interface GUI. The material covered is that needed for all types of session, covering, for instance, facts about log-on and log-off procedures, and information required for using any of the components, such as how to format menus and use them, as well as on individual screen displays, the use of function keys, and the differences between interactive and batch operation. You can only use the GUI-version provided that FMS has been installed on an AS/400.

Before using the graphical version, you must install the run-time of GUI400 and FMS GUI. To this effect, you must have the following means at your disposal:

- ♦ a PC with an internal memory of 8 Mb;
- ♦ an operating version of Windows 3.1, OS/2, Windows 95 or Windows NT;
- ♦ a connection between the PC and AS/400 (see the installation description).

Information about the availability of GUI within your company can be obtained from the application or system manager. In this chapter it is assumed that you are working with FMS GUI and that you have some practical experience with mouse-driven applications on a PC.

Graphical User Interface

GUI is an acronym for Graphical User Interface. It means that the familiar FMS software has been provided with a graphical interface, which facilitates working with FMS on a PC. Operations can be performed completely by means of a mouse. The interface places as if it were a shell round the familiar FMS program which remains working on the AS/400.

The functions of FMS do not change when using the GUI-version, however the operation is subject to change. While working with the graphical interface of FMS, you will often perform the same operations as with other applications on the PC. For instance, you will have to click (with the mouse) the required menu option in order to select it. There is absolutely no need to enter a value and to confirm it with <ENTER>.



You can still use the familiar function keys as GUI changes the outward appearance of FMS, but not the underlying functionality. You will find the available function keys under 'Functions' and 'Actions' in the menu bar.

While working with FMS GUI, you can also call up the familiar AS/400 screen. For this you must select the option 'Show emulator' under the system button on the title bar. In addition to the graphical FMS screen, the AS/400 screen (with a text oriented user interface) will be displayed. You will be using this screen when entering AS/400 commands.

LOGGING ON TO FMS GUI

Once your PC is switched on, you first have to establish a link with the AS/400. To this end, you must select the icon 'GUI/400 RTS Pro' on the screen. Subsequently, you have to key in your user code and password at the log-on screen. The procedure then will be as follows, depending on your *user level*:

ORDINARY USER

A screen appears from which you must select an operation area and an administration. You can retrieve a list with all available operation areas and administrations/financial years by clicking the list button '...'. Your choice is restricted to the operation areas and administrations/financial years for which your access has been authorized. As a result of the foregoing you are given access, via the menu structure belonging to your user code, to all the functions you need for your activities.

APPLICATION MANAGER

A screen appears from which you have to select an operation area. You can retrieve a list with all available operation areas by clicking the list button '...'. You may specify any operation area that has been defined on your system. As a result you are given access, via the menu structure belonging to your user code, to all the functions you need for your activities.

SYSTEM MANAGER

You need not select an operation area or an administration. When your user code and password have been entered, the 'Main Menu System Management' appears immediately.

Whenever you wish to change the operation area, administration or financial year, you will have to proceed as follows:

- ♦ Within an administration you can change the financial year with the function 'Switch financial year' on the 'Main Menu Users'.
- ♦ The function 'Switch administration/financial year' in the 'Main Menu Users' enables you to select another administration/financial year within an operation area.
- ♦ You can change the operation area by going through part of the log-off process by pressing <F3> repeatedly until the screen is reached, at which point a new operation area can be selected. (See the procedure 'Logging off from FMS' in the previous chapter of this manual).

When you log on at the user level, the system checks whether at the end of the previous session the operation area, administration or financial year specified are the same as those then used. If so, you are given direct access to these data. As soon as your user code and password have been entered, your start menu appears.



If you wish to come down from system manager level to application manager level, you should still select an operation area. If, from system manager or application manager level, you wish to come down to user level, you must select an administration and a financial year. And it remains true that you can only select those operation areas and administrations for which you have authorized access.

For further information on users and authorizations, please refer to the chapter 'User Levels and Authorization' and to the 'User Authorization' menu.

WORKING WITH MENUS

A description is given below of the FMS menu screens. Amongst other matters these sections explain how the menus are formatted and how you should use them to find your way round the system.

SCREEN LAYOUT

FMS GUI menus can be displayed on screen in two ways:

- ♦ with the GUI/SAA layout;
- ♦ with the FMS layout.

Both the default SAA-format and FMS-format for the AS/400 screens are described at great length in the previous chapter 'Operating FMS'. Below we will elaborate on the so-called GUI-format.

GUI/SAA LAYOUT

The GUI/SAA format is a graphical display of the SAA menu screen. SAA is an IBM-standard with which you may create unequivocal and identifiable screens for the AS/400.

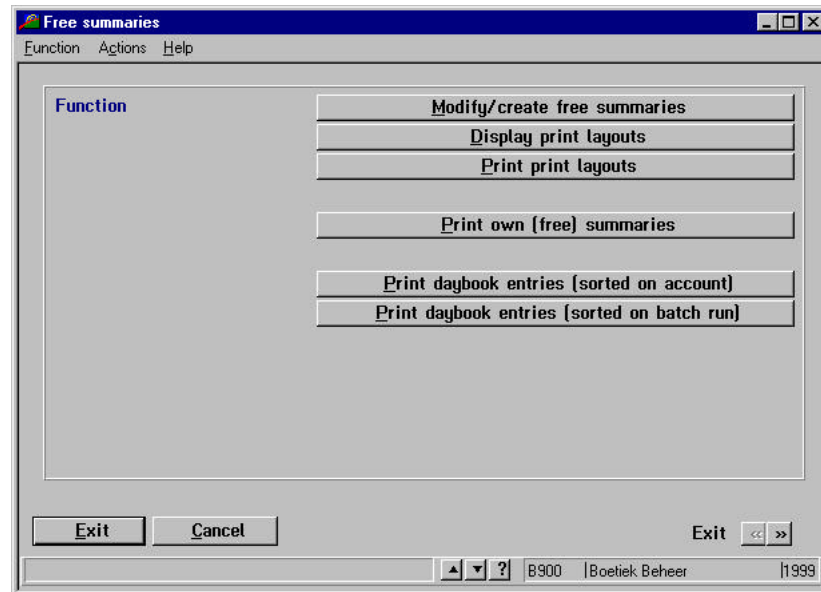


Figure 3. Layout of an GUI/SAA menu screen

At the top of the screen you see the title bar including the menu name. On the left-hand side of this bar you perceive the system button which, upon activating, opens up to a number of system options. If you select the system option 'Show emulator', the text window appears on the screen.

The menu bar is shown below this title bar. It enables you to:

- ◆ select functions,
- ◆ enter commands, and
- ◆ display help texts.

The menu options 'Functions' and 'Actions' include the commands you may enter at the appropriate menu.

The centre of the screen contains some numbered *menu options*. These menu options are presented in the shape of buttons. A menu option can be used to go to another menu or to call up a function. Some menus contain options of both types. You can select a menu option by clicking the corresponding button once.



A number of menu options are preceded by a question mark (?). It implies that these options do not trigger any FMS function whatsoever. Instead, an OS/400 command will be carried out. The OS/400 is the operating system of the AS/400.

At the bottom of the screen you see the control buttons 'Exit' and 'Cancel'. Upon clicking the former button, you will return to the main menu; the latter button activates the previous menu. The control buttons are described in detail in the section 'Control buttons and function keys'.

MESSAGE LINE

The bottom part of the screen is reserved for function keys and a message line. Any errors detected are reported on the message line. This includes both FMS messages and OS/400 system messages (see the section 'Help displays and error messages' in the previous chapter 'Operating FMS'). If there are several messages, you can view them with the scroll arrows. The question mark (?) enables you to obtain additional information. For information on other indicators that may be encountered on this line, you should consult the documentation for the AS/400 system.

The option 'Help' on the menu bar does not only include a help function, but also information about the product and application. Product information is inextricably related to data such as the run-time version of GUI, the system date and time.

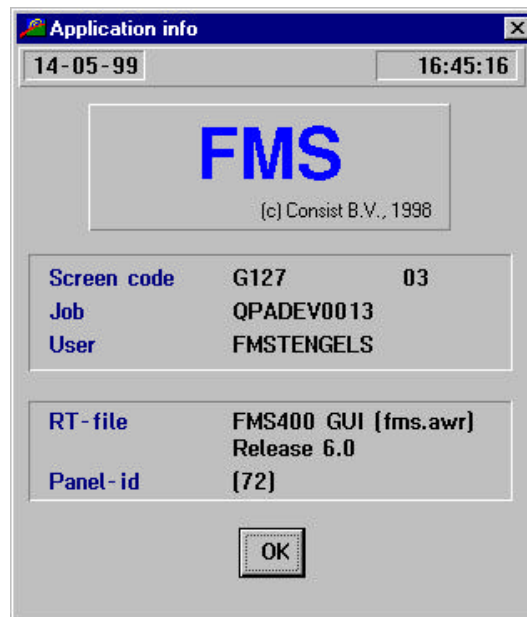


Figure 4. Application info screen

Application information contains details about the AS/400 system you are working on, the program or the *menu number*. The menu number is in effect the position occupied by the menu in the default menu structure for the user level concerned. The level number tells you how many levels you have come down from the level of your start menu (see 'Redefine start menu' in the section 'Function keys'). Appendix B contains a summary of the default menu structure in FMS.

COMMAND LINE

The option 'Functions' enables you to select a separate screen containing the command line. This is in sharp contrast with the FMS layout where at first you have to select 'Commands' amongst the several 'Functions' in the menu bar. On the ensuing continuation screen you will be able to select the command line.

All users, regardless of their authorizations, may issue any command displayed on the screen above the command line. A description of the 'SIGNOFF' command is described at the procedure 'Logging off from FMS' in the previous chapter. The '*GO' command enables you to select another menu relatively quickly. This command is similar to the 'Go to' command under 'Actions' in the menu bar.

The hourglass pointer (or another symbol, depending on the operating system) appearing after a command, means that the system is processing your command and that until it has finished, no further commands may be issued.

FMS LAYOUT

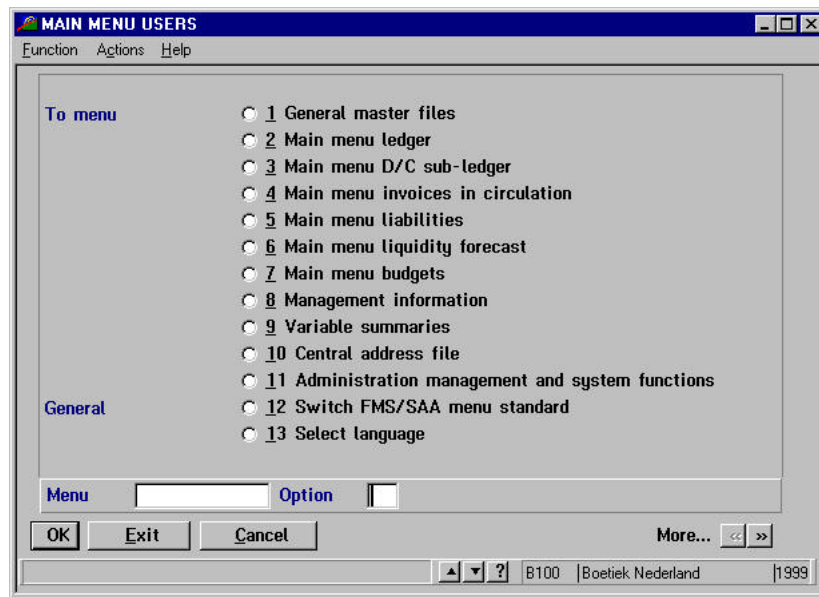


Figure 5. Layout of an FMS menu screen

An FMS menu screen can be distinguished from a GUI/SAA screen. Points of dissimilarity are:

- ◆ menu options are numbered.
- ◆ option buttons are in front of all the options.
- ◆ in the field 'Menu' you can enter the required menu number. It enables you not having to run through a lot of other menus. Use of this field is the same as that for the '*GO' command on SAA menu screens.
- ◆ in the field 'Option' you can enter a menu option of the displayed menu or sign off from FMS by using the 'SO' command.

SELECTING A MENU



The GUI/SAA menu screen serves as a basis for the descriptions in the remainder of this manual. When FMS screens deviate from this standard, the fact is noted in brackets.

Menus may well be considered as the signposts of a software package: you normally progress from menu to menu until the function sought is reached. You can certainly find your way about in FMS GUI in this manner, but the procedure is more laborious than it need be. Therefore, a number of 'short cuts' have been incorporated in FMS with which, provided you have acquired some familiarity with the system, you can go directly to your destination. This means that there are various methods of selecting a menu under FMS. They are:

- ◆ via menu options
- ◆ with the '*GO' command
- ◆ by using the 'Exit' control button
- ◆ by using the 'Cancel' control button

The various methods of selection are described on the next page.

MENU OPTIONS

You have the choice of a number of options in a menu. Some of them give direct access to FMS functions; others point to another menu. You make your selection by clicking the required menu option (FMS layout: click the option button in front of the required menu option or fill the field 'Option' with the number of this menu option. In order to confirm your choice press 'OK' or double click the menu option). By going from one menu to the next, you can drop right down through the menu hierarchy until the function required is on the screen.

COMMAND 'GO TO' (FMS: FIELD 'MENU')

You can go directly to the required menu without running through a number of other menus. After having selected the 'Go to' command amongst the 'Actions' in the menu bar, a selection screen appears on which the available menus are displayed.

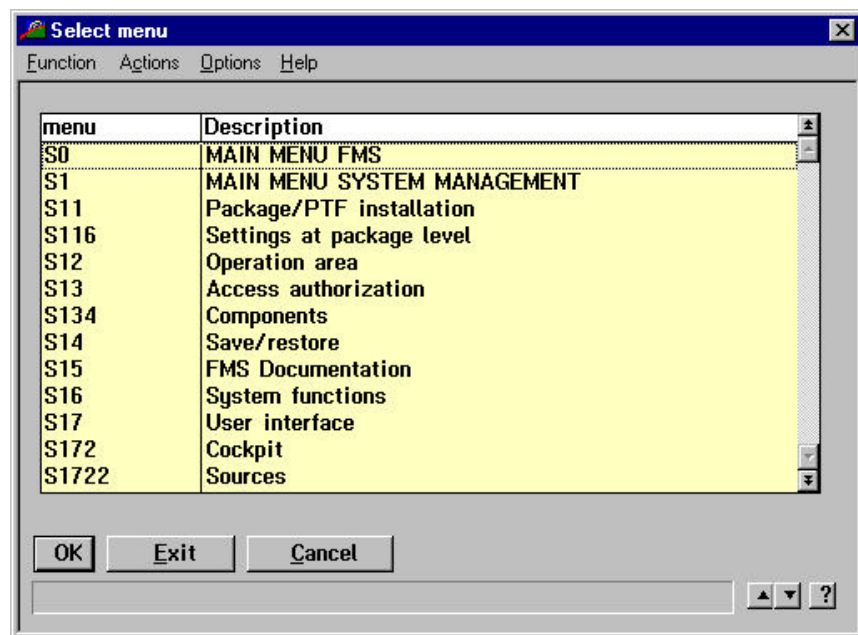


Figure 6. Selection screen

The fields 'Menu' and 'Description' enable you to make a preselection so as to increase the pace of finding the appropriate menu. You can activate this menu by double clicking it. The selected menu appears on the screen almost immediately.

'EXIT' CONTROL BUTTON

With this button you can return from any menu whatever to the first menu screen of the menu structure you are using or else to the screen that you have temporarily designated as the first screen (cf. the key combination <Shift><F11>). You will notice that the level number reverts to '1'.

'CANCEL' CONTROL BUTTON

With this button you can go back from the current to the previous menu.

WORKING WITH FUNCTIONS

When you select a function from a menu, this function is enabled. Communication between the user and software is from then on mediated by function screens. In the following sections descriptions are provided of how these function screens are laid out, what type of function screens FMS offers, and how you have to manipulate them.

SCREEN LAYOUT

The layout of the various screens has a number of common features being described in the following section.

The header of a function screen consists of both the *title bar* and *menu bar*.

- ♦ At top left of the title bar the name of the function is displayed, and alongside it the function's currently enabled program mode, which shows what processing of the data selected is in progress, e.g. 'Add' or 'Edit'.
- ♦ The menu bar contains a number of menu options, i.e. 'Function', 'Actions' and 'Help'. Upon clicking any of these options, a list pops up on the screen revealing all operations that can be performed in this function. You can select the appropriate operation by clicking it. The function keys with which you can perform these operations, can be found alongside the commands in the menus. The option 'Help' in the menu bar does not only comprise the help function, but also some information concerning the *application* and the *product*.
 - The application info screen contains the function code, the selected operation area and, if applicable, the current administration and financial year.
 - The product info screen contains factual information such as the run-time version of GUI, the system date and time.

MESSAGE LINE

The bottom of the screen is occupied by *function keys* and a *message line*. Any error messages raised are displayed on the message line. These may be either FMS messages or OS/400 system messages. If there are more messages, you can view them by means of the scroll arrows. With the question mark '?' you can retrieve additional information. For information about other indicators you may encounter, you should refer to the AS/400 system documentation.

The hourglass pointer (or another symbol, depending on the operating system) appearing after a command, means that the system is processing your command and that until it has finished, no further commands may be issued. The contents of the remaining lines depend on the type of function screen, and are described in the following section.

ACTION MENU <F10>

You simply perform frequently occurring actions by means of the action menu, which is listed among the 'Functions' in the menu bar.

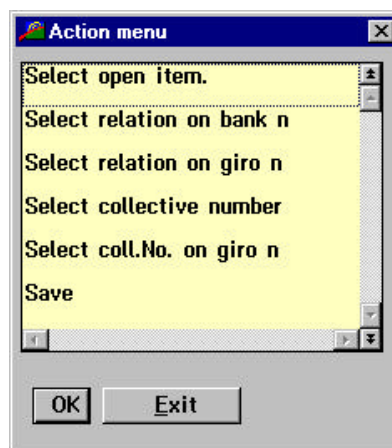


Figure 7. Action menu

A selection list appears on activating the action menu. You can easily select the appropriate operation by double clicking any of the listed options.

SCREEN TYPES

A number of different screen types are used in FMS. In this section a distinction is made between:

- ♦ key screens,
- ♦ input screens,
- ♦ selection screens.

KEY SCREEN

After you have selected a function, in many cases a key screen appears. This key screen has two important functions:

- ♦ selecting the data required;
- ♦ allowing the program mode to be changed.

A key screen derives its name from the fact that it contains one or more *key fields*. In the section 'Working with functions' in the previous chapter particular attention is devoted to the use of key fields. There is but one accomplished fact: all necessary data can be selected via these key fields.

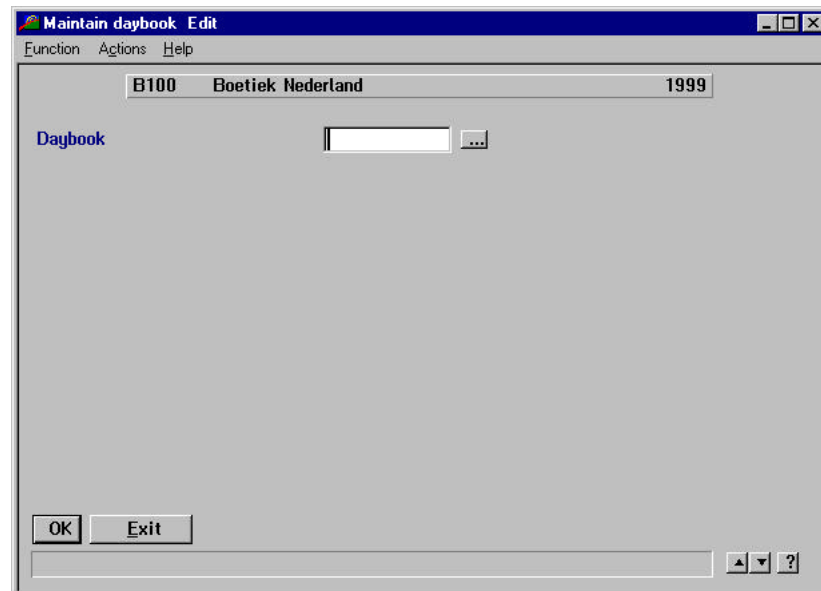


Figure 8. Format of a key screen

In the key field you supply the name and number of the record or file required, and you confirm your selection by pressing <ENTER>. The data are then displayed.

If the function is one of those whose purpose is the routine entry and updating of data, you must specify whether you are adding new data or updating existing data. The option 'Actions' in the menu bar enables you to change the *program mode* from 'Add' to 'Edit' and vice versa. The current program mode is displayed in the title bar.

Occasionally, when new data are stored, the system automatically allocates a number by which the data can later be retrieved. For most functions you have to allocate a number yourself, though in some cases you will be able, at the time an administration entity is set up, to specify whether the numbering is to be handled *automatically* or *manually* (see the 'General Data for Administration and Financial Year', 'Ledger Data for Administration and Financial Year' and 'D/C Subledger Data for Administration and Financial Year' menus).

If you find that the way a key screen is used, differs from the description given here, you will nonetheless be able to find the correct procedure for AS/400 screens in the description of the function itself.

INPUT SCREEN

An input screen enables you to maintain or display the data from a record.

Figure 9. Input screen record data

On an input screen you will observe a varying number of fields. If the program mode is either 'Add' or 'Edit', you may key in data to these fields. If the program mode is 'Display', you can only view the data.

When you mark the check box of a particular field, its status will be equal to 'Yes'. An empty box corresponds with the status 'No'.

SELECTION SCREEN

This screen enables you to view several records from a file or from batches that are available, one line only from each record normally being displayed in each file or batch.

Col	Def/subt	Abbrev. name	Description	Type
@B	D	Total budg.amnt.	Total budget amounts	B
@C	D	Tot. BUD quant.	Total budget quantities	A
@F	D	Total UNP. amnt.	Total amounts unpaid	B
@G	D	Total UNP qty.	Total quantities unpaid	A
@M	D	Total LTB amount	Total LTB amount	B
@N	D	Total LTB qty.	Total LTB quantities	A
@R	D	Tot. RES amount	Total reservations amounts	B
@S	D	Tot. RES qty	Total reservations qty.	A
@U	D	Tot.LIAB qty.	Tot. liabilities qty.	A
@V	D	Tot. LIAB.amnts.	Total liabilities amounts	B
@W	D	Tot.actual amnt.	Total actual amounts	B

Figure 10. Selection screen

Upon selecting the option 'Search' among the 'Actions' in the menu bar, a panel appears which facilitates the search process of the appropriate data (see the 'Selection of data' in the section 'Program mode').

Screen options

Screen options which appear only on selection screens, enable you to perform particular operations on the data in a line, e.g. 'Select', 'Delete' or 'Detailed information'. You activate a screen option by clicking the record whereupon you select the required operation among the 'Options' in the menu bar. The same result can be achieved by clicking the right mouse button on this record.

When clicking the mouse button twice rapidly, you can alternately

- ◆ select a record
- ◆ display a record
- ◆ edit a record

If the above options or any two of them are available (depending on the function), a double click will activate the first option of this above-mentioned list. If, for instance, the option 'Select a record' is excluded from the list, you will activate the command 'Display a record' when double clicking the mouse.

The screen itself consists of *record lines* in which the most important data from a file, record or batch are displayed on one line. If all the lines will not fit on the screen, you can use the scroll bar to view the other lines of the drop-down list box. You can set up the column width by pressing the left mouse button on the dividing line and by dragging this line to the required position. A line sometimes holds all the data to be displayed and sometimes only some of them. This difference influences the way in which the screen is used.

PROGRAM MODE

In the descriptions of the different screens it has already been emphasized that when working with function screens, different program modes have to be used, namely:

- ◆ Select,
- ◆ Add,
- ◆ Edit,
- ◆ Display.

In describing operations of this type certain aspects of FMS operations have to be considered, such as key screens and question mark selection, preselection, input and output fields, and cursor control.

SELECTION OF DATA

While working with FMS you will often need to call up data already present in the system. If, for instance, you enter an invoice, you have to enter a debtor or creditor at the same time. To ease the task of inputting such data you can call up a selection screen with the data known to you by means of the *list button* '...'.

When you do not know what selection options are open to you or what name the data item you want is known by, you must click the list button '...' alongside the field concerned. A selection window showing the available possibilities then appears. In this window you double click the required data.



You can also position the cursor in the field concerned and select the 'List' command among the 'Actions' in the menu bar. A screen showing the available possibilities then appears, just as with the list button.

You can use the command 'List' in key fields and status fields. A *list button* after the field description generally implies that upon pressing it you will be able to make a selection out of the options displayed on the screen.

PRESELECTION

If the number of possible choices on a selection screen threatens to become too large to handle, you can ease the task of searching for the right data item amongst the data displayed by using a preselection. After having activated the option 'Search' among the 'Actions' in the menu bar, a separate screen with *search fields* appears. You can restrict the number of lines to be displayed by entering data in these fields. Two different circumstances have to be distinguished:

- ◆ When the field value is one of a continuous series, for instance a date or a number, the data are displayed starting from the value selected. To put the example in more concrete form: if you have entered 01/04/90 in a date field, the only data that will then be displayed are those input on or after that date.
- ◆ When the field value does not form part of any series, for instance a status code or a Yes/No indicator, the only data to be displayed are those which match the value selected. Again, in more concrete terms: if you specify a status of 'V', only those items with a status of that value will be displayed.



You should take account of the differences between numeric and alphanumeric fields when using preselection. If you enter '90', say, in a numeric field, the system will display data items from '000090' upwards, but if the field is alphanumeric, the same value will cause the system to display data items from '90' upwards.

In a search field you can combine a string of characters with a question mark. For example, if you select an order number with the string '?90', the selection starts from '90'. The difference between numeric and alphanumeric fields explained in the above note applies here, too.

PATH INFORMATION

When you are working with a complicated function, you may be confronted with a large number of screens in succession. By following up the on-screen information, for example, you can easily penetrate deep into the system by repeatedly calling up continuation screens. To help you avoid 'losing your way' in the system, the function key <F15> (= Path information) is available with a number of functions. With this key you can call up a diagrammatic representation of the screens you have progressed through within the function. You can also select one of the earlier screens so as to return to a particular function screen or even to the menu.

ADDING AND EDITING DATA

The adding of new data and the editing of existing data constitute two different program modes, which in FMS come under the common designation of 'Updating'. The program mode can be changed with the option 'Add' or 'Edit' among the 'Actions' in the menu bar., in most cases on the key screen of the function concerned.

The updating of data takes place via an input or selection screen, depending on the number of fields to be updated and their size. An *updating screen* consists of a variable number of input fields (depending on the particular function). The procedure of inputting data is subject to the following conditions:

- ◆ A field ought not to be completely filled.
- ◆ In *numeric fields* a decimal point should never be included. Its position is always defined in a mask. For example, you enter £ 100 as '10000' (assuming a normal sort of mask to describe the field - see the 'Currency and Exchange Rates' and the 'General Data for Administration and Financial Year' menus).
- ◆ It is obligatory to provide values for certain fields. If not every *obligatory field* has been given a value when you press <ENTER>, the system informs you which fields remain to be filled in.
- ◆ If a field has a name of the type '....number' as, say, in Dimension 1, this does not automatically identify it as a numeric field. In general it is true that when a number has to be supplied *manually*, the normal data type of the field concerned is alphanumeric. When a number can be allocated by the *system*, the normal data type of the field concerned is numeric.

When you want to store the entered data, you must click 'OK'. When you call up a dependent function with a function key, the data thereby displayed are saved in the database, too. However, if you click 'Exit' so as to quit an input screen, the added or altered data are lost.



A given data item cannot be updated simultaneously by more than one user. If another user is already working on the data items you have selected, you are either denied access to them or else you receive an error message as soon as you try to enter a new value or edit the existing one.

DISPLAYING THE DATA

The screens on which the data associated with a function are displayed, are more or less the same as the input screens for the same function. A display screen, however, contains only output fields. If the screens for display are not the same as those for input, a note to this effect is made in the description of the function concerned.

The advantage of a special display function, separate from the corresponding input function, is that several users may view the data simultaneously. It is always possible to inspect the data values even if another user is engaged in updating them. A parallel feature to this is that users may be authorized to view certain data without being authorized to update them.

If another user updates the data while you are displaying them on screen, what you see is not affected by the remote update then in progress.

CONTROL BUTTONS AND FUNCTION KEYS

In the following two sections attention is directed to the control buttons and function keys in FMS GUI.

CONTROL BUTTONS

You can issue commands by clicking the control buttons or the functions in the menu bar. As a matter of course, you may use the function keys, which are listed alongside the commands in the menu bar.



You cannot activate light-coloured buttons and/or functions.

In FMS GUI you are able to distinguish the following buttons:

Button	Description
OK	With this button you can: <ul style="list-style-type: none"> check intermittently whether all obligatory fields of a function screen have been filled. If not every obligatory field has been given a value when you press <ENTER>, the system highlights the empty fields, and, as such, informs you which fields remain to be filled in. quit a function screen resulting in the storage of entered and edited data.
Exit	With this button you can: <ul style="list-style-type: none"> return to the start menu (menu level '1') from any other menu. If you click 'Exit' at the start menu, you are signed off from the system. return from a function screen to the previous screen or to the menu. When you quit a screen by means of this control button, any newly input data are lost. The data input (either new data or updates) are only physically input if you exit with 'OK' or call up a continuation screen with a function key.
Cancel	With this button you can: <ul style="list-style-type: none"> return from a menu to the previous menu. return from a function screen directly to the key screen of the function concerned. return from a help display to the corresponding input field.
...	With this button you can call up the available values for a particular field. You make your choice by double clicking the appropriate value. The same result can be achieved by means of the arrow keys and space bar. You then have to confirm your choice with 'OK'.
?	A plus sign (+) at the bottom right-hand corner of the screen indicates that there are more messages or that there is more information available. Click the info button '?' to view the messages or information on the screen.
Arrow keys	These buttons enable you to browse the various messages, if there are more available.
«/»	With these keys you can: <ul style="list-style-type: none"> view the menu options that do not fit on the first screen of a menu. view any continuation screens forming part of the summaries or input screens. A plus sign (+) at the bottom right-hand corner of the screen indicates that there is more information available.
Yes/No	When you mark the check box of a particular field, its status will be equal to 'Yes'. An empty box corresponds with the status 'No'.

FUNCTION KEYS

The FMS GUI function keys are described in the summary below. Where necessary, the distinction between menu screens and function screens is made.



The function keys are not enabled at all times and on all screens. The active keys are indicated among the menu options 'Function', 'Actions' and 'Help'.

The AS/400 function keys higher than <F12> have been defined as <Shift><F1> to <Shift><F12>. For example, <F14> = <Shift><F2>. In this manual preference is given to the AS/400 designation of the function keys.

Key	Description
<F1> Help	Help function in FMS GUI. This function key enables you to retrieve information about menus, functions, fields and error messages.
<F3> Exit	With this key you can: <ul style="list-style-type: none"> return to the start menu (menu level '1') from any other menu. If you press <F3> at the start menu, you are signed off from the system; return from a function screen to the previous screen or to the menu. When you quit a screen with <F3>, any newly input data are lost. The data input (either new data or updates) are only physically input if you exit with <ENTER> or call up a continuation screen with a function key.
<F4> List	With this key you can call up the available values for a particular field. Depending on the type of the screen, you can activate the list function via the option 'List F4' among the 'Actions' in the menu bar.
<F5> Refresh	You can refresh a function screen with this key. This means that the data are redisplayed direct from the database. This enables you to have access to changes in the data made by other users since you first called up the function.
<F6> Messages	With this key you can read any system messages directly from a FMS screen.
<F6> Memo page	With this key you can call up memo pages from a function screen. For information on memo pages, you are referred to the 'Memo Pages' menu.
<F9> Add/Edit	With this key you can change an input function's program mode. If you wish to input new data, select the 'Add' mode; if you wish to update existing values, select 'Edit.'
<F9> Last command	With this key you can reinstate the last OS/400 command issued. You have to be authorized by the system manager to issue such commands.
<F10> Action menu	When there is a choice of actions to be performed, a window containing a list of possible actions is displayed from which you make the selection you want.
<F11> Delete	With this key you can indicate that the data items displayed on the function screen are to be deleted.
<F12> Cancel	With this key you can: <ul style="list-style-type: none"> return from a menu to the previous menu; return from a function screen directly to the key screen of the function concerned; return from a help display to the corresponding input field.

<Shift><F2> Submitted jobs	With this key you can see at any instant what system jobs have been scheduled, e.g. the execution of non-interactive commands. The jobs displayed consist only of those issued under your user name (see also the function 'Job queue' in the 'System Functions' menu or the 'Administration Management and System Functions' menu).
<Shift><F3> Path information	This function key enables you to trace your position within a function. A diagrammatic representation of the screens you have worked through to reach the current screen is displayed. You can select one of the earlier screens and return to it directly.
<Shift><F4> To start menu	With this key you can return from any menu to the start menu or to the menu temporarily designated by you as the start menu with <Shift><F11>.
<Shift><F11> Redefine start menu	With this key you can temporarily redefine the start menu. The menu level of the menu so designated becomes level '1', and when, later in the session, you go back to the start menu with 'Exit', it will be the newly designated menu that appears. Menus at higher levels than the new start menu can thereafter no longer be reached. You can only cancel the redesignation by signing off from the system and choosing an administration or an operation area afresh.
<Shift><F11> More options	With this key you can display those screen options of a function which cannot be fitted onto the screen on account of lack of space.
<Shift><F12> More keys	If all the enabled function keys will not fit in the pull-down menu, you can, with this key, display details of the keys in the 'overflow'. This key may be enabled on either a menu screen or a function screen.
-	You make the value entered negative by pressing this key.
Ctrl <Reset>	With this key at the bottom-left of the keyboard you can delete an OS/400 error message on the emulation screen and then resume your work.
<PgDn> / <PgUp>	These keys enable you to browse the various messages, if there are more available.
<Shift><Tab>	With this keystroke combination you move the cursor to the preceding field.
<Tab>	With this key you can move the cursor to the following field.
<?>	You can call up a list of the items present when you are working with a key field.

TYPES OF PROCESSING

When you work with FMS, it is important that you should be aware of the difference between those functions that are performed interactively and those that are dispatched as batch jobs. A short explanation of the difference is given below.

INTERACTIVE PROCESSING

Interactive commands are commands entered at the keyboard that are executed immediately, for example those entailing the saving of data in the database. While the command is executed, your keyboard is blocked as far as the entering of further data or the issuing of commands is concerned. This is indicated by the presence of an hourglass pointer (or some other character, depending on the operating system).

The speed with which the command is executed, depends on the total system workload at the time as well as on the extent of the processing the command requires.

BATCH PROCESSING

Besides interactive functions, FMS executes a number of functions as batch jobs. A batch job is added to an input queue by the system. There are a number of reasons for justifying the execution of a given command as a batch job, which are:

- ♦ the data to be processed are for a low priority task;
- ♦ the processing time is relatively long;
- ♦ there is a relatively heavy system workload at the time.

For these reasons print jobs are generally designated as batch jobs, while postings are always batch jobs.

The system will add the job to a queue. After that, the time at which the job will be processed depends on the *job priority allocated* and the *job's position in the queue*. With the command 'Submitted jobs' among the functions in the menu bar and the functions in the 'System Functions' and 'Administration Management and System Functions' menus you can monitor the jobs in the queue.



It is perhaps useful to point out that you cannot yourself decide whether a command will be processed interactively or as a batch job. These decisions have already been taken at program level.

Provided you are authorized to do so, you can dispatch urgent jobs quickly, for example when the system is saturated with a number of resource hungry jobs. You submit the command to a special *job queue* established for this purpose.

Some types of batch jobs, such as those involving the reorganising and recreation of files, can only be executed when there are no other users on-line to the system. If the processing entailed relates only to one particular administration, for example the reconstruction of that administration's cumulatives, the restriction applies only to that administration. But if the scope of the batch job is, say, a whole operation area, no user may be logged on for any of that operation area's administrations.

If you try to run an exclusive job of this sort while the system is not free, you receive an *error message*. Likewise, when you try to run a job while another exclusive job that accesses the same resources is running, the system will tell you that for the time being your command cannot be processed. Using the function 'Work with active FMS users' in the 'System Functions' menu you can find out the valid reason for the blocking.

LOGGING OFF FROM FMS GUI

Your work finished, you can leave FMS in three different ways:

- ♦ by using the 'Exit' control button;
- ♦ with the 'SO' command;
- ♦ with the 'SIGNOFF' command.

'EXIT' CONTROL BUTTON

When you terminate all function and menu screens in a consistent manner using 'Exit', you eventually return to the screen from which an administration or an operation area can be selected (or to the main menu provided that you are the system manager). By quitting this screen with 'Exit' too, you finally come to the screen 'Quit FMS'. If you click 'Exit' again, you will exit FMS and the log-on screen will be displayed. However, if you click 'Return to menu', the attempt to log off is cancelled and you are taken back to the start menu of your menu structure. On the screen 'Quit FMS' you will see a number of data items saved in a sign-on record.

'SO' COMMAND

When you key in the 'SO' command on the command line of a menu screen, the first screen that appears is the one from which an administration or operation area may be selected. By exiting this screen, you eventually reach the screen 'Quit FMS'. An exception to this rule occurs when you have come down from a higher user level to the level of application manager or user. In such a case you simply go back a level, and have then to key in 'SO' more than once to reach the log-off screen. In other respects, the signing-off procedure is as for 'Exit'.

'SIGNOFF' COMMAND

If you use 'SIGNOFF' instead of 'SO', you always go straight back to the log-on screen.

FUNCTION DESCRIPTIONS

This part of the manual describes the procedures of the various functions in FMS. Broadly speaking, it contains the function information of the complete package, which has already been mentioned in the preface of this manual. If you haven't purchased all modules, the manual will contain some redundant information.

The function descriptions have been classified by menu, starting from the menus occurring in the default menu structure which, by default, will be delivered with the package. For a summary table of the default menu structure, see appendix B. The menus will be described in alphabetical order, irrespective of the intended user level.

The menu numbers recorded in the headers apply to the menu structure of FMS. These numbers are also listed in appendix B.

The menus being described in this part of the manual do not have to correspond with the menus displayed on your screen. When you're working with an individual menu structure, then the format of the menus has been customized to your individual rights. The various indexes at the back of this manual facilitate the search process to the desired functions.

This manual covers a number of general functions occurring in the main menus of the various user levels. Information will be obtained for a number of default functions such as the selection and display of data when the processing part deviates from the general description in this manual.



The functions and procedures of the successive menu descriptions are largely based on the AS/400 screens. In addition to the two previous chapters 'Operating FMS' and 'Operating FMS GUI', the chapter 'AS/400 screen vs. GUI screen' is added to the user manual so as to explain the differences between the two versions.

AS/400 SCREEN VS. GUI SCREEN

In this chapter we will enlarge on the negligible differences between the AS/400 and GUI screens and procedures so as to convey a good impression of the two coexisting versions of FMS.

Let us take a look at the two following figures which, although dissimilar in appearance, have many characteristics in common. Besides, these figures are an efficacious means of elucidating the text.

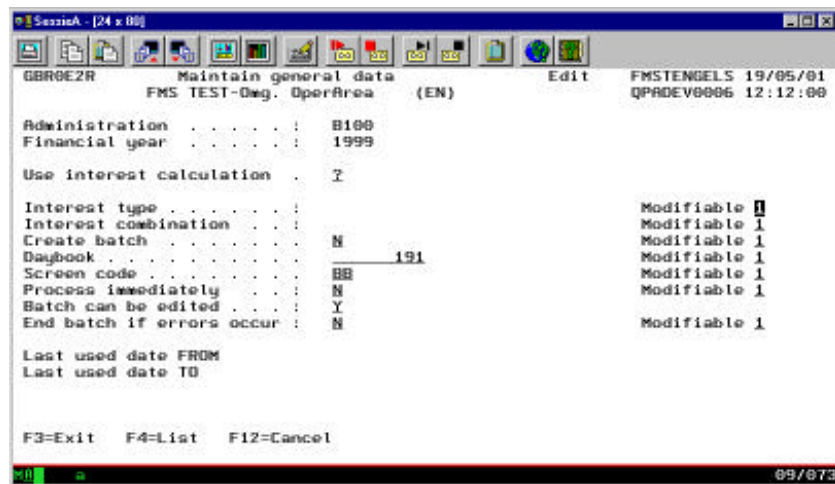


Figure 11. Interest calculation AS/400 screen

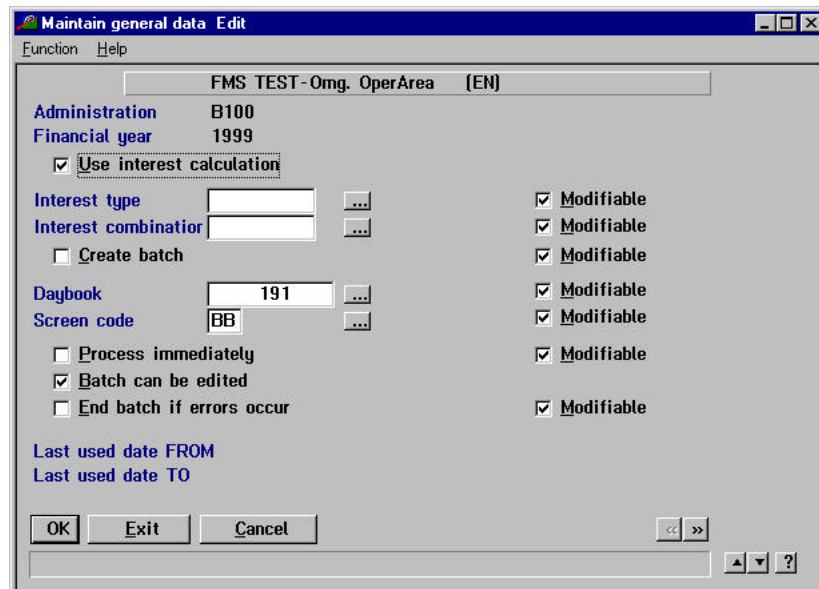


Figure 12. Interest calculation GUI screen

These figures bear the following resemblances:

- ♦ identical field names,
- ♦ corresponding input.

DIFFERENCES BETWEEN AS/400 AND GUI

The various slight differences will be discussed on the basis of the fields and buttons occurring on these two figures. Although it is beyond the doubts of the possible, we will attempt to comment briefly on all the deviant details.

THE FIELD 'USE INTEREST CALCULATION'

- ◆ *AS/400 screen*
In this field you can enter the values '1' or 'Y' denoting the concept 'Yes', or the values '0' or 'N' denoting the concept 'No'.
When you do not know which conditions are open to you, you put a question mark (?) in this field. Upon pressing <ENTER> a selection window appears showing all available conditions. In this window you can select the appropriate condition by keying in the value '1'. To confirm your choice, press <ENTER>.
The same result can be achieved by pressing <F4> after you have positioned the cursor in this field.
- ◆ *GUI screen*
In this field you can mark the check box, its status will then be equal to 'Yes'. An empty box corresponds with the status 'No'.

THE FIELD 'DAYBOOK'

- ◆ *AS/400 screen*
In this field you can enter a number of the corresponding daybook. Moreover, you can also enter a '?' or press <F4> to select a daybook from the projected list box. To this effect, you must key in the value '1' at the required option. Finally, you must press <ENTER> to confirm your choice.
- ◆ *GUI screen*
This is more or less similar to the above fragment. If known, you can enter the number of the corresponding daybook. However, to facilitate the task of inputting a number you can call up a selection screen by clicking the list button '...' or pressing <F4> after you have positioned the cursor in this field. Now you only have to click the appropriate option twice.

EXITING THE SCREEN

- ◆ *AS/400 screen*
In this screen you have but one option to return to the menu, i.e. by pressing <F3>.
- ◆ *GUI screen*
In this screen you have at least three options to return to the menu. They are:
 - Select the command 'Exit' among the 'Functions' in the menu bar;
 - Click the 'Exit' control button;
 - Press <F3>.

ADJUSTMENT ACCOUNT

G130102

With the functions in this menu you can define adjustment account codes. When entering payments, these codes will allow you to have differences automatically booked out (see the 'Payment Entry' menu). These differences can arise from the receiving or paying of more, or less, than the amount originally entered.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

**Discrepancy
percentage****INPUTTING THE DATA**

For each adjustment account code you have to specify a discrepancy percentage, i.e. the percentage of the total invoice amount by which the amount actually paid or received may differ from the amount outstanding. You have to define a separate adjustment account code for each percentage.



In contradistinction to other numeric input fields, you have to include a comma in the figure for the percentage. Thus 1%, for example, is not to be input as '100', but as '1,00'.

The codes you define here can be used for the writing off of payments since they are linked to an entry code. When the check is made as to whether an amount can be written off as a discrepancy, the percentage specified in the administration data for debtors and creditors (see the function 'Maintain D/C subledger') or the adjustment account code percentage, together with the entry code, are the determining factors since the percentage to be written off may not exceed the percentage specified.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

ADMINISTRATION DATA FOR FOREIGN CURRENCY PAYMENTS

A1207

With the functions in this menu you can create and maintain data necessary for making automatic payments in foreign currencies.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING DATA

When you have selected an administration, the screen 'Maintain administration AFCP' appears. In this screen you must first specify how the costs of *open items* must be entered in the daybook.

If you want to clear *credit notes in foreign currencies*, the 'Clearing' field must have the value '1' (Yes). Besides, you must enter the value '1' in the 'Aggregate open items' field; a credit note can only be cleared with the aggregated open items of a creditor/relation.

If you do not clear credit notes, you can still specify with the administration data that open items must be aggregated. If the payment proposal for a creditor or relation contains four or more open items, these items will be merged to form a single item on the payment medium. The payment specification, however, will list the items separately.

Payment method OI

In the 'Execution method' field you may specify the payment method of the open items in foreign currencies: by cheque, normal or urgent. The values entered here can be overwritten as a result of the payment limits specified in the 'Relation/Currency' menu.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

ADMINISTRATION MANAGEMENT AND SYSTEM FUNCTIONS - APPL. LEVEL

A14

In addition to the menu options 13, 22 and 23 which successively refer to the 'Recovery', 'Exchange Rate EMU' and 'Euro Conversion' menus, this menu contains the following functions:

1. Copy administration/financial year
2. Copy administration/financial year (D/C only)
3. Delete administration/financial year
4. Delete daybook entries
5. Delete unused accounts
6. Condense daybook entries
7. Maintain mutation batches for all users
8. Work with active FMS400 users
9. (Remove) block column definitions
10. Work with correction batches
11. Clear free summaries external file
12. Clear dimensions
13. Go to 'Recovery' menu
14. Job queue (WRKJOBQ)
15. Switch normal <---> rapid batch processing
16. Change own password
17. Output queue (WRKOUTQ)
18. Change output queue
19. Active jobs (WRKACTJOB)
20. Create error report
21. Display PTF
22. Go to 'Exchange Rate EMU' menu
23. Go to 'Euro Conversion' menu

1 COPY ADMINISTRATION/FINANCIAL YEAR

With this function you can copy all the data for a given financial year in an administration to a financial year in another administration. All entries for the financial year concerned are copied. You can use this function to set up a new administration rapidly, for instance for test purposes.



There must be no-one working on the administration from which the details are to be copied at the time you use this function.

2 COPY ADMINISTRATION/FINANCIAL YEAR (D/C ONLY)

With this function you can copy the D/C subledger details from one administration to another. The remaining data are left unchanged.



There must be no-one working on the administration from which the details are to be copied at the time you use this function.

3 DELETE ADMINISTRATION/FINANCIAL YEAR

With this function you can delete data from an administration.

When deleting data, two situations may arise:

- ♦ You wish to delete the data for all financial years from an administration. In this case you need only specify the administration.
- ♦ You wish to delete the data for one financial year only. Both administration and financial year must now be specified.

4 DELETE DAYBOOK ENTRIES

With this function you can delete the entries for one financial year in an administration.



Once you remove entries from a combination of administration/financial year, it is no longer possible to rebuild cumulatives for that particular administration. You may, therefore, consider condensing the entries using option 6 of this menu, instead of removing the entries.

SELECTING THE DATA

After an administration and a financial year have been specified, a screen appears on which you have to indicate the period up to and including which the entries are to be deleted.

The following conditions must be satisfied before you can delete the entries:

- ♦ The historical summary must have been produced (see 'Fixed Summaries' menu).
- ♦ The periods covered must have been blocked with the function 'Maintain financial year' of the 'General Data for Administration and Financial Year' menu.

If the conditions are satisfied, the system will delete all the entries in the periods specified.



If a historical summary has been produced, a special marker will be inserted in the associated cumulatives. If new entries are made in the cumulative, a further historical summary will have to be generated in order to delete these entries.

5 DELETE UNUSED ACCOUNTS

With this function you can remove accounts from a financial year within an administration.

SELECTING THE DATA

When you use this function, you must first specify an administration and a financial year. Then you can specify which accounts from the selected financial year are to be deleted. From the list of accounts specified only those that satisfy the following conditions, will be deleted:

- ◆ No entries may have been made in the account. An account in which entries have been made in an irregular fashion and for which contra entries have been made later (in which the balance is '0'), will not be purged.
- ◆ No reference may be made to the account concerned in another account. For instance, when in that second account number there are summary entries or compressed entries referring to the first account number.

A special situation arises if you wish to delete two accounts, A and B, in addition to which account A refers to account B. In this case you invoke this function twice, as follows:

- ◆ On the first occasion you call up the function, the system will delete account A. The reference in account B is removed at the same time. However, the account B itself is not deleted.
- ◆ Upon invoking the function a second time, the account B will be deleted.

6 CONDENSE DAYBOOK ENTRIES

This function allows you to condense the entries from one or more periods to only a few entries, thereby saving valuable storage capacity. After an administration and a financial year have been specified, a screen appears on which you have to indicate up to and including which period the entries are to be condensed.



When condensing VAT-entries some data will be lost, such as the basic amounts and the data concerning the connection with D/C. You can specify for each dimension number whether an exception must be made for condensing (see the function 'Maintain dimension', page 196).

The following conditions must be satisfied before you can condense the daybook entries:

- ◆ The historical summary must have been produced (see 'Fixed Summaries' menu).
- ◆ The periods covered must have been blocked with the function 'Maintain financial year' of the 'General Data for Administration and Financial Year' menu).

If the conditions are satisfied, the system will condense all the daybook entries in the periods specified.



If a historical summary has been produced, a special marker will be inserted in the associated cumulatives. If new entries are made in the cumulative, a further historical summary will have to be generated if these entries are to be condensed.

The entries being condensed are grouped together according to a number of *key fields*: administration; financial year; period; dimension/daybook combination; D/C correction code; currency; balance type for entry; data type for entry; actual/budgeted.

For each combination of fields found the entries are added up and stored in a single entry. Subsequently, the old (and now condensed) entries are deleted.

7 MAINTAIN MUTATION BATCHES FOR ALL USERS

With this function you can monitor the batches of entries for all the users in an administration. You may also execute certain jobs relating to the batches displayed.

INPUTTING THE DATA

The following types of processing are available for the maintenance of batches of postings:

COPY

With this screen option you can copy a whole batch of postings (including the records). On a continuation screen you enter the number of the batch to which the copied batch is to be transferred.

DELETE

With this screen option you can delete empty batches. For batches containing active records you should use the function 'Delete posting batches' in the 'Administration Management and System Functions' menu.

RELEASE

With this screen option you can lift the blocking of a batch to enable the inputting of postings to be resumed. Batch jobs which have ended abnormally, can also be released with this option.

BLOCK

With this screen option you can block batches for the purposes of inputting postings. The batch can still be processed; its status code is changed to 'B'.

EDIT DESCRIPTION

With this screen option you are taken to a continuation screen where you can alter the batch description.

MODIFIABLE/NOT MODIFIABLE

With these two screen options you can determine whether new postings may be added to the batch.

DELETE PROTECTION

This screen option can only be used on invoice and payment batches. The postings in such batches cannot be edited, unless the protection is deleted.

BATCH TYPE

With this screen option you can change the batch type from a budget batch into a batch with actual postings (or vice versa).



In order to convert a budget batch into a budget type batch or a long-term budget batch, you must use the option 'Copy' on this screen.

8 WORK WITH ACTIVE FMS400 USERS

With this function you can see which users are signed on for a whole operation area, for an administration, or for the entire system. You may also run certain jobs in connection with those users.

When you select the subadministration of the system whose active users are to be monitored, the data are displayed immediately on a continuation screen. API users are included. One of the following *tasks*, each of which applies to a single user, may then be selected:

- ◆ Send a message to another user;
- ◆ Execute certain AS/400 functions ('Jobs');
- ◆ Look at another user's screen;
- ◆ Permit another user to look at your screen.

These four options are treated in detail below:

SENDING A MESSAGE

With this screen option you can cause a string of text keyed in by yourself to appear on another user's screen. If what you transmit is an informatory message, this is added to the recipient's queue; whether the message is retained for later display or displayed immediately on the recipient's screen, depends on how his queue is parameterized.

If, on the other hand, what you transmit is a break message, this is always displayed immediately on his screen. For further information on the parameterization of queues, you should consult the AS/400 documentation.

JOB

When you select a user with this screen option, you are enabled to run a job. The jobs concerned are those belonging to the AS/400 functions subsystem; for information concerning them you should consult the AS/400 documentation.

Locks

In order to monitor which users are on-line to the system and to check whether a particular exclusive job can be run, FMS employs a system of locks. From the screen on which the users are displayed, the locks in effect can be seen in the 'Access' field. In the light of this information, the users concerned can then be requested to refrain from using (a specified part of) the package so that an exclusive job may be run. Two types of lock have to be distinguished, as follows:

- ◆ *Shared*
This type of lock indicates that a user is on-line to the system or that a batch job has started (the batch job being treated as a 'user') without any restrictions being imposed on other users. The scope of the locking can be the whole package, an operation area or an administration. In this way, the system manager can monitor which users (and batch jobs) are using a specified subadministration of the package.
- ◆ *Exclusive*
When a user calls up a function that can only be executed if there are no other users on-line to the package at the time, an 'exclusive' lock is needed; all other users are then (temporarily) denied access to (part of) the system. An 'exclusive' lock can also apply to the entire package, an operation area or an administration.

In emergencies the system manager is empowered to suspend the locks for certain functions. You must take precautionary measures: if the user concerned is still on-line, his on-line session will be terminated.



Although this screen option is available at system management level, it will have a rather different range of available functions then. Certain types of job are strictly reserved for use by the system manager only.

LOOK AT ANOTHER SCREEN

With this screen option you can copy the contents of another user's screen to your own, for example to enable both of you to discuss the same set of figures from your respective terminals.

When you select a user with this option, a message is sent automatically to his screen requesting permission for his screen image to be copied. If he agrees, your own screen is blanked off. As soon as the other user 'confirms' the contents of his own screen, for example by pressing <ENTER> or a function key, his screen image is copied to your screen. In this way your screen is always 'one behind' his.



The disadvantage brought about by the fact that both users are not necessarily always looking at the same screen image can be overcome with the 'Refresh' function key <F5>. The contents of the other screen are then refreshed (from the originating screen), the originating screen remaining unaffected. This function key is not enabled for all functions; if it is disabled an error message appears, though the actual copying still takes place.

For the sake of clarity the ways in which the copying can be brought to an end are summarized here. They are:

1. Press the <SysRq> key and wait until the continuation screen appears.
2. Key in 'ENDCPYSCN'.
3. Press <ENTER>.

PERMITTING ANOTHER USER TO LOOK AT YOUR SCREEN

This function works in the same way as described above for looking at another user's screen except that the copying takes place in the opposite sense: from your screen to the other user's. The remaining details given above apply equally here.

9 (REMOVE) BLOCK COLUMN DEFINITIONS

This function enables you to block the column definitions for actual use. If you aren't satisfied with the predefined column definitions, you can raise the blockade by removing them.

10 WORK WITH CORRECTION BATCHES

You can use this function to enter ledger postings or to make entries directly to the D/C subledger control account. In this way you can make corrections in the D/C subledger control account; for example, if a processing failure has caused serious errors.

You must only perform this function in consultation with the fellow worker in charge of the financial administration of your organisation.

11 CLEAR FREE SUMMARIES EXTERNAL FILE

With this function you can delete members (PC files) which have been created while working with free summaries. When starting this function, a list is displayed which shows the existing members.

- ◆ With screen option 4 you can mark each member you want to delete.
- ◆ With <F10> you can delete all members at once.

12 CLEAR DIMENSIONS

This function enables you to remove compressions in non-existing cumulatives.

14 JOB QUEUE (WRKJOBQ)

With this function you can see which jobs are ready to be processed by the system. You can thus check whether a command you have issued, is about to be processed.

A number of actions relating to the jobs scheduled can also be performed. For further information on handling a job queue, you should consult your AS/400 documentation.

15 SWITCH NORMAL <---> RAPID BATCH PROCESSING

With this function you can indicate that the specified batch jobs should be transferred to a higher priority input queue for faster processing. In this way you can, even if the system is congested by a number of resource hungry jobs, still ensure that specified batch jobs are processed rapidly.



This function is intended to ensure the rapid processing of rush jobs. The rapidity with which such jobs can be dealt with depends, of course, on how many other users avail themselves of the facility: if many of them make use of this high priority input queue at the same time, the rate at which these jobs can be dispatched will drop accordingly.

The procedure does not apply to other users, and remains in effect until you sign off from FMS or the procedure is effected in the opposite sense.

16 CHANGE OWN PASSWORD

With this function you can change the password you used when you went through the sign on procedure. The characters you key in, are not displayed on the screen. You have to key in the new password twice, the second time for checking purposes.

If you have forgotten your password, or if it has been changed without your knowledge, you must get in touch with the system manager or the AS/400 security officer.

17 OUTPUT QUEUE (WRKOUTQ)

With this function you can see what reports have been generated. This provides one way in which you can check whether your commands have been processed.

A number of actions relating to the jobs whose output is in the output queue can also be performed. For further information on handling an output queue, you should consult your AS/400 documentation.

18 CHANGE OUTPUT QUEUE

With this function you can change the output queue allocated to your user profile. The alteration remains in effect until you change it again or sign off from the system. When you sign on again, the default queue specified in the user data is once more in effect (see 'User Authorization' menu).

19 ACTIVE JOBS (WRKACTJOB)

With this function you can monitor the jobs that the system is processing at a given time. A number of actions relating to these jobs can also be performed. For further information on handling active jobs, you should consult your AS/400 documentation.

20 CREATE ERROR REPORT

This function enables you to report any problems you encounter when using FMS to the helpdesk of Consist.

Having printed the error report, you can send it to the following address:

Consist b.v.
Attn. Helpdesk Financial Systems
P.O.Box 500
3430 AM Nieuwegein
The Netherlands

21 DISPLAY PTF

The number of the last uploaded or inserted PTF will be displayed at the bottom of the screen when using this option.

ADMINISTRATION MANAGEMENT AND SYSTEM FUNCTIONS - USERS

G111

You can perform a number of miscellaneous tasks with the functions of this menu, together with certain system tasks.

The menu offers the following functions:

1. Maintain postings batches
2. Merge postings batches
3. Process postings batches
4. Delete postings batches
5. Work with active FMS users
6. Change own password
7. Switch normal <---> rapid batch processing
8. Change output queue
9. Job queue (WRKJOBQ)
10. Output queue (WRKOUTQ)
11. Active jobs (WRKACTJOB)
12. Create error report
13. Display PTF

1 MAINTAIN POSTINGS BATCHES

With this function you can monitor the batches you have set up. You can also perform certain actions on these batches.

INPUTTING THE DATA

The following actions are available to you for maintaining the batches:

COPY

With this screen option you can copy a complete postings batch (including records). You supply the number of the destination batch on a continuation screen.

RELEASE

With this screen option you can lift the blocking of a batch so that the entry of postings may be resumed.

BLOCK

With this screen option you can block postings batches to prevent the input of further postings. The batch can still be processed; the batch's status code is changed to 'B'.

EDIT DESCRIPTION

With this screen option you are given access to a continuation screen. Here you can change the batch description.

DELETE

With this screen option you can delete empty batches. If you must delete batches containing active records, you should use the function 'Delete postings batches' (see option 4).

2 MERGE POSTINGS BATCHES

This function enables you to combine two postings batches.

With screen option 7 you select the two batches to be merged. When you 'confirm' the two batches by pressing <ENTER>, the identity of the batch to which the combined data are to be transferred is displayed. You may add a batch description to the batch data on this screen. The job is then added to the input queue.

Until the merge is complete, the status code of the batches involved is set to 'C'; adding and editing data in these batches is thus blocked. On completion of the merge, the original batches are automatically deleted.

3 PROCESS POSTINGS BATCHES

With this option you can display a summary of the unprocessed batches. Screen option 1 enables you to flag batches for processing.

Before you process the batches, you can modify the batch description by means of the 'Edit' screen option.

4 DELETE POSTINGS BATCHES

With this function you can delete any batches that have not been processed. The batches you select from the list will be deleted, regardless of the presence of any active records.

5 WORK WITH ACTIVE FMS USERS

With this function you can see which users are signed on for a given operation area or administration in FMS.

When you select the subadministration of the system whose active users are to be monitored, the data are displayed immediately on a continuation screen. API users are included. One of the following tasks, each of which applies to a single user, may then be selected:

- ◆ Send a message to another user;
- ◆ Look at another user's screen;
- ◆ Permit another user to look at your screen.

These three options are treated in detail below:

SENDING A MESSAGE

With this screen option you can cause a string of text keyed in by yourself to appear on another user's screen. If what you transmit is an informative message, this is added to the recipient's queue; whether the message is retained for later display or displayed immediately on the recipient's screen, depends on how his queue is parameterized.

If, on the other hand, what you transmit is a break message, this is always displayed immediately on his screen. For further information on the parameterization of queues, you should consult the AS/400 documentation.

LOOK AT ANOTHER SCREEN

With this screen option you can copy another user's screen image to your own screen, for instance to let an expert have a look at a specific problem.

When you select a user with this option, a message is sent automatically to his screen requesting permission for his screen image to be copied. If he agrees, your own screen is blanked off. As soon as the other user 'confirms' the contents of his own screen, for example by pressing <ENTER>, or a function key, his screen image is copied to your screen. In this way, your screen is always 'one behind' his.



The disadvantage brought about by the fact that both users are not necessarily always looking at the same screen image can be overcome with the 'Refresh' function key <F5>. The contents of the other screen are then refreshed (from the originating screen), the originating screen remaining unaffected. This function key is not enabled for all functions; if it is disabled an error message appears, though the actual copying still takes place.

For the sake of clarity the ways in which the copying can be brought to an end are summarized here. They are:

1. Press the <SysRq> key and wait until the continuation screen appears.
2. Key in 'ENDCPYSCN'.
3. Press <ENTER>.

PERMITTING ANOTHER USER TO LOOK AT YOUR SCREEN

This function works in the same way as described above for 'looking at another user's screen' except that the copying takes place in the opposite sense: from your screen to the other user's. The remaining details given above apply equally here.

6 CHANGE OWN PASSWORD

With this function you can change the password you used when going through the sign on procedure. The characters you key in are not displayed on the screen. You have to key in the new password twice, the second time for checking purposes.

If you have forgotten your password, or if it has been changed without your knowledge, you must get in touch with the system manager or the AS/400 security officer.

7 SWITCH NORMAL <---> RAPID BATCH PROCESSING

With this function you can indicate that the batch jobs specified should be transferred to a higher priority input queue for faster processing. In this way you can, even if the system is congested by a number of resource hungry jobs, still ensure that specified batch jobs are processed rapidly.



This function is intended to ensure the rapid processing of rush jobs. The rapidity with which such jobs can be dealt with depends, of course, on how many other users avail themselves of the facility: if many of them make use of this high priority input queue at the same time, the rate at which these jobs can be dispatched will drop accordingly.

The procedure does not apply to other users, and remains in effect until you sign off from FMS or the procedure is effected in the opposite sense.

8 CHANGE OUTPUT QUEUE

With this function you can change the output queue allocated to your user profile. The alteration remains in effect until you change it again or sign off from the system. When you sign on again, the default queue specified in the user data is once more in effect (see 'User Authorization' menu).

9 JOB QUEUE (WRKJOBQ)

With this function you can see which jobs are ready to be processed by the system. You can thus check whether a command you have issued is about to be processed.

A number of actions relating to the jobs scheduled can also be performed. For further information on handling an input queue, you should consult your AS/400 documentation.

10 OUTPUT QUEUE (WRKOUTQ)

With this function you can see what reports have been generated. This provides one way in which you can check whether your commands have been processed.

A number of actions relating to the jobs whose output is in the output queue can also be performed. For further information on handling an output queue, you should consult your AS/400 documentation.

11 ACTIVE JOBS (WRKACTJOB)

With this function you can monitor the jobs that the system is processing at a given time. A number of actions relating to these jobs can also be performed. For further information on handling active jobs, you should consult your AS/400 documentation.

12 CREATE ERROR REPORT

This function enables you to report any problems you encounter when using FMS to the helpdesk of Consist.

Having printed the error report, you can send it to the following address:

Consist b.v.
Attn. Helpdesk Financial Systems
P.O.Box 500
3430 AM Nieuwegein
The Netherlands

13 DISPLAY PTF

The number of the last uploaded or inserted PTF will be displayed at the bottom of the screen when using this option.

ALTERNATIVE DESCRIPTIONS

G131189

With the functions in this menu you can make alterations to the text of the field descriptions printed on a document.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

When you select this function, a screen appears containing three key fields. The fields 'Summary type' and 'Summary code' refer to the functions in the 'Variable Summaries' menu, with which you can format the documents.

In the 'Summary type' field you specify the purpose of the alternative text as one of:

- ♦ a reminder
- ♦ a statement of account
- ♦ a payment specification (see the 'Payment Orders' menu)

In the 'Summary code' field you specify the particular document in which the relevant text strings are to be altered.



The field descriptions in the standard pro formas of the various documents, as supplied with FMS, may be altered too. The code for these pro formas begins with the following two signs: '@E'.

With the 'Language' field you indicate in what language the alternative text is written. You may only select language codes already defined with the functions in the 'Language Codes' menu. A language code is also defined for the master codes for creditors and debtors. In this way, the system knows in what language it must print the text on a particular document.

After you have selected a language, the corresponding default text strings are displayed, each one followed by an input field in which the alternative wording may be entered.

```

SessionA - [24 x 80]
-----
DCX0E1R      Maintain alternative descriptions      Edit      FMSTENGELS 20/05/01
B100         Boetiek Nederland                    QPDEV0009 15:30:34

Summary type : DPA      Reminders
Summary code : R01      Reminders open items
Language    : N         Nederland

Altern. description "Telephone" . . . : Telephone
Altern. description "Payment through" . : Payments through
Altern. description 1 "Account number" : Acc. No
Altern. description 2 "Account number" : Acc. No
Altern. description "Date" . . . . . : Date
Altern. description "Client number" . . : Client number
Altern. description "Costs" . . . . . : Costs
Altern. description "Total" . . . . . : Total
Altern. description "Transport" . . . . : Carry forward
Altern. description "Specification" . . : Specification
Altern. description "Payments up to" . : Payments up to

F3=Exit   F11=Delete   F12=Previous screen
19/05/01
  
```

Figure 13. Alternative descriptions



The alternative forms input here apply only to the document selected; they do not apply to the function screens via which the relevant data are entered in FMS.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

ANALYSIS PAYMENT PATTERN

G163

With the functions in this menu you can set down the average term of payment. In addition, you can print and clear the history of the average term of payment.

The menu contains the following functions:

1. Report analysis payment pattern
2. Index average term of payment
3. Report history average term of payment
4. Reorganize history average term of payment

1 REPORT ANALYSIS PAYMENT PATTERN

This function enables you to compute the average term of payment of the reconciled invoices. After having completed the computation, a report is printed containing the selected and calculated data.

The *average term of payment* is calculated for every debtor/creditor. If a complete collection of master data has been selected (e.g. all debtors or creditors), then the average term of payment for the master code concerned will be stored for each administration.

SELECTING THE DATA

After you have invoked this function, you must first select the report to be printed following the analysis. Subsequently, a screen appears indicating the range of relations for whom the average term of payment must be calculated. This screen corresponds with the selection screen used for printing a variable summary.

You can establish the payment pattern over a range of inputted financial years and periods. To this end, you have to specify a range in the field 'Fin.year/Period' on the continuation screen. The calculation departs from the financial year/period of the *invoice*; payments are always included in the selection.

2 INDEX AVERAGE TERM OF PAYMENT

With this function you can increase or decrease the average (automatic) payment pattern for each relation. It enables you to trace the effects of a shorter or longer term of payment on the liquidity position. You can prolong or reduce the term by entering a fixed number of days or by specifying a percentage at the top of the screen 'Maintain selections variable summaries'.

Apart from this, the procedure of selecting data is similar to that of the aforesaid function 'Report analysis payment pattern'.

3 REPORT HISTORY TERM OF PAYMENT

With this function you can print a periodical history of the average (automatic) payment pattern for a range of relations. Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

4 REORGANIZE HISTORY TERM OF PAYMENT

With this function you can clear the history of the average payment pattern. When calculating the average term of payment for a particular debtor/crdditor, this term will be stored as the calculation date. It all adds up to the removal of the average payment patterns calculated for the range of specified dates in combination with the entered range of debtors/creditors.

APPROVE / CHANGE LOCATION

G143

With the functions in this menu you can secure budget approval for journalization of expenditure either for whole invoices or individual invoice lines. An indication may also be given that an invoice is being sent to a new location in the circuit.

There are basically two ways in which the budget authorization of postings will have been organized in a particular business:

DECENTRALIZED

Each budget authorizer approves the required postings at his own work station.

CENTRALIZED

Each budget authorizer specifies a central department through which postings can be approved; this central department, on the basis of information received, inputs to FMS the invoices that have been approved.

When the approving is decentralized, it is option 1 of this menu that will mainly be used. For centralized approving it will be mostly option 2 that is used. These two methods are explained below by examples.

To secure budget approval as efficiently as possible, the following procedure should be followed:

1. The invoice is entered in the circulation register as soon as it is received.
2. After circulation register processing the invoice can be put into circulation.
3. Its invoice lines are then entered in the invoice register.
4. Preliminary processing is done on the invoice (validation only). At this stage the necessary approval records are added to the invoice.
5. The invoice is approved by the budget authorizers, either centrally or by the decentralized method.
6. When the necessary approvals have been obtained, the invoice can be processed definitively (provided that it is not still in circulation).

For defining budget authorizers and other approval related information you use the functions in the 'IC/LB Components Data for Administration and Financial Year' menu.



Approving can be done when batches of invoices are processed, as well as by using the two methods described above. Batch approving, however, serves only to authorize processing, and is wholly distinct from approving expenditure that the functions of this menu provide.

The menu contains the following functions:

1. Approve invoice (line by line)
2. Approve invoice (whole)
3. Approve ledger postings
4. Change location
5. Change route table

1 APPROVE INVOICE (LINE BY LINE)

With this function you can approve individual invoice lines. It is used when each authorizer has to input the separate approvals to FMS himself (i.e. using the decentralized method).

Example

A director and two managers are members of the staff of a certain firm. Each of them has his own work station and is an FMS user. The responsibilities for budget approval are distributed between them as follows:

- ♦ *the director approves budget overruns;*
- ♦ *manager A approves large invoices for amounts above a previously determined limit;*
- ♦ *manager B approves credit overruns.*

When an invoice arrives that has to be approved by these three users, it has to be approved, via FMS, by each of them (though in any order). When all the approvals have been given, the invoice can be definitively processed.

SELECTING THE DATA

When you have invoked this function, the invoice lines that you have to approve are displayed on the screen. For each line the reason why approval is necessary for the expenditure the line represents is stated.

Approving an invoice(line) may be needed for one of the following reasons:

- ♦ *Budget overrun*
This overrun situation depends on the amount in the invoice line. The budgeted amounts have been input earlier in the form of budget postings (see the 'Financial Procedures' menu).
- ♦ *Credit overrun*
This overrun situation depends on the amount in the invoice line. The credit limit has been set using the function 'Maintain credit' in the 'IC/LB Components Data for Administration and Financial Year' menu. The credits should be specified when the invoice line is input.
- ♦ *Large invoice amount*
This is determined by the overall invoice amount. In this connection a minimum amount above which approval will be required, is specified for each financial year (see the function 'Maintain financial year' in the 'IC/LB Components Data for Administration and Financial Year' menu).

When an invoice line requires approval for more than one reason, the line concerned can be displayed more than once (so that it can be approved more than once). There is a restriction, however; you can only see those reasons which you yourself are authorized to see.

If you act as a substitute authorizer for another user, you can use the action menu to call up the invoice lines that he should have approved. To do this you have to be considered a *substitute* by using the function 'Maintain user' in the 'IC/LB Components Data for Administration and Financial Year' menu. With the same action menu you can afterwards redisplay your 'own' invoice lines.

You select the lines to be approved with a screen option and confirm the selection by pressing <ENTER>. The approved invoice lines can then be processed by the functions in the 'Circulation Invoice Entry' menu.



Once an invoice has been approved, it does not necessarily imply that this invoice has been blocked for input. However, if you wish to change the existing data of an invoice or add new data, it will possibly have to be approved afresh.

2 APPROVE INVOICE (WHOLE)

With this function you can authorize all the invoice lines in an invoice at once. It is mainly used when the postings are input centrally on a per invoice basis.

Example

A director and two managers are members of the staff of a certain firm. Neither of them disposes of a work station, consequently they are not FMS users. The responsibilities for budget approval are distributed between them as follows:

- ♦ *the director approves budget overruns;*
- ♦ *manager A approves large invoices for amounts above a previously determined limit;*
- ♦ *manager B approves credit overruns.*

When an invoice arrives that has to be approved by these three users, the sequence is as follows:

- ♦ *The invoice physically enters circulation with an accompanying approval form.*
- ♦ *The invoice is passed to the director, who then approves the budget overrun in one section of the approval form and sends the invoice on to manager A.*
- ♦ *Manager A approves the full invoice amount in another section of the form and sends the invoice on to manager B.*
- ♦ *Manager B approves the credit overrun in a third section of the form and returns the invoice to the financial administration.*
- ♦ *The financial administration carries out the FMS part of approving the invoice, and this in effect releases the invoice for definitive processing.*

SELECTING THE DATA

When you have called up this function, the invoices still to be approved are displayed on the screen.

You can approve an invoice in two ways:

- ♦ You can approve the invoice immediately with screen option 1.
- ♦ When you initially call up detail information from an invoice with screen option 5, you can approve the invoice by pressing <ENTER>.



Once an invoice has been approved, it does not necessarily imply that this invoice has been blocked for input. However, if you wish to change the existing data of an invoice or add new data, it will possibly have to be approved afresh.

3 APPROVE LEDGER POSTINGS

With this function you can approve ledger postings which are posted to a reservation or liability.

When you have started this function, the ledger postings that need to be approved are displayed. These ledger postings have all been charged to a reservation or liability. If this caused a budget or credit over expenditure (and the postings need to be approved), the postings will be displayed here. With screen option 1 you can mark the postings you want to approve.

4 CHANGE LOCATION

With this function you can indicate that an invoice has been processed by you and sent on to the next location.



The route followed by an invoice from one location to another is entirely independent of any approval it may require. A budget authorizer does not necessarily have to be at any particular location on the route.

When you have started this function, the invoices you are to deal with are displayed on the screen. A combination of screen options enables you to specify the location an invoice is to be sent to:

- ◆ To the next location on the route (screen option 6).
- ◆ Skip the current location. The invoice will go to the current location again after leaving the location specified (screen option 2).
- ◆ To any location on the route that it has not yet been to. Locations already passed cannot be selected (screen option 5).

If you are the last location in the circuit defined by the route table, you can only use the 'To next' screen option. You indicate thereby that the invoice is no longer in circulation.

SUBSTITUTION PROFILE

If you stand in for a user at a location on a given route, you are able to call up from the action menu the invoices the user concerned should have dealt with. To do this you have to be considered a substitute authorizer by using the function 'Maintain user' in the 'IC/LB Components Data for Administration and Financial Year' menu. With the same action menu you can afterwards redisplay your 'own' invoice lines and maintain memos of an invoice.

GROUP PROFILE

In addition to the own profile and substitution profile as a location concerning the invoices in circulation, you can now make use of group profiles. Due to this, two display options have been added to the 'Change location' procedure:

- ◆ group profile
- ◆ own profile and group profile

PROCESSING STATUS

After entering an invoice in the invoice register, you will have two processing options at your disposal:

- ◆ first the cost specification followed by the route via several locations;
- ◆ first the route via several locations followed by the cost specification.

In the former situation the position of the invoice can be traced via the processing status:

- ◆ The invoice starts with processing status 10 (= Ready for the lines); the following phase being the addition of cost lines.
- ◆ During this process the processing status will be incremented to 20 (= Lines are being supplemented).
- ◆ As soon as the cost specification forms a complete whole, the processing status will be incremented to 30 (= Closed, still in circulation).
- ◆ The processing status will be changed to 40 (= Not yet approved) when the invoice has been assessed by all the locations.
- ◆ After having approved all cost lines, the invoice can finally be processed. As a consequence, the processing status is incremented to 50 (= Approved).

The latter situation is characterized by the addition of processing status 15 (= Out of route, ready for cost specification):

- ◆ The invoice starts with processing status 10 (= Ready for the lines); the following phase being the immediate circulation of the invoice.
- ◆ After having finished the route, the processing status will be incremented to 15 (= Out of route, ready for cost specification).
- ◆ The cost lines are added; the processing status changes to 20 (= Lines are being supplemented).
- ◆ As soon as the cost specification forms a complete whole, the processing status will be directly incremented to 40 (= Not yet approved).
- ◆ After having approved all cost lines, the invoice can finally be processed. As a consequence, the processing status is incremented to 50 (= Approved).

ROUTE TABLE ADDITIONAL INFORMATION

The invoice amount is added to the screen 'Maintain route table'. It enables you to identify the invoice quickly, especially when there are more outstanding invoices for a creditor.

5 CHANGE ROUTE TABLE

With this function you can change the circulation route table of an invoice. To be able to do this, you must have received the proper authorization in the function 'Maintain user' in the 'IC/LB Components Data for Administration and Financial Year' menu. The temporary changes you make in a route table, will not be included in the IC master file. In this way you are able to have, by way of exception, a particular invoice approved by an extra authorizer, or you may decide to skip an authorizer for a certain invoice.

If you want to make permanent changes to the circulation route table, you must use the function 'Maintain' in the 'Circulation Route' menu.

CHANGE DATA

When you have selected the invoice for which the route table must be changed, a list is displayed of the locations on the route for the invoice.

On this screen you can see for each location whether the invoice has already been received or processed and on which date this has taken place. On this screen you can also specify the actual serial number for a location, which may differ from the serial number in the original route table.

ADD LOCATION

If you want to send the invoice to a location which is not included in the circulation route table, you must use <F9> to add a location to the route table.

With the screen option 'Current location' you can indicate at which location the invoice has arrived. FMS adds the system date in the field 'Date received'. Use <F17> (= Send on) to send the invoice to the next location.

You can only delete locations from the route table where the invoice has not yet been.

Use <F10> (= Other route table) to select another route table for the invoice concerned, provided that you have received the proper authorization via the function 'Maintain user' in the 'IC/LB Components Data for Administration and Financial Year' menu.

With <F18> (= Print) you can print the route table for the invoice.

APPROVE RESERVATIONS AND LIABILITIES

G152

With the functions in this menu you can approve individual reservations and liabilities.



You may only use these functions when a validation run has been done using the 'Validation of reservations/liabilities' functions in the 'Reservations and Liabilities Postings' menu.

There are basically two ways in which approving postings will have been organized in a particular business:

DECENTRALIZED

Each budget authorizer approves the required postings at his own work station.

CENTRALIZED

Each budget authorizer specifies a central department through which postings can be approved; this central department, on the basis of information received, inputs to FMS the reservations and liabilities that have been approved.

Under the 'Approve / Change Location' menu you will find two worked examples illustrating these two ways of handling approval (see page 75). When the approving is decentralized, it is principally options 1 and 3 of this menu that will be used. For centralized approval it will be mainly options 2 and 4.

For defining budget authorizers and other approval related data you should use the functions in the 'IC/LB Components Data for Administration and Financial Year' menu.



In addition to the methods described here, approving may also be carried out when whole batches of invoices are processed (see the 'Reservations and Liabilities Postings' menu, page 427). Batch approving, however, serves only to authorize processing, and is wholly distinct from approving expenditure that the functions of this menu provide.

The menu contains the following functions:

1. Reservations (line by line)
2. Reservations (whole)
3. Liabilities (line by line)
4. Liabilities (whole)
5. Approve ledger postings

1 RESERVATIONS (LINE BY LINE)

When you have selected this function, *all* the reservations you have to approve are displayed, irrespective of the administration.

The reasons for which reservations need approval are shown alongside them. These reasons are derived by the system from values that have been specified using the functions of the 'IC/LB Components Data for Administration and Financial Year' menu. The derivation is done, in part, from comparisons of the following fields:

- ◆ Credit amount ('Maintain credit')
- ◆ May budget be exceeded / May credit be exceeded ('Maintain credit')
- ◆ Cumulative for budget control ('Maintain financial year').

If you have to approve a reservation posting for more than one reason, the reservation concerned must likewise be displayed more than once. If, say, a user is an authorizer for both credit and reservation overruns, the reservation concerned is displayed twice when both credit overrun and reservation overrun have been raised.

The advantage of this is that approving in the different categories can be done at different times. Again, a reservation posting for a particular reason may well be approved, when it is rejected for one of the other reasons.

When a reservation has been approved using a screen option, it cannot thereafter be selected on this screen.

If you stand in for a user as a budget authorizer, you are able to call up with the action menu the reservation postings the user concerned should have approved. To do this you have to be considered a *substitute authorizer* by using the function 'Maintain user' in the 'IC/LB Components Data for Administration and Financial Year' menu. Similarly, you can use the action menu to reestablish your own *user ID* so that the reservation postings belonging to your own credit can again be displayed on your screen.

2 RESERVATIONS (WHOLE)

With this function you can approve all the reservations in a batch at once. This facility is mainly used for approving postings that have been input centrally. In other respects, approving proceeds for this function in the same way as described for the function under option 1.



No special form of access authorization is needed for this function: any user with access to the menu can approve reservations. It is sensible, if approving is decentralized in your company, to remove this function from the individual menu structures.

3 LIABILITIES (LINE BY LINE)

When you have selected this function, *all* the liabilities you have to approve are displayed, irrespective of the administration.

When you have displayed the liability data with screen option 5, you may approve the liability directly by pressing <ENTER>. If the liability still cannot be approved, you must quit the screen by pressing <F3>.

In other respects, the procedures for approving liabilities are identical to those for approving reservations. For a description of the function you are referred to option 1 of this menu, mentally substituting the word 'Liability' for 'Reservation'.

4 LIABILITIES (WHOLE)

With this function you can approve all the liabilities in a batch at once. This facility is mainly used for approving postings that have been input centrally. In other respects, approving proceeds for this function in the same way as described for the function under option 1.



No special form of access authorization is needed for this function: any user with access to the menu can approve liabilities. It is therefore sensible, if approving is decentralized in your company, to remove this function from the individual menu structures.

5 APPROVE LEDGER POSTINGS

The procedure is largely similar to option 1 with this distinction, that a ledger posting is always at the expense of a reservation or a liability.

AUTHORIZATION

A1208

In addition to six menu options which successively refer to the under-mentioned menus, this menu contains but one system function, viz. 'Work with ledger reconciliation'.

The menu contains the following functions:

1. Go to 'Master Code Authorization' menu
2. Go to 'Journal Authorization' menu
3. Go to 'InfoSet Authorization' menu
4. Go to 'Data Type Authorization' menu
5. Go to 'Free Summaries Authorization' menu
6. Go to 'Cumulative Authorization' menu
7. Work with ledger reconciliation

7 WORK WITH LEDGER RECONCILIATION

This function enables you to authorize users for the maintenance of reconciliation sets within the selected administration and financial year. If you add a user, he will be authorized to maintain all reconciliation sets in the current administration and financial year.

Any authorized user (the parameter field 'Authorized to maintain reconciliation sets' is set to 'Yes') can perform the following actions:

- ◆ creating reconciliation sets;
- ◆ removing reconciliation sets;
- ◆ authorizing other users to the use of reconciliation sets.

AUTOMATIC COLLECTIONS

G1309

With the functions in this menu you can transfer collection orders prepared beforehand to a collection order medium, ready for sending to the various banking establishments. Information on the preparation of collection orders can be found in the 'Collection Orders' menu.

In addition to menu option 7 which refers to the 'Bridge/BGC' menu, this menu contains the following functions:

1. Print collection orders
2. Create medium for collection orders
3. Return message for collection order medium
4. Maintain status of collection order medium
5. Maintain status of collection orders
6. Maintain serial number of medium
7. Go to 'Bridge/BGC' menu

1 PRINT COLLECTION ORDERS

With this function you can produce a listing of the collection orders you want to transfer to a collection order medium. In this way you can check that the right orders are being sent.

2 CREATE MEDIUM FOR COLLECTION ORDERS

With this function you can transfer the collections for one or more collection orders to a medium. It is not possible to put both BGC and Post Office Bank collections on a single collection medium unit.



In contradistinction to the situation obtaining for automatic payments, it is not possible to make 'short-cut' collections. In other words, collections from the BGC can only be accepted if they have the numbers allocated by the bank, while from the Post Office Bank only giro numbers are accepted.

When you choose this function, a list of the collection orders that have not yet been transferred to a collection order medium, is displayed. You may select orders only from those administrations for which you have authorization. The orders you are thereby debarred from selecting, are nonetheless displayed on the screen. There is a further restriction: you may only select an order if its status is 'Blank'.



With screen option 4 (= Delete status) you can reset the status of a collection order, for instance because you have to recreate the collection order medium holding the order(s) following loss or damage to the original.

You proceed as follows to select an order:

- ♦ Use screen option 1 to indicate the collection order you wish to process. The status of this order will be changed immediately to 'V' (which means 'being processed').
- ♦ Press <ENTER>. The screen 'Transfer to medium' then appears.

When using the storage media 'Folder' and 'File', the collection orders are directly written to them. On the aforesaid screen the *storage medium* and *station to be used* are shown. You can alter these data items with the functions in the 'Data on Payment / Collection Order Medium' menu. You may also indicate whether the medium with collection orders for postal giro must be created with or without name/number checks. If the fields on this screen have been entered correctly, you must press <ENTER> followed by '1' (Yes). The collection orders are then written to the specified medium.

When the transfer to the medium has been completed, a statement incorporating explanatory information is generated. The statement is inserted in your output queue and can be printed with the function 'Output queue' in the 'Administration Management and System Functions - Users' menu.

3 RETURN MESSAGE FOR COLLECTION ORDER MEDIUM

With this function, as soon as you receive from the banking establishment the slip confirming that the specified collections have been processed, you can delete the associated collection orders from the file.

When you choose this function, a list of the collection orders already transferred to a collection order medium appears. You may select orders only from those administrations for which you have authorization. The orders you are thereby debarred from selecting, are nonetheless displayed on the screen. The status constitutes no obstacle to the deletion of orders.

4 MAINTAIN STATUS OF COLLECTION ORDER MEDIUM

With this function you can alter the 'Status automatic collection' if the transfer to a collection order medium fails. In this case the status value is 'V' and the storage medium is blocked so far as the setting up of a new medium is concerned.

By changing the status to 'Blank', the function 'Create medium for collection orders' becomes available again for further use. The orders that were being processed, can be released with option 5.



You should take the necessary precautions when making the changes. Make sure no medium is actually being created.

If there has been no interruption of processing (i.e. if the processing is still in progress), nothing more than general information on the storage medium is displayed on the screen; you cannot alter the status.

5 MAINTAIN STATUS OF COLLECTION ORDERS

With this function you can reset the status of a collection order; for instance, because you wish to recreate the collection order medium holding the order(s) following loss or damage to the original.

6 MAINTAIN SERIAL NUMBER OF MEDIUM

With this function you can alter the medium's serial number. Whenever you create a collection order medium, the system routinely allocates a serial number by adding 1 to the last number used.

If a regular numbering system is employed; for instance, one based on weeks, you can, in case of loss or damage, or when the creation of a collection order medium has failed, recreate this medium and provide it with the correct serial number by using this function. You can also use this function to allocate a serial number of '0' at the beginning of a financial year.

Example

Every week you set up a tape containing collection orders. For week 21 the field 'Last medium serial number' has the value '20' (week 20). You then receive notification from the bank that the tape for week 19 has been mislaid. To recreate the lost data on this current tape, you proceed as follows:

- *Set the 'Last medium serial number' to 18.*
- *Clear the status of the associated collection order(s) using option 5 of this menu.*
- *Create a new medium for the associated collection orders using option 2. This medium receives a serial number of 19.*
- *Reset the 'Last medium serial number' to 20.*

AUTOMATIC PAYMENTS BASE CURRENCY

G13071

With the functions in this menu you can transfer payment orders prepared beforehand to a payment order medium, ready for sending to the various banking establishments. Information on the preparation of payment orders is given in the 'Payment Orders Base Currency' menu.

In addition to menu option 7 which refers to the 'Bridge/BGC' menu, this menu contains the following functions:

1. Print payment orders
2. Create payment order medium
3. Return message for payment order medium
4. Maintain status of payment order medium
5. Maintain status of payment orders
6. Maintain serial number of medium
7. Go to 'Bridge/BGC' menu

1 PRINT PAYMENT ORDERS

With this function you can produce a print-out of the payment orders you wish to transfer to a payment order medium. You can thus check that the right orders are being dispatched.

2 CREATE PAYMENT ORDER MEDIUM

With this function you can transfer the payments of one or more payment orders to a medium. It is not possible to put both BGC and Post Office Bank payments on a single payment medium.

When you choose this function, a list of the payment orders which have not yet been transferred to a payment order medium, is displayed. You may select orders only from those administrations for which you have authorization. The orders you are thereby debarred from selecting, are nonetheless displayed on the screen.

If in the function 'Telebanking - general data' the bank data for telebanking have been specified, this will be indicated in the list of payment orders. There is a further restriction: you may only select an order if its status is 'Blank'.

You proceed as follows to select an order:

- ♦ Use screen option 1 to indicate the payment order you wish to process. The status of this order will be changed immediately to 'V' (which means 'being processed').
- ♦ Press <ENTER>. The 'Transfer to medium' screen then appears.

When using the storage media 'Folder' and 'File', the payment orders are directly written to them. On the aforesaid screen the *storage medium* and *station to be used* are shown. You can alter these data items with the functions in the 'Data on Payment / Collection Order Medium' menu. You may also indicate whether the medium with payment orders for postal giro must be created with or without name/number checks. If the fields on this screen have been entered correctly, you must press <ENTER> followed by '1' (Yes). The payment orders are then written to the specified medium.



With screen option 4 (= Delete status) you can reset the status of a payment order, for instance because you have to recreate the payment order medium holding the order(s) following loss or damage to the original.

When the transfer to the medium has been completed, a statement incorporating explanatory information is generated. The statement is inserted in your output queue and can be printed with the function 'Output queue' in the 'Administration Management and System Functions - Users' menu.

3 RETURN MESSAGE FOR PAYMENT ORDER MEDIUM

With this function, as soon as you receive from the banking establishment the standard slip confirming that the specified payments have been processed, you can delete the associated payment orders from the file.

When you choose this function, a list of the payment orders already transferred to a payment order medium appears. You may select orders only from those administrations for which you have authorization. The orders you are thereby debarred from selecting, are nonetheless displayed on the screen.

If the status of a payment order is 'V', the selected order cannot be deleted. The status 'V' indicates that the order is at that moment being stored on the medium (or that this process has ended abnormally).

4 MAINTAIN STATUS OF PAYMENT ORDER MEDIUM

With this function you can alter the 'Status automatic payments' if the transfer to a payment order medium fails. In that case the status value is 'V' and the storage medium is blocked so far as the creation of a new medium is concerned.

By changing the status to 'Blank', the function 'Create payment order medium' becomes available again for further use. The orders that were being processed, can be released with option 5.



You should take the necessary precautions when making the changes. Make sure no medium is actually being created.

If there has been no interruption of processing (i.e. if the processing is still in progress), nothing more than general information on the storage medium is displayed on the screen; you cannot alter the status.

5 MAINTAIN STATUS OF PAYMENT ORDERS

With this function you can reset the status of a payment order; for instance, because you wish to recreate the payment order medium holding the order(s) following loss or damage to the original.

6 MAINTAIN SERIAL NUMBER OF MEDIUM

With this function you can alter the medium's serial number. Whenever you create a payment order medium, the system routinely allocates a serial number by adding 1 to the last number used.

If a regular numbering system is employed, for instance one based on weeks, you can, in case of loss or damage, or when the creation of a payment order medium has failed, recreate the medium and provide it with the correct serial number by using this function. You can also use this function to allocate a serial number of '0' at the beginning of a financial year.

Example

Every week you set up a tape containing payment orders. For week 21 the field 'Last medium serial number' has the value '20' (week 20). You then receive notification from the bank that the tape for week 19 has been mislaid. To recreate the lost data on this current tape, you proceed as follows:

- *Set the 'Last medium serial number' to 18.*
- *Clear the status of the associated payment order(s) using option 5 of this menu.*
- *Create a new medium for the associated payment orders using option 2. This medium receives a serial number of 19.*
- *Reset the 'Last medium serial number' to 20.*

AUTOMATIC PAYMENTS FOREIGN CURRENCY

G13072

With the functions in this menu you can transfer foreign currency payment orders prepared beforehand to a payment order medium, ready for sending to the various banking establishments.

Information on the preparation of payment orders is given in the 'Payment Orders Foreign Currency' menu.

The menu contains the following functions:

1. Print payment orders
2. Create medium for payment orders
3. Return message for payment order medium
4. Maintain status of payment order medium
5. Maintain status of payment orders
6. Maintain serial number of medium

1 PRINT PAYMENT ORDERS

With this function you can produce a print-out of the payment orders you wish to transfer to a payment order medium. You can thus check that the right orders are being dispatched.

2 CREATE MEDIUM FOR PAYMENT ORDERS

With this function you can transfer the payments of one or more payment orders to a medium. When you choose this function, a list of the payment orders which have not yet been transferred to a payment order medium, is displayed. For each order the list specifies from which bank and on which date the payment must be made.

You may select orders only from those administrations for which you have authorization. The orders you are thereby debarred from selecting, are nonetheless displayed on the screen.

If in the function 'Telebanking - general data' the bank data for telebanking have been specified, this will be indicated in the list of payment orders. There is a further restriction: you may only select an order if its status is 'Blank'.

You proceed as follows to select an order:

- ◆ Use screen option 1 to indicate the payment order you wish to process. The status of this order will be changed immediately to 'V' (which means 'being processed').
- ◆ Press <ENTER>. The 'Transfer to medium' screen then appears.

When using the storage media 'Folder' and 'File', the payment orders are directly written to them. On the aforesaid screen the *storage medium* and *station to be used* are shown. You can alter these data items with the functions in the 'Data on Own Bank Accounts in Foreign Currencies' menu. If the fields on this screen have been entered correctly, you must press <ENTER> followed by '1' (Yes). The payment orders are then written to the specified medium.



With screen option 4 (= Delete status) you can reset the status of a payment order, for instance because you have to recreate the payment order medium holding the order(s) following loss or damage to the original.

When the transfer to the medium has been completed, a statement incorporating explanatory information is generated. The statement is inserted in your output queue and can be printed with the function 'Output queue' in the 'Administration Management and System Functions - Users' menu.

3 RETURN MESSAGE FOR PAYMENT ORDER MEDIUM

With this function, as soon as you receive from the banking establishment the standard slip confirming that the specified payments have been processed, you can delete the associated payment orders from the file.

When you choose this function, a list of the payment orders already transferred to a payment order medium appears. You may select orders only from those administrations for which you have authorization. The orders you are thereby debarred from selecting, are nonetheless displayed on the screen.

If the status of a payment order is 'V', the selected order cannot be deleted. The status 'V' indicates that the order is at that moment being stored on the medium (or that this process has ended abnormally).

4 MAINTAIN STATUS OF PAYMENT ORDER MEDIUM

With this function you can alter the 'Processing status' if the transfer to a payment order medium fails. In that case the status value is 'V' and the storage medium is blocked so far as the creation of a new medium is concerned.

By changing the status to 'Blank', the function 'Create medium for payment orders' becomes available again for further use. The orders that were being processed, can be released with option 5.



You should take the necessary precautions when making the changes. Make sure no medium is actually being created.

If there has been no interruption of processing (i.e. if the processing is still in progress), nothing more than general information on the storage medium is displayed on the screen; you cannot alter the status.

5 MAINTAIN STATUS OF PAYMENT ORDERS

With this function you can reset the status of a payment order; for instance, because you wish to recreate the payment order medium holding the order(s) following loss or damage to the original.

6 MAINTAIN SERIAL NUMBER OF MEDIUM

After you have selected this function, you must first select a bank; the payment batches created will be stored together and numbered by bank. Whenever you create a payment order medium, the system routinely allocates a serial number by adding 1 to the last number used.

If a regular numbering system is employed, for instance one based on weeks, you can, in case of loss or damage, or when the creation of a payment order medium has failed, recreate the medium and provide it with the correct serial number by using this function. You can also use this function to allocate a serial number of '0' at the beginning of a financial year.

Example

Every week you set up a tape containing payment orders. For week 21 the field 'Last batch number' has the value '20' (week 20). You then receive notification from the bank that the tape for week 19 has been mislaid. To recreate the lost data on this current tape, you proceed as follows:

- *Set the 'Last batch number' to 18.*
- *Clear the status of the associated payment order(s) using option 5 of this menu.*
- *Create a new medium for the associated payment orders using option 2. This batch receives a serial number of 19.*
- *Reset the 'Last batch number' to 20.*

BLOCK POSTINGS

G12108

With the functions in this menu you can define blocking codes for postings. Blocking codes are used as a means of indicating that a ledger account or a daybook has been reserved for a particular type of posting.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

The codes you define with this function can be assigned to a *ledger account*, a *daybook* or a *reservation*. Only postings having a matching code can be entered in an account, daybook or reservation possessing a particular blocking code. If the codes do not match, the posting is rejected. The blocking applies equally to manual entries and postings batches derived from external applications.



When you specify for an account that it is the control account of a D/C subledger (see 'Inputting the classification' for the function 'Maintain' in the 'Dimension 1' menu), the system generates the code 'DC' automatically. This code is attached to this control account at the same time.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

BLOCKING CODES

G130105

With the functions in this menu you can define default blocking codes. A *blocking code* enables you to specify why an invoice has been blocked for automatic collection or automatic payment, as well as for sending reminders. These codes may be used to define invoice codes (see the 'Invoice Codes' menu) and are displayed as part of the invoice summaries.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING THE DATA

By means of blocking codes you can, amongst other things, make sure that particular invoices are not paid before certain conditions have been satisfied.

Example

If you merely wish to settle an invoice after having checked that the goods supplied are the right ones and delivered as agreed, you can specify a blocking code of 'INW' and accompany it with the descriptive note 'For payment after certification by goods inward'. Provided that goods inwards do certify the goods, you can remove the blocking code from the invoice; the invoice will then become due for payment.

CHANGING THE DATA

With the function 'Maintain invoice data' in the 'Payment Orders' menu you can remove the blocking code from an invoice, whereupon the invoice becomes payable again.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

BRANCHES OF INDUSTRY

G130107

With the functions in this menu you can define codes to identify each branch of industry, together with an explanatory description. You may specify these codes when setting up master data for debtors and creditors. The codes are used by the system (and more widely) for sorting invoices and payments into branch-of-industry order.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING THE DATA

When you wish to specify a branch of industry while updating debtor and creditor master data, the branch of industry concerned must already have been defined.



Standard codes are used for defining branches of industry; a summary of these codes can be obtained from the Chambers of Commerce.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

CASH DISCOUNT

G130106

With the functions in this menu you can define discount codes. These codes can be included in the master data for debtors and/or creditors (see the 'Debtors/Creditors Master Data' menu).

For each discount code you can include for each debtor or creditor a discount table that holds both the *terms of payment* and the *discount percentages*.

Example

Discount	For payment within
5%	15 days
3%	30 days

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

In the field 'Discount code' you can specify a code for, say, the type of debtor or creditor, or for the discount percentage. When you incorporate a discount code in the master data for debtors and/or creditors, or for the invoices, it is these values that are used when payment is made.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

CATEGORIES

G131184

With the functions in this menu you can define categories in which to classify debtors and creditors according to particular characteristics.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING THE DATA

The category code and its description may be chosen without restriction. The categories defined in this function can be applied to debtors and creditors when the master data are entered (see the 'Debtors/Creditors Master Data' menu). A category is linked to the content of the opening line of a document (see the 'Document Opening Lines' menu).

According to the category, you can specify the required *tenor* of the particular documents.

Example

You have defined two categories of bad payers:

Category	Description
I	occasional bad payer
S	recalcitrant bad payer

For each of these two categories you can draft two types of reminders:

- ♦ *one with a mild tone in which the addressee is reminded of his obligations, but in which at the same time allusion is made to future special offers;*
- ♦ *one with a sharp tone in which the addressee is simply ordered to pay.*

A debtor from category 'I' will thus receive a 'mild' reminder, while one from category 'S' will receive one of more peremptory tone.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

CENTRAL ADDRESS FILE

A1101/G110

With the functions in this menu you can maintain the address data for each operation area. All administrations in the operation area use the same address file.



The name, address and town of domicile will here and elsewhere in this manual be referred to as address data.

The menu contains the following functions:

1. Maintain address types
2. Maintain search key exclusions
3. Maintain address data
4. Display address types
5. Display search key exclusions
6. Display address data
7. Print address types
8. Print search key exclusions
9. Print address data
10. Delete address data

1 MAINTAIN ADDRESS TYPES

With this function you can define the codes and descriptions of the address types to be used. The *address type* is a key data item used to enable several addresses to be registered for a single name. When selecting documents as reminders and statements of account, the address is printed in accordance with the address type that has been specified for the debtor or creditor.

The entered address types only apply to the operation area in which you are working when this function is invoked.

INPUTTING THE DATA

Codes and descriptions can be chosen by the user without restriction. It is recommended, however, that the form chosen should indicate the nature of the address type.

Example

Address type	Description
FK	Invoice address
AF	Delivery address

2 MAINTAIN SEARCH KEY EXCLUSIONS

With this file you can define the character strings which are to be disregarded as search keys, for example words like 'of', 'the', 'Messrs' and 'Ltd'. In the fields available you can define character strings of max. 6 characters. Single characters may also be included as 'exceptions'.

Further information on the use of search keys and the application of the exceptions specified in this function you will find under option 3.

3 MAINTAIN ADDRESS DATA

SELECTING THE DATA

When you call up this function, the system displays a list of the address data already entered. You then select the data to be maintained or change the program mode to 'Add' in order to input additional data.

An option from the Action menu (= <F10>) enables you to select address data via a search key. When you input address data, search keys are always automatically generated from the name entered. As part of the maintenance of operation areas (see the 'Operation Area' menu), you can, using the 'Create search key' code, specify whether, and if so in what way, extra search keys are to be created from the post code and/or address data. These search keys can be used later in selecting the data.



You may also add a search name manually. Search keys will be generated by the system from this name, too.

In generating search keys, the system proceeds as follows:

- ◆ each individual unit of a name is converted into a search key (the constituent elements are defined as the portions separated by spaces);
- ◆ if the 'Create search key' code has either the value 'W' or the value 'B' (see the 'Operation Area' menu), in addition to the elements of a name each constituent element ('word') of the town of domicile is converted into a search argument (the constituent elements are the portions separated by spaces);
- ◆ if a name has more than one associated address, search keys are created for each address and for each address type;
- ◆ if the 'Create search key' code has the value 'P' or 'B', (see the 'Operation Area' menu), the full post code is also used as a search key.

Example

Data item	Search keys
Farmer & Sons Ltd	FARMER SONS LTD
CA17 4DE	CA174DE
Burton upon Trent	BURTON UPON TRENT

The user can define a number of character strings that are not to be used for creating search keys (see option 2). In this way, the use of general form words and frequent elements of commercial names such as 'of', 'the', 'Messrs', 'Ltd' and '&' is prevented.



When the 'search key type' is altered, the search keys for relations already entered are not automatically applied. To use existing search arguments you should use the function 'Rebuild search keys for address data' in the 'Recovery' menu.

If you make changes to any of the fields in the existing address data that play a part in the generation of search keys, the search keys affected are applied automatically.

INPUTTING THE NAME DATA

The search name is a *search key of any type* that is added to the search keys generated by the system (see above). You can, for example, specify that a firm belongs to a particular group or is the affiliate of some other company.

Three lines are provided in which to enter the name. You must use at least one of them. The unused space could be used, for example, for a lower level address element ('for the attention of ...', say).

INPUTTING THE ADDRESS DATA

When inputting an address type, you may only choose one of those already defined. To add a new address type, you use the function 'Maintain address types' (see option 1).

You can input an address with each name and each address type. You may only specify one address per address type. To input a second or subsequent address, you must scroll down. A new screen then appears on which you can input a new address type and address. The name and search name of the relation are automatically echoed by the system.

If more than one address has been entered for a relation, this fact is indicated by a plus sign (+) at bottom right of the screen. In the same position screen option 4 is displayed with which you may delete the currently displayed address.

INPUTTING OF OTHER DATA

Besides the name and address proper, a number of additional data items can be entered for each address. The content of these various fields is self-evident. It must, however, be pointed out that, when a country code is entered, the choice is restricted to the codes already defined. In order to add a new country code, you use the function 'Maintain' in the 'Country Codes' menu.

CHANGING THE ADDRESS DATA

The central address file can be activated and edited from all existing administrations from the operation area. By setting up various operation areas you will prevent an administrator from changing address data in branch A that are also being used by branch B.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

10 DELETE ADDRESS DATA

Deletion of address data is done on the basis of references from the D/C subledger or other applications that use the address data.

Whenever a debtor or creditor has been created in the D/C subledger, a reference is set up to the address data for the name and address of the relation. When any such reference is introduced or deleted, the system keeps a count of the number of references made and the date of the last change. If there are no more references for a particular relation, the system will thus retain the date on which the final reference was deleted.

When you have selected a date, the indicated address data will be deleted. The data to be deleted must satisfy the following conditions:

- ♦ the D/C subledger must make no subsequent reference to the address data concerned;
- ♦ the date on which the final reference was deleted, must be earlier than the date you selected.

CIRCULATION INVOICE ENTRY

G142

With the functions in this menu you can put incoming invoices into circulation by means of a *route table* set up beforehand. You can also perform the ledger and D/C administration processing of the invoice data input.

When an invoice is entered via the component 'Invoices in Circulation', it takes the following course:

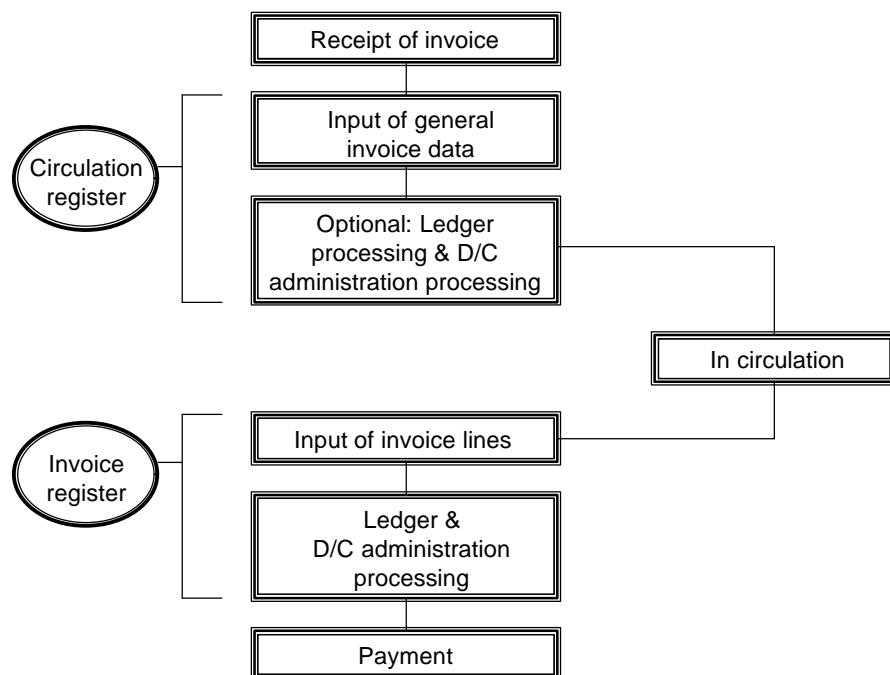


Figure 14. Course of an invoice

Circulation invoice

Part of the invoice data is input before the invoice goes into circulation, and is destined for the *circulation register*, as it is known. In this phase an invoice received is registered and the route it is to follow is decided on. The version of the invoice that circulates contains only the general (transaction) data items. These include the full invoice amount and the VAT-lines. With these items available it is possible for:

- ♦ the invoice amount to be entered in the ledger and the D/C administration,
- ♦ the VAT to be reclaimed.

The invoice in circulation then passes to a number of *users*.

After processing the invoice in the circulation register, it is inserted directly in the *invoice register*. In this phase those invoice lines can be input by means of which

- ♦ the various entries in the invoice can be converted into ledger postings;
- ♦ the invoice can be justified in the ledger.

The menu contains the following functions:

1. Entry circulation register
2. Processing circulation register - validation only
3. Processing circulation register - definitive
4. Entry invoice register
5. Processing invoice register - validation only
6. Processing invoice register - definitive
7. Work with batches of the IC component
8. Work with all invoices
9. Work with invoices from the invoice register
10. Work with all invoices of user
11. Aggregate invoices from register
12. Change financial year for batch

1 ENTRY CIRCULATION REGISTER

Invoices can be entered in postings batches to be created with a function key. Numbers are assigned automatically.

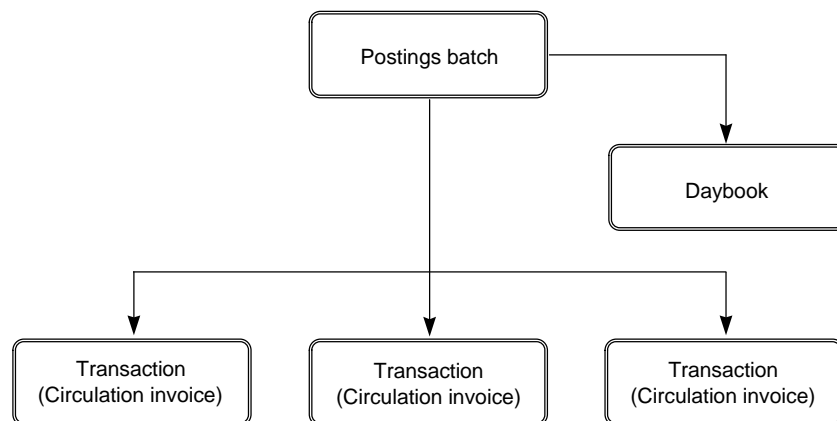


Figure 15. Structure of a postings batch in the circulation register

Remark: all invoices in a batch are justified in the same daybook.

SELECTING THE BATCH FROM THE CIRCULATION REGISTER

When you call up the function a list of the batches present in the circulation register appears. Certain important data items are displayed against each batch number, for example whether the batch can be updated and what its status is. This information is no longer displayed when a batch has been subjected to definitive processing and no errors have been detected by that processing.

The following situations are possible when a batch is selected:

- ♦ If you create a new batch with <F9>, certain batch data items are displayed, including the batch number. You can add a description and input the daybook data.
- ♦ When you select an existing batch, a selection screen of circulation invoices appears. The postings batch concerned may not be blocked for data input as is apparent from the status of the batch:
 - I: Another user is inputting invoices to the batch, or
 - V: The batch is being processed.
- ♦ The system will inform you when you select a batch that has already been approved. If you continue with the inputting, the authorization is cancelled and the batch has to be approved afresh.

INPUTTING THE DAYBOOK DATA

The *daybook* indicated on this screen applies to all the invoices in the batch. The daybook shown by default is the one defined for the financial year using the function 'Maintain financial year' in the 'IC/LB Components Data for Administration and Financial Year' menu. This daybook may be overridden if required.

The *entry period* indicated applies by default to all postings of the batch. You are, however, able to override the entry period for each invoice.

The field 'Screen for circulation invoices' is used to select the input screen to be used for entering the *invoices*. You can only select screens which have been defined earlier, using the function 'Work with free screens' in the 'Free Screens' menu. After confirmation of the data input with <ENTER>, you may input a new circulation invoice.

SELECTING THE INVOICE

When you wish to alter an existing batch of circulation invoices, the screen 'Select invoice' appears. Here you can either select the invoice required or specify a new circulation invoice with <F9>. After that you can input the invoice data. Screen option 6 enables you to create a memo for an invoice.



You can alter the daybook by means of the action menu. The change will affect all invoices in the batch concerned.

INPUTTING THE INVOICE DATA

Having entered a batch description in the screen 'Issue batch number' and some other details in the screen 'Maintain invoice daybook', you will finally end up on the screen 'Maintain circulation invoice'. In the top-right corner of the latter screen you can specify an *abbreviated name*. If you fail to enter a D/C number whereas you have filled the abbreviated name (or its initial part), the system will trigger the function 'Search for relation via abbreviations'. This procedure enables you to enter an invoice rather quickly if only the customer name (or part of it) is known.

The bank/giro number of the debtor/creditor can be registered in the free screens for circulation invoices based on FOQEE2R# (cf. 'Free Screens' menu). Upon entering the invoice, the first bank/giro number of the debtor/creditor will be displayed on the screen.

If you enter a new invoice, the name of the creditor (or debtor) will be added to the invoice description automatically.

Whenever it appears during the entering of an invoice that the master data of the associated debtor or creditor are missing, you can use the action menu to call up the function 'Maintain relation' in order to add the debtor/creditor details. You will find further information on this function in the 'Debtors/Creditors Master Data' menu. Via the action menu you can also supply missing bank or giro data, or create a memo for an invoice.

In the field 'Invoice amount' you specify the gross invoice amount - i.e. VAT included - though without any deduction of discount (the total amount as stated on the actual invoice in other words). The amount you indicate here will be flagged by the system as an *open item*.



The representation of the amount (for example, the number of decimals that have to be supplied) is determined by a mask defined when the currency was itself defined (see the 'Currency and Exchange Rates' menu).

The invoices can be numbered *automatically* or *manually*. This choice is determined by the function 'Maintain administration' in the 'IC/LB Components Data for Administration and Financial Year' menu. The field 'Automatic invoice numbering' at the general administration data (see the function 'Maintain D/C subledger') is not used for entering invoices in circulation. The *system date* is used by default for the invoice date and the receipt date; you may override this date.

If you do not input a currency, the *base currency* will be used in the invoice. The invoice amount in the foreign currency is converted by the system to the base currency by means of the foreign currency exchange rates table (see the 'Currency and Exchange Rates' menu). If the rate for the invoice concerned differs from that in the rates table, you can also save the divergent rate used on this screen.

The entry period specified in the daybook data (see above) is displayed on the screen by default and can, if required, be overridden.

Frozen account

If an amount has been specified that has to be lodged in a frozen account (a blocked bank account in which the social security contributions payable to the government can be securely held), it should be copied to the field 'Alt. amount frozen account'. The number of the bank or giro account to be used should also be specified. Alternatively, you could have specified one or more frozen accounts in the bank data for the debtor or creditor concerned.

By means of a status code you can *block* an invoice for automatic payment. With the 'Blocking code' you can indicate why the invoice has been blocked. In this field you can only select a code that has been defined earlier using the functions in the 'Blocking Codes' menu. If the invoice is not blocked and the associated master data of the debtor or creditor concerned specify that automatic payment is permitted, you can specify which creditor account ('Alt. deb./cred. B/Pg serial no.') the transfer is to be credited to and which debtor account ('Pay from B/Pg') the transfer is to be debited to.

In the field 'Invoice code' you enter a code that indicates whether the invoice is *incoming*. The invoice you enter will be treated as an incoming invoice by FMS by reference to this code. You may only use codes defined earlier by the functions in the 'Invoice Codes' menu, this further implies that you may not select codes relating to outgoing invoices.

The *payment reference* you may optionally provide on this screen is copied to the open item corresponding to the invoice and is used in the preparation of payment orders for automatic payment (see the function 'Maintain payment proposal').

You should also indicate in which dimensions the invoice entry should be justified. Each debtor or creditor has been linked to a subledger (see the 'Debtors/Creditors Master Data' menu). If the subledger involved is linked to one or more dimensions (see the 'D/C Subledgers' menu), these dimensions should be specified when inputting the circulation invoice.

Finally, you can enter a *VAT line* at the bottom of the screen. FMS offers you two ways to enter the VAT data for an invoice:

- ♦ If this one VAT-line suffices for the VAT on the invoice, you leave the default value for the field 'More VAT entries' at '0' (No). If you then confirm the data you entered by pressing <ENTER>, the next entry screen with extra VAT-lines will be skipped.
- ♦ If you need to input more than one VAT-line, you change the default value for the field 'More VAT entries' into '1' (Yes). You may either enter a VAT-line here or leave it blank. If you then press <ENTER>, the next entry screen with extra VAT-lines will appear, which will be discussed after the 'Inputting additional data' below.

If you now press the <PgDn> key, a screen with additional invoice data will appear.

INPUTTING ADDITIONAL DATA

In some parts of the business world it is usual to lodge part of the sum earmarked for payment in a frozen bank account set up for that purpose, which in our case would be done via the D/C master codes. On the continuation screen you can specify, in the field 'Perc. 1 Frozen account', what percentage of the total amount is to be set aside for social security and income tax purposes (the total amount of wages). In the field 'Perc. 2 Frozen account' you specify the percentage of the amount defined as the total emoluments that has to be transferred to the blocked account.

Example

A firm receives from its subcontractor an invoice in respect of agreed services that the latter has discharged. Part of the total consists of social security contributions and income tax. The contracting firm must ensure that these amounts due will indeed be paid. To this end it deposits (part of) the total emoluments in a blocked account so that payment of the due amounts is guaranteed:

Invoice total	£ 10.000,--
Total emoluments at 45 %	£ 4.500,--
Lodgment in frozen account: 50 %	£ 2.250,--

The 45% quoted in this example is indicated in the field 'Perc. 1 Frozen account', and the 50 % in the 'Perc. 2 Frozen account'.

By means of a status code, you can block an invoice for automatic payment and flag it for the printing of a reminder. With the 'Blocking code' you can indicate why the invoice has been blocked. In this field you can only select a code that has already been defined with the functions in the 'Blocking Codes' menu.

The 'Processing code' allows you to distinguish between *normal*, *rush* or *cheque payments*. The 'D/C correction code' allows you to make a correction entry on the same side (debit or credit) as the entry to be corrected. You are not required to fill in any of the other fields on this screen.

INPUTTING THE VAT-LINES

When the circulating invoice data have been filled, you can enter the VAT-lines on a continuation screen. After a *VAT/discount code* has been input, the VAT is calculated automatically, providing the method of calculation for the selected code is '+'. If a percentage of the VAT-amount has been earmarked as non-reclaimable, the system automatically calculates the non-reclaimable amount (see the 'VAT/Discount Data' menu).

You are able to enter the VAT-amount yourself; in that case the automatic calculation will be left undone. You do have to enter a VAT/discount code which specifies the account the VAT-amount is to be entered to.

The following conditions apply so far as the VAT-lines are concerned:

- ◆ The VAT-lines are input when the invoices are first input to FMS, regardless of whether they go into the circulation register or the invoice register.
- ◆ If an invoice in the circulation register has been input, the VAT-lines in the invoice register can no longer be altered, unless during the processing of the circulation register no daybook entries were made; in that case changes are possible.
- ◆ If, when the administration data were set up, IC/LB was selected for VAT pre-entry, the VAT will already have been entered before the invoice goes into circulation. If no VAT pre-entry has been specified, the VAT is entered after the invoice goes into circulation. (See the function 'Maintain administration' in the 'IC/LB Components Data for Administration and Financial Year' menu).

2 PROCESSING - VALIDATION ONLY

With this function you can generate and print the error reports for a batch from the circulation register without having to do ledger processing and D/C administration processing. When you have selected a batch, you can specify on a continuation screen which reports are to be printed. The selection codes have by default the value '1' (= Print processing report).

On this screen you must in all cases specify whether a processing report is to be printed. If, with the function 'Maintain administration' in the 'IC/LB Components Data for Administration and Financial Year' menu, you have specified that daybook entries are to be created, the system also asks you on this screen whether a listing of the input and/or a validation report is to be printed.

3 PROCESSING - DEFINITIVE

With this function you can submit the postings in a batch from the circulation register for ledger processing and D/C administration processing. You may also specify which error reports are to be printed following processing.



If an error is detected during processing, the remainder of the batch will not be processed.

When you have selected a batch, you can specify on a continuation screen which reports are to be printed. The selection codes have by default the value '1' (= Print processing report).

On this screen you must in all cases specify whether a processing report is to be printed. If, with the function 'Maintain administration' in the 'IC/LB Components Data for Administration and Financial Year' menu, you have specified that daybook entries are to be created, the system also asks you on this screen whether a listing of the input and/or a validation report is to be printed.

When the processing is complete, the batch is deleted from the circulation register and a new batch is created for the invoice register with the same batch number.

4 ENTRY INVOICE REGISTER

With this function you can:

- ◆ input a whole new invoice (which does not have to be an invoice in circulation);
- ◆ add invoice lines to an already processed invoice from the circulation register;
- ◆ cancel a pre-entry in an invoice in circulation.

Invoices can be entered in postings batches to be created with a function key. Numbers are assigned automatically.

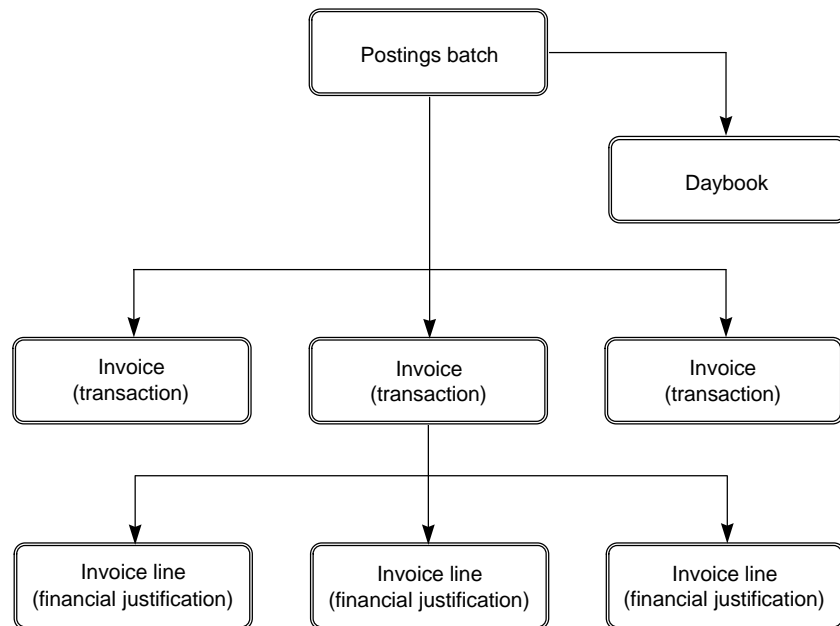


Figure 16. Structure of a postings batch in the invoice register

Remarks:

- ♦ All postings in an invoice register batch are justified in the same daybook.
- ♦ You may enter several invoices in the postings batch, each justified on a per invoice line (posting) basis.

When keying data into the invoice register, you have the following options:

- ♦ create or change a batch;
- ♦ add or change an invoice;
- ♦ add or change invoice lines.

SELECTING AND CREATING A BATCH

When the batch from the circulation register has been processed, it is converted into an invoice register batch. This is given the same batch number.

The procedures of selecting a batch from the invoice register or adding a new batch proceeds in the same way as described for the function under option 1 of this menu.

INPUTTING THE DAYBOOK DATA

The *daybook* indicated on this screen applies to all the invoices in the batch. The daybook shown by default is the one defined for the financial year using the function 'Maintain financial year' in the 'IC/LB Components Data for Administration and Financial Year' menu. This daybook may be overridden if required.

The *entry period* indicated on this screen applies by default to all postings of the batch. You are, however, able to override the entry period for each invoice.

The fields 'Screen for' are used to select the input screens to be used for entering the *invoices* and *invoice lines*. You can only select screens which have been defined earlier, using the function 'Work with free screens' in the 'Free Screens' menu. After confirmation of the data input with <ENTER>, you can edit the invoice register.

INPUTTING THE INVOICE DATA

Inputting and changing the general invoice data proceeds in more or less the same way as described for the function under option 1 of this menu. It is worth pointing out once again that:

- ♦ inputting of VAT-lines is only possible for new invoices (those not already in the circulation register);
- ♦ changing of VAT-lines is only possible for invoices newly input to the invoice register, or for invoices from the circulation register for which no daybook entries have been created during the processing.

There is an extra field for inputting general invoice data on the screen - the field 'To be accounted for'. In this field the system gives the invoice amount ex VAT, but inclusive of the non-reclaimable VAT (see the 'VAT/Discount Data' menu). Additionally, the amounts represented by the invoice lines already input are deducted from the amount still to be accounted for.

If this amount is '0' upon closing this screen, you will return to the selection screen.



On the screen 'Maintain invoice' you can change daybooks by means of the action menu. This change applies to all invoices in the batch concerned.

SELECTING THE INVOICE LINES

The screen 'Select invoice lines' can be reached in two ways:

- ♦ from the screen 'Maintain invoice' by means of screen option 8 (= Invoice lines);
- ♦ automatically, after you have added or altered an invoice.

At the top of the screen a number of invoice data items are displayed, including the amount still to be accounted for. This amount is the invoice amount less the following deductions:

- ♦ The VAT-amount (though the non-reclaimable VAT is included in the invoice amount);
- ♦ the amounts of the invoice lines already input. Every time you key in an invoice line, the amount still to be accounted for is recalculated.

INPUTTING THE INVOICE LINES

Inputting of invoice lines is done via two screens. When you press <ENTER> on the first screen, the invoice line is written to the data base and the selection screen appears. To go to the second screen you have to use the <PgDn> and <PgUp> keys.

On the first screen you can write off the invoice. You may enter an amount or specify a quantity. You can also choose to write off a quantity in combination with a price. The amount will then automatically be calculated and written off.



When you receive goods and get paid for it, you must enter a positive amount and a negative price. In this way your stock accounts will remain correct. After you have pressed <ENTER>, the following message appears: 'Be careful, the price is negative'. To accept the invoice line you must press <ENTER> again.

Subsequently, you can specify for which financial year and period the invoice is to be entered. However, you can also choose to spread the invoice line over a number of periods. For this there are two options:

- ♦ You select one of the extended periods defined earlier in the 'Period Distribution' menu, or
- ♦ You make the invoice line extend in the normal way up to the end of the financial year and period you have specified in the fields 'Distrib. fin. year TO:' and 'Period distrib.'. The distribution takes effect from:
 - the beginning of the financial year and period of the invoice line, or
 - the end of the current period in the current financial year (taken from the daybook record).

At the bottom of the screen you can specify to which dimensions the invoice line has been linked. You can also indicate whether the invoice line is chargeable to a credit. These data items can also be copied from:

- ◆ an entry combination that you have selected (though no entry combination is included in a credit);
- ◆ a liability or reservation to be selected (on the continuation screen).

In order to determine the dimensions that are to apply to the invoice line, the system searches, separately for each dimension, in each of the following in succession:

- ◆ the invoice line;
- ◆ the entry combination;
- ◆ the liability or reservation.

The first one encountered is used. You can now use <PgDn> and <PgUp> to go on to the next screen. You can supply a number of additional data items on this screen.

The *user codes* you specify are intended as supplementary information for the user. The codes are held in the invoice history though FMS does not use them. You can use them, for example, to make the interface with external components more flexible. For detailed information on the use of these fields, please contact the helpdesk.

When an invoice line of a liability and/or a reservation has to be written off, certain specific data items are necessary, for instance:

- ◆ an identification of the liability or reservation concerned,
- ◆ the relevant entry period,
- ◆ whether the present entry has served to write off the whole liability and/or reservation (whether it is the last entry).

Finally, certain individual fields can be displayed on this screen. With the function 'Activate individual fields' in the 'Layout of Input Screens' menu you specify which fields on this invoice line screen are to be included.

CLOSING THE INVOICE

If you have input the invoice lines of an invoice and you want to go back to the invoice selection screen, the screen 'Close invoice' appears. You must close off each invoice, either on this screen or at a later stage. An invoice that has not been closed off, cannot be processed.

On the screen a number of data items are displayed which disclose whether the invoice has been fully accounted for. If no amount to be accounted for remains, close off the invoice with <ENTER>.

If there still is an outstanding amount to be accounted for, you may respond in two ways:

- ◆ You can leave the screen with <F3>. The invoice will not be closed off and you can still account for the shortfall later;
- ◆ You can press <ENTER>. The system then declares that the residual amount is being entered against the last invoice line: the amount on the last invoice line is increased by the amount yet to be accounted for. If you press <ENTER> again, the invoice is closed off.

Invoices that have been closed off, can be converted to open items in the D/C administration and to ledger postings in the ledger (option 6).

CANCEL PRE-ENTRIES

When you have selected an invoice with option 2 'Edit', you can remove the selected invoice from the register by pressing <F11>. If postings have been made for this invoice, it will be marked in the register with the value '1'. During processing the postings will be reversed and the invoice will be deleted.

5 PROCESSING - VALIDATION ONLY

With this function you can generate and print error reports for a batch from the invoice register without that batch being submitted to ledger processing and D/C administration processing.

When you have selected a batch, you can specify on a continuation screen which reports are to be printed. The selection codes have the value '1' by default (= Print processing report).

6 PROCESSING - DEFINITIVE

With this function you can submit the postings in a batch from the invoice register for ledger processing and D/C administration processing. You can also specify which error reports are to be printed following processing.



Before you start processing the postings, it is worthwhile to produce the individual error reports using the function under option 5. By doing so you can correct any possible errors before the batch is processed.

INPUTTING THE DATA

When you have selected a batch, you can specify on a continuation screen which reports are to be printed. The selection codes have the value '1' by default (= Print processing report).



In the IC/LB administration data you can specify whether the batch is to be processed if the constituent invoices prove to contain errors. Since a batch containing errors may not be processed, only valid postings are dealt with; the invalid ones remaining in the batch.

When you confirm the data input with <ENTER> and then with '1' (Yes), the system will convert the postings in the batch into *open items* in the D/C administration and into *ledger postings* in the ledger.

7 WORK WITH BATCHES OF THE IC COMPONENT

With this function you can execute all the processes described under the preceding options. A user who must employ a number of different functions from this menu, does not have to go back over and over again to the 'Circulation Invoice Entry' menu.

To see whether a batch belongs to the circulation register or the invoice register, you should inspect the value in the 'Bch Typ' (= Batch type) column, the values being:

- ♦ 130 - Circulation register
- ♦ 140 - Invoice register

The screen you use to select an invoice, offers you the possibility to make a preselection based on the invoice amount. A description of this function you will find below under option 8 of this menu. When you work with invoices you can also make use of the screens you have designed earlier by means of the function 'Work with free screens' in the 'Free Screens' menu.

8 WORK WITH ALL INVOICES

With this function you can perform a number of tasks connected with the invoices from the component 'Invoices in Circulation'.

For this function it is not relevant to which register an invoice belongs. The *processing status*, indicated in the rightmost column on the screen, determines whether the selected task can be carried out. For instance, an invoice can only be approved if the processing status is '40' (= Not yet approved).



This function allows you to select invoices from different administrations. You must of course be authorized to access the desired administration.

When selecting an invoice, you can make use of two special search options:

- ◆ If you fill in a question mark to select a debtor/creditor, an extensive search function is started.
- ◆ It is also possible to make a preselection based on the invoice amounts. Directly to the left of the amount field you will find a selection field. In this field you can fill in the following values:
 - Equal to (=)
 - Larger than (>)
 - Equal to or larger than (+)
 - Smaller than (<)
 - Equal to or smaller than (-)

Used in combination with an amount you can quickly locate the desired invoice(s).

When you work with invoices you can also make use of the screens you have designed earlier by means of the function 'Work with free screens' in the 'Free Screens' menu.

9 WORK WITH INVOICES FROM THE INVOICE REGISTER

With this function you can perform a number of tasks connected with the invoices from the invoice register. The *processing status* of the selected invoice indicates the tasks that can be carried out. To select an invoice you may make use of a number of special search options. The possibilities offered by these options are all included in the function described above.

When you work with invoices you can also make use of the screens you have designed earlier by means of the function 'Work with free screens' in the 'Free Screens' menu.

10 WORK WITH ALL INVOICES OF USER

With this function you can perform several tasks connected with invoices from the component 'Invoices in Circulation', sorted on user. This function is used in much the same way as the function 'Work with all invoices', option 8 of this menu. Yet there is a marked difference: the data are sorted on user.

When you have selected this function, the circulation invoices of the *current user* are displayed. You can select the invoices of another user by means of the action menu.

11 AGGREGATE INVOICES FROM REGISTER

With this function you can aggregate circulation invoices from a single daybook in a new batch which, subsequently, can be processed. To limit the number of transitory items, you can enter the period as an additional selection criterium. In order to bring about the desired result, you have to select the value '1' (= Aggregate per period) in the field 'Method for aggregation of invoices' (see the function 'Maintain administration' in the 'IC/LB Components Data for Administration and Financial Year' menu).

When you have selected this function, the screen 'Aggregate invoices in circulation' appears. On this screen you must enter:

- ♦ the reports to be printed after processing, and
- ♦ the range of batch numbers from which the invoices must be aggregated.

The default settings for the reports to be printed have been laid down using the functions in the 'General Data for Administration and Financial Year' menu and are valid within an administration. While the invoices are being aggregated, the same function cannot be started within the same administration simultaneously. If a user undertakes an effort, a message will be displayed to indicate that for the administration concerned the invoices are already being aggregated.

VALIDATION

You can check the batch with aggregated invoices before you actually process it. To this end, you must print a 'Validation report' and enter the value '0' (No) in the field 'Process batches immediately'.

PROCESSING

When you have confirmed the inputted data with <ENTER> and then with '1' (Yes), the *invoices in the selected range of batches* will be aggregated. FMS will check for each batch which invoices can be transferred to a new batch. Blocked batches will not be used. Next these invoices will be copied to a new aggregate batch, including all necessary data on approving, route table, etc. For each batch a separate aggregate batch will be created.

As soon as all the appropriate invoices have been copied to the new batch, the invoices and corresponding data will be removed from the original batches. After processing the invoices will also be removed from the new aggregate batch.

12 CHANGE FINANCIAL YEAR FOR BATCH

With this function you can change the financial year for a batch of circulation invoices. Each invoice entered in the circulation register is stored under a financial year. It is very well possible, however, that the costs which come with the invoices will be made in the next financial year. You can use this function to enter both *invoice postings* and *costs* to the same financial year. In this way, it will not be necessary to create transitory entries for all postings in the batch.

The new financial year applies to all postings in the batch. If the costs are made partially in one financial year and partially in the next, you need not use this function. Instead you should specify an alternative financial year whenever necessary. You cannot change the financial year of separate invoices.

In order to be able to use this function, the system setup must be as follows:

- ♦ Circulation daybook entry: Yes, with OI
- ♦ Make VAT pre-entry: Yes
- ♦ Accept costs after payment of invoice: No
- ♦ Contra entry in costs period: Yes

These data can be defined in the 'IC/LB Components Data for Administration and Financial Year' menu.

CIRCULATION ROUTE

G1411

With the functions in this menu you can define which users are to receive the circulation invoices.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

With this function you can define a circulation route table by specifying which users (i.e. locations) are to receive each invoice, and in what order.

Location

When you have selected a route table, a screen appears on which you can input the *locations* and *serial numbers*. As one of the locations you can only select those users that are known to the component 'Invoices in Circulation' (see the function 'Maintain user' in the 'IC/LB Components Data for Administration and Financial Year' menu).

In the field 'Serial no. route' you indicate the relative position of the location in the route. The following points are relevant:

- ♦ The locations do not have to be input in their correct order;
- ♦ If you remove a location from the circulation route table permanently, and you do not replace it by a substitute, you do not have to amend the remaining serial numbers to form an unbroken series; only the sequence of the serial numbers matters.
- ♦ The serial numbers in a route table cannot be changed. It is therefore sensible to number the locations initially by hundreds to facilitate later insertion of new ones.



With screen option 4 you can delete individual lines from the table and with <F11> (= Delete) you can remove the whole table all at once.

3 PRINT

With this function you can print a summary of the data in a set of circulation route tables.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

COLLECTION ORDERS

G1308

With the functions in this menu you can create collection proposals and convert them into collection orders.

The menu contains the following functions:

1. Delete collection proposal
2. Create collection proposal
3. Print collection proposal
4. Maintain collection proposal
5. Approve collection proposal
6. Collection in Euro - Convert
7. Collection in Euro - Approve
8. Maintain invoice data
9. Create collection orders
10. Processing daybook entries - definitive

1 DELETE COLLECTION PROPOSAL

This function enables you to delete collection proposals from the file. With screen option 4 you select the collection proposals to be deleted. You may only select batches for which the status is set to 'B' or 'Blank'.

2 CREATE COLLECTION PROPOSAL

With this function you can select open items that are due for collection. When you select this function, a list of all the batches of collection proposals created earlier appears. If you want to make an addition to one of these batches, simply choose the required batch. The data already input are then displayed.

With <F9> you can create a new batch. When you have given the batch a name ('Indication'), an empty input screen appears. The creation of a collection proposal consists of the following three phases:

1. Inputting the data (by the user)
2. Making the selection (by the system)
3. Printing the reports (by the system)

INPUTTING THE DATA

After the two fields 'Debtor' and 'Deb./Cred.' two subfields, each of a single character, are displayed. In these subfields you can specify successively whether collections from debtors or debtors/creditors are to be included in the collection proposal. One of the subfields at least must be set to '1' (Yes). These data items, together with the collection indication and description from the preceding screen, are displayed when you wish to select a batch.

For each collection proposal you can make a selection from the debtors or debtors/creditors with invoices that have become due for collection. By means of the 'From' and 'To' fields, you select which debtors or debtors/creditors you wish to include in the collection proposal. If you do not fill these fields, all debtors and/or debtors/creditors are selected.



The specified selection is only used if the associated field consisting of one character - 'Debtor' or 'Deb./Cred.' - has been set to '1' (Yes).

From the open items that are due for collection you can then make a further selection based on the following:

- ♦ search data as specified in the debtors' master data (see the 'Debtors/Creditors Master Data' menu);
- ♦ the dimensions of the open items;
- ♦ the invoice due date. When you supply no value here, all the invoices whose due dates lie between 1 January 1950 and the system date are selected;
- ♦ the selection code specified in the debtors' master data.

Example

Selection code	*75*****
Result	All debtors of whom the second position of the selection code is greater than or equal to '8' and the third position is greater than or equal to '6'.

Selection code	A*****
Result	All debtors whose selection code begins with an 'A'.

At present only the *base currency* can be used as the currency for automatic collections. When inputting the data, you can specify which summaries are to be printed for the collection proposal. Further information on the selection of reports is given below under 'Making the selection and printing the reports', and option 3 of this menu.

Lastly, you can specify the *desired processing date*. This is the date on which the bank has actually to make the collections in the batch.

MAKING THE SELECTION AND PRINTING THE REPORTS

When you have confirmed the inputted data with <ENTER> and then with '1' (Yes), the system selects the required due entries matching the selection criteria provided.

These collections are distributed across the following reports:

- ♦ Collection proposals
- ♦ Manual collections
- ♦ Blocked and overdue entries

The system proceeds as follows:

- ♦ An open item is not selected for inclusion in one of the three above-mentioned reports when:
 - the due date lies outside the period defined by 'From' and 'To';
 - the open item already selected is for a collection proposal;
 - the open item corresponds to an incoming invoice;
 - the amount due is in a foreign currency.
- ♦ When the open item has been blocked for automatic payment (see option 8), it is included in the 'Blocked and overdue entries' report.
- ♦ A selected posting is included in the 'Manual collections' report when the open item is for a relation from which no automatic collections may be made (see the 'Debtors/Creditors Master Data' menu).
- ♦ The remaining selected entries are included in the collection proposal for automatic collections.

Credit notes are only included in a collection proposal if the field 'Clear credit notes' in the administration data is set to '1' (Yes) (see the function 'Maintain D/C subledger'). No account is taken of the credit notes' due dates.

If you have set the code 'Clear credit notes' to '1' (Yes), you must also set the 'Aggregate entries' to '1' (Yes) using the same function. A credit note can only be cleared as a constituent of the full set of open items for the debtor or creditor concerned. Even if you are not clearing any credit notes, you can specify in the general administration data that open items are to be aggregated.

When you opt for aggregating open items, two situations may occur:

- ◆ *Credit note(s) exist*
The items will always be aggregated (even there is only one) and cleared with the credit note(s).
- ◆ *No credit notes*
The open items included in a collection proposal will only be aggregated if there are at least four.

In both cases the items are combined in a single posting on the collection medium. On the collection specification the entries are, however, listed separately.

When creating orders, the system selects one bank account and one giro account through which automatic collection can be made. If a Postal giro number for automatic collection has been specified with the relation's bank data, the *relation's own giro account* will be used. If a bank account has been stated for a relation, that *relation's own bank* will be used, too.

Finally, the following data items are copied from an open item:

- ◆ any dimensions specified;
- ◆ the invoice number (this serves as the reference number for the collection on the debtor's bank statement).



The summary 'Collection proposal' too can be printed with menu option 3, for example after correction of errors in the collection proposal.

3 PRINT COLLECTION PROPOSAL

When you select this function, a list of all the collection proposals appears on the screen. With a screen option you issue a command to print a summary. The following options are available:

SCREEN OPTION 1

The collection proposal is sorted by invoice number within debtor number.

SCREEN OPTION 2

The collection proposal is sorted by debtor number within invoice number.

4 MAINTAIN COLLECTION PROPOSAL

With this function you can maintain the selected open items in a collection proposal. When you have selected a collection proposal, the debtors represented amongst the open items in the collection proposal are displayed. Upon selecting a debtor, all the entries due for payment to the relation concerned are displayed in invoice number sequence.

INPUTTING THE DATA

Two detail lines are displayed per invoice number, and in both of them it is possible to change certain data items. In the field 'Collection reference' the default value displayed is the invoice number specified when the invoice was entered. This text is included in the list displayed of collection orders and in any collection specifications.

In two status codes (on the second line) you can block an open item for collection, as follows:

- ♦ *Once-off blocking (BO)*
The posting is blocked for automatic collection. The next time you make a collection proposal, it will again be possible to select the posting.
- ♦ *Permanent blocking (BP)*
The posting is blocked for automatic collection, but the next time you make a collection proposal the posting will *not* be available for collection. You can lift the blocking using the function under option 6 of this menu.

The default amount due that is displayed for the invoice is the full amount remaining in the open item. You may change this amount, perhaps because you wish merely to make a part collection.

5 APPROVE COLLECTION PROPOSAL

With this function you can obtain budget authorization for a collection proposal. Only approved collection proposals can be converted into collection orders.

INPUTTING THE DATA

When you have selected the desired batch, a screen showing certain batch data appears. From these data you may decide whether the collection proposal is to be converted into a payment order, as follows:

- ♦ Approval will normally be granted after inspection of the printed version of the collection proposal. In the field 'Last summary serial number' you can see whether the proposal has been assessed on the basis of the most recent summary.
- ♦ If changes have been made to the proposal with the function 'Maintain collection proposal' (see option 4), the field 'Proposal OK 1/0' will have the value '1' (Yes). In the case of a batch that had been approved before that update, the field 'Confirm 1/0' will have been reset to '0' (No).

If the data displayed lead you to give budget authorization to the proposal, you should set the field 'Confirm 1/0' to '1' (Yes) yourself.

6 COLLECTION IN EURO - CONVERT

CONVERSION FROM NLG INTO EUR

Upon selecting this function, the screen 'Convert collection proposal to Euro' will be displayed. This screen lists all approved collection proposals that have to be converted from the NLG-currency into the EUR-currency. Its use is restricted to the NLG-currency and the EUR-currency.

From the status you are to infer the stage of processing the collection proposal batch has reached so far. The status of the batch can take the following values:

- ♦ No orders created (*)
- ♦ Entries generated (B)
- ♦ Enter (I)
- ♦ Jobs completed (O)

Use screen option 1 (= Select for collections in EUR) to select the appropriate collection proposal batch.

- ♦ The batch is processed. The value 'N' (= Dutch guilders) and its corresponding amount in the field 'Amount to be collected' are converted (N > E). The value of the field 'Coll Euro' turns into '1' (Yes) enabling you approve it with menu option 7. You cannot effect any alterations once the batch has been converted.

7 COLLECTION IN EURO - APPROVE

Upon selecting this function, the screen 'CPr approve collections in Euro' will be displayed. This screen merely enables you to approve of the converted collection proposals.

8 MAINTAIN INVOICE DATA

With this function you can alter a number of the invoice data items.

The due date displayed by default has been calculated by the system from the *standard term of credit* applicable to the debtor concerned. If no credit terms have been specified, those that have been entered with the administration data d/c/r (see the function 'Maintain D/C subledger') apply.

With a *status code* you can block or unblock an invoice for automatic collection.



If you make changes to an open item that has already been included in a collection proposal, you should purge the proposal concerned and recreate it with menu option 2. If you fail to do this, the postings you have made will not be reflected in the processing of the collection proposal.

If you wish to add further entries to a collection proposal, you can add a new selection to an existing one, for example so that a blocked posting can after all be included in a collection proposal.

9 CREATE COLLECTION ORDERS

With this function you can convert collection proposals into collection orders.

SELECTING THE COLLECTION PROPOSAL

When you select this function, a screen displaying all approved collection proposals appears. With screen option 1 you select the proposal that is to be converted into a collection order. One collection order is made for each administration and for each bank/giro. The following points should be noted:

- ◆ You may only select proposals with the status 'Blank'.
- ◆ For some proposals the field in which the screen option is entered, is not included in the display. This means that the proposal has not yet been approved.

You may input the required data when you have selected a collection proposal. You use the following succession of screens to do this:

1. Enter data for collection proposal
2. Issue batch number (only when entering it directly in the ledger)
3. Process collection proposal (only when entering it directly in the ledger)
4. Process data for ledger postings (only when entering it directly in the ledger)
5. Bank and postal giro for collection proposal

ENTER DATA FOR COLLECTION PROPOSAL

On this screen you can override the recommended processing date input when you created the collection proposal. In the field 'Process immediately' you indicate whether, after the creation of the collection orders, the associated postings are to be made in the ledger automatically and the open items updated to reflect the change.

If you have specified in the general administration data that cross entries for collection orders are not to be made directly (see the function 'Maintain D/C subledger'), perhaps because you think it necessary to await confirmation from the bank first, you should do so manually later by using the function 'Processing daybook entries - definitive'.



If you decide not to make a direct cross entry in the ledger for the collection orders, no postings batch is created and the screen 'Bank and postal giro for collection proposal' appears immediately.

You indicate which collection specification is to be printed by means of a summary code. Deciding the layout of collection specifications is covered in the 'Variable Summaries' menu.

ISSUE BATCH NUMBER

If you do make a direct cross entry for the collection orders in the ledger, a new postings batch is created. A number of batch data are displayed on the screen, including the batch number. You may, if you wish, provide a description as well.

PROCESS COLLECTION PROPOSAL

On this screen you specify how the ledger entries are to be justified. You confirm the data with <ENTER> after which you can issue the command on the following screen to process the postings.

PROCESS DATA FOR LEDGER POSTINGS

This screen shows which summaries are to be generated at the end of processing. It also shows what action the system will take if it detects invalid postings during processing.

The data displayed on this screen are derived from the administration data originally specified with the functions of the 'General Data for Administration and Financial Year' menu. If, when the administration data were set up, you specified the value '1' (Yes) for the field 'Defaults modifiable', you can now specify what error reports are to be produced.

The field 'Correct posting' is the only item on this screen that does not form part of the original administration data. In this field you can specify whether valid postings are to be included in the error reports. When you confirm the data entered with <ENTER> and then with '1' (Yes), you go on to the next screen.

BANK AND POSTAL GIRO FOR COLLECTION PROPOSAL

On this screen you can specify against which bank account and giro account the collections are to be entered. You make a selection from the list of bank account numbers that you set up previously with the functions of the 'Data on Own Bank Accounts' menu to each of which a serial number has been assigned.

When a cross entry is made directly to the ledger, a new postings batch for financial processing is created automatically as the final step in the execution of the function. If, however, you do not make a direct entry (see the function 'Maintain D/C subledger'), the batch is not created until you use the function 'Processing daybook entries - definitive'.

When the inputting of data is complete, the system performs the following tasks:

1. Creating the collection order lines
2. Printing the collection specifications

CREATING THE COLLECTION ORDER LINES

The various open items are transformed into collection order lines one by one. An order number that applies to all collections from the bank concerned has been assigned to each bank account number in the collection proposal.

No collection order line is made for an open item in which the total amount owing from the debtor is negative. The entries for which no collection order line has been made, are included in the 'Uncollected entries' report. If you have aggregated the open items (see 'Making the selection and printing the reports' under menu option 2), the above applies to the whole group of entries.

When a collection order is produced from a selected open item, the status of the collection in the collection proposal is changed to 'O' (= Collection order line produced). If from a given open item no collection order can be produced for one reason or another, the status of the collection is changed to 'G' (= Rejected).

When all collection orders have been created, the status of the collection proposal batch is changed to 'O' (= Collection orders produced). At the same time a check sum is calculated from the last five digits of the sum of the account numbers plus the total amount of all the collection order lines. This check sum is printed in the statement.

Even when some of the collections from the collection proposal have been rejected, the status of the collection proposal is set to 'O'. A new collection proposal can then be created and the rejected open items included in it.

Finally, the following reports are produced:

- ◆ Entries collected
- ◆ Uncollected open items

PRINTING THE COLLECTION SPECIFICATIONS

The following information on an open item for a collection is provided against the banking establishment concerned:

- ◆ the collection reference specified on the collection proposal;
- ◆ the description of the open item specified at the time the entry for the invoice was made;
- ◆ the permanent description for the collection that was provided at the time the collection order was created.

If the collection order contains aggregated entries, (see 'Making the selection and printing the reports' under menu option 2), the text for all the aggregated entries obviously cannot be included. In that case collection specifications are automatically produced in which the individual entries and the information relating to them are printed.

At the time the collection order was created, you specified the collection specification that was to be printed (see 'Enter data for collection proposal').

10 PROCESSING DAYBOOK ENTRIES - DEF.

With this function you can process collection orders for which ledger processing had been postponed. Ledger processing may, for example, be deferred until notification has been received from the bank that the collections have been made.

You should do the following:

- ◆ Use <F9> to add a collection proposal batch to a new or existing ledger postings batch.
- ◆ Process with screen option 1 the ledger postings batch in the ledger.

ADDING THE COLLECTION PROPOSAL BATCH

When you invoke the function, a summary of the ledger postings that have not yet been submitted for ledger processing appears on the screen.

The following two situations may obtain when you select a batch:

- ◆ If you make a new batch, using the action menu, certain batch data items are displayed, including the batch number. You can add a description to these. You may then select a collection proposal batch.
- ◆ When you select an existing batch, you can select an existing collection proposal batch immediately. This collection proposal is added to the selected postings batch.

Batches of collection proposals for which collection orders have been made, but which have not yet been ledger processed, are displayed on a continuation screen. When you have selected the required batch, you have to supply certain entry data on another continuation screen. On this screen you indicate in what way the entries are to be justified in the ledger. You confirm the data that have been input by pressing <ENTER>.

PROCESSING THE BATCH OF LEDGER POSTINGS

When you select a postings batch with this option, a screen appears showing the reports that will be printed at end of processing. There is also an indication of how the system will respond to any invalid postings it encounters during the processing.

The values displayed on this screen are taken from the administration data specified with the 'General Data for Administration and Financial Year' menu. If, when the administration data were set up, you specified the value '1' (Yes) for the field 'Defaults modifiable', you can now specify what error reports are to be produced. The field 'Correct posting' is the only item on this screen that does not form part of the original administration data. In this field you can specify whether valid postings are to be included in the error reports.

The following points relating to the processing of collections should be borne in mind:

- ◆ The field 'Amount paid' is updated to reflect the making of collections for open items.
- ◆ The status of the collection proposal and of the collections is changed to 'B' (meaning: entries produced).
- ◆ If it was specified in the administration data that external entries were to be made during collection, these additional entries have already been made for each collection when the collection orders were created.

COLUMN DEFINITION

G1103

With the functions in this menu you can define the columns used in the on-screen displays and in the free ledger summaries.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

With this function you can define the columns to be used as cumulative balances or period balances for display with the management information functions or for inclusion in the free summaries.

When you invoke this function, a key screen appears on which two fields are displayed. When selecting a column definition, two situations can arise:

- ♦ If you wish to select an existing definition, you only have to supply the required column code. You do not have to supply the definition type, since this is implied by the column code.
- ♦ If you want to input a new definition, you must specify both the *column code* and the *definition type*.

There are two column definition types:

- ♦ *Definition (D)*
Computed totals in this column type can be displayed and printed.
- ♦ *Interim result (T)*
The totals computed for this type may only be used as 'intermediate calculations' in support of a definition column. The computed totals cannot be displayed or printed.

INPUTTING THE DEFINITION

When you have selected a definition, a screen appears on which you have to specify the calculation method of the totals for this column definition. The totals are calculated from one or more lines that you input. Each line consists of the following elements:

CALCULATION

In this field you indicate which calculation has to be made with respect to the data in the line:

- ♦ Addition (+),
- ♦ Subtraction (-),
- ♦ Multiplication (*), or
- ♦ Division (/).

DOMAIN

In this field you indicate which totals are to be taken from the cumulative specified in the display information or the summary:

- ♦ Budgeted (B),
- ♦ Costs invoiced (F),
- ♦ Long-term budget (M),
- ♦ Reservation (R),
- ♦ Liability (V), or
- ♦ Actual (W).

SRT/TYPE

In this field you indicate which totals listed below are to be taken:

- ◆ Accruals (only in combination with actual totals)
- ◆ Budgeted (1)
- ◆ Budgeted automatically (2)

You can set up types yourself as regards Budget types (B) and Long-term budgets (M).

A/B

In this field you specify whether it is the balances of numbers or of amounts that are to be taken:

- ◆ Numbers (A)
- ◆ Amounts (B)

D/C

In this field you specify whether the debit or credit balances are to be retrieved:

- ◆ Credit balance (C)
- ◆ Debit balance (D)

It should be noted in this connection that, when there are only totals in a cumulative, all items are put in the debit column, and you can provide for this simply by putting a 'D' here.

COLUMN CODE

In this field you can enter a scaling factor. There are two types of scaling factor:

- ◆ a fixed scaling factor (X = 10, C = 100 or M = 1000);
- ◆ an interim result (a column definition with definition type 'T').

When inputting a column definition, the following rules apply:

- ◆ The type of processing to be carried out on the data in the line must be specified in every case.
 - ◆ The specified processing can be performed on:
 - Totals taken from a cumulative specified for display or printing. You must define in the fields 'Domain', 'Srt/Type', 'A/B' and 'D/C' which totals are to be used.
 - A scaling factor supplied in the field 'Column code (type T), >> X=10, C=100, M=1000'.
- Only one of these types can be specified in a line. It is therefore impossible to combine cumulative data with an interim result or a scaling factor in a single line.

The various possibilities will be illustrated by means of the following example.

Example

In the column definition you wish to calculate the unspent margin left in the budget, so you input the following lines:

Calculation	Domain	Srt/Type	A/B	D/C	Column code
+	B	1	B	D	
+	B	1	B	C	
-	W	1	B	D	
-	W	1	B	C	
-	V	1	B	D	
-	V	1	B	C	
-	R	1	B	D	
-	R	1	B	C	
-	F	1	B	D	
-	F	1	B	C	

The budgeted debit and credit amounts are then added together and the other debit and credit totals (actual, reservations, liabilities and costs invoiced) subtracted from this total.

In order to divide specified cumulative data by a fixed factor (e.g., so as to have more manageable figures on the screen), you can proceed as follows:

Calculation	Domain	Srt/Type	A/B	D/C	Column code
+	W	1	B	D	M
+	W	1	B	C	
/					

In this way the actual totals for automatic payments are reduced a thousandfold. In order to divide particular cumulative data by an interim result, the procedure is as follows:

Calculation	Domain	Srt/Type	A/B	D/C	Column code
+	W	1	B	D	T
+	W	1	B	C	
/					

In this way the actual totals for automatic payments are divided by the totals calculated in the 'T' column definition, where you can, for example, add up the total numbers in order to obtain the average values.

Defining an interim result column is done in the same way as described above. Although the point has already been made, it is here emphasized once again that interim results cannot be displayed on the screen; they can only be selected in a definition.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

COMPONENTS

S134

With the functions in this menu you can define data items relating to external components. You can also display and print data concerning all available components, including the FMS components.

For program protection purposes FMS has been subdivided into a number of functional components, viz.

- ◆ Ledger
- ◆ Debtors/Creditors
- ◆ Invoices in circulation
- ◆ Liabilities
- ◆ Liquidity forecast
- ◆ Long-term budget
- ◆ Budget types
- ◆ Telebanking

Users of FMS have to be authorized for each component *separately*. External components can be added as well. These are usually non-FMS programs linked to FMS or installed as extensions of it. Further information on components and program protection can be found in the 'User Authorization' menu. For detailed information on incorporating external components in FMS, you should consult the helpdesk Financial Systems.

The menu contains the following functions:

1. Maintain external components
2. Display all components
3. Print all components

1 MAINTAIN EXTERNAL COMPONENTS

With this function you can flag the programs constituting FMS extensions as 'components'. This enables these additional external software modules to be included in the program protection scheme.

Use of this function demands a high level of specialized knowledge. For detailed information on its use, you should get in touch with the helpdesk Financial Systems. With the functions in the 'User Authorization' menu you can authorize users for the components here defined.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

CONSOLIDATION / YEAR-END PROCESSING

A13

By means of the functions in this menu you can consolidate the balances and numbers from an administration or, at end of year, transfer them to a new financial year. This menu also includes a function which lets you copy master data to a new administration/financial year.

The menu contains the following functions:

1. Consolidation
2. Convert ledger postings batch into external postings
3. Process consolidation postings from another operation area
4. Year-end processing for ledger
5. Year-end processing for LB component
6. Dimensions
7. Year-end processing for not-reconciled entries
8. Consolidation/Year-end processing (incl. LTB)

1 CONSOLIDATION

With this function you can copy the balances and numbers to a consolidation administration.

The following restrictions apply to the administration used for consolidation:

- ♦ consolidation can only be done within a single operation area; it cannot cover two different areas;
- ♦ only actual amounts and quantities are adopted into the consolidation administration. Also the balances of the liabilities will be adopted as actual entries;
- ♦ you must yourself ensure that consolidation entries are not made for more than one period or for overlapping periods. (If a wrong selection has been made, the resulting unprocessed batch can always be deleted.)

INPUTTING THE ADMINISTRATIONS AND FINANCIAL YEARS

When inputting from the transferring ('source') and receiving ('target') administrations and financial years, you should take account of the following points:

- ♦ whether (when the administration was set up) it was defined to serve as a consolidation administration;
- ♦ that the financial year of the transferring administration should not be the same as the financial year of the administration into which it is being consolidated.

In addition, you have to specify which data items are to be adopted from amongst:

- ♦ balances
- ♦ other master data
- ♦ dimensions/master data items
- ♦ percentage distribution of postings

ADOPT BALANCES

The following points apply to the adopting of the balances:

- ♦ provided the accounts concerned are still unknown to the consolidation administration, their master data may be adopted too. To do this you should then put the value '1' (Yes) in the field 'Adopt dimensions';
- ♦ the balances of amounts and quantities are both adopted.

When you have specified from which types of account the balances are to be adopted (as well as having supplied the other necessary data), you should provide further details of the balances to be adopted via a continuation screen. This continuation screen for balances is discussed below before the other fields on the main screen are described.

The *choice of cumulative* from which the corresponding cumulatives in the consolidation administration are to be set, very largely determines the entries to be created in the postings batch. FMS will, of course, only find in the cumulative chosen balances from the combinations that were specified in the cumulative definition.

Example

- ♦ *In cumulative 0 (Dimension 1) are held the balances of all the accounts, though they are not apportioned on a per dimension basis. The balance of an account will therefore be entered as a single amount in the appropriate account in the consolidation administration. Whenever in this administration the account is also 'dimension 2' linked, the entry in the postings batch will have to be provided with its own dimension 2;*
- ♦ *From a cumulative in which for all dimensions the 'Adopt empty dimension' code has the value '1' (Yes), all consolidation entries can be made.*

The specified cumulative must satisfy the following conditions:

- ♦ it must be an existing cumulative in the transferring administration;
- ♦ the term 'Dimension 1' must occur in the cumulative concerned.

Participation percentage

The participation percentage indicates the percentage of the consolidation administration in the transferring administration. The default value for this is '100,00'.

- ♦ For fully owned daughter companies, affiliates and divisions of a company and so forth you should not fill this field. All balances are transferred to the consolidation administration.
- ♦ In the case of minority participations, you do specify the participation percentage. Thus only the specified percentage of the balances encountered will be transferred to the consolidation administration. This applies equally to amounts and quantities.

The following points should be noted concerning the *exchange rate* against which the balances of the various types of account are transferred:

- ♦ you can correct the amounts by means of an exchange rate (the default is 1), for instance when you consolidate from a dollar administration to a Deutsche Mark administration. The quantity is always adopted in full;
- ♦ when using both a participation percentage and an exchange rate, each is scaled down by the value of the other.

Example

Participation percentage	50 %
Exchange rate	0,6
Cross entry made in the proportion	$50 \% \times 0,6 = 30 \%$

If the daybook you specified in the consolidation administration does not yet exist, it is adopted from the transferring administration unless you have given the value '1' (Yes) to the field 'Adopt dimensions' in this function (see below).

Whenever you specify the period in which the consolidation entries are to be justified, this period does not have to be the same as the period(s) from which the balances were derived. In this way you can, for instance, consolidate the balances from a monthly administration into a quarterly administration. You can also consolidate from period '00' to period '00', i.e. from opening balance to opening balance.

The value of the field 'Original period' is greatly dependent on the field 'Period':

- ♦ when you fill in a period, the field 'Original period' must be given the value '0' (No);
- ♦ when the entries have to be processed for the same period as that from which the balances have been taken, you do not supply a value for the 'Period' and you give the value '1' (Yes) to the field 'Original period'.

When you have finished keying in the specifications of the balances, you will have to confirm the entered values. A continuation screen then appears on which you can alter the cumulative for the selected balances. If you want to exclude some accounts from the consolidation run, you can use a separate *consolidation cumulative*. It is also possible to select the accounts with the selection code of the dimension and a selection criterion.

You can also define the upper and lower limits of the first dimension of the cumulative on this screen (the relevant dimension is already displayed on the screen by the system). If you do not fill these fields, the default values (FROM = ' ' and TO = '999999999') are used.

ADOPT OTHER MASTER DATA

Except for the master data governing dimensions and daybooks, the other master data of the administration can also be adopted into the consolidation administration. The following points should be noted:

- ♦ Only the master data of the financial administration are adopted. The D/C subledger is not consolidated.
- ♦ The 'Percentage distribution of postings' table is not automatically adopted, but the user should give consideration to the desirability of adopting it (see 'Adopt percentage distribution of postings', below).
- ♦ A memo page is only adopted if the page in the consolidation administration still does not exist. Memos on entries, open items and on D/C master data are not adopted.
- ♦ Because the consolidation administration is a composite administration, the conversion unit for individual accounts and master data is not adopted. If you wish to use conversion units in this administration, you must enter them separately.

ADOPT DIMENSIONS

On the lower half of the screen you can specify for each dimension whether it is to be adopted. If you put nothing in the '1/0' field, the dimension is not adopted.



Daybook master data are always adopted automatically.

In the fields 'FROM' and 'TO' you should specify the limits inside which the master data of the dimensions concerned are to be adopted. If you do not fill these fields, the default values (FROM = ' ' and TO = '999999999') are used.

In the case of dimension 1 it is possible to adopt the *total accounts*. If you adopt total accounts, you must not fill the fields 'FROM' and 'TO': *all* accounts associated with the dimension concerned are adopted. When you do not enter a value in the field 'Total acc', no total accounts are adopted.

Similarly, when you wish to adopt the *master data for compressions*, the fields 'FROM' and 'TO' must be left empty: *all* accounts associated with the dimension concerned are adopted. When you do not enter a value in the field 'Comp acc', no compressions are adopted.

ADOPT PERCENTAGE DISTRIBUTION OF POSTINGS

If you set this field to '1' (Yes), the adopted postings are automatically distributed.

If you do wish to adopt the table, but wish to prevent the adopted balances from being distributed a second time, you should first adopt the balances and master data while this field has the value '0' (No). Subsequently, execute the function again adopting *only* the 'Percentage distribution of postings'. In this way, the table is adopted without distributing the previous adopted postings.

Further information on percentage distribution can be found in the 'Percentage Distribution' menu.

2 CONVERT LEDGER POSTINGS BATCH INTO EXTERNAL POSTINGS

With this function you can copy a batch from an administration to a newly-created file. The postings from the file so created can then be processed in an administration of your choice (see option 3). Since a batch may only be copied to a new file, there can only be one batch per file.

3 PROCESS CONSOLIDATION POSTINGS FROM ANOTHER OPERATION AREA

With this function you can process a file of postings in an administration of your choice. When you have called up this function, you should first select the administration/financial year in which the postings are to be processed. You should then specify which file of postings you want to be processed.

The file of postings is created using the function under option 2 of this menu. At the end of processing validation reports are printed.



Although this function may be used for performing a consolidation from another operation area, no actual consolidation strictly speaking takes place: the postings are processed in an administration of another operation area, but no dimensions or other master data may be copied.

4 YEAR-END PROCESSING FOR LEDGER

With this function you can convert the balances of amounts and quantities from an administration into a new financial year. These balances form the opening balance sheet entries of that new year. This function also enables you to copy master data and dimensions.

The following restrictions apply to the execution of the function:

- ◆ year-end processing can only be done within one and the same administration;
- ◆ the new financial year ('to') must be present within the administration;
- ◆ only the actual amounts and quantities are copied into the new financial year;
- ◆ liabilities and reservations are not copied;
- ◆ you should yourself make sure that the creation and processing of the opening balance sheet entries do not cover more than one period or overlapping periods;
- ◆ you must define the current account relations again for each new financial year.



To prevent the creation and processing of the opening balance sheet entries from covering more than one period or overlapping periods, the year-end processing has to be conform to the predefined procedure.

INPUTTING ADMINISTRATIONS/FINANCIAL YEARS

You have to verify whether the new financial year ('To') is present in the administration. You then have to specify which data items are to be adopted, these being:

- ◆ balances
- ◆ other master data
- ◆ dimensions/master data
- ◆ percentage distributions of postings

ADOPT BALANCES

The adopting of balances includes both *amounts* and *quantities*. When you have specified from which types of accounts the balances are to be adopted (and have supplied the other necessary data), you should provide a further specification of the balances to be adopted on a continuation screen. This continuation screen for balances is discussed first, before the other fields on the main screen are described.

The *choice of cumulative* from which the corresponding cumulatives in the new financial year are to be set, very largely determines the entries to be created in the postings batch. FMS will, of course, only find in the cumulative chosen balances from the combinations that were specified in the cumulative definition.

Example

- ◆ *In cumulative 0 (Dimension 1) are held the balances of all accounts, though they are not apportioned on a per dimension basis. The balance of an account will thus be entered as a single amount in the new financial year. When in this financial year the account is also 'dimension 2' linked, the entry in the postings batch will thus have to be provided with a dimension 2.*
- ◆ *From a cumulative in which for all dimensions the code 'Adopt empty dimension' has the value '1' (Yes), all opening balance sheet entries can be made.*

For the specified cumulative the term 'Dimension 1' must be present for the cumulative concerned. If the daybook you specified in the new financial year does not yet exist, it is adopted from the transferring administration provided that you set the field 'Adopt dimensions' to '1' (Yes) with this function (see below).

In the field 'Contra account' you should specify an interim account. This account may not be linked to dimensions.

You may perform a provisional year-end processing run by adopting the postings as *accruals* or *budget postings*. This enables you to include the trial balance and the budget in a summary before definitive year-end processing has taken place.

When you have finished keying in the specifications of the balances, you will have to confirm the entered values. A continuation screen then appears on which you can alter the cumulative for the selected balances. You can also define the upper and lower limits of the first dimension of the cumulative on this screen (the relevant dimension is already displayed on the screen by the system).

ADOPT OTHER MASTER DATA

Except for the master data governing dimensions and daybooks, the other master data of the administration can also be adopted into the new financial year. The following points should be noted:

- ◆ Only the master data of the financial administration are adopted. The D/C subledger is omitted;
- ◆ Memos for entries, open items, and for debtor/creditor master data will not be adopted;
- ◆ The table 'Percentage distribution of postings' is not automatically adopted, but the user should give consideration to adopting it (see 'Adopt percentage distribution of postings', below).

ADOPT DIMENSIONS

On the lower half of the screen you can specify for each dimension whether it is to be adopted. If you do not enter a value in the '1/0' field, the dimension will not be adopted.



Daybook master data are always adopted automatically.

In the fields 'FROM' and 'TO' you should specify the upper and lower limits within which the master data of the dimensions concerned are to be adopted. If you do not fill these fields, the default values '0' to '999999999' will be used.

In the case of dimension 1 it is possible to adopt the *total accounts*. If you do adopt total accounts, you must not fill the fields 'FROM' and 'TO': *all* accounts associated with the dimension concerned are adopted. When you do not enter a value in this field, no total accounts are adopted.

Similarly, when you wish to adopt the *master data for compressions* the fields 'FROM' and 'TO' must be left empty: *all* accounts associated with the dimension concerned are adopted. When you do not enter a value in this field, no compressions are adopted. When the master data are adopted, the reference counters are updated in parallel.

ADOPT PERCENTAGE DISTRIBUTION OF POSTINGS

If you set this field to '1' (Yes), the postings adopted are automatically distributed. If you do wish to adopt the table, but to prevent the adopted balances from being distributed a second time, you should first adopt the balances and master data while this field has the value '0' (No). Subsequently, execute the function again adopting *only* the 'Percentage distribution of postings'. In this way, the table is adopted without distributing the previous adopted postings.

Further information on the distribution of percentages can be found in the 'Percentage Distribution' menu.

5 YEAR-END PROCESSING LB

With this function you can transfer reservations and liabilities to a new financial year. It complements the function 'Year-end processing for ledger' (see option 4) with which, as has been explained, no reservations and liabilities can be adopted.

When you have selected this function, a screen appears on which you can specify the required combination of administration/financial year. There is but one restriction: the year-end processing can only be done within a single administration. You are then able to specify which data items are to be adopted.

You can also indicate in what way the year-end work must be processed. You may choose whether the data:

- ♦ will be adopted directly to period '0' of the new financial year (method 1), or
- ♦ will first be adopted to another period to be specified, and then to period '0' in the new financial year (method 2).

If you adopt the data to the new financial year using method 1, the period balances will be written off in the current financial year, and the total of the resulting entries will be the opening total for period '0' of the new financial year.

If you use method 2, the total for the period balances will be written off in the period you specify in the field 'Via period'. Subsequently, this total will be adopted to period '0' of the new financial year.

6 DIMENSIONS

With this function you can copy dimensions (and possibly other master data) to a new combination of administration/financial year.

On the lower half of the screen you can specify for each dimension whether it is to be adopted. If you do not enter a value in the '1/0' field, the dimension is not adopted.



The daybook master data are always adopted automatically.

In the fields 'FROM' and 'TO' you should specify the upper and lower limits within which the master data of the dimensions concerned are to be adopted. If you do not fill these fields, the default values '0' to '999999999' will be used.

For dimension 1 it is possible to adopt the *total accounts*. If you do adopt them, you must not fill the fields 'FROM' and 'TO': *all* accounts associated with the dimension concerned are adopted. When you do not enter a value in the field 'Total acc', no total accounts are adopted.

Similarly, when you wish to adopt the *master data for compressions*, the fields 'FROM' and 'TO' must be left empty: *all* accounts associated with the dimension concerned are adopted. When you do not enter a value in the field 'Comp acc', no compressions are adopted.

ADOPT OTHER MASTER DATA

Except for the master data governing dimensions and daybooks, the other master data of the administration can also be adopted into the consolidation administration.

- ♦ Only the master data of the financial administration are adopted. The D/C subledger is not consolidated;
- ♦ The 'Percentage distribution of postings' table is not automatically adopted, but the user should give consideration to adopting it;
- ♦ A memo page is only adopted if the page in the consolidation administration still does not exist. Memos on entries, open items and D/C master data are not adopted.

7 YEAR-END PROCESSING FOR NOT-RECONCILED ENTRIES

With this function you are able to copy to the next financial year those ledger postings which have not been reconciled at the end of the year.

After selecting the administration and the financial year from which the data must be copied, a screen appears on which you can specify exactly to which data the year-end processing should apply:

- ◆ If you want to adopt the master data, only the field 'Adopt master data' must have the value '1' (Yes). You must also specify to which financial year the data have to be copied. The fields 'Create opening balance sheet' and 'Delete financial year data' must have the value '0' (No);
- ◆ If you want to create the opening balance as well, the field 'Create opening balance sheet' must have the value '1' (Yes). In addition, you must indicate the daybook to be used;
All daybook entry lines which have been selected *and* which have not yet been reconciled will be copied to the new financial year. For each combination of accounts a contra entry will be made, so actually both entries balance out. However, the specifications of both accounts will be kept.



Before you start year-end processing you must make sure that the serial numbers within a reconciliation set balance out. You must see to this yourself.

- ◆ Finally, you may use the field 'Delete financial year data' to indicate whether the data for the old financial year (which is displayed at the top of the screen) must be deleted. It is explicitly stated that it concerns the files used by the reconciliation functions, and NOT the actual ledger postings.

You may decide to adopt the master data first and create the opening balance sheet later. In this way reconciliation can be performed for the new financial year even when processing of the financial data for the old financial year has not been completed. If you decide to create the opening balance later, any missing master data will then be adopted as well.

8 CONSOLIDATION/YEAR-END PROCESSING (INCL. LTB)

This function enables you to effect a consolidation or year-end processing run including long-term budget postings. After having selected the function, you must enter the relevant administration and financial year. If you want to include long-term budgets into the consolidation/year-end processing, the field 'Include entries (LTB)' must have the value '1' (Yes).



The field 'Include entries (LTB)' is only available if you have purchased the module 'Long-term budget'.

After selecting an administration and a financial year, the main screen appears. The field 'Column definition' enables you to determine which balances have to be carried forward to the new financial year or the consolidation administration.

In addition, the fields 'Domain' and 'Type of data item' enable you to create any of the following batches:

- ◆ Actual
- ◆ Accrual
- ◆ Budgeted
- ◆ Budget type
- ◆ Long-term budget

You can also enter a number of default values that are allocated to the batch update in the target administration, such as:

- ◆ the daybook to be allocated (the field 'Daybook')
- ◆ the screen number of the batch (the field 'Screen number')

You can specify in the field 'Foreign currency' whether this currency can be adopted from currency-linked accounts exclusively or from currency-linked accounts in combination with any other accounts.

These default values apply to the batch in the target administration, and, if desired, they can be changed at the time when this batch has been created in the target administration.

CONVERSION UNITS

G12109

With the functions in this menu you can define conversion units for use in connection with the processing of ledger postings. Conversion units can also be used when inputting liabilities.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

In this function you can define the *conversion units* that are to be attached to accounts, liabilities and ledger postings. When a particular conversion unit has been attached to an account, only those postings will be accepted for which the same conversion unit has been specified. When inputting a posting, you need only specify the number and the conversion unit; the system calculates the amount from the multiplication factor the conversion unit represents.

Example

You specify the 'KM' conversion unit for account number 4020. This conversion unit represents a factor of '0,5' (= 50 pence per kilometre).

You make the following entry:

Account	Units	Conversion unit
4020	100	km

The system now calculates the amount to enter, viz. £ 50,00.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

COUNTRY CODES

A1104

With the functions in this menu you can define the country codes for the active operation area.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

Country codes and descriptions may be freely chosen by the user. The codes and descriptions you input, will only be used in the FMS displays and summaries. The entered country codes have then to be linked to ISO country codes. These international codes are used internally by the FMS software.

Example

Country	Name country	ISO code	ISO country name
NED	Holland	NL	Netherlands
D	Germany	DE	Germany
B	Belgium	BE	Belgium



Even if ISO country codes are the ones normally used in your organization, you still have to use this function to supply the ISO codes and descriptions.

The country codes input here apply only to the operation area in which you are working when this function is invoked. You have to supply a series of country codes for each operation area. You will find information on changing between operation areas in the section 'Logging on to FMS', see the chapter 'Operating FMS'.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

CUMULATIVE AUTHORIZATION

A120806

In this menu you can indicate for each cumulative which users have free access to it. The cumulative authorization of the user is being checked when invoking the summaries 'Daybook entries', 'Historical summary' and 'Correlation summary'.

The menu contains the following functions:

1. Work with
2. Maintain
3. Display
4. Print

1 WORK WITH

This function enables you to authorise users to the use of one or more cumulatives when, for instance, retrieving management information.

After you have selected an administration, a financial year and a user, the screen 'Maintain cumulative authorization' is displayed. On this screen you can perform the following actions:

- ♦ with <F9> you can add a cumulative;
- ♦ with screen option 4 you can delete a cumulative;
- ♦ with <F10> you can authorise a user for all cumulatives;
- ♦ with <F11> you can cancel the authorisation for all cumulatives.

CURRENCY AND EXCHANGE RATES

G1101

With the functions in this menu you can define data concerning the different currencies used in an administration. Currency data items apply to the whole administration and are not therefore financial year dependent.



If you do not use foreign currencies, you do not need to enter any currency data. But you do have to input a base currency for each administration. This is done at the time an administration is created.

The menu contains the following functions:

1. Maintain currency
2. Display currency
3. Print currency
4. Maintain exchange rates

1 MAINTAIN CURRENCY

This function consists of the following screens:

- ♦ currency data
- ♦ exchange rates
- ♦ reminder costs
- ♦ currency/financial year data
- ♦ revaluation after change of exchange rate

SELECTING THE DATA

When you add a new currency, the screens cited above are displayed in succession automatically.

When you wish to alter an existing currency, you select it on the key screen, whereupon a new screen appears on which you can input the currency data. From this screen you can use the action menu to input *exchange rates*, *reminder costs* and *currency/financial year data*.

The screen 'Revaluation after change of exchange rate' appears if you wish to exit the function after having input a change of exchange rate. Yet you must have indicated in the administration data that after the change of an exchange rate, immediate revaluation is to take place (see the function 'Maintain D/C subledger').

INPUTTING THE CURRENCY DATA

Two codes are assigned to each currency:

- ♦ *Currency*
When you input a new currency, you must specify a currency code on the key screen. This code is used to select the currency; it is displayed on screens and included in summaries. This code can be chosen by the user without restriction. If you supply the ISO code for the currency here, you still have to fill in the field 'ISO currency code' (see below).
- ♦ *ISO currency code*
You have to specify the ISO currency code for each currency. This code is used by FMS internally when processing entries in foreign currencies. You can only select ISO codes that are known to the system (see the 'ISO Currency Codes' menu).

The 'Exchange rate unit' is a multiplier by means of which the exchange rate for a foreign currency is proportioned to the number of base currency units.

Example

Base currency	NLG (Dutch guilder)
Currency	BEF (Belgian franc)
Exchange rate	100 BEF = 5 NLG

With the currency data for Belgian francs should be specified:
Exchange rate unit: 100



For the base currency the 'Exchange rate unit' must always be '1'. The exchange rate for the base currency must also be '1'.

By means of a *mask*, you can specify how numbers are to be represented both on the screen and in printed form. Masks consist of characters of the following three types:

- ♦ substitution characters
- ♦ non-substitution (punctuation) characters
- ♦ characters representing the sign

SUBSTITUTION CHARACTERS

- * In the positions you leave blank 'leading zeroes' are represented by spaces.
- 8 Numeric values: these appear if the total value entered is equal to 1 or more; if the value is 0, a blank field appears (see example).
- 9 All numeric values appear, even if the total value entered is 0 (see example).

By using the '8' and '9' characters, you specify the minimum number of positions that are to contain digits. You must at least enter one '8' or '9'. A combination of these characters is not allowed.

NON-SUBSTITUTION CHARACTERS

Capital letters, full stops, commas and percentage signs are printed on the position specified in the mask. Ampersands (&) are used to indicate spaces in the representation.

CHARACTERS REPRESENTING THE SIGN

To represent the algebraic sign you may include a minus sign (-) or the (capital) letters CR in the rightmost position. Both representations may not be used in a single mask. The representation of the sign is only printed if the number entered is negative.

If the maximum character format is exceeded, the system places an asterisk (*) in the leftmost position that could contain a decimal digit, for example "£ *.372.856,75".

Example

A	Mask: ". . . 9,99-"	
	Amount: 15275,78	Result: "15.275,78 "
	Amount: 461,64-	Result: " 461,64-"
	Amount: 0,45-	Result: " 0,45-"
	Amount: 0,00	Result: " 0,00 "

B	Mask: " & 99,99&CR"	
	Amount: 15275,78	Result: "15 275,78 "
	Amount: 461,64-	Result: " 461,64 CR"
	Amount: 0,45-	Result: " 00,45 CR"
	Amount: 0,00	Result: " 00,00 "

C	Mask: ". . . 8,88-"	
	Amount: 15275,78	Result: "15.275,78 "
	Amount: 461,64-	Result: " 461,64-"
	Amount: 0,45-	Result: " 0,45-"
	Amount: 0,00	Result: " "

For each currency you can specify the account that has been set up to hold *exchange rate differences* in dimension 1 (see also 'Inputting the currency/financial year data', below). In the field 'Adopt dimensions for exchange rate difference' you can specify whether the dimensions of the account in which the exchange rate differences have arisen, are to be copied (code '1' - Yes). When you set this field to '0' (No), the dimensions specified for the exchange rate differences account are used.

When inputting the minimum amount for automatic payment, you should remember that amounts smaller than the specified threshold are not selected for automatic payment (see the 'Payment Orders' menu).

The maximum amounts for which debtors' and creditors' outstanding balances may be entered, are amongst the data items for the maintained currency. For both debtors and creditors any outstanding balance that is less than the amount displayed on this screen, can be entered automatically (see the function 'Write off small amounts automatically' in the 'Periodic Procedures D/C' menu).



Apart from the minimum and maximum amounts you specify in the fields described above, there are several other limits you can set. By means of the function 'Maintain D/C subledger', you can specify the 'Maximum percentage write-off' and the 'Minimum percentage for reminder'.

The general administration data D/C contain information on the maximum amount for a single automatic payment order. The amounts you wish to write off, pay or send reminders for must always meet all of the conditions mentioned here.

INPUTTING THE EXCHANGE RATES

When you select this option from the action menu, a function will be activated that is being described under option 4 of this menu, 'Maintain exchange rates'.

INPUTTING THE REMINDER COSTS

With the amount that you specify for reminder costs you can also input an explanatory text. Both the amount and the associated text can be printed in reminder letters (see the 'Documents' menu). The number input can be used to select a line. This number matches the reminder number of a reminder letter.

INPUTTING THE CURRENCY/FINANCIAL YEAR DATA

For each financial year you can specify an exchange rate differences account and/or a revaluation account. You can only select accounts that have been set up for Dimension 1.

You can also specify *default dimension links* that are to be followed when entries are made in these accounts. For example, you can indicate that exchange rate differences are always to be entered for department 110 in dimension 3. You can only select those dimensions that match the dimension linkages specified at the time the accounts were set up (see 'Dimension 1' menu).

REVALUATION AFTER CHANGE OF EXCHANGE RATE

If you want to exit the function after inputting a change of exchange rate, the system asks whether automatic revaluation is to be carried out. You will find further information on revaluation in the 'Periodic Procedures D/C' menu.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

4 MAINTAIN EXCHANGE RATES

With this function you can maintain the exchange rate table for a specific currency.

When inputting exchange rates, you should bear the following in mind:

- ♦ exchange rates are always defined relative to the base currency of the administration;
- ♦ the amount keyed in under 'Exchange rate' is the number of units of the currency concerned per 'exchange rate unit';
- ♦ exchange rates can only be altered if no data are being processed.

Example

Currency	Exchange unit	Rate
BEF	100	5,2100
BEF	1	0,0521

DATA ON GIRO CREDIT SLIP

G130109

With this menu you can define the fixed information to be printed on giro credit slips. The data defined by these functions may be used in the composing of giro credit slips with the 'Variable Summaries' menu.

The following conventions are recommended when dealing with giro credit slips:

ORF (FORM)

The optically readable giro credit slip recommended by the Post Office Bank, preferably attached to a form of a specified type. Two variants are in use:

- ♦ Format A103: Giro credit slip with broad strip (counterfoil) on the left;
- ♦ Format DC602: The layout of this format differs slightly, i.e. the reminder is printed above the giro credit slip. The counterfoil is also on the left side of the form.

OCR-B SCRIPT

Script for optical character recognition: Script recommended and indeed prescribed by the Post Office Bank that enables giro credit slips so printed to be read and processed automatically. You should be aware that not all printers support this typeface.

The menu offers the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING THE DATA

After you have selected this function, a screen appears on which a number of data items appertaining to the *ORF form* can be entered.

If you want the OCR-B code line and OCR-B amount/account number to be printed, the associated fields should be flagged '1' (Yes). If these fields are flagged '0' (No), they will not be printed in any circumstances, not even in a normal typeface. You enter as the 'Bank code' the value you have defined with the function 'Maintain bank data' (see the 'Data on Own Bank Accounts' menu).

When you have indicated that the *OCR-B code line* is to be printed, you can specify on a continuation screen which data items (the OCR-B debit account and/or OCR-B credit account, the OCR-B collection amount and the OCR-B contract code) are to be included in the code line.

Lastly, you can specify on a following continuation screen what text is to appear on the giro credit slips. On the line marked 'Fixed text (giro)' on the line marked 'Fixed text (stub)' you can reserve a portion for variable text, the remainder being used for the fixed text. You may include the following data items:

- ♦ Debtor number
- ♦ Invoice number
- ♦ Invoice date



Remember to allow for the separating blanks when planning the content of the text.

DATA ON OWN BANK ACCOUNTS

G130108

By means of the functions in this menu, you can define bank codes for the administration's own bank, giro and cash numbers to be used for automatic payments and/or collections.

With these codes you can define a number of bank data items such as the current balance, names, account numbers. In addition to bank related information, you can also record data items for cash and giro accounts.

When you specify the bank code here defined for the master data relating to your debtors and/or creditors, and/or invoices, FMS makes sure that all your automatic payments and collections go through the right account in the right bank.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

When you have selected this function, the screen 'Maintain bank data' is displayed. The data to be specified fall into two categories:

- ◆ Bank data
- ◆ Ledger data

INPUTTING THE BANK DATA

In the *bank code*, in addition to a code representing the name of the bank, you may also use a code representing the account, for instance ABN1, ABN2. This can be useful when, for instance, you have more than one account at a given bank.

In the field 'Account no.' you can specify:

- ◆ a number consisting of fewer than eight digits. FMS recognizes it as a Postal Bank number.
- ◆ a number of more than eight digits is an ordinary bank account number.

In the field 'Giro bank' you can specify the establishment's giro number. If the number of a Postal Bank account has been entered in the field 'Account no.', the field 'Giro bank' should not be filled in.

In the field 'Currency' you can specify the currency to be used for the bank account. Payments made against a particular bank code must be in either this currency or the base currency.

When you enter the value '1' (Yes) in the field 'Can edit balance', you can alter the bank balance by entering payments (see the 'Payment Entry' menu). The statements are then not numbered automatically.

In the field 'Automatic payments - Maximum amount' you can specify the maximum amount of a single payment when settled automatically. When the accumulated total of automatic payments exceeds this figure, the remaining payments from the account are made against the next, higher, serial number. If only a single bank code is used, some invoices will not be settled after the maximum figure has been exceeded.

Serial number

By means of the serial number, you are able to specify the sequence in which the various accounts will be accessed for automatic payment purposes. The serial numbers have a series of default values, but these may be overridden in an automatic payment run. If you do not specify a number, automatic payment from or automatic collection for crediting to the account concerned will not take place. The serial number is redundant, on this screen, when you have filled in your cash data.

The first four positions of the 'Swift address' are used to indicate the exchange bank when selecting the payment orders for a payment medium. The field 'Country' is used by the system to check the account number.

INPUTTING THE LEDGER DATA

With the financial year data you specify the ledger account number for the bank in the field 'Bank' (and, underneath, the number of the dimension linked to it). In the field 'Automatic payment' or 'Automatic collection' you indicate the daybook in which the automatic payment or collection is to be entered.

In either the 'Payments in hand' or the 'Collections in hand' field you specify the ledger account for entry of automatic payments or automatic collections, respectively. If no ledger account number is specified in the respective field, the ledger account number for the bank concerned will be used.

Ledger postings are produced for all automatic payments to compensate for the creditor entries. The *suspense account* specified in 'Payments in hand' can serve as a contra account in consequence. When the balance for the payment run is written off from the bank account, you must make the contra entry in the suspense account as well. This will in fact be the ledger account used for payments in hand.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DATA ON OWN BANK ACCOUNTS IN FOREIGN CURRENCIES

G1306214

By means of the functions in this menu, you can define bank codes which, in addition to the ordinary bank codes (see page 163), will be used when automatic foreign currency payments are made.

When you specify the bank code here defined for the master data relating to your debtors/creditors and/or invoices, FMS makes sure that all your automatic payments in foreign currencies go through the right account in the right bank.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

SELECTING THE BANK DATA

When you have selected this function, a key screen appears from which you can select the *bank code* of the desired bank.

When you use a question mark to select a bank, the system will display all codes which have been defined with the functions in the 'Data on Own Bank Accounts' menu. The following points should be noted:

- ♦ The system will display all bank codes, including those for which no data for payments in foreign currencies have yet been entered. When you select such a bank code, an empty input screen will appear and the program mode will automatically be set to 'Add'. For this reason the 'Add' function key is not available on this screen.
- ♦ The serial number displayed on the screen is part of the data specified in the 'Data on Own Bank Accounts' menu. At the moment this serial number is not used for automatic payments in foreign currencies.

After you selected the bank code, the screen 'Maintain administration bank/giro/cash AFCP' is displayed. Immediately below the bank code you may maintain the data on the *storage medium* used for payments in foreign currencies. The field 'Last batch number' shows the number of the payment medium last created. Next you can specify data concerning the contact with the selected bank and the address for the payment medium.

The lower part of the screen contains a number of bank specific fields; some banks require specific data in order to be able to process the payment orders. The *swift address* entered with the 'Data on Own Bank Accounts' menu (base currency) determines which fields should be displayed for a specific bank.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DATA ON PAYMENT / COLLECTION ORDER MEDIUM

G130110

With the functions in this menu you can specify, for a given operation area, on what type of medium the automatic collection and payment orders are to be recorded for dispatch to the bank(s).

The menu contains the following functions:

1. Maintain payment orders
2. Display payment orders
3. Print payment orders
4. Maintain collection orders
5. Display collection orders
6. Print collection orders

1 MAINTAIN PAYMENT ORDERS

When the FMS system has converted payment proposals into payment orders, the orders have to be sent to the bank for further processing. There are various dispatch methods:

- ♦ file,
- ♦ datacom,
- ♦ diskette,
- ♦ folder,
- ♦ tape.

You can send payment orders for a range of different banking establishments to the Bank Giro Centre. For automatic payments in foreign currencies, however, you must use a separate payment medium for each payment order. You must see to it yourself that the proper payment medium is used in each case.

INPUTTING THE DATA

You can specify the payment medium in the appropriate field 'Storage medium'. When sending on diskette, you also have to specify the disc format:

- ♦ 8 inch diskettes may contain a maximum of 1875 records;
- ♦ 5¼ inch diskettes may contain a maximum of 5000 records.

In the field 'Unit or datacom library' and the subsequent fields you can specify all significant storage data. If necessary, consult your system manager.

The field 'Layout' is used to indicate the format that is being used, including:

- ♦ the BGC-layout,
- ♦ the CLIEOP-layout,
- ♦ the layout for the Deutsche Bundesbank,
- ♦ the layout for the National Westminster.

Included in the 'Status automatic payments' data are:

- ♦ the stage reached by the most recently created orders ('Blank' when no processing is in progress, 'V' when it is);
- ♦ the number of the most recently issued order;
- ♦ the number of the most recently used medium.

4 MAINTAIN COLLECTION ORDERS

Collection order medium data are maintained in the same way as described above for payment medium data (see option 1).

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DATA ON PAYMENT / COLLECTION ORDER STATEMENT

G130111

With the functions in this menu you can input two sets of statement data, one for the Bank Giro Centre (BGC) and one for the Postal Bank (PCGD). These statements are printed whenever a payment medium has been created for dispatch to the BGC or the PCGD.

The menu contains the following functions:

1. Maintain statement data for automatic payment
2. Display statement data for automatic payment
3. Print statement data for automatic payment
4. Maintain statement data for automatic collection
5. Display statement data for automatic collection
6. Print statement data for automatic collection

1 AUTOMATIC PAYMENT - MAINTAIN

INPUTTING THE DATA

The layout of the statement is governed by the statement code that you have specified: PCGD or BGC. You may only specify these two codes; other codes are not supported. When you set up your master data, you will have to provide the *statement type* (bank or giro) and define the *data for the statement*. To this end, use <F9>.

You can also print, for authorisation purposes, the address of the central clearing bank (= Bank Giro Centre) or the address of your own bank (Budget authorising). You can create a copy for own use (Archive) as well. When you have supplied all data and pressed <ENTER>, you are asked to confirm the data.

With <F11> you can remove the entire record. After pressing it, you are asked to confirm this action.

3 AUTOMATIC PAYMENT - PRINT

An accompanying statement will be printed on every occasion that payment data are recorded on a payment medium. With this option you can only print the statement data specified with menu option 1.

4 AUTOMATIC COLLECTION - MAINTAIN

Data on the collection medium are maintained in the same way as described above for the payment medium data (see menu option 1).

6 AUTOMATIC COLLECTION - PRINT

An accompanying statement will be printed on every occasion that collection data are recorded on a payment medium. With this function you can only print the statement data specified with option 4.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DATA TYPE AUTHORIZATION

A120804

This menu contains the following functions:

1. Work with
2. Maintain
3. Display
4. Print

1 WORK WITH

This function enables you to individually define the access authorization with respect to one or more data types. Upon selecting the administration and a user, the screen 'Maintain data type authorization' appears. Use <F9> to define a new authorization on a continuation screen.

It largely depends on the domain (e.g. Budget, Liability, Reservation) to be entered in the homonymous field as to which data types (e.g. Budgeted, Budgeted automatically) the user has been authorized.

2 MAINTAIN

This function enables you to authorize one or more users for each data type. Upon selecting the administration, financial year and data type, the screen 'Authorize data type' appears. You can use <F9> to authorize users for the data type concerned.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DAYBOOK

G12106

With the functions in this menu you can define and view daybooks. Daybooks enable you to group the different types of ledger postings in accordance with their origin. This allows you, for example, to distinguish between purchase and sales entries or cash, bank, and giro entries. Moreover, daybooks can simply be included as dimensions in cumulatives.



When you have added a new daybook, you should specify which users have been authorized for it (see the 'Journal Authorization' menu).

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

SELECTING THE DATA

When you choose this option, a key screen appears from which you can select an existing daybook.

If, however, you indicate that you want to add a new daybook (using <F9>), you can also indicate that you wish to copy data from an existing daybook, as follows:

- ◆ if you only fill in the new number, a blank input screen will appear;
- ◆ if you copy data within the administration, all the data items from the specified account are copied across, except the name and the abbreviated name.
- ◆ if you copy the data from another administration, everything from the specified account is copied across.



The description, maximum length and data type (numeric or alphanumeric) of the field in which the identity of the daybook is entered, will have been defined by the application manager with the function 'Maintain master codes' in the 'General Data for Administration and Financial Year' menu.

INPUTTING THE DATA

On both screens and listings the name or the abbreviated name can be included alongside the daybook number. These descriptions can also be used to support preselection when selecting the daybook numbers.

The selection code is used in various functions to make a further selection from a series of account numbers (see the 'Free Summaries' menu and the 'Variable Summaries' menu). The use of the selection criterion is best explained by means of an example.

Example

Selection code	*75*****
Selection criterion	H (= Greater than)
Result	All master data items for which the second position of the selection code is greater than or equal to '8' and the third position is greater than or equal to '6'.

Selection code	A*****
Selection criterion	G (= Equal to)
Result	All master data items for which the selection code begins with an 'A'.

Via the field 'Postings block' you can dedicate a daybook to a particular type of posting, for example for postings from the D/C administration or external applications. The postings that are to be entered in this daybook should have been given the same code; they are rejected otherwise. You may only select codes here that have been specified earlier with the functions in the 'Block Postings' menu. The blocking applies to both manual entries and postings batches coming from external applications.

In the field 'Screen layout ledger postings' you can select the input screen to be used for inputting ledger postings. You may only choose those screens that have been defined earlier with the functions in the 'Layout of Input Screens' menu.
The function key <F10> allows you to link the daybook to a screen layout for 'Invoices in circulation' and for 'Reservations and Liabilities'. You may only select screen numbers that have been defined earlier with the functions in the 'Free Screens' menu.

On the bottom half of the screen you can specify for each dimension the default position for the making of entries and contra entries. These defaults may be overwritten when ledger postings are entered.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DAYBOOK ENTRY COMBINATIONS

G12111

With the functions in this menu you can define a number of combinations of default values that will be used to facilitate the task of entering ledger postings.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

With this function you can, under a combined code, define certain default values for fields used to input ledger postings. When entering a posting, you can select an entry combination whereupon the associated default values come into effect for that posting.

INPUTTING THE DATA

For a description of the fields that can be used in an entry combination, you are referred to the 'Layout of Input Screens' menu.



To make use of entry combinations when inputting postings you should have included the field 'Combination' in the input screens.

When making entry combinations, you should consider the layout of the input screens for ledger postings. *Although they are assuredly in effect, the default values of a chosen combination are not necessarily displayed on the screen.* If, for instance, the input screen contains the field 'Quantity', while a default value for this field has been specified in the selected combination, the field will initially be blank. When you fill in the field 'Quantity' on the screen, the default value from the combination will be overridden.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

D/C SUBLEDGER DATA FOR ADMINISTRATION AND FINANCIAL YEAR

A1203

With the functions in this menu you can set up and display the D/C subledger administration and financial year data.

The menu contains the following functions:

1. Maintain D/C subledger
2. Display D/C subledger
3. Go to 'Print D/C Subledger' menu

In this description the discussion is confined to the functions that can be invoked from this menu. For more information on the 'Print D/C Subledger' menu (option 3), you are referred to the description of its menu elsewhere in the manual.

1 MAINTAIN D/C SUBLEDGER

When you have called up this function, you must select an administration. If you want to maintain data on debtors, creditors or relations for a particular financial year, you must also select a financial year.

Subsequently, you can maintain the data for the administration/financial year by selecting the preferred options with '1'. The functions will appear on the screen in succession.

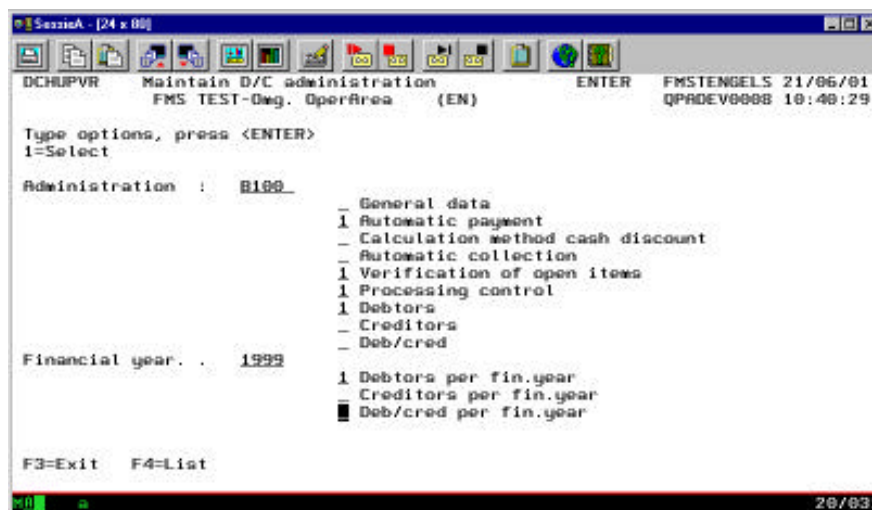


Figure 17. Functions of administration and financial year

For most fields the help texts that can be viewed with this function are adequate to explain them. On certain points, however, further information is called for.

GENERAL DATA PER ADMINISTRATION

This function enables you to enter the address data and a few control codes of an administration. You can only select address data that have been incorporated earlier in the central address file (see the 'Central Address File' menu). If the required data are not available, you can input the new data to the central address file using a function key. After selection of the required data, the address number and the address type of the address data selected are displayed on the screen.

You can have the relations numbered automatically by the system as they are input by setting the field 'Automatic D/C/R numbering' to '1' (Yes). When this is done, debtors and creditors are numbered separately. You can also have all entries checked against *double addresses*. This check will include address type, postal code, house number and addition. Whenever a double address is found, you can use a function key to view the debtors/creditors concerned and select one of them. You can also press <ENTER> to confirm the newly entered address.

With the field 'Block financial year to period' you can prevent an entry being made in a blocked period. If you want to link the administration with VAA400, you must enter the value '1' (Yes) in the field 'Linked to VAA400'. In this case, you must also specify an operation area within VAA400.

AUTOMATIC PAYMENT DATA PER ADMINISTRATION

If you wish to clear credit notes for which open items exist, you should bear in mind that all open items will be cleared. You should also set the field 'Aggregate entries' to '1' (Yes).

You can also clear credit notes if the open items have actually been cancelled. To this end, you must enter the value 'V' (= Yes, if cancelled) in the field 'Clear credit notes'. This will result in the addition of the field 'Fill in payment descriptions' on the screen. In this field you can specify the elements belonging to the description. These elements are:

- ◆ the payment reference and the invoice description,
- ◆ the payment reference and the client number,
- ◆ the payment reference and the name,
- ◆ the payment reference,
- ◆ the invoice description.

For bank to bank payments you may also use option 'G' to aggregate the open items only partially. If 'G' is entered in this field, a maximum of 5 payment orders can be aggregated in one line. For the description FMS will use:

- ◆ the client number for the relation (if specified with the 'Debtors/Creditors Master Data' menu, see page 189), or else
- ◆ the external invoice numbers of the aggregated invoices.

The amount you specify as the *maximum amount for a single automatic payment order*, together with the minimum amount for automatic payment specified with the currency (see page 159) determines which amounts can be paid automatically. A payment must always be within *both* limits.

For each payment order a ledger posting will be created. You may condense these postings per bank or per relation in the account 'Payments sent'. The dimensions 2 to 5 will not be included. If the account is linked to a dimension, you must create a variable link and specify default dimensions (see page 196).

If you use the field 'Authorization bank and/or giro numbers' to approve account numbers, all account numbers that are new or have been changed will be marked as 'not definitive'. When creating a payment proposal, you will receive a message in case of not definitive account numbers. It is not possible to create payment orders for such open items.

CASH DISCOUNT CALCULATION DATA PER ADMINISTRATION

In the field 'Minimum % paid amount acceptable' you state the percentage of an open item that is the minimum to be paid before cash discount can be entered. The system uses the following formula:

$$\frac{\text{Amount paid} + \text{Cash discount}}{\text{Outstanding amount}} * 100\%$$

If this percentage is greater than or equal to the specified 'Minimum % paid amount acceptable', the cash discount is entered.

Example

You have set the field 'Minimum % paid amount acceptable' to 80 per cent. The cash discount you offer is 3 per cent. Against an outstanding sum of £ 100, an amount of £ 95 has subsequently been entered:

$$\frac{95 + (100 \times 0,03)}{100} * 100\% = \frac{98}{100} * 100\% = 98\% > 80\%$$

The amount paid is greater than the minimum percentage: the cash discount can thus be entered.

Although you may set the value at any required percentage, it is advisable to designate a percentage of at least 50 per cent; if you specify a lower figure, a debtor can take advantage more than once of the cash discount (on the full invoice amount), as is illustrated in the following example:

Example

You have set the field 'Minimum % paid amount acceptable' to 40 per cent. The cash discount you offer is 3 per cent. Against an outstanding sum of £ 100, an amount of £ 45 has subsequently been entered:

$$\frac{45 + (100 \times 0,03)}{100} * 100\% = \frac{48}{100} * 100\% = 48\% > 40\%$$

The amount paid exceeds the minimum percentage so the discount is entered. A residue of £ 52 is left. The debtor subsequently pays £ 49 against the open item:

$$\frac{49 + (100 \times 0,03)}{100} * 100\% = \frac{52}{100} * 100\% = 52\% > 40\%$$

The amount paid exceeds the minimum percentage so the discount is entered a second time.

With 'Waiting days' you can specify the margins within which cash discounts can still be accepted, for example that the cash discount should be allowed even when payment is not received until the day following the date of the discount term. You will find further information on cash discounts in the 'Cash Discount' menu.

AUTOMATIC COLLECTION DATA PER ADMINISTRATION

If you wish to clear credit notes for which open items exist, you should bear in mind that the total amount of the outstanding invoices will be cleared. You should also set the field 'Aggregate entries' to '1' (Yes).

DATA FOR MONITORING OPEN ITEMS PER ADMINISTRATION

If you are concerned with the loss of interest on open items, you can have the figure calculated by FMS. On the basis of a percentage, you specify the *loss of interest* for each such entry. This information can be displayed on the screen or printed as a report (see the 'Screen Information D/C subledger' menu and the 'Summaries and Documents' menu).

When preparing an aging list, the open items are sorted by the number of days that the invoices concerned have been outstanding. You can specify on this screen at what intervals such an aging list is to be produced. The effect of the values supplied here on an aging list can best be made clear from an example:

Example

Type of reference date	F
First interval (days)	30
Second interval (days)	15
Second interval from column	3

- ◆ The first column of the aging list shows open items up to 30 days after the invoice date.
- ◆ The second column shows open items from 31 to 60 days after the invoice date.
- ◆ The third column shows open items from 61 to 75 days after the invoice date.
- ◆ The fourth column shows open items from 76 to 90 days after the invoice date.
- ◆ ... and so forth.



In this way a maximum of six columns can be specified. When defining this variable summary, you can add an extra column (to the 'Entry details line') for the total of outstanding amounts. This summary would then be in keeping with the summaries of open items.

PROCESSING CONTROL DATA

With this function you can define in which way processing should take place within an administration. A number of fields are displayed in which default values for processing can be specified.

If you indicate that the system should 'End processing if errors in payment batch', the system will process only those batches which do not contain incorrect entries. If a batch contains errors, the batch as a whole will not be processed. However, if you do not want to end processing if errors occur, you also have the option to process the batch partially. Only the correct entries will be processed. The incorrect entries will remain in the batch.

DEBTORS DATA PER ADMINISTRATION

With this function you can input certain data items relating to the production of *reminders*. From the default address type the system specifies to which address a reminder, for example, is to be sent. If you opt, say, for the invoice address, all reminders to the various debtors will be sent to their invoice addresses.



The address type specified here serves as the default value. It is used when you do not specify a different address type for the debtor/creditor master data.

The field 'Minimum percentage for reminder' indicates whether reminders are to be sent in the case of invoices for which part payments have been made. If the open item amount is smaller than that represented by the percentage specified here of the total invoice amount, no reminder will be sent. If you leave this field empty, a reminder is always produced.



When maintaining the currency, you can specify starting with which minimum amount an open item may be included in a reminder. Each amount must not only be within the limits specified here but also within those specified for the currency (see page 159).

With the field 'Maximum percentage write off' you can write off the residual amounts of open items against which part payments have been made. The residual amount must be smaller than that represented by the percentage of the total invoice amount you specified.



When maintaining the currency, you can specify up to what maximum amount writing off is to be permitted. Each amount must not only be within the limits specified here, but also within those specified for the currency.

With the 'Individual usage' status code you indicate whether individual fields are to be used during inputting of debtor/creditor master data. You will find further information on the use of these fields in the 'Layout of Input Screens' and the 'Debtors/Creditors Master Data' menus.

CREDITORS DATA PER ADMINISTRATION

This function is internally the same as the function 'Debtors data per administration' of this menu. For a description of this function you are referred to this option.

DEBTORS/CREDITORS DATA PER ADMINISTRATION

This function is internally the same as the function 'Debtors data per administration' of this menu. For a description of this function you are referred to this option.

DEBTORS DATA PER FINANCIAL YEAR

With this function you can input certain data items relating to the automatic writing off of small amounts and exchange rate differences, for each administration/financial year. Automatic writing off is done by the functions 'Automatic write off of small amounts' and 'Revaluation after change of exchange rate' in the 'Periodic Procedures D/C' menu.

In the first two fields on the screen you indicate the ledger accounts in which the entries are to be made.



When processing postings, problems can arise in connection with the existence of links to dimensions the various accounts may have. If the account in which the exchange rate differences or small amounts have arisen is not dimension linked, while the ledger account concerned is so linked, the postings will not be applied. Further information on the linking of dimensions to accounts can be found in the 'Dimension 1' menu.

You should also designate on this screen the daybooks to be used when daybook entries are created to represent the small amounts and exchange rate differences written off.

CREDITORS DATA PER FINANCIAL YEAR

This function is internally the same as the function 'Debtors data per financial year' of this menu. For a description of this function you are referred to this option.

DEBTORS/CREDITORS DATA PER FINANCIAL YEAR

This function is internally the same as the function 'Debtors data per financial year' of this menu. For a description of this function you are referred to this option.

2 DISPLAY D/C SUBLEDGER

This function enables you to view the administration and financial year data of the D/C subledger. You must select the functions for this menu option in the same way as described for option 1 of this menu.

D/C SUBLEDGERS

G130101

With the functions in this menu you can incorporate in a financial year subledgers containing debtor and creditor administrations.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING THE DATA

To be able to define a new subledger you must change the program mode to 'Add' with <F9>. You can then define a new subledger on the top input line of the screen 'Maintain subledger accounts'.

You have to assign at least *one financial year* and *one control account* to a subledger. For this purpose you can only select accounts that have been designated as 'Control account' when the system of accounts was set up (see the 'Dimension 1' menu).

Subledger accounts in which entries have been made, cannot be changed or deleted.

On this screen you can also indicate whether *dimensions* have been linked to the subledger. At the very least you must link the dimension already linked to the account to the subledger. When the account has been linked to, say dimension 2, the subledger in every case also must be linked to dimension 2. This linkage is quite independent of the dimension linking specified when setting up the account (see the 'Dimension 1' menu).

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DEBTORS / CREDITORS MASTER DATA

G1302

With the functions in this menu you can specify *master data for relations*, i.e. all the master data for those debtors and/or creditors in respect of which open items (either for payment or for collection) are being monitored in the D/C/R administration.

In addition, you may include various items of information relevant to the business being transacted between you and the relation concerned.

The system uses these data in a variety of contexts, e.g. when checking and processing automatic payments and collections, and when generating reports. The relations master file is independent of the financial year, but it is linked to an administration.

The menu contains the following functions:

1. Maintain
2. Display
3. Print postings report
4. Approve not-definitive bank accounts
5. Print not-definitive bank accounts



In FMS, in addition to the terms 'Debtor' and 'Creditor', the term 'Relation' is also used. By 'Relation' is understood 'a person or institution who is both debtor and creditor'. In this manual such a person or institution is sometimes also described as a 'Debtor and/or Creditor'.

1 MAINTAIN



Before you start entering data for this function, you should have defined the general data and codes using the administration data in the function 'Maintain D/C subledger'. If you do not define the general data until later, or if you change them subsequently, you must at the same time also modify the debtor/creditor data already entered.

ADDING NEW MASTER DATA

Whenever you want to add debtors or creditors, you must assign numbers to them yourself. When, however, the field 'Automatic D/C/R numbering' has been set to '1' (Yes) using the general administration data in the function 'Maintain D/C subledger', the new debtor or creditor is automatically given a number. The initial value for debtor/creditor numbers can be specified with the administration data D/C/R (see the function 'Maintain D/C subledger'). You then specify whether a debtor (D), a creditor (C) or a person or institution who is both of these (R) is involved.

If required, you can copy the master data of another debtor or creditor and apply them where needed. It sometimes proves useful to have set up a model debtor/creditor as a 'template', so that you are always in a position to take a copy of the data. The default 'administration' is the administration you work for.

You can both duplicate from the active administration and from another administration provided that you have been authorised for the administration concerned.



Duplicate/Add master data

It is recommendable to enter the value 3 'Always give warning' in the parameter field 'Check on existing address' (see the general administration data in the function 'Maintain D/C subledger'). In this way, you will prevent the existing relation data from being overwritten when adding and editing data.

SELECTING THE EXISTING MASTER DATA

If you wish to copy or change the existing master data, you can use the question mark selection to display existing debtors and creditors on the screen. Because the debtors/creditors file is generally very large, extended preselection options have been set up for searching for debtors/creditors which obey the following rules:

- ◆ The two fields under the heading 'Search key' cannot be used in conjunction with the other fields. With these two fields you can search on the basis of system generated search keys. Further information on this is to be found in the 'Central Address File' menu.
- ◆ If you merely specify a search criterion in one of the other fields, all the records starting from the value specified are selected and sorted into sequence. This does not apply to the fields 'D/C/R' and 'Abbreviated name' for which the only records selected are those having the value specified.
- ◆ If you use combinations of search criteria (which is not possible with 'Search key'), the following rules apply:
 - All the records starting from the value specified are selected and sorted into order by the leftmost search criterion specified.
 - The other search criteria selected are used to make a further selection. For these fields the only records selected are those *exactly matching* the specified value (not in this case *starting from* that value). These search criteria have no effect on the sequencing of the records.

Example

You specify only the character string '23' in the postcode field. The system now selects all records with the postcode '2300 AA' or higher; in this way postcodes that begin with, say, '24' or '25' are included. The records are displayed in postcode order.

When, however, you supply the value 'D' as the D/C/R number and extend it on the right with '500000', only the debtors from number 500000 whose postcodes begin with '23' are displayed. The records are now displayed in debtor number order.

GENERAL

Entering master data for a relation proceeds first with two master data screens, then a bank data screen and at the end possibly a screen for individual fields. This last screen only appears, as a tailpiece to those just listed, if the following two conditions have been satisfied:

- ◆ the individual fields concerned have been defined (see the 'Individual Fields' menu), and it has been specified, via the same function, that the fields may be used;
- ◆ with the administration data D/C/R (see the function 'Maintain D/C subledger') it has been specified that these individual fields may be used.

INPUTTING THE MASTER DATA

The address data are included in the FMS central address file. For both display on screen and inclusion in printed listings the system will always retrieve the address data defined here.



By means of the question mark selection, you can also select the existing address data from the central address file. If you use preselection when extracting these data items, for example on the search name or town of domicile, an error message: 'Search limit reached' appears. With <PgDn> and <PgUp> you can then display the required data.

Using the field 'Search name' you may specify a name to serve as the basis of a *search key*. You may later use this search key in making selections from address data. Further information on search keys is to be found in the 'Central Address File' menu. Besides the search name you can also input 'Extra search data', which is only used when selecting debtors/creditors, for example when preparing payment orders.

In a separate field you can specify which address type is involved, e.g. the invoice address. These codes must have been defined using the function 'Maintain address types' in the 'Central Address File' menu. The address types are used to print addresses on the documents destined for debtors and creditors.

The selection code is used to make a further selection for a series of debtors and/or creditors, for example when preparing payment orders.

Example

Selection code	A*****
Result	All debtors/creditors whose selection code begins with an 'A'.

In the field 'Subledger D/C' you specify which subledger the debtor or creditor is linked to. You can only specify subledger codes already defined with the function 'Maintain' in the 'D/C Subledgers' menu.

With the fields 'Category', 'Opening code' and 'Language code' portions of text can be incorporated in D/C documents to govern matters of style, content and language. In the fields concerned you can only specify codes already defined in the associated functions (see the various menus subordinate to the 'Documents' menu).

The codes you specify in these fields will be saved by the system for use as default values in the correspondence with the debtor or creditor concerned. When you wish to depart from this default value in just one case, or when it so happens that you need to make no further use of the value you specified, you may use this field to override the default values.

In the field 'Adopt master code' on the continuation screen you can specify the master code for a dimension. When entering invoices or payments, the debtor/creditor number is automatically included in the ledger posting to the dimension specified here. You may use any of the dimensions 2 to 5. When you specify in this field that a debtor or creditor is to be associated with a particular dimension, you must also ensure that the debtor or creditor concerned has been included in the master data for that dimension (see the 'Maintain Dimension 2/3/4/5' menu).

When you use this field, the *subledger control account* for each financial year must have been linked to the dimension concerned.

You can block a relation for new open items, while at the same time payment entry remains possible. To do this you must enter the value '2' (= Blocked for open items) in the field 'Block'. VAT entry can be made obligatory for a debtor/creditor. If you do so, you have to enter a VAT code when entering and maintaining invoices.

SessieA - [24 x 000]

DCCKE2R Maintain deb/cred master data 2/2 Edit FMSTENGELS 22/06/01
 B100 Boetiek Nederland 1999 QPADEV0008 13:59:14
 Creditor APLBRU Memo

Name 1 Alpoly Mode
 Abbreviated name Alpoly S.A./N.V.

Credit limit
 Block
 Adopt master code
 Bank code aut. payment
 Currency-linked
 Branch of ind. code
 Collective master code
 Term of payment manual
 Alternative attn.
 Alternative contact
 Alternative tel. no.
 Alternative fax number
 Client no. for relation
 Cash discount BK10
 Internet address

Waiting days
 VAT number
 Subject to VAT
 Bank code coll.
 Currency BFR
 Once-off
 Collective rel. APLBRU
 Automatic 0

Extension
 C of C number
 VAT

F3=Exit F6=Memos F10=Action menu F11=Delete F12=Previous screen
 No value has been selected.

08/06/01

Figure 18. Selection of a value for the field 'Block'

When you have set up references to banks for automatic payments and automatic collections with the function 'Maintain bank data' (see the 'Data on Own Bank Accounts' menu), you can select one of these banks in the fields 'Bank code aut. payment' or 'Bank code coll.'. FMS ensures that thereafter all automatic payments to and all automatic collections from the relations concerned are made through the bank specified here.

In the field 'Currency-linked' you specify whether entries for the debtor/creditor concerned are to be made in the base currency. The base currency is specified in the field 'Currency'. In the field 'Collective relation' you can specify whether a number of open items may be reproduced under a single *group number*, and if so, under which one. If you do not provide a value here, the relation number serves as a group number (see also the 'Summaries and Documents' menu).

Example

Amongst your relations there will be a number who are affiliates of a single parent company. Each of these relations has a separate debtor/creditor number: each of them naturally constitutes a separate contact. Whenever you specify the relation number of the parent company as the group number for any one of the individual affiliates, all data relating to the individual affiliates are printed directly beneath the parent company's group number in the listings. If you do not use the group number, the data items for the various affiliates are attached to each one individually in the printed reports.



'Collective' is not the same as 'Compressed' or 'Entered to total account'. 'Collective' connotes the bringing together of data items under a single designation while they still remain visibly separate. In the cases of 'Compressing' or 'Entering to total account' the data items (amounts, that is) are accumulated in a single new data item (see also the 'Dimension 1' menu).

You must specify in the field 'Collective master code' the D/C/R code of the parent company in the above example. In the field 'Client no. for relation' you can specify the number you are known to by the relation.

In the field 'C of C number' you can store the registration number of your relation at the Chamber of Commerce. It is obligatory to record this registration number. At the bottom of the screen you perceive the field 'Internet address' which enables you to set down the Internet (URL) or E-mail address of the relation, e.g. <http://www.consist.nl/> or info@consist.nl.

INPUTTING THE BANK/POSTAL GIRO DATA

When you have specified that automatic payment is possible for the debtor and/or creditor concerned, a screen appears, when you have pressed <ENTER>, on which you can fill in the debtor's bank data. (The same screen appears when you select the option 'Bank/Postal giro data' in the action menu.) You are not restricted as to how many of the various bank data items you define, but for at least one bank contact the value '1' (Yes) must be entered in the field 'Automatic payment'.

In the field 'Automatic payment D/C/R' for the debtor or creditor concerned you indicate whether he is eligible for automatic payment and/or automatic collection. In the field 'Bank automatic payment' you specify whether automatic payment and/or collection is possible via the bank concerned.

Screen option 2 allows you to enter the name and address of a *factoring company*. You can print this address with a payment order you create. When you select this option, a screen appears on which you can choose an existing relation or enter a new one.

When the bank data you have supplied on this screen, refer to:

- ♦ an ordinary bank account, then you must enter the account number in the field 'Bank number'. You can specify the giro account number of that bank organisation in the field 'Postal giro number'.
- ♦ a Postal Bank account, then you will have to supply the giro account number in the field 'Postal giro number'. Please ignore the field 'Bank number'.

Frozen account

The frozen account you can specify on this screen, is a bank account that has been blocked to hold specific contributions. With a frozen account for instance, the social security premiums can be held over securely for payment to the government.

If you wish to enter more than one bank or giro number, you should use the <PgUp> and <PgDn> keys to bring the adjoining page up on the screen. One bank or giro number can be entered per page. When the entered data have been confirmed with <ENTER>, the screen containing the individual fields is displayed (if applicable) (see 'Inputting the master data', above). You are not then obliged to supply values for the fields included here.

2 DISPLAY

You may view the following data for each debtor or creditor when displaying his master data:

- ♦ *Detail data items*
All data items except for the additional bank data and the individual fields;
- ♦ *Payment data*
The additional bank data;
- ♦ *Individual items*
Any individual fields that have been entered.

With this function you can also print the master data of a particular debtor or creditor.

3 PRINT POSTINGS REPORT

This function enables you to print only the newly input or edited master data items within a specified range. You can indicate whether you want to print the debtor, creditor or relation data within the specified range of report numbers.

4 APPROVE NOT-DEFINITIVE BANK ACCOUNTS

With this function you can approve new bank accounts for processing automatic payments. The function 'Maintain D/C subledger' enables you to specify whether new bank accounts must be approved (see the 'D/C Subledger Data for Administration and Financial Year' menu).

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DEFAULT MASTER CODES

A1102

With the functions in this menu you can define the default master codes for an operation area. Departures from these codes can be made on a per administration basis (see the 'General Data for Administration and Financial Year' menu).

The default master codes play a central role in the way FMS operates and are of particular importance in the *setting up of dimensions and cumulatives*. In addition, backing up of data held in the FMS system can be optimized by using the master code authorization (see the 'Master Code Authorization' menu). Further use of the master codes are in the captions in memos and in the setting up of summaries.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

FMS is supplied with a number of default master codes. Consult the help texts to see which codes accompany the package. The following operations can be performed on these codes:

- ♦ Change
- ♦ Add

The changes or additions input here apply only to the operation area you are working in at the time this function is invoked.



The master codes used to identify dimensions 1 to 5 are based on the following terms:

- *Dimension 1 - RK - account*
- *Dimension 2 - KP - cost centre*
- *Dimension 3 - KD - cost unit*
- *Dimension 4 - AK - activity*
- *Dimension 5 - PR - performance*

This encoding does not, however, mean that the uses to which the dimensions are put are fixed. When setting up the dimensions, you can specify the data they are to be used for (see the 'Dimension 1' and the 'Dimensions 2/3/4/5' menus).

CHANGING THE DATA

You can change the alternative description and the abbreviated name of the codes supplied. The names in these two fields are used by FMS as follows:

- ♦ as an alternative description for the master codes in the whole operation area. This description will be displayed and included in the printed FMS summaries;
- ♦ as a classification header under which the memos in this operation area are held.



An administration may override the names input here. These changes, however, only relate to the displayed and printed forms of the master codes. For memo creation purposes the names input here remain in effect. One may infer from this that memos can be entered under a name different than the one generally used in the administration.

ADDING THE DATA

The adding of extra default master codes is only required when both external applications and FMS are being used. The new master codes are not used internally by FMS, but can, for example, be used to make FMS memos from external applications via an API.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DIMENSION 1

G12101

With the functions in this menu you can maintain the master data for dimension 1. In this dimension you define the ledger accounts to be used by an administration. The administration's accounts in their entirety are also referred to as the *system of accounts*.

In this description you will find particular data related to the maintenance of dimension 1. General information on the use of dimensions and cumulatives in FMS is to be found in the chapter 'Introduction'.



You cannot edit the data for:

- *accounts for which references exist to the invoice register, or*
- *accounts to which ledger postings have been made.*

The menu contains the following functions:

1. Maintain
2. Display
3. Print - detailed report
4. Print - summarized report
5. Print total accounts

1 MAINTAIN

SELECTING THE DATA

When you choose this menu option, a key screen appears on which you can select an existing account. However, if you use <F9> to add a new account, the key screen is extended to show three fields into which you can copy data from an existing account:

- ◆ if you only fill in the new account number, an empty input screen appears;
- ◆ if you copy data from within an administration, all the data items from the specified account are transferred except for the name and the abbreviated name;
- ◆ if you copy data from another administration, all the data are transferred from the specified account.



FMS talks of the 'number' of a ledger account, although an alphanumeric code can be entered.

The facility for copying data offers you the possibility of setting up some 'model accounts' which can help you to build up a system of accounts. For this purpose you are advised actually to fill in a '0' (No) rather than leave a blank in those fields for which you wish '0' to be the default. In this way, you can see at a glance the defaults for the fields concerned.



The description, the maximum length and the data type (numeric or alphanumeric) of the field in which the account number is entered will have been defined by the application manager with the function 'Maintain master codes' in the 'General Data for Administration and Financial Year' menu.

INPUTTING THE DESCRIPTION

On the screens and in the listings the name or the abbreviated name can be displayed alongside the account number. These descriptions are used in the preselection of account numbers.

The selection code is used in the preparing of free summaries from which a further selection can be made out of a series of account numbers (see the 'Free Summaries' and 'Variable Summaries' menus). The use of the selection criterion is best explained by means of an example.

Example

Selection code	*75*****
Selection criterion	H (= Greater than)
Result	All master data items for which the second position of the selection code is greater than or equal to '8' and the third position is greater than or equal to '6'.

Selection code	A*****
Selection criterion	G (= Equal to)
Result	All master data items for which the selection code begins with an 'A'.

INPUTTING THE CLASSIFICATION

When defining ledger accounts you should distinguish between:

D/C SUBLEDGER

If an account belongs to a D/C subledger, you must enter the value '1' (Yes) in the field 'D/C subledger'. For the control account of the D/C subledger you must enter the value 'D' in the field 'Control account'.

FINANCIAL SUBLEDGER

The field 'Control account' must have the value '1' (Yes) for the control account of a financial subledger. You have to assign a code to the field 'Subledger' for the dependent subledger accounts (on the continuation screen).

If entries for an account are made in a foreign currency, you can, in the field 'Revalue 1/0', specify that the account can be revalued when there is a change of exchange rate. On this function's continuation screen you can state into which account the discrepancy is to be entered. Further information on revaluation can be found with the function 'Create general (suspense) accounts' in the 'Ledger Data for Administration and Financial Year' menu.



Revaluation of ledger accounts is not done automatically after a change of exchange rate; it should therefore be done periodically by using the function 'Calculate exchange rate differences' in the 'Periodic Procedures of Ledger' menu.

By defining a *total account number* for an account, you can hold the overall balance of a number of accounts. You may use this, for example, to generate subtotals when listing balances.

Example

You have defined account 4600 as a total account. You have also specified that accounts 4610, 4620 and 4630 are to be summed across to account 4600. You then make the following entries:

Account	Entry
4610	£ 100,00
4620	£ 150,00
4630	£ 250,00

These three entries are then automatically cross totalled to account 4600:

Account	Entry
4600	£ 500,00

When setting up total accounts, you should bear the following points in mind:

- ◆ total account numbers only form part of the standard cumulative 0 (the account cumulative);
- ◆ entries may not be made directly in a total account;
- ◆ a total account may only be deleted if nothing has been included in it by entry summing and no entry summing from any other accounts is to be in it;
- ◆ entry summing from one total account to another is possible;
- ◆ a total account may also be used as a compression account (see below);
- ◆ a total account cannot be compressed into a compression account.

You may also use an account as a *compression account*. In the case of an ordinary account you can specify, using a function key, that the account is to be compressed for a particular cumulative in the compression account concerned (see 'Inputting the related entities within dimension 1', below).

Compression

Compression is done as outlined in the above example of entry summing into a total account, but with two important differences:

- ◆ *compression is not done in cumulative 0 (zero), but in a cumulative defined by the user;*
- ◆ *when compression is done, only the specified cumulative receives the composite amount, not the accounts in which the separate entries have been made. You only see the balances, not their constituent entries.*

The following points should be noted when condensing:

- ◆ you can do compressions in more than one cumulative;
- ◆ you can compress in one and the same account using different cumulatives;
- ◆ entries may not be made directly in a compression account;
- ◆ a compression account may only be deleted if nothing has been cross totalled into it and there are no more accounts in the account concerned to be compressed;
- ◆ a compression account may also serve as a total account;
- ◆ you may not compress or cross total a compression account.

INPUTTING THE ATTRIBUTES

If you specify that an account is *currency linked*, you must specify the currency concerned on the continuation screen.

For accounts whose entry histories you are not interested in, e.g. the general suspense account, you can have the separate entries for one and the same account compressed immediately into a single entry. For validation purposes and in the processing reports the individual entries are, however printed.

In the field 'Exclude from condensing' you specify whether the dimension number must be included when the function 'Condense entries' is started (see page 61). VAT-entries may not be condensed, because the VAT-history is not stored separately when you condense entries.

In the field 'Block/VAT' you can block a ledger account for all input or, alternatively, for certain specified input only. If the account will be used for VAT-entries, the value for this field must be '2'. The field will then be blocked for all entries except VAT. If this is the case, you must also enter the value '0' (No) in the field 'Compress entries'.



If you block an account for manual input, only subledger batches can be processed.

The following points apply when selecting the manner in which the printed historical summary is to be constructed:

- ◆ the value '0' (No printed report) may only be used for financial subledger accounts;
- ◆ entries which have not figured in a printed historical report, cannot be deleted from the entries file.

Finally, you can indicate if an account is linked to a reservation or liability. These fields are displayed only if you have purchased the 'Invoices in Circulation/Liabilities' module. When you have input the required data, you should scroll on to the continuation screen. When you press <ENTER>, the entered data are saved in the data base and you exit the function.

INPUTTING THE LINKS TO OTHER DIMENSIONS

You can specify for each account whether it is to be linked to one or more of the other dimensions (2 to 5):

- ◆ If you enter the value 'J' (Fixed), the postings for this account will also be entered to the linked dimensions. The default dimension specified on this screen cannot be changed. If you do not enter a default, you must specify a dimension when inputting a posting.
- ◆ If you enter the value 'V' (Variable), the postings for this account will be entered to the linked dimensions as well. The default dimension specified here can at all times be overwritten when inputting a posting.

This last option is especially useful when you cannot enter a dimension; for instance, when writing off small amounts or entering rounding differences automatically. Also for entries from other packages or custom made software, in which the proper dimensions cannot be found, the postings are made via a variable link to the default dimension.



You are free to change linked dimension numbers, even after you have made entries to a combination of linked dimensions. Afterwards, however, you must always rebuild the cumulatives.

When several accounts are compressed into a particular cumulative, the dimension linkages of these accounts are copied into the compression account. In all cumulatives other than the standard cumulative (0), the original accounts are replaced by the compression accounts.

Further information on the use of cumulatives in FMS can be found in the 'Ledger Data for Administration and Financial Year' menu.

INPUTTING THE OTHER ENTITIES

If you specified on the first screen that a given account was to be *currency linked*, you must specify the currency concerned in the field 'Currency'.

You can define a *conversion factor* for an account. This means that when postings to the account concerned are being processed, only those for which the same conversion factor has been specified will be accepted. You can only select those conversion factors that have been defined earlier with the functions in the 'Conversion Units' menu. When submitting a posting, you have only to specify the *quantity* and the *conversion unit*; the system computes the amount from these.

Example

You specify conversion unit 'KM' for account number 4020. This conversion unit has been defined earlier as having the value '0,5' (= 50 cents per kilometre). You set up the following entry:

Account	Quantity	Conversion unit
4020	100	KM

The system now works out the value for the field 'Amount' as £ 50,00.

Using the field 'Postings block' you can reserve an account for, say, external applications. The postings to be entered in this account must have the same code if they are to be accepted. You may only select codes for this purpose that have already been defined with the functions in the 'Block Postings' menu. The blocking applies to both *manual entries* and *postings batches* originating from external applications.



When you indicate that the control account is one from a D/C subledger (see 'Inputting the classification', above), the blocking code 'DC' is generated automatically by the system (see the function 'Maintain' in the 'Block Postings' menu). This code is attached to the account concerned at the same time.

In the field 'Subledger' you indicate which subledger the account belongs to. This field should not be filled in for the control account of a subledger. The subledger code is assigned to the control account of the subledger with the functions in the 'Subledger' menu.

INPUTTING THE RELATED ENTITIES WITHIN DIMENSION 1

When you wish to make a sum entry in another account, you specify here the *total account number* of the account the cross entries are to be made in. Further information on total accounts is to be found in the section 'Inputting the classification', above.

If you have indicated on the first screen that the account is a candidate for *revaluation*, you can specify here the account in which the discrepancy is to be entered. If you do not specify an account, the differences are entered in the revaluation account for the currency concerned or, if there is not one of these, in the administration revaluation account. Further information on revaluation will be found in the 'Ledger Data for Administration and Financial Year' menu.

You can set up *transitory accounts* for any account to accommodate extra entries for entries made in an alternative period or financial year. Imbalances between periods are avoided in this way. As soon as a user enters an amount in a period or financial year other than that specified in the corresponding ledger postings daybook, extra entries are made in the transitory accounts. If you do not specify an account of this sort, the extra entries are made in the general purpose transitory account for the administration (see the 'Ledger Data for Administration and Financial Year' menu).



Transitory accounts are also used for entries covering more than one financial year, unless a current account relation has been defined between the two financial years. In that case the contra entry will be posted to the receiving current account and not to the transitory account.

2 DISPLAY

With this function you can view the master data for dimension 1. When you select it, a list of the available accounts appears. Certain important data items are also displayed against each account, and you can display further data still by selecting a particular account.

3 PRINT - DETAILED REPORT

With this function you can print a summary of all the master data for dimension 1. The items are set out in columns, with the consequence that only a few accounts will fit onto a page.

4 PRINT - SUMMARIZED REPORT

With this function you can print a summary of all the master data for dimension 1. You thus obtain a summary of the entire system of accounts.

The data for one account occupy a single line only, and this arrangement allows a large number of accounts to be fitted onto one page. The following additional data items may also be printed for each account:

- ♦ If the account is dimension linked and specific dimension numbers have been given, these numbers are printed alongside the account number.
- ♦ If the account has been compressed into one or more compression accounts, the corresponding compression accounts are also printed, per cumulative, against each of the accounts in the summary.

5 PRINT TOTAL ACCOUNTS

This function enables you to print the overall balance of various accounts.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DIMENSION 2/3/4/5

G12102

The functions in the 'Dimension 2', 'Dimension 3', 'Dimension 4' and 'Dimension 5' menus all operate in the same way, and are therefore all dealt with together in a description common to all four.

With the functions in any of these four menus you can define and view the master data for the dimension. Dimensions are used in the setting up and structuring of the various cumulatives.

In this description you will find specific data items for maintaining dimensions 2 to 5. General information on the use of dimensions and cumulatives in FMS is to be found in the chapter 'Introduction' of this manual.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

SELECTING THE DATA

When you choose this option, a key screen appears on which you can select an existing dimension. You have only to key in the value in the field 'Number'.

If, by using <F9>, you add a new dimension number, you may also specify for this number that you want to copy the data items from an existing number.

- ◆ if you only submit the new number, a blank input screen appears;
- ◆ if you copy data within the administration, all data from the account specified are transferred, except the name and abbreviated name;
- ◆ if you copy the data from another administration, all data from the account specified are transferred.



You can also specify a debtor and/or creditor as a dimension number.

The data copying facility provides you with the means to set up 'model numbers' to serve as the basis of other numbers in the dimension.

The description, maximum length and data type (numeric or alphanumeric) of the field in which the daybook is entered, have been defined by the application manager with the function 'Maintain master codes' in the 'General Data for Administration and Financial Year' menu.

INPUTTING THE DATA

On the screens and in the summaries the name or the abbreviated name can be displayed alongside the account number. These items can also be used for preselection when selecting the dimension numbers. When you set the field 'Add up quantities' to '1' (Yes), it is essential that the quantities should be entered along with the ledger postings.

The selection code is used to make a further selection from a range of account numbers (see the 'Free Summaries' and 'Variable Summaries' menus).

Example

Selection code	*75*****
Selection criterion	H (= Greater than)
Result	All master data items for which the second position of the selection code is greater than or equal to '8' and the third position is greater than or equal to '6'.

Selection code	A*****
Selection criterion	G (= Equal to)
Result	All master data items for which the selection code begins with an 'A'.

You can indicate that an account is a compression number. You can then specify on the lower half of the screen that some other number is to be compressed for a particular cumulative into the compression number concerned.

Example

You have designated a number of affiliates. One of them, affiliate number 300, you have defined as the compression number. You have then specified that affiliates 310, 320 and 330 are to be compressed into affiliate 300. To do this you set up the following entries:

Affiliate	Entry
310	£ 100,00
320	£ 150,00
330	£ 250,00

These three entries are automatically cross totalled to affiliate 300:

Affiliate	Entry
300	£ 500,00

The following points should be noted in connection with the compression number:

- ♦ you can compress into more than one cumulative;
- ♦ you can compress into different cumulatives under one and the same number;
- ♦ no entry may be made directly in a compression number;
- ♦ a compression number may only be deleted if no cross entries have been made in it and if there are no further numbers to be compressed into it;
- ♦ you may not compress a compression number into another compression number.

2 DISPLAY

With this function you can view the master data for the dimension. When you select this function, a list of the existing numbers appears, and against each of them a certain number of important data items are shown. By selecting one of these numbers, you can display further data for it.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DOCUMENT CLOSING LINES

G131188

With the functions in this menu you can define closing lines that can be incorporated in statements of account, reminders and payment or collection specifications.

The closing lines constitute a block of text (max. 99 lines) that can be used as the valedictory wording in a document, if necessary in the debtor's or creditor's own language.



Payment specifications are only printed automatically when a payment order has already been created (see the 'Automatic Payments' menu).

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

SELECTING THE CLOSING LINE

When you select this function, a screen appears on which you can input successive closing lines.

The fields 'Summary type' and 'Summary code' refer to the functions in the 'Variable Summaries' menu, with which you can design *reminders*, *statements of account* and *payment specifications*.

- ◆ In the field 'Summary type' you specify whether the closing line is for a reminder or a statement of account.
- ◆ In the field 'Summary code' you select the specific document in which the closing line is to be included.

By means of the field 'Language', you can define *closing lines for each document* in different languages. For this you can only select language codes that have been set up earlier with the functions in the 'Language Codes' menu. A similar language code is also defined for each debtor and creditor. In this way, the system knows in what language the closing lines of a document are to be printed (see example in the 'Document Headers' menu).

In the field 'Category' you can indicate for each document and language which category of debtor and/or creditor the closing line is destined for. You can only select categories already defined with the functions in the 'Categories' menu.

You can also define separate closing lines for each reminder number.

You can thus specify closing lines at the following four levels:

- ◆ document
- ◆ language
- ◆ category
- ◆ reminder number

Moreover, you can define closing lines for any possible combination of these four.

Example

You propose the following situation:

- Document OP1 can be printed in two languages, viz 'ENG' and 'GER'.
- In your administration two categories are used, viz. 'I' (= Occasional bad payers) and 'S' (= Recalcitrant bad payers).
- You send a reminder to the bad payers at most three times.

So you may in this case define separate closing lines for the following combinations:

OP1	ENG	I	Reminder 1
OP1	ENG	I	Reminder 2
OP1	ENG	I	Reminder 3
OP1	ENG	S	Reminder 1
OP1	ENG	S	Reminder 2
OP1	ENG	S	Reminder 3
OP1	GER	I	Reminder 1
OP1	GER	I	Reminder 2
OP1	GER	I	Reminder 3
OP1	GER	S	Reminder 1
OP1	GER	S	Reminder 2
OP1	GER	S	Reminder 3

When you do not wish to use different pieces of closing text for all situations, you can copy lines already set up with the copy function provided by the action menu. By using a sequence number, you can specify which closing line you want to input. You may input up to ninety-nine lines.

INPUTTING THE CLOSING LINE

When you have selected a closing line, an input line is displayed in which you can enter the required text. Instead of inputting text yourself, you may alternatively specify that a portion of closing text input earlier is to be incorporated in the document to be printed. When this closing line is printed, it contains the closing text for a relation. You must then set the value of the field 'Load closing text' to '1' (Yes).

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DOCUMENT HEADERS

G131185

With the functions in this menu you can define the header lines to be printed in the following documents:

- ◆ Statements of account
- ◆ Reminders
- ◆ Payment specifications
- ◆ Collection specifications

In the header lines you provide the text for the column header captions accompanying the detail lines in the document.



Payment and collection specifications are only printed automatically if a payment or collection order has already been created (see the 'Automatic Payments' and 'Automatic Collections' menus).

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

SELECTING THE HEADER LINE

When you select this function, a screen appears on which you can specify the summary type, code, language and serial number to select the header lines to be updated.

The fields 'Summary type' and 'Summary code' refer to the functions in the 'Variable Summaries' menu where you can specify the layout for *reminders*, *statements of account* and *payment specifications*.

- ◆ In the field 'Summary type' you indicate which type of document the header line is to be used in.
- ◆ In the field 'Summary code' you select the specific document the header line is to be incorporated in. Header lines are thus defined on a per document basis.

With the field 'Language' you can define *header lines in different languages* for each document. You can only select those codes that have already been defined using the functions in the 'Language Codes' menu. A language code is defined for debtors and creditors, too. In this way, the system knows in which language the header lines of a document must be printed (see example on the next page).

With a *sequence number* you can specify which header line you wish to input or change. When a column header caption does not fit in one line, the header lines are used in conjunction rather than individually. They are set out in the document as follows:

```
-----Header line 1-----    -----Header line 3-----
-----Header line 2-----    -----Header line 4-----
```

Although four header lines may be supplied for each type of document, it is only in the case of payment and collection specifications that all four lines are actually printed. For reminders and statements of account it may thus happen that header lines 3 and 4, though defined, are never printed.

INPUTTING THE HEADER LINE

After confirmation of the data that have been entered, the input field for the header line is displayed. When you add a new header line, the following default wording for header lines 1 and 2 is displayed:

<i>Invoice number</i>	<i>Invoice date</i>	<i>Due date</i>	<i>Invoice amount</i>	<i>Currency</i>	<i>Balance</i>	<i>Days old</i>
---------------------------	-------------------------	---------------------	---------------------------	-----------------	----------------	---------------------

These header lines match the columnar layout of the default reminder that is provided with FMS as a variable document (see the 'Variable Summaries' menu). Its summary code is '@E1'.

Example

For a reminder with summary code 'OP1' of summary type 'OPA', you wish to define header lines in English and German. You input the English header lines first:

Summary type: OPA
 Summary code: OP1
 Language: ENG
 Sequence number: 1
 Header line text:
 Invoice Invoice Due Invoice Outstanding

Summary type: OPA
 Summary code: OP1
 Language: ENG
 Sequence number: 2
 Header line text:
 number date date amount amount

You then input the German version:

Summary type: OPA
 Summary code: OP1
 Language: GER
 Sequence number: 1
 Header line text:
 Rechnungs- Rechnungs- Fälligkeits- Rechnungs- Offener

Summary type: OPA
 Summary code: OP1
 Language: GER
 Sequence number: 2
 Header line text:
 nummer datum datum betrag Betrag

Two of your administration's creditors have the following language codes:

Debtor: 1356 Language code: ENG
 Debtor: 2674 Language code: GER

When you want to print a reminder for these debtors, the following header lines are included:

Debtor: 1356
 Header lines:
 Invoice Invoice Due Invoice Outstanding
 number date date amount amount

Debtor: 2674
 Header lines:
 Rechnungs- Rechnungs- Fälligkeits- Rechnungs- Offener
 nummer datum datum betrag Betrag

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DOCUMENT OPENING LINES

G131187

With the functions in this menu you can define opening lines that can be incorporated in statements of account, reminders and payment or collection specifications.

The opening lines constitute a block of text (max. 99 lines) that can be used as the introductory wording in a document, if necessary in the debtor's or creditor's own language.



Payment specifications are only printed automatically when a payment order has already been created (see the 'Automatic Payments' menu).

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

SELECTING THE OPENING LINE

When you select this function, a screen appears on which you can input a succession of opening lines.

The fields 'Summary type' and 'Summary code' refer to the functions in the 'Variable Summaries' menu, with which you can design the *reminders*, *statements of account* and *payment specifications*.

- ◆ In the field 'Summary type' you specify whether the opening line is for a reminder or a statement of account.
- ◆ In the field 'Summary code' you select the specific document in which the opening line is to be included.

By means of the field 'Language', you can define *opening lines for each document* in different languages. For this you can only select language codes that have been set up earlier with the functions in the 'Language Codes' menu. A similar language code is also defined for each debtor and creditor. In this way, the system knows in what language the opening lines of a document are to be printed (see example in the 'Document Headers' menu).

In the field 'Category' you can indicate for each document and each language which category of debtor and/or creditor the opening line is destined for. You can only select categories already defined with the functions in the 'Categories' menu.

You can also define separate opening lines for each reminder number.

You can thus specify opening lines at the following four levels:

- ◆ document
- ◆ language
- ◆ category
- ◆ reminder number

Moreover, you can define opening lines for any possible combination of these four.

Example

You propose the following situation:

- ♦ Document OP1 can be printed in two languages, viz. 'ENG' and 'GER'.
- ♦ In your administration two categories are used, viz. 'I' (= Occasional bad payers) and 'S' (= Recalcitrant bad payers).
- ♦ You send a reminder to the bad payers at most three times.

So you may define separate opening lines for the following combinations:

OP1	ENG	I	Reminder 1
OP1	ENG	I	Reminder 2
OP1	ENG	I	Reminder 3
OP1	ENG	S	Reminder 1
OP1	ENG	S	Reminder 2
OP1	ENG	S	Reminder 3
OP1	GER	I	Reminder 1
OP1	GER	I	Reminder 2
OP1	GER	I	Reminder 3
OP1	GER	S	Reminder 1
OP1	GER	S	Reminder 2
OP1	GER	S	Reminder 3

When you do not wish to use different opening lines for all situations, you can copy lines already set up with the copy function provided by the action menu. By using an opening line number, you can specify which opening line you want to input. You may input up to ninety-nine lines.

INPUTTING THE OPENING LINE

When you have selected an opening line, an input line is displayed in which you can enter the required text. Instead of inputting text yourself, you can specify that a portion of the opening line text input earlier is to be incorporated in the document to be printed. In this case you must enter the value '1' (Yes) in the field 'Load opening'. When printing, the portion of opening line text you indicated is included in this opening line (see the 'Document Opening Texts' menu). You should specify in the master data for each relation which opening line text is to be used (see the 'Debtors/Creditors Master Data' menu).

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DOCUMENT OPENING TEXTS

G131186

With the functions in this menu you can define opening and closing text for incorporation in reminders, statements of account and payment specifications.



Payment specifications are only printed automatically when a payment order has already been created (see the 'Automatic Payments' menu).

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING THE DATA

The opening and closing text ('Text items') are always input together. To each matching pair of text items you can assign a *language code* and an *opening code*.

In the field 'Language' you can for each matching pair specify the language in which it is to be worded. You can define more than one pair in each language.

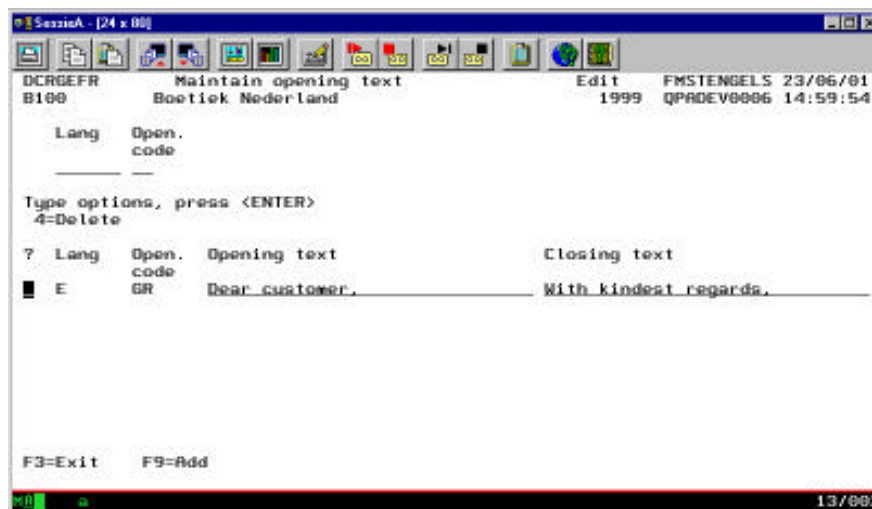


Figure 19. Text items

Opening code

The opening code is a unique designation under which the pair of text items is held. You can specify in the debtors and creditors master data one of the opening codes defined here to indicate which passages of opening and closing text are to be included in a document.



Opening and closing text items are only incorporated in a document if it has been specified that opening (or closing) text is to be inserted in one or more of the opening and/or closing lines (see the 'Document Opening Lines' menu). You have to indicate for each relation which opening text item is to be used (see the 'Debtors/Creditors Master Data' menu).

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

DOCUMENTATION

S15

With the functions in this menu you can print additional documentation.

The menu contains the following functions:

1. Print FMS help texts
2. Work with API manual
3. Create error report

1 PRINT FMS HELP TEXTS

This function enables you to produce a listing of the contents of the on-line help texts in FMS.

Upon starting this function, a summary of the constituent programs of FMS is displayed. There is an on-line help display for each of these programs. With screen option 6 you can print the field descriptions from these help displays. The other constituents of the on-line help displays are not printed.

2 WORK WITH API MANUAL

This function enables you to produce a listing of the API-documentation that is available for consultation on-line. This documentation is only available if you have purchased APIs.

Upon starting this function, a summary of all available APIs will be displayed. Against each API there is a portion of text that can be printed by means of screen option 6. Before starting the printing procedure, you have to specify whether you want a *computer listing of the default text* or *the extended text*:

- ◆ the default text consists of a program description in the form of a list of all the fields in the program's external interface;
- ◆ the extended text even contains the help texts of the fields in the list.

With screen option 5 you can display the explanatory text (user instructions) of an API.

3 CREATE ERROR REPORT

Any pressing problems resulting from the use of FMS can be made knowable to the Helpdesk by means of an error report. This menu option enables you to create this report.

You are kindly requested to send this report to the following address:

IBS Consist B.V.
Attn. Helpdesk Financial Systems
P.O.Box 500
3430 AM Nieuwegein
The Netherlands

DOCUMENTS

G13118

With the functions in this menu you can print statements of account and reminders. For more information on the menu options 3 up to 9, please refer to the corresponding menu descriptions. In this description the discussion is confined to the functions (menu options 1 and 2) that can be invoked from this menu.

The menu contains the following functions:

1. Print statements of account
2. Print reminders
3. Go to 'Language codes' menu
4. Go to 'Categories' menu
5. Go to 'Document headers' menu
6. Go to 'Document opening texts' menu
7. Go to 'Document opening lines' menu
8. Go to 'Document closing lines' menu
9. Go to 'Alternative descriptions' menu

1 PRINT STATEMENTS OF ACCOUNT

Information on creating statements of account can be found in the 'Variable Summaries' menu.

When you have selected the report to be printed, you must enter the data on three consecutive screens:

- ◆ On the *first* screen you specify for which debtors and/or creditors a statement must be printed;
- ◆ On the *second* screen you select the invoices to be printed;
- ◆ On the *third* screen you select a few additional data.

For the data you have to input on the first screen *default values* can be set up with the function 'Defaults for summaries and documents' in the 'Summaries and Documents' menu. These default values are adopted automatically as soon as you invoke the print function. You can treat these defaults as follows:

- ◆ You can disregard the defaults and make a once-off change to one or more fields. When you confirm the changes with <ENTER>, the summary is printed. The defaults are unaffected and will still apply the next time you select a print function.
- ◆ If you override the defaults and then press <F14> (= Include in fixed selection data), the defaults can be changed and recorded permanently with the function 'Defaults for summaries and documents' in the 'Summaries and Documents' menu. The next time you wish to print a variable report, these new default values will be in effect.



The default values apply to a summary or a document for all users. You must therefore take the necessary precautions when altering them.

In addition to the default values, the field 'New page for each d/c/r' is the only extra item on this screen. Here you can indicate whether for each relation the data must be printed on a new page.

SORT SEQUENCE

When printing statements of account and reminders, one should observe the following order (see also the 'Summaries and Documents' menu):

- ◆ Administration
- ◆ Relation or collective relation
- ◆ Currency

Prior to using this function, you have to enter the above-mentioned order as a default value; the field 'Currency' is accordingly on the second screen, making it imperative to know the sequence if a value is to be provided.

For a description of the other fields on this screen you are referred to the function 'Defaults for summaries and documents' in the 'Summaries and Documents' menu.

On the second screen you select the open items and the currency for the summary to be printed. When you press <ENTER>, the third screen appears.

ADDITIONAL DATA

On the third screen you can enter a few additional data, such as the reminder date, the type of giro credit slip and bank account numbers. You can also specify until which date the payments must be selected for printing. If you first want to check the summary, you indicate this in the field 'Reminder draft/def./coll. items'.

In the field 'Reminder number' you can state how many reminders the debtor/creditor already received. When you print a reminder, the number is automatically increased by 1. This number will then be stored with the open item data. When you confirm the entered data input with <ENTER>, the job is stacked in the queue.

2 PRINT REMINDERS

The printing of reminder letters is done in the same way as described for the statements of account, see option 1. Information on creating reminders can be found in the 'Variable Summaries' menu.

The *giro slip format DC602* has been introduced into FMS. The third selection screen enables you to select this format in the field 'Summary type giro credit slip'. As regards the layout of this format, the reminder is printed above the giro credit slip. The counterfoil is on the left side of this slip. The reminder list has been extended with 24 rules so as to print the giro credit slip. The payment reference can also be filled with the UPI FMSRIACC. The application of the OCR-B script can be defined with the function 'Maintain summary layout', in the OVERPRTF.

The summary table of a reminder can be subdivided into:

- ◆ a sum total of expired entries,
- ◆ a sum total of entries not yet expired.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

EUROCONVERSION

A1423

The menu contains the following functions:

1. Currency check
2. Execute Euroconversion
3. Work with correction batches
4. Rebuild cumulatives
5. Recalculate check figure financial year
6. Print check list subledger
7. Print check list D/C subledger
8. Go to 'Euroconversion - Miscellaneous' menu

For detailed information on menu option 8, you are referred to the description of its corresponding menu. In this description the discussion is confined to the functions that can be invoked from this menu.

1 CURRENCY CHECK

This function enables you to verify for an administration whether

- ♦ the currency code concerned is an EMU-currency,
- ♦ the EUR-currency has been formatted correctly.

Prior to setting up the EMU-exchange rate table, we advise you to take the following steps:

- ♦ Check the remarks on this report.
- ♦ Effect any changes in the administration.

2 EXECUTE EUROCONVERSION

By means of this menu option, you can convert an administration into the new base currency (= EUR).

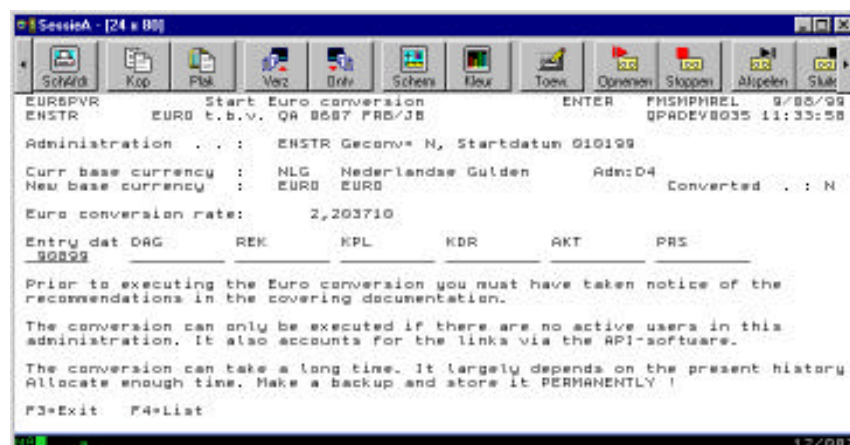


Figure 20. Start Euroconversion

This process is subject to the following conditions:

- ♦ The current base currency must be an EMU-currency.
- ♦ The administration starting date Euroconversion must have been set up.
- ♦ There may be no more postings batches.
- ♦ If the condition 'Accept costs after payment' (Cash system) applies to the administration, then all invoices will have to be processed via the option 'Periodic procedures IC'.
- ♦ The dimensions used for entering (any) rounding off-differences must be
 - present in all financial years of the administration;
 - valid entry dimensions (no control/category balance accounts and no compression dimensions).

We would like to recommend your attention to the following tips concerning the actual conversion:

- ♦ The conversion can only be executed if there are no active users and/or processing jobs within the administration to be converted.
- ♦ The conversion can take a long time. It largely depends on the present history, so allocate enough time to execute the conversion.
- ♦ Make a secure back-up of the entire operation area immediately preceding the conversion procedure.
- ♦ Sundry reports are generated during the process. Submit them to a careful examination and store them permanently.

3 WORK WITH CORRECTION BATCHES

Both an actual batch and a budgeted batch are generated during the Euroconversion. In these batches rounding-off differences are entered as a *ledger posting*, provided that rounding-off differences have been detected on the actual postings as well as budgeted postings. By means of mutations, you can redress the balance.

The screen 'Work with Euro:rounding-off difference' contains a number of screen options:

- ♦ with screen option 1 you can process the mutations;
- ♦ with screen option 2 you can change the mutations;
- ♦ with screen option 6 you can print a validation report of the mutations.

4 REBUILD CUMULATIVES

This menu option enables you to rebuild the cumulatives for each financial year as they are not converted during the Euroconversion. It is recommendable to rebuild cumulative 0 first so as to check the administration.

5 RECALCULATE CHECK FIGURE FIN. YEAR

The check figure is calculated on the amount in the base currency from cumulative 0. The check figure of the financial year concerned will not be balanced as its position has been changed after the conversion.

6 PRINT CHECK LIST SUBLEDGER

This menu option enables you to verify if the conversion resulted in differences between the balance of the subledgers and the balance of the ledger accounts. After all, the rounding-off procedure may account for the trifling differences between these two balances. You must enter a cumulative that matches the dimensions used in the subledger.

7 PRINT CHECK LIST D/C SUBLEDGER

This menu option enables you to verify if the conversion resulted in differences between the balance of the D/C subledgers and the balance of the main accounts. After all, the rounding-off procedure may account for the trifling differences between these two balances. You must enter a cumulative that matches the dimensions used in the D/C subledger.

By allocating the costs over the various dimensions in the subledger, you will be able to establish a link in the main account. Differences can be posted via a correction batch.

EUROCONVERSION - MISCELLANEOUS

A142308

The menu contains the following functions:

1. Change field 'Eurorelation'
2. Change field 'Fixed currency'
3. Change field 'Currency' (EMU > Euro)
4. Convert currency infosets
5. Print infosets for Euroadministrations
6. Print free summaries with currency
7. Print invoice register batches with deviant exchange rate

1 CHANGE FIELD 'EURORELATION'

After having selected the master code, you can set the field 'Convert from non-Euro relations to Euro relations' to '1' (Yes) for a range of relations to be specified on the same input screen.

2 CHANGE FIELD 'FIXED CURRENCY'

This menu option is of major importance to the administrations which have been converted into a Euroadministration on a lower PTF-level than PTF013. It enables you to convert the existing *debtors/creditors* within an (already converted) administration. It involves both the fields 'Fixed currency' and 'Currency'. In this case, one assumes the existence of a converted administration whereas payment transactions with the debtors/creditors concerned are *not* effected in Euros.

Fixed currency	Currency		Fixed currency	Currency
0*	NLG	> conversion >	1	NLG
1**	EUR	> conversion >	0	EUR
1***	DEM	> conversion >	1	DEM

* When the currency entered with the debtor/creditor corresponds with the base currency, the field 'Fixed currency' contains the value '0'. After the conversion this field adopts the value '1' as the then base currency will be a 'Foreign currency'.

** If, prior to the conversion, the Euro has been the specified currency with the debtors/creditors, then the value '1' of the field 'Fixed currency' will be turned into the value '0'. With respect to this conversion, two reasons can be produced:

- The Euro is the base currency, and
- It is out of the question to have a fixed base currency in combination with the value '1' in the field 'Fixed currency'. They are mutually exclusive.

*** The fields remain unchanged as the German mark is neither the present base currency (before conversion), nor the future base currency (after conversion). The concepts 'Euro' or 'Base currency' are of little importance to the debtor/creditor concerned.

This functionality has been built into the menu option 'Execute Euroconversion', see 'Euroconversion' menu.

3 CHANGE FIELD 'CURRENCY' (EMU > EURO)

When the payment transactions of one or more debtors/creditors are actually effected in Euros, this menu option can be used to convert the appropriate debtors/creditors. An input screen is displayed enabling you to use the various combinations of the 'Master code', 'Debtor/Creditor FROM', 'Debtor/Creditor TO', 'Subledger' and 'Currency'. Following the processing phase, the fields 'Fixed currency' and 'Currency' are converted as is shown in the diagram below:

Fixed currency	Currency		Fixed currency	Currency
1	NLG	> conversion >	0	EUR
0	EUR	> conversion >	0	EUR
1	DEM	> conversion >	0	EUR
1	FRF	> conversion >	0	EUR
1	USD	> conversion >	1	USD

4 CONVERT CURRENCY INFOSETS

This function enables you to convert the infoset's currency into EUR. By means of <F10>, you can convert the currencies of all infosets simultaneously.

EXCHANGE RATE DATA FOR FOREIGN CURRENCY PAYMENTS

G1306212

With the functions in this menu you can define the exchange rate data necessary for making automatic payments in foreign currencies. These data allow you to use the bank statement data for the payment order entry in the daybook.



In the 'Payment Orders Foreign Currency' menu you will find the 'Maintain exchange rate data' option. With this option you can edit the exchange rate data for the open item lines separately. This menu is used to edit the exchange rate data for a payment proposal. When the payments are processed, the system will look for the exchange rate data in the following order:

- *the exchange rate data for the OI-line;*
- *the exchange rate data for the payment proposal;*
- *the exchange rate table.*

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING THE DATA

When you have selected a payment proposal, the screen 'Maintain currency data AFCP' appears. In the field 'Currency' you can enter the rate from the exchange rate table (this field will not be filled automatically). In the field 'Exch. rate of bank' you input the exchange rate to be used for the daybook entries. This usually is the exchange rate specified on the bank statement.

Discrepancies between the amount to be paid and the amount actually paid will be entered in a *revaluation account*. To make an entry for an exchange rate discrepancy, the system searches in succession for:

1. A revaluation account for the account concerned.
2. The revaluation account for the currency concerned.
3. The general revaluation account for the financial year.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

EXCHANGE RATE EMU

A1422

On 31 December 1998, the Finance Ministers of the European Union have determined in a regulation the conversion rates between the Euro and the EMU-currencies. The rates have been determined as one Euro expressed in terms of each of the national currencies of the countries adopting the Euro as the legal currency. With the functions in this menu you can enter the irrevocably fixed conversion rates between the Euro and the EMU-currencies.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING THE DATA

In the table 'Maintain exchange rate EMU' you can record the Euroconversion rates of all current member countries of the EMU.

All rates must be entered, even if you do not use any of the listed currencies in your administration. These rates must be defined to six decimal places for all administrations in the operation area. In fact, this will be verified by the program. The rates can no longer be updated as soon as the starting date Euroconversion has been entered in an administration of the operation area concerned.

The screenshot shows a window titled 'Maintain exchange rate EMU' with a menu bar and a table of conversion rates. The table has columns for 'ISO currency', 'ISO currency name', 'Date', 'exch rate', and 'EMU ex rt'. The data is as of 10/09/98.

ISO currency	ISO currency name	Date	exch rate	EMU ex rt
ATS	Schilling	10/09	13.760300	
BEF	Belgian Franc	10/09	40.339900	
DEM	Deutsche Mark	10/09	1.955830	
ESP	Spanish Peseta	10/09	166.386000	
FIN	Markka	10/09	5.945730	
FRF	French Franc	10/09	6.559570	
IEP	Irish Pound	10/09	0.787564	
ITL	Italian Lira	10/09	1936.270000	
LUF	Luxembourg Franc	10/09	40.339900	
NLG	Netherlands Guilder	10/09	2.203710	
PTE	Portuguese Escudo	10/09	200.482000	

At the bottom of the window, it says 'F3=Exit'.

Figure 21. Conversion rates

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

EXTERNAL DATA

A15

With the functions in this menu you can submit postings to FMS, for example from other packages or other application programs written for your organization, derived from external data. This obviates the need for presenting parallel manual postings to FMS that reproduce those processed by the external application.

Menu option 6 is especially destined for the Dutch market. It enables you to submit postings data electronically to the Central Statistical Office (Cso) on behalf of statistical analyses. Therefore, this option will not be discussed in this user manual.

Two types of data are presented by external applications:

- ◆ external postings; these are normally daybook entries.
- ◆ external master data; mostly address data and debtor/creditor master data.

The menu contains the following functions:

1. Process ledger postings
2. Maintain master data
3. Validate master data
4. Process master data
5. Delete batch master data
6. Create medium CBS

1 PROCESS LEDGER POSTINGS

The processing of external ledger postings proceeds as follows:

- ◆ A special posting file is loaded with postings from an external source;
- ◆ FMS then converts these to ledger postings and creates a postings batch to hold them;
- ◆ Finally, this postings batch is processed on user level (standard procedure).

With this function you can perform the 2nd step from the above procedure.



It is possible by means of an API to have the external postings converted into individual ledger postings automatically. You may also arrange for them to be submitted automatically to the next stage of processing at the same time. For further information on this option, you are referred to the API manual.

INPUTTING THE DATA

A default name for the file holding the external postings is provided by FMS. If in the external application a different name has been given to this file, you may override the default value.

If the external postings contain errors that make FMS processing impossible, the postings batch concerned must be recreated. However, it is possible to give the user the option of altering the ledger postings in the batch to put the errors right. To do this, you must set the value of the code 'Can be edited' to '1' (Yes).



When users are allowed to alter the ledger postings, differences can arise between your financial administration and the corresponding data in the external subadministration.

It is possible to submit external postings for which the invoice amount is '0' (zero). This can be useful, for instance, when reconciling credit notes.

Processing of the postings thereafter can proceed in two ways:

- ♦ *Directly*
Further processing of the postings begins as soon as the function has been quitted.
- ♦ *Indirectly*
The postings batch is filled automatically. This batch has then to be processed later in the ordinary way using the function 'Process postings batches' in the 'Administration Management and System Functions - Users' menu.

2 MAINTAIN MASTER DATA

With this function you can include debtor/creditor external master data in FMS. The external master data are written to a postings batch from an external source by API (see the API manual).

SELECTING THE DATA

When you have selected a batch number, you should input the serial number of the master data. There are two possible situations:

- ♦ if you wish to alter an external master data item or delete it from the batch, you can select the item concerned directly;
- ♦ if you wish to add an external master data item to the batch, you need not provide a serial number. The system numbers the master data automatically.

The first of three input screens then appears; you use these screens to maintain the external master data.

Figure 22. Maintain external master data

Postings code

INPUTTING THE DATA

Debtors and creditors can be created directly in FMS, but also via the submission of external data. The postings code is of importance in the processing of external postings. With this control code you specify the processing method of the external master data:

- | | | |
|---|----------------|---|
| A | New | a new master data item is added to the administration. |
| C | Edit addr data | if the address number has not been filled, this will be retrieved. |
| D | Due | an existing master data item is removed. |
| U | Edit | if no address number has been included in the submitted master data item, then a new address number will be issued. |

Although the screens are different in appearance, this function is in other respects internally the same as the function 'Maintain' in the 'Debtors/Creditors Master Data' menu.

3 VALIDATE MASTER DATA

With this function you can print a validation report of the postings batch containing external master data.

Before you process such a batch, it is advisable to do a *validation run*. If during the checking an error is detected, the associated error code is inserted in the record containing the invalid item. When all the records have been checked, the validation report is printed, all the errors detected and their corresponding error codes being included. At the end of the report, a key to any error codes raised is provided.



If master data already present in the debtor/creditor master file are wrongly resubmitted as ostensibly new data, this is signalled as an error. The old master data are not overwritten.

After correction of the errors, and possibly a further validation run, it is safe to work on the batch.

4 PROCESS MASTER DATA

With this function you can process the postings batch of external master data in the debtor/creditor master file.

When you have selected the required batch, you should specify whether it is to be processed even if it proves to contain errors:

0. Correct postings are to be processed; invalid postings are to remain in the batch.
1. Processing will be terminated as soon as an error is detected. In this case only a validation report will be produced.

5 DELETE BATCH MASTER DATA

With this function you can delete external master data batches. When you have selected the required administration, a list of all the still unprocessed external master data batches is displayed on your screen. The batches you select are deleted from the system, irrespective of whether any active records are present.

FIELDS IN DAYBOOK ENTRY SCREENS

A1106

With the functions in this menu you can define the default field names for use during the laying out of input screens for ledger postings.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING THE DATA

In FMS field names are incorporated that may be used when free input screens for ledger postings are being laid out. These names may also be changed.



The names you have chosen (whether those built in to FMS or those you have altered) serve thereafter as default names for the setting up of input screens.

When setting up an input screen (in a given administration), these default names can be overridden by the user (see the 'Layout of Input Screens' menu).

Field	Description	Default sequence
#1Q0CD	Contr.ent.d2.	204
#1Q1CD	Dimension 2.	201
#1Q4CD	Entru.dim.3.	205
#1Q6CD	Contr.ent.d3.	206
#1Q6CD	Dimension 3.	202
#1Q9CD	Entru.dim.4.	207
#1R0CD	Contr.ent.d4.	208
#1R3CD	Dimension 4.	203
#1R6CD	Entru.dim.5.	209
#1R9CD	Contr.ent.d5.	210
#1RQCD	Dimension 5.	204
#1RQCD	Discount .	301
#1RRC	Currency .	250
#1RSCD	Per.distr. .	300

Figure 23. Field descriptions

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

FINANCIAL PROCEDURES

G123

With the functions in this menu you can *input* and *process* ledger postings.

The menu contains the following functions:

1. Entry actual updates
2. Process actual updates - validation only -
3. Process actual updates - definitive -
4. Work with actual postings
5. Entry budget updates
6. Process budget updates - validation only -
7. Process budget updates - definitive -
8. Work with budget postings
9. Entry accruals
10. Process accruals - validation only -
11. Process accruals - definitive -
12. Work with accruals

1 ENTRY ACTUAL UPDATES



Before you can enter updates, you must have set up at least one input screen. To do this you use the functions in the 'Layout of Input Screens' menu.

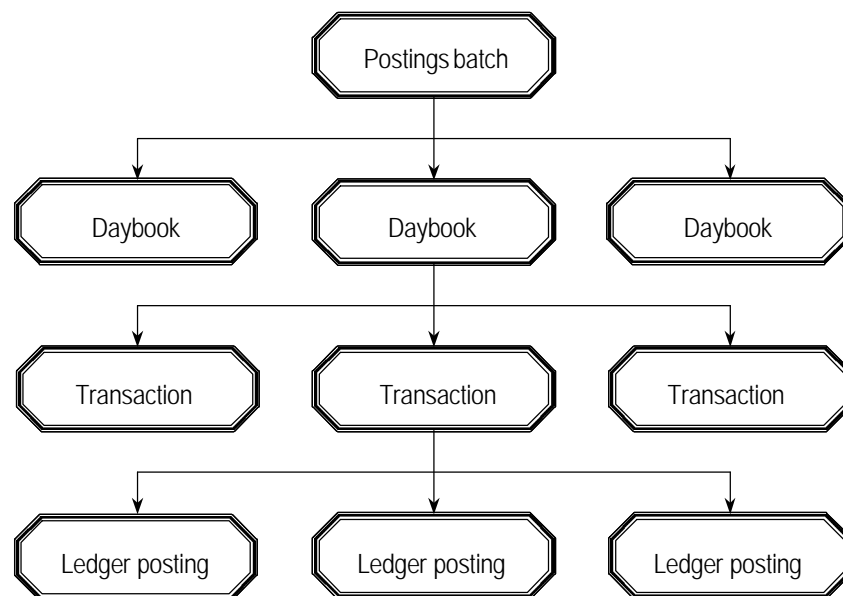


Figure 24. Structure of a postings batch

In this connection:

- ◆ different daybooks can be used to enter postings in a postings batch;
- ◆ you can input several transactions in each daybook;
- ◆ each transaction consists of at least two postings with a nett balance of '0' (zero).

When entering ledger postings, you have to input the following data items in succession:

- ◆ Postings batch
- ◆ Daybook
- ◆ Transactions
- ◆ Ledger postings
- ◆ Individual fields (optional)

SELECTING THE POSTINGS BATCH

When you select this function, a list of the postings batches available appears. Against each batch number certain important data items are shown, including the status of the batch and an indication of whether the batch is updatable. When a batch has been processed without any errors being found, it is removed and no longer displayed on the screen.

When a batch is selected, the following situations can arise:

- ◆ When you make a new batch, using the action menu, a number of batch data items are displayed, including the batch number. You may add a description to these. Then you can input the daybook data.
- ◆ When you select an existing batch without a daybook, the screen on which you input daybook data appears immediately.
- ◆ However, if you select an existing batch in which daybooks have already been specified, a list of the daybooks referenced in this batch is then displayed.

SELECTING THE DAYBOOK

You have the following options when selecting a daybook:

- ◆ with screen option 2 (= Edit) you can edit the daybook data;
- ◆ with screen option 1 (= Select) you can select a transaction from the daybook directly.

INPUTTING THE DAYBOOK DATA

The *entry period* indicated on this screen applies to all the postings being made in the daybook selected. In the field 'Screen number' you specify which input screen is to be used for inputting the postings. You can only select those screens you have already set up using the functions in the 'Layout of Input Screens' menu.

If you want to check the amounts or numbers being entered in the daybook against a *manually prepared preliminary count*, you can enter the result of this manual count in the field 'Daybook count'. During inputting of the postings, the daybook count is displayed on the screen as are likewise the intermediate counts of the numbers input and the (unsigned) amounts.

Finally you can define, for both entries and contra entries, default values concerning the individual dimensions. These apply to all transactions and, in consequence, to all individual postings made in the daybook concerned.



Via <F10> you can switch validation on and off. If validation is on, a check is made during input of the ledger postings as to whether the data are valid (for example, whether an account number does in fact exist). Daybook data and transactions are always checked; no errors are permitted in these, so the checking cannot be disabled. (See also 'Inputting the ledger postings', below.)

When you have confirmed the inputted data by pressing <ENTER>, you can input the transactions. The daybook is given a serial number for display on the screen during the inputting of transactions and ledger postings.

SELECTING THE TRANSACTIONS

When selecting a transaction, you have the following options:

- ◆ you can add a new transaction via the action menu, the system automatically assigning a transaction number;
- ◆ with screen option 2 (= Edit) you can alter an existing transaction;
- ◆ with screen option 1 (= Select) you can display the posting records of the transactions on the screen directly.

INPUTTING THE TRANSACTIONS

When you have selected a transaction, a screen appears at the top of which the following data items are displayed:

- ◆ the entry date
- ◆ the voucher number
- ◆ the description

Underneath the input fields are displayed belonging to the input screen chosen earlier. For information on laying out a transaction screen, you are referred to the function 'Maintain layout input screens for ledger postings' in the 'Layout of Input Screens' menu.



In the help display for this function you will see information about all the fields that can be displayed on your screen, including those not forming part of the input screen concerned.

The values you input to these fields apply to all the postings in the associated transaction, except possibly during the inputting of ledger postings when data derived from the transaction can be overridden.

If the field 'Combination' has been included in the transaction, you may make use of an *entry combination*. Certain default values have been defined in each of these that can be assigned to a transaction or posting. If you choose an entry combination, you should take account of the following fact: although most assuredly in effect, the default values for a chosen entry combination are not displayed on the input screen.

If the input screen contains the field 'Quantity', say, when a default value has been specified in the selected entry combination for this field, the field will be displayed as blank initially. If you do supply a value in the field 'Quantity', the default value taken from the entry combination is overridden. For information on setting up entry combinations, you are referred to the 'Entry Combinations' menu.

If you have designed the screen in such a way that both the account and the contra account can be specified for the transaction, you should take note of the following:

- ◆ when you input *both* accounts, two posting records are made automatically, and these will be displayed side by side during the entry of the ledger postings. It is these account numbers taken from the posting record that are in fact displayed;
- ◆ when you only input the account or the contra account alone, the entered values are not duplicated in the posting record.



Via <F10> you can switch validation on and off. If validation is on, a check is made during input of the ledger postings as to whether the data are valid (for example, whether an account number does in fact exist). Daybook data and transactions are always checked; no errors are permitted in these, so the checking cannot be disabled. (See also 'Inputting the ledger postings', below.)

When you have confirmed the entered data by pressing <ENTER>, you can input the individual postings.

INPUTTING THE LEDGER POSTINGS

When inputting ledger postings, the upper part of the screen is occupied by the transaction data input earlier. Underneath these the associated posting records are displayed. The number of records that can be accommodated on a single screen, is dependent on the number of fields you selected when the input screen was designed. If you included a large number of fields in the posting record, only one record will fit on the screen.

During inputting of the ledger postings, the data input are validated by default (e.g. a check is made as to whether a given account number really exists). You can accept incorrect data via an option on the action menu.



In the help display you will see information about all the fields that can be displayed on your screen, including those not forming part of the input screen concerned.

Every input screen must contain the field '#1SEL' ('Subfile selector', or some other description you have specified). Cf. the 'Layout of Input Screens' menu. In this field you can specify if:

- ◆ the posting must be cancelled;
- ◆ notes have to be added to the postings;
- ◆ dimension descriptions have to be displayed.

If the field 'Combination' has been included in the posting record, you may make use of an *entry combination*. Certain default values have been defined in each of these that can be assigned to a posting. If you choose an entry combination, you should take account of the following fact: although most assuredly in effect, the default values for a chosen entry combination are not displayed on the input screen.

If the input screen contains the field 'Quantity', say, when a default value has been specified in the selected entry combination for this field, the field will be displayed as blank initially. If you do supply a value in the field 'Quantity', the default value taken from the entry combination is overridden (see the 'Entry Combinations' menu.)

To display a later record on the screen you have only to scroll on to the next page. When you press <ENTER>, the records are validated and saved in the data base allowing you to select a new transaction.

2 PROCESS ACTUAL UPDATES - VALIDATION

With this function you can produce and print validation reports of a postings batch without processing the batch in the full sense.

When you have selected a postings batch, the reports to be printed are displayed. This information is taken from the administration data that were specified with the functions in the 'General Data for Administration and Financial Year' menu. If the code 'Defaults modifiable' on the screen 'Maintain administration' is set to '1' (Yes), you can indicate which error reports are to be produced. Finally, you can specify in the field 'Correct posting' whether valid postings are to be included in the reports.

3 PROCESS ACTUAL UPDATES - DEFINITIVE

With this function you can process the postings in batches. You can also determine which validation reports are to be printed after processing.



Before you start working on the postings, it is advisable to have produced the separate error reports by using menu option 2. Having done this, you are able to correct any errors so that the batch can be processed definitively in a single pass.

INPUTTING THE DATA

When you have selected a postings batch, a list of the reports to be printed after processing is displayed. There is also a statement as to how the system will respond to any errors it detects during processing.

The information displayed comes from the administration data that were specified with the functions in the 'General Data for Administration and Financial Year' menu. If the code 'Defaults modifiable' on the screen 'Maintain administration' is set to '1' (Yes), you can indicate which error reports are to be produced. Finally, you can specify in the field 'Correct posting' whether valid postings are to be included in the reports.

When you confirm the data input with <ENTER> and then '1' (Yes), the system will process the postings from the batch already selected.

4 WORK WITH ACTUAL POSTINGS

With this function you can carry out all the manipulations described under the options 1, 2 and 3. It is profitable to the user who does not have to return to the menu when invoking more than one of the functions belonging to this menu.

With <F10> (= List of batches) you can print a list of the available batches and with <F15> (= Change sequence) you can set the order in which the batch numbers are displayed.

5 ENTRY BUDGET UPDATES

The keying in of budget updates is done similarly as described above for actual updates (see menu option 1).

6 PROCESS BUDGET UPDATES - VALIDATION

The validation of budget updates is done similarly as described above for actual updates (see menu option 2).

7 PROCESS BUDGET UPDATES - DEFINITIVE

The processing of budget updates is done similarly as described above for actual updates (see menu option 3).

8 WORK WITH BUDGET POSTINGS

With this function you can carry out all the manipulations described under the options 5, 6 and 7. It is profitable to the user who does not have to return to the menu when invoking more than one of the functions belonging to this menu.

With <F10> (= List of batches) you can print a list of the available batches and with <F15> (= Change sequence) you can set the order in which the batch numbers are displayed.

9 ENTRY ACCRUALS

With this function you can process provisional ledger postings, for example when preparing an interim balance. The keying in of accruals takes place in the same way as described above for actual updates (see menu option 1). The accruals entered for a particular period will have contra entries made for them automatically by the system in the next period.

10 PROCESS ACCRUALS - VALIDATION ONLY

The validation of accruals is done similarly as described above for actual updates (see menu option 2).

11 PROCESS ACCRUALS - DEFINITIVE

The processing of accruals is done similarly as described above for actual updates (see menu option 3).

12 WORK WITH ACCRUALS

With this function you can carry out all the manipulations described under the options 9, 10 and 11. It is profitable to the user who does not have to return to the menu when invoking more than one of the functions belonging to this menu.

With <F10> (= List of batches) you can print a list of the available batches and with <F15> (= Change sequence) you can set the order in which the batch numbers are displayed.

FIXED SUMMARIES

G126

With the functions in this menu you can print certain fixed ledger summaries. The print procedure of the various summaries in this menu is discussed in the 'Free Summaries' menu. More information on the printing of data can be found in the corresponding section of the chapter 'Operating FMS'.



The layout of the fixed summaries cannot be altered. If the layout of one or more of the summaries listed below does not meet your requirements, you can use the functions in the 'Free Summaries' menu to lay out and print new summaries. The header of each fixed summary shows the summary code from the appertaining free summary.

The menu contains the following functions:

1. Trial balance
2. Extended trial balance
3. Comparison of budget with actual figures
4. Subledgers
5. Historical daybook entries
6. Daybook entries

1 TRIAL BALANCE

Selection of the data to be printed is done via four screens:

- ♦ Change selection parameter
- ♦ Variable data
- ♦ Change selection range (two screens)

CHANGE SELECTION PARAMETER

On this screen you have to supply certain general data items. These relate principally to setting up the printer and do not require further explanation, with the exception of the field 'Store summary'. If you set the value of this field to '1', then the print job remains in the output queue after the job has been executed. It enables you to print the summary again.

By means of the field 'Create external file', you can indicate whether you wish to save the summary in a file, for example for subsequent processing on a PC. This file has the following characteristics:

- ♦ the file name is 'GBD0REP'
- ♦ the member description is of the form 'FMSxxxxxx', in which 'xxxxxx' stands for the job number.



Such a retained print job has later to be removed from the output queue manually.

VARIABLE DATA

On this screen you have to supply the summary period the report is to cover.

CHANGE SELECTION RANGE

On the first of these two continuation screens you can specify an alternative administration and/or an alternative financial year. By default the trial balance for the administration/financial year you are working on is printed.



For setting up the trial balance for this fixed summary the standard cumulative 0 (zero) is used. If you wish to use a different cumulative, you have to set up a free summary yourself (see the 'Free Summaries' menu).

On the second screen you can define the range of data to be included in the summary for dimension 1 (the only dimension in cumulative 0). For this purpose, you must use the fields 'Number from' and 'Number to'. In the field 'Calculate subtotal' you can indicate the positions of the running totals to be included in the summary.

Example

The fields concerned are given the following values:

Number from	1000
Number to	1999
Calculate subtotal	987654&*1

As dimension 1 is run through it can now be seen whether the cumulative term, or else the account number, is changing in the second or third position:

Running totals	1010, 1020, 1030, etc.
Running total/new page	1100, 1200, 1300, etc.

With the fields 'Sel =' (selection criterion) and 'Selection code' you can make a further selection from the specified range of master data. Use is made of the selection codes input for the dimensions concerned (see the 'Dimension 1' menu and the 'Dimensions 2/3/4/5' menu).

Example

Selection code	*75*****
Selection criterion	H (= Greater than)
Result	All master data items for which the second position of the selection code is greater than or equal to '8' and the third position is greater than or equal to '6'.

Selection code	A*****
Selection criterion	G (= Equal to)
Result	All master data items for which the selection code begins with an 'A'.

2 EXTENDED TRIAL BALANCE

The operation of this function is more or less the same as that for the printing of a trial balance. For a description of this function you are referred to option 1 of this menu.

3 COMPARISON OF BUDGET WITH ACTUAL FIGURES

The operation of this function is more or less the same as that for the printing of a trial balance. For a description of this function you are referred to option 1 of this menu.

4 SUBLEDGERS

The operation of this function is more or less the same as that for the printing of a trial balance. For a description of this function you are referred to option 1 of this menu.

5 HISTORICAL DAYBOOK ENTRIES

SELECTING THE DATA

When you have selected the required cumulative, its dimensions are displayed at the bottom of the screen. For each dimension you have to indicate the upper and lower limits of the master data for the dimensions concerned that are to be included in the summary. When you do not fill these fields, the default values (FROM = ' ' and TO = '999999999') are used. Besides, you have to specify whether the actual or budgeted amounts have to be printed.

A historical report of entries is always printed starting from period 0 (opening of balance sheet); you thus have only to specify the period after which the report is to end.

In order to prevent the repeated printing out in full of the entries from the beginning of the financial year, the system inserts a marker when any entry is printed for the first time. In the field 'Method for printed entries' you can then specify how the previously printed entries must be reproduced in the new report:

- ◆ sorted/compressed per daybook,
- ◆ not compressed,
- ◆ sorted/compressed per period,
- ◆ totalized.

Broadly speaking, you can compress printed data to prevent them from obscuring the summary.

6 DAYBOOK ENTRIES

The operation of this function is more or less the same as that for printing a historic entries report. For a description of this function you are referred to option 5 of this menu.

This menu option provides you with an additional set of possibilities:

- ◆ in the field 'Period from' you can specify the start period of the data to be printed;
- ◆ you can specify how those daybook entries for which there are accrual entries are to be effected.

FREE SCREENS

G1412

The function in this menu can be used to define the layout of the input screens for the modules 'Invoices in Circulation' and 'Liabilities and Reservations'.

The menu contains the following function:

1. Work with free screens

1 WORK WITH FREE SCREENS

SELECTION OF DATA

With this function you can define a new *screen layout* for the inputting of circulation invoices, as well as screen layouts for liabilities and reservations. After entering a code and a description, you select which basic screen will serve as a starting point for your own screen. By pressing the <F4> (= List), the available basic screens are displayed.

SCREEN LAYOUT

Next you use screen option 8 (= Record formats) to edit for each subscreen the *position*, *rendering* and *description* of the fields. When you have selected this screen option, the *records* (= subscreens) will be displayed constituting the selected basic screen.

When you select screen option 4 (= Delete), all fields in the record will be deleted. However, the summary still contains the subscreen.

Screen option 5 (= Display) enables you to view the entire record, i.e. the free screen and its consecutive subscreens.

Having selected screen option 8, the screen 'Select record to edit layout' appears. All existing records are listed on this screen. Screen option 8 (= Fields) enables you to select the record to be edited.

When you have selected a record, the screen 'Free screen layout' appears on which all fields of the record are displayed (or which is empty if you selected screen option 4 'Delete fields' on the previous screen). By pressing <F10> (= Display), you can check the layout of the selected screen.

T	SrNo	Field	Description	P	Lines for	Spaces for
5	VIIUN9	Invoice number		1		
8	HDGSA	Not.		1		33
10	#1TRST	D/c-number		1	1	
15	#1WZCD	Deb/cred No.		0		
20	#DONTX	Abbreviate name		1		2
25	#1MBVA	Invoice amount		1	3	
30	#1RQNA	Description		1	1	
35	#1INCE	Route code		1	1	
40	#1S1TX	External invoice No.		1		0
45	V1CSDT	Invoice date		1	2	

Figure 25. Free screen layout

ADD FIELDS

When you press <F9> to add fields, a continuation screen appears displaying all available fields for that particular screen. The selected basic screen indicates the available fields for the selected screen. You cannot insert a particular field on the screen repeatedly. A warning signal will be given when you have selected a field that's already on the screen.

When you have selected a field, it requires a *serial number*. The serial numbers determine the sequence of the fields that will be used on the screen. The numbering does not have to be unique or continuous. In this way you can always insert new fields without having to change the serial numbers of all successive fields.

You confirm the effected alterations by pressing <ENTER>. With <F5> (= Refresh) you can display the new layout of the screen. If two fields have received the same serial number, they will be sequenced by field number.

- ◆ The field 'P' is used to determine whether the description of the selected field must be displayed, and, if so, what its position must be in relation to the entry field.
- ◆ In the field 'Lines for' you can specify how many blank lines must precede the field concerned.
- ◆ Finally, you can use the field 'Spaces for' to enter the number of spaces to separate this field from the previous one.

If the total length of the fields exceeds the length of the line, the last field on the line (both description and entry field) will be moved to the next line.

REMOVE FIELDS

To make sure a field will not be displayed you can delete it by means of screen option 4, although the same result can be achieved by setting the serial number to '0' (zero) or leaving it blank. Yet deleted fields remain available within FMS. To restore a deleted field to the screen, you must

- ◆ activate the 'Add' program mode, or
- ◆ specify a serial number other than '0' (when the serial number of the field had been removed).

When the fields have been positioned properly, you press <F3> (= Exit) to return to the screen 'Work with free screens'.

- ◆ You can once more check the layout of the screen and subscreens by means of screen option 5.
- ◆ If the screen is to your satisfaction, you must generate the screen with screen option 9.
- ◆ If necessary, you can also use screen option 3 to copy the screen to another administration.
- ◆ Finally, screen option 2 (= Maintain) is used to edit the description of the newly created screen.

FREE SUMMARIES

G127

With the functions in this menu you can design and print ledger summaries.

The menu contains the following functions:

1. Modify/Create free summaries
2. Display print layouts
3. Print print layouts
4. Print own (free) summaries
5. Print daybook entries (sorted on account)
6. Print daybook entries (sorted on batch run)
7. Modify/Create headers
8. Display headers



The first four options of this menu concern the production of free summaries. These summaries are based on data from the dimensions (the system of accounts) and the cumulatives. The summaries printed by means of options 5 and 6, belong to the category of variable summaries and are based on the detail data for the entries. Two new menu options have been included to enable you to create your own variable headers conform to your wishes.

1 MODIFY/CREATE FREE SUMMARIES

With this function you can set up and change the layout of free summaries. These summaries consist of *columns of amounts, quantities, percentages* and other *figures*. You can indicate which of these data items are to be retrieved from the files or computed. You can also select the administration and the financial year from which the data are to be printed.

SELECTING THE DATA

On the key screen you will see three fields to be used for selecting the data you require:

- ♦ When you want to alter an existing summary, you supply the code for the summary concerned in the field 'Free summary code'. You should ignore the field 'Copy layout from free summary'.
- ♦ When you wish to lay out a new summary, you supply the code that is to identify the new summary in the field 'Free summary code'. You are also advised to consider copying an existing layout using the field 'Copy layout of free summary'. This obviates duplication of work and unnecessary errors.

In the field 'Basic administration' the most recently input administration is displayed by default. If you wish, you can choose another administration provided that you have been authorized.



FMS is supplied with a number of standard summaries that are also used to print fixed summaries. These summaries are identified by the following codes:

- Budgeted/Actual summary (QEBA)
- Extended trial balance (QEETB)
- Trial balance (QETRI)
- Subledgers summary (QESUB)

These standard summaries can be copied, but not altered.

There are a number of other standard summaries. These summaries are intended for Dutch and German language users of FMS.

INPUTTING THE DATA

To define a free summary you have to input three different types of data:

- ♦ *General data*
You can define a number of data items related to the summary as a whole, such as an identifying description for the summary and the relevant printer set up instructions.
- ♦ *Indexes*
With indexes you can define the horizontal layout of the summary by indicating the line types the summary is to contain and the order in which they are to be printed.
- ♦ *Columns*
You can define the vertical (columnar) layout of the summary by specifying the number of columns, their content and their position.

In the following pages a fuller description of the structure of a free summary based on these three data types, will be provided. To complement the short examples given in the text, you can print a free summary with menu option 4 and compare its layout with that obtained from menu option 3.

GENERAL DATA

When you have selected a free summary, the screen on which you can maintain index lines is displayed. By means of the action menu, you can proceed with inputting of general data.

```

SessieA - [24 x 80]
GBL3E1R      Maintain general data for summary      Edit      FMSTENGELS 27/06/01
B100         Boetiek Nederland                     1999      QPADEV0009 13:58:42

Free summary code : : : QSUB
Name free summary : : : Q* TRIAL BALANCE **
Summary description-1 : : : ** TRIAL BALANCE **
Summary description-2 : : :
Summary description-3 : : :
Suppress system data : : : N Suppress last page : : : -
Prt.entri.balanced to 0 : : : N Document : : :
Description column No. : : : 2 Folder : : :
Line above total : : : J Underline total : : : N
Character spacing : : : 10 Print width : : : 132
Line spacing : : : 5 Form length : : : 66
Form type : : : *STD Save summary : : : N
Create external file : : : N
Number of copies : : : 1 Preselect.modifiable : : : J
Selection modifiable : : : J
Description final total : : : ** Final total **
Description subtotal : : : Total
Prompt OVRPRTF command : : : -
F3=Exit F10=Line condition
  
```

Figure 26. Input general data

The name of the free summary is displayed on top of the screen. The three lines in which you can input a description, are printed by default as *header text* at the top of every page in the summary. In this text you can register variables related to e.g. the *administration* or *financial year*. The help text provides you with information on the variables to be used.

In the field 'Description column no.' you can indicate which column is to be used for displaying the descriptions of the various data items. The descriptions that you have to input at the bottom of the screen ('Description final total' and 'Description subtotal') are also displayed in this column.

The lower half of the screen is occupied by a number of data items mainly to do with the *dimensions of the form* and *printer settings*. These items require no further explanation, with the exception of the fields 'Form type' and 'Save summary'.

- ♦ Print jobs for the same form type that are in the output queue for a specified printer in successive positions, are executed by the system all at once.
- ♦ Print jobs for a different form type are interrupted whenever a new form type is required so that you can load the printer with the right sort of paper.



*The default form type is '*STD'. The name of an alternative form type may be chosen by the user without restriction. It is, however, advisable to consult the system manager responsible for controlling the routing of jobs for printing.*

When you set the field 'Create external file' to '1' (Yes) at the time the free summary is printed, a file containing the text of the summary is created. This file can be used for other AS/400 applications or be converted for use in the PC environment.

To be able to use the saved file you should take note of the following:

- ♦ In the file 'GBD0REP' a section is created for the data concerned.
- ♦ This section is given the name 'FMSxxxxxx', where 'xxxxxx' represents the job number.
- ♦ The file has the following structure: at the beginning 26 numeric columns each of 25 characters, followed by 26 alphanumeric columns each of 30 characters.

The field 'Save summary' gives you the option of retaining a print job after it has been executed; the job remains in the output queue with the status 'SAV'. In this way, you can rerun a print job after printer errors, for example.



A saved print job has to be deleted from the output queue manually later.

The fields 'Selection modifiable' and 'Preselec. modifiable' enable you to select the contents of the summary at print time, as follows:

SELECTION MODIFIABLE

If you set this indicator to '1' (Yes), you can at print time specify the range of data items to be included in the summary. If you set it to '0' (No), the range adopted is that already specified in the index type R for the summary (see below).

PRESELECTION MODIFIABLE

If you set this indicator to '1' (Yes), you can select the following data at print time (amongst others):

- ♦ Reporting period
- ♦ Actual or Budgeted (if applicable)
- ♦ Quantities or Amounts (if applicable)

If you set it to '0' (No), the data used are those already defined as column data (see below). Also some range data, such as 'Administration' and 'Financial year' are governed by this option.

The last of the fields displayed is the field 'Prompt OVRPRTF command'. When you enter the value '1' (Yes) for this field, the screen 'Replace printer file' appears. This screen is generated by the AS/400 system and allows you to define specific printer data, for a laser printer for instance. The values you entered in the first screen cannot be edited here. For further information on the use of the OVRPRTF command, you are referred to the documentation of your AS/400 system.



If you reset the value for the field 'Prompt OVRPRTF command' to '0' (No), the FMS default values for the printer file will be restored.

INDEXES - HORIZONTAL LAYOUT

Seven index types are available to indicate the line types of a summary and its printing order. On the screen 'Maintain index lines' you can enter one of the following options in the field 'Index type':

F - FACTOR DEFINITION

With this index type you can specify that arithmetic operations are to be executed on one or more total lines, and the results included in the summary.

H - REPETITIVE RANGE

With this index type you can repeat a set of index numbers once or several times. In this way, it is easy to print cumulative data for different combinations of dimensions. You can also reprint the data of the summary for another financial year or administration.

O - TEXT (DESCRIPTION)

With this index type you can include lines of text in the summary.

R - LAYOUT OF RANGE

With this index type you specify which range of master data the summary is to be based on.

S - MASTER DATA

With this index type you may indicate where, for instance, header lines and memo pages must be included in the summary.

T - TOTAL LINE LAYOUT

With this index type you can specify how a total line is to be printed.

V - DIFFERENCE RANGE

With this index type you can determine the result of two columns in the column layout. You do this in combination with the field 'Difference with column' on the screen 'Maintain column free summary' (to be accessed via the option 'Column' on the action menu).

To input the index numbers and index types you must proceed as follows (see also the following example):

- ◆ Select an index type and press <ENTER>. The system assigns the index number automatically, at intervals of one hundred. The first index number has to be input in this way.
- ◆ When at least one index number has been generated automatically, you can input an index number manually. However, this number has to lie within the range of numbers already supplied (or it has to precede the first number).



The index numbers only specify the sequence of the index types selected; they do not specify the actual position of data items in the summary.

Example

A summary contains the following index lines:

Index number	Index type
5	O
10	R
15	T
16	F
20	O

This layout, for instance, could be input as follows:

- Key in the value 'R' in the field 'Index type' and press <ENTER>. The index number 10 is assigned to this index type.
- Key in the value 'O' in the field 'Index type' and press <ENTER>. The index number 20 is assigned to this index type.
- Key '5' into the field 'Index number' and 'O' in the field 'Index type', then press <ENTER>.
- Key '15' into the field 'Index number' and 'T' in the field 'Index type', then press <ENTER>.
- Key '16' into the field 'Index number' and 'F' in the field 'Index type', then press <ENTER>.

Screen option 3 enables you to copy index lines to a new number, incorporating all data of these lines. You can adapt these data in due course.



The option 'Renumber' on the action menu enables you to renumber the index lines, at intervals of 10. In the aforesaid example the numbers 10 to 50 would be assigned to the index lines.

When you have input an index line, you have to provide further details on a continuation screen that you call up with screen option 2 (= Edit). There is a separate continuation screen for each index type. These continuation screens are discussed in detail below.

INDEX TYPE F - FACTOR DEFINITION

With a factor line you can execute the following operations:

- ◆ You can operate the balances on a total line by a specified factor. To do this, you have to fill in the following fields:
 - Factor
 - Factor operator
 - Total number 1
 The field 'Total number 2' must not be filled.
- ◆ You can apply the factor operator to two interdependent total lines by filling in the following fields:
 - Factor operator
 - Total number 1
 - Total number 2
 The field 'Factor' must not be filled.

Example

Factor	1,055
Factor operator	*
Amount of total no. 1	£ 100,00
Evaluation	1,055 * 100,00 = £ 105,50

Factor operator	-
Amount of total no. 1	£ 533,75
Amount of total no. 2	£ 23,00
Evaluation	533,75 - 23,00 = £ 510,75



Percentage calculations involving two totals are done in such a way that the amount of total number 1 is expressed as a percentage of the amount of total number 2.

In the field 'Factor description' you supply the text that is to be printed for the factor line in the summary. When you wish to apply a different operator to the result from a factor line, you have to assign a *total number* to that factor line. You can make reference to this total number in another factor line.

INDEX TYPE H - REPETITIVE RANGE

By means of a repetitive range, you can simply expand the summary with data from one or more extra combinations of dimensions. For summaries with a repetitive structure this option may save you a lot of work when defining the summary.

After you have added a line with index type H, you must press <F9> to set the system in 'Edit' mode. You then select screen option 2 (= Edit) to enter the data for the repetitive range.



There are many ways in which repetitive ranges can be used. In this manual we limit ourselves to the two main variants.

MULTIPLE REPETITION

You may repeat the printing information set down in a range of index numbers for a range of dimension numbers:

- ◆ In the fields 'Repeat FROM - TO' you specify the index numbers to be repeated.
- ◆ In the field 'Increase range' you enter the value '1' (Yes). In the summary the data will be printed for each new dimension number.
- ◆ On a continuation screen (that appears when you press <ENTER>) you enter the range of dimensions for which the index numbers must be repeated. It is always the first cumulative concept (dimension or daybook) that will be repeated. For example, for the D2/D1 cumulative you must enter dimension 2 numbers on this screen.

Example

For the account ranges 4000-4099, 4100-4299 and 4300-4499 you want a summary of the cumulative balances for the cost centres 10-99 (dimension 2).

The summary must be sorted on cost centre (D2/D1 cumulative) and, for each range of accounts, a subtotal must be printed.

You define the following index numbers:

No.	Type	Data
100	R	Dimension 2: 10 to 10 Dimension 1: 4000 to 4099
200	T	Subtotal
300	R	Dimension 2: 10 to 10 Dimension 1: 4100 to 4299
400	T	Subtotal
500	R	Dimension 2: 10 to 10 Dimension 1: 4300 to 4499
600	T	Subtotal
700	H	Repeat: Index numbers 100 to 600 Increase: 1 (Yes) Dimension 2: 11 to 99
800	T	Summary total

This summary will open with the cumulative balances (with subtotals) for cost centre 10. This will be done through the index numbers 100 to 600. Subsequently, these data will be printed for the cost centres 11, 12, 13, etc. The summary ends with the data for cost centre 99 and an overall total for the summary.

REPEAT ONCE-OFF

You may also choose to repeat the index numbers only once. If you want to compare data from two financial years or two administrations, for instance:

- ◆ In the fields 'Repeat FROM - TO' you specify the index numbers to be repeated.
- ◆ In the field 'Increase range' you enter the value '0' (No). The index numbers will be repeated only once.
- ◆ On a continuation screen (that appears when you press <ENTER>) you enter the range of dimensions for which the index numbers must be repeated. It is always the first cumulative concept (dimension or daybook) that will be repeated. For example, for the D2/D1 cumulative you must enter dimension 2 numbers on this screen.

Example

For the account ranges 4000-4099 and 4100-4299 you want to compare the cumulative balances for cost centres 10 (dimension 2) for the financial years 1993 and 1994. The data must be sorted on cost centre (D2/D1 cumulative) and, for each range of accounts, a subtotal must be printed.

You define the following index numbers:

No.	Type	Data
100	R	Dimension 2: 10 to 10 Dimension 1: 4000 to 4099 Financial year: 1993
200	T	Subtotal
300	R	Dimension 2: 10 to 10 Dimension 1: 4100 to 4299 Financial year: 1993
400	T	Subtotal
500	H	Repeat: Index numbers 100 to 400 Increase: 0 (No) Dimension 2: 10 to 10 Financial year: 1994

This summary will open with the cumulative balances (with subtotals) for 1993. This will be done through the index numbers 100 to 400. Subsequently, these data will be printed again for 1994.



You can also compare the data by printing them in columns side by side (see page 251).

INDEX TYPE O - TEXT DESCRIPTION

For each index number of type O you can input three lines of text that are printed as a single line in the summary. For each line as printed you can supply up to either 132 or 198 characters, depending on the print parameters specified in the general data.



You should make sure that the maximum print width has not been exceeded. Any characters in excess of the maximum are not printed.

INDEX TYPE R - LAYOUT OF RANGE

The specifying of the *range of master data* on which the summary is based, is done on two screens. On the first screen you provide a number of items of general information related to the printing of data items in the range. You can define the required range on a continuation screen, which appears when you press <ENTER>.

With the field 'Print lines' you can indicate whether the different lines are to be printed all together. For example, you could print only the totals, or simply apply the factor operator to the raw totals.

When you have specified in the general summary data that the preselection is modifiable (see above), you can provide values for the fields 'Administration' and 'Financial year' in different ways, as follows:

- ◆ You may enter a variable, namely:
 - VA for 'Administration'
 - VJ for 'Financial year'
 This means that at print time you have to specify which administration and/or financial year you wish to use.
- ◆ If you specify an existing administration and/or financial year, you cannot alter them at print time.



The action menu contains the 'Administration/financial year' option, with which you can change a combination of administration and financial year at once for all ranges in the summary.

In the fields 'Period FROM' and 'Period TO' you can also specify a *variable entry period* instead of a fixed one. In that case you have to have set the field 'Preselection modifiable' to '1' (Yes) in the general data. The variables can take the following values:

- ◆ VP = summary period
- ◆ V0 = summary period minus 1
- ◆ V1 = summary period plus 1

At print time you can then specify the *summary period*. The required entry periods for each range can be deduced from the period specified.

Example

For the first three columns in a summary the following periods have been specified:

Column 1	Period from: 01 Period to: V0
Column 2	Period from: VP Period to: VP
Column 3	Period from: 00 Period to: VP

The field 'Summary period' has been set to the value '07' at print time. The data in the columns thus cover the following entry periods:

Column 1	01 to 06
Column 2	07
Column 3	01 to 07

When you have input all the data items to the first screen, you press <ENTER>. The fields 'FROM' and 'TO' on a continuation screen enable you to define the *data range* for each dimension in the cumulative to be included in the summary. When you do not supply values, the defaults (FROM = ' ' and TO = '999999999') are used.

In the field 'Calculate subtotal' you can indicate where running totals are to be included in the summary.

Example

From cumulative 0 the following accounts are selected:

From	1000
To	1999
Calculate subtotal	987654&*1

As dimension 1 is run through a check is made as to whether the master data item, in this case the account number, is changing in the second or third position:

Running totals	1010, 1020, 1030, etc.
Running total/new page	1100, 1200, 1300, etc.

Instead of * you can also use two other variables:

- # - blank line below subtotal
- \$ - dotted line above and blank line below subtotal

With the fields 'Sel =' (selection criterion) and 'Selection code' you can make a further selection from the specified range of master data. Use is made of the selection codes input for the dimensions concerned (see the 'Dimension 1' and 'Dimensions 2/3/4/5' menus).

Example

Selection code	*75*****
Selection criterion	H (= Greater than)
Result	All master data items for which the second position of the selection code is greater than or equal to '8' and the third position is greater than or equal to '6'.

Selection code	A*****
Selection criterion	G (= Equal to)
Result	All master data items for which the selection code begins with an 'A'.

INDEX TYPE S - MASTER DATA

With this index type you can:

- ♦ print header lines, and
- ♦ include memos (from a particular memo page) in the summary.

You must always select an *administration*, a *financial year*, a *master code*, and a *dimension number*.

If you want to precede the selected data by a header, you can specify one in the fields 'Hdr 1/2/3'. When creating a header, you must bear the following in mind:

- ♦ The header may consist of a fixed text, but can also contain variables. For example, '&AAND' to print the code of the selected dimension. The help text for this field contains up-to-date information about the available variables.
- ♦ If you want to print a header only, and no memos, you must leave the field 'Memo page' empty.

At the bottom of the screen you select the memo page for which you want to print the memos. You can also adjust the layout of the memos, for example by moving the margin or adding blank lines.

Example

You create a summary containing the following index lines:

No.	Type	Data
100	O	Text: DEPARTMENTAL BUDGETS
200	S	Header only, no memos Budget data for &OMS department
300	R	Cumulative: dep/acc (D2/D1) Dept. 16 to 16 and account 4011 to 4013
400	S	Memos for page T1. No header.

The summary could then look like this:

DEPARTMENTAL BUDGETS
Budget data for the RESEARCH department

Account	Budget	Costs	Difference
4011	2000,00	1500,00	500,00+
4012	3000,00	4500,00	1500,00-
4013	5500,00	6000,00	500,00-

Memos:

This is a fictional memo for the master code KP (dimension 2), dimension number 16. This memo is located at memo page T1.

INDEX TYPE T - TOTAL LINE

You can print the totals for the range(s) just processed on a total line. Totalling is from the very beginning or from the preceding total line. The description to be printed you supply in the field 'Description of total'. In the field 'Totalize in final total' you indicate whether the total printed on this line is to be included in the grand total of the summary.

By assigning an identifying *total number* to a total line, you can process the amounts and numbers on a factor line (see index type F, above). After you have entered and confirmed the total number, another screen appears where you can enter a description for the total number. This description facilitates the selection of total numbers when defining factor lines.

INDEX TYPE V - DIFFERENCE RANGE

This index type allows you to print the difference between two columns on a separate line, for instance to determine the result in an extended trial balance. In the column definition for the column (to be accessed via the option 'Column' on the action menu) in which the *difference* must be printed, you enter in the field 'Diff. with column' (see the screen 'Maintain column free summary') with which column the difference has to be calculated.

The calculation of the difference is carried out on the basis of the range totals for the range specified in the preceding index type 'R'. You will find a good example of the use of index type 'V' in the standard extended trial balance which is supplied with FMS as a variable summary under the code of 'QEETB'.

COLUMNS - VERTICAL LAYOUT

When you start to define the layout of the columns in a summary, you first see a key screen 'Display column'. This screen offers you the following options:

- ◆ If you wish to fix the layout of a new column, you must press <F9> to go to the screen 'Maintain column free summary'. Subsequently, you must key in the number in the field 'Column number'. You have to number the columns in the order in which they are to appear in the summary.
- ◆ If you wish to modify an existing column, you can use the action menu to select the column required.
- ◆ If you wish to alter the sequence of existing columns or need to make space in order to insert a new column, you can change the column numbers using the action menu. When you have selected a column, you can define its location and content.

The text you supply in the fields 'Description 1/2/3' is printed as a header at the top of the column. The maximum length of the text lines is governed by the *column width* (field: 'Width') specified on this screen. You must check yourself that this maximum width has not been exceeded. You may add *variables* to the text for the description lines, for example for the administration (&ADMN) or the financial year (&BKJ). The help text with this field contains a list of available variables.

The location of the columns is fixed by two data items:

- ◆ *First position*
The position where the leftmost character of the column is to be printed.
- ◆ *Width*
The width of the column, in characters.

You specify the first position of a column on the basis of the first position and column width of the preceding column. The first position may not overlap or abut the content of the previous column.

Example

Column 1 first position	20
Column 1 width	<u>18</u> 38 (end of column 1)
Column 2 first position	42



In the action menu you will find the option 'Recalculate first position'. With this option you can recalculate the first position of the columns, for instance when you have deleted or added a column.

The amounts or quantities in a column are printed by default in conformity with the masks defined when FMS was customized. If the amounts or numbers are to be printed in some other format, you must specify an *alternative mask* on this screen. You will find further information on the defining of masks in the 'General Data for Administration and Financial Year' menu (for numbers) and in the 'Currency and Exchange Rates' menu (for amounts).

If you use a column for printing dimension data (the 'Balances/Dimension data code' is 'D') you have to specify in the field 'Dimension data' what is to be printed in the column:

- ◆ the master data specification (A),
- ◆ extra search data for DCR (E),
- ◆ the description (O), or
- ◆ the short description (V).

In the field next to this, 'Repeat', you indicate what will happen if a number of lines contain identical dimension data:

- ◆ the dimension data must be repeated (1 - Yes),
- ◆ they must be printed only on the first line (0 - No).



In the general data you define which column is to contain the descriptions to be printed. In order to be sure that all descriptions are to appear in full, you must specify a width of 30 characters for this column.

By filling in the fields 'Period FROM' and 'Period TO', you can define a *variable entry period* instead of a fixed one. You must have set the field 'Preselection modifiable' to '1' (Yes). The variable can take the following values:

- ◆ VP = summary period
- ◆ V0 = summary period minus 1
- ◆ V1 = summary period plus 1

At print time you can specify the *summary period*. The required entry periods can be derived from the specified period for each column.

Example

For the first three columns in a summary the following periods have been specified:

Column 1	Period from: 01 Period to: V0
Column 2	Period from: VP Period to: VP
Column 3	Period from: 00 Period to: VP

The field 'Summary period' has been set to the value '07' at print time. The column data thus cover the following entry periods:

Column 1	01 to 06
Column 2	07
Column 3	01 to 07

In the field 'Prt. method amnt./qty.' you can specify how the amounts must be printed (no decimals, tens, hundreds, etc.). If the rounded numbers must be totalized, the system will add up the full amounts and then round off the result. If the separate rounded amounts would be added up, the total could be incorrect as in the following example:

Example

The left-hand column contains the full amounts, the amounts in the right-hand column are rounded off:

	Full	Rounded
	100	1
	125	1
	195	2
	125	1
	125	1
Total	670	6

The total of the full amounts does not correspond with the total of the rounded amounts. You see that the totals are different. FMS will therefore round off '670' to '7' and use this as the total for the rounded amounts.

The field 'Amounts/Numbers' is used to determine which mask is to be applied. Whether it is amounts or numbers that are to be printed in the column, is determined by the column definition chosen (see below).

In the field 'Display balance' you can specify that only credit amounts or debit amounts are to be included in the column. In this way debit and credit amounts can be made to appear in separate columns even though debit and credit items are not held separately in the cumulative that is being printed (see 'Ledger Data for Administration and Financial Year' menu).

If you use the column for balances, you indicate in the field 'Column definition' which column definition is to be used. The columns to be selected have already been defined with the functions in the 'Column Definition' menu.

A *factor operation* can be performed on the amounts and numbers in the columns of a summary. The results of the operation appear in the column in which you define the operation. A factor operator can be applied to columns in two ways, namely:

- ◆ You can operate the data from a single column by means of a factor to be specified. You must fill in the following fields:
 - Factor column number
 - Factor
 - Calculation
 The field 'Column calculation' is not used.
- ◆ You can perform an operation on the data from more than one interdependent column. You must use the field 'Column calculation' in the following manner:
 - by means of a string of characters you indicate which calculations are to be performed and in what order;
 - the calculations are executed from left to right, no operation having priority over any other;
 - each column calculation must be terminated by the equal sign (=). Without this character the calculation is not accepted.

Example

Factor column number	04
Factor	3
Calculation	*
Evaluation	All data items in column 04 are multiplied by three.

Column calculation Evaluation	01 + 04 * 10 = Columns 01 and 04 are added together and their sum multiplied by column 10.
----------------------------------	---

If a column contains the result of a factor operation, it is advisable to check the calculation that appears in the description that heads the column. Lastly, you can specify two master codes per column from which a range of master data is to be taken when setting up the summary. The ranges are defined in the 'From' and 'To' fields. If you do not use these fields, the defaults (FROM = ' ' and TO = '999999999') are applied.

With the fields 'Sel =' (selection criterion) and 'Selection code' you can make a further selection from the specified range of master data items. Use is made of the selection codes input for the dimensions concerned (see the 'Dimension 1' and 'Dimensions 2/3/4/5' menus). The use of the selection criterion is best illustrated by means of an example.

Example

Selection code	*75*****
Selection criterion	H (= Greater than)
Result	All master data items for which the second position of the selection code is greater than or equal to '8' and the third position is greater than or equal to '6'.

Selection code	A*****
Selection criterion	G (= Equal to)
Result	All master data items for which the selection code begins with an 'A'.

In addition to the range data that you specify per column, range data must also be specified for index type R (see 'Indexes - horizontal layout', above). The following examples illustrate the use of different ranges in the summary:

Example A

Let us say you want to produce a costs and revenues summary from dimension 1 for accounts 4000 to 8999 inclusive. The accounts 4000 to 4999 are used for the costs. For a summary of the revenues you need accounts 8000 to 8999. In order to print the costs and revenues in separate columns, you must submit the following input:

- Index type R
Cumulative: 0 (Accounts)
Dimension 1 From: 4000 To: 8999
- Column 1
Master code 1: RK From: 4000 To: 4999
- Column 2
Master code 1: RK From: 8000 To: 8999

This summary would then turn out like this:

Account number	Col. 1: Costs	Col. 2: Revenues
4000	XXXXX	
4010	XXXXX	
4020	XXXXX	
4030	XXXXX	
8000		XXXXX
8010		XXXXX
8020		XXXXX
8040		XXXXX

Example B

Let us assume that in dimension 1 accounts 4000, 4010, 4020 and 4030 have been set up for car expenses, and that in dimension 2 (master code 'KP') branches 100, 200 and 300 have been defined. Now to produce a summary of car expenses per department, you input the following data:

- *Index type R*
Cumulative: Account/Department
Dimension 1 From: 4000 To: 4030
- *Column 1*
Master code 1: KP From: 100 To: 100
- *Column 2*
Master code 1: KP From: 200 To: 200
- *Column 3*
Master code 1: KP From: 300 To: 300

This summary would then look as follows:

Account number	Col. 1: Dept. 100	Col. 2: Dept. 200	Col. 3: Dept. 300
4000	£ 150,00	£ 200,00	£ 50,00
4010	£ 300,00	£ 300,00	£ 300,00
4020	£ 0,00	£ 375,00	£ 0,00
4030	£ 700,00	£ 150,00	£ 250,00

The action menu provides you with two options, 'Edit column' and 'Copy column' with which you can alter the number and position of columns:

- ♦ When you delete a column, the columns must be numbered consecutively. With the action menu option 'Edit column' the numbering can be adjusted on the 'Increase/Decrease column number' screen. On this screen you can select a number of columns and indicate that the numbers for these columns must be increased (+) or decreased (-) in order to obtain consecutive numbering. In the field 'Quantity' you specify the number of positions to be increased/decreased.
- ♦ The option 'Copy column' allows you to copy an existing column. The new column is added at the end. You must also specify the first position and the number of spaces between the columns. If you want to insert a column, you must first use the option 'Edit column' (see above) to make room by moving a number of columns (including the column last added) and then move the new column to the free position.

Example

A summary has five columns, numbered 1 to 5. You delete columns 2 and 3. Three columns remain: 1, 4 and 5. To move the columns, you proceed as follows:

Column FROM	4
Column TO	5
Increase (+) or decrease (-)	-
Quantity	2

The three remaining columns will then be numbered 1, 2 and 3.

2 DISPLAY PRINT LAYOUTS

With this function you can view the general layout data of each free summary. If you also want to see the column and index data, you have to make a printout of the relevant data. More information on the displaying of data can be found in the corresponding section of the chapter 'Operating FMS'.

3 PRINT PRINT LAYOUTS

With this function you can print the layout data of each free summary. The general data, the column data and the index data are printed in that order. More information on the printing of data can be found in the corresponding section of the chapter 'Operating FMS'.

4 PRINT OWN (FREE) SUMMARIES

With this function you can print the formatted summaries including the default headers or variable headers to be created in menu option 7 'Modify/Create headers'.

When you have input a code on the key screen, the name of the free summary it represents is displayed on the screen as a check. After confirmation of these data items, you are taken through a number of continuation screens, viz.

- ◆ Change selection parameter
- ◆ Variable data
- ◆ Change selection range (two screens)

A number of data items from the summary layout are displayed on these screens. Which ones you can overwrite depends on the value entered into the fields 'Selection modifiable' and 'Preselection modifiable' when you were laying out the summary initially (see menu option 1).

CHANGE SELECTION PARAMETER

On this screen you have to supply a number of general data items. These relate principally to setting up the printer and require no further explanation, with the exception of the field 'Store summary'. If you set the value of this field to '1', then the print job remains in the output queue after the job has been executed. It enables you to print the summary again.

By means of the field 'Create external file', you can indicate whether you wish to save the summary in a file, for example for subsequent processing on a PC. This file has the following characteristics:

- ♦ the file name is 'GBD0REP'
- ♦ the member description is of the form 'FMSxxxxxx', in which 'xxxxxx' stands for the job number.



If a saved print job is not executed again, it must be deleted manually from the output file.

VARIABLE DATA

On this screen you have to supply the summary period the report is to cover.

CHANGE SELECTION RANGE

On the first of these two continuation screens you can specify an alternative administration and/or an alternative financial year.

On the second screen you define the range data for each dimension in the cumulative that are to be included in the summary. For this you use the fields 'Number FROM' and 'Number TO'. When you do not use these fields, the defaults (FROM = ' ' and TO = '99999999') are applied.

In the field 'Calculate subtotal' you can indicate where running totals are to be included in the summary.

Example

From cumulative 0 the following accounts are selected:

Number FROM	1000
Number TO	1999
Calculate subtotal	987654&*1

As dimension 1 is run through a check is made as to whether the master data item, in this case the account number, is changing in the second or third position:

Running totals	1010, 1020, 1030, etc.
Running total/new page	1100, 1200, 1300, etc.

*Instead of * you can also use two other variables:*

- # - blank line below subtotal
- \$ - dotted line above and blank line below subtotal

5 PRINT DAYBOOK ENTRIES (SORTED ON ACCOUNT)

With this function you can print entries from the historical file. This summary is much the same as the 'Historical daybook entries report' (see the 'Fixed Summaries' menu), with the difference that the period can be chosen without any restriction.

SELECTING THE DATA

When you take delivery of FMS, you can only print the *default entry report* (see also the 'Fixed Summaries' menu). With the functions in the 'Variable Summaries' menu you can produce your own entry reports, based on the layout of the default entry report (code VAB). These user-defined layouts can subsequently be printed with this menu option.

INPUTTING THE DATA

When you have selected the required cumulative, its dimensions are displayed at the bottom of the screen. For each dimension you have to indicate the lower and upper limits, i.e. the domain incorporating the master data of the dimensions concerned in the summary. When you do not use these fields, the defaults (FROM = ' ' and TO = '99999999') are applied.

MASTER CODE AUTHORIZATION

The master code authorization procedure for daybook entries is carried out during the time limit for processing batches. When initiating the process, the historical summary is always checked interactively as it is a storage summary.

Example

An inquirer has been authorized to the use of the following dimensions:

Master code	From	To
Account	1452	1452
Account	1455	1455

When retrieving daybook entries, the following range is specified:

Master code	From	To
Account	1452	1455

A message appears on the screen running that you are not authorized to the use of these dimensions. Upon disregarding this message, only those dimensions will be printed for which you have gained access.

This message will also be printed on the last page of the daybook entries report.

ADDITIONAL OPTIONS

- ◆ The summary 'Daybook entries' can be written to an AS/400 file on which queries can be carried out.
- ◆ A PC-file can be created which, in turn, can be retrieved in e.g. Excel. On application level you can set the appropriate column separator. To some extent it depends on the language interface and the spreadsheet being in use. These data will have to be in line with one another.

6 PRINT DAYBOOK ENTRIES (SORTED ON BATCH RUN)

With this function you can print an entry report for each batch run number.

With the 'Variable Summaries' menu you can produce your own entry reports, based on the layout of the default entry report (code VAB). These user-defined layouts can subsequently be printed with this menu option.

When you choose this function, the batches in which the ledger postings have been processed are displayed. When you select a batch, all its contained postings are printed in a summary.



The summary will contain check figures, based on the account numbers. FMS does not check the amount, this must be done by the user.

7 MODIFY/CREATE HEADERS

The newly in-built functionality enables you to select an appropriate header for a particular free summary. The FMS software package provides you with three default headers, viz. @E1, @E2 and @E3.

Default header	Width
@E1	80 positions
@E2	132 positions
@E3	198 positions

On the basis of these default headers, you can compose an indefinite number of headers in compliance with your wishes. From this version onwards, you can enter both the width and the text of the header concerned.

Preceding the use of variable headers, you must enter a *three-figure code* in the field 'Header' (to be accessed via the screen 'Maintain general data for summary' of the menu option 'Modify/Create free summaries'). When pressing <F4>, a selection screen pops up on which you can make your choice by entering the value '1' in front of the appropriate header.

If the field 'Header' is left empty, the print program automatically adopts the default header @E2 without considering the value entered in the field 'Print width' (see screen 'Maintain general data for summary').

With this newly added menu option you can basically perform the following actions:

- ◆ Modify existing headers, or
- ◆ Create new headers by duplicating the existing headers.

MODIFY EXISTING HEADERS

When you want to modify an existing header, you must supply a three-figure code in the field 'Summary code'. Upon pressing <ENTER>, the screen 'Maintain summary' appears. On this screen you will be able to specify the characteristics of the summary concerned, such as the summary description, print width and form type. If you find it advisable to effect alterations in the lines, you must press <F10> (= Maintain lines). Otherwise, you may exit this screen by pressing <F3>.

When pressing <F10>, the screen 'Maintain lines' appears on which you can make any changes or corrections related to the four header lines constituting the entire header. By means of screen option 9 (= Maintain fields), you can introduce any changes into the fields of a particular header line. On the resulting screen 'Maintain field alignment' you can adapt the position and field text contents for any of the listed fields. Having done so, you can press <F10> as a result of which the system recalculates the positions and lengths of the fields. Moreover, you can also add fields to the appropriate header line (<F9>) or delete fields from it (screen option 4). The final result can be displayed by pressing <F22>.

CREATE NEW HEADERS

When you want to create a new header, you must press <F9> (= Add). Two other fields 'Duplicate from operation area' and 'Duplicate from summary code' are projected on the screen. Now you have to supply a three-figure code in the field 'Summary code'. Then you must provide a value for the next field, and *as addition is only possible via duplication*, you have to enter an existing summary code. Upon pressing <ENTER>, the screen 'Maintain summary' appears. On this screen and the ensuing screens you can make alterations with respect to the newly added header. This procedure is somewhat similar to the description in the above-mentioned section 'Modify existing headers'.

SUPPRESS SYSTEM DATA

When you set the value of the field 'Suppress system data' to '1' (to be accessed via the screen 'Maintain general data for summary' of menu option 1), the following data will not be printed if they were to occur in the headers:

- ◆ Operation area
- ◆ Operation area library
- ◆ Financial year
- ◆ Summary number
- ◆ User name
- ◆ Job name
- ◆ Program name
- ◆ Date
- ◆ Time

Besides, you can also remove these data from the headers individually.

8 DISPLAY HEADERS

This menu option enables you to display the default and created headers. More information on the displaying of data can be found in the corresponding section of the chapter 'Operating FMS'.

FREE SUMMARIES AUTHORIZATION

A120805

This menu contains the following functions:

1. Work with
2. Maintain
3. Display
4. Print

1 WORK WITH

This function enables you to set the individual access authorization to free summaries.

Having selected a user, the following options are at your disposal:

- ♦ you can add a free summary by pressing <F9>,
- ♦ you can delete a free summary via screen option 4,
- ♦ you can grant a user access to all free summaries by pressing <F10>, and
- ♦ you can also deny him access to all free summaries by pressing <F11>.

For each user you can define the free summaries he's entitled to use. The following rules have to be considered:

- ♦ If no user has been authorized for a particular free summary, it can be edited and printed by all users.
- ♦ As soon as a free summary is allocated to one or more users, it can no longer be used by users who haven't been given any authorization rights.

Broadly speaking, you are allowed to use a free summary if you are authorized to do so or if there aren't any authorization rights with regard to the free summary.

2 MAINTAIN

This function enables you to authorize users for each free summary.

Select the free summary, and, subsequently, add the user (with <F9>) who has to be given free access to the aforesaid summary.

For each free summary you can define the users that are entitled to its use. The following rules have to be considered:

- ♦ If no user has been authorized for a particular free summary, it can be edited and printed by all users.
- ♦ As soon as a free summary is allocated to one or more users, it can no longer be used by users who haven't been given any authorization rights.

Broadly speaking, you are allowed to use a free summary if you are authorized to do so or if there aren't any authorization rights with regard to the free summary.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

GENERAL DATA FOR ADMINISTRATION AND FINANCIAL YEAR

A1201

The functions provided by this menu allow you to create and maintain administration entities. The procedures for installing the package and the order in which they have to be used, are described in their correct sequence in the chapter 'Installing and customising the package'.



The address data and postcodes of the administration are input via the functions in the 'D/C Subledger Data for Administration and Financial Year' menu. These address data are of course only relevant for debtor and creditor administration purposes.

The menu offers the following functions:

1. Create administration
2. Create financial year
3. Create default codes for summaries
4. Maintain administration
5. Maintain financial year
6. Maintain master codes
7. Display administration
8. Display financial year
9. Display master codes
10. Print administration
11. Print financial year
12. Print master codes

1 CREATE ADMINISTRATION

This function enables you to add a new administration to an operation area. When you select the function, you have already been given access to an *operation area*. Each administration you add is then attached to the open operation area. If you wish to include an administration in an operation area other than the one you have opened, you must first sign off and then select the required operation area. For further information on the allocation of administrations to operation areas, you are referred to the 'Operation Area' menu.



As soon as the data have been entered, the 'Maintain Master Codes' function is invoked immediately (see option 6).

ENTERING THE DATA

Before you assign a name to the new administration, it is sensible to request a list of the existing administrations. The codes required by this function as input are given by a help display and, for the most part, need no further elucidation.

So far as the *processing reports for ledger postings* are concerned, the following notes are of importance:

- ◆ With this function you can specify that a listing of the postings is not to be produced. Nonetheless, when invalid postings are detected by the system, even if this option has been taken, a listing of the input is printed.
- ◆ If the code 'Defaults modifiable' is set to '1' (Yes), the user himself can specify what reports are to be generated as a record of the postings processed. The default values specified in such a case can then be overridden at posting processing time.

A word of warning about the field 'Delete incorrect postings' is called for: if this code is set to '1' (Yes), the whole transaction containing the invalid postings is ignored. The invalid postings are deleted from the postings file and the corrected postings have to be reinput. You are therefore advised to set this code to '0' (No).

You can perform a check to compare the *VAT-basis* with the costs. To do that, you must meet the following requirements:

- ◆ Ledger accounts cannot be compressed.
- ◆ Contra entries for invoices may only be made in the same currency.
- ◆ The module 'Invoices in Circulation' must be set up in such a way that the basis will be booked correctly (see the 'IC/LB Data for Administration and Financial Year' menu).
- ◆ The VAT/Discount codes and VAT-deferred codes must be set up in such a way that the basis will be printed correctly (see the 'VAT/Discount Data' menu).

By means of the *mask* for the administration, you can specify how amounts are to be represented both on the screen and in printed form. The mask to be used for amounts depends on the currency used; see the 'Currency and Exchange Rates' menu. The masks consist of characters of the following three types:

- ◆ substitution characters
- ◆ non-substitution characters
- ◆ characters representing the sign

SUBSTITUTION CHARACTERS

- * In the positions you leave blank 'leading zeroes' are represented by spaces.
- 8 Numeric values: these appear if the total value entered is equal to 1 or more; if the value is 0, a blank field appears (see example).
- 9 All numeric values appear, even if the total value entered is 0 (see example).

By using the '8' and '9' characters, you specify the minimum number of positions that are to contain digits. You must at least enter one '8' or '9'. A combination of these characters is not allowed.

NON-SUBSTITUTION CHARACTERS

Capital letters, full stops, commas and percentage signs are printed on the position specified in the mask. Ampersands (&) are used to indicate spaces in the representation.

CHARACTERS REPRESENTING THE SIGN

To represent the algebraic sign you may include a minus sign (-) or the (capital) letters CR in the rightmost position. Both representations may not be used in a single mask. The representation of the sign is only printed if the number entered is negative.

If the maximum character format is exceeded, the system places an asterisk (*) in the leftmost position that could contain a decimal digit, for example "£ *.372.856,75".

Example

A	Mask: ". . . 9,99-"	
	Amount: 15275,78	Result: "15.275,78 "
	Amount: 461,64-	Result: " 461,64-"
	Amount: 0,45-	Result: " 0,45-"
	Amount: 0,00	Result: " 0,00 "

B	Mask: " & 99,99&CR"	
	Amount: 15275,78	Result: "15 275,78 "
	Amount: 461,64-	Result: " 461,64 CR"
	Amount: 0,45-	Result: " 00,45 CR"
	Amount: 0,00	Result: " 00,00 "

C	Mask: ". . . 8,88-"	
	Amount: 15275,78	Result: "15.275,78 "
	Amount: 461,64-	Result: " 461,64-"
	Amount: 0,45-	Result: " 0,45-"
	Amount: 0,00	Result: " "



The mask for a given administration can be altered, but great care should be exercised: the new mask will be applied to values already input, and this may affect their representation. If, for instance, you were to specify three decimal places instead of two in the above example C (" . . . 8,888-"), the results would be:

- *Result: "1.527,578 "*
- *Result: " 46,164-"*
- *Result: " 0,045-"*
- *Result: " "*

The whole administration entity could become unusable due to a change of the mask.

Base currency

Finally you can, at the bottom of the list of fields, enter the base currency for the administration. This is the currency in which the administration is kept (usually the currency of the country of residence). Amounts in foreign currencies will be converted into the base currency on the basis of the current rate in the exchange rate table.

When you specify the base currency, a screen appears (including a number of continuation screens) in which you can enter the currency data. These screens are identical to those described for the function 'Maintain Currency' in the 'Currency and Exchange Rates' menu, the only difference being that for the base currency of an administration you cannot specify an account for exchange rate differences. Instead you must enter an account for rounding off differences. Such differences may, for instance, occur when *entering payments or invoices* or they may be the result from a *percentage distribution*.



If you maintain the data of the base currency using the 'Currency and Exchange Rates' menu, then:

- *the value of the 'Unit for exchange rate' must be set to '1';*
- *the exchange rate for the base currency must be equal to '1'.*

You can define a separate job queue for the administration with menu option 4, 'Maintain administration'.

2 CREATE FINANCIAL YEAR

With this function you can open a financial year for a specified administration. The financial year is denoted by a unique code referred to in the entries. You may open a financial year as soon as a base currency has been allocated to the administration concerned.

A financial year is divided into a number of entry periods (shown by period numbers), for instance 13 four-week periods or 52 one-week periods. When making ledger postings, you must specify to which period the entry refers.

BLOCK PERIOD

When it comes about that entries may no longer be made for a given *previous* period, for instance because the report for the period concerned has already been produced, you specify on this screen the last period for which entries cannot be accepted. Only entries for a higher-numbered period (provided that it is earlier than the first blocked future periods) will thereafter be accepted by the system. The blocking may in the meantime be changed at any time.

When it comes about that entries may no longer be made for a given *future* period, for instance to prevent the making of entries for the next quarter, you specify on this screen the first period for which entries cannot be accepted. Only entries for a lower-numbered period (provided that it is later than the blocked past periods) will thereafter be accepted by the system. The blocking may in the meantime be changed at any time.

Example

Blocked TO period	03
Blocked FROM period	07
Entries accepted for periods	04, 05 and 06

In order to ensure that unwanted opening balance sheet entries are not made, you can block the entry period (00) concerned. Before any entries can be input for the opening balance sheet, the blocking must first be lifted (temporarily) by the application manager.

3 CREATE DEFAULT CODES FOR SUMMARIES

With this function you can define which variable summary is to be printed when a given function is executed. This definition may not be overridden at the user level.

4 MAINTAIN ADMINISTRATION

With this option you can edit the administration data and specify a separate job queue for the administration. There are two screens for entering data. The way this function works, is largely the same as that for the function described under menu option 1.

When maintaining an administration, however, certain supplementary data are displayed on a continuation screen. These are meant just for information purposes and cannot be altered.

- ♦ the base currency of the administration, set with option 1;
- ♦ internal data including, for instance, the number of processing jobs active (see 'Administration Management and System Functions' menu).

5 MAINTAIN FINANCIAL YEAR

You can change the financial year data for each administration. The way this function works is the same as that for the function described under menu option 2.



If entries have been made for a given financial year, the number of entry periods may no longer be reduced.

6 MAINTAIN MASTER CODES

This function enables you to define the *characteristics* of the master codes for each administration. A number of master codes can be changed only partially or not at all, because the programs make use of the characteristics of these codes. The alternative and abbreviated descriptions can, of course, always be changed.

The input field for the *numeric codes* with leading zeroes cannot be made longer as an extra blank position would be added to an existing master code, but NOT a leading zero. This could have unpleasant effects on the procedures of selecting and sorting data. For the master codes 51, 52 and 53 the length is not specified: these codes are used only for memo pages related to reservations, liabilities and credits.

The length of a field may not exceed 9 digits. If you assign the value '0' (zero), the master code concerned is not altered.



Once you have opened a financial year for an administration, the length of its master code input fields can only be made longer.

You are free to decide whether a master code is to be *numeric* or *alphanumeric*. In the field 'Move right' you can indicate whether the data are to be aligned to the right or the left. You should however bear in mind that left alignment of numeric data can have undesired consequences, for instance when those data items are being selected or sorted.

Example

To the left	To the right
21	21
100	100

If the values are left adjusted, the system will take '21' to be larger than '100' and thus place it after the '100' when selecting or sorting.

The value you are assigning to one field, may constrain the values of other fields. For instance, numeric master codes must be right aligned, and leading zeros cannot be suppressed in the case of alphanumeric master codes.



In case of the master codes 'Reservation', 'Liability' and 'Credit' the above-mentioned fields can only be displayed, not edited. You may, however, enter an alternative description (see next page).

The default values for the fields 'Alternative description master code' and 'Abb.' displayed on the screen, can be defined in the 'Default Master Codes' menu. If you wish, you can enter alternative descriptions and abbreviations that will thereafter be used instead of the default texts on the screen displays and listings for the administration concerned.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

GENERAL DATA FOR INTEREST CALCULATION

A12101

The functions in this menu allow you to define the general data necessary for performing interest calculation in a specific financial year.

The menu offers the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

This function enables you to maintain the general data which are used when interest calculation is applied to the ledger.



If a processing job for interest calculation is active, the data for this function cannot be changed. In that case the function cannot be started.

It is important to realize that the data for *interest calculation* must be specified for each financial year separately. Therefore, the data entered with this function apply only to the financial year you have selected.

INPUTTING THE DATA

When you have selected an administration and a financial year, a screen appears on which you must first indicate whether interest calculation is used in the selected financial year. If you enter the value '1' (Yes) in this field, you can also specify the other fields on the screen.

In the left column of fields you may enter default values to be used in the various functions for interest calculation. In the right column you can then indicate if these default values can be edited when starting a processing job.

The field 'Interest type' may only contain codes that have been defined earlier with the function in the 'Interest type' menu. The 'Screen code' for the free input screen to be used, can be defined in the 'Layout of Input Screens' menu. At the bottom of the screen the system will indicate at which dates processing jobs have last been carried out.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

IC/LB COMPONENTS DATA FOR ADMINISTRATION AND FINANCIAL YEAR

A1204

With the functions offered by this menu you can set up administrations and their associated financial years for the components 'Invoices in Circulation' (IC) and 'Liabilities' (LB).

The menu supports the following functions:

1. Maintain administration
2. Maintain user
3. Maintain financial year
4. Maintain credit
5. Display administration
6. Display user
7. Display financial year
8. Display credit
9. Print administration
10. Print user
11. Print financial year
12. Print credit



The description of this menu assumes that both components have been purchased. If you have not purchased the LB component, some of the screens described here will not be available.

1 MAINTAIN ADMINISTRATION

Whenever you wish to add a new administration using <F9>, you should remember that the administration entity you want to establish must already have been created with the functions of the 'General Data for Administration and Financial Year' menu. 'Add' must therefore in this case be taken to mean 'record supplementary data concerning an administration whose general administration data have already been defined, but which is still not yet known to the IC and LB components'.

Administration data are entered via three screens, namely:

- ◆ Maintain IC administration
- ◆ Maintain LB administration
- ◆ Maintain general data administration

You have to use the <PgUp> and <PgDn> keys to move from one screen to the other.

MAINTAIN IC ADMINISTRATION

For invoices put into circulation by means of the function 'Circulation register - definitive processing' you can have *invoice entries* made. You specify this in the field 'Make circulation invoice entry', the following options being available:

- ◆ No invoice entries are created unless you opt for a VAT pre-entry. If you do, a VAT invoice entry will be set up.
- ◆ An invoice entry is created and the following items posted to the ledger:
 - debit suspense account
 - to creditors

An open item is created at the same time and immediately blocked (see below).

- ◆ Invoice entries for two suspense accounts (debit and credit) are to be created and posted to the ledger. You use the function 'Maintain financial year' to define the suspense accounts to be used (see menu option 3).

If you elect to have a *VAT pre-entry* made, the VAT is entered automatically when the circulation register is processed. When no VAT pre-entry is made, the VAT is not entered until the invoice lines (in the invoice register) are themselves processed, and thus cannot be reclaimed until that time. What invoice entries are made for VAT pre-entries largely depends on the value of the field 'Make circulation invoice entry' (see also the help text).

When you input data in the field 'Make circulation invoice entry', the following situations may occur:

- ◆ When you choose to create a invoice entry with an open item (option 1), FMS will make an open item in the D/C component. The open item will automatically be blocked for automatic payment with the blocking code for automatic payments.
- ◆ When you decide not to make invoice entries, the values for the fields 'Block automatic payment' and 'Blocking code' will be adopted from the invoice code. The default values displayed originate from the 'Invoice Codes' menu. The user is always able to override the codes displayed.

The following setups cannot be used in combination with a VAT-basis check (see page 264):

<i>Make circulation invoice entry</i>	= 0
<i>Make VAT pre-entry</i>	= 1 (Yes)
<i>Make circulation invoice entry</i>	= 1
<i>Make VAT pre-entry</i>	= 0 (No)
<i>Accept costs after payment of invoice</i>	= 1 (Yes)
<i>Make circulation invoice entry</i>	= 2
<i>Make VAT pre-entry</i>	= 0 (No)
<i>Accept costs after payment of invoice</i>	= 1 (Yes)



If an administration contains an IC batch, the values for the fields 'Make circulation invoice entry' and 'Make VAT pre-entry' can no longer be changed. This is to prevent double entries.

You next specify whether the invoices are to be numbered *manually* or *automatically*. The number allocated serves as the normal reference number to the invoice in your organization. If you opt for automatic numbering, you have to specify the starting number for the series.

In the field 'Process if errors occur' you specify whether a batch may be processed as a whole when errors have been detected. This code refers to the processing of invoices from the invoice register - invoices, that is, which are already in circulation. Processing of invoices from the invoice register, i.e. immediately after entry of the general invoice data, can only proceed when no errors have been detected (see the 'Circulation Invoice Entry' menu).

In order to avoid unnecessary double work, you can use the field 'Adopt lines from liability' to indicate that *detail lines* must be copied from liabilities to invoices in circulation. Also you may specify that invoice lines must be copied automatically when a circulation invoice is posted to the debit of a liability. This default value can be overwritten when making the entries.

By means of the field 'Route code requested', you can force the user to enter a *valid route code* when entering an invoice. In the field 'Hold original location' you can specify if, in case a location has been changed, the original user/location must be stored with the historical data. On this screen you may also determine whether a processing report and the route table have to be printed when processing is completed.

In the field 'Maintain OI payments' you may specify if the user can use the action menu to edit the payment data of open items (see the function 'Work with circulation invoices' on page 123). Finally, you can determine if the aggregated invoices will be processed immediately by default (see the function 'Aggregate invoices from register').

MAINTAIN LB ADMINISTRATION

In the field 'Process if errors occur' you can specify whether a batch can be processed entirely if errors are detected. In this way, a batch with incorrect postings or postings that have not been approved can still be processed partially; the *incorrect postings* will remain in the batch. You can then correct them before processing the batch again.

The debit and credit side of a reservation or liability can remain unchanged at period level by indicating on this screen that the period balances originally entered must not be changed when processing a reservation or liability.

Next you can indicate whether reservations and liabilities are to be numbered *manually* or *automatically*. If you opt for automatic numbering, you must supply a starting number yourself.

You may also enter the first number for *order forms*. Automatic numbering for order forms can temporarily be interrupted in favour of manual numbering. The procedure for numbering order forms is as follows:

1. Enter on this screen the first order form number to be used (usually only when opening a new financial year).
2. When entering a liability you may always enter a order form number.
3. When you want to print the order forms, the system will first automatically number the order forms which have not yet been numbered manually.
4. The order forms will be printed.

For each administration you can nominate *budget authorizers* who will approve batches and their constituent postings before these can be presented for their final and definitive processing (see also the IC 'Approve/Change Location' menu). You may only nominate users who:

- ◆ have already been defined with the function 'Maintain user definition' in the 'User Authorization' menu, and
- ◆ who have been made known to the IC and LB components of the administration concerned (see option 2).

MAINTAIN ADMINISTRATION - GENERAL

It is possible to use the component 'Invoices in Circulation' without using the component 'Liabilities'. For any given administration you can specify whether both components are to be used or only the component 'Invoices in Circulation'.

In the latter case it is advisable to enter the value '0' (zero) in the field 'Components used' in order to avoid a pure waste of time. In this way, you prevent LB functions from being invoked while you are working with the IC component.

In the field 'Use of credits' you specify the link between users and credits:

0. None; credits are not used.
1. 1:1; a user has only one credit, and a credit is controlled by only one user. The name of the credit is automatically the same as the user name.
2. N:M; a user has several credits, and several users have access to a given credit. The name of the credit is user defined.

Finally, you can enter three user codes. These fields are intended as repositories of supplementary information for the user; FMS does not use these data. You can use them, say, to make the linkage with outside components more flexible. For detailed information on the use of these fields, please consult the Helpdesk Financial Systems.

2 MAINTAIN USER

With this function you can determine who may use the IC and LB components.

After you have selected an administration, you must also select a user. Two situations may then arise:

- ♦ When you want to add a new IC/LB user to an administration, you may make your selection from the full range of users defined for FMS (see the 'User Authorization' menu). The user ought also to be specifically authorized for the IC and LB components.
- ♦ When you wish to change the data, you are restricted to selecting those users who have already been added to the administration for IC and LB purposes.

INPUTTING THE DATA

In the field 'Location on circulation route' you can specify whether the user concerned is to be included in an invoice route (see 'Circulation Route' menu). When a user is included in a route table, but is unavailable for some defined period, a substitute user can be specified to fill his place in the route. It is necessary, however, that a place should also be specified for the substitute user to occupy in the route.

By means of the option 'Users being substituted' on the action menu, you can generate a report listing of the users who have been replaced by the substitute user concerned.

In the field 'Authorizer' you indicate whether the user is a budget authorizer. This largely depends on the financial year data and the credit data input (see menu options 3 and 4).

As far as the data relating to credits are concerned, the following points should be noted:

- ♦ A user may only control a particular credit if in the administration data for IC and LB (see menu option 1) it is stated that he may use credits.
- ♦ A user may only gain access to more than one credit if he is specified as authorized for the N:M relationship (more than one user per credit, and more than one credit per user) in the field 'Use of credits'. You are able to see in that case which credits the user has at his disposal from the action menu.



When you invoke the action menu you must confirm the data entered, if these are to be saved.

You can specify three user codes. These fields hold supplementary information for the user; FMS does not use these data. You can, for example, use these codes to provide more flexible links with other outside components. For detailed information on the use of these codes, please consult the Helpdesk Financial Systems.

Finally, you may authorize the user to edit the route table by means of the function 'Change route table' in the 'Approve/Change Location' menu.

3 MAINTAIN FINANCIAL YEAR

With this function you can maintain the financial year data that apply specifically to the IC and LB components.

The data are entered via three screens:

- ◆ Maintain IC financial year
- ◆ Maintain LB financial year (general data)
- ◆ Update financial year for LB (budget authorization)

MAINTAIN IC FINANCIAL YEAR

On the first screen you specify in which accounts the invoices in circulation are being entered for the time being, and in which daybook they are being justified. In the field 'Accept costs after payment' you specify whether the costs are to be entered after payment is made, as is necessary for the cash system, or after final processing when the invoice lines have been input. Until they are paid, the costs are held in the 'on invoice' cumulative.



The cash system is only operated by Dutch government establishments. In other institutions and organizations the cash system is not used, and you should then enter the value '0' (zero) in the field concerned.

Finally, you can specify three user codes. These fields hold supplementary information for the user - FMS does not use these data. You can, for example, use these codes to provide more flexible links with other outside components. For detailed information on the use of these codes, please consult the Helpdesk Financial Systems.

MAINTAIN LB FINANCIAL YEAR (GENERAL DATA)

On the second screen you state in which accounts the reservations and liabilities are to be entered in for the time being, and in which daybook they have been justified. For the selected financial year you can also block periods for inputting reservations and liabilities.

Example

Blocked TO	02
Blocked FROM	05

You can only enter reservations and liabilities for the periods 2, 3, 4 and 5.

In the field 'Budget checks cumulative' you indicate from which *cumulative* budget overruns are to be controlled by FMS. It is very important that you should select the right cumulative. If, for instance, you wish to check the budget on the basis of quantities, you must select a cumulative that takes quantities into account. If no appropriate cumulative exists, you can define a new one in the component 'Ledger' (see 'Ledger Data for Administration and Financial Year' menu).

Example

You are using the following dimensions in your ledger:

Dimension 1	Account
Dimension 2	Branch
Dimension 3	Department
Dimension 4	Project
Dimension 5	Material

You have also defined the following cumulatives:

Cumulative A	Branch / Department
Cumulative B	Account / Branch / Project

If you want the budget to be controlled by branch and department, you should select cumulative A to serve for budget control. If you choose cumulative B, the wrong amounts will be accumulated; no rational budget control is then possible.

If, in the foregoing example, you had selected a cumulative combining more dimensions, for instance Account/Branch/Department/Material, the budget control would have been correspondingly tighter, and you would have encountered budget overruns more frequently than necessary.



Cumulative '0' (zero) cannot be used as the cumulative for budgetary control.

MAINTAIN LB FINANCIAL YEAR (APPROVING DATA)

On the third screen you can first of all specify whether it is reservations, liabilities or large invoices that are to be subjected to budget control. If you decide that budget control is desirable, you must specify the budget authorizer and the minimum amount requiring budget authorization.

4 MAINTAIN CREDIT

This function enables you to fix credit limits and define who may use the credits. With a credit you can manage the expenditure in your organization by setting a *spending limit* for specific users that FMS will be able to monitor. By referring to a credit limit, FMS can, amongst other things, determine whether particular entries have to be subjected to budget control.

SELECTING THE CREDIT

On the key screen you find three fields. With the first two you select an administration and financial year; in the third you enter the desired credit. The description of this last field is fixed by the definition given for the master code 'Credit' forming part of the function 'Maintain master codes' in the 'General Data for Administration and Financial Year' menu. If an alternative definition of the master code is used there, that definition must be used on the key screen too.



An alternative description of the master code is also processed in the screen names used by this function.

MAINTAINING THE CREDIT

In the field 'Credit amount' you specify up to what limit the credit manager may accept liabilities and reservations, or may make actual payments. If required, a credit may be blocked temporarily. Such a blocking applies to all the users of that credit.

In the field 'May budget be exceeded' you can specify whether the credit manager may exceed the budget, either with budget authorization or without. If overrunning is only permitted after budget authorization, you indicate the authorizer in the field 'Authorizer'. The field 'May credit be exceeded' is used in the same way. For either field only those users may be specified who have been registered in the user data as able to act as authorizers.

In order to prevent the state of affairs in which the *only* constraint curbing action by the user, when incurring liabilities or making reservations, is the *credit limit*, you can arrange that large liabilities and reservations should be *subjected to special budget authorization*. For this purpose, you can enter:

- ◆ an authorizer,
- ◆ the minimum amount to be approved.

If you do not want to perform a budget check on the basis of quantities, you must use the proper budget cumulative (menu option 3). Finally, you can specify three user codes. These fields hold supplementary information for the user - FMS does not use these data. You can, for example, use these codes to provide more flexible links with other outside components. For detailed information on the use of these codes, please consult the Helpdesk Financial Systems.

CREDIT MANAGERS

By means of the action menu, you can display which users may make use of the credit concerned on condition that in the administration data for IC and LB (see option 1), the relationship N:M (several credits per user and several users per credit) has been selected in the field 'Use of credits'.

All users of the IC and LB components must be authorized for the use of these components (see the 'User Authorization' menu).



When you invoke the action menu, you must confirm the data entered by pressing <ENTER> if the data are to be saved in the data base.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

INDIVIDUAL FIELDS

G130103

With the functions in this menu you can define up to eight individual fields for each financial year. These fields can be added to the debtor/creditor administration master data (see the 'Debtors/Creditors Master Data' menu). You can use the individual fields to hold additional data items, items that will not be referenced by FMS, but which could well be relevant to your business. FMS does not use the information held in these fields.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

SELECTING THE DATA

To define a new individual field you assign a number in the range 1 to 8.

- ◆ When the serial number concerned has not yet been included for the administration, an input field is displayed in which you can define the new user.
- ◆ If the chosen serial number already exists, the data relating to its field are displayed.

INPUTTING THE DATA

You specify whether you wish to use each of the fields. Fields that are used, can be applied to the maintenance of data of various sorts (e.g. for the 'Debtors/Creditors Master Data' and 'Financial Procedures' menus). In order to be able to use the defined fields, you should specify, via the administration data - debtors/creditors/relations (see the function 'Maintain D/C subledger') that these individual fields may indeed be used.

When individual fields are in use, an extra screen containing them appears when certain functions (e.g. 'Maintain master data') are used (see the 'Debtors/Creditors Master Data' menu). You have no obligation to supply values for these fields. This manual refers to the availability of these additional fields under the various functions concerned.

When setting up the individual fields, you should bear in mind that the length and data type are fixed. The layout is as follows:

Field	Length	Data type
1	15	Numeric
2	15	Numeric
3	15	Alphanumeric
4	15	Alphanumeric
5	1	Alphanumeric
6	1	Alphanumeric
7	1	Alphanumeric
8	1	Alphanumeric



Once you have started to use a field, it is henceforward not only displayed when new relations are input, but also when existing ones are changed.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

INFOSET AUTHORIZATION

A120803

With the functions in this menu you can impose restrictions on the user access to management information for the various components of FMS.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

Infoset

You can authorize users for the use of default settings related to the display of management information. Upon selecting an administration and a financial year, you have to select an infoset. This is a code for a set of default settings required for the acquisition of management information. These infosets are defined in the 'Management Information' menu in accordance with the users of these functions.

In order to secure the use of these infosets and with it the access to the financial data stored in FMS, users will have to be authorized to use specific infosets.

You can register the users of each infoset conform to the following instructions:

- ◆ If no user is authorized for a particular infoset, it will be available to all users.
- ◆ As soon as an infoset is assigned to one or more users, it can no longer be used by unauthorized users.

In short, you can use an infoset unless you are specifically authorized or when there are absolutely no authorizations.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

INTEREST CALCULATION

A1210

With the function in this menu you can release blocked interest calculation batches.

The menu contains the following functions:

1. Go to 'General data' menu
2. Go to 'Interest type' menu
3. Change number of jobs for interest calculation

The description of the options 1 and 2 can be found elsewhere in this manual. In this description the discussion is confined to option 3, i.e. the only function that can be invoked from this menu.

3 CHANGE NUMBER OF JOBS

Whenever you work with a batch containing interest calculation postings, the counter for the field 'Interest calculation active' will be increased by 1. As soon as these activities end, the same counter is decreased by 1. If the counter is blocked, for instance because of a power failure or a system crash, the interest batch concerned cannot be used. With this function you can reset the counter to '0' and release the batch for further use.



In the process the interest combinations for the batch which have been marked 'Selected', will be released as well. They receive the status '0' (not selected) and can be reused for another batch.

INPUTTING THE DATA

To release an interest batch you must proceed as follows:

1. Select an administration and a financial year.
2. Press <ENTER>. If there are any active interest calculation jobs, the value '1' will be displayed in the field 'Interest calculation active'.
3. Press <F10> (= Release "Interest calculation active"). The counter is set to '0' and the menu will be displayed. The blocked interest batches are again available for processing.

INTEREST CALCULATION

G1246

With the function in this menu you can perform interest calculations. Before doing this you must first:

- ♦ define the general data (see the 'General Data for Interest Calculation' menu);
- ♦ define interest types (= calculation methods, see the 'Interest Type' menu);
- ♦ determine interest percentages (see the 'Interest Percentages' menu);
- ♦ determine interest combinations (see the 'Interest Combination' menu).

The menu contains the following functions:

1. Go to 'Interest percentage' menu
2. Go to 'Interest combination' menu
3. Perform interest calculation
4. Go to 'Work with batches' menu

In this description the discussion is confined to menu option 3. For a description of the remaining menu options, please refer to their respective menus.

3 PERFORM INTEREST CALCULATION

With this function you can select the interest combinations which are to be used for an interest calculation batch.



If interest calculation is already being performed by another user, you will not be able to start this function.

This function is merely used to make a selection. In the general data it has been specified whether:

- ♦ a batch should be created in order to enter the interest postings into the ledger, and
- ♦ this default setting can be changed by means of <F24> (= Request interest calculation). When the inputted data have been confirmed, the batch will be created. Subsequently, you can print a report.

SELECTING THE DATA

When you select this option, a screen appears displaying the available *interest types* and *interest combinations*. Here you can select the appropriate combinations. To facilitate the search process, you can sort the data on period and quantity. The option 'Select interest combinations' on the action menu allows you to select all available interest combinations at once. With the option 'Release interest combinations' you can cancel all selections.

REQUEST INTEREST CALCULATION

When you press <F24>, a screen appears displaying a few general data. The values for these fields have been specified earlier by the application manager in the 'General Data for Interest Calculation' menu. Whether you can make any changes, largely depends on the way the general data have been defined. The summary also contains the interest number.

$$\text{Interest number} = \frac{\text{Outstanding amount} * \text{days}}{100}$$

INTEREST COMBINATION

G12462

The functions in this menu enable you to define per interest type:

- ♦ for which combination(s) of dimensions the interest must be calculated, and
- ♦ to which combination the (contra) entries will be entered.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN



If interest calculation is already being performed by another user, you will not be able to start this function.

When you select this option, a key screen appears on which you can select an *interest type* and an *existing interest combination*.

However, if you press <F9> (= Add) to add a new interest combination, a new field appears on the key screen with which you can copy the data of an existing interest combination:

- ♦ If you enter only an existing interest type and a new interest combination, an empty input screen will appear. The field 'Adopt from' remains empty.
- ♦ In addition, you may also enter an existing interest combination in the field 'Adopt from'. The data for the existing interest combination will be copied to the new name.

INPUTTING THE DATA

When you have confirmed the selected data, a screen appears on which you can maintain the combinations of *dimensions*. You can (in this order) specify the dimensions:

- ♦ for which the interest must be calculated (TRANSFERRING),
- ♦ to which the interest will be posted (ENTRY), and
- ♦ to which the appropriate contra entries will be made (COVER).

SessieA - [24 x 80]

GBSCE3R Maintain interest combinat. Edit FMSTENGELS 13/08/01
F200 T60/F200 BTW controle/rapp.F=2 1994 QPADEV0006 12:27:28

Interest type . . : 1994
Interest comb. . : 1994
Description . . . : INTEREST

Entry alt. adm./F.year F200 1994
Cover alt. adm./F.year F200 1994

	TRANSFER	ENTRY	COVER
Rekening F200:	4011	4011	4011
Kostenplaats F200:			
Kostendrager/Relatie F200:			
Aktiviteit F200:			
Prestatie F200:			
Dagboek F200:			

Master code contin. .
Continue aggregation ☒

F3=Exit F4=List F10=Continue F11=Delete F12=Cancel

20/026

Figure 27. Dimensions for interest combinations

TRANSFERRING

This column displays the dimensions defined for the administration that is currently active. These fields, together with the field 'Daybook', can be used to make combinations. This can be done in two ways:

- ◆ You enter the desired combination of dimensions and leave the field 'Master code contin.' blank. For this interest combination you have now defined a single transferring combination.
- ◆ In addition to the data entered above, you can also enter a dimension in the field 'Master code contin.'. If you then press <F10> (= Continue), a screen appears on which you can enter even more numbers for that dimension. In this way you are able to define several transferring combinations for the same interest combination.

Example

You specify the following transferring combination:

Dimension 1	1000
Dimension 2	11

Select the value 'KP' (= Dimension 2) for the field 'Master code contin' and press <F10>. On the continuation screen you enter the following numbers: 12, 13, 14, 15, 16.

The interest calculations for this interest combination will be performed for the following combinations of dimensions: 1000/11, 1000/12, 1000/13, 1000/14, 1000/15, 1000/16.

If you make use of follow-up master codes, you can also indicate in the field 'Continue aggregation' whether the interest for the various combinations must be calculated separately or must be totalled first before calculating the interest. If you enter '0' (= No) in this field, this would imply that first the interest for the entries on combination 1000/11 would be calculated, then for 1000/12, etc.



If you use percentage steps for interest calculations, you must bear in mind that the aggregation of combinations will have an influence on the amount of interest that will result from the calculations.

Finally, it is not allowed to include compression numbers or total numbers in a combination.

ENTRY/COVER

In these columns you specify to which combination the interest will be posted and to which combination the contra entry will be posted. Compression numbers and total numbers are not allowed. By default the (contra) entries are made in the active administration, although you may enter an alternative administration and financial year in the fields 'Entry alternative adm./fin.year' and 'Cover alternative adm./fin.year'.



Between the administrations for ENTRY and COVER a current account relation must have been defined.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

INTEREST PERCENTAGES

G12461

With the functions in this menu you can define and maintain the interest percentages used for each interest type.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN



If interest calculation is already being performed by another user, you will not be able to start this function.

When you select this option, a screen appears on which you can select an *existing interest type*. You also indicate whether the interest applies to debit or credit amounts. You must always specify both *debit interest* and *credit interest*, even if the percentages are the same.

INPUTTING THE DATA

Having selected an interest type, a screen appears on which you can maintain the interest data, which consist of the interest percentage and the date this percentage becomes active.

When defining the interest type, you encountered the field 'Balance for amount steps'. If you specified for this field that calculations would be performed on the basis of a set of *progressive interest steps* (see example below), you may enter on this screen the amount from which a specific percentage will be applied. The following example shows how progressive interest steps are used in FMS.

Example

Suppose you have defined the following interest data:

Date	Percentage	Amount FROM
01-06-93	5,00%	
	5,25%	£ 5.000,-
	6,00%	£ 15.000,-
05-06-93	0,00%	
	7,00%	£ 5.000,-
	6,95%	£ 11.000,-
	6,50%	£ 20.000,-

The following amounts are outstanding:

- A) £ 12.500,- per 03-06-1993
 B) £ 13.000,- per 06-06-1993

If method 1 is used for the interest steps, the interest will be calculated for the total outstanding amount:

- ◆ For amount A that will be £ 12.500,- against 5,25%.
- ◆ For amount B that will be £ 13.000,- against 6,95%.

If, however, method2 is used, the total outstanding amount will be distributed over a number of percentage steps:

- ♦ For amount A that will be £ 5.000,- against 5,00%, and £ 7.500,- against 5,25%.
- ♦ For amount B there will be no interest over the first £ 5.000,- (0,00%), £ 6.000,- against 7,00% and £ 2.000,- against 6,95%.



If method 0 were applied, you could have specified only one percentage for each day.

An interest percentage related to the 'Amount from' = 0 cannot be changed or deleted if, for the date concerned, there are percentages related to an 'Amount from' > 0. The other percentages can be adapted or deleted.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

INTEREST TYPE

A12102

With the functions in this menu you can define for each administration which methods can be used for interest calculation. You can also maintain the interest tables for these methods.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

With this function you can specify the interest calculation methods and interest tables to be used in the various administrations.



If interest calculation is already being performed by another user, you will not be able to start this function.

When you select this option, a key screen appears on which you can select an *administration* and an *existing interest type*.

However, if you press <F9> (= Add) to add a new interest type, two new fields appear on the key screen with which you can copy the data of an existing interest type:

- ◆ If you enter only a new interest type, an empty input screen will appear.
- ◆ You may also enter an existing interest type in the field 'Adopt from'. The data for the existing interest type will then be copied to the new name.
- ◆ Finally, you can also choose to copy the corresponding interest percentages. To do this you must enter the value '1' in the field 'Adopt interest percentages'.

INPUTTING THE DATA

When you have confirmed the selected data, an input screen appears on which a calculation method can be defined. On this screen there are a number of fields in which you can enter 'Days +/- ...'. These fields should be used as follows:

DAYS +/- FOR CHANGE OF BALANCE

If the balance changes on the 10th of January and the interest is calculated from the 1st of January, FMS will set the number of interest days for the old balance at $10 - 1 = 9$ days. With this field you can indicate that this number should, for instance, be 10 (+1) or 8 (-1).

DAYS +/- FOR END DATE

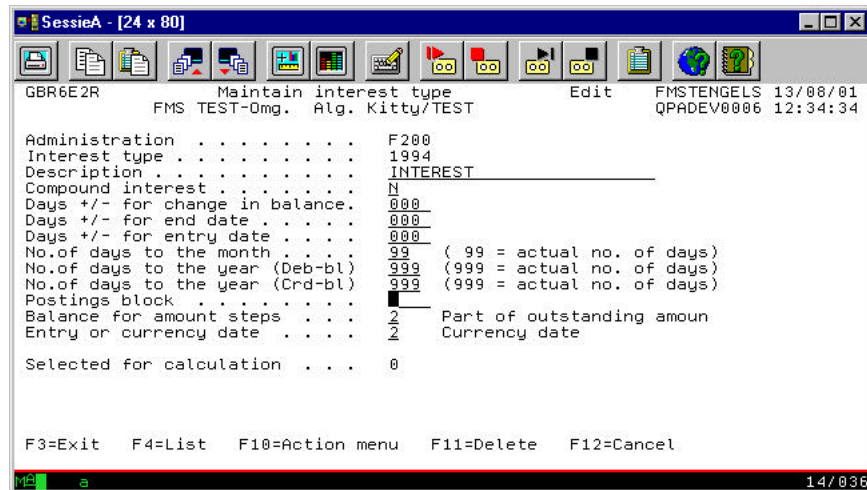
If the last balance change occurred on the 17th of January and the interest is calculated to the 31st of January, FMS will set the number of interest days to $31 - 17 = 14$ days. With this field you can indicate that this number should, for instance, be 15 (+1) or 13 (-1).

DAYS +/- FOR ENTRY DATE

If you enter nothing in this field, the end date specified for the interest calculation job will be used as entry date. You can use this field to indicate that the entry date should be earlier or later.

On this screen you can also indicate *how many days to the month and year* are used in interest calculations and whether *compound interest* (interest on interest) should be applied.

If the interest calculation postings must be entered to a blocked account, you can enter the appropriate *blocking code* in this field. FMS will then see to it that during processing all postings will have this blocking code attached. Consequently, the appropriate account can only be used for interest entries. You may only enter a blocking code which has been defined earlier using the 'Blocking Codes' menu.



```

SessieA - [24 x 80]
GBR6E2R      Maintain interest type      Edit      FMSTENGELS 13/08/01
FMS TEST-Omg. Alg. Kitty/TEST      QPADEV0006 12:34:34

Administration . . . . . F200
Interest type . . . . . 1994
Description . . . . . INTEREST
Compound interest . . . . . N
Days +/- for change in balance. . . . . 000
Days +/- for end date . . . . . 000
Days +/- for entry date . . . . . 000
No. of days to the month . . . . . 99 ( 99 = actual no. of days)
No. of days to the year (Deb-bl) . . . . . 999 (999 = actual no. of days)
No. of days to the year (Crd-bl) . . . . . 999 (999 = actual no. of days)
Postings block . . . . . 
Balance for amount steps . . . . . 2 Part of outstanding amount
Entry or currency date . . . . . 2 Currency date
Selected for calculation . . . . . 0

F3=Exit F4=List F10=Action menu F11=Delete F12=Cancel
14/036
  
```

Figure 28. Value '2' for progressive steps

In the field 'Balance for amount steps' you can select in which way the specified percentages are linked to the amount:

0. You may enter one interest percentage which is valid for the full amount, no matter how high it is.
1. You may enter several interest percentages; which percentage is used depends on the size of the amount.
2. You may enter several interest percentages; the total amount will be distributed over a number of interest percentages.

The options on the action menu enable you to define the graduated calculation of interest. For an illustrative example of interest calculation, you are referred to the description of the 'Interest Percentages' menu.

If for interest calculation you sort the items on *currency date* (the field 'Entry or currency date'), you can enter a currency date even when you are entering invoices in the base currency.

The action menu allows you to maintain the debit and credit interest percentages. The following points should be noted:

- ◆ Even if the interest percentages are identical, you must always specify the debit interest and credit interest separately.
- ◆ You can only use these options once you have confirmed the interest type data by pressing <ENTER>.
- ◆ When you select one of these options, the function 'Maintain interest percentage' is started.

With <F11> you can remove an interest type. Other underlying data for the interest type concerned, such as interest percentages and combinations, will be deleted as well.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

INVOICE CODES

G130104

With the functions in this menu you can define default invoice codes, and provide them with an identifying code. These codes are used when invoices are entered. You can, for example, set up a code 'U' for an *outgoing invoice* and a code 'I' for an *incoming invoice*.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN INVOICE CODES

INPUTTING THE DATA

In the field 'Outgoing invoice' you specify whether an outgoing (value '1') or incoming (value '0') invoice is involved.

Within the invoice code you can use the *blocking code* to specify whether the invoices to be input to the system are to be directly blocked for automatic payment/collection and/or reminders. The blocking code then indicates at the same time why an invoice, collection or reminder is being blocked. You may only select a blocking code that has already been set up with the function 'Maintain' from the 'Blocking Codes' menu.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

INVOICE ENTRY

G1303

With the functions in this menu you can process incoming and outgoing invoices for D/C administration and, if you want, have the associated ledger processing done as well.



If you have purchased the component 'Invoices in Circulation', you use this menu only for the inputting and processing of outgoing invoices. Incoming invoices are then dealt with by the functions in the 'Circulation Invoice Entry' menu.

The menu contains the following functions:

1. Entry
2. Processing - validation only
3. Processing - definitive
4. Work with batches

1 ENTRY



Before you can input postings, you must first have set up at least one input screen. Use the functions in the 'Layout of Input Screens' menu.

The entering of invoices takes place in postings batches to be created with <F9>. Numbers are assigned to these batches automatically.

The following conditions apply to each postings batch:

- ◆ Postings to different daybooks may be included in a batch.
- ◆ You can enter several invoices (transactions) in each daybook, each one divided up into invoice lines (postings).

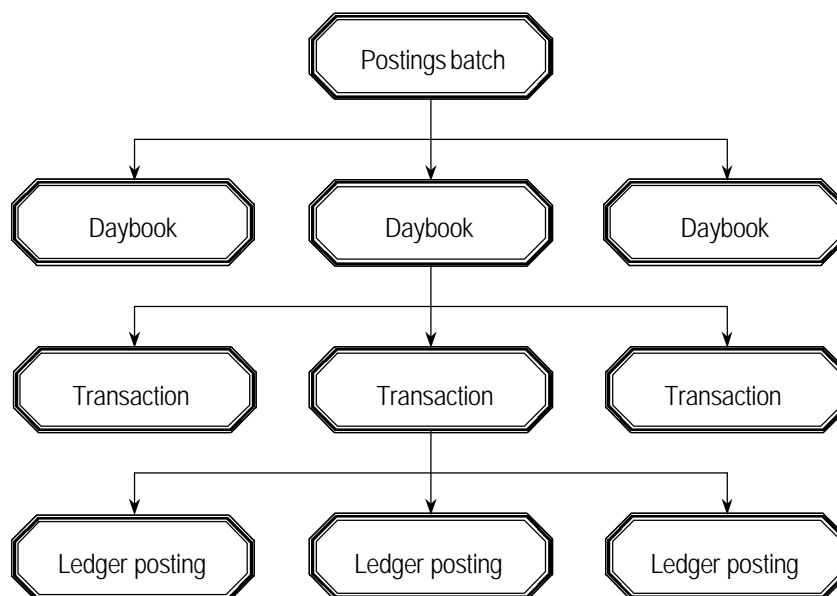


Figure 29. Structure of a postings batch

SELECTING THE POSTINGS BATCH

When you select this function, a list of the existing postings batches is displayed. Against each batch number certain important items of information are shown, for instance the status of the batch. When a batch has been processed without detecting any errors, this display will not appear anymore.

When selecting a batch, the following situations can arise:

- ♦ If you add a new batch, a number of batch related data items are displayed, amongst them the batch number. You may add your own identifying description to these. After that you can input daybook data.
- ♦ If you select an existing batch, a continuation screen displays the invoices. You can execute various operations provided that the postings batches concerned have not been blocked for data input. The batch status shows whether it can be changed:
 - * The batch is free for use.
 - F The batch contains errors.
 Any other value will result in a blocking of the batch.

The next pages describe the successive order of the screens that appear when adding a new batch. The last topic dilates on the edition of an existing batch.

ADD NEW BATCH

Press <F9> on the screen 'Work with invoice batches' and enter a description in the field 'Batch description' on the ensuing screen 'Issue batch number'. When pressing <ENTER>, the screen 'Maintain daybook' is displayed.

MAINTAIN DAYBOOK

The entry period specified on this screen applies to all postings that are being entered in the daybook selected. In the field 'Screen number' you specify which input screen is to be used for inputting the ledger postings. You may only select those screens that have been designed using the functions in the 'Layout of Input Screens' menu.

When you want to change an invoice already input, you must use screen option 2 to select a batch containing some records. Having done so, the screen 'Work with invoices in batch' appears enabling you to modify the invoice data by means of screen option 1 (= Edit invoice).

ENTER INVOICES

If you have set the value of the field 'Automatic voucher numbering' to '1' (Yes) using the administration data of the function 'Maintain D/C subledger', the invoices are automatically numbered on being entered. If not, you must supply an invoice number for each. This applies also in the case of creditors; for debtors you will always have to assign the numbers yourself.

Screen option 5 on the aforesaid screen 'Work with invoices in batch' enables you to invoke the screen 'Enter invoices'. In the field 'Invoice code' you provide a code that indicates whether the invoice is incoming or outgoing. The invoice you enter will be classed as incoming or outgoing by FMS on the basis of this code and it will be processed accordingly. You may only select codes that you have defined earlier with the functions in the 'Invoice Codes' menu.

The invoice code will also be used to indicate whether the invoice has been blocked for automatic payment, depending on the way the IC administration data have been set up (see the 'IC/LB Components Data for Administration and Financial Year' menu).



When you wish to alter or add the master data of a relation while entering invoices (for example for 'one-off' contacts that are not likely to recur), you must use <F10> (= Maintain relation). You will find further information in the 'Debtors/Creditors Master Data' menu.

MAINTAIN INVOICE DATA

When you have input these data, pressing <ENTER> takes you to the screen 'Maintain invoice data'. Here you can enter the invoice data, the information input consisting of:

- ◆ entry date;
- ◆ alternative due date;
- ◆ invoice amount;
- ◆ VAT/discount: type, percentage and basis.

The *system date* is taken as the entry date; you can, however, override this. The due date is determined on the basis of the *invoice date* and the *credit term* (if any), unless you enter an alternative due date on this screen.

In the field 'Invoice amount' you specify the gross invoice amount, i.e. including VAT and not applying any discount that may be available. The amount you specify here will be flagged as an *open item*. You may also set this field to '0' (zero), which can be useful when reconciling credit notes.

When entering invoices in the base currency, you may also specify the *currency date*. FMS needs this date if you want to carry out interest calculations (see the 'Interest Type' menu). This option may be useful if, for instance, you enter your invoices and/or payments at the end of the week or period. If the system fails to find a currency date for an invoice when calculating interest, the entry date will be used.



The precise format in which the amounts are to be input, including, for example, the number of decimals, is defined by means of a mask at the time the currency is set up (see the 'Currency and Exchange Rates' menu).

If you enter an amount in a foreign currency, the valid exchange rate will be based on the currency date. If it is missing, the entry date will be used to fix the exchange rate.

If you have set the field 'Invoice currency' to '1' (Yes) on the previous screen, you can supply details of the currency on the current screen. This allows you the option, amongst others, of specifying the invoice amount in a currency other than the base currency, and to have the value converted into the base currency. FMS uses the exchange rate that has been set up with the function 'Maintain exchange rates' (see the 'Currency and Exchange Rates' menu). If the rate for the invoice concerned differs from that in the default rate table, you can provide the alternative rate on this screen.

When setting up the D/C master data, you were able to specify in the field 'Adopt master code' whether a debtor or creditor in the ledger was to be associated with a dimension and, if so, which one. If you did specify a dimension there, an entry is automatically made in it here.

You may then provide certain items of VAT or discount information:

- ◆ *VAT/Discount code*
This code must be defined in the 'VAT/Discount Data' menu;
- ◆ *Alternative VAT/discount amount*
You can specify an amount that is not the same as that resulting from application of the VAT/discount rate to the invoice amount;
- ◆ *Calculation basis*
The nett amount on which the VAT or discount is calculated;
- ◆ *Alternative VAT/discount percentage*
You can, if required, 'override' the default percentage of the VAT/discount code.

You need not provide values for these data items: if desired, the VAT and the discount can be calculated on the next screen (as part of the financial justification). The amount still to be entered is then made equal to the invoice amount; in this way, no historical summaries of open items including either VAT-inclusive or ex VAT-amounts can be extracted.

When more than one VAT/discount code is being input, the calculation will be performed in the same order as the codes are selected. Press <F10> if you want to supply additional invoice data.

MAINTAIN ADDITIONAL INVOICE DATA

In some branches it is usual to lodge part of the sum earmarked for payment in a *blocked bank account* set up for that purpose, which in our case would be done via the D/C master codes. On the screen 'Maintain additional invoice data' you can specify, in the field 'Percentage 1 (Data on frozen account)', what percentage of the total amount is to be set aside for social security and income tax purposes (the pay element of the invoice). In the field 'Percentage 2' you specify the percentage of the amount defined as the pay element that has to be transferred to the blocked account.

Example

A firm receives from its subcontractor an invoice in respect of agreed services that the latter has discharged. Part of the total consists of social security contributions and income tax. The contracting firm must ensure that these amounts due will indeed be paid. To this end it deposits (part of) the pay element in a blocked account so that payment of the due amounts is guaranteed:

Invoice total	£ 10.000,--
Pay element at 45 %	£ 4.500,--
Lodgment in frozen account: 50 %	£ 2.250,--

The 45% quoted in this example is indicated in the field 'Percentage 1', and the 50% in the field 'Percentage 2'.

By means of two *status codes*, you can block an invoice for automatic payment and flag it for the printing of a reminder. With the 'Blocking code' you can indicate why the invoice has been blocked. In this field you can only select codes that have already been defined with the functions in the 'Blocking Codes' menu.

The field 'Processing code' allows you to distinguish between *normal*, *rush* or *cheque payments*. As a matter of fact, you are not required to fill in any of the fields on this screen.

MAINTAIN LEDGER POSTINGS

During the input of ledger postings the upper part of the detailed entry data screen is occupied by the invoice data (transaction data) already input. Below them the associated posting records are displayed. The number of records that can be accommodated on the screen simultaneously, is determined by the number of fields you decided upon when the input screen was originally formatted. If a large number of fields were then specified, only one record per screen is possible.

Inputted ledger postings are submitted to standard checking (for example an existence check on each account number is made). Nonetheless, you can switch this checking off by pressing <F16>, which, in contrast, implies the acceptance of errors. Although the inputting proceeds much faster, a disadvantage must be noted: invalid postings must have been corrected beforehand to ensure that they can be processed later.

For information on the formatting of an input screen, you are referred to the function 'Maintain screen layouts for ledger postings' in the 'Layout of Input Screens' menu.



In the help display for this function you will find information on all the fields that can be displayed, which covers of course some fields not actually included in the input screen concerned.

On every input screen the field captioned '#1SEL' ('Subfile selector', or some other description supplied by you - see the 'Layout of Input Screens' menu) is present. With it you can choose to:

- ◆ have the posting flushed;
- ◆ add memos to the postings;
- ◆ display the dimension descriptions.

If the field 'Combination' has been included in the posting record, you can make use of an *entry combination*. In such a combination default values are defined that can be applied to a posting. If you opt for an entry combination, you should bear in mind the following: *although they are assuredly in effect, the default values in an entry combination are not displayed*. When, for instance, the input screen contains the field 'Quantity', although a default value has been specified for it, it will initially appear as blank on the screen. If you then supply a value for it, the default from the combination will be overwritten (see the 'Daybook Entry Combinations' menu).

To display a later record on the screen you have only to scroll on to a later page. When you press <ENTER>, the records are physically transferred and you can select a new transaction.

When, having entered the invoices, you return to the screen 'Work with invoice batches', you can use <F10> to have the invoice lines converted to open items and ledger postings in the ledger. This is only possible when the administration data in the function 'Maintain D/C subledger' has been used to set the field 'Process batch of invoice postings immediately' to '1' (Yes). If, on the contrary, this field has not been set to '1', you must use menu option 3 instead to do the conversions.

UPDATE EXISTING BATCH

When you select an existing batch, the invoices in the batch are displayed. Subsequently, you can use several options to update the invoices.

- ◆ With <F9> you can add a new daybook with ledger postings to the batch. The same screens are used as with creating a new batch.
- ◆ With screen option 1 (= Edit invoice) you can update general invoice data and ledger postings.
- ◆ With screen option 2 (= Edit daybook) you can enter the invoices in another daybook or another period.
- ◆ If you want to add new postings to an existing daybook, you use screen option 5 (= Add to daybook) to select an invoice with the desired daybook. Subsequently, you can add new invoices (see section 'Enter invoices').

2 PROCESSING - VALIDATION ONLY

With this function you can generate and print the error reports for the batch without having to process it at the same time.

INPUTTING THE DATA

After you have selected a postings batch, the reports to be printed are displayed on the screen. The information displayed originates from the administration data specified in the 'General Data for Administration and Financial Year' menu. If you have set the code 'Defaults modifiable' to '1' (Yes), you can indicate at this juncture which error reports have to be produced. In the field 'Correct posting' you can specify whether valid postings are to be included in the reports.



Validation reports are classified as variable format reports and can be designed by the user himself. For each administration the application manager specifies which listing is to be printed with this function (see the function 'Default codes for summaries' in the 'General Data for Administration and Financial Year' menu).

3 PROCESSING - DEFINITIVE

You can have the postings processed in a batch. You can also specify which error reports are to be printed at the end of processing.



Before you start processing the postings, it is advisable to set up the various error reports with the function described under option 2. By so doing you will be able to correct any errors present early on and thus ensure that the batch can be processed in a single pass.

INPUTTING THE DATA

When you have selected a postings batch, a list of the reports to be printed after processing is displayed. There is also a statement as to how the system will respond to any errors it detects during processing.

When you confirm the data input with <ENTER> and then '1' (Yes), the system will process the postings from the batch already selected.

4 WORK WITH BATCHES

With this function you can carry out all the manipulations described under the foregoing options. The advantage of this is that the user needing to invoke more than one of the functions belonging to this menu, does not have to return to the menu.

On the screen which is used to select an invoice, you may make a preselection based on the invoice amount. For a description of this function you are referred to the function 'Work with all invoices' in the 'Circulation Invoice Entry' menu.

ISO COUNTRY CODES

A1103

With the functions in this menu you can maintain and view the ISO country codes. Two types of country codes are used in connection with FMS.

COUNTRY CODES

These user defined codes must be used on the screens and summaries of FMS.

ISO COUNTRY CODES

This is a set of codes, internationally recognized and used, that have to be linked to the country codes entered by the user. These ISO codes are used internally by the FMS software.

Further information on the use of country codes is to be found in the 'Country Codes' menu.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

When FMS is supplied, it contains all the ISO country codes known at the time. If necessary, you can alter them or add new ones. The additions or changes input here apply only to the active operation area at the time when this function is invoked.

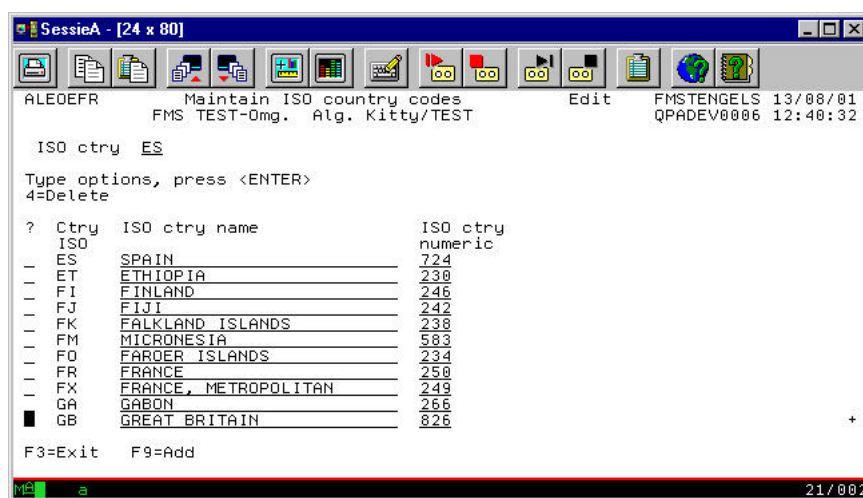


Figure 30. ISO country codes

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

ISO CURRENCY CODES

A1105

With the functions in this menu you can maintain and view the ISO currency codes. Two types of currency codes are used in connection with FMS.

CURRENCY CODES

These user defined codes must be used on the screens and summaries of FMS.

ISO CURRENCY CODES

This is a set of codes, internationally recognized and widely used in international financial transactions, that have to be linked to the currency codes entered by the user. These ISO codes are used internally by the FMS software.

Further information on the use of currency codes is to be found in the 'Currency and Exchange Rates' menu.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

When FMS is supplied, it contains all the ISO currency codes known at the time. If necessary, you can alter them or add new ones. The additions or changes input here apply only to the active operation area at the time when this function is invoked.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

JOURNAL AUTHORIZATION

A120802

With the functions in this menu you can define and view the journal authorizations. Users who have been denied access, cannot enter postings in the daybook concerned.

The menu contains the following functions:

1. Work with
2. Maintain
3. Display
4. Print

1 WORK WITH

This function enables you to assign journal authorizations to specific users. Upon selecting an administration, a financial year and a user successively, a screen appears on which you can authorize the selected user for a number of journals. Moreover, by pressing <F10> you can simultaneously authorize the selected user for all journals within the operation area.



A journal authorization can be assigned to a user group.

2 MAINTAIN

This function enables you to authorize users for each journal. Upon selecting an administration, a financial year and a journal successively, a screen appears on which you can authorize users for the selected journal.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

LANGUAGE CODES

G131183

With the functions in this menu you can define language codes. These codes are used to control the printing of documents in different languages. For each document type and language code you can input a set of text lines for each language, such as header, opening, and closing lines.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING THE DATA

The number constituting the language code and description may be chosen without restriction. If your organization does not have its own coding system, you are advised to use a recognized standard, such as that of the ISO.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

LAYOUT OF INPUT SCREENS

G122

With the functions in this menu you can design input screens for use in the submission of ledger postings. You can adapt these input screens to suit the requirements of your organization and/or your (groups of) users.

The menu contains the following functions:

1. Maintain layout input screens for ledger postings
2. Activate individual fields
3. Display screen layouts for ledger postings
4. Display individual fields
5. Print screen layouts for ledger postings
6. Print individual fields

1 MAINTAIN LAYOUT INPUT SCREENS FOR LEDGER POSTINGS

With this function you can specify which input fields are to be included in a ledger postings screen.



No default input screens are supplied with FMS. Therefore, you have to define at least one of these before you can input ledger postings.

SELECTING THE DATA

When you choose this option, a list is displayed from which you can select an input screen file. If, however, you press <F9> to add a new input screen, a key screen appears on which you must supply its *screen number* and *screen description*. When you confirm the data input by pressing <ENTER>, the list of available input screens appears once again. The new input screen is, via preselection, automatically displayed as it was initially.

By means of screen option 8 (= Screen description), you can call up the screen description and, if necessary, alter it.

INPUTTING THE DATA

The designing of an input screen takes place in three stages:

- ◆ laying out the transaction record
- ◆ laying out the posting record
- ◆ providing individual layouts for input screens (optional)

When inputting postings, the following interrelationship holds between the various data items being input:

- ◆ You can input several postings per transaction. The data items input for a transaction record apply by default to all the postings belonging to it.
- ◆ In the posting record you input those data items that differ from posting to posting.
- ◆ An input field can occur in both the transaction record and the associated posting record. This makes it possible to overwrite the default value for a transaction in each posting.

You will find further information about the entering of ledger postings in the 'Financial Procedures' menu.

LAYING OUT THE TRANSACTION RECORD SCREEN

When you have selected an input screen by means of screen option 2 (= Edit), the screen 'Select fields in screen: Transaction record' appears displaying the field names out of which the transaction record can be constructed. For each of the field names the following data items are shown:

FIELD

A unique code identifying the field. This is the FMS internal code and it cannot be altered.

LENGTH

The length of the input field, displayed after the field description on the input screen.

FIELD NAME

The identifying description of the field to be displayed on the input screen. This description can be modified by the user on this screen (without, of course, any change to the field's function).

You select the required fields by assigning serial numbers; you should take note of the following when doing this:

- ◆ the fields must be numbered in the order in which they will appear of the screen;
- ◆ the numbering must begin with 1 and form an uninterrupted series. Numbers may not be reused;
- ◆ fields without a serial number will not be displayed;
- ◆ the selected fields will appear on the input screen from top to bottom and, within each line, from left to right (see example);
- ◆ you may select not more than 10 fields.

Example

You make the following selection of fields:

—	Alt. exch rt	—	PRS upd.
<u>2</u>	Qty.	<u>1</u>	Alt. adm.
—	Alt. VAT/disc%	—	Alt. fin.yr.
<u>3</u>	Amount	<u>5</u>	SFL select.
—	Amount FC	<u>4</u>	VAT/disc.

You should now be able to see the following on the screen:

Alt. adm.	: —	Qty.	: —
Amount	: —	VAT/disc.	: —
SFL select.	: —		

When you have numbered the required fields, you must confirm the layout with <ENTER>. You can then format the associated posting records.

LAYING OUT THE POSTING RECORD SCREEN

Formatting the screen for a posting record is done in much the same way as described above for formatting the transaction records. However, in two respects the procedure is different:

- ◆ The field '#1SEL' (Subfile selector) *must* be selected. With this field you can indicate on the input screen that the posting is to be scrapped.
- ◆ Eight individual fields can be used on the record screen. You may only select those fields that have already been enabled with menu option 2.

If the posting record contains only a few fields, and thus occupies only a few lines, more than one posting record can be accommodated on the screen at a time. This means that when inputting the postings, you do not have to scroll on to an empty record so often.

A special situation arises when the input fields of the fields you have selected fit into a single line. The system will then lay out the individual fields automatically in columns and adapt the field names to serve as column headers. The following rules apply to this columnar layout:

- ♦ there must be two blanks between individual user fields;
- ♦ the maximum length of a line is 78 characters;
- ♦ the field name as set by the user himself may not be longer than its own field length; if it is longer, the next column header will overwrite it.

If the field 'Combination' has been included in the posting record, you can make use of an *entry combination*. In such a combination default values are defined that can be applied to a posting. If you opt for an entry combination, you should bear in mind the following: *although they are assuredly in effect, the default values in an entry combination are not displayed*. When, for instance, the input screen contains the field 'Quantity', although a default value has been specified for it, it will initially appear as blank on the screen. If you then supply a value for it, the default from the combination will be overwritten.

For information on defining entry combinations, you are referred to the 'Daybook Entry Combinations' menu.

2 ACTIVATE INDIVIDUAL FIELDS

With this function you can activate at most eight individual fields per administration. The fields you activate here can be used for inputting ledger postings (see menu option 1). The information you supply in this way for postings is not used internally by FMS, but is intended to serve as additional information which users may consult and which can be used by external applications.

SELECTING THE DATA

To define a new individual field you assign a number in the range 1 to 8. When the serial number concerned has not yet been included for the administration, an input field is displayed in which you can define the new user field. If the chosen serial number already exists, the data relating to its field are displayed.

INPUTTING THE DATA

You can specify for each user field whether it is to be incorporated in the input screen layout. You can also supply the field with an identifying description. The length and data type of the field may not be specified by the user. These are fixed for all eight fields as follows:

Field	Length	Data type
1	15	Numeric
2	15	Numeric
3	15	Alphanumeric
4	15	Alphanumeric
5	1	Alphanumeric
6	1	Alphanumeric
7	1	Alphanumeric
8	1	Alphanumeric

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

LEDGER DATA FOR ADMINISTRATION AND FINANCIAL YEAR

A1202

By means of the functions in this menu you can set up a ledger for each administration and financial year.

The menu contains the following functions:

1. Create cumulative definitions
2. Create general (suspense) accounts
3. Include general accounts in administration
4. Create daybook
5. Maintain cumulative definitions
6. Maintain current account table
7. Display cumulative definitions
8. Display current account table
9. Print cumulative definitions
10. Print current account table
11. Copy cumulative definitions

1 CREATE CUMULATIVE DEFINITIONS

With this function you can define the cumulative definitions for an administration. You can use the cumulatives to save and keep available for reference the balances of the dimensions you defined individually and/or in combination. The administration's cumulatives are held per period.



The internal details of this function are the same as those of the function 'Maintain cumulative definitions'. However, the setting up of cumulatives is done before any entries have been made. Once entries have been made, you have to maintain the cumulatives with menu option 5, since the cumulatives are reconstructed automatically after the function 'Maintain cumulative definitions' has been executed.

General information on the use of dimensions and cumulatives in FMS can be found in the chapter 'Introduction'. Particular data items relating to the maintenance of the various dimensions, can be found in the 'Dimension 1' and 'Dimensions 2, 3, 4 and 5' menus.

CUMULATIVE DEFINITION

After you have selected an administration and a financial year, a second key screen appears on which you can either select an existing cumulative definition or create a new one.

As the *identifying code* for a cumulative definition you may use any keyboard character, i.e. A to Z, 1 to 9, #, * or !. A maximum of 40 definitions can be maintained, including the cumulative 0 (zero) which is already present as a standard cumulative.

Since the identification of an cumulative consists of a single character, a clear description of its significance, for instance 'Account / Branch / Destination' or 'Destination & Means of transport', is indispensable.

In the field 'Cumulative combinations' you are able to specify, by means of *combinations of figures*, from which dimensions a cumulative balance is to be derived. You should number the required dimensions to reflect the hierarchical order of the information.

In fact, you predetermine which dimensions are to be included in the cumulative. Depending on the available components, you are able to choose from the following dimensions: DIM1 to 5, DBK, PRJ, BDG, REL, CRD, DEB.

- ♦ DBK
Daybook (can be included in the cumulative as the sixth dimension);
- ♦ PRJ
Project number (to be used if you have purchased the component 'Long-term budget');
- ♦ BDG
Budget number (to be used if you have purchased the component 'Budget types');
- ♦ REL/CRD/DEB
Number of the corresponding relation, creditor or debtor.

Example

Assume the following dimensions exist in your administration:

- Dimension 1 = REK (account)
- Dimension 2 = FIL (branch)
- Dimension 3 = TOP (tour operator)
- Dimension 4 = BST (destination)
- Dimension 5 = STV (means of transport)
- Daybook = DAG (daybook)

You want to know:

- The revenue from coach trips to Benidorm.
- The total revenue per tour operator per destination country.
- The totals for each branch vis-à-vis the budget.

For this you use the following cumulative combinations:

	REK	FIL	TOP	BST	STV	DAG
For A	3			2	1	
For B	3		1	2		
For C	2	1				

In addition to having five dimensions to allocate at your discretion, you can also include the daybook in the cumulatives. The daybook functions in this case as a 'sixth dimension' (see the 'Daybook' menu).



If not all dimensions are displayed after 'Cumulative combinations', the associated master codes have not been enabled (Length = 0). You can still enable them with the function 'Maintain master codes' in the 'General Data for Administration and Financial Year' menu.

For each administration FMS creates a default cumulative that can be specified as cumulative 0. The following restrictions apply to this cumulative:

- ♦ only dimension 1 balances are accumulated. The field 'Cumulative combinations' cannot be altered;
- ♦ the code 'Print hist. report cum.' cannot be altered.

In the fields 'Amounts d&c separate' and 'Quantities d&c separate' you specify whether debits and credits are to be held separately ('1' - Yes), or whether merely their nett balance is to be held ('0' - No). In the latter case, all amounts are put in the debit column. The settings specified here are also valid for the functions in the IC/LB component, for instance when accepting costs of paid invoices (see page 401).

The code 'Print hist. report cum.' you should use to indicate whether it is obligatory for historical summaries to be listed before entries can be deleted.
Finally, you can specify for dimensions 2 to 5 whether the cumulative with the dimension concerned must be updated in the case of postings for which no entry on a particular dimension has been made.

2 CREATE GENERAL (SUSPENSE) ACCOUNTS

With this function you can set up accounts to serve as general accounts. In FMS four general accounts are used, namely (see also menu option 3):

- ◆ general suspense account
- ◆ revaluation account
- ◆ transitory account (preceding, annual)
- ◆ transitory account (future, annual)

These accounts have to be set up for each administration. If you neglect to do this, there is the risk that certain postings will be rejected by FMS as it is not possible to create postings, i.e. transitory entries.



The general suspense account is reserved for features to be implemented in the future, and future external applications.

The general accounts belong to dimension 1. The procedure of inputting the data proceeds as described in the 'Dimension 1' menu. Only a few details related to the setting up of general accounts will be discussed here.

REVALUATION ACCOUNT

In a revaluation account contra entries are made for exchange rate differences that occur in the ledger. You have to set up such an account for each administration/financial year.

Besides the general revaluation account set up with this function, you can also set up a revaluation account for each account and/or currency (see the 'Dimension 1' and 'Currency and Exchange Rates' menus). To make a contra entry for an exchange rate difference, the system searches successively for:

1. A revaluation account for the account concerned;
2. A revaluation account for the currency concerned;
3. The general revaluation account for the financial year.

The contra entry is made in the first account encountered in this search.

Example

Currency	Exchange rate	Exch. rate date
USD	2,05	010290
USD	2,10	010390
USD	2,25	010490

Assume you have defined an account called 'BANK', and that the following amounts have been entered in it:

Currency	Amount	Entry date	Alt. exch.rate	Base currency
USD	100,00	020290		205,00
USD	100,00	030290	2,30	230,00
USD	<u>100,00</u>	110390		<u>210,00</u>
	300,00			645,00

You next want to revalue the balances in 'BANK' as of '010490':

- Amount & currency: 300,00 USD
- Exchange rate: 2,25
- Base currency: 675,00 GBP

The exchange rate difference thus comes to $675 - 645 = £ 30,00$. To the account 'BANK' the exchange rate difference of £ 30,00 is now booked. At the same time £ 30,00 CR is booked to the first available revaluation account.

TRANSITORY ACCOUNT

Transitory accounts are used for making contra entries in respect of entries made in an alternative period or financial year. As soon as a user enters an amount in a period or financial year other than that specified for the ledger postings, a contra entry is made in a transitory account.

Transitory accounts can be specified for individual accounts for each financial year. If the system cannot find a transitory account related to a given account, the contra entry is made in a general transitory account set up for this purpose.

FMS recognizes two types of transitory accounts:

- ◆ *Preceding*
Account for contra entries in a particular financial year (or period) on behalf of a preceding financial year (or period), e.g. an entry in period 06 on behalf of period 04.
- ◆ *Future*
Account for contra entries in a particular financial year (or period) on behalf of a forthcoming financial year (or period), e.g. an entry in the current year on behalf of one for the following year.

A single account may serve as the transitory account for more than one financial year. You can specify one account to serve for both 'preceding' and 'future' purposes.

Example

Daybook period: 02
Daybook financial year: 1997

A) The following entries are made in two accounts:

Account	Amount	Alt. period	Alt. financial year
1000	150,00 CR		
2000	150,00	03	

Entries in the transitory accounts:

Account	Amount	Period	Financial year
Prec. trans.	150,00 CR	03	1997
Fut. trans.	150,00	02	1997

B) If you enter an amount for an alternative financial year, FMS proceeds as follows:

Account	Amount	Alt. period	Alt. financial year
5100	150,00		
6400	150,00 CR		1996

Transitory entries:

Account	Amount	Period	Financial year
Prec. trans.	150,00 CR	02	1997
Fut. trans.	150,00	02	1996

3 INCLUDE GENERAL ACCOUNTS IN ADMINISTRATION

With this function you can specify for each administration/financial year which accounts are to function as general accounts.

After you have selected an administration and a financial year, you can define which accounts you are going to use as general accounts. The only accounts you may select for this purpose are those already set up with the function 'Create general (suspense) accounts' (see menu option 2) or with the function 'Maintain' in the 'Dimension 1' menu.



The general suspense account is reserved for features to be implemented in the future, and future external applications.

4 CREATE DAYBOOK

With this function you can define the daybooks to be used for entering the administration and financial year data for the D/C subledger. This function works in the same way as the function 'Maintain' in the 'Daybook' menu.

5 MAINTAIN CUMULATIVE DEFINITIONS

With this function you can maintain the cumulative definitions for an administration. By using cumulatives, you will be able to store and keep available for reference the balances in the dimensions you have defined, individually and/or in combinations.

Use this function when entries have been made for the administration. After executing this function, the cumulatives are rebuilt automatically.



In content this function is similar to menu option 1. Cumulatives are set up if no entries have yet been made. Moreover, the cumulatives are not rebuilt once they have been set up.

6 MAINTAIN CURRENT ACCOUNT TABLE

With this function you can specify the *current account links* between administrations and financial years within administrations.

Whenever you want to make an entry in an alternative administration/financial year (an administration/financial year other than the one you currently work in), a current account 'link' must have been defined. Furthermore, you must have the proper current account authorization for making entries in this alternative administration. The posting will be rejected if these conditions have not been met.



Current account relations can also be used to make less use of transitory accounts. The latter can then be used exclusively for postings to more than one period.

Current account links are qualified by the two following terms:

- ♦ *Transferring*
Indicates from which administration/financial year the entries have been made.
- ♦ *Receiving*
Indicates into which administration/financial year the current account entries have been made.

When you add a current account link, you must also specify the *transferring* and *receiving accounts*. You should also specify the receiving daybook if the daybook for the transferring account's administration/financial year is not the same as that for the receiving account.

Example

Transferring administration: ADM001
Transferring financial year: 1998
Transferring account: 1010

Receiving administration: ADM014
Receiving financial year: 1998
Receiving account: 2010

You make the following two entries:

Account	Amount	Alt. administration	Alt. financial year
1100	150,00	ADM014	1998
1200	150,00 CR		

The system then automatically makes the following current account entries:

Account	Amount	Administration	Financial year
1010	150,00 CR	ADM001	1998
2010	150,00	ADM014	1998

CHANGING DATA

The links between administrations and financial years cannot be altered, merely deleted. The account and daybook data at either end of the link may, however, be adjusted at any time that the link still exists.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

11 COPY CUMULATIVE DEFINITIONS

With this function you can copy cumulative combinations and the pertaining balances to a cumulative in another financial year. It enables you to compare financial years with incompatible systems of account in management information and free summaries.



You are advised to use this function only when absolutely necessary. For a number of combinations the balance will be '0' (zero), which will result in a slower performance of the management information functions.

When you have specified from and to which financial year/cumulative copying must take place, fields appear at the bottom of the screen with which you can select the dimension numbers to be copied.

MAIN MENU APPLICATION MANAGEMENT

A1

This menu contains two general system functions, in addition to a number of other options which refer to other menus. In this description the discussion is confined to the functions (menu options 7, 8 and 9) that can be invoked from this menu.

The menu contains the following functions:

1. Go to 'Create master data (per operation area)' menu
2. Go to 'Create administration data' menu
3. Go to 'Consolidation/Year-end processing' menu
4. Go to 'Administration management and system functions' menu
5. Go to 'External data' menu
6. Go to 'Main menu users'
7. Switch FMS/SAA menu standard
8. Select language
9. Open option

7 SWITCH FMS/SAA MENU STANDARD

With this function you can specify the menu layout - FMS or SAA - of the screens (see chapter 'Operating FMS'). The layout selected does not apply to other users.

When you select this function, a screen appears on which the type of display standard is indicated. You can change the setting by pressing <F9>. The new setting comes into effect when you quit the main menu using <F3>, and subsequently return to this main menu. The setting remains in effect until you sign off from FMS; when you sign on again, the system level default menu layout is once more in effect.

8 SELECT LANGUAGE

With this function each individual user can determine the language of the user interface. Not only the screens, but also the summaries will be displayed in the selected language.

When you select this function, the available language modules will be displayed. To select a language, you must proceed as follows:

1. Select a language.
2. Press <ENTER>; the main menu will be displayed.
3. Leave the main menu by pressing <F3> once.
4. Select the appropriate operation area.

The selected language module is now active and will remain so until you select another language. If you sign on again, the last used language of the package will be triggered.

9 OPEN OPTION

This option enables you to run an *external application* from within FMS. This function is 'unassigned' when FMS is supplied. The users themselves are responsible for entering the necessary commands. For detailed information on the use of this function, you should consult the API manual.

MAIN MENU SYSTEM MANAGEMENT

S1

This menu contains two general system functions, in addition to a number of other options which refer to other menus. In this description the discussion is confined to the functions (menu options 8, 9 and 10) that can be invoked from this menu.

The menu contains the following functions:

1. Go to 'Package/PTF installation' menu
2. Go to 'Operation area' menu
3. Go to 'User authorization' menu
4. Go to 'Save/Restore' menu
5. Go to 'Documentation' menu
6. Go to 'System functions' menu
7. Go to 'User interface' menu
8. Switch FMS/SAA menu standard
9. Select language
10. Open option

8 SWITCH FMS/SAA MENU STANDARD

With this function you can specify the menu layout - FMS or SAA - of the screens (see chapter 'Operating FMS'). The layout selected does not apply to other users.

When you select this function, a screen appears on which the type of display standard is indicated. You can change the setting by pressing <F9>. The new setting comes into effect when you quit the main menu using <F3>, and subsequently return to this main menu. The setting remains in effect until you sign off from FMS; when you sign on again, the system level default menu layout is once more in effect.

9 SELECT LANGUAGE

With this function each individual user can determine the language of the user interface. Not only the screens, but also the summaries will be displayed in the selected language.

When you select this function, the available language modules will be displayed. To select a language, you must proceed as follows:

1. Select a language.
2. Press <ENTER>; the main menu will be displayed.
3. Leave the main menu by pressing <F3> twice.
4. Press <F3> once more and return to the main menu of FMS.

The selected language module is now active and will remain so until you select another language. If you sign on again, the last used language of the package will be triggered.

10 OPEN OPTION

This option enables you to run an *external application* from within FMS. This function is 'unassigned' when FMS is supplied. The users themselves are responsible for entering the necessary commands. For detailed information on the use of this function, you should consult the API manual.

MAIN MENU USERS

G1

This menu contains a number of general system functions, in addition to a number of other options which refer to other menus. In this description the discussion is confined to the functions (options 12 to 16) that can be invoked from this menu.

The menu contains the following functions:

1. Go to 'General master files' menu
2. Go to 'Main menu ledger'
3. Go to 'Main menu D/C subledger'
4. Go to 'Main menu invoices in circulation'
5. Go to 'Main menu liabilities'
6. Go to 'Main menu liquidity forecast'
7. Go to 'Main menu budgets'
8. Go to 'Management information' menu
9. Go to 'Variable summaries' menu
10. Go to 'Central address file' menu
11. Go to 'Administration management and system functions' menu
12. Switch FMS/SAA menu standard
13. Select language
14. Switch financial year
15. Switch administration and financial year
16. Open option

12 SWITCH FMS/SAA MENU STANDARD

With this function you can specify the menu layout - FMS or SAA - of the screens (see chapter 'Operating FMS'). The layout selected does not apply to other users.

When you select this function, a screen appears on which the type of display standard is indicated. You can change the setting by pressing <F9>. The new setting comes into effect when you quit the main menu using <F3>, and subsequently return to this main menu. The setting remains in effect until you sign off from FMS; when you sign on again, the system level default menu layout is once more in effect.

13 SELECT LANGUAGE

With this function each individual user can determine the language of the user interface. Not only the screens, but also the summaries will be displayed in the selected language.

When you select this function, the available language modules will be displayed. To select a language, you must proceed as follows:

1. Select a language.
2. Press <ENTER>; the main menu will be displayed.
3. Leave the main menu by pressing <F3> once.
4. Select an operation area and an administration.

The selected language module is now active and will remain so until you select another language. If you sign on again, the last used language of the package will be triggered.

14 SWITCH FINANCIAL YEAR

With this function you can select another financial year within the previously selected administration. You only have access to the financial years for which you are authorized.

15 SWITCH ADMINISTRATION / FINANCIAL YEAR

With this function you can select another combination of administration and financial year within the previously selected operation area. You only have access to the administrations and financial years for which you are authorized.

16 OPEN OPTION

This option enables you to run an *external application* from within FMS. This function is 'unassigned' when FMS is supplied. The users themselves are responsible for entering the necessary commands. For detailed information on the use of this function, you should consult the API manual.

MANAGEMENT INFORMATION

G18

With the functions in this menu you can display financial data on the screen. You can also save default settings to be used in the display information for the components 'Ledger' and 'Liabilities'.



Almost all the data items held in FMS can be displayed on the screen. It is therefore advisable to specify very carefully which users are to be authorized to use these functions.

The menu contains the following functions:

1. Management information
2. Management information (limited)

1 MANAGEMENT INFORMATION

With this function you can display cumulative balances on the screen. It also provides you with underlying information such as period balances, entries, reservations and liabilities.

You can also define *infosets with default settings* for use with the management information functions of the 'Screen Information Ledger' and 'Screen Information LB' menus. The use of these infosets can be restricted by means of authorizations (see the 'Infoaset Authorization' menu).

In order to enter and save a default data set, you'll have to:

- ◆ add a new infoaset;
- ◆ supply the relevant data;
- ◆ select the option 'Save' from the action menu.

SELECTING THE DATA

On the key screen you'll have to select an infoaset with default settings (by means of a code) for the data to be displayed. You can only select infoaset codes for which you have been authorized. This code is primarily used to store the *user defined selection data* in which the display and layout of the data items have been prescribed. It facilitates the procedure of developing a number of default screens containing the display information.

These default screens can be selected in the management information functions from the 'Screen Information Ledger' and 'Screen Information LB' menus. When you define default screens for these functions, you must consider that there are restrictions with regard to the data items to be displayed, namely:

- ◆ With the function 'Management information for ledger' it is not possible to view liabilities and reservations.
- ◆ With the function 'Management information LB' you can view the budget entries from the ledger component, but not the actual entries.

When you select an infoaset, a screen containing the associated selection data appears, providing you are properly authorized. If you wish, you can change the selections, thus determining yourself whether the old/new selections are to be saved under the infoaset code you have used.

If you do not enter any code in the key screen, a blank selection screen appears on which you can make a selection of data items for once-off screen information. If, after further consideration, you decide that you wish to save this particular set of values, you can, via the action menu, still assign a code to the selection data on the screen after all.



When saving default parameters for the component 'Liabilities', you have to take care that the users concerned are not able to see data for which they have no authorization. When you include a column of actual LB balances in the screen information, LB users are admittedly given 'illicit' access to certain ledger data.

INPUTTING THE SELECTION DATA

The selection data can always be changed. If you do not save the new parametric values, they are used only once and the old selection data are saved. If you want to save the changes, you will have to use the action menu.

In the field 'Financial year/cumulative' you provide the financial year and cumulative from which the data are to be retrieved. The financial year functions in this case as a default; columns of totals can, however, be for other financial years than this default (see below).

For each of the dimensions in the cumulative you have to indicate the range of numbers (in the fields 'From' and 'To') from which the totals are to be taken. When you do not fill these fields, the default values (FROM = ' ' and TO = '999999999') are used.

To select data you can also use the *selection code* of the dimension, in combination with a *selection criterion* (see the example on page 194).

In addition, the continuation screen to be invoked via <PgDn> offers you the following options:

- ◆ In the field 'Currency' you can enter the currency in which the totals of the entries must be displayed.
- ◆ You must determine whether an account balanced to zero has to be displayed. If all eight columns of this account are '0' (zero), it will not be displayed even if the field 'Zero balances' is set to '1' (Yes).
- ◆ If you only want to look at the balances for reservations or liabilities, you can indicate this in the field 'Selection LB/RES'.
- ◆ The field 'Search limit' is used to indicate *how many consecutive records* must be checked in one run when searching for specific data. When the specified number of records has been checked, a message appears at which point you can either stop or continue the search. For large files many stops may be irritating; a good reason to enter a high value. However, if you know it is not necessary to go through the whole file, you can save time by entering a low value. The default value is 500.

DISPLAY TOTALS

You may use up to eight columns for displaying these totals. By means of the fields listed below (screen: 'Management information selection'), you can determine which totals must be recorded in a column:

SPC

In this field you specify whether a conversion procedure is to be performed on the totals from the cumulative. The field can be set in three ways:

- * No special calculation is done; the totals are displayed individually on each line.
- + The column is used to display the progressive total: on each line the totals of the present and all preceding lines are successively accumulated.
- % The column is used for expressing the totals as percentages of a selected total sum.

COLUMN DEFINITION

In this field you specify the column definition to be used for displaying the totals in the column. The columns to be selected will have been defined earlier with the functions in the 'Column Definition' menu. The option 'Maintain column definitions' can be invoked from the action menu.

YEAR

In this field you specify from which financial year the cumulative totals are taken. The field can be set in 3 ways:

- * If you specify nothing in this field, the year is taken from the field 'Fin. year/cumulative'.
- +/- By supplying the value '+' or '-', you can deviate from the default financial year. With '+1' or '-1' you can, for example, select the following or preceding financial year.
- yr. You may also specify an alternative year as a way of overriding the default financial year.

PERIOD

In these two fields you specify from which period(s) the cumulative totals are to be taken. If you do not specify any period(s), the totals from the opening balance sheet are displayed.

Example

In the field 'Fin. year/cumulative' you have supplied the following values: '1990 / 0' (Account cumulative). You have then defined the following columns:

	Spc	Column definition	Year	Period
1		WB Actual total (amount)	-1	1 to 3
2		WB Actual total (amount)		1 to 3
3	+	WB Actual total (amount)	-1	1 to 3
4	+	WB Actual total (amount)		1 to 3
5		WA Actual total (quantity)	-1	1 to 3
6		WA Actual total (quantity)		1 to 3
7	+	WA Actual total (quantity)	-1	1 to 3
8	+	WA Actual total (quantity)		1 to 3

In these columns the balances of the accounts from the first quarter of the financial years 1989 (-1) and 1990 (blank) are set side by side for comparison, as follows:

- *In columns 1 and 2 the constituent amount totals are compared.*
- *In columns 3 and 4 the progressive amount totals are compared.*
- *In columns 5 and 6 the constituent quantity totals are compared.*
- *In columns 7 and 8 the progressive quantity totals are compared.*

On a continuation screen that can be reached with the <PgDn> and <PgUp> keys, you can specify whether the balances of the *total accounts* and *compression accounts* are to be displayed. If they are, you have to set the field 'Total balances' to '1' (Yes). Such total balances can be recognized on the screen by an asterisk (*) at the right-hand end of the line.

On this screen you can also specify *subordinate 'zoom' cumulatives* that are used for displaying the data at a higher level of detail. Zooming in gives you the option of modifying the balances displayed in a special way by actually taking the balances from a hierarchically dependent cumulative. The operation of this facility is best explained by an example.

Example

The following cumulatives have been defined in your system:

- *Account*
- *Account/Department*
- *Account/Department/Project*

On the first screen of selection data you have specified cumulative '0', the default account cumulative, in the field 'Fin. year/cumulative'. Cumulative '1' is used as the first zoom cumulative and cumulative '2' as the second.

The totals from cumulative '0' are displayed initially, for example, as follows:

ACC	Current balance
4220	9.000,50
4230	905,00
4240	14.367,37

You can next zoom in on the accounts with screen option 1. The departmental totals are then displayed for the selected account. These balances are taken from cumulative '1':

ACC/DEP	Current balance
«Level 1 total»	9.000,50
4220	
100	5.850,00
200	2.310,50
300	840,00

In the same way you can then go on to zoom in on an account/department combination. This allows the balances per project from cumulative '2' to be displayed for the selected three-level combination.



When you choose the zoom cumulatives, please consider that each succeeding cumulative adds one hierarchical level to the preceding. In the above example you would not be able to choose an 'Account/Project' cumulative as the second subordinate 'zoom' cumulative, as it is not hierarchically subordinate to the 'Account/Department' cumulative.

With <F14> (= Suggestion) you can ask the system to propose the zoom cumulatives to be used next. From the cumulatives available, the system tries to pick out some hierarchically interlinked cumulatives. Naturally, you can change the system's suggestion.

A special additional feature to the use of zoom cumulatives is provided by the option to use *percentages* rather than the actual figures. When you append the special conversion indicator code '%' to a column, the constituent balances will be expressed in that column of the continuation screen as percentages of the total for the line selected, when 'zooming in' is resorted to.

Example

If in the foregoing example a percentage column were to be added, the first screen of balances from cumulative '0' would look like this:

ACC	Current balance	% current balance
4220	9.000,50	not applicable
4230	905,00	not applicable
4240	14.367,37	not applicable

The percentage column is still not in effect on this screen. Only when you invoke the zoom cumulative for one of the accounts, the percentage indicator will become visible:

ACC/DEP	Current balance	% current balance
«Level 1 total»	9.000,50	9.000,50
4220		
100	5.850,00	65,00%
200	2.310,50	25,67%
300	840,00	9,33%

In the second zoom cumulative the balances can now be expressed as percentages of the overall balance for the department selected.



Any column in which percentages are displayed is also used to display period balances.

DISPLAY BALANCES

When you have confirmed the selection data with <ENTER>, the balances from the cumulative specified in 'Financial year/cumulative' are displayed on the screen below.

Actual amount bal	1999	00-12
REK		
1811	EUR	989,32-
2919	EUR	500,00
4011	EUR	489,32

Figure 31. Columns of balances

Of the permitted maximum of eight columns only three can be displayed on the screen at a time. The default is that column 1, 2 and 3 are displayed. If you use more than three columns of balances, there are two ways in which you can indicate which columns you wish to see, namely:

- ♦ In the fields 'Column' you can specify the positions of the columns. Using this method you are able to arrange the columns exactly as you want.
- ♦ With <F19> (= Column left) and <F20> (= Column right) you can view three successive columns starting at the column number next following or next preceding the first column on the screen at the time.

Example

Columns 1, 2 and 3 are displayed on the screen. Columns 4 to 8, inclusive, do contain data but are not visible. If you press <F20>, the next column to the right is displayed, other columns being displaced to the left, so that columns 2, 3 and 4 can be seen.

If you then input the values 4, 7 and 5 in the fields 'Column', these columns are displayed in the order specified. If you then press <F19>, columns 3, 4 and 5 are displayed.

The option 'Display totals' from the action menu enables you to display the totals for each defined column. The totals will be displayed on a continuation screen.

SCREEN OPTIONS

With an abundance of screen options FMS provides the means for a detailed inspection of how the balances displayed have been derived. Some options are explained below:

ZOOM

With screen option 1 you can see in detail how the display balances have been derived, by retrieving a succeeding, hierarchically subordinate cumulative.

DETAILS

With screen option 5 you can display certain detail data items from the selected ledger account or dimension. You can select the other options described here from this screen, via the action menu.

BALANCES

With screen option 8 you can view the distribution over the selected periods of the displayed overall balance from the cumulative. If one of the percentage indicator columns is included amongst those displayed, the period balances will likewise be expressed in percentage form.

ACTUAL/BUDGET

With screen options 11 and 12 you can view the actual or budgeted entries for a particular account or dimension. On the continuation screen you can enter the following data:

- ◆ At top right you can specify the entry type in the field 'Domain'. Choose from the following values:
 - 'B' (= Budgeted),
 - 'I' (= Invoice send),
 - 'M' (= Budget postings),
 - 'R' (= Reservations),
 - 'V' (= Liabilities),
 - 'W' (= Actual).
- ◆ Use <F10> to determine the sort order of the entries: ascending or descending.
- ◆ In the field 'Data type' you can specify whether accruals or automatic entries should be included in the balances. You can enter the value 'P' (= Accrual), '1' (= Manual) or '2' (= Automatic entry).
- ◆ The value in the field 'D' (<, >, +, - or =) determines, in combination with the selected period, which periods (and amounts) will be used. For instance, if you enter '=' and '00', only the entries for the opening balance will be displayed.

If you decide to look at the actual entries, there are a number of screen options at your disposal with which you can call up data on VAT, open items, reservations and liabilities (the latter two only if you have purchased the IC/LB module).

RESERVATIONS/LIABILITIES

With screen options 13 and 14 you can view the reservations and liabilities in the selected account or dimension. For each reservation or liability you can view, using the action menu, the effects on the budget and the changes being made. For the liabilities you can also call up the associated reservations. These options work in the same way as the functions 'Reservations' and 'Liabilities' in the 'Screen Information LB' menu.

When displaying reservations, you can make a preselection based on amounts. Directly to the left of the amount field, you will find a selection field. In this field you can fill in the following values:

- ◆ Equal to (=)
- ◆ Larger than (>)
- ◆ Equal to or larger than (+)
- ◆ Smaller than (<)
- ◆ Equal to or smaller than (-)

Used in combination with an amount, you can quickly locate the invoice(s) concerned.

INVOICE

With screen option 15 you will get a summary containing the costs of invoices 'in-hand' (the unpaid costs). These are separate entries which occur when working with the cash system, in which booked invoices are considered as costs only when they are paid.

DIAGRAMS

When you actually have purchased and activated the pc-application 'Diagrams', the following fields will be displayed on the input screens:

DIAGRAM TYPE

A diagram can be represented in the following ways:

- ◆ as a line chart
- ◆ as a bar chart (2 or 3 dimensional)
- ◆ as a pie chart (2 or 3 dimensional)

TURN DIAGRAM

In this field you can specify whether the diagram must be rotated, i.e. the rows occupying the positions of the columns, and vice versa.



Please activate the pc-application prior to starting FMS if the above-mentioned fields must be displayed on the screen.

Example

	Column 1	Column 2
Row 1	1	1
Row 2	2	2
Row 3	3	3

When turned over, the diagram will be represented as follows:

	Row 1	Row 2	Row 3
Column 1	1	2	3
Column 2	1	2	3

After you have accepted the data by pressing <ENTER>, the requested balances are displayed on the screen.

2 MANAGEMENT INFORMATION (LIMITED)

The procedure of this function is similar to the previous menu option. This description enlarges on topics that differ from the aforesaid function.

The key screen enables you to select the existing infosets on condition that you have been properly authorized. The selected settings cannot be changed; you can only enter the following data:

- ◆ the desired series of dimension numbers;
- ◆ the currency;
- ◆ the display method of the dimension numbers.

MASTER CODE AUTHORIZATION

A120801

With the functions in this menu you can authorize users for particular master codes. This authorization is granted to an individual user or else to a particular credit (in which case it applies to all users controlling that credit). In this way it is possible, for example, to make certain dimensions inaccessible to users. Until master code authorization has been input for a user, that user is authorized for all master codes.

This menu contains the following functions:

1. Maintain
2. Copy
3. Display
4. Print

1 MAINTAIN

Upon selecting the administration data and a user, a screen appears on which you can assign or remove the master code authorization. Use <F9> to add a new master code for a particular user. If you want to restrict the user access to particular components, you can specify them in the fields 'FROM' and 'TO'.

For each user you can specify for which master codes he has been authorized. This information is subject to the following condition:

- ◆ If no user is authorized for a particular master code, it will be available to all users.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

MEMO PAGES

A1209

With the functions in this menu you can authorize users to *create, read or update memos*. Memos already saved in the system can be read or updated, and they can be deleted too. Authorization for these actions can also be granted.

You cannot create memos on all types of data: only data items having an associated master code, such as relations, dimensions, and ledger and daybook entries, can have memos made for them. Using the question mark selection in the field 'Master code', you can view the memos for the associated categories of data.

In describing the FMS memo system, there are *two terms* of special significance:

MASTER CODE

The option to create memos is available for certain functions. As soon as a memo is saved, a master code is automatically assigned to it. This code defines the data items related to the memo.

MEMO PAGE

As a way of preventing memos from being accessible to all and sundry, each memo is stored as part of a memo page. By means of a system of general and individual authorizations, you can define the access rules to these memo pages. A memo page can contain several memos up to a maximum of 999 lines of text overall. A default memo page can be created. This page will always be displayed when activating a memo page. An asterisk (*) will serve as an identification mark.

The menu contains the following functions:

1. Maintain memo page & authorization
2. Display memo pages
3. Print memo pages
4. Print authorization
5. Delete memos

1 MAINTAIN MEMO PAGE & AUTHORIZATION

INPUTTING THE DATA

When you have selected an administration, the key screen 'Maintain memo page' appears. You have to supply values for the fields 'Master code' and 'Memo page'.

- ♦ If you want to change the data in an existing memo page, you must select an existing code combination, whereupon the required data appear on the screen.
- ♦ If you wish to define a new memo page, you must press <F9>. On the subsequent blank input screen you at least have to input an existing master code, a hitherto unused memo page code and a description. You definitely cannot input a new master code.

ACCESS TO MEMO PAGE

With the code 'Protect' you indicate whether access to the memo page has been protected.

- ♦ If so, access is regulated through the authorizations.
- ♦ If you do not protect the page, any authorizations that may have been defined are disabled, and the memos are available to all users.

With the code 'Authorization' you can define the general authorization. This authorization is applicable to all users unless more specific, alternative authorizations are defined. In the lower half of the screen you can assign an alternative authorization to any user (group).

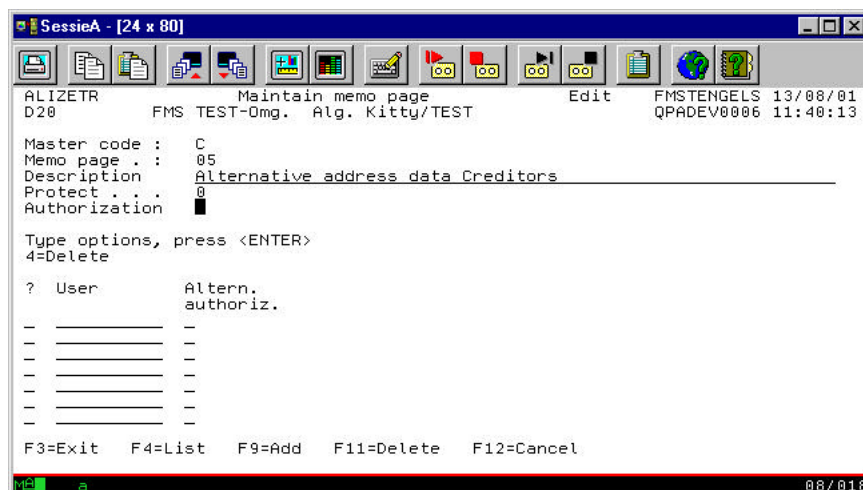


Figure 32. Defining a new memo page

The authorization code can take one of the following values:

- I *Inquiry*; the user may read the memos on the page concerned, but he may not update them or make new ones.
- N *Not authorized*; the user may not even read the memos on the page concerned, still less update them or make new ones.
- U *Update*; the user may read and update existing memos on the page concerned, as well as make new ones.

DELETE MEMO PAGE

With <F11> you can delete a memo page provided that it does not contain memos. In order to remove memos, you must use menu option 5 'Delete memos'.

CREATE MEMO

Memo pages are *master code linked*. For each master code you can set up a maximum of 1296 pages to hold memos. In each page you can have up to 999 lines, each of up to 75 characters.

Having provided all necessary details as regards the master code, memo page and description, you can create the corresponding memo in a menu on user level. Depending on the inputted master code, you will have to resort to the appropriate user menu.

Example

Assume you have entered the following data on the screen 'Maintain memo page' (see above):

- Master code: C
- Memo page: 05
- Description: Alternative address data Creditors
- Protect: 0 (No)

In order to create a memo for this page, you, for instance, will have to enable the function 'Maintain' in the 'Debtors/Creditors Master Data' menu. Supply values for the fields 'Master code' and 'Deb./Cred./Rel.'. When pressing <ENTER>, the screen 'Maintain deb/cred master data' is displayed. At the bottom of this screen you will observe the function key <F6> (= Memos). After pressing <F6>, the resulting screen 'Select memo page' lists, amongst others, the newly created memo page '05 Alternative address data Creditors'.

In order to add text to this memo page, you must select it with screen option 2 (= Edit). Press <F9> on the following screen 'Maintain memos' which will result in the display of the consecutive screen (see figure on the facing page). Here you can key in the text belonging to the defined memo page.

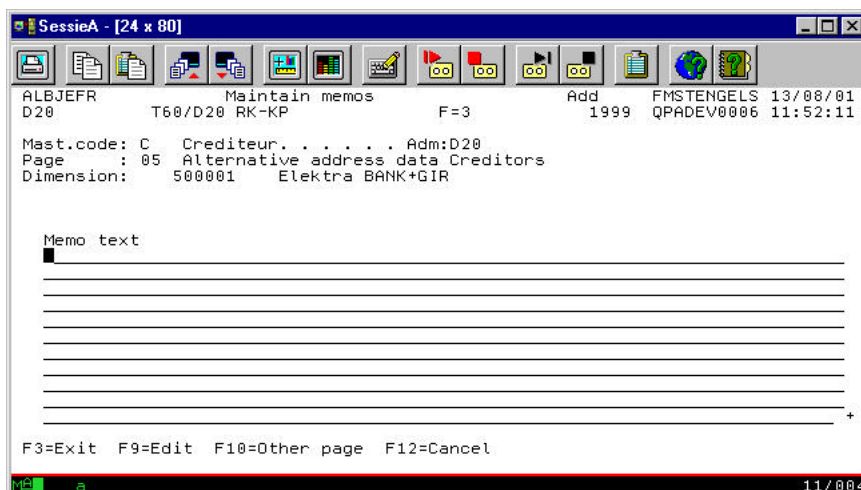


Figure 33. Entering memo text

PRINT MEMOS

You can print memos with the function 'Print memos' in the 'Memos' menu.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

5 DELETE MEMOS

When you input memos to a memo page, the system date is stored with the text. When you subsequently wish to delete the memos, you have to supply a date in addition to the master code. Then the system deletes all memos, irrespective of the memo page containing them, that have been created on or before the specified date for the master code concerned.

MEMOS

G1104

The menu contains the following function:

1. Print memos

1 PRINT MEMOS

SELECTING THE DATA

On three consecutive screens you have to select the following data items:

1. Master code
2. Memo page; you must have authorization for the required memo page to be able to print any memos from it.
3. Memos; you specify a range of data items for which any associated memos are to be printed.

The required memos are then printed.

PRINTING DECENTRALLY

In FMS you can print the displayed memos (e.g. of a creditor) indirectly. For a number of menu options including e.g. invoice data, dimension data and creditor data, you can retrieve the memo pages by pressing <F6> (= Memos). On the subsequent selection screen you can indicate whether you want to edit, display or print these data.

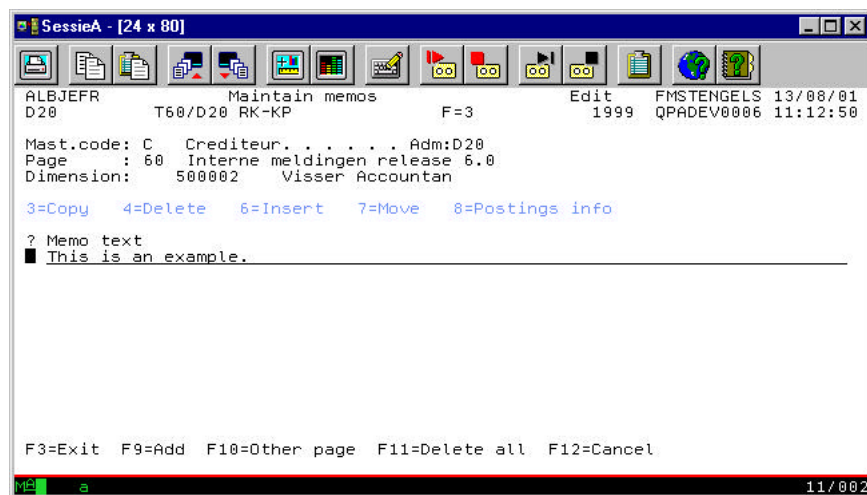


Figure 34. Editing memo text

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

OPERATION AREA

S12

With the functions in this menu you can define the operation areas in which the data you input are to be stored.

An operation area is a *file library in the FMS data base*. For each operation area the data from various administrations and financial years can be defined. Operation areas play an important role in the ordering of the data input by users and also in the granting of authorizations to use these data. For further information on the application of operation areas in the authorization system of FMS, you are referred to the chapter 'User levels and authorization'.

The menu contains the following functions:

1. Create
2. Maintain
3. Display
4. Print
5. Delete
6. Reorganize
7. Statistics on operation areas

1 CREATE

In most businesses it will be sufficient to create a single operation area for all administrations and financial years. In some cases, for example with administrative firms having a lot of customers, it is necessary to create more than one operation area.

Before you embark on creating several operation areas, the structure, in terms of their constituent administrations and financial years vis-à-vis these libraries, should already have been agreed.

A number of factors influence the structure:

- ◆ Under FMS you cannot have simultaneous access to two operation areas. In consequence you cannot, say, transfer entries from an administration in operation area A directly to an administration in operation area B or current account balances between administrations in different operation areas. It is clear that an inappropriate distribution of administrations within operation areas can be an obstacle to the efficient processing of data.
- ◆ The backing up of data is done on a per operation area basis, not on a per administration basis. So when you have problems in one administration that necessitate the restoring of data backed up earlier, the data for the other administrations in the operation area are also replaced at the same time, reflecting the situation obtaining at the time the backup was taken (see the 'Save/Restore' menu).
- ◆ It is advisable for testing purposes to create a special operation area.

The procedures to be followed in customising the package and the order in which they have to be executed, are described in detail in the chapter 'Installing and customising the package'.



The generation of an operation area by the system can take a long time.

INPUTTING THE OPERATION AREA

The operation area code may be chosen without restriction by the user. The code supplied is automatically incorporated in the name of the operation area and in the name of the associated library. You can change these names.

INPUTTING THE SEARCH PARAMETERS

When you input address data, *search keys* are always generated from the name (see also the 'Central Address File' menu). You can, using the code 'Create search key', specify whether, and if so how, extra search keys are to be generated from the postcode and/or address data. These search keys can later be used for data selection.

Further information on the use of search keys in FMS is to be found under the function 'Maintain address data' in the 'Central Address File' menu.

2 MAINTAIN

With this function you can change the name (not to be confused with the code) of an existing operation area. You can also alter the fields 'Create search key' and 'Last address number'. This latter field can be used to define which number is allocated to the next new debtor or creditor. The contents of this field will only be applied if the numbering is not done automatically.



When the code 'Search key type' is changed, the search keys of relations already input are not automatically modified. To alter existing search keys you use the function 'Rebuild search keys for address data' in the 'Recovery' menu.

5 DELETE

When you have selected the operation area to be deleted, the system will check whether there are still active users. If there is none, the library is emptied and then deleted.

6 REORGANIZE

When you invoke this function, the system will remove deleted records from the operation area. An operation area will automatically be reorganized when it is saved.

7 STATISTICS ON OPERATION AREAS

This function enables you to retrieve the data from an operation area. When you want the system to store these data in a file, you must enter the value '1' (Yes) in the field 'Create file'.

Having created the file, you can transfer it to a PC and process it in a spreadsheet summary. For more information on the file transfer from the AS/400 to a PC, you are referred to your system manager. Please note that the name of the file and the library containing this file are displayed on the screen.

PACKAGE / PTF INSTALLATION

S11 With the functions in this menu you can execute certain procedures to install FMS in your computer system, or to install a Program Temporary Fix, known for short as a PTF.

PTF A PTF is a temporary program modification with which bugs and other problems in the FMS software are fixed that are too pressing to wait for the release of a new version of the package. A PTF is supplied on a tape or diskette and has to be installed by the user himself.

Besides menu option 6 which refers to the menu 'Settings at package level', the menu contains the following functions:

1. Load PTF
2. Apply PTF
3. Display PTF
4. Apply authorization codes
5. Display authorization codes
6. Go to 'Settings at package level' menu
7. Load API library

1 LOAD PTF

Before you can apply a PTF thereby incorporating the changes it embodies in the system, you have first to load the PTF into the system by means of the supplied installation description. It is not necessary for other users to interrupt their work while this is being done.

2 APPLY PTF

With this function you actually apply the fix loaded with option 1. While the PTF is being applied, no other users may be working with FMS.

3 DISPLAY PTF

When you select this option, a line of text appears on the menu screen giving the identity of the PTF most recently loaded or applied.

4 APPLY AUTHORIZATION CODES

This function is used to change the package's authorization codes. There are three circumstances in which this is necessary:

- ♦ when the package authorization expires on a given date (e.g. when a licensing contract expires);
- ♦ when new modules are purchased;
- ♦ when the CPU is replaced or upgraded.

At the time the contract is extended or the new modules are supplied, you will receive instructions on how to use this function.



If the period of validity of the package authorization has not been renewed at the time when you wish to apply a new code, you cannot use this function. In fact, you cannot use the package at all.

You should proceed as follows:

- *Log on as security officer (QSECOFR)*
- *Follow the instructions in the installation procedure in relation to the input of the authorization code.*

5 DISPLAY AUTHORIZATION CODES

With this function you can view the package's installation data. Some of the data items displayed are protected by the security code submitted during the installation procedure.

7 LOAD API LIBRARY

With this function you can load the library containing the API manual into the system.

To do this you should proceed as follows:

1. Mount the tape holding the secured data in the drive.
2. Invoke the function and select the right drive number.
3. Confirm the data loaded with <ENTER>.

If an API library is already present in your system, it will be overwritten.

PAYMENT ENTRY

G1304

With functions in this menu you can enter bank statements and cash lists. You also have the option of selecting open items, entering cash discounts, cancelling credit limits, and recording certain ledger postings (such as interest received).

The menu contains the following functions:

1. Entry payments - interactive
2. Processing - validation only
3. Processing - definitive
4. Print postings report
5. Maintain external supply
6. Processing external supply - validation only
7. Processing external supply - definitive
8. Work with batches

1 ENTRY PAYMENTS - INTERACTIVE



Before you can key in ledger postings, you will have had to set up at least one input screen. To do this you use the functions in the 'Layout of Input Screens' menu.

The entering of payments is done in postings batches you can create via the action menu. These batches are numbered automatically.

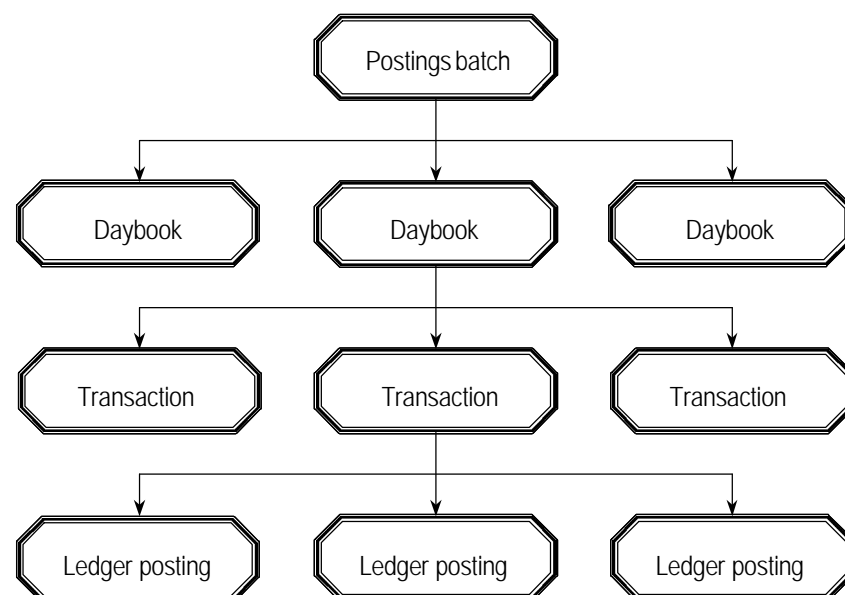


Figure 35. Structure of a postings batch

Attention must be drawn to the following facts:

- ◆ Entries to different daybooks can be made within a single postings batch.
- ◆ For each daybook you can enter several payments/receipts, if necessary for different banks, each one apportioned amongst one or more bank statements.
- ◆ All payments and receipts from one bank statement are treated as a single transaction.

You must key in the following data in the order given when making the entries for payments and/or receipts (see 'Selecting the postings batch', below):

1. Postings batch
2. Daybook(s)
3. Bank code
4. Bank statement
5. Payment details of open items
6. Additional ledger postings, if necessary

SELECTING THE POSTINGS BATCH

When you select this function, the screen 'Work with bank batches' is displayed listing the existing postings batches. Certain data items are given alongside each batch number, for example the indicator stating the status of the batch. When a batch has been processed without any errors being detected, it is removed and is no longer displayed on the screen.

The following situations can arise in the selection of a batch:

- ◆ If you are adding a new batch, certain data items relating to the batch are displayed, amongst them the batch number. You can supplement these with a description. Subsequently, you may enter daybook data.
- ◆ When you select an existing batch without a daybook, the screen on which daybook details are entered appears immediately.
- ◆ However, if you select an existing batch for which daybooks have already been specified, a list of the daybooks used in this batch appears instead.
- ◆ It may be that you cannot select the batch of your choice because it is blocked for input. One of the reasons for this is that someone else is entering payments in the batch at the time.

SELECTING THE DAYBOOK

Having selected a batch with screen option 2, the screen 'Display ledger posting journal' is displayed. This screen offers you the following options:

- ◆ You can change the daybook data with screen option 2;
- ◆ You can correct the bank postings with screen option 8;
- ◆ You can add a new daybook by means of <F9>.

ADDING THE JOURNAL

When you press <F9>, the screen 'Maintain ledger postings daybook' is displayed indicating the *entry period* applying to all postings made in the daybook selected.

In the field 'Screen number' you specify which input screen is to be used to input the ledger postings. The only screens you may select are those you have formatted earlier using the functions in the 'Layout of Input Screens' menu.

If you wish to check the amounts or quantities being entered in the daybook from a *preliminary count* done manually, you can enter this check sum in the field 'Daybook count'. While the postings are being entered, this daybook count is displayed on the screen as the running cumulative totals of the quantities and (unsigned) amounts input.

Finally, you can set up default values for both entries and contra entries concerning individual dimensions. The default values apply to all transactions, and thus to all individual postings made in the daybook concerned.

SELECTING THE BANK CODE

When you have confirmed the daybook data with <ENTER>, a *serial number* is allocated to the daybook for subsequent display on the screen during the inputting of ledger postings. You are also asked to supply a bank code. You may only select codes that have been defined earlier with the function 'Maintain' in the 'Data on Own Bank Accounts' menu.

INPUTTING THE BANK STATEMENT

When you have selected a bank, you can specify a number of entry data on the continuation screen 'Select data for bank statements'. The balance displayed as the 'Bank balance old' has been specified in the field 'Balance' with the function 'Maintain' (see the 'Data on Own Bank Accounts' menu). After the ledger posting has been processed, the amount given for the previous payment entry as the 'new balance' is now displayed in the field 'Bank balance old'.

If, when recording the bank codes, you have indicated that the bank balance is *updatable*, you can override the value of the field 'Bank balance old'. In the field 'Balance to be processed' the difference between the old and new balance is specified. When more money has been paid out than has been received (the new balance then being lower than the old), a minus sign is appended to the amount still to be entered.

In theory, when you have made all the entries, the field 'Balance to be processed' should show a zero amount. If this is not the case, i.e. if the difference between the old and the new balances cannot (fully) be justified, you can view the raw ledger postings just entered, and thus check that all payments and receipts have been entered and that no mistakes have been made while inputting the figures.



The amount specified in the field 'Balance to be processed' may be a nett figure reflecting both receipts and payments.

You can, in addition, via the status code 'D/C data', indicate what form of description is to be inserted in the posting lines and payment lines, including, for example:

- ◆ The name of the debtor or creditor (you set the status code to 'D' and leave the field 'Ledger posting description' blank);
- ◆ The relation number and the invoice number (you set the status code to 'F' and leave the field 'Ledger posting description' blank);
- ◆ Another description for the ledger posting that you provide in the field 'Ledger posting description'. If you provide a description, you do not specify a status code.

ENTERING PAYMENT DATA

When the data are correct, you proceed to the screen 'Enter payments' by pressing <ENTER>. The values you specified earlier are displayed at the top. You can specify a number of payments in the lower half of the screen.

When entering payments, you do not have to fill the field 'Amount paid'. However, if the sum total of the ledger postings, entered via <F17> (= Enter LP), is not equal to zero, the inputted ledger postings must be cancelled. These postings are automatically totalized upon returning to the screen 'Enter payments', i.e. the total is added to the amount to be entered. When exiting this screen,

- ◆ the corresponding ledger posting will be created;
- ◆ the bank balance will be updated.

In the field 'Currency' you can override the base currency. By means of two function keys, you can:

- ◆ display the raw ledger postings;
- ◆ enter ledger postings.

You can use <F17> (= Enter LP) for ledger postings that cannot be attached to a specific debtor or creditor, such as interest earned. You need not specify a D/C/R number, though you must supply the amount paid. If necessary, you can change the ledger postings entered via <F17> upon reselecting the batch.

ENTERING LEDGER POSTINGS - NOT LINKED TO A DEBTOR OR CREDITOR

During the inputting of ledger postings, the upper part of the screen is occupied by transactions entered earlier. The associated posting records are displayed beneath these. The number of records that can be accommodated on the screen simultaneously is governed by the number of fields that you included when formatting the screen. If you included lots of fields, only one record can be displayed at a time.

While you are entering the ledger postings, the default validity checks are being carried out (including, for example, whether a given ledger account number actually exists). In this connection the following points can be made:

- ◆ Although the input is checked, you can accept rejected data items by pressing <F16>;
- ◆ The data entered are validated when you press <ENTER>. It makes sense, therefore, for you to do this from time to time so that you do not have wait too long at the end for the checking to be completed.

For information on the formatting of an input screen you are referred to the function 'Maintain screen layout for ledger postings' in the 'Layout of Input Screens' menu.



In the help display explaining this function you will find information on all the fields that can be displayed, including those not forming part of the input screen concerned.

On every input screen the field captioned '#1SEL' ('Subfile selector', or some other description supplied by you - see the 'Layout of Input Screens' menu) is present. With it you can choose to:

- ◆ have the posting flushed;
- ◆ add memos to the postings;
- ◆ display the dimension descriptions.

If the field 'Combination' has been included in the posting record, you can make use of an *entry combination*. In such a combination default values are defined that can be applied to a posting. If you opt for an entry combination, you should bear in mind the following: although they are assuredly in effect, the default values in an entry combination are not displayed. When, for instance, the input screen contains the field 'Quantity', although a default value has been specified for it, it will initially appear as blank on the screen. If you then supply a value for it, the default from the combination will be overwritten (see the 'Daybook Entry Combinations' menu).

To display a later record on the screen you have only to scroll on to a later page. When you press <ENTER>, the records are saved in the data base and you can select a new transaction.

ENTERING LEDGER POSTINGS - LINKED TO A DEBTOR OR CREDITOR

When you wish to key in a particular amount, you supply via the screen 'Enter payments':

- ◆ the amount itself,
- ◆ the master code and D/C/R number,
- ◆ the invoice number.

When you accept the data by pressing <ENTER>, the payment is processed. There are two options:

1. The invoice number, the D/C/R number and the amount have been specified, and the amount outstanding agrees with the amount specified. In this case, the payment is accepted immediately and booked.
2. If the invoice number is the same, but the amount does not agree, or if there is more than one open item in the same amount, the continuation screen 'Process via entry screen' appears. On this screen you can indicate how the payment is to be processed and, possibly, how the discrepancy is to be accounted for.

PROCESS VIA ENTRY SCREEN

You can select the required invoice when you get to the entry screen. A list of the codes available to you can be displayed by means of placing a '?' in the field 'Ec'. The codes available are:

Code	Description
A/9	Supplementary OI data
B/Z/5	Payment specification
D	Partial payment
F/1	Invoice specification
K	Validate and write off
L	Enter discount amount
N	Memos
O	Write off outstanding balance
P	Write off percentage
V	Write off difference
W	Edit dimension
4	Delete payments

SUPPLEMENTARY OI DATA

By means of the codes 'A' or '9', you are able to request additional data for an open item. These data have been entered when the invoice was inputted.

PAYMENT SPECIFICATION

When you use one of the codes 'B', 'Z' or '5' followed by <ENTER>, you are taken to the screen 'Open items payment specification' where you can see a list of all the data relating to the open item concerned.

PARTIAL PAYMENT

By means of code 'D', you make a part payment. The residual amount is in consequence reduced by the amount specified. You may specify a higher amount than the amount outstanding; in that case a negative amount is displayed as the 'Outstanding balance'.

INVOICE SPECIFICATION

When you use one of the codes 'F' or '1' followed by <ENTER>, you are taken to the screen 'Open items invoice specification' where you can see a list of all the data relating to the invoice concerned plus information on the content of the invoice, e.g. the amount invoiced, the VAT and the discount.

VALIDATE AND WRITE OFF

With the code 'K' you write off:

- ◆ the amount specified;
- ◆ a percentage of the difference between the amount paid and the amount outstanding. A cross entry is made in the adjustment account established for this purpose (see the function 'Maintain' in the 'D/C Adjustment Account' menu). The percentage to be written off is defined by the adjustment account code.

This code may only be applied to open items in the same currency as that of the bank against which the payments or receipts are entered. In contrast to entry code 'P', a check is made as to whether there is a residual amount; when there still is one, the payment is not accepted.

ENTER DISCOUNT AMOUNT

By means of code 'L', you can write off a discount amount directly against the open item. After inputting the discount amount and a difference code (in the field 'Dc'), the discount will be posted to the ledger account linked to the difference code. The difference percentage for the difference code will be ignored.

MEMOS

When entering a (partial) payment, you can add memos by means of the code 'N'.

WRITE OFF OUTSTANDING BALANCE

When you supply the entry code 'O' followed by <ENTER>, the outstanding balance on that line as paid or received is written off. You do not have to specify an amount; FMS assumes the amount in the field 'Remaining amount' is the discrepancy. When the actual residual amount is not 0 (zero), you can:

- ◆ make further entries with code 'O'. In this case the open items are transferred from above the line to below until the residual amount is 0 (zero). If the residual amount is too small to cover the last eligible amount in full, a partial payment can be made.
- ◆ write off the residual amount by means of the other entry codes described below.

By means of <F13> (= Write off balance), open items are provided with the entry code 'O' and, if necessary, code 'D'. When you press <ENTER>, all these payments are processed.

WRITE OFF PERCENTAGE

With the code 'P' you write off:

- ◆ the amount you specified;
- ◆ a percentage of the outstanding amount.

A cross entry is made in the adjustment account established for this purpose (see the function 'Maintain' in the 'D/C Adjustment Account' menu). The percentage to be written off is defined by the adjustment account code.

This code may only be applied to open items in the same currency as that of the bank against which the payments or receipts are entered. In contradistinction to the entry code 'K', no check is made as to whether there is any residual difference: if there is one, this difference remains, as a residual amount.

WRITE OFF DIFFERENCE

With the code 'V' you write off:

- ◆ the amount you specified;
- ◆ the difference between the amount paid and the amount outstanding.

A cross entry is made in the adjustment account established for this purpose (see the function 'Maintain' in the 'D/C Adjustment Account' menu). A condition applying to this is that the difference to be written off should not exceed the limit value fixed by the administration data for debtors/creditors/relations (see the function 'Maintain D/C subledger').

This code may only be applied to open items in the same currency as that of the bank against which the payments or receipts are entered.

EDIT DIMENSION

When you enter a payment, the dimensions associated with the open item are taken over by the payment too. If wrong dimensions, for example those for another financial year, are used, you can by means of the code 'W' change the dimension for the open item on the screen 'Edit dimensions for open item'.

DELETE PAYMENTS

By means of code 4, you are able to reverse a reconciled open item (which you can display using the action menu). This means that the item is again 'open' and has to be reconciled once more. The above applies only if the open item concerned has not been processed in the D/C administration. The moment you exit the screen 'Enter payments', the entries are posted to the D/C administration and reconciliation for an item can no longer be reversed or corrected.

In the field 'Dc' you can specify the *adjustment account code*. This code must have been defined with the function 'Maintain' in the 'D/C Adjustment Account' menu. In addition to the foregoing, you are required to supply an adjustment account code whenever you have set the value of the field 'Ec' to 'L', 'K' or 'P' or 'V'. The adjustment account codes are linked to an adjustment account in which are entered the various differences written off, these being in most cases a percentage of the invoice amount.

You must specify an amount in the homonymous field unless you have selected the entry code 'O' for the payment concerned.



In order to make definitive entries, it is a requirement that the residual amount should have been 'zeroized', i.e. has been entirely removed from the amounts entered (paid).

- *Whenever you quit the screen at a time when the residual amount is not zero, all preceding entries for the statement line are cancelled.*
- *When the residual amount is zero, the entries are definitively processed automatically and you are taken back to the screen 'Enter payments'. As soon as you exit this screen, the entries will automatically be subjected to definitive processing.*

The entry screen also provides you with an action menu which contains, amongst others, the following options:

- ◆ Write off balance automatically
- ◆ Display current payment
- ◆ Add open item
- ◆ Incl./Excl. reconciled entries
- ◆ Write off residual value

These options will be discussed in detail below.

WRITE OFF BALANCE AUTOMATICALLY

When you select this option (which can also be called up by pressing <F13>), the entered payment will be written off against the oldest open items. The field 'Remainder' will display any remaining amount which must be written off manually.

DISPLAY CURRENT PAYMENT

When you want to figure out which (partial) payments still have not been definitively processed, you can list them by enabling this option.

ADD OPEN ITEM

When you wish to key in prepayments for which no invoices have yet been received by the administration, you can add open items by selecting this option. On the screen 'Add open item' you specify the invoice number, unless it has been specified via the administration data that invoice numbers - the field 'Automatic voucher numbering' is set to '1' - are allocated automatically (see the function 'Maintain D/C subledger').

If you have specified a invoice number, the continuation screen will be displayed. You can supply extra information to be included. By pressing <ENTER> you then return to the entry screen. You recognize the added item by the zero values (0,00) in the fields 'Outstanding balance', 'Invoice amount' and 'Amount paid'. Set the entry code to 'D' (Partial payment) whereupon the amount specified is booked both as a *payment* and as an *open item*.

The associated ledger postings are made in parallel with the entering of the bank statements. By quitting the function 'Enter payments', the additional ledger posting cross entry is made by which the ledger account balance for the bank(code) is made. After this the ledger postings are automatically processed in the ledger on condition that the value of the field 'Process ledger postings batch immediately' is set to '1' (Yes) (see the function 'Maintain D/C subledger'). Otherwise, they have to be processed manually via option 3.

Until the payments entered have been definitively processed, though the open items have been reconciled they still have not been submitted for the *ledger administration processing*. By means of the next option on the action menu, you can see a list of the reconciled entries.

INCL./EXCL. RECONCILED ENTRIES

This option allows you to display the items reconciled during the current session alongside the open items. You can also reverse the reconciliation of an item (using entry code '4'). Furthermore, this option enables you to enter double payment of a single item. When you leave the screen 'Enter payments', the postings will be processed into the D/C administration. Next time you use this function, the associated reconciled entries cannot be displayed.

WRITE OFF RESIDUAL VALUE

When you select this option, a screen appears on which you can enter ledger postings. This allows you to write off the remainder by means of a regular ledger posting. For more information on this screen, you are referred to the 'Financial Procedures' menu. When you exit this function, a screen display shows which reports will be printed. It also says how the system will respond to any errors detected.

The data displayed here are those that have been specified as part of the administration data using the functions of the 'General Data for Administration and Financial Year' menu. If, when the administration data were set up, you specified the value '1' (Yes) for the field 'Defaults modifiable', you can now specify what error reports are to be produced. The field 'Correct posting' is the only item on this screen that does not form part of the original administration data. In this field you can specify whether valid postings are to be included in the error reports.

2 PROCESSING - VALIDATION ONLY

With this function you can generate and print error reports for a postings batch without actually processing the batch. When you have selected a postings batch, a screen display shows which reports will be printed.

The data displayed here are those that have been specified as part of the administration data using the functions of the 'General Data for Administration and Financial Year' menu. If, when the administration data were set up, you specified the value '1' (Yes) for the field 'Defaults modifiable', you can now specify what error reports are to be produced. Finally, in the field 'Correct posting', you can specify whether the valid postings are to be included in the error reports.

3 PROCESSING - DEFINITIVE

With this function you can have the postings in a batch processed. You can also specify which error reports are to be printed following processing.



Before you start processing the postings, it is advisable to set up the various error reports with the menu option 2. If you have done this, you can correct any errors present as you go along and so ensure that only one pass is needed for the definitive processing of the batch.

INPUTTING THE DATA

When you have selected a postings batch, the screen displays which reports will be printed after processing. It also says how the system will respond to any errors detected.

The field 'Correct posting' is the only item on this screen that does not form part of the above-mentioned administration data. In this field you can specify whether the valid postings are to be included in the error reports. When you confirm the data input by pressing <ENTER> and then with '1' (Yes), the system will process the postings from the batch selected.

4 PRINT POSTINGS REPORT

With this function you can retrieve a postings report including all payments. Further information on the printing of data can be found in the corresponding section of the chapter 'Operating FMS'.

5 MAINTAIN EXTERNAL SUPPLY

With this function you can maintain details of payments settled by applications outside FMS, e.g. the wages and salaries system. The facilities available to you are largely the same as those for menu option 1, but with the restriction that you cannot make entries for payments that are not linked to creditors/debtors. Moreover, the payments handled by this function are not processed directly in the D/C administration. To this end, you must use menu option 7, 'Processing external supply - definitive'.

Payments made by other applications are read with the function 'Process ledger postings' (see the 'External Data' menu). By means of menu option 6, you can assemble a check list to monitor the postings that have been loaded.

INPUTTING THE DATA

When you have selected or created a batch and a daybook, you can specify the various payment data on the screen 'Maintain payment batch'. If you have indicated when selecting the daybook that you wish to operate in a different currency, this screen also offers you the option of inputting certain currency data.

Figure 36. Maintain payment batch

In addition, you can adopt the following measures of adaptation:

- ◆ Press <F13> to select an invoice number for maintenance,
- ◆ Press <F10> to add open items (the first listed option),
- ◆ Press <F15> to select batch payments.

When you have inputted all relevant data and have confirmed them with <ENTER>, the postings are saved in the data base, but not subjected to any further processing. You use menu option 7 for this (see below).

6 PROCESSING EXTERNAL SUPPLY - VAL.

With this function you can generate and print error reports for a postings batch without having at the same time to process the batch. The validation of external payments proceeds in much the same manner as described for menu option 2.

7 PROCESSING EXTERNAL SUPPLY - DEF.

With this function you can have the postings in a batch processed. You can also specify which error reports are to be printed following processing. Definitive processing of external payments proceeds in much the same manner as described for menu option 3.

8 WORK WITH BATCHES

With this function you can carry out all the manipulations described under the menu options 5, 6 and 7. The advantage of this is that the user needing to invoke more than one of the functions belonging to this menu does not have to return to the menu.

PAYMENT ORDERS BASE CURRENCY

G13061

By means of the functions in this menu, you can create payment proposals and transform them into payment orders.

The menu contains the following functions:

1. Delete payment proposal
2. Create payment proposal
3. Print payment proposal
4. Maintain payment proposal
5. Approve payment proposal
6. Pay in Euro - Convert
7. Pay in Euro - Approve payments in Euro
8. Maintain invoice data
9. Create payment orders
10. Processing daybook entries - definitive

1 DELETE PAYMENT PROPOSAL

This function enables you to remove payment proposals from a file. Use screen option 4 on the screen 'Delete payment proposal' to effect such a change. You can only select batches with the status 'B' or 'Blank'.

2 CREATE PAYMENT PROPOSAL

With this function you can select the open items that have become due for payment. When you select this function, a list of the batches with payment proposals already created appears. If you wish to add payments to an existing batch, you must select it; the data previously input will then be displayed.



You can only add payments to an existing batch. If you want to replace payments, you must first purge the batch using menu option 1.

With <F9> you can create a new batch. When you have given the batch a name (field: 'PPr. indicator'), a blank input screen appears.

During the creation of a payment proposal the following stages can be distinguished:

1. Inputting the data (done by the user)
2. Making the selection (done by the system)
3. Printing of summaries (done by the system)

INPUTTING THE DATA

Immediately to the right of the three fields successively labelled 'Debtor', 'Creditor' and 'Deb./Crd.' three single character subfields are displayed. In each of these fields you indicate whether debtors, creditors and/or relations are to be included in the payment proposal. You must specify the value '1' (Yes) in at least one of these positions. These data, together with the payment proposal indicator and description, are displayed on the preceding screen whenever you want to select a batch.

For each payment proposal you can make a selection from the debtors, creditors and relations for whom there are invoices due for payment. In the fields labelled 'From' and 'To' you specify the lower and upper limits between which the payments under the payment proposal have to lie. All debtors and/or creditors covered by the proposal are selected if you do not fill this field.



The selection specified is only used if any of the three associated subfields has been given the value '1' (Yes) (see above).

From the open items due for payment you may now make a further selection based on:

- ◆ search data that have been specified as part of the master data for debtors and creditors (see the 'Debtors/Creditors Master Data' menu);
- ◆ the dimensions of the open items;
- ◆ the due date of the invoice. If you specify nothing in this field, all invoices whose due dates are between 1 January 1950 and the system date are selected;
- ◆ the selection code specified for the debtors/creditors master data (see example);
- ◆ the currency code;
- ◆ the processing code, which is used, for instance, to distinguish between rush payments or payments by cheque. This code is attached to invoices (in this order):
 - when entering additional invoice data
 - when maintaining the payment proposal
- ◆ prepayments, or rather, payments for which no invoice has yet been received.

Example

Selection code	*75*****
Result	All debtors/creditors for which the second position of the selection code is greater than or equal to '8' and the third position is greater than or equal to '6'.

Selection code	A*****
Result	All debtors/creditors for which the selection code begins with an 'A'.

It is also possible to use the field 'Meant for extern' to indicate the institution you wish to send the payment orders to. If you select the option 'External payment institution' for an order, then

- ◆ you cannot create a payment medium for this payment order,
- ◆ the cash totals will not be calculated,
- ◆ the bank number check will not be carried out.

GERMAN MARKET

For the German market you can select the Deutsche Bundesbank. The layout of the payment medium must be in conformity with that of the German banks (see the 'Data on Payment/Collection Order Medium' menu).

FRENCH MARKET

In FMS use can be made of the commonly used payment format in France for outgoing payment transactions (domestic market). The French banking system requires some additional data to effect the payments correctly. The information required must be entered in the fields 'Code Banque' (= Bank code), 'Code Guichet' (= Branch code), 'Clé RIB' (= Key) and 'Numéro de Compte' (= Bank account number). Finally, the field 'Numéro Emetteur' is used to ascertain the identity of the bank account. This latter field must be included in the payment line.

In FMS the screen 'Maintain payment data deb/cred/rel' has been extended with the above-mentioned fields. This screen can be accessed via the option 'Bank/Postal giro data' on the action menu of the input screen 'Maintain deb/cred master data' (see the function 'Maintain' in the Debtors/Creditors Master Data' menu). The total length of these fields is 23 positions. By means of the Hollerith algorithm, the 97-test is conducted on the sum total of these positions. If the residual value is equal to zero, then it is a valid number. Its primary purpose is to protect customers against an unjust transfer of amounts. A created payment order is written to a PC-file.

The current French payment format can be used within FMS provided that you have set the value of the field 'France' to '1'. In order to access this field, please follow the procedure below:

- ◆ Enter the command '*go A9999' on the command line. The 'Markets' menu is displayed on the screen.
- ◆ Select menu option 1 (= Markets).
- ◆ Select an administration and press <ENTER>. The continuation screen lists all available markets in FMS.
- ◆ Set the value of the field 'France' to '1' (Yes). For each administration you can only select one market. You are to understand from this that the values all other markets must be equal to '0' (No). See figure below.

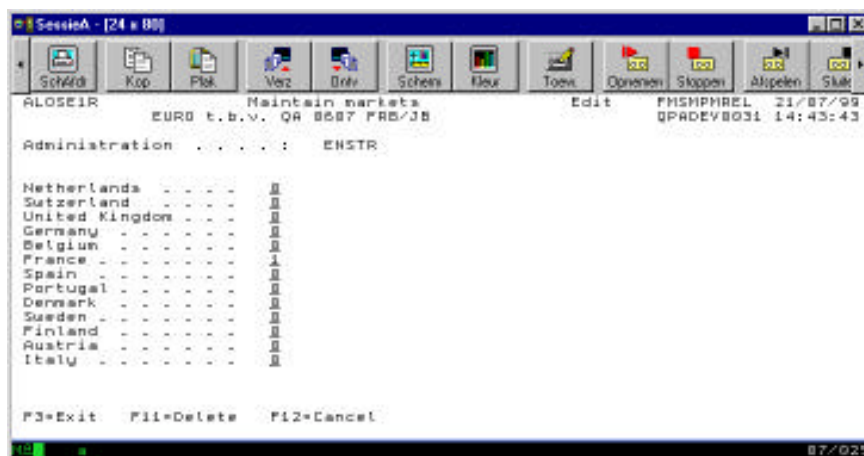


Figure 37. French market

When inputting the data, you can indicate which payment proposal reports are to be generated. Further information on the selection of reports is given below under 'Making the selection and printing of summaries' and under menu option 3.

Finally, you can specify two processing dates:

REQUIRED PROCESSING DATE

This is the date on which it is planned that the batch should be processed.

NEXT PROCESSING DATE

This is the date on which it is expected that the batch will be processed. The system determines on which date (the required or next) the payment can best be made, by setting the available discount against the return from interest earned. This field is only displayed when the value '1' (Yes) has been entered in the field 'Cash discount for automatic payment' (see the function 'Maintain D/C subledger').

Example

When the system is presented with a required and next processing date, it determines which of the following two alternatives is the more advantageous:

- ◆ *pay now and earn the discount, or*
- ◆ *wait until the next processing date and profit from the interest earned.*

MAKING THE SELECTION AND PRINTING THE SUMMARIES

When you confirm the data entered with <ENTER> and then with a '1' (Yes), the system selects the required due entries on the basis of the selection criteria provided.

These payments are distributed amongst the following reports:

- ◆ Payment proposal report
- ◆ Manual payments report
- ◆ Blocked and due entries report

The system proceeds as follows:

1. An open item is selected for inclusion in one of the above three reports when:
 - the due date lies outside the range specified by the 'From' and 'To' dates;
 - the open item has already been selected for a payment proposal.
2. When the open item has been blocked for automatic payment (see option 6), it is included in the 'Blocked and due entries' report.
3. A selected posting is included in the 'Manual payments' report when:
 - the open item has been entered in a foreign currency;
 - the open item belongs to a relation to which no automatic payment may be made (see the 'Debtors/Creditors Master Data' menu).
4. All the other entries selected are included in the payment proposal for automatic payments.



In addition to the reports mentioned above, the total amounts for each currency are held. These are printed in the 'Totals per currency' report.

Credit notes are only included in a payment proposal if the code 'Clear credit note' in the administration data has been set to '1' (see the function 'Maintain D/C subledger'). The due date is not taken into account for credit notes.

If you have set the code 'Clear credit note' to '1' (Yes), you must also set the code 'Aggregate entries' to '1' using the same function. A credit note can only be cleared as a *constituent of the full set of open items* for the debtor or creditor concerned. Even if you are not clearing any credit notes, you can specify in the administration data that open items are to be aggregated.

When aggregating items, two situations may occur:

- ◆ *Credit note(s) exist*
The items will always be aggregated (even there is only one) and cleared with the credit note.
- ◆ *No credit notes*
The open items in a payment proposal will only be aggregated if there are at least four.

In both cases the items will be combined in a single posting on the payment medium. On the payment specification the entries are, however, listed separately.

In the payment proposal a *bank account number* is included against which the payment has to be made:

- ◆ the system uses the bank account number that has been specified as part of the open item's payment data;
- ◆ if no bank account is present, the number used for the debtor or creditor concerned is:
 - the lowest unused number in the sequence, for which
 - the field 'Autom. payment 1/0' has the value '1' (Yes) (see the 'Debtors/Creditors Master Data' menu).

If the total amount payable exceeds the maximum amount permitted for automatic payment for the administration's first free bank account number, the excess is automatically entered against the next bank account number, provided that this bank account number is flagged for automatic payment and the maximum amount is not exceeded.

Lastly, the following data items are copied from an open item:

- ♦ any dimensions specified;
- ♦ the external invoice reference (this serves as a payment reference on the creditor's bank statement.

When the selected open items have been distributed amongst all the banks involved, the various reports are produced automatically provided you included the command for this to be done when the data were entered initially.



The 'Payment proposal' report can also be printed, for instance after correction of errors in the payment proposal, by using menu option 3.

3 PRINT PAYMENT PROPOSAL

When you select this function, a list of all the payment proposals appears on the screen. You issue the command to print the report by means of a screen option. The following options are available:

SCREEN OPTION 1

The payment proposals are sorted by *internal* invoice number within creditor number.

SCREEN OPTION 2

The payment proposals are sorted by *external* invoice number within creditor number.

SCREEN OPTION 3

The payment proposals are sorted by creditor number within *internal* invoice number.

SCREEN OPTION 4

The payment proposals are sorted by creditor number within *external* invoice number.

4 MAINTAIN PAYMENT PROPOSAL

With this function you can maintain the selected open items in a payment proposal.

As soon as you have selected a payment proposal, the debtors and/or creditors whose open items figure in the payment proposal are displayed. When you select a debtor or creditor, all the entries for payment to the relation concerned are displayed in invoice number order.



Use <F9> if you wish to add an open item for a debtor or creditor not yet represented on the selection screen. The relation selected will then be added to the screen.

When you have selected a debtor or creditor, a continuation screen appears on which are displayed the entries belonging to the payment proposal. Two detail lines are displayed for each invoice number, containing a number of updatable data items.

The text in the field 'Payment reference' appears in the summary of payment orders and on any payment specifications there may be. If you do not enter a payment reference, the external invoice number will be used on summaries and reports.

Underneath the invoice number you will see the serial number of the payment being made in respect of the invoice concerned. This number appears only if the amount has to be apportioned for payment between two or more bank accounts or giro accounts, as is the case for frozen accounts. Partial payments of an invoice already made in an earlier batch, have no effect on the serial number.

In the field 'pa' (on the second line) the number of the debtor's/creditor's bank account into which payment is to be made is shown. The serial number displayed is that specified as part of the debtor's or creditor's bank data. By default the bank with the lowest serial number is displayed. This serial number may be overridden if required.

You can block an open item for payment by means of two *status codes* (2nd line). These are:

EB *Once-off blocking*; automatic payment of the posting is blocked. On the next occasion you prepare a payment proposal, the posting will once again be available for selection.

VB *Permanent blocking*; automatic payment of the posting is blocked. On the next occasion you prepare a payment proposal, it will *not* be possible to select it. You may lift the blocking by using the function described under menu option 8.

Which bank settlement of the invoice is to be made from is indicated in the field 'Bank'. You specify here a bank code that you have already defined with the functions in the 'Data on Own Bank Accounts' menu. If you do not select a bank code, the system uses:

- ♦ the bank code supplied at the time of first entering the invoice, or (if none was then specified):
- ♦ the lowest of all the bank codes already defined for the banks used by your organization (see the 'Data on Own Bank Accounts' menu).

The amount to be paid that appears by default in the displayed invoice, is the full amount of the (remaining) open item. You can alter this amount, for example when you wish to make a partial payment only.

5 APPROVE PAYMENT PROPOSAL

With this function you can secure budget authorization for a payment proposal. Only approved payment proposals can be included in a payment order. Payment proposals, once approved, can be processed into payment orders with menu option 9.

When you have selected the desired batch, a screen showing certain batch data appears. From these data you may decide whether the payment proposal is to be included in a payment order, as follows:

- ♦ Approval will normally be granted after inspection of the printed version of the payment proposal. In the field 'Last summary number' you can see whether the proposal has been assessed on the basis of the most recent report.

The field 'Balance not approved' indicates the amount of open items of which the bank account number has not been approved. For more information, please refer to the function 'Approve not-definitive bank accounts' on page 190. If the data displayed lead you to submit the proposal for budget authorization, you should set the field 'Confirm' to '1' (Yes) yourself.

6 PAY IN EURO - CONVERT

CONVERSION FROM EMU INTO EUR

Upon selecting this function, the screen 'Convert payment proposal to Euro' will be displayed. This screen lists all approved payment proposals that have to be converted from an EMU-currency into the EUR-currency. Its use is principally restricted to all EMU-currencies, which are listed in the diagram below:

Monetary unit	Conversion rate	EMU-currency
1 euro	40.3399	Belgian franc
1 euro	1.95583	German mark
1 euro	166.386	Spanish peseta
1 euro	6.55957	French franc
1 euro	0.787564	Irish pound
1 euro	1936.27	Italian lira
1 euro	40.3399	Luxembourg franc
1 euro	2.20371	Dutch guilder
1 euro	13.7603	Austrian schilling
1 euro	200.482	Portuguese escudo
1 euro	5.94573	Finnish markka



Despite its applicability for eleven currencies, this function cannot be enabled for the British pound.

From the status you are to infer the stage of processing the payment proposal batch has reached so far. The status of the batch can take the following values:

- ◆ No orders created (*)
- ◆ Entries generated (B)
- ◆ Enter (I)
- ◆ Jobs completed (O)
- ◆ Being processed (V)

Use screen option 1 (= Select for payment in EUR) to select the appropriate payment proposal batch.

- ◆ If this batch includes open items with a non EMU-currency, a message to the effect that no conversion can be carried out, will appear at the bottom of the screen.
- ◆ If not, this batch will be processed accordingly. The amount displayed in the former EMU-currency (field: 'Total to be paid') will be converted into euros. Besides, the value of the field 'Paym in Euro' will turn into '1' (Yes) enabling you approve it with menu option 7. You cannot effect any alterations once the batch has been converted.

7 PAY IN EURO - APPROVE PAYMENTS

Upon selecting this function, the screen 'PPr. approve payments in Euro' will be displayed. This screen merely enables you to approve of the converted payment proposals.

8 MAINTAIN INVOICE DATA

With this function you can alter a number of the invoice data items. When you start this function, a key screen appears on which you can select a debtor/creditor/relation, and an invoice number. Instead, you may also use the selection screen 'Select open item' to search for the desired invoice via a set of extensive preselection options.

INPUTTING THE DATA

The default due date displayed has been calculated by the system from the *default credit term* applicable to the debtor or creditor concerned. If no credit term has been specified, the term entered with the administration data for debtors/creditors/relations applies (see the function 'Maintain D/C subledger').

The field 'Cash discount' on the screen 'Edit invoice data' shows the discount code entered originally with the invoice. If you want to alter this code, it must be one of those defined earlier with the functions of the 'Cash Discount' menu.

By means of two *status codes*, you can block or unblock an invoice for automatic payment and for the production of reminders. With the 'Invoice blocking code' you can indicate the reason for the blocking. You may only select codes in this field that have been set up earlier with the functions of the 'Blocking Codes' menu.

By default the bank account to which the payment is to be debited and the frozen account of the debtor or creditor are taken from the debtor's or creditor's master data. In the fields 'Deb/Crd bank/p.giro ser. no.' and 'Alt. frozen acc. B/G ser. no.' you can indicate alternative accounts for settling the invoice.



If you make changes to an open item that has already been included in a payment proposal, you should purge the proposal concerned and recreate it with menu option 2. If you fail to do this, the postings you have made will not be reflected in the processing of the payment proposal.

If you wish to add further entries to a payment proposal, you can add a new selection to an existing one, for example so that a formerly blocked posting can after all be included in a payment proposal.

9 CREATE PAYMENT ORDERS

With this function you can convert payment proposals into payment orders.

SELECTING PAYMENT PROPOSAL

When you select this function, all approved payment proposals will be displayed. With screen option 1 you select a payment proposal that is to be converted into a payment order. One payment order is made for each administration and for each bank/giro. The following points should be noted:

- ◆ You may only select proposals with the status 'Blank'.
- ◆ For some proposals the field in which the screen option is entered, is not included in the display. This means that the amount to be paid is not payable because negative.

You may input the data when you have selected a payment proposal. You use the following succession of screens:

1. Enter data for payment proposal
2. Select processing data automatic payments
3. Issue batch number
4. Process definitive payment proposal
5. Select bank for payment proposal

ENTER DATA FOR PAYMENT PROPOSAL

On this screen you can override the required processing date entered when you created the payment proposal. You should, however, take account of the next processing date that you also specified at that time (see menu option 2). In the field 'Process immediately' you indicate whether, after the creation of the payment orders, the associated postings are to be made in the ledger automatically.

If you have specified in the administration data that payment orders may not be entered directly (see the function 'Maintain D/C subledger'), perhaps because you think it necessary to await confirmation from the bank first, you should do so manually later by using menu option 10.



If you decide not to make a direct cross entry in the ledger for the payment orders, no postings batch is created and the 'Select bank for payment proposal' screen appears immediately.

By means of the 'Summary code', you indicate which payment specification is to be printed. Deciding the layout of payment specifications is covered in the 'Variable Summaries' menu.

SELECT PROCESSING DATA AUTOMATIC PAYMENTS

This screen display shows which reports will be printed beyond the time limit for processing. It also indicates how the system will respond to any errors detected.

The data displayed here are those that have been specified as part of the administration data using the functions of the 'General Data for Administration and Financial Year' menu. If, when the administration data were set up, you specified the value '1' (Yes) for the field 'Defaults modifiable', you can now specify what *error reports* are to be produced. In the field 'Correct posting' you can specify whether valid postings are to be included in the error reports. When you confirm the data entered with <ENTER> and then with '1' (Yes), the system will load the next screen.

ISSUE BATCH NUMBER

If you do make a direct cross entry for the payment orders in the ledger, a new postings batch is created. A number of batch data are displayed on the screen, including the batch number. You may, if you wish, provide a description as well.

PROCESS DEFINITIVE PAYMENT PROPOSAL

This screen enables you to account for the entries in the ledger. When you confirm the inputted data with <ENTER>, you can process the postings on the next screen.

SELECT BANK FOR PAYMENT PROPOSAL

On this screen you can specify from which bank(s) the payments are to be made. You can make a selection from the list of bank account numbers that you set up previously with the functions of the 'Data on Own Bank Accounts' menu.

You can temporarily override the *bank serial number* from the series included in the bank data. If you want to change the priority order of the listed banks, you must replace a bank's higher serial number by a lower serial number in order for this bank to be heading the list. On the basis of this serial number, the system determines the selection order of the bank account numbers for the making of automatic payments.

An alternative bank account number may have been specified for an open item in the payment proposal. When the payment corresponding to that item is made, this number will be used, regardless of the sequence indicated by this function. Payments are made against the bank account number selected until the maximum amount for automatic payments is exceeded. Thereafter the next bank account number selected is used. The maximum amount for automatic payments can be changed, but with only temporary effect for the current use of this screen.

Ser.no	Code	Bank	organisation	Balance	Currency	Maximum amount
10	EUR	EUR Bank		38.808,80	EUR	9.808.808,80
20	BDEM	Bank-DEM		2.808.808,80	DEM	09999.999.999,99
30	AMRO	ABN Amro Rotterdam s/o		98.608,11	NLG	98.808,80
40	NEEB	Neeb & Hope N.V.		8,80	NLG	108.808,80
50	LAND	Landschot		8,80	NLG	108.808,80
60	ABN	Algemene Bank Nederland		1.808,80	NLG	108.808,80
70	BUSD	Bank-USD		4.999,99	USD	99.999.999,99

Figure 38. Selection order of banks

When direct cross entries to the ledger are in effect, the new batch of postings for financial processing is created automatically. If this is not the case, however, the batch will not be created until the function 'Processing definitive daybook entries' has been invoked (see menu option 10, below).

When the inputting of data is complete, the system performs the following tasks:

1. Creating payment order lines
2. Printing payment specifications

CREATING PAYMENT ORDER LINES

The various open items are transformed into payment order lines one by one. An order number that applies to all payments from the bank concerned, has been attached to each bank number in the payment proposal.

No payment order line is made from an open item if:

- ◆ the total amount is less than the lower threshold value for authorization of automatic payment of a payment order. This minimum amount has been set by the functions in the 'Currency and Exchange Rates' menu;
- ◆ for an open item an own bank code has been specified for which automatic payment is disallowed.

A check is made for each bank that the maximum permitted amount for automatic payment has not been exceeded. Whenever a payment order line is produced, the (residual) balance is reduced by the amount paid. If the amount paid is larger than the remaining unspent balance of that maximum amount, the following bank number is used. If there are no more bank numbers, the remaining payments are not made. The entries for which no payment order line has been made, are included in the 'Rejected entries' report.

If you have the open items grouped together (see 'Making the selection and printing of summaries' under menu option 2), the above applies to the whole group of entries.

When a payment order is produced from a selected open item, the status of the payment in the payment proposal is changed to 'O' (= Payment order line produced). If from a given open item no payment order can be produced for one reason or another, the status of the payment is changed to 'G' (= Rejected).

When all payment orders have been created, the status of the payment proposal batch is changed to 'O' (= Payment orders produced). At the same time a *check sum* is calculated based on the last five digits of the sum of the account numbers plus the total amount of all the payment order lines. This check sum is printed on the statement.

Even when some of the payments from the payment proposal have been rejected, the status of the payment proposal is set to 'O'. A new payment proposal can then be created and the rejected open items included in it. Finally, the following reports are produced:

- ◆ a listing of the entries settled
- ◆ a listing of the rejected open items

PRINTING PAYMENT SPECIFICATIONS

If the payment order relates to more than three invoices, a payment specification is printed. This includes the following information for transmission to the bank:

- ◆ the payment reference appearing on the payment proposal;
- ◆ the description of the open item specified at the time the entry for the invoice was made;
- ◆ the fixed description of the payment specified when the payment order was created.

If the payment order contains aggregated entries, the text for all the aggregated entries obviously cannot be included. Payment specifications will be produced automatically containing the individual entries and appertaining information.

When creating the payment order, you specified which payment specification was to be printed (see 'Enter data for payment proposal', above).

10 PROCESS PAYMENT ORDERS - DEFINITIVE

With this function you can process a payment order even though its ledger processing had been postponed. Ledger processing may, for example, be deferred until notification has been received from the bank that the payments have been made. When you choose this function, a list appears on the screen of all the financial postings batches from the ledger that have not yet been processed.

When a batch is selected, the following situations may occur:

- ◆ If you add a new batch, certain batch data are displayed, including the batch number. You may add a description to this number, and then go on to select a batch of payment proposals.
- ◆ When you select an existing batch, you can select it directly. This payment proposal is added to the selected postings batch.

The payment proposals for which payment orders have been made, but which have not yet been ledger processed, are displayed on a continuation screen. You have to supply a number of data items when the required batch has been selected; these are:

1. Process definitive payment proposal
2. Select processing data automatic payment

PROCESS DEFINITIVE PAYMENT PROPOSAL

On this screen you specify how the entries in the ledger are to be justified. You confirm the data entered with <ENTER> and are then able to issue the command to process the entries from the next screen.

SELECT PROCESSING DATA AUTOMATIC PAYMENTS

This screen display shows which reports will be printed beyond the time limit for processing. It also indicates how the system will respond to any errors detected.

The data displayed here are those that have been specified as part of the administration data using the functions of the 'General Data for Administration and Financial Year' menu. If, when the administration data were set up, you specified the value '1' (Yes) for the field 'Defaults modifiable', you can now specify what *error reports* are to be produced. In the field 'Correct posting' you can specify whether valid postings are to be included in the error reports.

The following should be noted concerning the processing of the payments:

- ♦ The field 'Amount paid' is updated for all open items for which payments are made.
- ♦ The status of the payment proposal and of the payments is changed to 'B' (= Entries generated).
- ♦ If it has been specified as part of the administration data that external entries are to be created at the time payments are made, these will in fact already have been added for each payment when the payment orders were created.

PAYMENT ORDERS FOREIGN CURRENCY

G13062

By means of the functions in this menu, you can create payment proposals for payments in foreign currencies and transform them into payment orders.

The menu contains the following functions:

1. Clear payment proposal
2. Create payment proposal
3. Print payment proposal
4. Maintain payment proposal
5. Approve payment proposal
6. Pay in Euro - Convert
7. Pay in Euro - Approve payments in Euro
8. Maintain exchange rate data
9. Maintain invoice data
10. Create payment orders
11. Process payment orders - definitive
12. Go to 'Exchange rate data for foreign currency payments' menu
13. Go to 'Relation/Currency' menu
14. Go to 'Bank data' menu

For information on the menu options 12, 13 and 14 you are referred to the corresponding menu descriptions in this manual. In this chapter the discussion is confined to the functions that can be invoked from this menu.

1 CLEAR PAYMENT PROPOSAL

This function enables you to remove payment proposals from a file. Use screen option 4 on the screen 'Clear payment proposal AFCP' to effect such a change. You can only select batches with the status 'B' or 'Blank'.

2 CREATE PAYMENT PROPOSAL

With this function you can select the open items that have become due for payment. When you select this function, a list of the batches with payment proposals already created appears. If you wish to add payments to an existing batch, you must select it. The following points should be noted:

- ♦ You may only select proposals with the status 'Blank'.
- ♦ For some proposals the field in which the screen option must be specified is lacking. This means that either the status is not 'Blank' or the amount to be paid is negative and, therefore, cannot be paid.



You can only add payments to an existing batch. If you want to replace payments, you must first purge the batch using menu option 1.

With <F9> you can create a new batch. When you have given the batch a name (field: 'Payment proposal description'), a blank input screen appears.

During the creation of a payment proposal the following stages can be distinguished:

1. Inputting the data (done by the user)
2. Making the selection (done by the system)
3. Printing of summaries (done by the system)

INPUTTING THE DATA

To the right of the field name 'Crd/Rel 1/0' two single character subfields are displayed. In these fields you successively indicate whether creditors and/or relations are to be included in the payment proposal. You must specify the value '1' (Yes) in at least one of these positions. These data, together with the payment proposal indicator and description, are displayed on the preceding screen whenever you want to select a batch.

For each payment proposal you can make a selection from the creditors and relations for whom there are invoices due for payment. In the fields labelled 'From' and 'To' you specify the lower and upper limits between which the payments under the payment proposal have to lie. All creditors and/or relations covered by the proposal are selected if you do not fill this field.



The selection specified is only used if the associated subfield 'Crd/Rel 1/0' has been given the value '1' (Yes) (see above).

From the open items due for payment you may now make a further selection based on:

- ♦ search data that have been specified as part of the master data for creditors and relations (see the 'Debtors/Creditors Master Data' menu);
- ♦ the dimensions of the open items;
- ♦ the due date of the invoice. If you specify nothing in this field, all invoices whose due dates are between 1 January 1950 and the system date are selected;
- ♦ the selection code specified for the creditors/relations master data (see example).
- ♦ the currency code;
- ♦ the processing code, which is used, for instance, to distinguish between rush payments or payments by cheque. This code is attached to invoices (in this order):
 - when entering additional invoice data;
 - when maintaining the payment proposal;
 - on the basis of amount criteria specified in the 'Relation/Currency' menu;
 - on the basis of the default specified in the 'Administration Data for Foreign Currency Payments' menu.

Example

Selection code	*75*****
Result	All creditors/relations for which the second position of the selection code is greater than or equal to '8' and the third position is greater than or equal to '6'.

Selection code	A*****
Result	All creditors/relations for which the selection code begins with an 'A'.

When inputting the data you can indicate which payment proposal reports are to be generated. Further information on the selection of reports is given below under 'Making the selection and printing of summaries' and under menu option 3.

MAKING THE SELECTION AND PRINTING OF SUMMARIES

When you confirm the data entered with <ENTER> and then with a '1' (Yes), the system selects the required due entries on the basis of the selection criteria provided.

These payments are distributed amongst the following reports:

- ◆ Payment proposal report
- ◆ Manual payments report
- ◆ Blocked and due entries report

The system proceeds as follows:

1. An open item is selected for inclusion in one of the above three reports when:
 - the due date lies outside the range specified by the 'From' and 'To' dates;
 - the open item has already been selected for a payment proposal.
2. An open item will be selected for the payment proposal if:
 - the currency for the open item is a foreign currency;
 - the relation's address is outside the country of residence (the relation is not a resident), even if the open item has been entered in the base currency.
3. When the open item has been blocked for automatic payment (see option 7), it is included in the 'Blocked and due entries' report.
4. A selected open item is included in the 'Manual payments' report when the open item belongs to a relation to which no automatic payments may be made (see the 'Debtors/Creditors Master Data' menu).



In addition to the reports mentioned above, the total amounts for each currency are held. These are printed in the 'Payment proposal' report.

Credit notes are only included in a payment proposal if the code 'Clearing' in the function 'Maintain' in the 'Administration Data for Foreign Currency Payments' menu has been set to '1' (Yes). The due date is not taken into account for credit notes.

If you have set the code 'Clearing' to '1' (Yes), you must also set the code 'Aggregate open items' to '1' (Yes) using the same function. A credit note can only be cleared as a *constituent of the full set of open items* for the creditor/relation concerned. Even if you are not clearing any credit notes, you can specify in the administration data that open items are to be aggregated.

When aggregating items, two situations may occur:

- ◆ *Credit notes exist*
The items will always be aggregated (even if there is only one) and cleared with the credit note.
- ◆ *No credit notes*
The open items in a payment proposal will only be aggregated if there are at least four.

In both cases the items will be combined in a single posting on the payment medium. On the payment specification the items are, however, listed separately.

In the payment proposal a *bank account number* is included against which the payment has to be made:

- ◆ the system uses the bank account number that has been specified as part of the open item's payment data;
- ◆ if no bank account is present, the number used for the creditor or relation concerned is:
 - the lowest unused number in the sequence, for which
 - the field 'Autom. payment 1/0' has the value '1' (Yes) (see the 'Debtors/Creditors Master Data' menu).



If 'not-definitive' account numbers are used for the open items, the system will send you a message. No payment order lines can be created for such items. You can approve the account numbers with the function 'Approve not-definitive bank accounts'.

If the total amount payable exceeds the maximum amount permitted for automatic payment for the administration's first free bank account number, the excess is automatically entered against the next bank account number, provided that this bank account number is flagged for automatic payment and the maximum amount is not exceeded.

Lastly, the following data items are copied from an open item:

- ♦ any dimensions specified;
- ♦ the external invoice reference (this serves as a payment reference on the creditor's bank statement).

Copied too, are the foreign currency payments data for the administration.

When the selected open items have been distributed amongst all the banks involved, the various reports are produced automatically provided you included the command for this to be done when the data were entered initially.



The 'Payment proposal' report can also be printed, for instance after correction of errors in the payment proposal, by using menu option 3.

3 PRINT PAYMENT PROPOSAL

When you select this function, a list of all the payment proposals appears on the screen. You issue the command to print the report by means of a screen option. The following options are available:

SCREEN OPTION 1

The payment proposals are sorted by *internal* invoice number within creditor number.

SCREEN OPTION 2

The payment proposals are sorted by creditor number within *internal* invoice number.

4 MAINTAIN PAYMENT PROPOSAL

With this function you can maintain the selected open items in a payment proposal. Approved payment proposals may not be updated.

As soon as you have selected a payment proposal, the creditors/relations whose open items figure in the payment proposal are displayed. When you select a creditor/relation, all the entries for payment to the relation concerned are displayed in invoice number order.



Use <F9> if you wish to add an open item for a creditor/relation not yet represented on the selection screen. The creditor/relation selected will then be added to the screen.

INPUTTING THE DATA

When you have selected a creditor/relation, a continuation screen appears on which are displayed the entries belonging to the payment proposal.

Details are displayed for each invoice number:

- ◆ the data in the fields 'Group code', 'Costs own currency', 'Costs correspondent' and 'Costs in base or foreign curr.' have been specified with the 'Administration Data for Foreign Currency Payments' menu;
- ◆ the data in the field 'Processing code' originate from the relation/currency data for payments in foreign currencies or from the administration data for foreign currency payments;
- ◆ The fields 'Reason for payment' are filled with the description entered for the open item and the external invoice code specified with the payment data for the open item;
- ◆ The field 'Nature of payment' is filled with the description for the group code.

In the field 'Bank relation' the number of the creditor/relation's bank account into which payment is to be made is shown. The serial number displayed is that specified as part of the creditor's or relation's bank data (see the 'Debtors/Creditors Master Data' menu). By default the bank with the lowest serial number is displayed. This serial number may be overwritten if required.

You can block an open item for payment by means of two *status codes*. These are:

- EB *Once-off blocking*; automatic payment of the posting is blocked. On the next occasion you prepare a payment proposal, the posting will once again be available for selection.
- VB *Permanent blocking*; automatic payment of the posting is blocked. On the next occasion you prepare a payment proposal, it will *not* be possible to select it. You may lift the blocking by using the function described under menu option 9.

Which bank settlement of the invoice is to be made from is indicated in the field 'Bank code'. If you do not select a bank code, the system will use:

- ◆ the bank code supplied at the time of first entering the invoice, or (if none was then specified)
- ◆ the lowest of all the bank codes already defined for the banks used by your organization (see the 'Data on Own Bank Accounts' menu).

The amount to be paid that appears by default in the displayed invoice, is the full amount of the open item. You can alter this amount, for example when you wish to make a partial payment only.

5 APPROVE PAYMENT PROPOSAL

With this function you can secure budget authorization for a payment proposal. Only approved payment proposals can be included in a payment order. Payment proposals, once approved, cannot thereafter be updated with the function under menu option 4.

When you have selected the desired batch, a screen appears showing certain currency data. With <F10> you invoke the screen 'Approve payment proposal'. Here you may decide whether the payment proposal is to be included in a payment order:

- ◆ Approval will normally be granted after inspection of the printed version of the payment proposal. In the field 'Last serial number payment proposal' you can see whether the proposal has been assessed on the basis of the most recent report.
- ◆ If changes have been made to the proposal with menu option 4, the field 'Code changed' will have the value '1' (Yes). In the case of a batch that has already been approved, the field 'Confirm' will have been reset to '0' (No).

If the data displayed lead you to submit the proposal for budget authorization, you should set the field 'Confirm' to '1' (Yes).

6 PAY IN EURO - CONVERT

CONVERSION FROM EMU INTO EUR

Upon selecting this function, the screen 'Convert payment proposal AFCP' will be displayed. This screen lists all approved payment proposals that have to be converted from an EMU-currency into the EUR-currency. Its use is principally restricted to all EMU-currencies, which are listed in the diagram below:

Monetary unit	Conversion rate	EMU-currency
1 euro	40.3399	Belgian franc
1 euro	1.95583	German mark
1 euro	166.386	Spanish peseta
1 euro	6.55957	French franc
1 euro	0.787564	Irish pound
1 euro	1936.27	Italian lira
1 euro	40.3399	Luxembourg franc
1 euro	2.20371	Dutch guilder
1 euro	13.7603	Austrian schilling
1 euro	200.482	Portuguese escudo
1 euro	5.94573	Finnish markka



Despite its applicability for eleven currencies, this function cannot be enabled for the British pound.

From the status you are to infer the stage of processing the payment proposal batch has reached so far. The status of the batch can take the following values:

- ◆ No orders yet (*)
- ◆ Entries generated (B)
- ◆ Being processed (I)
- ◆ Exchange rate difference generated (K)
- ◆ Jobs completed (O)

Use screen option 1 (= Select for payment in EUR) to select the appropriate payment proposal batch.

- ◆ If this batch includes open items with a non EMU-currency, a message to the effect that no conversion can be carried out, will appear at the bottom of the screen.
- ◆ If not, this batch will be processed accordingly. The value of the field 'Paym in Euro' will turn into '1' (Yes) enabling you approve it with menu option 7. You cannot effect any alterations once the batch has been converted.

7 PAY IN EURO - APPROVE PAYMENTS

Upon selecting this function, the screen 'Select batch for approval in EUR' will be displayed. This screen merely enables you to approve of the converted payment proposals.

8 MAINTAIN EXCHANGE RATE DATA

With this function you can alter the exchange rate data of an OI-line. This enables you to process a payment order using the bank statement data.

When you have selected the desired payment proposal, the screen 'Maintain exchange rate data OI' appears. To the open item data (fields: 'Amount to be paid' and 'Exchange rate bank statement') on this screen you may add the payment data as printed on the bank statement. When you proceed to definitive processing (see menu option 11), the ledger entries for the open items will be based on the bank statement data.

Differences between the amount to be paid and the amount actually paid will be entered to an *revaluation account*. The system will search in this order for:

1. A revaluation account for the account concerned.
2. The revaluation account for the currency concerned.
3. The general revaluation account for the financial year.



If you do not specify the data in this screen, the system will use the relevant data from the exchange rate table when processing the payment orders.

9 MAINTAIN INVOICE DATA

With this function you can alter a number of the invoice data items. When you start this function, a key screen appears on which you can select a debtor/creditor/relation, and an invoice number. Instead, you may also use the selection screen 'Select open item' to search for the desired invoice via a set of preselection options.

INPUTTING THE DATA

The default due date displayed has been calculated by the system from the *default credit term* applicable to the creditor/relation concerned. If no credit term has been specified, the term that has been entered with the administration data for debtors/creditors/relations applies (see the function 'Maintain D/C subledger').

By means of two *status codes*, you can block or unblock an invoice for automatic payment. With the 'Blocking code' you can indicate the reason for the blocking. You may only select codes in this field that have been set up earlier with the functions of the 'Blocking Codes' menu.

By default the bank account to which the payment is to be debited, is taken from the creditor's/relation's master data. In the field 'Deb/Cred bank/giro serial number' you can indicate alternative accounts for settling the invoice.



If you make changes to an open item that has already been included in a payment proposal, you should purge the proposal concerned and recreate it with menu option 2. If you fail to do this, the postings you have made will not be reflected in the processing of the payment proposal.

If you wish to add further entries to a payment proposal, you can add a new selection to an existing one, for example so that a formerly blocked posting can after all be included in a payment proposal.

10 CREATE PAYMENT ORDERS

With this function you can convert payment proposals into payment orders.

SELECTING PAYMENT PROPOSAL

When you select this function, all approved payment proposals will be displayed. With screen option 1 you select a payment proposal that is to be converted into a payment order. One payment order is made for each administration and for each bank/giro. The following points should be noted:

- ◆ You may only select proposals with the status 'Blank'.
- ◆ For some proposals the field in which the screen option is entered, is not included in the display. This means that the amount to be paid is not payable because negative.

You may input the data when you have selected a payment proposal. You use the following succession of screens:

1. Create orders
2. Select processing data automatic payments
3. Issue batch number
4. Select for definitive processing
5. Maintain bank data

CREATE ORDERS

On this screen you can override the recommended processing date entered when you created the payment proposal. In the field 'Process immediately' you indicate whether, after the creation of the payment orders, the associated postings are to be made in the ledger automatically.

If you have specified in the administration data that payment orders may not be entered directly (see the function 'Maintain D/C subledger'), perhaps because you think it necessary to await confirmation from the bank first, you should do so manually later by using menu option 11. By means of the 'Summary code payment specification', you indicate which specification is to be printed. Deciding the layout of payment specifications is covered in the 'Variable Summaries' menu.

SELECT PROCESSING DATA AUTOMATIC PAYMENTS

This screen display shows which reports will be printed beyond the time limit for processing. It also indicates how the system will respond to any errors detected.

The data displayed here are those that have been specified as part of the administration data using the functions of the 'General Data for Administration and Financial Year' menu. If, when the administration data were set up, you specified the value '1' (Yes) for the field 'Defaults modifiable', you can now specify what *error reports* are to be produced. In the field 'Correct posting' you can specify whether valid postings are to be included in the error reports. When you confirm the data entered with <ENTER> and then with '1' (Yes), the system will load the next screen.

ISSUE BATCH NUMBER

If you do make a direct cross entry for the payment orders in the ledger, a new postings batch is created. A number of batch data are displayed on the screen, including the batch number. You may, if you wish, provide a description as well.

SELECT FOR DEFINITIVE PROCESSING

This screen enables you to account for the entries in the ledger. When you confirm the inputted data with <ENTER>, you can process the postings on the next screen.

MAINTAIN BANK DATA

This screen is used to display the banks from which payments may be made. You can alter the serial number of a bank and also the maximum amount to be written off. The other bank data can be maintained with the functions in the 'Bank Data' menu.



You are advised to reserve the highest serial numbers for banks with a base currency in order to prevent the selection of such a bank when selecting the bank for international payments.

Explanation

The serial number indicates the order in which the bank numbers are read. The base currency bank with a low serial number will be selected instantaneously as it satisfies the following criterion: the currency of the bank must be equal to the base currency of the invoice. If GBP is your base currency whilst there are some foreign currency banks, you must, for example, keep the following order:

- *Bank 1 - USD - serial number 1*
- *Bank 2 - DEM - serial number 2*
- *Bank 3 - NLG - serial number 3*

Payments will be made from the selected bank number until the remainder is inadequate or the maximum for automatic payments is exceeded. Then the bank with the next serial number will be used. The amount for automatic payments can be altered in this screen, but only for the current processing job.

Press <F10> (= Create batch foreign currency payment orders) to exit this screen. When the inputting of data is complete, the system performs the following tasks:

1. Creating payment order lines
2. Printing payment specifications

CREATING PAYMENT ORDER LINES

The various open items are transformed into payment order lines one by one. An order number that applies to all payments from the bank concerned, has been attached to each bank number in the payment proposal.

No payment order line is made from an open item if:

- ◆ the total amount is less than the lower threshold value for authorization of automatic payment of a payment order. This minimum amount has been set by the functions in the 'Currency and Exchange Rates' menu;
- ◆ for an open item an own bank code has been specified for which automatic payment is disallowed;
- ◆ the account number has not yet been approved;
- ◆ for an open item an own bank code has been specified, and the account with this bank number contains an insufficient balance.

A check is made for each bank that the maximum permitted amount for automatic payment has not been exceeded. Whenever a payment order line is produced, the (residual) balance is reduced by the amount paid. If the amount paid is larger than the remaining unspent balance of that maximum amount, the following bank number is used. If there are no more bank numbers, the remaining payments are not made.

The entries for which no payment order line has been made, are included in the 'Rejected entries' report. If you have the open items grouped together (see 'Making the selection and printing of summaries' under menu option 2), the above applies to the whole group of entries.

When a payment order is produced from a selected open item, the *status of the payment* in the payment proposal is changed to 'O' (= Payment order line produced). If from a given open item no payment order can be produced for one reason or another, the status of the payment is changed to 'G' (= Rejected).

When all payment orders have been created, the status of the payment proposal batch is changed to 'O'. At the same time a *check sum* is calculated based on the last five digits of the sum of the account numbers plus the total amount of all the payment order lines. This check sum is printed on the statement.

Even when some payments from the payment proposal have been rejected, the status of the payment proposal is set to 'O'. A new payment proposal can then be created and the rejected open items included in it. Finally, the following reports are produced:

- ◆ a listing of the entries settled
- ◆ a listing of the rejected open items

PRINTING PAYMENT SPECIFICATIONS

If the payment order relates to more than three invoices, a payment specification is printed. This includes the following information for transmission to the bank:

- ◆ the payment reference appearing on the payment proposal;
- ◆ the description of the open item specified at the time the entry for the invoice was made;
- ◆ the fixed description of the payment specified at the time the payment order was created.

If the payment order contains aggregated entries, the text for all the aggregated entries obviously cannot be included. Payment specifications will be produced automatically containing the individual entries and appertaining information.

When selecting the payment proposal, you have specified the payment specification to be printed.

11 PROCESS PAYMENT ORDERS - DEFINITIVE

With this function you can process a payment order even though its ledger processing had been postponed. Ledger processing may, for example, be deferred until notification has been received from the bank that the payments have been made. When you choose this function, a list appears on the screen of all the financial postings batches from the ledger that have not yet been processed.

When a batch is selected, the following situations may occur:

- ◆ If you add a new batch, certain batch data are displayed, including the batch number. You may add a description to this number, and then go on to select a batch of payment proposals.
- ◆ When you select an existing batch, you can select it directly. This payment proposal is added to the selected postings batch.

The payment proposals for which payment orders have been made, but which have not yet been ledger processed, are displayed on a continuation screen. You have to supply a number of data items when the required batch has been selected; these are:

1. Process definitive payment proposal
2. Select processing data automatic payment

PROCESS DEFINITIVE PAYMENT PROPOSAL

On this screen you specify how the entries in the ledger are to be justified. You confirm the data entered with <ENTER> and are then able to issue the command to process the entries from the next screen.

SELECT PROCESSING DATA AUTOMATIC PAYMENTS

This screen display shows which reports will be printed beyond the time limit for processing. It also indicates how the system will respond to any errors detected.

The data displayed here are those that have been specified as part of the administration data using the functions of the 'General Data for Administration and Financial Year' menu. If, when the administration data were set up, you specified the value '1' (Yes) for the field 'Defaults modifiable', you can now specify what *error reports* are to be produced. In the field 'Correct posting' you can specify whether valid postings are to be included in the error reports.

The following should be noted concerning the processing of the payments:

- ◆ The field 'Amount paid' is updated for all open items for which payments are made.
- ◆ The status of the payment proposal and of the payments is changed to 'B' (= Entries generated).
- ◆ If it has been specified as part of the administration data that external entries are to be created at the time payments are made, these will in fact already have been added for each payment when the payment orders were created.

PERCENTAGE DISTRIBUTION

G12112

With the functions in this menu you can specify that entries for a particular combination of dimensions may be subjected to automatic percentage distribution, whereby their values are apportioned over one or more combinations. New entries are created in this process.

When an entry has been made in an account (possibly in combination with other dimensions), the system checks whether a percentage distribution for that dimension or combination of dimensions has been defined. If it has, the distribution is carried out automatically.

The menu contains the following functions:

1. Maintain
2. Display
3. Print combinations
4. Print percentages

1 MAINTAIN

SELECTING THE DATA

When you choose this function, a screen appears on which you can select an existing combination of dimensions.

Press <F9> to add a new *combination* on the screen 'Maintain percentage combination'. By means of screen option 2, you can select the new line, and upon confirming the data, you will go on directly to the first continuation screen.

INPUTTING THE DATA

When you have chosen a combination of dimensions, you can input the specific data items that are to be subjected to percentage distribution. You can also indicate whether the percentage distribution must be applied to *actual postings* and/or *budgeted postings*. If you leave the field 'A/B' (Actual/Budgeted) empty, the distribution will be calculated for both actual and budgeted postings. To indicate how postings to these items are to be distributed, you must use screen option 2 (= Edit) to go on to the next screen.

On the first screen you can specify:

- ◆ which dimension data are to be used to determine how the posting is to be distributed,
- ◆ which percentages are to be used.

Example

Account 4500 has been set up within a company to hold management expenses. These expenses, moreover, have to be distributed in certain percentages over the company's three departments, 100, 200 and 300. For this you use the following combination of dimensions:

DIM 1	DIM 2	DIM 3	DIM 4	DIM 5
J	J	N	N	N

On the next screen you specify the required account. You also indicate whether the percentage distribution must take place for actual postings (A), budgeted postings (B) or both (Blank):

Percentage distribution name: Account 4500

		A/B
Dimension 1	4500	A
Dimension 2	50	A

Finally, on the last screen you indicate how the postings are to be distributed:

DIM 1	DIM 2	DIM 3	DIM 4	DIM 5	PERC
	100				20,00
	200				40,00
	300				40,00
4500	50				100,00-

When a posting is made to account 4500, 20% will be entered automatically for department 100 and 40% for each of the departments 200 and 300. For these postings the account of the original posting is used. An additional entry will also be made in account 4500 in which dimension 2 from the posting will be used.

You now make the following entry:

DIM 1	DIM 2	DIM 3	DIM 4	DIM 5	AMOUNT
4500	50				400,00

This produces the following extra entries:

DIM 1	DIM 2	DIM 3	DIM 4	DIM 5	AMOUNT
4500	100				80,00
4500	200				160,00
4500	300				160,00
4500	50				400,00-

When inputting the percentage distributions, you must consider the following aspects:

- ◆ The specified percentages must add up to a nett value of 0 (zero). You have to specify both positive and negative distribution percentages.
- ◆ There is always a direct link between an original posting and its distributed elements; any rounding-off differences will automatically be entered on a discrepancy account defined for the base currency.

Example

You make the following entry:

Account	Amount
1000	1,00

For account 1000 the following percentage distribution has been defined:

DIM 1	DIM 2	DIM 3	DIM 4	DIM 5	PERC
2000					33,33
2100					33,33
3000					66,66-

This produces the following additional entries:

Account	Amount
2000	0,33
2100	0,33
3000	0,67-

These entries do not have a nett total of 0 (zero). In order to come to a favorable result, the difference of but 1 penny is entered on the discrepancy account.

3 PRINT COMBINATIONS

With this function you can print a summary of the available dimension combinations. These are the data items displayed on the first screen of menu option 1.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

PERIOD DISTRIBUTION

G12110

With the functions in this menu you can define period distributions for use when postings are automatically distributed over several entry periods. When entering postings, you can then specify the period distribution to be used for distributing those postings.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING THE DATA

In the top input line you supply the code and description under which a period distribution is to be saved. You can then specify for each period what proportion of the posting's value is to be entered in the period concerned.

Example

Period distribution	QUART
Description	Distribution by quarters

Period	Percentage
01	30
02	30
03	25
04	15

The total of all the percentages input must eventually come to 100. When you confirm the data input with <ENTER> while the total is still not equal to 100, the (intermediate) total is displayed in the field 'Percentage total'. The period distribution will be accepted by the system at the time when the total reaches 100 per cent.



You may only change or delete a period distribution when there are no financial procedures in progress.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

PERIODIC PERCENTAGE CALCULATIONS

G1244

With the functions in this menu you can distribute balances from a particular combination of dimensions (in a cumulative) over other dimensions. It is, for example, possible with this function to define a set of expenditure distribution rules within FMS and to apply the expenditure distribution represented by these rules when required.

The menu contains the following functions:

1. Maintain default distribution
2. Display default distribution
3. Print default distribution
4. Maintain default calculations
5. Display default calculations
6. Print default calculations
7. Process periodic percentage calculations
8. Work with automatic ledger posting batches

1 MAINTAIN DEFAULT DISTRIBUTION

With this function you can define certain general data items relevant to the performance of *periodic percentage calculations*. These general data items are linked to the financial year. This function also provides information on calculations already performed.

INPUTTING THE DATA

If you set the field 'Multiple distribution' to '1' (Yes), the results of a distribution already made can be allowed to count in the balance for a subsequent distribution. When inputting the master data, you can then specify for each distribution whether this option is to be used.

You can operate in two ways when processing the percentage distribution:

- ♦ have the ledger processing done automatically on the batch immediately after the distribution has been done;
- ♦ not have the batch processed immediately, allowing you to view it and possibly to make changes to it before the postings it contains are submitted to definitive processing.

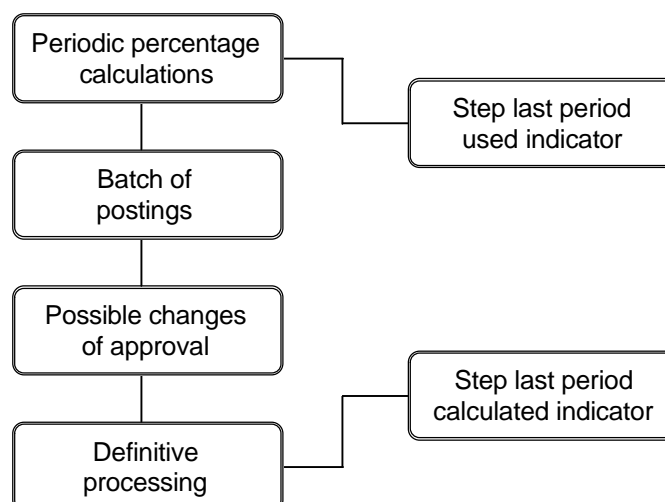


Figure 39. Process percentage distribution

The most recently used period and the most recently calculated period are displayed on the screen of general data as a check. It is also easy for you to check in the same way whether there are still batches of postings to be ledger processed.

If entries have been made for a period for which the periodic percentage distribution has already been done, these are tagged by the system as *late entries*. The balances of such entries are retained by FMS and still *have to be* processed. When the processing is done, it can be specified whether the balances of late entries are to be processed separately or as constituents of the following period (see option 7).

4 MAINTAIN DEFAULT CALCULATIONS

With this function you can define periodic percentage calculations for each administration. Before embarking on a description on the inputs to the various screens, a short introduction to how the function operates is given below. In a percentage calculation the following sets of master data are of importance, as in the order stated below:

TRANSFERRING

Here you specify the accounts (or combinations of accounts and dimensions) and the cumulative from which the balances are to be distributed.

RECEIVING

Here you specify the accounts (or combinations of accounts and dimensions) and the cumulative over which the amount and/or units found are to be distributed and by which method the distribution is to be made.

COVERING

Here you specify the accounts (or combinations of accounts and dimensions) and the cumulative in which the contra entries for the distribution are to be made.

Several *percentage calculations* may be defined in each administration. A calculation is defined by a calculation number assigned by the user that specifies the order in which the calculations are to be made. The calculations associated with all the numbers are executed when the processing is done.

When you issue the command to perform the percentage calculations, the procedure is as follows:

1. The system looks for the lowest calculation number in the current administration. Steps 2 to 4, inclusive, are then obeyed for the calculation corresponding to the number found.
2. The quantity and/or amounts are taken from the *transferring* cumulative and added to a running quantity total and/or a running total for the amounts.
3. Distribution is done in accordance with the data defined for *receiving*.
4. Contra entries for the distributed elements are made in accordance with the data input for *covering*.
5. The system then looks for the next calculation number, and repeats steps 2 to 4 for that number. This process is repeated until the calculation for the last number has been performed.

SELECTING THE DATA

When you choose this function, a selection screen appears from which you can select an existing calculation number or add a new one. You can simplify the process of adding a new calculation number by using screen option 3 (= Copy). On the next key screen the selected value is filled in the field 'Adopt from'.



When you return to the key screen from the function screens, you will see that the field 'Adopt from' already contains the calculation number just copied; the system retains the most recently copied number until you go back to the selection screen.

If you wish to insert a number in an increasing series of calculation numbers without convenient gaps (1, 2, 3, etc.), you have to press <F10> (= Renumber). The calculations are then renumbered in intervals of ten (10, 20, 30, etc.). By renumbering in this manner, the original sequence is preserved.

A calculation number cannot be changed once it has been assigned. To move an individual calculation number somewhere else in the series you have to copy the parameters to a new number and then delete the old one.

Inputting of the required parameters is done via three screens on which the data for TRANSFERRING, RECEIVING and COVERING can be defined.

TRANSFERRING

The distribution is carried out on the basis of a *column definition*. The balance taken from the specified cumulative need not be distributed in total; in the field 'Percentage' you can specify what proportion of the balance is to undergo distribution.

If you wish the already distributed balances of numbered calculations to take part in this distribution, you should set the field 'Including already distributed' to '1' (Yes). When this field is not visible on your screen, it is because you omitted to specify that *multiple distribution* was permitted when setting up the general data (see option 1).

You can also have the amounts entered under *receiving* and *covering* calculated by only distributing the quantities (not the amounts, that is) and then having these distributed quantities multiplied by a specified factor. To do this the system proceeds as follows:

1. The quantities to be distributed are taken from the cumulative specified as the *transferring* cumulative and added to a running quantity total.
2. The associated amount is calculated from this new quantity and from the multiplication factor specified under *transferring*.
3. The distribution takes place in accordance with the data defined under *receiving*. Both amounts and quantity are inserted in the specified accounts (or combinations of accounts and dimensions).
4. Contra entries for the portions that have undergone distribution (for both amounts and quantity) are made in accordance with the data input under *covering*.

The factor by which each quantity is to be multiplied can be defined in two ways, namely:

CONVERSION UNIT

You can input a conversion unit manually.

CALCULATE RATE

You can instruct the system to calculate a rate. The rate is derived by dividing the total amount of an account/dimension combination by the total quantity for this combination. You also have to specify whether the rate is to be calculated from *actual or budgeted balances*. In this way it is possible, for instance, to multiply a budgeted quantity by an actual rate.

When you have chosen the cumulative from which the balances are to be taken, the dimensions composing the cumulative are displayed. For each dimension you can then indicate which dimension numbers are eligible for distribution. You can do this in two ways:

- ◆ You can select a series of numbers by supplying the end values in the fields 'From' and 'To'. If you wish to select only one number, put the same value in both fields.
- ◆ You can select a list of individual numbers with the field 'Master code continued'. For the dimension specified in this field you can, when you have filled the three screens of this function, input individual dimension numbers. The following restrictions apply to this:
 - You can only specify continuation numbers for one master code (dimension).
 - In order to be able to specify continuation numbers, a single number has to be selected as the range for the master code concerned (i.e. the fields 'From' and 'To' must have the same value).



Total account balances may not be distributed; if a specified range contains a total account, the account concerned is skipped. The balances of compression dimensions can, however, be distributed.

Example

From cumulative A (Department/Account) you want to distribute the following balances:

- Departments (master code KP): 101, 102 and 103
- Accounts (master code RK): 4100, 4200, 4210 and 4400

You supply the following data on the transferring screen:

```
Cumulative . . . . . :      A
                        From      To
Department . . . . . :      101      103
Account. . . . . :      4100      4100

Master code continuation . :      RK
```

When you have input all the other data in this function, a screen appears on which you can select the remaining accounts. You can thus only specify account numbers 4200, 4210 and 4400.

RECEIVING

The entries made for the account number concerned can be included in the actual data or in the budget. However, it is not possible to make both 'Actual' and 'Budgeted' entries at the same time; only one of the two fields may be set to '1' (Yes). Two methods may be employed in the distribution of the calculated balance:

PROPORTIONAL

That balance is distributed pro rata from the balances present in the chosen dimension combinations. With the base data at the bottom of the screen you have to specify which of the following proportions the distribution is to be based on:

- ♦ the proportions of amounts or quantities;
- ♦ the proportions of actual or budgeted balances;
- ♦ the proportions in any alternative dimensions present.

To be able to distribute by the proportional method you have to specify a series of two or more numbers for at least one dimension.

EQUAL SHARES

If you set the field 'Proportional' to '0' (No), the transferring balances will be distributed equally over the selected dimension combinations (or over the dimensions specified with the base data at the bottom of the screen).

Example

To show the effect of these two distribution methods an amount of £ 600,- is taken for distribution over four accounts in the table below, the results of the proportional and equal shares methods being set out side by side.

Account	Balance	Distribution method	
		Proportional	Equal shares
4000	£ 1000,-	£ 60,-	£ 150,-
4010	£ 2000,-	£ 120,-	£ 150,-
4020	£ 7000,-	£ 420,-	£ 150,-
4030	£ -,-	£ -,-	£ 150,-

If you wish to be able to redistribute the distributed amounts or units over further accounts, you should set the field 'Multiple distribution' to '1' (Yes). The distributed balances are then apportioned amongst temporary cumulative balances. If this field 'Multiple distribution' does not appear on your screen, it is because you have omitted to specify in the general data that *multiple distribution* is to be supported (see option 1).

If you wish you can specify an alternative administration or financial year. The following limitations apply:

- ♦ the alternative administration must be one of those belonging to the current operation area;
- ♦ a current account ratio must have been specified for the administrations involved (see the 'Ledger Data for Administration and Financial Year' menu);
- ♦ the alternative financial year must be one of those defined for the selected administration.

When supplying the cumulative and the dimension combinations in which the various amounts are to be entered, the following points should be borne in mind:

- ♦ the cumulative only needs to be specified when more than one dimension combination is being used;
- ♦ if you wish to select one number for a dimension, you should enter it in the field 'From'; the field 'To' can either be ignored or be filled with the same number as specified for the field 'From';
- ♦ total accounts cannot be distributed; if one of these is included in a range of account numbers, it is ignored for distribution purposes;
- ♦ compression dimensions can take part in a distribution provided that the postings created for the dimensions concerned are not submitted for ledger processing;
- ♦ if you wish to make a distribution over several dimension combinations, you must also specify which distribution method is to be used (see above).

With the base data it can be specified whether proportional distribution is to be effected on the basis of the proportion of amount or quantity balances, and whether these proportions are to be derived from the actual or the budgeted data. It can similarly be specified whether the proportions in an *alternative dimension* are to be taken as the basis of the distribution.



During processing for proportional distribution, the alternative dimensions specified in the base data will accommodate for balances resulting from multiple distribution (the field 'Multiple distribution' = Yes) of previous calculation numbers.

In the case of an equal shares, the distribution may be based on such alternative dimensions as have been specified as part of the base data.

Example

You wish to distribute the calculated balance amongst the following dimension combinations:

- Account: 4000
- Dimension 2: 100 to 200
- Dimension 3: 1 to 9999

The distribution has, however, to be based on the quantity in:

- Account: 5000
- Dimension 2: 100 to 200
- Dimension 3: 1 to 9999

To do this you have only to specify the alternative account number with the base data. The ranges of numbers for the other dimensions are taken from the receiving data.

When using *alternative dimension combinations* as the starting point of a distribution, you have to consider that they do not necessarily have to match the combinations in which the distributed values are to be entered. This may lead to an unwanted outcome of the distribution results.

Example

Starting with the same combinations as in the preceding example, it could, for example, come about that for dimension 2 and account 4000 the only numbers used are 101, 102 and 103, while for dimension 2 and account 5000 the numbers 102, 103 and 104 are used.

Assume that from account 5000 an amount of £ 1000,- is to be distributed as follows:

- 5000/102: £ 500,-
- 5000/103: £ 200,-
- 5000/104: £ 300,-

As a result of this distribution, the following entries have to be made in account 4000:

- 4000/101: £ -,-
- 4000/102: £ 500,-
- 4000/103: £ 200,-

COVERING

For the inputting of data relating to the *covering* aspect of the distribution the same rules as described for *receiving* apply, with the exception that for *covering* there is no facility for choosing between actual and budgeted data. This selection is derived from the *receiving* screen.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

7 PROCESS PERIODIC PERC. CALCULATIONS

With this function you can perform periodic percentage calculations and convert them into ledger postings.



It is possible that you may, to your surprise, be denied access to this function. If this happens, it may well be because the active administration already has some batches earmarked for periodic percentage calculations. By processing (or removing) the batches concerned, you will regain access to this function (see option 8).

There are two possibilities when performing periodic percentage calculations:

- ♦ no late entries have been detected;
- ♦ late entries have been detected.

When there are no late entries in the last calculated period, you should process the period following the last processed period; no other period can be selected.

If, however, some late entries have been found, you are still obliged to process them. In this case, two additional fields appear on the screen in which you can specify the method for dealing with late entries:

- ♦ You want to process the late entries. The late entries are distributed within the original period (the latest period for which calculations have been done). You must supply the following values on the screen:
 - Period: the latest period for which calculations have been done
 - Process late entries: '1' (Yes)
 - Process including late entries: '0' (No)



You must realize that proportional distribution of late entries in the original period can produce discrepant results.

- ♦ The late entries are processed at the same time as normal entries in the next period. If so, these entries will be distributed in the following period. You must supply the following values on the screen:
 - Period: one higher than the latest period for which calculations have been done
 - Process late entries: '1' (Yes)
 - Process including late entries: '1' (Yes)



The system reports late entries only in the latest period for which calculations have been done. Entries in previous periods cannot be included in periodic percentage calculations.

8 WORK WITH AUTOMATIC LEDGER POSTING BATCHES

With this function you can execute various procedures on batches of postings resulting from the periodic percentage calculations. In this way, you can initiate the processing of batches that have not been processed directly. To this end, use screen option 1 (= Process). If required, you can first carry out a validation check with screen option 6, generating error reports in so doing.

PERIODIC PROCEDURES D/C

G1305

With the functions in this menu you can initiate certain procedures that are used only occasionally. In this chapter the discussion is confined to the functions (all menu options excluding number 11) that can be invoked from this menu. For a description of the last function, you are referred to the corresponding menu description in this manual.

The menu contains the following functions:

1. Write off small amounts automatically
2. Write off entries balanced to zero automatically
3. Balance automatically
4. Delete reconciled entries
5. Calculate interest loss
6. Reconcile null invoices
7. Delete incidental relations
8. Set turnover and loss of interest to zero
9. Rebuild turnover D/C/R from financial year/period onward
10. Revalue after change in exchange rate
11. Go to 'Periodic Reports D/C' menu

1 WRITE OFF SMALL AMOUNTS AUTOMAT.

With this function you can write off the small amounts left after the entering of one or more (partial) payments and/or (partial) receipts.

The amount to be written off must satisfy the following conditions:

- ◆ It may not be larger than that permitted by the writing off percentage of the invoice amount you have specified with the administration data D/C/R in the function 'Maintain D/C subledger'.
- ◆ It may not be larger than the amount to be written off specified for the currency concerned. In the 'Currency and Exchange Rates' menu you can define the maximum for debtors and creditors for each currency.

The small amounts are written off via the accounts and daybooks specified as part of the financial year data D/C/R (see the function 'Maintain D/C subledger').



Naturally you can write off the small amounts immediately by using the appropriate codes when entering payments.

INPUTTING BATCH DATA

When you select this function, a new batch is created to hold the postings. A number of batch data items are displayed on the screen, including the batch number. You can add an identifying description.

Subsequently, the following screens appear in succession:

- ◆ Start periodic processing
- ◆ Process data for ledger postings

START PERIODIC PROCESSING

With the fields 'D/C/R number FROM' and 'D/C/R number TO' you can specify for which debtors and/or creditors small amounts are to be written off. If you do not fill these fields, the default values (FROM = ' ' and TO = '999999999') are used. Only invoices with invoice dates earlier than the selection date are written off. The invoices are written off with the date specified in the field 'Entry date'.

PROCESS DATA FOR LEDGER POSTINGS

This screen shows which reports are to be generated at the end of processing. There is also an indication of how the system will respond to any incorrect postings detected during processing.



If the field 'Process ledger postings batch immed.' in the general administration data is set to '0' (No), this screen will be skipped.

The data displayed on this screen are derived from the administration data originally specified with the functions of the 'General Data for Administration and Financial Year' menu. If, when the administration data were set up, you specified the value '1' (Yes) for the field 'Defaults modifiable', you can now specify what error reports are to be produced.

The field 'Correct posting' is the only item on this screen that does not form part of the original administration data. In this field you can specify whether valid postings are to be included in the error reports. When you confirm the data entered with <ENTER> and then with '1' (Yes), you go on to the next screen.

2 WRITE OFF ENTRIES BALANCED TO ZERO

With this function you can write off these entries: the total of open items for a debtor and/or creditor is equal to '0' (zero).

FMS retains the *total balance outstanding* for each relation; this is the difference between the open items and the payments or receipts against these entries. If a debtor's or creditor's balance is '0', the open items can be reconciled by invoking this function.

Inputting of the required data proceeds in much the same manner as described under menu option 1.

3 BALANCE AUTOMATICALLY

With this function you can aggregate a number of open items for a single debtor or creditor into a single new posting. You use this function when a lot of items have been open for a long time, e.g. a debtor with payment problems. When you aggregate these open items, you ensure that the individual entries do not subsequently appear over and over again in summaries and screen displays.

Inputting of the required data proceeds in much the same manner as described under menu option 1. The screen 'Start periodic processing' contains, however, a number of extra fields relevant to the new invoice.

START PERIODIC PROCESSING

In two fields you can specify the invoice number of a new posting reflecting the balancing of the account:

DEB/CRED IN INVOICE

In this field you can indicate whether the relation number is to be used as the number of the new invoice. In this way the account balanced invoices may easily be distinguished.

INVOICE NUMBER

You may only fill in this field if you have set the field 'Deb/Cred in invoice' to '1' (Yes). You use the invoice number if you wish to account balance the entries for a single debtor and/or creditor, or when you wish to use the same invoice number for each relation, e.g. '999' (this does not connote the same invoice).

The currency date is used to obtain the correct exchange rate for entries in a foreign currency.

4 DELETE RECONCILED ENTRIES

With this function you can remove reconciled open items when these have been printed in the historical report of open items.

With the fields 'D/C/R number FROM' and 'D/C/R number TO' you can indicate for which debtors and/or creditors the reconciled entries are to be removed. If you do not fill these fields, the default values (FROM = ' ' and TO = '999999999') are used. You can also specify to which period (in which financial year) the entries have to be deleted.

5 CALCULATE INTEREST LOSS

With this function you can periodically calculate for any relation the loss of interest on the open items. This loss of interest is not booked as a formal entry; it is merely retained for information purposes with the relation data for the debtor or creditor concerned.



*When printing a summary of open items, the loss of interest is calculated for each separate item. These figures can be totalled for each debtor and/or creditor, i.e. the loss of interest at the time when the open items summary is printed.
You can also calculate the loss of interest periodically, e.g. for screen information.*

This calculation can only be performed if:

- ♦ you have specified with the general administration data that loss of interest can be calculated (see the function 'Maintain D/C subledger');
- ♦ you have supplied the appropriate rate of interest.

INPUTTING THE DATA

With the fields 'D/C/R number FROM' and 'D/C/R number TO' you can indicate for which debtors and/or creditors the lost interest is to be calculated. If you do not fill these fields, the default values (FROM = ' ' and TO = '999999999') are used.

In the field 'Interest date' you specify the last day on which interest is to be included in the *loss of interest* calculation. In the administration data (see function 'Maintain D/C subledger') you can specify, via the code 'Calculate interest loss open items', whether the loss of interest must be reckoned from the invoice date or due date.

6 RECONCILE NULL INVOICES

This function allows you to reconcile invoices for which the invoice amount equals the amount paid, both in base and foreign currency. You can select data for processing by means of debtors/creditors, invoice numbers and invoice dates.

7 DELETE INCIDENTAL RELATIONS

With this function you can delete the master data relating to debtors and/or creditors that have been flagged as 'incidental'. With the fields 'D/C/R number FROM' and 'D/C/R number TO' you can indicate from which series the incidental debtors and/or creditors have to be deleted. If you do not fill these fields, the default values (FROM = ' ' and TO = '999999999') are used.

All selected debtors and/or creditors for which the code 'Once-off' has been set to '1' (Yes) in the 'Debtors/Creditors Master Data' menu, are removed from the file. There may, however, not be any more open items for the debtor or creditor concerned (see option 4).

8 SET TURNOVER AND LOSS OF INTEREST TO ZERO

You can use this function, for example, at the start of a new financial year so as to reset to zero those balances in which are kept up-to-date:

- ♦ the turnover (the total of all invoices to date), and
- ♦ the most recently calculated accumulated loss of interest.

With the fields 'D/C/R number FROM' and 'D/C/R number TO' you can indicate for which debtors and/or creditors the above-mentioned balances are to be reset. If you do not fill these fields, the default values (FROM = ' ' and TO = '999999999') are used.

9 REBUILD TURNOVER D/C/R FROM FINANCIAL YEAR/PERIOD ONWARD

With this function you can rebuild the turnover which is stored in FMS for each debtor, creditor and relation. In this way you can discard old data or rebuild the turnover after it has accidentally been set to zero. After you have determined to which debtors/creditors/relations the processing will apply, you must specify from which financial year and period onward the turnover has to be rebuilt.

All invoices which meet the specified criteria, will be included in the turnover. Recently entered invoices are included as soon as open items have been created.

10 REVALUE AFTER CHANGE IN EXCH. RATE

With this function you can revalue open items made in a *foreign currency* after a change of exchange rate, corresponding ledger postings being created at the same time. You can only use this function if the code 'Autom. revaluation at exchange rate change' in the administration data (see the function 'Maintain D/C subledger') has been set to '0'.

INPUTTING THE DATA

All fields will automatically be filled with data from the previous revaluation session. The field 'Currency' enables you to revalue all currencies in one go. To this end, you must leave this field blank. If you want to revalue just but one currency, you must enter the appropriate currency code. Consequently, only the specified currency will be processed.

You must also specify the *financial year*, the *period* and the *entry date* as on which the exchange rate differences are to be justified in the financial administration.

The screen 'Start periodic processing' enables you to define an *alternative revaluation account*. For each subledger and currency you can maintain another revaluation account. When setting up a currency, you can define the default account for the convenience of revaluation purposes.

The currency date is the specified date on which the exchange rates are to be loaded from the exchange rate table: the differences are calculated on the basis of the new valid rate. The other fields are used to specify which invoices ought to be revalued.

EXECUTION

To make a contra entry for an exchange rate discrepancy, the system will search in succession for:

1. A revaluation account for the account concerned.
2. A revaluation account for the currency concerned.
3. The general revaluation account for the financial year.

The *contra entry* is made in the first revaluation account encountered in the search. For each open item the daybook will be used that was specified by the functions of the 'Debtors/ Creditors Master Data' menu.

For more information on revaluations, please refer to the function 'Create general (suspense) accounts' in the 'Ledger Data for Administration and Financial Year' menu.

PERIODIC PROCEDURES IC

G144

With the function in this menu you can enter invoice costs, provided this is done immediately *after* payment of the invoices.



This function is only used when the cash system applies to your administration, and, as such, it is only of importance to the public authorities.

This menu contains the following functions:

1. Accept costs of paid invoices
2. Delete invoices from history

1 ACCEPT COSTS OF PAID INVOICES

Before you can use this function it must have been defined, with the function 'Maintain financial year' in the 'IC/LB Components Data for Administration and Financial Year' menu, that settlement costs may not be entered until *after* payment of the invoice.

If your system has been set up in this way, the postings will be entered in a *debit suspense account* when processing the invoices from the invoice register definitively.

When you invoke this function, FMS will check within the active administration which open items have been settled in the meantime. For the settled entries found, contra entries will be made. The following two situations can arise:

- ◆ If the cumulative definition specifies that 'Amounts D/C' must be stored separately, all amounts (including negative amounts) will be kept on the debit side when entering a circulation invoice. Later the accepted costs will be entered on the credit side. In this way you can always see which items were open in a specific period.
- ◆ If the cumulative definition specifies that 'Amounts D/C' must be kept in the debit column, after payment the open items are entered in the debit column too.

For more information on keeping the D/C amounts separately, you are referred to page 314. The invoice lines in the ledger are justified in the dimensions specified when the invoice lines were input.

INPUTTING THE DATA

You have to supply a series of general data items on the screen that control the *execution* of this command. You also have to indicate the daybook and period in which the entries are to be justified. With the default value the entries will be posted to the cost period. However, if you enter the value '1' (Yes) in the field 'Enter to alternative period', all entries will be posted to the financial year and period you can specify in the following two fields, viz. 'Alternative fin. year' and 'Alternative period'. You must realize that this probably will result in a large number of transitory postings.

2 DELETE INVOICES FROM HISTORY

You can use this function to delete invoices from the history data. By specifying a financial year and period in the fields 'Delete TO financial year' and 'Delete TO period' respectively, you will delete the oldest data in the file.

PERIODIC PROCEDURES LB

G153

With the functions in this menu you can call up certain procedures for the component 'Liabilities' that are used only occasionally, or in some cases very seldom.

The menu contains the following functions:

1. Delete history
2. Revalue reservations and liabilities

1 DELETE HISTORY

With this function you can delete reservations and liabilities once these have been written off. In the parameter fields 'Delete liabilities history' and 'Delete reservations history' you can indicate whether you want to delete historical data. Next you select the appropriate liabilities and reservations. In addition, you have to indicate until which financial year and period the data must be deleted.

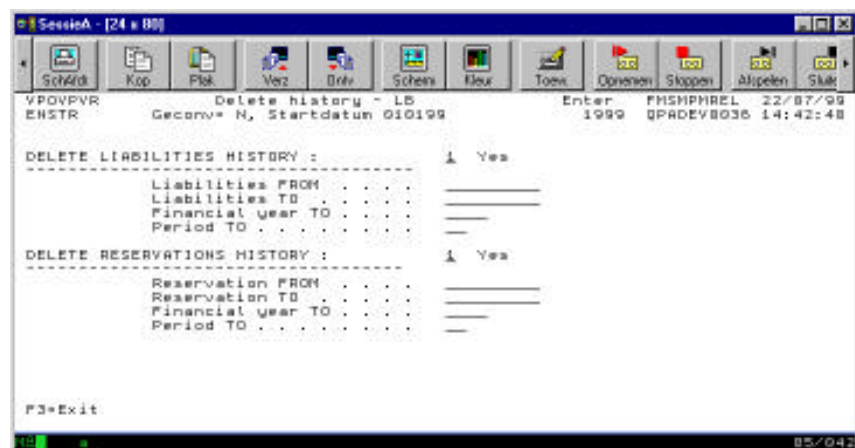


Figure 40. Delete liabilities & reservations

2 REVALUE RESERVATIONS AND LIABILITIES

With this function you can revalue reservations and liabilities on a per currency basis after a change of exchange rate. All selected currencies will be revalued. If you do not select a currency, all listed currencies will be revalued.

Only reservations and liabilities in the active financial year are brought up to date.

- ♦ If the currency is covered, the corresponding currency date will be used.
- ♦ If not, the system date will be applied.

PERIODIC PROCEDURES FOR LEDGER

G124

With the functions in this menu you can call up certain procedures that are used only occasionally, or in some cases very seldom.

The menu contains the following functions:

1. Calculate exchange rate differences
2. Compare check figures
3. Year-end processing ledger
4. Go to 'Periodic Percentage Calculations' menu
5. Go to 'Reconciliation' menu
6. Go to 'Interest Calculation' menu
7. Go to 'Control Register Ledger' menu

In this chapter the discussion is confined to the functions that can be invoked from this menu. The menu options 4 to 7 are not discussed here. For a description of its contents, please refer to their respective menu descriptions.

1 CALCULATE EXCHANGE RATE DIFFERENCES

With this function you can calculate the exchange rate differences that have arisen in a particular period in an administration/financial year.

INPUTTING THE DATA

First you have to specify the period, daybook, entry date, and voucher number against which the exchange rate differences are to be justified in the financial administration.

FMS selects automatically the *revaluation account* in which the exchange rate differences are to be entered. The system successively searches for:

1. A revaluation account for the account concerned;
2. The revaluation account of the currency concerned;
3. The general revaluation account for the financial year.

The first account found is displayed on the screen. If necessary, you can input a different account number. In the field 'Currency date' you can specify the date as on which the exchange rate differences are to be calculated, since the differences are derived from the then current rate.

For more information on revaluation, please refer to the function 'Create general (suspense) accounts' in the 'Ledger Data for Administration and Financial Year' menu.

2 COMPARE CHECK FIGURES

Each administration/financial year has a *check total*. Each time a postings batch has been processed, the check figure of the related administration is updated. The check figure is calculated as follows:

1. Each account receives on creation a unique check figure from the system (You can view this figure whenever you display or print the dimension data).
2. For each entry the amount is multiplied by the check figure of that account.
3. The calculated values are added together and their sum constitutes the account's check figure.

In the 'Daybook entries (per account)' report the check totals before and after processing are printed, as is the discrepancy in the check total (the difference between the old total and the new).

With this function you can have the check totals recalculated for the administration/financial year you are working in. These calculations are based on the *balances of the accounts*. The calculations will result in a report which contains both the check figure for the financial year (which can also be found on the 'Daybook entries (per account)' report) and the newly calculated check figure. If these figures are not identical, a message will appear. In this way the auditor is able to verify whether the balances concerned are correct.

It is probably useful to add here that the balances of the accounts (or combinations of dimensions in a cumulative) can be checked by means of the 'Daybook entries (per account)' report. This report contains the following information:

- ◆ The balances of the relevant cumulative combinations as stored in the cumulative.
- ◆ The entries made to the cumulative combinations in question and the totals for these entries per cumulative combination.

In this way the *integrity* of the data stored in FMS can be monitored. After all, the balance stored in the cumulative ought to be the same as the total of the entries.

3 YEAR-END PROCESSING LEDGER

A description of this function can be found in the 'Consolidation/Year End Processing' menu of this manual.

PERIODIC REPORTS D/C

G130511

With the functions in this menu you can define which data will be printed in the various periodic reports D/C and in which way the selected data must be sorted and totalized. Further information on the printing of data can be found in the corresponding section of the chapter 'Operating FMS'.

The menu contains the following functions:

1. Subledger totals
2. Periodic report D/C
3. Report for VAT-statement
4. Report for monthly journal
5. Report for VAT-basis
6. Reprint VAT-statement

1 SUBLEDGER TOTALS

With this function you can print the following report:

- ♦ Summary type: OPD
- ♦ Summary code: @E3

You can use this function only to print the above-mentioned report. Other reports or summaries cannot be selected, neither standard nor self defined.

This summary can also be printed using the function 'Extended summary of open items' in the 'Summaries and Documents' menu. This menu provides extensive selection options on three consecutive screens. The function discussed here allows you to produce a summary quickly, offering only the most frequently used selection criteria.

2 PERIODIC REPORT D/C

The reports printed with this function are compiled from the open items and are especially useful to determine the VAT and VAT-basis for foreign debtors/creditors. In this summary you can distinguish *incoming* from *outgoing invoices*. However, manual VAT-entries cannot be included in these reports.

You select and order the desired data in much the same way as described for the function 'Defaults for summaries and documents' in the 'Summaries and Documents' menu. The main differences are:

- ♦ the possibility to print subtotals in different 'total line types';
- ♦ the possibility to use VAT-report numbers to select data;
- ♦ the use of 'detail line types' linked to the sort sequence.

INPUTTING RANGE DATA

In the various pairs of 'FROM' and 'TO' fields you define the range of selection values within which a record has to lie if it is to be printed. You can use the *VAT-report numbers* to select entries which have been included in a VAT-statement. When creating a definitive VAT-report, these report serial numbers will be created automatically and then stored with the processed postings. To access the existing report serial numbers, you must enable the function 'Reprint VAT-statement' in this menu.

The list of debtors and/or creditors to be used in producing a summary can be selected as follows:

- ◆ In the field 'Debtor/Creditor' you can specify the range of D/C/R numbers to be used for the summary. The data are printed in relation number order.



If no group number has been specified for a debtor/creditor, its relation number is automatically taken as the group number. Even such debtors/creditors are thus included in a summary on a group number basis (see the 'Debtors/Creditors Master Data' menu).

SORT SEQUENCE

In the field 'Sort sequence' you can specify the print order of the selected data.

Example

You select the data shown below in the following way:

	From	To	Sort sequence
Administration	D001	D001	1
Subledger	01	03	2
Debtor/Creditor	8900001	8900999	3
Currency			4

When the summary is printed, the data for individual debtors/creditors are included for each subledger, if necessary the data for each debtor/creditor being set out in currency order. You can, however, also impose the following sort order:

	From	To	Sort sequence
Administration	D001	D001	1
Subledger	01	03	2
Debtor/Creditor	8900001	8900999	4
Currency			3

When printing the summary, the data are sorted by debtor/creditor within currency for each subledger.



The data are always first sorted on administration. This setting cannot be altered.

The serial numbers must form a consecutive range. The following range of serial numbers is therefore not allowed: '1-2-4-5'.

DETAIL LINES

When printing the report, it is possible to link the sort sequence to the way detail lines will be printed on the report. When determining the layout of the report with the function 'Maintain layout summaries' in the 'Variable Summaries' menu, a distinction is made between 'Detail lines' and 'Detail line types'. The detail lines 1 to 5 are ordinary detail lines which are also used in the other variable summaries: every detail line always contains the same fields.

You can for example present the entry details in the following way:

Invoice no.1	Debtor/Creditor A	Invoice line I	Entry I
Invoice no.1	Debtor/Creditor A	Invoice line II	Entry II
Invoice no.1	Debtor/Creditor A	Invoice line III	Entry III
Invoice no.1	Debtor/Creditor A	Invoice line IV	Entry IV
Invoice no.2	Debtor/Creditor A	Invoice line I	Entry I
Invoice no.2	Debtor/Creditor A	Invoice line II	Entry II
Invoice no.2	Debtor/Creditor A	Invoice line III	Entry III

The invoice number and debtor/creditor will be printed on each line, even though this often means endless repetitions. The printout therefore contains much redundant information which does not contribute to a convenient arrangement.

By using 'Detail line types' you are able to leave out all unnecessary repetitions: when entering the selection ranges for the report, you can specify which detail line type must be printed for a particular sort level. In the example above two sort levels can be recognized:

- ◆ Debtor/Creditor - sort sequence 2
- ◆ Invoice - sort sequence 3

Thus, for each administration the data will be sorted on invoice number within debtor/creditor. If you enter the sort sequence '3' below the field 'Detail line type 01' (at the bottom of the screen), each time the contents of that particular sort level changes (= the invoice number), the 'Detail line type 01' will be printed as the first line for the new invoice number. The other lines are 'plain' detail lines.

For instance, we can define 'Detail line type 01' as follows: invoice number; debtor/creditor; invoice line; entry. The detail line can then be limited to: invoice line; entry. The report would then look as follows:

Invoice no.1	Debtor/Creditor A	Invoice line I	Entry I
		Invoice line II	Entry II
		Invoice line III	Entry III
		Invoice line IV	Entry IV
Invoice no.2	Debtor/Creditor A	Invoice line I	Entry I
		Invoice line II	Entry II
		Invoice line III	Entry III

Of course, the same detail line type can be used for more than one sort level.

When using detail line types, you must keep the following in mind:

- ◆ A sort level can be linked to more than one detail line type. As you can define 5 lines for each detail line type, you are able to present a lot of information at specific positions in the report.
- ◆ In order to take away any ambiguity, it must be noted that the use of detail line types is totally independent of the subtotals (which will be discussed below) used in the report. Only the sort sequence is of importance.

SUBTOTALS

If you specified a sort sequence serial number for a particular range of data, you may also print subtotals on the report. In these fields you may enter a value from 1 to 5. These values correspond with the five *total line types* which can be activated and defined in the 'Variable Summaries' menu. You must, of course, have activated these subtotal lines for the variable summary concerned.

If for a particular field you selected a total line type, the report will contain a subtotal each time the contents of the field concerned changes. To go back to the example above: if a total line type is linked to the field 'Invoice number', the entries of each invoice will be added up in a subtotal.

It is permitted to use the same total line type for more than one field. For more information on the variation of printed data with the contents of the field, see the 'Variable Summaries' menu.

SORT SEQUENCE AND SUBTOTALS

Whenever the contents of a field linked to a particular sort level changes, the following subtotals will be printed:

- ◆ The subtotal for the sort level in question (if specified).
- ◆ The subtotals for all underlying sort levels (if specified).



If for a particular change in contents several subtotals must be printed, these will be printed in reverse order: if, for example, the contents of sort level 2 changes, the subtotal for sort level 4 will be printed first, next for sort level 3, and finally for sort level 2.

Example

In the aforesaid example the data are sorted first on 'Administration', then on 'Invoice number' within 'Debtor/Creditor'. If the debtor/creditor changes, then the invoice number will change as well. Therefore, the subtotal of the entries for the last invoice number will be printed first, immediately followed by the subtotal of all entries for the debtor/creditor in question.

3 REPORT FOR VAT-STATEMENT

With this function you can create and print reports with data for the VAT-statement. The data for these reports originate from the entries and also comprise manual VAT-entries. Printing these summaries proceeds in about the same way as that of printing a 'Periodic report D/C' (cf. menu option 2).

VAT-SET LISTING

In addition to the VAT-statement, you can print a set listing. The VAT-report will then be extended with an additional front page with the totals for each VAT-set. In Belgium it is customary to include such a front page with totals in the VAT-statement. This listing shows all VAT-sets in alphabetical order, together with the totals as defined in the 'VAT/Discount Data' menu.

4 REPORT FOR MONTHLY JOURNAL

This function enables you to print summaries that are composed of open items. For each daybook/period the open item lines can be printed, together with the corresponding ledger postings. Manual VAT-entries cannot be included in this list.

Printing these summaries proceeds in about the same way as that of printing a 'Periodic report D/C' (cf. menu option 2).

5 REPORT FOR VAT-BASIS

With this function you can print reports which show you the VAT-basis for each individual posting. This report complements the VAT-statement which contains only the basis totals of the VAT-sets.

For this report there is no standard layout available. With the function 'Maintain summary layout' in the 'Variable Summaries' menu you can define reports for this function. These reports are based on the layout of the standard entry report, code VAB.

INPUTTING THE DATA

When you have selected the required cumulative, the *constituent dimensions* are displayed at the bottom of the screen. You have to indicate for each dimension the lower and upper limits of the range of dimensions to be included in the report. If you do not fill these fields, the default values (FROM = ' ' and TO = '999999999') are used.

You must also indicate whether the postings printed earlier must be compressed, and, if so, up to which period. The postings not included in earlier reports can be printed compressed as well.

6 REPRINT VAT-STATEMENT

With this function you can print another copy of a VAT-statement produced earlier with menu option 3, for instance because the original was destroyed. The reports selected cannot be edited.

PRINT D/C SUBLEDGER

A12033

By means of the functions in this menu, you can generate listings of the administration and financial year data for the D/C subledger. For further information on the data actually printed here, you are referred to the function 'Maintain D/C subledger'.

General information concerning the generation of data listings can be found in the corresponding section 'Printing the data' of the chapter 'Operating FMS'.

The menu contains the following functions:

1. General administration data
2. Administration data on debtors
3. Administration data on creditors
4. Administration data on relations
5. Debtors data for the financial year
6. Creditors data for the financial year
7. Relations data for the financial year

RECONCILIATION

G1245

With the function in this menu you are able to reconcile ledger postings. Before describing the reconciliation function, you must first familiarize yourself with the terminology used in this function.

Reconciliation set

Reconciliation is carried out by means of reconciliation sets to be defined by the user. In a reconciliation set is laid down which cumulative and from which account(s) or combination(s) of dimensions the postings to be reconciled originate. In this way the relevant postings can be selected easily.

The reconciled entries for a reconciliation set are stored in *reconciliation numbers*. In this way you can store the reconciled entries systematically. You could, for instance, give reconciled suspense account items a separate number for each period. On summaries the entries are also sorted on serial numbers.

To avoid any misunderstanding: ledger reconciliation does not take place within the ledger itself, but in *separate files* which are created and used exclusively by the reconciliation functions.

The menu contains the following functions:

1. Reconcile ledger postings
2. Automatic reconciliation in batch
3. Print reconciled entries from cumulative

1 RECONCILE LEDGER POSTINGS

With this function you can perform any task concerning the reconciliation of ledger postings.

When you start this function, a screen appears which displays the available reconciliation sets. By means of a number of screen options, you can start several actions. On the next pages you will find a successive description of the following procedures:

- ♦ create and maintain a reconciliation set;
- ♦ work with reconciled ledger postings;
- ♦ print reconciliation data.

CREATE AND MAINTAIN A RECONCILIATION SET

To create a new reconciliation set and make it ready for use, you must follow the instructions below:

1. Create a new set by means of <F9>.
2. Use screen option 9 (= Authorize) to indicate which users have access to the set and what they are allowed to do with it.
3. Set the master data of the reconciliation set by means of screen option 2 (= Edit master data).
4. Use screen option 8 (= Detail cumulative combination) to determine which accounts or combination(s) of dimensions supply the postings for the set.

These steps will be discussed in detail below, where you will also be told how to delete a reconciliation set.



The above-mentioned actions can only be carried out by users who have been authorized by the application manager.

CREATE RECONCILIATION SET

When you press <F9> on the screen 'Maintain reconciliation set', a screen appears on which you can define new sets. In the field 'Set' you enter the code with which the set will be indicated from then on. You also specify which cumulative will be used for the reconciliation. Once the set is in use, the selected cumulative cannot be changed. If you wish to use another cumulative, you must first delete all data in the set and then delete it. Subsequently, you can create a new reconciliation set with the same name.

You must also enter a description. This description can be changed any time (on the main screen with the available reconciliation sets).

AUTHORIZATION

In order to determine which users are allowed to maintain a reconciliation set, you must select screen option 9. The screen 'Maintain automatic reconciliation' appears on which you can select the required users by means of <F9>.

Next you authorize the selected users for reconciling ledger entries with the set in question by entering the value '1' (Yes) in the field 'Maintain'. The field 'Delete serial numbers' is used to indicate whether the user may delete reconciliation numbers with reconciled ledger postings. If both fields receive the value '0' (No), the user is only permitted to print the set.

EDIT MASTER DATA

Screen option 2 on the main screen with the available reconciliation sets enables you to define a number of default values for working with reconciliation sets.

In the fields 'Reference 1 linked to' and 'Reference 2 linked to' you select the data from the entry that are copied to the reference fields 1 and 2 of the reconciled entry. For this purpose, you can make use of the dimensions, the daybook and the individual fields. When creating the reconciled entries, the contents of the linked entry data is automatically copied to the reference fields. For each voucher number you can alter the contents of the corresponding reference fields when maintaining the reconciled entries.



FMS doesn't verify whether these fields have been filled.

The useful purpose of these *reference fields* appears from the automatic reconciliation procedure; the order in which the entries are processed can be determined on the basis of these two fields. This method facilitates the reconciliation process of the desired data set. The field 'Autom. reconciliation based on' enables you to enter a default value: its sequence being reference 1, reference 2 or voucher number. It also establishes the order in which the appertaining summaries are printed.

ACCOUNTS/COMBINATIONS OF DIMENSIONS

Finally, it must be determined from which account(s) or combination(s) of dimensions (depending on the selected cumulative) the postings to be reconciled originate. To do this you should proceed as follows:

1. Select the appropriate set with screen option 8 (= Detail cumulative combination).
2. Press <F9> on the screen 'Maintain reconcil. cum. combination'.
3. Select the desired accounts/dimension combinations by means of <F15> (= Add record/range).
4. Press <ENTER>. The field 'Rebuild reconciled entries file' is set to '1' (Yes) and cannot be changed again.
5. Press <F3> to exit the screen. The following message is displayed: 'Task will be placed in job queue'.

The system will now create a unique file for this set which contains all postings to the selected accounts/dimension combinations. In this file the actual reconciliation takes place, not within the ledger itself. As a matter of fact, a set will be blocked for all processes during the rebuild procedure.

When selecting the desired combinations of dimensions, you must enter the series of a particular dimension to be used. Only those dimensions belonging to a specified series, are involved when selecting data. For instance, when you do not enter a series for dimension 3, all entries related to this dimension will not be used.



If you make changes in the selections for accounts/dimension combinations, the reconciled ledger postings file must always be rebuilt.

DELETE RECONCILIATION SET

If you want to delete a reconciliation set, you must use screen option 4 (= Delete). This option may only be used by users which have been authorized by the application manager. Before you can delete a reconciliation set, all relevant reconciliation numbers with reconciled postings must be deleted.

WORK WITH RECONCILED LEDGER POSTINGS

In order to reconcile ledger postings you must select screen option 1 (= Select). The screen 'Display reconciliation set totals' appears displaying all reconciliation numbers that have been created for this set.

SERIAL NUMBERS

Reconciled entries are always stored with a serial number. In this way you can store the reconciled entries systematically. You can, for instance, give reconciled suspense account items a new number for each period, or you can use a separate number for each transaction when reconciling 'goods received' and 'incoming invoices'.

The system will remember which number it issued last. For each new number the old number is increased by one. Deleting a serial number has no effect on automatic numbering; a deleted reconciliation number (even if it is the latest one) will always be regarded by the system as 'issued'. You are advised to have all reconciliations for a serial number add up to '0' (zero), although unbalanced debit and credit totals will be accepted by FMS.

DIFFERENCES

Any differences that may occur between postings to be reconciled within a reconciliation number will not be posted to the ledger automatically. You must make the necessary adjustment entries manually. Later these entries can be reconciled using the same reconciliation number to balance debit and credit.

Example

You make the following entries:

- ◆ *To 'Incoming invoices' you enter a credit amount of £ 10.000,00 for goods received.*
- ◆ *This is compensated on the debit side by an invoice of £ 9.800,00*

Both entries are reconciled in serial number 153; a difference of £ 200,00 remains. Subsequently, you create a ledger posting for the remaining £ 200,00. If you then reconcile this posting in reconciliation number 153, debit and credit will be balanced.

RECONCILE LEDGER POSTINGS

In order to perform ledger reconciliation you must

- ◆ create a new reconciliation number by pressing <F9> (= Add reconciliation ser.no.), or
- ◆ select an existing serial number, using screen option 2 (= Reconcile entries).
The file for this serial number will be opened, displaying all postings for the selected reconciliation set that have not yet been reconciled.

The options on the action menu allow you to display either the reconciled postings only or all postings. For each serial number and user the system stores the data being displayed the last time. Upon consulting these data the next time, they are automatically displayed without undergoing any alterations.

A reconciled posting can be recognized by the status '1' that will precede the posting line. If the status is '0', the posting has not been reconciled.

To reconcile a posting you select the appropriate line with screen option 1 (= Reconcile). The status of the line is changed into '1'; the reconciled debit/credit balances (for the current serial number) at the top of the screen are updated simultaneously.

You can also reverse the reconciliation of a reconciled posting by using screen option 0 (= Do not reconcile). The posting line receives the status '0' and must be reconciled once again. The description of a (non-) reconciled entry can be altered, which is only used on the screens and summaries of the reconciliation functions within FMS. The original description of the posting cannot be adapted in the ledger.

PRINT RECONCILED ENTRIES

The reconciliation data can be printed on several summaries:

- ◆ *Reconciled entries per set*
On the main screen showing all available reconciliation sets you can use screen option 6 (= Print reconciled entries) to print a summary of all reconciled entries for the selected set, sorted on serial number.
- ◆ *Entries not reconciled per set*
On the main screen showing all available reconciliation sets you can use screen option 7 (= Print not reconciled entries) to print for the selected set a summary of all entries not reconciled.
- ◆ *Reconciled entries per serial number*
On the continuation screen showing the reconciliation numbers available for a set, you can use screen option 6 (= Print reconciled entries) to print a summary of all reconciled entries for the selected serial number.

2 AUTOMATIC RECONCILIATION IN BATCH

With this function you can automatically reconcile all entries with the same voucher number or an identical reconciliation reference 1 or 2, which, in addition, has a balance of zero. After you have selected an available reconciliation set, a screen appears displaying the default order in which the entries are reconciled. Conform to your wishes, you can change the mode of reconciliation. Subsequently, the entries will be reconciled accordingly.

3 PRINT RECONCILED ENTRIES CUMULATIVE

With this function you can print a summary of the reconciled entries for a cumulative. The data will be sorted on reconciliation set and serial number. You can include both automatically created entries and reconciled entries in the summary. On this screen you can also indicate whether a new page should be used for each of the selected dimensions.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

RECOVERY

A1413

This menu contains the following options:

1. Rebuild cumulatives
2. Rebuild search keys for address data
3. Rebuild reference counters
4. Unblock bank
5. Modify number of FMS processes
6. Change number of jobs of reconciliation sets
7. Change status of payment proposal base currency
8. Change status of payment proposal foreign currency
9. Change status of collection proposal
10. Recover abnormally ended batches
11. Recover periodic percentage calculations
12. Recover PPC distribution
13. Recover aggregated IC invoices
14. Recover liquidity forecasts

1 REBUILD CUMULATIVES

With this function you can rebuild existing cumulatives, for example when you have introduced changes into the framework within which compressed entries for dimensions are made.

After you have selected an administration and a financial year, you can indicate for each *cumulative* whether it is to be rebuilt. This function also enables you to update the newly reconstructed cumulative. The procedure of updating a cumulative equals the procedure of setting up a cumulative. For a detailed description of this function you are referred to the function 'Create cumulative definitions' in the 'Ledger Data for Administration and Financial Year' menu.

If you have introduced any changes in the cumulative definitions of an administration for which entries have already been made, the cumulatives are rebuilt automatically (see the function 'Maintain cumulative definitions').

2 REBUILD SEARCH KEYS FOR ADDRESS DATA

With this function you can adjust the existing search keys to a temporary change of the code 'Search key type'. This code can be changed during the updating of an operation area (see the 'Operation Area' menu).

You will find further information on the use of FMS search keys in the description of the function 'Maintain address data' in the 'Central Address File' menu.

3 REBUILD REFERENCE COUNTERS

With this function you can rebuild the reference counters per administration/financial year. For each master data item a *reference counter* registers the references of the master data items to the master data item concerned. Rebuilding reference counters is necessary whenever parts of a system of accounts are copied or purged. In most such cases, however, FMS will be able to rebuild the reference counters automatically.

A number of master data items have special reference counters. These are:

- ◆ If the master data item is the control account of a subledger, the reference counter indicates how many subsidiary accounts are linked to this control account;
- ◆ If the master data item is a revaluation account, the reference counter indicates how many other accounts contain revaluation adjustment entries referring to the account concerned;
- ◆ If the master data item is a compression dimension, the reference counter indicates how many other master data items in the master data item concerned are compressed into it;
- ◆ If the master data item is a total account number, the reference counter indicates how many other master data items make an entry summing reference to the master data item concerned. Total account numbers are only supported in dimension 1.

After you have selected an administration and a financial year, you confirm the chosen combination with '1' (Yes). The reference counters are rebuilt as soon as this has been done. Entering data via the screen is blocked meanwhile. As soon as the reference counters have been rebuilt, you are returned to the menu.



The time taken to rebuild the reference counters depends on the complexity of the system of accounts concerned. By pressing <F3> you can abandon the process; you are then returned to the menu.

4 UNBLOCK BANK

With this function you can unblock blocked bank accounts in an administration. Only one user may make bank account entries for a given bank at any one time. Access to this bank is then blocked for other users. If the making of the entries is interrupted, the unwanted blocking of the bank concerned can be removed with this function so that submission of entries can be resumed.

5 MODIFY NUMBER OF FMS PROCESSES

With this function you can reset the counter in which the number of batch jobs is held. The system maintains a counter for each type of batch job. This counter is stepped by 1 as soon as a batch function is invoked; when the function is completed, this counter is reduced by 1. FMS recognizes only totally exclusive tasks (e.g. the reprocessing of a batch) that cannot be executed while the counter 'Number of processing jobs' is not 0. If this counter is blocked or corrupted by, say, a power failure or some other system fault, you should proceed as follows:

1. Execute all the jobs in the queue.
2. Set the value of the field 'Number of processing jobs' to zero.
3. Restart the processing of the interrupted batches with menu option 10.

When you have selected an administration, the required data are displayed. With <F9> you may change the program mode to 'Edit'. You may only edit the data when there are no other users on-line.

6 CHANGE NUMBER OF JOBS OF REC. SETS

With this function you can release a blocked reconciliation set for further use. For each reconciliation set the system counts the number of active jobs. When a user works with a specific reconciliation set, the counter for this set is increased by 1. As soon as these activities end, the same counter is decreased by 1. If a counter is blocked, for instance because of a power failure or a system crash, the set concerned cannot be used.

With this function you can reset the counter to '0' and thus release the set for further use.

To release a reconciliation set you must proceed as follows:

1. Select an administration and a financial year.
2. Press <ENTER>. All reconciliation sets are listed on the screen enabling you to trace the aborted reconciliation sets at a single glance.
3. Use screen option 2 (= Reset) to reset to 0 the number of active users from the selected reconciliation set.



By pressing <F10>, you can reset all reconciliation sets in one go.

7 CHANGE STATUS PAYMENT PROPOSAL BC

With this function you can change the status of payment proposals in the base currency.

The status of a payment proposal indicates whether:

- ♦ a proposal has been converted into a payment order,
- ♦ entries for the proposal have been made, or
- ♦ the payment proposal batch has been ended abnormally.

If processing of a batch has ended abnormally, the status of the batch remains 'I' which blocks it for further processing. By changing the status to 'Blank', you can restart processing the batch.

8 CHANGE STATUS PAYMENT PROPOSAL FC

With this function you can change the status of payment proposals in a foreign currency. This function is similar to menu option 7, only this time for foreign currencies.

9 CHANGE STATUS COLLECTION PROPOSAL

With this function you can change the status of collection proposals. This function is similar to menu option 7, only this time for collection proposals.

10 RECOVER ABNORMALLY ENDED BATCHES

With this function you can determine for each administration which batch has ended abnormally during processing. The necessity to do this will seldom occur, for example when the system manager ends a job or when there is a system failure.

With this function all batches in the current administration will be displayed. Preselection in the field 'St b' (= Status batch) allows you to search for batches ended abnormally. In most cases the status of such a batch will be 'I' (= Batch is being entered) or 'V' (= Batch is being processed).

The processing code ('Pr cd') shows you during which phase the processing was interrupted. It can have the following values:

1. The working postings are being supplemented, either from a transaction or from an entry combination.
2. The working postings are being split up into working entries.
3. Working entries for compressed entries are being made.
4. The compressed entries are being added to the entry file.
5. The cumulatives are being updated.
6. The processing run numbers are being released.
7. The administrations are being released.
8. The processed postings are being removed from the following files:
 - working postings
 - working entries
 - compressed entries

If the processing code is lower than '3', the batches may have been created for an alternative administration. You must delete these batches manually and reverse the entries for batches that have already been processed. For processing code '5' (abnormally ended when rebuilding cumulatives) the cumulatives may have been updated incorrectly (double). You must therefore rebuild the cumulatives.

D/C batches may also have the following, unique processing code:

- A. The processing of a D/C batch consists of two parts. First the data on open items are updated. The status of the batch will then be 'A'. Subsequently, financial justification will be carried out and the processing code will pass through the values 1 to 8 described above.

By means of screen option 8 (= Recover), you can select a batch for recovery, regardless of its processing code.

11 RECOVER PERIODIC PERC. CALCULATIONS

With this function you can perform a number of tasks related to periodic percentage calculations:

- ♦ setting the period for which the calculations have been made to zero;
- ♦ changing the 'Jobs active' indicator;
- ♦ deleting created batches.

INPUTTING THE DATA

After you have selected an administration and a financial year, the screen containing the periodic percentage calculations appears (see the function 'Maintain general data' on the 'Periodic Percentage Calculations' menu). Two fields on this screen can be updated:

PERIOD LAST CALCULATED

You may alter this indicator only to '00'. This requirement may for example arise when you have copied an administration or when you have performed year-end activities or consolidated accounts. General data are also extracted from the periodic percentage calculations using these functions.

PROCESSING JOBS ACTIVE

When something has gone wrong during the calculations that prevents them from being completed, this field will contain the value '1' (Yes). You can change this to '0' (No) in order to resume the calculations. If batches have already been created, these ought to be deleted.

When you confirm the data on the screen, one of two situations may arise:

- ♦ If batches originating from periodic percentage calculations are still in existence (this circumstance is notified on the bottom two lines of the screen), a continuation screen appears that enables you to specify whether these batches must be deleted. If you wish to perform new periodic percentage calculations, for example because errors were detected during processing or because you wish to adjust the figures on which the calculations are based, the old batches must be deleted first.
- ♦ If there aren't any batches, you must quit the function.

12 RECOVER PPC DISTRIBUTION

If the processing job started with the 'Periodic percentage calculations' has come to a deadlock, you can use this function to restore the data to the situation before the job ended.

13 RECOVER AGGREGATED IC INVOICES

If the processing job started with the function 'Aggregate invoices from register' in the 'Circulation Invoice Entry' menu is abnormally ended, you can use this function to restore the data to the situation before the job ended. After you have selected an administration, a message appears which tells you that the invoices to be aggregated will be recovered.

The function 'Aggregate invoices from register' copies all invoices which can be aggregated (i.e. invoices which have been approved or have been cancelled) to a new aggregate batch and removes them from their original batch.

When this function is interrupted during processing, three situations may occur:

- ♦ an invoice is not yet copied and is therefore still in the original batch;
- ♦ an invoice has been (partially) copied to the aggregate batch, but has not yet been removed from the original batch: the invoice can be found both in the new batch and in the old one;
- ♦ an invoice has already been copied to the aggregate batch and has also been removed from its original batch: the invoice is included in the new aggregate batch only.

When you press <ENTER> to start the recovery procedure, the copied invoices, if at all possible, will be put back in their original batches and at the same time removed from the aggregate batch. Invoices which have already been removed from their original batches, will remain in the aggregate batch.

14 RECOVER LIQUIDITY FORECASTS

If the processing job started with the function 'Create liquidity forecast' has come to a deadlock, you can use this function to restore the data to the situation before the job ended.

RELATION / CURRENCY

G1306213

With the functions in this menu you can define and view the *payment limits* for the various foreign currencies used by a particular relation.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING THE DATA

When you select this function, the screen 'Maintain relation/currency' appears. On this screen you can input several data, the most important of which are the fields 'Max. amount cheque' and 'Max. amount normal'.

When creating a payment proposal in a foreign currency, the system using the values entered in these fields, determines how a payment must be made:

- ♦ *The amount to be paid is smaller than the 'Maximum amount cheque':*
The payment will be made by cheque.
- ♦ *The amount to be paid is larger than the 'Maximum amount cheque', but smaller than the 'Maximum amount normal':*
A normal payment will be made.
- ♦ *The amount to be paid is larger than 'Maximum amount normal':*
An urgent payment will be made.

If for a bank these data have not been specified, the system will use the default value defined in the 'Administration Data for Foreign Currency Payments' menu (Cheque, Normal or Urgent) to determine the payment method of an open item.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

RESERVATIONS AND LIABILITIES POSTINGS

G151

With the functions in this menu you can input and process reservations and liabilities.

Reservation

By means of a reservation you can earmark part of a budget for the purchase of particular goods or services. By doing so you indicate that you propose to make further expenditure to be detailed later. This 'earmarking' reduces the free space in the budget.

Liability

When you put your intentions into effect later, by placing an order with a supplier, you assume a liability. This liability is chargeable to the reservation, but does not itself further reduce the free space in the budget.



You can take on a liability without first having made a reservation. In that case the liability becomes chargeable to the budget and the free space is reduced.

More information on the use of reservations and liabilities in FMS can be found in the chapter 'Introduction' of this manual. The menu contains the following functions:

1. Entry reservations
2. Processing reservations - validation only
3. Processing reservations - definitive
4. Entry liabilities
5. Processing liabilities - validation only
6. Processing liabilities - definitive
7. Work with batches from LB component
8. Rapid write-off reservations
9. Rapid write-off liabilities
10. Change reservations
11. Change liabilities

1 ENTRY RESERVATIONS

With this function you can maintain reservation batches.

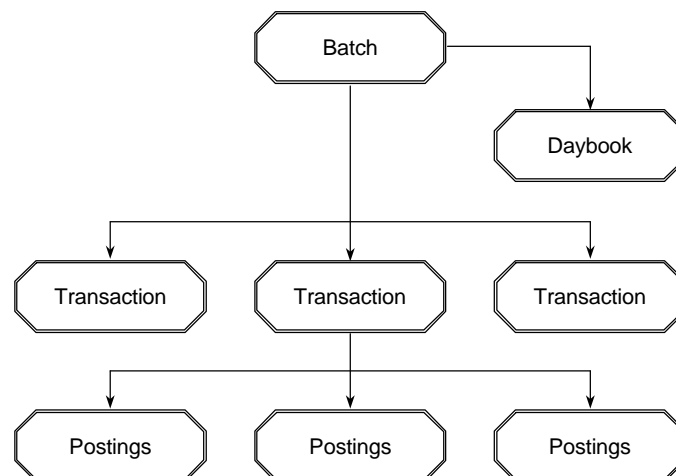


Figure 41. Structure of a postings batch

From this structure it appears that:

- ◆ only one daybook can be specified per batch.
- ◆ more than one transaction may be input in a batch, each one possibly consisting of more than one posting.



If you add a new reservation to a batch, the daybook for the batch is saved with the reservation. When you wish to change an existing reservation, however, the change is not justified in the daybook for the batch but in the daybook which has been saved with the reservation.

When entering reservations, you have to supply the following data items in the order given below (see 'Selecting the reservation batch', below):

1. Reservation batch
2. Daybook
3. Transaction(s)
4. Reservations
5. Individual fields (optional)

SELECTING THE RESERVATION BATCH

When you have selected this function, a list of the available reservation batches appears. Against each batch number certain important data items are shown, including an indication of whether the batch is updatable and its status. When a batch has been processed without any errors being found, it is removed and no longer appears on the screen.

When selecting a batch, the following situations may occur:

- ◆ If you create a new batch using <F9>, certain batch data are displayed, including the batch number. You can add a description and a daybook.
- ◆ When you select an existing batch without a daybook, the screen on which you can input a daybook appears immediately.
- ◆ If, however, you select an existing batch in which a daybook has been specified, a summary of the transactions held in this batch then appears.
- ◆ When you select a batch that has already been authorized, the system informs you of this fact. If you decide to proceed with the input procedure, the authorization lapses and the batch will have to be reauthorized.

The *daybook* to be specified is linked to all the new reservations subsequently added to the batch concerned. When you add such a new reservation to a batch by means of a posting, the daybook associated with the batch is stored with the reservation. When you wish to change an existing reservation the change is, however, not justified in that daybook but in the daybook stored with the reservation.

You can select a transaction screen and an input screen for the daybook. FMS will use the default screens that have been linked to the daybook (see 'Daybook' menu). If no default screens have been linked to the daybook and you do not select any screens, FMS will use the default screen.



So long as the batch has still not been processed, its daybook can still be changed (see 'Selecting the transaction', below).

SELECTING THE TRANSACTION

When selecting a transaction, you have a number of options:

- ◆ With <F9> you can add a new transaction on the screen 'Maintain transaction' to which the system automatically assigns a transaction number.
- ◆ With screen option 2 (= Edit) you can change an existing transaction.
- ◆ With screen option 8 (= Postings) you can display and maintain a posting record for the transaction.
- ◆ With screen option 4 (= Delete) you can delete transactions.
- ◆ You can change the daybook via the action menu. All new reservations and/or liabilities already in the batch that had been linked to the daybook originally specified, are then linked to the newly specified daybook.

INPUTTING THE TRANSACTION

When you have selected a transaction, a screen appears that shows the following data at the top:

- ◆ the batch number
- ◆ the transaction number
- ◆ the financial year (the default is the current financial year, but this can be overwritten)
- ◆ the entry date (the default is the system date, but this can be overwritten).

You can also specify the dimensions the reservation is linked to, and whether the reservation is to be charged to a particular credit. These data items can also be copied from an *entry combination* you have specified. No reference to a credit, however, is included in an entry combination.



The default values for a chosen entry combination are not displayed on the input screen.

In order to define the dimensions of the invoice line, the system searches, for each dimension, in the following places in the order given:

- ◆ the reservation itself;
- ◆ the entry combination;

The first one found is used.

For the currency you indicate which exchange rate is to be used and also whether this exchange rate has been covered by a long-term contract. An exchange rate has been *covered* in this way when its value has been fixed and is thus not susceptible to change. If, for example, you have bought a certain quantity of forward dollars, the dollar exchange rate obtaining at the time of their acquisition does not govern directly the amount expressed in the reservation's base currency. When you specify that the exchange rate has been 'covered', one effect is that there will be no revaluations when the exchange rate subsequently changes.

You can also specify whether a *credit* has been linked to this transaction and, if so, which one. You can only select those credits that have been defined earlier with the function 'Maintain credit' in the 'IC/LB Components Data for Administration and Financial Year' menu. In the fields 'Liability year' and 'Liability period' you can then specify the period and year of the current reservation.

Furthermore, you can specify that you opt for the spreading of the liability concerned over a number of periods. You can only specify a *period distribution* that has already been defined with the function 'Maintain' in the 'Period Distribution' menu. If you do not specify a period distribution, you can still specify which period and in which financial year a reservation is to extend to. The system calculates from this information and its knowledge of the current period in the current financial year how many periods the reservation is to be spread over.

Example

On 15 December 1996 you decide to subscribe to a monthly daybook for one year and you send in the application form to the publisher. Starting from 1 January 1997 you become an actual subscriber to the publication. You now supply the following information:

Liability year	1996 (year in which the reservation was made)
Liability period	12 (December)
Financial year TO	1997 (1 year after date)
Period TO	12 (last month of 1997)

It is useful to provide these details, especially for reservations that are to last for more than one financial year. This is because monitoring of the individual details - such as the identity of the associated authorizer - is done on a liability year basis. If you do not specify a liability year, the current financial year is used.

If you quit the screen when you have input a new transaction, a screen appears on which you can input postings. If, however, you have changed an existing transaction, the system takes you back to the transaction selection screen.

If you have selected the option 'Display', you can specify that you wish to alter it by pressing <ENTER>. On the screen 'Enter reservations' you have to specify the postings type by supplying one on the following *posting codes*:

1. Add new reservation;
2. Change existing reservation;
3. Cancel existing reservation;
4. Revalue reservation (provided that the exchange rate is not 'covered');

ADD NEW RESERVATION

When you select this option, the screen 'Enter reservations' is displayed. Besides a few new fields, this screen contains the same fields as are used for inputting transactions. Although the fields on this screen are blank, they do in fact contain the (*default*) *values* you specified on the transaction screen.

It is not possible to specify both a period distribution and the separate details for each constituent period. Although you have not *apparently* assigned values to these fields, it still can happen that an error is raised. In that case you should check the values you specified on the transaction screen.

If a *block posting* has been defined via the function 'Maintain' in the 'Block postings' menu, you can specify here that the reservation is to be blocked for postings having a non-matching code.

When you have input all relevant data, you use the <PgDn> and <PgUp> keys to go to the next screen where you can specify *user codes*. These user codes are meant as additional information for the user. The codes are saved in the invoice history; FMS does not use them. You may use these codes, for example, to facilitate interfacing with external components. For detailed information concerning the use of these fields, please contact the Helpdesk Financial Systems.

If individual fields have been defined and if it has been specified that individual fields are to be used (see the 'Layout of Input Screens' menu), these too are displayed on this continuation screen. On quitting the screen most of the data items input are checked for correctness (e.g. as to whether a specified entry combination does in fact exist). Only the data that have to be authorized, are excluded from the checking.

INPUTTING THE REMAINING POSTINGS

When you have selected a posting other than 'Add reservation' (posting code 1), the appropriate input screen is displayed. The number of fields displayed varies from one type of posting to another, since only those fields relevant to the posting concerned are shown. Some of the fields have already been given default values (see above). These you can overwrite.

In the field 'Reservation' you can specify which (already processed) reservation the posting relates to.

You can use posting code 2 (= Change reservation) to change a reservation. If you make a mistake when writing off a reservation via the invoice register or via liabilities, it usually causes the column totals to be incorrect. To correct this mistake you can make a correction entry (with the field 'Write-off correction') to the credit side of the reservation.

On quitting the screen most of the data items input are checked for correctness (e.g. as to whether a specified entry combination does in fact exist). Only the data that have to be authorized, are excluded from the checking.

When a batch has been checked for errors (menu option 2), and when errors have indeed been detected, this fact is reported under the header 'Incorrect postings' on the selection screen for the existing postings. The error code is shown alongside the posting concerned. When you retrieve a posting containing an error, you can move the cursor straight to the invalid item with the option 'Display error message' from the action menu.

GENERAL PURPOSE BATCH PROCEDURES

In addition to inputting transaction and/or postings, a number of other procedures can be executed with this function:

- ◆ A summary of the reservation batches can be printed by pressing <F10> (= List of batches).
- ◆ A reservation batch can be authorized with screen option 0 provided that the user has been registered as a budget authorizer in the functions 'Maintain user' and 'Maintain credit' in the 'IC/LB Components Data for Administration and Financial Year' menu. With this screen option the whole batch is authorized, including all reservations. Batch authorization only serves to allow the batch to be processed; it is wholly distinct from the ratifying of individual reservations that the functions in the 'Approve Reservations and Liabilities' menu are used for.
- ◆ If required, you can generate a print-out of the reservation postings input by means of screen option 10. You can opt for either a report containing all the postings or one containing only the invalid ones. Only the data actually input are printed. That means, for example, that when you have specified an entry combination the data concerned are not included in the print-out since the data items they imply have not been input at this time.
- ◆ Screen option 12 allows you to block a batch for input. If required, you can lift this blocking with the function 'Maintain postings batches' function in the 'Administration Management and System Functions' menu.
- ◆ Finally, it is also possible, using screen option 13, to change the batch descriptions.

2 PROCESSING RESERVATIONS - VALIDATION

With this function you can produce and print a validation report for the postings batch without processing the batch in the full sense. This is a sort of tentative processing.

When an error is detected during this checking, the appropriate error code is included in the record with the invalid item. When all the records have been checked, the validation report is printed; it contains all the errors detected and their associated error codes.



On the posting selection screen it is possible to restrict the options so that only those postings containing incorrectly or incompletely filled fields are displayed.

CONTROLLING THE PROCESSING

When you have selected a reservation batch, you are asked whether a processing report is to be printed. Even if you do not want the report, the validation is carried out. It is safe to process the batch after correction of the errors and (possibly) a further validation run.

3 PROCESSING RESERVATIONS - DEFINITIVE

With this function you can process the reservations in batches. Apart from this, only authorized batches can be submitted for definitive processing.



Before you embark on processing the postings, it is advisable to set up and run special validation reports using menu option 2. By so doing you can correct any errors first and then process the batch in a single cycle.

CONTROLLING THE PROCESSING

When you have selected a reservation batch, you are asked whether a processing report is to be printed. When you confirm the data that have been input by pressing <ENTER> and then with '1' (Yes), the system will process the postings from the batch selected earlier.

4 ENTRY LIABILITIES

The procedure for keying in liabilities is much the same as that for reservations. No full discussion of this function is provided here; only those elements that differ from the function 'Entry reservations' are dealt with, and then only if necessary. For further information you are referred to menu option 1.

On the screen 'Select transaction' an indication is given as to whether there are any invalid postings. Besides the data items that you were able to input with the function 'Entry reservations' to define a transaction, you can also specify a *conversion unit* with this function, provided that this has been defined with the function 'Maintain' in the 'Conversion Units' menu.

You can also specify a relation in the form of a *master code* and a *relation number*. These relation data may subsequently be used as search criteria.

ADDITIONAL DATA

As part of the input process for liabilities, a number of additional data items can be submitted on the second screen:

- ◆ the price structure (discount, VAT rate);
- ◆ the order/delivery (order voucher, date available);
- ◆ whether the liability is chargeable to a reservation.

With the data relating to cancellation of the liability you can specify:

- ◆ the reservation that the liability is chargeable to,
- ◆ whether that reservation has been cancelled in its entirety, and
- ◆ for which period(s) contra entries for the reservation have been made.

For defining the type of posting, besides the four posting codes for posting the reservations, you can also select the following posting code:

5. Change price of the goods/services for which the reservation had been earmarked.

When you wish to select a liability during the inputting of liability postings, accessible by means of the action menu, the screen 'Display liability by liability ser. no.' appears (only if numbering is not performed automatically). On it are displayed the existing liabilities and certain associated data. With the action menu you can specify the *key* the liabilities are to be sorted by. An extra selection field, at the top-left corner of the screen, allows you to specify the liabilities to be displayed:

- ◆ all liabilities,
- ◆ only written-off liabilities, or
- ◆ only liabilities not yet written-off.

5 PROCESSING LIABILITIES - VALIDATION

The validation processing of liabilities proceeds in the same way as that for reservations described under menu option 2.

6 PROCESSING LIABILITIES - DEFINITIVE

The definitive processing of liabilities proceeds in the same way as that for reservations described under menu option 3.

7 WORK WITH BATCHES LB COMPONENT

With this function you can carry out all the manipulations described under the foregoing options. It offers an additional advantage: the user who alternately needs to invoke different functions from this menu, does not have to return to the 'Reservations and Liabilities Postings' menu every time he changes the function. A description of the various screen options is given in the chapter 'Operating FMS' of this manual.

When pressing <F9> to add a new batch, you can specify whether it is a *reservations batch* or a *liabilities batch*. To determine whether a batch consists of reservation postings or liability postings you have to look at the value in the 'Bch Typ' (batch type) column:

- ◆ 110 - Reservation
- ◆ 120 - Liability

8 RAPID WRITE-OFF RESERVATIONS

This function enables you to specify the range of reservations to be written off at a rapid rate. You also have to indicate whether a process report must be printed and whether the batch must be processed even if errors did occur. Finally, you can define the financial year and period of the writing-off procedure.

With the function 'Maintain administration data' (see the 'IC/LB Components Data for Administration and Financial Year) you can register whether a liability must be linked to a reservation. In the field 'Entry liability linked to reservation' you can select one of the following options:

- ◆ No link
- ◆ The liability must be linked to the reservation
- ◆ The liability update must be linked to the original reservation
- ◆ Both the liability & liability update must be linked to the reservation

9 RAPID WRITE-OFF LIABILITIES

With this function the liabilities are processed in a batch. When you have created the batch, you can choose to process the batch immediately or to do it later (using the function 'Work with batches'). When you process the batch even if errors occur, only the correct liabilities will be processed. You can print a separate summary of the incorrect liabilities.

Liabilities can be incorrect, for instance, because:

- ◆ a selected account or dimension does not exist, or
- ◆ you are not authorized to process the selected liabilities.

SELECTING LIABILITIES

You can select a range of liabilities for processing (with the fields 'FROM' and 'TO'). If you work with credits, you can also indicate a credit to which the liabilities must be linked.

10 CHANGE RESERVATIONS

With this function you can change the description of the reservation. This can be useful if the original description is not clear.

11 CHANGE LIABILITIES

This function enables you to change:

1. the internal article number,
2. the external article number, and
3. the description of the liability.

This can be useful if the original description and/or the article numbers are not clear or incorrect. With this option you do not add new lines to the liability.

SAVE / RESTORE

S14

With the functions in this menu you can back up FMS data. If a serious fault occurs that makes particular data unusable, you can restore the files concerned from backup copies.

The menu contains the following functions:

1. Save operation area
2. Restore operation area



If FMS has been linked to VAA or another application for fixed assets, you must always save the operation area in both linked applications.

If a catastrophe occurs and you only restore the data in one of the two linked applications, there is a risk that the data do no longer match.

You will search in vain for a command to protect the *package libraries* or to restore them to the system. If such action becomes necessary, a very serious fault has occurred that may have made the whole system unusable. If this happens, you should proceed as follows:

1. Install FMS from the most recent base tape.
2. Install the accumulated PTF-tape.
3. Restore the backed up operation areas as new libraries (see option 2).

The saved *general file library* is not restored. As a result, you will lose the user data, authorization data and menu structures that are held in the general file library, but the restoration of this library can in this case lead to 'level differences'. If you really do wish to restore the general file library, you should consult the Helpdesk Financial Systems.

1 SAVE OPERATION AREA

With this function you can back up individual operation areas. You may only back up an operation area if there are no active users.



It is advisable to back up any heavily used operation areas every day.

You can back up an operation area in two ways, namely:

- ♦ directly to tape;
- ♦ via a 'save file' on disc.

DIRECTLY TO TAPE

To back up an operation area directly to tape you proceed as follows:

1. Check whether there are any active users in the operation area concerned.
2. Mount a labelled tape in the drive.
3. Invoke the function and select the operation area to be saved. A screen appears showing the name of the relevant library.
4. Select the right tape drive and indicate whether the tape is to be rewound after writing.
5. Press <ENTER>. The processing time depends on the size of the library.

VIA A 'SAVE FILE' ON DISC

FMS provides the option of writing the files to a dedicated 'save file'. This method has the following advantages:

- ◆ the backup can be done in the batch environment at a time when there are no users on-line to the system, for example at night. When the backup is finished, you have to copy the 'save file' to tape;
- ◆ the backup is done more quickly;
- ◆ the backing up cannot be interrupted for actions such as the mounting of a second tape when the first tape is full.

To back up an operation area interactively to a 'save file' you proceed as follows:

1. Check that there are no active users in the operation area concerned.
2. Invoke the function and select the operation area to be saved. A screen appears showing the name of the relevant library.
3. Key in a tape drive identity of '*SAVF'. The system then asks for the name of the 'save file'.
4. Key in the name.
5. Press <ENTER>. The 'save file' has then to be copied to tape.
6. Mount a labelled tape in the tape drive.
7. Key in the following command:
SAVSAVFTA SAVF(xxxx/yyyy) DEV(TAPzz) where:
 xxxx the library containing the 'save file'
 yyyy the file name of the 'save file'
 zz the device number of your tape or cartridge drive
8. Press <ENTER>.



If you wish to back up to disk at night, you cannot invoke this function interactively from the menu. Instead you have to write a program to issue the command at the right time. No reorganization is done if this method is adopted.

When executing this function, a check is made by the system as to whether the *storage capacity* released by the deletion of the data can be reused: when 5% of the space occupied by a file consists of deleted records, the system will reorganize the file. When the backup is complete, you are returned automatically to the selection screen where you may select another operation area or exit the function.

2 RESTORE OPERATION AREA

With this function you can restore data backed up earlier. Two different situations may be distinguished:

- ◆ replacing an existing operation area;
- ◆ setting up a new operation area in the system, perhaps one deleted earlier.

REPLACE OPERATION AREA

To replace an existing operation area you proceed as follows:

1. Check that there are no active users in the operation area concerned.
2. Mount the tape containing the backed up data in the drive.
3. Start the function and select the operation area to be restored. By way of warning, a screen appears on which you have to confirm that all data must be deleted from the selected operation area. It must be pointed out that if you do decide to delete all data from the operation area, this process may take a long time.
4. Select the right tape drive.
5. Confirm the data input by pressing <ENTER>.

You should take account of the following when restoring an existing operation area:

- ◆ Data still present in the operation area are overwritten.
- ◆ The backing up and restoring cannot be done one administration at a time. When you have problems in one particular administration that necessitate the restoration of data backed up earlier, the data of the other administrations in the operation area are also restored to the state obtaining at the time the backup was done.
- ◆ You can only restore operation areas under the present or previous release level. For example, if you are using release 6.0, you can only restore operation areas from release 6.0 or 5.0. This procedure cannot be dissociated from FMS.
- ◆ If possible, the restoration of an operation area is accompanied by an automatic conversion to the present release/modification level and the present PTF-level. Discrepancies can, however, arise between the data in the restored operation area and data still held in the general file library, for example when changes to the users or user authorizations have been made in the meantime. As a result, it may be that some data items can no longer be selected unless the changes are undone.

SET UP NEW OPERATION AREA

To put a new operation area on to the system, you must proceed as follows:

1. Mount the tape containing the backed up data on the tape drive.
2. Invoke the function.
3. Change the program mode to 'Add'. A screen appears on which you have to input certain data items.
4. Key in the operation area's code, description and library name. You do not have to use the same values as those for the operation area to be restored; in this way you can give the operation area a different name.
5. Press <ENTER>.
6. If you chose a new library name on the previous screen, you overwrite the data displayed with the data from the library being restored.
7. Select the right tape drive.
8. Confirm the data that have been input with <ENTER>.



If the operation area to be restored comes from another system, the following error message appears on your screen:

'Recovery of the operation area has been interrupted. Press <Help>. Then respond to the message with C(ancel) to end restoring or respond with G(et on) to complete the restoration'. It is, however, advisable to look at the JOBLOG before replying to the error message.

SCREEN INFORMATION D/C SUBLEDGER

G1310

With the functions in this menu you can view debtor and creditor master data on the screen. You can also view open items.

The menu contains the following functions:

1. Debtor/Creditor master data
2. Open item

1 DEBTOR/CREDITOR MASTER DATA

The master data display enables you to view the following data items for each debtor and/or creditor:

- ◆ *Detailed data*
All data items apart from the supplementary bank data and the individual fields.
- ◆ *Payment data*
The supplementary bank data for debtors and/or creditors.
- ◆ *Individual fields*
The user-defined fields (if any).

It is also possible to print out the master data of a specified debtor or creditor. Further information on the displaying of data can be found in the corresponding section of the chapter 'Operating FMS'.



This function is similar to the function 'Display master data' in the 'Debtors/Creditors Master Data' menu.

2 OPEN ITEM

With this function you can view the open items for each debtor or creditor. There are two ways to select the data you wish to see:

- ◆ by means of debtors/creditors
- ◆ by means of open items

SELECT VIA DEBTOR/CREDITOR

Upon selecting this function, the screen 'Screen information open items' appears enabling you to view the open items for each debtor/creditor. In order to select the appropriate debtor or creditor, you either have to specify:

- ◆ a 'D/C/R number'. Only the open items for the debtor/creditor concerned are displayed.
- ◆ a 'D/C/R collective number'. In addition to the open items for the collective number specified, the open items for the debtors/creditors in the collection are displayed (see the 'Debtors/Creditors Master Data' menu).

ORDER OI

In the field 'Order of open items' you can indicate whether the entries are to be displayed in *invoice number* order or in *invoice date* order. The next time you display the screen information for the selected administration, the selected sort order will be used by default.

- ◆ If you opt for the latter, you have to specify in the field 'Last date first' whether the summary must begin with the oldest or most recent open item.

When you confirm the selected data with <ENTER>, the corresponding open items are displayed. In the top right corner of the screen 'Display open items' you will find a selection field, described as 'Sel.'. The value entered in this field (<, >, +, - or =) will, in combination with a value in one of the preselection fields above the columns, limit the number of records displayed.

By means of screen option 2 (= Invoice specification), you can call up invoice data. The open item lines are displayed at the bottom of the continuation screen 'Invoice specification of open items'. On this screen you can display the corresponding transaction via screen option 8 (= Entries). Consequently, you may call up detailed data (and for VAT-accounts the VAT-data).

In order to add memos to a debtor/creditor, press <F6> on the aforesaid screen 'Display open items'. These memos will be stored under the master code of the debtor (D), creditor (C) or relation (R). The debtor/creditor balance is displayed in the *base currency* in the upper left part of the screen. Via the option 'Display currency totals' from the action menu you can display the mentioned balance in each disparate currency.

SELECT VIA OPEN ITEM

The selection screen described above also offers the user the possibility to make a preselection with the option 'Select open item' on the action menu.

When selecting this option, you will have extensive preselection options at your disposal, allowing you to make fast and accurate selections. For making a selection the following rules apply:

- ◆ All records with a value equal to or higher than the selected value in the fields 'D/C/R number', 'Invoice' or 'Inv.date' will be selected.
- ◆ You have to bear in mind that if you use combinations of these fields, for each field the records will be selected 'from' the specified value, each selection of course restricting the next. Only the leftmost field used, however, determines the order in which the records are displayed.
- ◆ If you use any other field, only those records will be selected which are equal to the specified value (and not 'from'). The order in which the records are displayed is not affected by these search criteria.
- ◆ By means of screen option 2, you display the invoice data. These can be used to perform a preselection.
- ◆ The field 'Sequence' plays a part in selecting the order of records to be displayed: Ascending or Descending.

Example

You only type '150496' in the field 'Inv.date'. The system will now select all records with an invoice date equal to or later than 15/04/1996. The records will be ordered according to invoice date.

When you add 'D' for the master code and the number '500000' to identify a debtor in the field 'D/C/R number', only the invoices for debtors with the number '500000' or higher are displayed, and then only if the invoice date is not earlier than 15/04/1996. The records are no longer ordered according to invoice date but according to debtor number.

A number of screen options and the function key <F10> (= Extra information) enable you to request additional data. Besides, you will have free access to the VAT-data via the invoice data.

SCREEN INFORMATION IC

G145

The functions in this menu allow you to view the historical data on processed invoices. For further information on the data displayed, you are referred to the 'Circulation Invoice Entry' and 'Approve/Change Location' menus.

The menu contains the following functions.

1. Invoice history
2. Invoices still in circulation

1 INVOICE HISTORY

When you have called up the function, a screen appears from which you can select the invoice required. The action menu allows you to display the invoices sorted on invoice number, external invoice number or debtor/creditor.

For each invoice you can display the following data items:

- ♦ the sale particulars from the invoice;
- ♦ the identity of the person who authorized payment and the reasons supporting that authorization;
- ♦ the invoice lines;
- ♦ the users (locations) that have already handled the invoice.

If you want to view the VAT-lines of an invoice, you must first display the detail data. You can then display the VAT-lines and other invoice data via the action menu. This menu also enables you to view the open items and to maintain the memos of the invoice.

2 INVOICES STILL IN CIRCULATION

With this function you can display details of invoices currently circulating. The standard sequence for displaying invoices is by invoice number. You may use the action menu to change the ordering so that they are sorted either by relation or by location.

When you select an invoice, the general data relating to invoices currently circulating are shown on the screen. By means of the action menu, you can call up detailed information on the invoice concerned.

SCREEN INFORMATION LB

G154

By means of the functions in this menu, you can display information about reservations and liabilities, together with other financial data.

Before proceeding to the descriptions of the various functions, it is worthwhile to draw attention to the structure of reservation and liability entities in FMS:

- ◆ By making a reservation, a portion of a budget is earmarked for particular purpose(s).
- ◆ Liabilities can then be charged to that reservation.
- ◆ Finally, invoice lines can be charged to the reservation, either directly or by having the invoice line charged to a liability already charged to the reservation.

A detailed exposition can be found in the section 'Reservations and liabilities', see the chapter 'Introduction'.

The display information functions resemble one another closely, and reflect the structure outlined above. When, for instance, you call up the reservations, you can also view the associated liabilities and invoice lines. Similarly, when you call up the liability details, you can view the associated reservation and invoice lines.

The menu contains the following functions:

1. Management information LB
2. Reservations
3. Liabilities
4. Credits
5. Relations

1 MANAGEMENT INFORMATION LB

This function is more or less identical to the function 'Management information' of the same menu. In this description attention is paid to those aspects that differ considerably from the aforesaid function.

On the key screen the user can select existing infosets if he has been granted the appropriate authorization rights (cf. the function 'Maintain' in the 'Infoset Authorization' menu). The standard list of settings stored with these infosets must have been defined earlier in the 'Management Information' menu.

The settings thus selected cannot be altered; only the following data items may be input:

- ◆ the required series (one or more) of dimensions;
- ◆ the currency;
- ◆ the method to be used in representing the dimension numbers (see the input field 'Selection code').

The user cannot display any data concerning actual entries.

2 RESERVATIONS

With this function you can view the reservations associated with the active administration. After you have selected a reservation, the associated data are displayed on a continuation screen. By means of the option 'Mutations' on the action menu, you can see what updates have been made to the reservation.

The provenance of each mutation is also displayed:

- ◆ Blank
The reservation is being dealt with manually.
- ◆ RSV
The amount contracting the reservation.
- ◆ VPL
The mutation consists of a liability chargeable to the reservation.
- ◆ FKT
The mutation consists of an invoice line chargeable to the reservation.

If the change originated in a liability or an invoice line, the fact is notified in the field 'External data'. With screen option 8 (= Cause of change) on the screen 'Display reservation updates' you can display the liability or invoice line concerned (if this is not blank).

3 LIABILITIES

With this function you can view the liabilities associated with the active administration. When you select this function, the liabilities present are displayed. Via the action menu you can alter the order in which the liabilities are displayed.

If you choose to sort the liabilities on *serial number*, an extra selection field will appear at the top-left corner of your screen. In this field you can indicate if you want to display:

- ◆ liabilities that have been written off entirely,
- ◆ liabilities that have not yet been written off, or
- ◆ all available liabilities.

When you have selected the liability, the associated data are displayed on a continuation screen. By means of the 'Mutations' option of the action menu, you can see what updates have been made to the liability.

The provenance of each mutation is also displayed:

- ◆ Blank
The liability is being dealt with manually.
- ◆ VPL
The amount contracting the liability.
- ◆ FKT
The mutation consists of an invoice line chargeable to the liability.

You can call up the associated reservation via menu option 2.

4 CREDIT

With this function you can view the credit data. After you have selected a financial year and the name of the credit required, the principal data relating to the credit concerned are displayed on a continuation screen. Using the action menu you can also display the master code authorization granted to the credit, or details of the users controlling it.



You can change the description of the master code KRD (code 53), the last field on the key screen, when updating the master codes. Its description need not be 'Credit' (see the 'General Data for Administration and Financial Year' menu).

5 RELATIONS

With this function you can view a variety of financial data items for each relation. The various information display functions that you call up all in fact belong to other parts of the package. In this function, however, all the data that are associated with the relation you have selected have been brought together for display.

SCREEN INFORMATION LEDGER

G125

With the functions of this menu you can display financial data on the screen.

The menu contains the following functions:

1. Management information for ledger
2. Entries sorted on batch run number

1 MANAGEMENT INFORMATION FOR LEDGER

This function is more or less identical to the function 'Management information' of the same menu. In the present description attention is paid to the aspects that differ considerably from the aforesaid function.

On the key screen the user can select existing infosets if he has been granted the appropriate authorization rights (cf. the function 'Maintain' in the 'InfoSet Authorization' menu). The standard list of settings stored with these infosets must have been defined earlier in the 'Management Information' menu.

The settings thus selected cannot be altered; only the following data items may be input:

- ♦ the required series (one or more) of dimensions;
- ♦ the currency;
- ♦ the method to be used in representing the dimension numbers (see the input field 'Selection code').

DISPLAYING THE BALANCES

The only restriction on the displaying of balances is that no information concerning liabilities and reservations can be included.

2 ENTRIES SORTED ON BATCH RUN NUMBER

With this function you can view the entries that have been processed in a given batch run. When you call up this function, a screen appears displaying the batch runs for your administration. The relevant entries are displayed when you have selected a batch run. You can call up the detailed information relating to an entry by using screen option 5.



A blank screen appearing after the selection of a batch run means that the relevant entries have already been removed from FMS. The FMS batch runs, however, remain available to make selections from, without restriction.

SETTINGS AT PACKAGE LEVEL

S116

With the functions of this menu you can maintain a number of package settings and controls.

The menu contains the following functions:

1. General data on SYNON data areas
2. Adjust date format
3. Set form length for standard lists
4. Switch between FMS/SAA menu standard
5. Select language
6. Delete language module

1 GENERAL DATA ON SYNON DATA AREAS

With this function you can change certain general installation data items. The name of your organization, which can be input via this screen, is displayed on the system manager's function screens beneath the function name.

It is not normally necessary to modify the other fields. If they have to be changed, you should consult the Helpdesk Financial Systems. For instance, if the name of the help display file or the library is already in use. With the functions in this menu you can execute certain procedures relating to the installation of FMS in your computer system or the application of a Program Temporary Fix, (PTF for short).

2 ADJUST DATE FORMAT

With this function you can set the format for date fields. There are three options:

1. day-month-year (DDMMYY)
2. month-day-year (MMDDYY)
3. year-month-day (YYMMDD)



The format specified here is only used for inputting, displaying and printing FMS date fields. The system date format displayed in the top right-hand corner of the screen cannot be altered with this function.

You confirm the new format with <ENTER> and then with '1' (Yes). The changed format is immediately in effect for all FMS users. All data items already input will thereafter be displayed in the new format too.

3 SET FORM LENGTH FOR STANDARD LISTS

With this function you can change the form length for any summary with which you can print data stored in FMS. This function does not apply to fixed, free and variable summaries. The form length for variable and free summaries can be set when defining such summaries.



If you decrease the form length, you must make sure that at least one detail record (including the headers and footers for the summary) fit within the specified number of lines, otherwise a print command may cause the system to 'loop'.

4 SWITCH BETWEEN FMS/SAA MENU STANDARD

With this function you can specify which *menu layout* - FMS or SAA - will be used as the standard layout by all users (see the section 'Working with menus' in the chapter 'Operating FMS'). The users are able (temporarily) to override this default setting (see for instance 'Main Menu system management'). When you select this function, a screen appears on which the type of display is indicated. You change the setting by pressing <F9>.

The new setting comes into effect when you quit the main menu using <F3>, and subsequently return to this main menu. The setting remains in effect until you sign off from FMS; when you sign on again, the system level default menu layout is once more in effect.

5 SELECT LANGUAGE

With this function the default language used on screens and reports is set for all users of FMS. The users are able to override this default temporarily.

When you select this function, the available language modules will be displayed. To select the desired language you must proceed as follows:

- ◆ Select the appropriate language.
- ◆ Press <ENTER>; the above-mentioned menu will be displayed.
- ◆ Leave this menu by pressing <F3> twice.
- ◆ Press <F3> once more to return to the menu.

The selected language module is now active for the user profile concerned and will remain so until you select another language or until you quit FMS altogether.

6 DELETE LANGUAGE MODULE

With this function you can delete a language module from your system. Yet the Dutch language data cannot be deleted.



Before deleting a language module you must realize that, if you want to reload the deleted module, you must be able to load and apply the most recent cumulative PTF for FMS. In other words, if the most recent cumulative PTF has already been applied, the language module cannot be activated.

SUBLEDGER

G12107

With the functions in this menu you can define financial subledgers.



This function is not used for D/C subledgers. Separate functions are available for them.

The menu contains the following functions:

1. Maintain
2. Display
3. Print

1 MAINTAIN

INPUTTING THE DATA

Each subledger is identified by a *code*. When the individual subledger accounts are set up, this code is used to indicate to which subledger an account belongs (see 'Inputting the other entities' under the function 'Maintain' in the 'Dimension 1' menu).

For each subledger you specify which account is to be the *control account*. For this you can only select accounts that have been designated as 'Control account' (see 'Inputting the classification' under the function 'Maintain' in the 'Dimension 1' menu) during the setting up of the accounts in Dimension 1. After supplying the account number, the abbreviated description for the account is displayed on the screen.

Example

In dimension 1 you have defined the following account:

Account	Description	Control account	P & L balance	Subledger
3000	Stock	1 (Yes)	B	-

The following subledger code is defined for this account:

Code	Description	Control account
30	Stock subledger	3000

The accounts belonging to subledger 30 are then defined as follows:

Account	Description	Control account	P & L balance	Subledger
3010	Bolts	-	-	30
3020	Nuts	-	-	30
3030	Washers	-	-	30

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

SUMMARIES AND DOCUMENTS

G1311

With the functions in this menu you can list the various variable summaries. You can also define default values for them and set up certain procedures to be executed in the case of failed or interrupted print jobs.

A number of summaries of each type are supplied with FMS. You can add your own summaries. The layouts of users' own summaries are defined using the functions in the 'Variable Summaries' menu, with the exception of the standard summary of open items (menu option 4). This is a fixed summary and cannot be modified.

The menu contains the following functions:

1. Detailed summary of D/C master data
2. Condensed summary of D/C master data
3. Address labels
4. Standard summary of open items
5. Comprehensive summary of open items
6. Aging list
7. Historical summary of open items
8. Go to 'Documents' menu'
9. Defaults for summaries and documents
10. Recovery of summaries

In this description the discussion is confined to the functions that can be invoked from this menu. For a description of menu option 8, you are referred to its respective menu.

1 DETAILED SUMMARY OF D/C MASTER DATA

With this function you can produce a summary of the D/C master data in which the data items, grouped by relation, are printed on successive lines. With this facility you can, for instance, print an address or telephone number list. Further information on the printing of data can be found in the corresponding section of the chapter 'Operating FMS'.

INPUTTING THE DATA

When you have selected the summary to be printed, you have to specify which relations are to be included in the summary.

Default values can be defined for the items you are to input with the function 'Defaults for summaries and documents' (see menu option 9). These default values are automatically included as soon as you select the print function. You can treat these values in the following ways:

- ◆ You can ignore the default values and change the content of one or more fields on a one-off basis. When you confirm the changes by pressing <ENTER>, the summary will be printed. The default values are unaffected and are once more in effect on the next occasion that you select a print function.
- ◆ If you overwrite the default values and subsequently press <F14> (= Include in fixed selection data), the changed values are taken as default values and saved with the function 'Defaults for summaries and documents'. The next time you wish to print a variable summary, these new default values apply.



The default values apply to all users of the summary or document. Care must therefore be taken when altering these defaults.

In the field 'New page for each D/C/R' you can specify whether each new relation is to start on a fresh page.

For a description of how the data to be printed are selected, you are referred to the function 'Defaults for summaries and documents' (see menu option 9). The job is placed in the input queue as soon as you confirm with <ENTER>.

2 CONDENSED SUMMARY OF MASTER DATA

With this function you can produce a summary of D/C master data in which the information is printed in columns. The procedure is similar to that of the previous menu option.

3 ADDRESS LABELS

With this function you can print D/C master data on labels. When inputting the general administration data (see the function 'Maintain D/C subledger'), you can specify how many vertical columns of labels are to be printed alongside each other.

In other respects, printing of this summary proceeds in the same way as described above for a detailed summary of D/C master data (see menu option 1).

4 STANDARD SUMMARY OF OPEN ITEMS

With this function you can print an abbreviated summary of the open items. You are able to select only a relatively small number of variables in comparison with that of the comprehensive summary (see menu option 5, below).



Unlike the other summaries the standard summary of open items is a fixed summary. It implies that you cannot incorporate your own variations using the functions in the 'Variable Summaries' menu.

If you give the field 'Deb/Cred/Rel master code' the value 'A' (= All) and leave the other fields blank, all open items stored in FMS will be printed, with the exception of open items from administrations for which you are not authorized.

In other respects, printing of this summary proceeds in the same way as described above for a detailed summary of D/C master data (see menu option 1).

5 COMPREHENSIVE SUMMARY OF OPEN ITEMS

With this function you can print a full summary of the open items. The settings you enter on the screens of this function can be copied to the fixed data by means of <F14>.



The OPD-@E3 summary can also be printed with the function 'Subledger totals' in the 'Periodic Reports D/C' menu. Copies of this summary cannot be printed with the above-mentioned function.

SELECTING THE DATA

The data to be printed will be selected on three successive screens:

- ◆ The first screen is used to specify which debtors/creditors should be included in the summary. For a similar procedure, see menu option 1. A description of the sort order can be found under option 9 of this menu.
- ◆ The second screen enables you to select the open items to be printed.
- ◆ The third screen contains a few additional selection options.

If the selected summary contains fields for which a calculation must be performed, you must always enter a value for the fields 'Paid to date' and 'Invoice date TO'. Even if you do not print payment lines, you must specify these two fields so as to create a balanced summary.

EXPIRY CHECK

You can execute an expiry check on all open items. For each debtor you can print e.g. the balance of open items from period 12 of financial year 1997, including the status of all payments to this day. To this end, you have to fill the following fields:

- ◆ Financial year/Period (second input screen)
- ◆ Paid to date or fin. year/period (third input screen)

With regard to the open items list, you can select open items that have already been paid, but of which the invoice lines have not been entered in the invoices in circulation. For this purpose, you only have to set the field 'Only paid invoices in circulation' to '1' (Yes).

6 AGING LIST

With this function you can print an aging list. From this breakdown you can see the entries which have exceeded their credit term, how long it is since they did so, and what the attendant loss of interest is (or, in the case of payments, interest gained).

When making an aging list, the open items are grouped and sorted by the number of days that the invoices concerned have already been overdue. In the general administration data (see the function 'Maintain D/C subledger') you can specify the *intervals* to be used in making such aging lists. The effect of the values supplied here on an aging list can best be illustrated with an example:

Example

Type of reference date	F
First interval (days)	30
Second interval (days)	15
Second interval from column	3

- ♦ The first column of the aging list shows open items up to 30 days after the invoice date.
- ♦ The second column shows open items from 31 to 60 days after the invoice date.
- ♦ The third column shows open items from 61 to 75 days after the invoice date.
- ♦ The fourth column shows open items from 76 to 90 days after the invoice date.
- ♦ ... and so forth.



In this way a maximum of six columns can be specified. When defining this variable summary, you can add an extra column (to the 'Entry details line') for the total of outstanding amounts. This summary would then be in keeping with the summaries of open items.

This summary is otherwise printed in the same way as described above for a comprehensive summary of open items (see menu option 5).

7 HISTORICAL SUMMARY OF OPEN ITEMS

With this function you can print a historical summary of all (reconciled) open items. The entries appearing in this summary can then be deleted from the system. Printing of this summary is done in the same way as described above for a comprehensive summary of open items (see menu option 5).

9 DEFAULTS SUMMARIES AND DOCUMENTS

With this function you can define the default values for printing the summaries in this menu and for printing reminder letters and statements of account (see the 'Documents' menu). The default values are automatically applied as soon as you decide to print a summary.

You can change the default values in two ways:

- ♦ by changing and saving them with this function;
- ♦ by overwriting them at the time the default values are being printed, and then pressing <F14> (= Adopt to fixed data). The changed values are then saved as the new default values. The next time you wish to print a variable summary, these new defaults apply.



The default values apply to all users of the summary or document. Care must therefore be taken when altering these defaults.

INPUTTING THE DATA

In the various pairs of 'From' and 'To' fields you define the range of selection values within which a record has to lie if it is to be printed. You then indicate the sort order by which the data concerned are to be printed (see example). You can also specify where in the summary subtotals are to be printed.

Example

You select the data shown below in the following way:

	From	To	Sort order
Administration	D001	D001	1
Subledger	01	03	2
Relation	8900001	8900999	3
Currency			4

When the summary is printed the data for individual relations are included for each subledger, if necessary the data for each relation being set out in currency order.

You can, however, also impose the following sort order:

	From	To	Sort order
Administration	D001	D001	1
Subledger	01	03	2
Relation	8900001	8900999	4
Currency			3

When printing the summary, the data are sorted by relation within currency for each subledger.



For statements of account and reminder letters the following sequence is mandatory when specifying the default values:

- Administration
- Relation
- Currency

The list of debtors and/or creditors to be used in producing a summary can be selected in one of two ways, viz:

- ♦ With the field 'Debtor/Creditor/Relation' you can specify the series of D/C/R numbers to be used for the summary. The data are printed in relation number order.
- ♦ In the field 'Collective deb/cred/rel' you can specify a list of group numbers. All debtors and/or creditors whose relation numbers match the group numbers selected are included in the summary, in group number order. For each group number the data for the debtors and/or creditors belonging to the group concerned are also included.

You may use only one of the two fields.



If no group number has been specified for a debtor/creditor, its relation number is automatically taken as the group number. Even such debtors/creditors are thus included in a summary on a group number basis (see the 'Debtors/Creditors Master Data' menu).

The selection code is used in preparing summaries in which a further selection can be made from the debtors/creditors included. The use of the selection criterion is best explained by an example.

Example

Selection code	*75*****
Selection criterion	H (Greater than)
Result	All debtors/creditors in which the second character in the selection code is greater than or equal to '8', and the third character is greater than or equal to '6'.

Selection code	A*****
Selection criterion	G (Equal to)
Result	All debtors/creditors whose selection code begins with an 'A'.

10 RECOVERY OF SUMMARIES

With this function you can delete or reprocess a summary that has been abnormally terminated. When you select this function, a list of all aborted summaries from the current administration appears. With screen options you can select the appropriate summaries to be processed or to be deleted.

SUMMARIES AND DOCUMENTS LB

G155

With the functions in this menu you can list various fixed summaries. You can also print three free summaries and define default values for these free summaries.

The menu contains the following functions:

1. Fixed summaries - Reservations
2. Fixed summaries - Liabilities
3. Fixed summaries - Correlation from budget
4. Fixed summaries - Correlation from reservation
5. Fixed summaries - Correlation from liability
6. Free summaries - Correlation
7. Free summaries - Default values for correlation
8. Free summaries - Liabilities
9. Documents - Order form
10. Documents - Default values for order form

1 FIXED SUMMARIES - RESERVATIONS

When you have selected this function, you can indicate on the screen 'Print reservations' which *credit* you want a summary of the reservations for.

The way in which this selection option is interpreted, depends on the credit relationships you have specified in the 'IC/LB Components Data for Administration and Financial Year' menu:

- ◆ If you have specified that credits are not to be used, you can view all reservations.
- ◆ If the credit relationship is 1:1 (one credit per user and one user per credit), two situations can occur:
 - If you are a credit holder, you can print a summary of the reservations against your own credit;
 - If you are not a credit holder, you can print a summary of the reservations against each of the credits required. If you do not choose a specific credit, the reservations for all credits are printed.
- ◆ If the credit relationship is N:M (several credits per user and several users per credit), two situations can occur:
 - If you are a credit holder, you can print a summary of the reservations on a per credit basis, provided that you are a controller of the credits concerned;
 - If you are not a credit holder, you can print a summary of the reservations for any credits that you wish. If do not choose a particular credit, the reservations belonging to all credits are printed.

Lastly, you can still specify whether a summary is to be printed of:

1. all the changes that have been made to a reservation,
2. the users who have authorized those reservations, and/or
3. the current reservation balance (in the budget cumulative).

The default value for these fields is '0' (No).

Further information on the printing of data can be found in the section 'Printing the data', see the chapter 'Operating FMS'.

2 FIXED SUMMARIES - LIABILITIES

Printing of a summary of liabilities proceeds in the same way as for reservations. For a description of this function, you are referred therefore to menu option 1.

3 FIXED S. - CORRELATION BUDGET

With this function you can print a listing giving details of all the reservations, liabilities or invoices chargeable to a particular budget. If you also print invoices, all the invoice lines for each invoice are printed.

4 FIXED S. - CORRELATION RESERVATION

With this function you can print a listing giving details of all the liabilities or invoices chargeable to a particular reservation. If you also print invoices, all the invoice lines for each invoice are printed.

5 FIXED S. - CORRELATION LIABILITY

With this function you can print a listing giving details of all the invoices chargeable to a particular reservation. All the invoice lines for each invoice are printed.

6 FREE SUMMARIES - CORRELATION

With this function you can list the free correlation summaries you have created. To create a free correlation summary, you must use the functions in the 'Free summaries' menu. Further information on the printing of data can be found in the chapter 'Operating FMS'.

By means of a question mark selection, you first select a *formatted summary* from the list of available summaries. A continuation screen appears where you can select the financial year and the cumulative from which the data for the summary must be retrieved. You also choose whether the summary contains actual or budgeted postings. At the bottom of the screen you select the ranges of dimensions for which the data must be printed.

Subsequently, two other screens appear where you select which budgets, reservations, liabilities or invoices must be included in the summary.

For the data in this screen default values can be defined, using menu option 7. These default values are automatically included as soon as you select the print function. You can treat these values in the following ways:

- ♦ You can ignore the default values and change the content of one or more fields on a one-off basis. When you confirm the changes by pressing <ENTER>, the summary is printed. The default values are unaffected and are once more in effect on the next occasion that you select a print function.
- ♦ If you overwrite the default values and then press <F14> (= Adopt to fixed data), the changed values are taken as default values and saved with the function 'Default values for correlation' (see menu option 7). The next time you wish to print a free summary, these new default values apply.



The default values apply to all users of the summary or document. Care must therefore be taken when altering these defaults.

For a description of how the data to be printed are selected, you are referred to option 7. The job is placed in the input queue as soon as you confirm with <ENTER>.

7 FREE S. - DEFAULT VALUES CORRELATION

With this function you can define the default values for printing the free correlation summaries (see option 6, above). The default values are automatically applied as soon as you decide to print a summary.

You can change the default values in two ways:

- ♦ by changing and saving them with this function;
- ♦ by overwriting them at the time when the summary is being printed, and then pressing <F14> (= Adopt to fixed data). The changed values are then saved as the new default values. The next time you wish to print a free summary, these new defaults apply.



The default values apply to all users of the summary or document. Care must therefore be taken when altering these defaults.

INPUTTING THE DATA

In the various pairs of 'From' and 'To' fields you define the range of selection values within which a record has to lie if it is to be printed. By means of a number of status fields, you are able to exclude certain data.

8 FREE SUMMARIES - LIABILITIES

This function enables you to print a summary of the liabilities. In this summary use is made of cumulative definitions so that you can gain a clear insight into the liability balances. You can create this summary without applying a cumulative; in the present case only totals will be printed. The amounts on this summary are solely displayed in the base currency.

On the screen 'Request liabilities summary' you can enter the following data which constitute the necessary ingredients of the appropriate summary:

- ♦ the cumulative (optional);
- ♦ the dimensions (provided that the cumulative has been filled);
- ♦ the financial year;
- ♦ the period, and
- ♦ the initial phase of the financial year.

In the field 'Period payment on LBL' you can indicate the period to be taken for the summary. This can be either the liability period (via invoice register) or the payment period (prior to 'Accept costs after payment'). Finally, in the field 'Financial year FROM' you can specify the year from which the liability updates have to be included.

9 DOCUMENTS - ORDER FORM

With this function you can use liabilities data to print order forms. To create an order form, you must use the functions in the 'Free summaries' menu.

When you enter a liability, you can use the field 'Make order form' to specify whether order forms ought to be printed. If you set this field to '0' (No), no order forms will be printed. Further information on the printing of data can be found in the chapter 'Operating FMS'. When you have selected the summary to be printed, you have to specify which liabilities must be printed on an order form.

NUMBERING ORDER FORMS

Upon printing the order forms, a number is assigned to them. For order form numbering the following rules apply:

1. Specify the first order form number with the IC/LB data for administration (usually this is done only once, when the financial year is created);
2. When entering a liability, you can optionally enter an order form number;
3. Upon receiving a print command, the system will first give numbers to those order forms which have not yet received one;
4. Then the order forms are printed.

For the data in this screen *default values* can be defined, using menu option 10. These default values are automatically included as soon as you select the print function. You can treat these values in the following ways:

- ♦ You can ignore the default values and change the content of one or more fields on a one-off basis. When you confirm the changes by pressing <ENTER>, the summary is printed. The default values are unaffected and are once more in effect on the next occasion that you select a print function.
- ♦ If you overwrite the default values and then press <F14> (= Adopt to fixed data), the changed values are taken as default values and saved with the function 'Default values for order forms'. The next time you wish to print a free summary, these new default values apply.



The default values apply to all users of the summary or document. Care must therefore be taken when altering these defaults.

For a description of how the data to be printed are selected, you are referred to the function 'Default values for order forms'. The job is placed in the input queue as soon as you confirm with <ENTER>.

10 DOCUMENTS - DEFAULT VALUES FOR ORDER FORM

With this function you can define the default values for printing order forms (see option 9). The default values are automatically applied as soon as you decide to print an order form.

You can change the default values in two ways:

- ♦ by changing and saving them with this function;
- ♦ by overwriting them at the time when the summary is being printed, and then pressing <F14> (= Adopt to fixed data). The changed values are then saved as the new default values. The next time you wish to print a free summary, these new defaults apply.



The default values apply to all users of the summary or document. Care must therefore be taken when altering these defaults.

INPUTTING THE DATA

In the various pairs of 'From' and 'To' fields you define the range of selection values within which a record has to lie if it is to be printed. You then indicate the sort sequence by which the data concerned are to be printed (see examples).

Finally, you can also specify where in the summary subtotals are to be printed. The position of the subtotal determines which liabilities will be printed together on the same order form, as is illustrated by the examples. You may define only one subtotal.

Example A

You select the data shown below in the following way:

	From	To	Sort order	Subtotal
Administration	D001	D001	1	
Relation	8900001	8900999	2	
Currency	DEM	NLG	3	1
Financial year	1992	1992		
Period	01	06		

When the summary is printed, the liabilities in the same currency from the specified periods are printed on a single order form. Note that more than one order form can be printed for each relation.

Example B

You select the data shown below in the following way:

	From	To	Sort order	Subtotal
Administration	D001	D001	1	
Relation	8900001	8900999	2	1
Currency	DEM	NLG	3	
Financial year	1992	1992		
Period	01	06		

When the summary is printed, a separate order form will be printed for each relation containing all the liabilities of that relation regardless the currency. Only one order form is printed for each relation.



Two values in the sort order cannot be overwritten:

- Administration
- Relation

However, you may leave the 'From' and 'To' fields for these two items blank.

SUMMARIES OF INVOICES STILL IN CIRCULATION

G146

With the functions in this menu you can print the data for a range of invoices.

The menu contains the following functions:

1. Sorted on location
2. Sorted on relation
3. Sorted on invoice number
4. Sorted on circulation date
5. Sorted on due date
6. Sorted on authorizer

The functions in this menu differ from another mainly in the *order* in which the invoices are printed; the invoices can be sorted in various ways. The user can indicate for each summary which range of invoices is to be sorted and printed.

Besides, there may be a marked difference between the format of the pages in the various summaries:

- ♦ For options 1 and 6 of this menu the listing of the invoices throws a new page for each location and each budget authorizer, respectively.
- ♦ For options 2 to 6 the invoices are listed in sequence without page throws.

Further information on the printing of data can be found in the chapter 'Operating FMS'. For more information on the actual data printed here, you are referred to the 'Circulation Invoice Entry' and the 'Approve/Change Location' menus.

SYSTEM FUNCTIONS

S16

With the functions in this menu you can execute certain system functions.

The menu contains the following functions:

1. Switch normal <---> rapid batch processing
2. Adjust pool size of subsystem for rapid batch
3. Work with active FMS users
4. Work with batch per user
5. Change own password
6. Change output queue
7. Job queue (WRKJOBQ)
8. Output queue (WRKOUTQ)
9. Active jobs (WRKACTJOB)

1 SWITCH BATCH PROCESSING SPEED

With this function you can indicate that the batch jobs you have specified are to be processed at a higher priority in another *input queue*. You can, in this way, if the system is congested by a number of resource hungry jobs, nonetheless run specified batch jobs quickly.



The purpose of this function is to run urgent jobs quickly. The speed with which jobs come to the head of the queue depends, however, on the number of users wanting to promote their jobs: if lots of users are putting jobs into the output queue at the same time, the throughput will be greatly reduced.

The switch does not apply to other users and remains in effect until you sign off from FMS or it is reversed by this same function.

2 ADJUST POOL SIZE OF SUBSYSTEM

With this function you can enlarge the memory partition reserved for high priority processing of batches (the pool size). The subsystem for high priority processing of batches is called FMSSBS. The default size of the pool in this subsystem is 150. You can supply a new value in the range 150 to 2500, or else the value '*BASE'.

The following points are relevant to the size of the pool:

- ♦ the more memory the pool is given, the faster the jobs will be processed.
- ♦ when defining the new pool size, you should be aware that the reserved memory is at the expense of memory space for other system tasks. However, while the high priority subsystem is not being used, its reserved memory space is made available for the processing of other tasks and jobs.
- ♦ if you specify '*BASE', the memory space reserved consists of all the main memory not yet assigned. The effect of doing this is that other jobs (those also using '*BASE', that is) are held up. This applies to both interactive tasks and jobs in the batch environment.

3 WORK WITH ACTIVE FMS USERS

With this function you can see which users are logged on for an *operation area*, an *administration* or the *entire system*. You can also execute certain procedures relating to those logged on users.

When you have selected the appropriate component of the package, its on-line users are displayed on a continuation screen, API users included. A variety of procedures can be selected on a per user basis:

- ♦ send a message to another user;
- ♦ execute one or more AS/400 functions (Job);
- ♦ look at another user's screen;
- ♦ allow another user to look at your screens.

These four options are discussed separately below:

SEND MESSAGE

With screen option 1 you can cause a string of text keyed in by yourself to appear on another user's screen. If what you transmit is an informatory message, this is added to the recipient's queue; whether the message is retained for later display or displayed immediately on the recipient's screen depends on how this queue is parametrized.

If you transmit a break message, it is always displayed immediately on the recipient's screen. For further information on the parametrization of message queues, you are referred to the AS/400 documentation.

JOB

When you select a user with screen option 5 you are enabled to run a job. The jobs concerned are those belonging to the AS/400 functions subsystem; for information concerning them, you should consult the AS/400 documentation.

In order to monitor which users are on-line to FMS and to check whether a particular exclusive job can be run, FMS employs a *system of locks*. From the screen on which the users are displayed, the locks in effect at any instant can be seen in the field 'Access'. In the light of this information, the users concerned can then be requested to refrain from using (a specified part of) the package so that an exclusive job may be run. Two types of lock have to be distinguished:

SHARED

This type of lock indicates that a user is on-line to the system (or that a batch job has started (the batch job being treated as a 'user')) without any restrictions being placed on other users. In the field 'Access' the code 'Normal use' will be displayed. The scope of the locking can be the whole package, an operation area or an administration. In this way, the system manager can monitor which users (and batch jobs) are using a specified subadministration of the package.

EXCLUSIVE

When a user calls up a function that can only be executed if there are no other users on-line to the package, this will result in an 'exclusive' lock; all other users are then (temporarily) denied access to (part of) the system. In the field 'Access' this is indicated by means of the code 'Lock active'. If a user tries to access an administration or operation area with this lock type, access will be denied and the code 'Wait for access' will be displayed. An 'exclusive' lock can apply to the entire package, an operation area or an administration.

In emergencies the system manager is empowered to disable the locks for certain functions. The greatest possible care must then be taken: if the user concerned is still on-line, his session is terminated.



Although this screen option is also available at application management level, it will have a rather different range of available functions there. Certain types of job are strictly reserved for use by the system manager only.

LOOK AT OTHER SCREEN

With screen option 8 you can copy the contents of another user's screen to your own, for example to enable both of you to discuss the same set of figures from your respective terminals.

When you select a user with this option, a message is sent automatically to his screen requesting permission for his screen image to be copied. If he agrees, your own screen is blanked off. As soon as the other user 'confirms' the contents of his own screen, for example by pressing <ENTER> or a function key, his screen image is copied to your screen. In this way your screen is always 'one behind' his.



The disadvantage brought about by the fact that both users are not necessarily always looking at the same screen image can be overcome by means of <F5> (= Refresh). The contents of the other screen are then refreshed from the originating screen, the originating screen remaining unaffected. This function key is not enabled for all functions; if it is disabled an error message appears, though the actual copying still takes place.

For the sake of clarity, the ways in which the copying can be brought to an end are summarized here. They are:

1. Press the <SysRq> and wait until the continuation screen appears.
2. Key in 'ENDCPYSCN'.
3. Press <ENTER>.

LET USER LOOK AT YOUR SCREEN

This function works in the same way as described above for looking at another user's screen except that the copying takes place in the opposite sense: from your screen to the other user's. The remaining details given above apply equally here.

4 WORK WITH BATCH PER USER

This function enables you to set up a specific job queue for the various batch jobs to be carried out. For each individual user you can define the planning date and time. Default batch jobs can be set up, which, as an additional benefit, will apply to all users. You can modify them by specifying the differences in relation to the various users.

5 CHANGE OWN PASSWORD

With this function you can change the password used when you went through the sign-on procedure. The characters you key in are not displayed on the screen. You have to key in the new password twice, the second time for checking purposes.

If you have forgotten the password, or if it has been changed without your knowledge, you must get in touch with the system manager or the AS/400 security officer.

6 CHANGE OUTPUT QUEUE

With this function you can change the output queue allocated to your user profile. FMS puts the output by default into the output queue belonging to the operation area or, if this is not possible, into the general purpose output queue designated for the system. If, however, an 'own' output queue for a particular user has been specified (see the 'User Authorization' menu), the job will be put in that queue.

INPUTTING THE DATA

The following values may be submitted in the field 'Output queue':

- ◆ *SAME
The parameters are to remain unchanged.
- ◆ *USRPRF
- ◆ The 'own' output queue specified in the user data is to be used (if there is one).
- ◆ *DEFAULT
- ◆ The default output queue for the operation area (or the entire system) is to be used.

You can alternatively designate a specific, named output queue.

The change remains in effect until you change the queue again or log off from the system. When you log on again, the default queue specified in the user data is once more the queue that will be used (see the 'User Authorization' menu).

7 JOB QUEUE (WRKJOBQ)

With this function you can see which jobs are ready or nearly ready to be processed by the system. You can thus check whether an issued command is about to be processed. A number of actions relating to the jobs scheduled can also be performed. For further information on handling an input queue, you should consult your AS/400 documentation.

8 OUTPUT QUEUE (WRKOUTQ)

With this function you can see what reports have been generated. This provides one way in which you can check whether your commands have been processed. A number of actions relating to the jobs whose output is in the output queue can also be performed. For further information on handling an output queue, you should consult your AS/400 documentation.

9 ACTIVE JOBS (WRKACTJOB)

With this function you can monitor the jobs that the system is processing at a given time. A number of actions relating to these jobs can also be performed. For further information on handling active jobs, you should consult your AS/400 documentation.

TELEBANKING - GENERAL DATA

G130731

With the functions in this menu you can maintain the general data for Telebanking.

The menu contains the following functions:

1. Maintain general data
2. Display general data
3. Print general data
4. Maintain follow-up administrations
5. Maintain leading characters - relation
6. Maintain leading characters - invoice
7. Maintain cash discount



Before you can use the functions of the module 'Telebanking', you must have specified in the function 'Maintain' in the 'Data on Own Bank Accounts' menu that the bank concerned may be used for telebanking.

A user can use this module only, if he has been registered in the Office address file by means of the 'WRKDIR' command.

1 MAINTAIN GENERAL DATA

With this function you can specify the telebanking data for your bank accounts. When you have selected a bank, you indicate

- ♦ which folders you will use for transmitting payment orders and receiving bank statements.
- ♦ in which file the payment orders must be stored. All payment orders you want to process with Telebanking, will automatically be stored in the file you entered here.

For automatic reception of bank statements you must indicate which *format* is required by the software in use by the bank.

The software needed to communicate with the bank must be provided by the bank in question. Before the bank statements can be processed in FMS, the document containing the bank statements that you received from the bank must be converted into the appropriate *FMS format*. It is therefore important that you specify in which format the bank statement documents will be supplied. At the moment there are several formats for various banks available.

RECOGNITION

In order to simplify the recognition of bank statements by FMS, you may define a *mask* for *debtor/creditor numbers* and for *invoice numbers*. If, for example, your invoice numbers start with '92' (the financial year), you must enter '92????' for the mask. The question marks are so-called 'wild cards', which means that position may contain any possible character. The wild cards indicate how many positions are used for the invoice numbers and/or debtor/creditor numbers.

On the next screen you may specify the *minimum recognition value* and also allocate recognition values to specific data. When you often work with once-off relations, you can disable the check on debtor/creditor. To do this you must leave the relation number and the relation leading characters empty. This increases the processing speed considerably.

If the regular method does not result in recognition, you can generate payments for the open items on the basis of age (FIFO). Payments will be generated as long as the balance is sufficient.



This method allows you to make partial payments.

After receiving the bank statements, the system will check to which open items the payments apply. Relevant data for this check are for instance amount, debtor/creditor number. By allocating *recognition points* to these data, you can determine (indirectly) which data must at least be recognized before the system will consider the payment as 'recognized' and subsequently process it.

Example

You enter a minimum recognition value of '60', which means that in the recognition procedure at least 60 points must be 'scored' by recognizing specific data. Next you specify the following recognition points:

Bank number	20
Deb/Cred mask	20
leading	20
number	20
Invoice mask	30
leading	30
number	30
Amount open item	10

If the system recognizes the 'Deb/Cred number', 'Invoice number' and 'Amount open item' in the bank statement for incoming payments, this results in a recognition score of '60'. As the minimum recognition score is also '60', FMS will consider the payment as 'recognized' and will subsequently process the payment.

You must keep in mind, however, that the data items 'Mask' and 'Leading' are additional data to the 'Number', and will only score points for recognition if the corresponding numbers are recognized.



Once the bank account number is recognized, then the debtor/creditor will also be recognized. This means no points can be scored for recognition of the mask, leading characters and number of the debtor/creditor concerned.

MATCHING MASTER CODES

In the field 'Recognize relation types' you can indicate the master codes qualified for matching. Relations and creditors can also be excluded. The following options are at your disposal:

- ◆ debtors, creditors and relations,
- ◆ only creditors,
- ◆ only creditors and debtors,
- ◆ only creditors and relations,
- ◆ only debtors,
- ◆ only debtors and relations,
- ◆ only relations.

GMU VIA BRIDGE/BGC, TAPE OR DISKETTE

The FMS-program enables you to read in GMU-data (= Integrated Postings Output) supplied via Bridge/BGC, tape or diskette. You can establish the format of the payment reference on the 2nd continuation screen by juxtaposing all characters to be matched. A new character in a string corresponds with the beginning of the next field.

Example

Format payment reference: XXXXXXXXJJJJJJJ

SUPPLY VIA TAPE OR DISKETTE

If you want to use the GMU-format of the Postbank, you will have to copy the supplied file to the command library. To this end, use one of the following commands:

- ♦ CPYFRMTAP (for tape), or
- ♦ CPYFRMDKT (for AS/400 diskette).

FMS only supports the giro credit slip for GMU-transactions.

MATCHING REPORT

In the field 'Print updates on matching report' you can indicate the print method of the matching report:

- ♦ All items are printed on two separate reports;
- ♦ Only the nonrecognized items are printed on the report;
- ♦ Only the recognized items are printed on the report.

When you select the option 'Default recognition values' from the action menu, FMS will fill the fields with the default values provided with the package.

When you have specified the general telebanking data for a particular bank, the existence of the telebanking link for the bank in question will from then on be indicated on the summary of payment orders.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

4 MAINTAIN FOLLOW-UP ADMINISTRATIONS

With this function you can define in which administration(s) FMS should look for open items to match a bank statement line if in the current administration no matching open items have been found. This option can be useful if payments are received in a different administration from the administration in which the corresponding open items have been entered.

If you press <F10> (= Add all administrations) you can add all existing FMS administrations to the list of follow-up administrations at once. In that case, FMS will look for matching open items in all administrations.

5 MAINTAIN LEADING CHARACTERS - REL.

With this function you can define which string of characters may precede the *debtor/creditor number* on a bank statement line. In your administration you can have the debtor/creditor numbers preceded by a code to indicate the type of relation, for instance 'CRED'.

If you use this function to specify the codes that can occur on invoices, FMS is able to use these codes as a recognition criteria when checking bank statements. In that case, the system expects the debtor/creditor number to be positioned immediately after the specified string of characters, possibly separated by one or more spaces. When adding a new string of characters, you must indicate whether it is meant for creditors, debtors or relations.

6 MAINTAIN LEADING CHARACTERS - INVOICE

With this function you can define which string of characters may precede the *invoice number* on a bank statement line. In general, your relations will have their invoices preceded by a code, such as 'CRED'.

If you use this function to specify the invoice codes that can occur on invoices, FMS is able to use these codes as a recognition criteria when checking bank statements. In that case, the system expects the invoice number to be positioned immediately after the specified string of characters, possibly separated by one or more spaces. When adding a new string of characters, you must indicate whether it is meant for creditors, debtors or relations.

7 MAINTAIN CASH DISCOUNT

This function broaches the subject of discounts. Discounts are based on fixed cash discounts (e.g. £ 5,00) and not on discount percentages (e.g. 2%). In this respect two options are presented to you:

1. The debtor may only deduct a fixed cash discount of e.g. £ 5,00. If he deducts a deviant amount, then the discount will not be deducted.
2. A maximum cash discount has been defined enabling the debtor to grant a substantial reduction.

This functionality has been linked to the discount code. This code can be linked to either the cash discount or the percentage discount. If the invoice incl. VAT has been entered, the VAT will be balanced with the discount and reversed (option 1).

OPTION 1

For each currency you can specify the discount including and excluding VAT.

Term	Currency	Amount incl. VAT	Amount excl. VAT
999	GBP	£ 25,97	£ 22,10

As regards option 1, the screen includes the fields 'Amount incl. VAT' and 'Amount excl. VAT'. You must enter both amounts in the table concerned. The screen (option 2) only includes the field 'Amount incl. VAT'.

Assume a debtor has an outstanding invoice to the value of £ 5.918,59. The customer will then be allowed to enjoy a discount. This discount is equal to one of the following two amounts:

- ♦ £ 22,10 (surcharge excl. discount)
- ♦ £ 25,97 (surcharge incl. discount)

If the customer balances the VAT with the discount, this will be reversed on the VAT-code of the invoice. The residual amount comes to £ 3,87.

Invoice gross	£ 5.918,59
Invoice nett	£ 5.037,10
VAT 17,5%	£ 881,49
Disc./Surcharge	£ 22,10 excl. VAT or £ 25,97 incl. VAT

Situation 1: the debtor deducts the surcharge excl. VAT:

Bank	£ 5.896,49	
Discount	£ 22,10	
To debtors		£ 5.918,59

Situation 2: the debtor deducts the surcharge incl. VAT:

Bank	£ 5.892,62	
Discount	£ 22,10	
VAT	£ 3,87	
To debtors		£ 5.918,59

The payment will not be processed if the amount deducted is greater or smaller than £ 25,97 or £ 22,10.

OPTION 2

The above-mentioned file is also used to fill in the cash discount.

Term	Currency	Amount incl. VAT
999	GBP	£ 20,00

Bank	£ 5.898,59	
Discount	£ 20,00	
To debtors		£ 5.918,59

Option 2 enables you to write off an amount less than £ 20,00. Each amount ranging from £ 0,01 to £ 20,00 is accepted.

The parameter 'Cash discount type of amount' enables you to select the appropriate value: 'Maximum amount' (= Blank) or 'Fixed amount' (= A). The maximum amount is the default value.

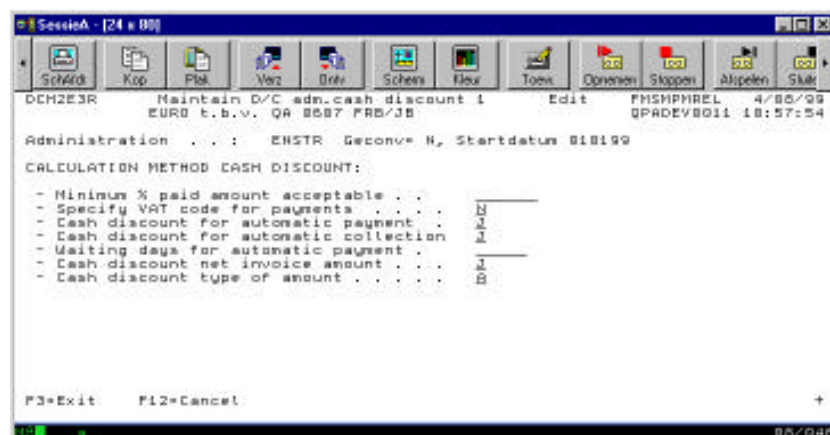


Figure 42. Calculation method cash discount

PROCEDURE

The bank statement is read in by means of the module 'Telebanking'. If one payment has been effected, this payment will be directly allotted to the invoice concerned. However, if the customer pays several invoices in one go (common practice), then the total amount will be spread over the invoices to be matched.

Example

A debtor pays £ 17.750,00 and he enumerates the following three invoices, viz.

- *Invoice 1 incl. VAT and discount,*
- *Invoice 2 incl. discount excl. VAT, and*
- *Invoice 3 excl. discount.*

The amounts are distributed in the following order:

- *Invoice 1 £ 5.892,62*
- *Invoice 2 £ 5.918,59*
- *Invoice 3 £ 5.896,49*

- *Amount not allocated £ 42,30*

- *Total amount £ 17.750,00*

The reversal of the VAT will become visible on condition that the Telebanking batch is processed via batch payments (G1304-5, G1304-6, G1304-7, G1304-8).

TELEBANKING - PAYMENT ORDERS

G130732

With the functions in this menu you can transfer payment orders prepared beforehand to a telebanking document, ready for sending to the various banking establishments. The name of the document containing the payment orders has been defined beforehand with the function 'Maintain general data' in the 'Telebanking - General Data' menu.

Information on the preparation of payment orders is given in the 'Payment Orders Base Currency' menu.

The menu contains the following functions:

1. Print payment orders
2. Send payment orders
3. Return message for payment order
4. Maintain status of payment order medium
5. Maintain status of payment order
6. Maintain medium serial number
7. Go to 'Bridge/BGC' menu

For more information on menu option 7, you are referred to the user manual 'Bridge/BGC' version 5.0. In this description the discussion is confined to the functions that can be invoked from this menu.

1 PRINT PAYMENT ORDERS

With this function you can produce a print-out of the payment orders you wish to transfer to a telebanking document. You can thus check that the right orders are being dispatched. Further information on how to generate data listings can be found in the section 'Printing the data', see the chapter 'Operating FMS'.

2 SEND PAYMENT ORDERS

With this function you can transfer the payments of one or more payment orders to a telebanking document.

When you choose this function, a summary appears containing the payment orders which have not yet been transferred to a telebanking document. Only payment orders for banking establishments are displayed provided that *telebanking data* have been specified. You may select orders only for the administrations for which you have authorization. The orders you cannot select for that reason *are*, however, displayed on the screen. There is a further restriction: you may only select an order if its status is 'Blank'.

You proceed to select an order as follows:

1. Indicate which payment order you wish to process with screen option 1 (= Select). The status of this order is then immediately changed to 'V' (= being processed).
2. Enter the value '1' for approval. The screen 'Send payment orders via Telebank' then appears.

This screen indicates the *file* and the *folder/library* in which the payment orders for the particular bank must be placed. You can alter these data items with the function 'Maintain general data' in the 'Telebanking - General Data' menu. After you have obeyed these instructions, press <ENTER> and then '1' (Yes). The payment orders are then saved on the specified document.



With screen option 4 (= Delete status) you can reset the status of a payment order, for instance because you have to recreate the tape or diskette holding the order(s) following loss or damage to the original.

When the transfer to the document has been completed, a *statement* incorporating some explanatory information is created. You need this information when you actually want to send the payment order documents by modem to the bank.

SEND DOCUMENTS TO THE BANK

To send ('upload') the payment order documents by modem to the bank, you must use the software provided by the bank.

3 RETURN MESSAGE FOR PAYMENT ORDER

This function enables you to remove the appropriate orders from the file as soon as the banking establishment has processed all corresponding payments.

Upon selecting this function a summary appears displaying all orders that have already been transferred to a medium. You can only select orders of administrations for which you have been authorized. The orders you cannot select as you have not the proper authorization rights, are nonetheless depicted on your screen. If the status is equal to 'V', this payment order cannot be removed. It implies that a medium is being created.

4 MAINTAIN STATUS OF PAYMENT ORDER MEDIUM

With this function you can alter the 'Status automatic payments' if the transfer to the document fails. In that case, the status value is 'V' and the storage medium is blocked so far as the creation of a document is concerned.

By changing the status to 'Blank', the function 'Send payment orders' becomes available again for further use. The orders that were being processed, can be released with menu option 5, 'Maintain status of payment order'.



You should take the necessary precautions when making changes. Check whether a document is actually being created.

If the processing has not been interrupted (i.e. still in progress), only general information on the storage medium will be displayed on the screen; you cannot alter the status.

5 MAINTAIN STATUS OF PAYMENT ORDER

With this function you can reset the status of a payment order, for instance because you wish to recreate the document holding the order(s) following loss or damage to the original.

6 MAINTAIN MEDIUM SERIAL NUMBER

With this function you can alter the medium's serial number. When you create a document, the system routinely allocates a serial number by adding 1 (one) to the last number used.

If a regular numbering system is employed, for instance one based on weeks, you can, in case of loss or damage, or when the creation of a document has failed, recreate the payment medium and provide it with the correct serial number by using this function. You can also use this function to allocate a serial number of '0' (zero) at the beginning of a financial year.

Example

Every week you set up a document containing payment orders. For week 21 the field 'Last medium serial number' has the value '20' (week 20). You then receive notification from the bank that the document has not been transmitted to the bank properly. To recreate the document you proceed as follows:

- *Set the 'Last medium serial number' to 18.*
- *Clear the status of each associated payment order using menu option 5.*
- *Make a new document for the associated payment orders using menu option 2. This batch receives a serial number of 19.*
- *Reset the 'Last medium serial number' to 20.*

TELEBANKING - BANK STATEMENTS

G130733

With the functions in this menu you can process bank statements. You may also add open items, enter cash discounts, write off credit limits and enter ledger postings (for instance interest crediting).

The menu contains the following functions:

1. Work with batch bank statements
2. Display entry dates
3. Print entry dates
4. Delete entry dates

1 WORK WITH BATCH BANK STATEMENTS

With this function you can process bank statements into ledger postings for payments. Before processing you are allowed to change a number of data items.



Before you can input ledger postings, you must have set up at least one input screen. To do this you must use the functions in the 'Layout of Input Screens' menu.

ADD BATCH

By activating the 'Add' program mode, you add a batch for processing the newly received bank statement.

When you have entered a batch description and selected the bank from which you received the bank statements, the default data are displayed on the screen 'Load bank statements'. These data have been defined using the 'Telebanking - general data' menu. If you wish, you can overwrite the data items concerning the period, daybook, screen number and folder for bank statements.

The field 'Entry item no/statement no' has been added to the screen 'Maintain telebanking' (see function 'Maintain general data' in the 'Telebanking - General Data' menu). Two values can be selected for this field, i.e.

- ◆ *Default value bank (value *)*
If this value is allocated to the above-mentioned field, you can enter the statement number in the field 'Item number/Statement number' on the selection screen 'Load bank statements'. If you do not fill this field, FMS will adopt the value date + serial number.
- ◆ *Increment bank statement number (value '1')*
If, on the contrary, this field has been filled with the value '1', then FMS will retrieve the last statement number from the bank code and increment it with 1 when reading in the bank statement on the selection screen 'Load bank statements'.

The new statement number will again be stored with the bank code. You can overwrite this number, the result being that this modified statement number will be stored with the bank code.

After confirmation a list of bank statement documents from the actual bank is displayed. From this list you may select a document holding the bank statements of the *transactions you wish to process*.

DATA COMPATIBILITY

Subsequently, the system will check whether the data in the bank statement lines correspond with the data in the open items file. All statement lines will be included in the batch. If the field 'Process payments batch' for the general telebanking data has received the value '1' (Yes), the bank statement lines which have been fully recognized will be entered in the ledger and D/C subledger. In case of amounts on the bank statement which cannot be completely justified in the open items file, you can manually add payments and/or ledger postings to justify these amounts, after which the statements can be processed after all.

For deviations between daily statements and open items you can make use of *difference codes*. These codes enable you to post these differences automatically when reconciling open items. This has its root in an unequal proportion of the amount received/paid to the amount originally entered.

By means of <F13> (= Write off balance) on the screen 'Match OI with bank statement' (to be accessed via <F9> (=Add payment) on the screen 'Maintain payments'), you can write off an amount received or paid from the oldest open items. Any remaining amount is registered as a partial payment in the most recent open item.

EDIT BATCH

When you have selected a batch and a bank statement, the screen 'Maintain statement lines' will be displayed. On this screen a number data items concerning the statement lines are displayed, such as

- ◆ the number of postings to which a bank statement line corresponds, and
- ◆ a verification whether the amount paid has been fully justified. Only when the amount has been fully justified, the appertaining bank statement line can be processed.

By means of screen option 2, you can edit the payments to which the bank statement lines correspond. With the same option you can add payments and/or ledger postings.

On the next screen, 'Maintain payments', the *amount on the bank statement line* and the *justified amount* are displayed. If desired, you can copy and edit the payments via screen option 3. It facilitates the process of entering several payments for the same relation; you only have to change the invoice number and amount. Please note that you can only copy payments, and not ledger postings.

Whenever you change a payment and there is no open item to match that payment, you can use this function to add an open item for the required amount.

The function key <F6> (= Add ledger postings) can be used for ledger postings which cannot be entered for a specific debtor/creditor, for instance interest crediting. In this case, you enter the amount paid, but not a D/C/R number. To add postings for a specific debtor/creditor, you must press <F9> (= Add payments).

If you justified the amount of a bank statement line as a payment, you can change the payment into a ledger posting (and vice versa) by means of screen option 9.

- ◆ Upon changing a payment into a ledger posting, you can use the action menu to edit the transactions or select a ledger posting.
- ◆ Upon changing a ledger posting into a payment, you can use the continuation screen to enter the invoice and debtor/creditor data.

More on entering payments and ledger postings can be found in the 'Payment Entry' and 'Financial Procedures' menus.

You can delete the batch later, if necessary. The postings which have not yet been processed, will then be deleted. The amounts not justified can be called up any time.

INPUTTING THE DATA

When you have selected a postings batch, a screen appears displaying which reports are to be generated and how the system will respond to any incorrect postings detected during processing. The data displayed on this screen are derived from the administration data originally specified with the functions of the 'General Data for Administration and Financial Year' menu.

If, when the administration data were set up, you specified the value '1' (Yes) for the field 'Defaults modifiable', you can now specify what error reports are to be produced. In the field 'Correct posting' you can specify whether valid postings are to be included in the error reports. When you confirm the data entered with <ENTER> and then with '1', the system will process the postings from the batch already selected.

The function key <F10> (= List batches) enables you to print a list of the available batches and <F15> (= Change sort sequence) allows you to choose the sort sequence of the batch numbers: *ascending* or *descending*.

PROCESSING

With screen option 1 you can process a batch of postings. You can also determine which validation reports are to be printed after processing.

3 PRINT ENTRY DATES

With this function you can print a summary of the entry dates on bank statements, sorted on banking establishment. Further information on the printing of data can be found in the corresponding section of the chapter 'Operating FMS'.

USER AUTHORIZATION

S13

With the functions in this menu you can define data relating to FMS users and the authorizations applicable to them. You can also set up menu structures for the various users of the system.

In the functional descriptions given below, the treatment is based on certain specific points requiring the system manager's attention if the arrangements for access by the various users are to be efficient and flexible. For a general description of the authorization system, you should consult the chapter 'User levels and authorization'.

The menu contains the following functions:

1. Maintain user definition
2. Display user definition
3. Print user definition
4. Go to 'Components' menu
5. Authorization per user
6. Authorization per administration
7. Authorization per component
8. Print authorization
9. Maintain texts and structure FMS menus
10. Work with menu structure FMS menus

For more information on menu option 4, you are referred to the description of its corresponding menu. In this description the discussion is confined to the functions that can be invoked from this menu.

1 MAINTAIN USER DEFINITION

The introduction of a new user falls naturally into two parts:

1. inputting user data for the FMS package;
2. setting up a user profile for the AS/400 system.

INPUTTING USER DATA

The following alternatives are possible when you decide to submit the data for a user:

- ♦ The user *does not belong* to a user group (case 1).
- ♦ The user *does belong* to a user group (case 2).
- ♦ The user *is* a user group (case 3).

CASE 1

The user has his own individual authorization (see options 4 and 5) and gains access to the system either through his own menu structure or through the default menu structure linked to his function code (i.e. user level). The most important fields must be filled in as follows:

- ♦ group code : '0' (No)
- ♦ user group of user : leave

CASE 2

The user has his own individual authorization or else uses that of the group he belongs to (see options 4 and 5). He obtains access to the system via his user group's menu structure. The most important fields must be filled in as follows:

- ♦ group code : '0' (No)
- ♦ user group of user : name of the group

CASE 3:

The user group provides a common menu structure for the users in the group. The most important fields must be filled in as follows:

- ◆ group code : '1' (Yes)
- ◆ user group of user : leave



A user profile is also created for a user group. This enables you to log on under the name of the user group. You only get access, however, to those files for which the user group has been authorized.

Using the function code you have to specify the user level for each user: system manager, application manager or user. This function code can be changed afterwards.



*If no menu structure has been created for a **user**, he is given access to the system through the default menu structure attached to the function code that has been specified with this function.*

*If no menu structure has been set up for a **user group**, all the users in that group are given access the system via the default menu structure determined by the group's function code.*

Preselection menu

The preselection menu is the menu initially displayed when the user signs on to the system. By default the system uses the start menu of the user's menu structure. If the user wishes to begin with a different start menu, the name of the menu required can be specified with this function. If a menu name is specified to which the user does not have access, the user is denied access to FMS altogether.

When introducing a new user, you can designate an *output queue* with an associated library. If this option is not used, the default output queue and library associated with any of the various user levels (system management, application management and end user) is used. The user can alter these values himself for the duration of the job by using the function 'Change output queue' in the 'System Functions' menu or the 'Administration Management and System Functions' menus for the other two levels.

USERS GAINING ACCESS VIA APIS AND STRFMS

When adding a new user, you can specify that he is to be given access to FMS via APIs. To do this you set the field 'API-user' to '1' (Yes). Obviously, the user has to be authorized for the administration(s) he wishes to use.

The field 'STRFMS-user' is provided for users wishing to initiate FMS from another application running under the AS/400 system. This can be done in two ways:

- ◆ If you set this field to '1' (Yes), the user can gain access to all FMS components for which he is authorized by issuing the STRFMS command.
- ◆ If you set this field to 'I' (Information manager), the user can gain access only to the information display programs of FMS. He does this by issuing the STRFMSFIM command. In this way, he quickly retrieves the financial information in the FMS files without having to go through the normal lengthy procedure.

For detailed information on the use of the above commands, you are referred to the 'FMS Technical Manual'.



If either the field 'API-user' or 'STRFMS-user' is set to '1' (Yes), no user profile is created for him. These user profiles ought already to exist and the users concerned should normally have had to do no more than establish an FMS user-ID for the purpose of making the necessary authorizations.

When both the fields described above are set to '0' (No), they may no longer be altered. If the program mode of the function is at that time set to 'Change', these fields no longer appear on the screen. If despite this you want to alter one of them, you have instead to delete the old user data and set up a new user.

SETTING UP USER PROFILE

When you have input the data for a new user, you confirm them by pressing <ENTER>. A screen displays a system generated user profile. Some data items making up this user profile can be modified.

The password that can be assigned to each user provides an extra level of security against unauthorized access to the system, and has to be presented each time the sign-on procedure is gone through. The initial default value of the password is the user name. If he is authorized to do it by means of his menu structure, a user can alter his own password by using the function 'Change password' in the 'System Functions' menu (at the system manager level) or the 'Administration Management and System Functions' menus (for application managers and end users).



Once input a user profile cannot afterwards be changed via FMS. When existing user data are being maintained, only the screen containing the user data is displayed (see above).

The actual creation of a user profile is done at the AS/400 system level. For further information on the data that can be included, you are referred to the AS/400 system documentation.

DELETING USER

With <F11> you can remove a user from FMS. On the next screen you can delete any references to the user. The system generated user profile is not deleted at the same time. When you wish to recreate the same user, the system generates a message to the effect that the purportedly new user already exists.

2 DISPLAY USER DEFINITION

Besides the general user data, the identity of the person who submitted the data is displayed. Details of the time and work station at which this was done are also given. Further information on the displaying of data can be found in the corresponding section of the chapter 'Operating FMS'.

5 AUTHORIZATION PER USER

With this function you can specify for each individual user the administrations, and within administrations components, that he is authorized for. The component authorization relates to all components within FMS, including e.g.

- ◆ Ledger,
- ◆ Debtors/Creditors,
- ◆ Invoices in circulation, and
- ◆ Liabilities.

The granting of authorizations to users in FMS is governed by the following rules:

- ◆ When a user is a member of a group, he automatically has access to the administrations and, within each administration, to the components for which the group as a whole has been authorized. It should be pointed out that this only applies to the components 'Ledger' and 'Debtors/Creditors'. No user groups are permitted in the other components.
- ◆ Individual authorizations may be granted to a user within a group as well, thus extending the number of administrations or components accessible to him.
- ◆ When the user is not a member of a group, he has to be given an individual authorization for every administration, and every component within an administration that he may use.

As soon as a user has signed on to the system and requires access to a particular administration, the system proceeds as follows:

1. A check is made as to whether the user has chosen an individual authorization for the component concerned in the administration.
2. If the user does not have an individual authorization, the system then ascertains whether he can be given access at all to the administration and component.
3. If no authorization is found, the user is denied access to the administration/component.

If, when signing on, you want to make a selection by means of a *question mark selection*, only the administrations for which you are authorized are displayed.



You can also input the authorizations per administration or per component (see options 6 and 7). An authorization should only be entered with one of these three functions.

INPUTTING THE OPERATION AREA/ADMINISTRATION AUTHORIZATION

After selection of a user, the screen 'Maintain user authorization' appears. On this screen you can specify which operation areas and/or administrations the user should be given access to. The authorizations assigned earlier will be displayed on this screen. With <F9> you are able to add new ones to the list. When adding new authorizations, the following rules apply:

- ◆ *Operation area authorization does not automatically give access to the corresponding administrations*
The operation area authorization is meant for application managers who must have access to one or more operation areas, but not necessarily to the administrations in these libraries. If some of the administrations in an operation area should be accessible to the application manager, these administrations should be specified separately on this screen.



If you use a question mark to select an operation area, the corresponding administrations are displayed as well. You must select an administration; this administration can later be deleted to make sure the user is only authorized to access the selected operation area.

- ♦ *Administration authorization gives access to a specific combination of an operation area and an administration*
The administration authorization is meant to be applied at user level. For each administration to which the user gets access, the corresponding operation area must be specified as well. Of course, this does give the user in question access to the operation area as a whole.
- ♦ *Current account authorization gives access to another administration*
The current account authorization allows you to define user access to an alternative administration. Access to the administration can be defined in three ways:
 - The user can only display the data in the alternative administration.
 - The user can display the data in the alternative administration and make entries to this administration through the current account.
 - The user can only make use of the current account.

In order to get access, you must not only enter the current account authorization, but you must also define a current account relation between the user's administration and the alternative administration.

INPUTTING THE COMPONENT AUTHORIZATION

When you have authorized a user for one or more administrations, you can specify for each administration to which components the user is to be given access. Subsequently, you can use screen option 2 to authorize the user for one or more components or screen option 9 to authorize him for all components.

When you indicate with menu option 7 that you wish to authorize the user for one or more specific components, the screen 'Maintain component authorization' appears. When you have selected the required components, you can specify for each component which general task categories the user in the component concerned may perform:

- ♦ input
- ♦ display
- ♦ print postings
- ♦ print master data
- ♦ process postings
- ♦ delay process

If a user chooses a function he is not authorized for, a message to this effect appears on the screen and the user is denied access to the function concerned.

When, on the screen 'Maintain user authorization', you indicate by means of screen option 9 (= Authorize all components) that a user should be allowed access to all components, he will automatically be authorized for all general task categories. If you wish to exclude the user from one or more of these, you must return to the screen 'Maintain user authorization', where you can change the component authorizations.

Under the header 'Individual' on the screen 'Maintain component authorization' certain numbered fields relating to authorization for UPIs (User Program Interfaces) are shown. These can be used as FMS software interfaces. For further information on the use of and authorization for UPIs, you should contact the Helpdesk Financial Systems.

6 AUTHORIZATION PER ADMINISTRATION

This function works in the same way as that described under menu option 5, except for a different entity, i.e. the administration. After selection of an administration you can use <F9> to authorize new users for the administration concerned. In a separate field you can determine the current account authorization for each user. Subsequently, you can use screen option 2 to authorize the user for one or more components or screen option 9 to authorize him for all components.



You can also input the authorizations per user or per component (see menu options 5 and 7). An authorization should only be input with one of these three functions.

7 AUTHORIZATION PER COMPONENT

With this function you can specify which users are to be given access to each component. You can also indicate whether the selected users are to be given access to all the task categories in the component, or only some of them.

This function, unlike those under menu options 5 and 6, consists of only one screen. You can specify combinations of administrations and users for each component. For each of these combinations, you can specify whether access is to be granted to all the possible task categories, or only some of them. In other respects this function is the same as the function described under menu option 5.



You can also input the authorizations per user or per administration (see menu options 5 and 6). An authorization should only be input with one of these three functions.

9 MAINTAIN TEXTS AND STRUCTURE

With this function you can create menu structures for the various users and user groups in FMS.

Menu structure

The menu structures regulate user access to the functions in the package. The following situations can arise:

- ◆ If the user is not a member of a user group and has an individual menu structure, he is given access to the system via this individual menu structure.
- ◆ If the user does belong to a user group and also has his own individual menu structure, he is given access to the system via the latter.
- ◆ If the user does belong to a user group but does not have his own menu structure, he is given access to the system via the group menu structure.
- ◆ If the user neither belongs to a user group nor has his own menu structure, he is given access to the system via whichever default menu structure belongs to his user level.

The adding of new modules or the installing of a new release to replace an already installed version of FMS will have no adverse effects on the existing users' menu structures. In particular:

- ◆ If new software is available for specific menu options, the upgrade is applied in such a way that this new software is used from then on.
- ◆ The upgrades reflecting the addition of new options to the existing or default menu structure or the transfer or copying of options to another menu are not applied in this semi-automatic way. The system manager has to make these changes 'manually' when necessary.



The menu structures you create, apply to the user level indicated in the field top right on the screen. In this way you can assign an individual menu to a system manager or an application manager.

When maintaining a menu structure, a number of different processing categories are distinguished:

- ◆ selecting a user
- ◆ selecting the required menu
- ◆ manipulating the selected menu

SELECTING A USER

On the selection screen all known users are displayed, both individual and group users, regardless of whether they already possess a menu structure.

You select the required user. Two situations may occur:

- ◆ If for the user concerned no individual menu structure is yet available, a copy is made of the default menu structure belonging to the user level defined by the user's function code. This copy is displayed on the screen. The user now has at his disposal a menu structure of his own that to all intents and purposes is the same as the default menu structure.
- ◆ If the user already has his own menu structure, it will be displayed.

SELECTING THE REQUIRED MENU

When you have selected a user, a summary of the menus available to him is displayed. With this menu structure three procedures may be executed:

SELECT

If you wish to alter a menu, you select the desired menu with screen option 1. You will find further information on how to use the menus selected elsewhere throughout this description.

COPY

With screen option 3 you can copy a menu:

- ◆ to a different place in the same menu structure. You have to supply the new menu number in the field 'Copy to menu';
- ◆ to the menu structure of another user. In addition to the new menu number, you also have to specify which user's menu structure the menu is to be copied to (in the field 'User').

You can only copy to another user if that user already has his own individual menu structure and has the same function code.

You can create a new menu by copying another menu and then by customising the copied version.

DELETE

With screen option 4 you can delete a menu. The following points apply:

- ◆ The numbering of the menus is not affected: each menu has a fixed menu number.
- ◆ When you delete a menu, you must also delete its dependent menus separately. Although you can no longer reach these menus by traversing the menu structure, you may still select them with the *GO command. It is therefore better to purge a 'family' of menus from the bottom up rather than from the top down.

MANIPULATING THE SELECTED MENU

When you have selected a menu to be edited, you can do the following things:

COPY

With screen option 3 you can make a copy of a menu option within the menu. The copy is placed immediately after the original option in the menu.

DELETE

With screen option 4 you can remove a menu option.

DETAILS

With screen option 5 you can modify the data that govern the way the option works. A further explanation of this screen option is given below.

INSERT

With screen option 6 you can insert a blank line in the menu after the selected menu option. This line can then be used to hold a new menu option.

MOVE

With screen option 7 you can alter the positions of the options within a menu. The selected option is first deleted from the menu, and then moved to the desired position by making a new selection ('2').



When working with menus you should bear in mind the fact that the numbering of the menu options corresponds to that of the menus themselves. If, say, you choose option 2 on menu A12, menu A1202 comes up on your screen. By changing the numbering of the options in the menus this parallelism, and thus the controllability of the menus is impaired. The effect on the system of references to menu structures in the User Manual will also be deleterious.

When you use screen option 5, a screen appears on which the data from the selected menu line are displayed. You can define here the operation of the menu option concerned. (The text in the menu line, which may alternatively be input via the preceding screen.)

The most important fields for this purpose are 'Type option' and 'Pgm, cmd or mnu to be executed'. For the option type you have the following four options:

- ◆ CMD: Issue an OS/400 or FMS command
 - ◆ MNU: Make a forward reference to a later menu
 - ◆ PGM: Run a program
 - ◆ C38: Commands for the System 38 environment
- The command, menu or program has to be specified in the next field.

In the parameter field the following data can be supplied:

- ◆ for a program you can specify its run-time parameters;
- ◆ for a command you can specify its contained keywords and their associated symbolic values.

When you have finished with this screen another appears on which you can specify whether you wish to save the menu structure developed.



The software supporting this screen was especially developed to provide the user with the means of interfacing his own software with FMS and of transferring menu options to other menus.

It is clear that in doing this incompatibilities introduced by imperfect coordination of updates to these elements may arise. IBS Consist wholly disclaims responsibility for any problems ensuing from such incorrect user menu structures.

If the package does not function as intended when the individual menu structures have been completed, the following pieces of advice are offered:

- ◆ First of all try out the required functions using standard FMS menu structures. If the error you detected earlier does not recur, the trouble is likely to be a fault in the menu structure you have defined.
- ◆ If the trouble is certainly in one particular menu, this menu can simply be replaced. You should then copy the correct version of the menu from another user's menu structure into the menu structure requiring correction.
- ◆ If necessary, you can delete the whole user menu structure with screen option 4 (= Delete member), see menu option 10.

10 WORK WITH MENU STRUCTURE FMS MENUS

When you have selected this option, you choose the required menu structure. With a screen option you specify how the menu structure is to be printed. You can also use this function to *remove* user menu structures.

Further information on the printing of data can be found in the corresponding section of the chapter 'Operating FMS'.

USER INTERFACE

S17

With the first function in this menu data items associated with the use of UPIs by the system manager can be defined.

The menu contains the following functions:

1. Maintain user interface (UPI)
2. Go to 'Cockpit' menu

1 MAINTAIN USER INTERFACE (UPI)

With this function you can modify the program name so as to gain access to a particular UPI (User Program Interface). The associated library name can also be modified.

You can only activate UPIs when you have the API-module available.

VARIABLE SUMMARIES

A1107/G19

With the functions in this menu you can define the layout of the variable summaries.

The menu contains the following functions:

1. Maintain summary layout
2. Display summary layout
3. Display origin of summary fields
4. Print types of summaries (index)
5. Print origin of summary fields
6. Print fields
7. Aligning fields (summary layout)
8. Maintain columns for periodic reports D/C
9. Maintain columns for VAT-basis report

1 MAINTAIN SUMMARY LAYOUT

With this function you can design your own variable summaries. Each summary is defined by two codes:

SUMMARY CODE

An individual summary is stored under a unique summary code. Each code belongs to a particular 'summary type'.

SUMMARY TYPE

This is a generic designation for a number of separate summaries, e.g. 'DCH - D/C master data (summarized)' and 'OPA - O/I reminders'. These types of summary are supplied with FMS. You cannot add new types yourself. (Within the summary types you can make new individual summaries by copying and adjusting existing summaries.)

Each summary type embraces one or more *default summaries*, their codes beginning with the character string '@E'. These default summaries are the starting point from which you can develop other summaries.



The system contains various types of default summaries:

- @n - FMS Dutch language version (if purchased)
- @Dn - FMS German language version (if purchased)
- @En - FMS English language version

If you wish to change an existing summary, you key in the required codes to the fields 'Summary type' and 'Summary code' or you select these using question mark selection.



A default summary cannot be altered, but it can be copied to serve as the basis of a new summary.

If you wish to design a new summary, you must proceed as follows:

1. Change the program mode to 'Add'. Two more key fields appear on the screen: 'Duplicate from operation area' and 'Duplicate from summary code'.
2. Key the required code into the field 'Summary type' or select this using question mark selection.
3. Key into the field 'Summary code' the code under which the new summary is to be referred to.
4. Key into the field 'Duplicate from summary code' the summary code from which the new summary is to be derived.

INPUTTING THE GENERAL LAYOUT DATA

When you have selected a summary, certain layout data are displayed on the screen 'Maintain summary' initially. These data primarily concern the dimension of the form and the printer settings. They therefore do not require further explanation, apart from the field 'Form type'.

- ◆ Print jobs for any given form type that are contiguous in a given printer's output queue, are executed by the system without a break.
- ◆ In the case of print jobs for different form types, the printer pauses whenever a new type of form is required to allow you to load the correct stationery.



*The standard form type is called '**STD'. The name of any other form type can be chosen by the user without restriction. It is advisable, however, to consult the system manager responsible for monitoring printing when assigning names.*

The last of the fields displayed is the field 'Prompt OVRPRTF cmd.'. When you enter the value '1' (Yes) for this field, the screen 'Replace printer file' appears. This screen is generated by the AS/400 system and allows you to define specific printer data, for a laser printer for instance. The values you entered in the first screen of the (FMS) function cannot be edited here. For further information on the use of the OVRPRTF-command, you are referred to the documentation for your AS/400 system.



If you reset the value for the field 'Prompt OVRPRTF cmd.' to '0' (No), the FMS default values for the printer file will be restored.

If the general form data have been submitted correctly, you may start to specify the layout of the summary by pressing <F10> (= Maintain lines).

INPUTTING THE SUMMARY LAYOUT

Defining of the content and layout of a summary is done at two levels:

LINE LEVEL

A number of default lines have been defined for each summary type, which a user may draw on when designing a summary, for example, header lines, detail lines and total lines.

FIELD LEVEL

A predetermined number of fields have been defined for each line. The user can define the content of the line and the position in the line of the data to be printed. For instance, for a summary of the type 'O/I reminders' you can use in a costs detail line only the fields 'Amount of reminder costs', 'Text for reminder costs' and 'Text for costs'.

The description on the next pages will deal with each level separately. Special attention will be given to the layout of three reports that are set up along somewhat different lines.

LAYOUT AT LINE LEVEL

Layout at the line level is done via the screen 'Maintain lines'. On this screen all the lines that can be included in the type of summary being designed are displayed.

Header lines, opening lines and closing lines of statements of account and reminders can be maintained with the functions in the 'Documents' menu.

To define the line layout you proceed as follows:

1. You select the lines from which a summary is to be constructed by setting the indicator 'Active' to '1' (Yes).
2. You specify the printing location of the lines in the summary. The position is specified by the fields 'Line FRM' and 'Line TO'. If, for example, you specify in 'Header line 3 (relation)' that a line can be printed from line 2 to line 4, only the specified portion of the summary is occupied by this type of information.

A number of factors influence the allocation of space to the various lines:

- ◆ If you change the indicator 'Active' of one or more lines to '0' (No), more space can be made available for other lines.
- ◆ In most cases it is inadvisable to let the space allocated to a line from a given source overlap that belonging to a line from another source, i.e. the value in the field 'Line FRM' must be larger than the value in the field 'Line TO' of the preceding line. An obvious exception to this is provided, for example, by total lines, which have to be printed immediately beneath the detail lines they refer to.
- ◆ In the case of lines with the same source, overlapping of the space allocated is allowed.
- ◆ The lines in a summary are printed in a fixed order. This order has been defined in the standard layout(s) of the summary concerned, and it must be adhered to. Because of this constraint, the system will try to process the data in the original order, as a result of which errors may occur in the way the data are printed.



The order of the lines in the summary does not match the order of the lines on the screen. The order in the summary can be deduced from the values in the fields 'Line FRM' and 'Line TO'.

If you want to check the field layout of the lines, you must press <F22> (= Display). If the width of the summary exceeds the screen size, you can move to the left or right by means of <F19> and <F20> respectively.

Example

Line description	Line from	Line to	Active	Source
Document header line 1	10	10	1	BETR_KOP
Document header line 2	11	11	1	BETR_KOP
Entry details line 1	15	38	1	BETR_DET
Entry details line 2	16	38	0	BETR_DET
Relation header line 1	4	4	1	BETR_REL
Relation header line 2	4	5	1	BETR_REL
Relation header line 3	4	6	1	BETR_REL
Relation header line 4	4	7	1	BETR_REL
Relation header line 5	4	8	0	BETR_REL
Document carry line	40	40	1	BETR_TRP
Relation total line	15	42	1	BETR_TOT

From this layout it can be seen that the summary starts with relation data. The four relation lines have the same source so you can indicate on which of them you wish to print the necessary data, as, for example:

Relation header line 1	name
Relation header line 2	street, house number
Relation header line 3	postcode, town
Relation header line 4	telephone number, fax number

or:

Relation header line 1	name
Relation header line 2	street, house number, postcode, town
Relation header line 3	telephone number
Relation header line 4	fax number

Overlapping line numbers are allocated to the four relation lines. Within the range thus specified, the system prints the data, always starting with the first available line. This means you can be sure the relation data will be printed in succession from line 4 onward. For example, if you disable relation lines 1 and 3 while enabling lines 2, 4, 5 the result is:

Relation header line 1	not printed
Relation header line 2	printed on line 4
Relation header line 3	not printed
Relation header line 4	printed on line 5
Relation header line 5	printed on line 6

The header lines of the summary are always printed on two particular fixed lines, viz. 10 and 11. The preceding group of lines (the relation lines) extends only as far as line 7 (relation line 5 is not enabled in this example). These two groups of lines are thus always separated by two blank lines.

The individual entries are printed on lines 15 to 37, inclusive. Because only one of the two detail lines is enabled, 24 different lines of entry detail can be printed per page. Were the information to require two lines per entry, the number of entries per page would be reduced to 12. Lines with the same source codes are always printed in their numbered order.

If the entries to be printed occupy more than one page, a carry forward line is printed at the bottom, always on line 40. On the last page a total line is printed after the entries. By making the assigned line numbers overlap the line numbers of the detail lines, you ensure that the total line comes immediately after the last entry, e.g.

Last detail line	printed on line 24
Total line	printed on line 25



If a particular line for which no fields have been defined has been enabled, a blank line appears in the summary.

LAYOUT AT FIELD LEVEL

With screen option 9 (= Maintain fields) you can define, for any one line:

- ◆ which data items are to be printed in the summary;
- ◆ the position in the line these items are to occupy.

The information that can be printed is split up into fields. For each line, for each source code, that is, certain default fields have been defined out of which the line can be constructed. The following conditions apply:

- ◆ each line can be filled with fields containing FMS database data;
- ◆ the fields that can be included in a line are determined by the line's source code;
- ◆ a column definition can be inserted into a line of VAB-summaries (Daybook entries (per account));
- ◆ some lines will have the same source code. This means that these lines are built up from the same fields. You have to decide, from the quantity of information, whether you will use all the lines available that have the same source code.



It is not possible to define new fields to supplement those displayed on your screen.

While the program mode is 'Edit', you can alter the *composition of a line* by removing fields. With <F9> you can change the program mode to 'Add' and select new fields for the line using question mark selection.

When selecting fields, a distinction is made between their descriptions and their contents:

DESCRIPTION

A description is considered to be a 'constant' for the purposes of printing summaries, since the description is always the same within each record. The field 'Indicator' has the value '1' (Yes).

FIELD TEXT CONTENTS

The contents of a field for printing purposes are taken to be a 'variable', since the values of the data items can vary from record to record. The field 'Indicator' has the value '0' (No). There are two ways of printing the description and contents of a field, depending on the summary selected and the type of line.

The variable is put immediately after the constant:

STREET: Baker Street

To set it out like this you select the *constants* and *associated variables* that you want to include in the line alternately. The contents are set out in columns headed by a description:

<u>Debit balance</u>	<u>Turnover of relation</u>
£ 1.000,00	£ 25.600,00
£ 948,75	£ 1.988,00
£ 5.460,00	£ 5.460,00
.....

To achieve this objective there has to be a header line in the summary to hold the constants. You define one or more detail lines holding the associated variables.

When you have selected the required fields, you reset the program mode field to 'Edit'; you are then able to define the *sequence* and *location* of the fields. The location of the field in the line is determined by its initial position. The length of a line is expressed in positions, one position representing a single character.



Figure 43. Sequence of the fields

First you specify the sequence of the fields, proceeding as follows:

1. Number the fields in the printing order. Enter the numbers in the field 'Pos'.
2. Press <ENTER>.
3. Press <F10> (= Refresh - Recalculate). The system then rearranges the fields on the screen in the order you have specified.
4. You can then get the system to calculate the initial positions of the various fields. Press <F10> once again. The system then performs the calculation.

The following conditions apply to the automatic calculation of field locations:

- ◆ the system calculates the positions from the position of the first field and all the field lengths;
- ◆ the full length of the field is assumed in the calculation, even if the actual value of the field may be shorter;
- ◆ successive fields are separated by single blanks;
- ◆ The initial positions will only be adjusted if necessary. If the values specified for the field 'Pos' are far enough apart, the system will not change these initial positions.

You can alter the positions *manually*, for example to set the data out in columns. When you do this, you must be careful that the fields do not overlap. The system does not notify overlapping, and, of course, one field will (partially) overwrite the one before if the positions overlap. If you alter one of the positions manually and subsequently press <F10>, then the system will automatically recalculate the locations of succeeding fields.



You can also use overlapping intentionally. If you know that the full length of the field will not be used, you can overlap the fields without losing actual data by overwriting.

If a relation entity is to receive reminders, statements of account or payment specifications in a *foreign language*, this requirement must have been specified in the relation data. In this circumstance the system prints the translated (variables), not the English descriptions (constants), in the summary concerned. The translated form of the descriptions can be input with the functions in the 'Alternative Descriptions' menu.

If you want to check the field layout of a particular line, you must press <F22> (= Display). The full summary will be displayed on the screen. The line you are currently editing will be marked. If the width of the summary exceeds the screen size, you can move to the left or right by means of <F19> and <F20> respectively.

Example

You select the following variables from amongst the available fields in a particular line:

Telephone	Length: 20
Postcode	Length: 6
Town	Length: 25

To secure the right order you number these fields as follows:

Telephone	Position: 3	Length: 20
Postcode	Position: 1	Length: 6
Town	Position: 2	Length: 25

If you press <ENTER> followed by <F10>, the fields are reordered:

Postcode	Position: 1	Length: 6
Town	Position: 2	Length: 25
Telephone	Position: 3	Length: 20

When you press <F10> again, the system calculates the relative positions of the fields:

Postcode	Position: 1	Length: 6
Town	Position: 8	Length: 25
Telephone	Position: 34	Length: 20

This line would appear in the summary as follows:

NE11PE Newcastle 091-2338734

Lastly, you can change the relative position of the fields manually:

Postcode	Position: 6	Length: 6
Town	Position: 20	Length: 25
Telephone	Position: 46	Length: 20

This line would appear in the summary as follows:

NE11PE Newcastle 091-2338734

DIFFERENT LAYOUT FOR VAB-SUMMARIES

Apart from the options described above, you can use column definitions in VAB-layouts. If you do so, the data included in the report are selected according to the selection criteria set down in the column definitions. In this way, it is possible to supplement the VAT-statement with a report in which the VAT-basis is accounted for per posting. Each posting can be marked for either being or not being the VAT-basis. This allows you to verify the reconciliation between the VAT-statement and the postings: the total for the VAT-basis as printed on the VAT-statement can then be compared with the total for the VAT-basis per posting.

More information on defining column definitions you will find in the description 'Maintain columns for VAT-basis report'. You can print the report with the function 'Report VAT-basis' in the 'Periodic Reports D/C' menu.

INPUTTING THE DATA

You can include column definitions only in the following lines:

- ◆ Total compressed
- ◆ Entry details line 1/2
- ◆ Total line

When you define the columns for one of the lines above, you must:

1. Specify the column field to be used,
2. Determine its position,
3. Select an existing column definition in the 'Field text contents'. To define a column definition, you must use menu option 9 'Maintain columns for VAT-basis report'.

DIFFERENT LAYOUT FOR BTW-, MJR- AND PDC-SUMMARIES

There are three variable summaries which have additional layout options, namely:

- ◆ BTW: VAT-statement
- ◆ MJR: Monthly Journal
- ◆ PDC: Periodic report D/C

The layout rules for lines and fields as described above also apply to these three reports, with the added options of

- ◆ total line types, and
- ◆ detail line types.

TOTAL LINE TYPES

The extra layout options in this function are closely related to and interdependent with the way in which the data for the various reports will be sorted and totalized. A description of these topics you will find in the 'Periodic Reports D/C' menu.

To print (sub)total lines on the reports you can use two methods:

◆ *Total line type*

There are 5 total line types available, for each of which a maximum of 5 lines can be defined; hence the numbering of the line types:

- Total line type 1 - 1
- Total line type 1 - 2
- Total line type 1 - 3
- Total line type 1 - 4
- Total line type 1 - 5
- Total line type 2 - 1
- Total line type 2 - 2, etc.

You may opt for different total line types for the (sub)totals of different fields, e.g.

- Total line type 1 to print a subtotal for each debtor/creditor,
- Total line type 2 to print a subtotal for each period, etc.

◆ *The field '@LEVTX'*

You can also use a single total line type for the subtotals of different fields. In order to do so, you must activate the field '@LEVTX' for this total line type. FMS will then print the value of the field to be totalized in the field '@LEVTX'. For the subtotal of a debtor/creditor, for instance, the debtor/creditor number will be printed:

- Total: 5001

For the subtotal of a period FMS will print (using the same line definition) the period number:

- Total: 07

Of course, both methods can be combined into one report.

When you want to define the fields for a total line type or a general total line, you will find that you may specify a column definition for these lines. In the field 'Text contents for field' you can only select standard column definitions which are provided with FMS ('@ @n'), or column definitions you have defined beforehand using menu option 8.

By using column definitions, you are able to print balances horizontally (in columns) instead of vertically (with subtotals for a varying number of lines).

DETAIL LINE TYPES

You can print the entry details straightforwardly by activating the usual detail lines, but you may also improve the presentation of your data by using detail lines types. The possibilities of this option can best be explained by means of an example.

Example

The detail lines 1 to 5 are the detail lines you are familiar with from other variable summaries; every detail line always contains the same fields. You can, for example, present the entry details in the following way:

Invoice No.1	Deb/Cred A	Invoice line I	Entry I
Invoice No.1	Deb/Cred A	Invoice line II	Entry II
Invoice No.1	Deb/Cred A	Invoice line III	Entry III
Invoice No.1	Deb/Cred A	Invoice line IV	Entry IV
Invoice No.2	Deb/Cred A	Invoice line I	Entry I
Invoice No.2	Deb/Cred A	Invoice line II	Entry II
Invoice No.2	Deb/Cred A	Invoice line III	Entry III

The invoice number and the debtor/creditor number will be printed on each line, even though this often means endless repetitions. The printout therefore contains much redundant information which does not contribute to a nice and clear report.

By using detail line types, you can leave out all unnecessary repetitions, see the procedure below. When printing the summary, you must enter the sort sequence; in the aforesaid example the data will be sorted on invoice number within debtor/creditor number. Besides, you can specify that a detail line type is being used when there are modifications in the contents of a sort field. The first line with the new contents is printed as a detail line type; the other lines are 'plain' detail lines.

In our example a detail line type can be used when the invoice number changes; you can register the following data: invoice number; debtor/creditor; invoice line; entry. The detail line can then be limited to: invoice line; entry. The report would then look as follows:

Invoice No.1	Deb/Cred A	Invoice line I Invoice line II Invoice line III Invoice line IV	Entry I Entry II Entry III Entry IV
Invoice No.2	Deb/Cred A	Invoice line I Invoice line II Invoice line III	Entry I Entry II Entry III

Of course, the same detail line type can be used for more than one sort level.



With the function described above you can only define:

- *which total line types, detail lines types and detail lines are activated,*
- *which fields they will contain.*

The line types are actually printed when you specify the selection criteria and sort sequence for the report concerned (see page 407).

7 ALIGNING FIELDS (SUMMARY LAYOUT)

With this function you can print a summary containing for each variable summary the actual field positions. On the selection screen you may enter the sort sequence of the fields: field name or starting position.

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

8 COLUMNS FOR PERIODIC REPORTS D/C

With this function you can define the column definitions which can be used for the periodic reports D/C (see option 1).

For each column definition you can select the balance to be printed and, if any, the credit notes to be included in the balance. The fields 'VAT-set', 'VAT-code' and 'VAT/discount' determine for which ranges the balances will be calculated.

9 COLUMNS FOR VAT-BASIS REPORT

With this function you can define column definitions which can be used for the 'VAT-basis Report'.

For each column definition you may

- ◆ indicate whether amounts or quantities should be printed,
- ◆ specify the currency of the amounts: base currency or foreign currency.

In the field 'VAT-basis' you can specify that only those amounts will be selected that have been stored as VAT-basis. In the various pairs of 'FROM' and 'TO' fields you can enter which VAT-bases per posting must be printed by defining the range of daybooks, dimensions, periods, entry amounts and entry quantities.

For daybooks and dimensions you can also enter a *selection code* and a *selection criterion*. These two fields are used to make a further selection from the selected ranges, based on the selection codes defined with the master data for the dimensions and daybooks (see the 'Dimension 1', 'Dimension 2/3/4/5' and 'Daybook' menus).

Example

Selection code	*75*****
Selection criterion	H (= Greater than)
Result	All entries for which the second position of the selection code is greater than or equal to '8' and the third position is greater than or equal to '6'.

Selection code	PUR*****
Selection criterion	G (= Equal to)
Result	All entries for which the selection code begins with 'PUR'.

You can, for example, give each daybook a recognizable selection code.

- PUR Purchase
- SAL Sales
- OTH Other

In this way you can easily select the entries per daybook.

VAT/DISCOUNT DATA

G1102

With the functions in this menu you can define the data to be used in calculating discounts from and surcharges to posting amounts, e.g. the value added tax.

The menu contains the following functions:

1. Maintain VAT/discount data
2. Display VAT/discount data
3. Print VAT/discount data
4. Print update report
5. Maintain VAT-codes
6. Display VAT-codes
7. Print VAT-codes
8. Maintain VAT-sets
9. Display VAT-sets
10. Print VAT-sets
11. Maintain VAT-report
12. Display VAT-report
13. Print VAT-report

1 MAINTAIN VAT/DISCOUNT DATA

INPUTTING THE DATA FOR DEBTORS/CREDITORS

In the field 'Percentage' you supply the percentage to be applied. If you set the field 'Percentage can be edited' to '1' (Yes), the percentage specified may be altered for *individual entries*. This is not true, however, for VAT-percentages. If the value '1' (Yes) is entered in the field 'VAT', the value for the field 'Percentage can be edited' must be '0' (No).

The *contra VAT/discount code for VAT-deferred* can be blocked for direct entries by entering the value '2' in the field 'VAT'. In this way nobody can make direct entries to the contra VAT/discount; the VAT-report for VAT-deferred will be correct.

For a VAT-percentage you can also specify a VAT-code. You can only select a code which has been defined with menu option 5, 'Maintain VAT-codes'.

When selecting the *calculation method*, you have two options:

1. Blank
If you do not supply a value, the specified percentage is applied to the nett posting amount.
2. + (plus sign)
The specified percentage is increased by 100. In this way, the amount to be added or deducted is calculated on the gross posting amount.

Example

Calculation method	blank
Percentage	18,50
Posting amount	£ 80,00
Calculation	$18,5 \cdot 80,00 : 100 = \text{£ } 14,80$

Calculation method	+
Percentage	18,50
Posting amount	£ 94,80
Calculation	$18,5 * 94,80 : 118,5 = \text{£ } 14,80$

VAT-basis

The VAT-history always contains the VAT-basis (the invoice amount to which the VAT is added). How the VAT-basis will be calculated, depends on the selected calculation method:

- ♦ *Calculation method 'Blank'*
The amount of the posting is identical to the VAT-basis.
- ♦ *Calculation method '+'*
The amount of the posting is used to calculate the VAT-basis by means of this formula:
'X * (100 : (100 + %))'.

Example

Calculation method	blank
Percentage	18,50
Posting amount	£ 80,00
VAT-amount	$80 + (80 * 0,185) = \text{£ } 14,80$
VAT-basis	£ 80,00

Calculation method	+
Percentage	18,50
Posting amount	£ 94,80
VAT-amount	$18,5 * 94,80 : 118,5 = \text{£ } 14,80$
VAT-basis	$94,80 * (100 : 118,5) = \text{£ } 80,00$

When selecting the *clearing method* you have three options:

1. Blank
The posting amount is not changed.
2. + (plus sign)
The calculated amount is added to the gross posting amount.
3. - (minus sign)
The calculated amount is deducted from the gross posting amount.

Example

Clearing method	Posting amount	Calculated amount	Result
+	£ 80,00	£ 14,80	£ 94,80
-	£ 94,80	£ 14,80	£ 80,00

INPUTTING THE DATA FOR VAT-REPORT

When you press <F10> (= VAT-report) you can enter the data for printing a VAT-report with a VAT-statement. This function will be discussed in detail in menu option 11, 'Maintain VAT-report'.

INPUTTING THE DATA FOR INVOICES IN CIRCULATION

If you have purchased the component 'Invoices in Circulation', the calculation and clearing methods must be specified as follows:

- ♦ Calculation method: +
- ♦ Clearing method: -

If you supply any other values, the postings cannot be processed.

This option contains two extra fields in which you have to supply the *percentage* and the *ledger account* that are used for calculating and posting the non-reclaimable VAT. It is only of relevance to government agencies, since they cannot reclaim the VAT, or can only reclaim it in part. For non-government organizations it is not necessary to fill these fields.

The under-mentioned example illustrates the use of these fields: the situations for the different types of body - commercial and industrial organizations (fully reclaimable), local and other administrative agencies in government (partially reclaimable), and government institutions proper (non-reclaimable) - are summed up.

Example

Company	The percentage of non-reclaimable VAT is '0'.		
	Invoice amount		£ 118,50
	VAT	18,50	
	Not reclaimable	<u>0,00</u>	
	Reclaimable	18,50	
			<u>£ 18,50</u>
	Costs		£ 100,00

Local authorities	The percentage of non-reclaimable VAT is '20'.		
	Invoice amount		£ 118,50
	VAT	18,50	
	Not reclaimable	<u>3,70</u>	
	Reclaimable	14,80	
			<u>£ 14,80</u>
	Costs		£ 103,70

Public authorities	The percentage of non-reclaimable VAT is '100'.		
	Invoice amount		£ 118,50
	VAT	18,50	
	Not reclaimable	<u>18,50</u>	
	Reclaimable	0,00	
			<u>£ 0,00</u>
	Costs		£ 118,50

CHECK ON VAT-BASIS

If you have the VAT-basis checked, the VAT/discount codes are subject to a number of conditions:

- ♦ These codes can only have the following calculation and clearing methods: Blank / Blank, + / -, and Blank / -.
- ♦ VAT-deferred may only be inputted through the official VAT/discount code for VAT-deferred (Blank / Blank).

5 MAINTAIN VAT-CODES

With this function you can define and edit VAT-codes. With menu option 1 you can link a VAT-code to a VAT-percentage.

By combining several codes with the same VAT-percentage, you are able to store and present your VAT-postings for different categories separately. You can, for example, make separate VAT-codes for investments, costs, goods, domestic transport, international transport, or VAT-deferred. On the VAT-statement and other reports the entries can be totaled and sorted on VAT-code.

It is also possible to indicate whether a VAT-code will be used for *incoming* or *outgoing* invoices. When entering the invoices (both in D/C and in Invoices in Circulation), FMS will check whether the invoice code 'Incoming/Outgoing' matches the used VAT/discount code. To enter postings directly to the ledger, you must use a VAT-code for which the 'Incoming/Outgoing' value is '0' or 'Blank' (which stands for 'Neither').

Finally, you may specify to which VAT-set the VAT-code belongs. You can only select a set previously defined with menu option 8. The VAT-set is mainly used to totalize a set of related VAT-codes for the VAT-statement.

8 MAINTAIN VAT-SETS

With this function you can define and edit VAT-sets. The VAT-set is mainly used to totalize a set of related VAT-codes for the VAT-statement and to calculate the total VAT-amount and VAT-basis for this set of codes. In this way you can, for instance, combine all codes with the same VAT-percentage (in the VAT/discount code), or keep domestic and foreign VAT-entries separate.

11 MAINTAIN VAT-REPORT

This menu option enables you to enter the data needed for printing a VAT-report with a VAT-statement (see page 410). This allows you to count the amounts for a VAT/discount code in more than one VAT-set and, subsequently, print these totals in a VAT-report. This can be used, for instance, to determine the amounts that must be accounted for in each VAT-set.

Having selected a VAT/discount code, a screen appears on which you may specify the required VAT-sets. The function key <F9> allows you to switch between adding new VAT-sets or editing existing ones.

For each selected VAT-set you must indicate:

- ♦ whether the amounts must be added or deducted, and
- ♦ which amount should be counted: the VAT or the VAT-basis.

Example 1

In some countries the VAT-amount and VAT-basis must be accounted for in more than one VAT-set on the VAT-statement. For example, incoming credit notes can be accounted for in the following VAT-sets:

- *Basis (minus)*
Services, various goods and others (set 82).
- *Basis (plus)*
Credit notes received (set 85).
- *VAT (plus)*
Repayment VAT in compliance with credit notes (set 63).

In FMS you must enter the following data for the VAT-report:

VAT-set	Add/Deduct	Amount to be paid
82	-	1
85	+	1
63	+	2

When you print the VAT-report, the amounts for basis and VAT for incoming credit notes will be included in the totals for the sets 63, 82 en 85.

Example 2

You can also use reports to calculate subtotals. For instance, you use separate VAT/di-

count codes for:

GHG Goods 17,5%

SHG Services 17,5%

OHG Other 17,5%

In order to totalize the VAT-basis for these VAT/di-

count codes, you must enter the following

VAT/Discount code	VAT-set	Add/Deduct	Amount to be paid
GHG	H1	+	1
	H4	+	1
SHG	H2	+	1
	H4	+	1
OHG	H3	+	1
	H4	+	1

These VAT-sets will be printed together on the report (in alphabetical order) with the corresponding totals:

H1 Basis for goods 17,5%

H2 Basis for services 17,5%

H3 Basis for other 17,5%

H4 Total basis 17,5%

Further information on the displaying and printing of data can be found in the corresponding sections of the chapter 'Operating FMS'.

WORK WITH INTEREST CALCULATION BATCHES

G12464

With the functions in this menu you can edit and process interest calculation batches.

The menu contains the following functions:

1. Entry interest postings
2. Process interest postings - validation only -
3. Process interest postings - definitive -

1 ENTRY INTEREST POSTINGS

With this function you can perform a number of actions concerning interest calculation batches. The function key <F9> allows you to enter new postings; screen option 2 (= Change) enables you to adjust existing interest postings. The procedure of entering and editing interest postings is identical to the entry of other ledger postings.

2 PROCESS - VALIDATION ONLY

With this function you are able to create and print validation reports without actually processing the batch.

When you have selected an interest batch, a screen appears displaying which summaries and reports will be printed. The data displayed here are derived from the administration data originally specified with the functions of the 'General Data for Administration and Financial Year' menu.

If, when the administration data were set up, you specified the value '1' (Yes) for the field 'Defaults modifiable', you can now specify what error reports are to be produced. In the field 'Correct posting' you can specify whether valid postings are to be included in the error reports.

3 PROCESS - DEFINITIVE

With this function you can process the interest batches separately and determine which validation reports will be printed at the end of processing.



Before processing the entries you are advised first to print error reports without processing the batch, using menu option 2. In this way, you are able to correct any errors and see to it that the batch can be processed in one run.

When you have selected an interest batch, the screen shows which reports are to be generated at the end of processing. There is also an indication of how the system will respond to any incorrect postings detected during processing.

The data displayed here are derived from the administration data originally specified with the functions of the 'General Data for Administration and Financial Year' menu. If, when the administration data were set up, you specified the value '1' (Yes) for the field 'Defaults modifiable', you can now specify what error reports are to be produced. In the field 'Correct posting' you can specify whether valid postings are to be included in the error reports.

When you confirm the data entered with <ENTER> and then with '1' (Yes), the system will process the postings from the previously selected batch.

APPENDIX A: GLOSSARY OF TERMS

ACCRUALS

Financial postings in provisional form for which contra entries will automatically be made for a subsequent period. From these accruals, no transitory entries are made.

ACTUAL POSTING

Ledger posting which, in contradistinction to a budget or accrual mutation, relates to actual expenditure or income.

ADDRESS DATA

General information of the creditors and/or debtors, such as name, full address, telephone number and telex address.

ADMINISTRATION

One of the areas of responsibility within an operation area where the financial work of an organisation is recorded.

API

Application Program Interface; through this interface program data from the FMS data base can be exported to other applications. The command to extract the data from FMS is issued by the API (see also UPI).

APPLICATION GENERATOR

A suite of programs from which application programs can be generated by means of a number of technical specifications. The use of such generators reduces the risk of error and is beneficial for internal standardisation.

APPLICATION MANAGER

The main task of the FMS application manager is to control the operation areas; he specifies the default values applicable to all the administrations in an operation area and is responsible for the maintenance of these defaults.

AUTHORIZATION

The granting of access rights to users for administrations, journals, menu options, etc.

BASE CURRENCY

The currency of the country where the business concerned is registered and/or in which its commercial operations are conducted. Amounts entered in any other currency are converted at the current exchange rate into the base currency.

BATCH JOB

A job or command that is not executed interactively, but which is processed in a dedicated part of AS/400 (a batch).

BATCH PROCESSING

A batch job is placed in a job queue by the system. The time at which the job is executed is determined by its position in the queue and the priority assigned to it by the system. For further information on this matter, please consult the AS/400 documentation.

BUDGET POSTING

Financial posting relating to anticipated expenditure or receipts.

CASH DISCOUNT

A discount which the consignee benefits from when the amount outstanding has been paid within a specified period.

CASH SYSTEM

Method of financial administration in which expenditure is not entered until the invoice is settled. The method is only used by institutions in the state sector.

CIRCULATION INVOICE

Invoice in the circulation register.

CIRCULATION REGISTER

The component 'Invoices in Circulation' enters in this register such incoming invoices as have to be dealt with by a number of distinct users. When an invoice has been definitively processed in this register, it is transferred to the invoice register. Only general invoice data are held in the circulation register.

COLLECTION

On the basis of a mutual agreement, the supplier can order the customer's banking institution to pay the invoice.

COLLECTION MEDIUM

Tape or diskette on which a collection order is recorded for transfer to the banking institution concerned.

COLLECTION ORDER

An order addressed to a banking institution authorising the making of certain collections in respect of open items selected by the user.

COLLECTION PROPOSAL

The full set of open items selected by the user that are due for automatic collection. After approval a collection proposal can be converted into a payment order.

COMPONENT

A functionally integrated set of menus and functions in FMS. A user can be authorised for individual components.

COMPRESSION

When compressed, several amounts or numbers are accumulated into a new amount or number in a cumulative specified by the user. No corresponding compression entries are made in the dimensions under which the individual entries have been made. (Only the totals excluding the details will be displayed.)

CONSOLIDATION

The aggregation of the data belonging to two or more administrations in a new administration for which the balances of the corresponding ledger accounts are added together.

COVERED EXCHANGE RATE

For reservations and liabilities it is possible to specify that the exchange rate is to be 'covered'. It is then fixed and cannot afterwards be changed. The consequence is that there cannot then be any revaluations when the rate of exchange alters.

CPU

Central Processing Unit, the nucleus of the computer on which FMS is installed, in whose logic circuits the system's programs are actually executed.

CPU CODE

The serial number of the system in which FMS is installed, the letters 'CPU' standing for Central Processing Unit.

CREDIT

By the use of a 'credit', the expenditure can be controlled in the user's organisation. A 'commitment ceiling' can be allocated to each user and monitored by FMS. As an example of this, FMS is able, by referring to the ceiling, to work out whether particular entries will need budget authorisation.

CUMULATIVE

Self-defining access path with which the balances of combinations of dimensions (e.g. account / branch / department) can be held, and which, inter alia, can be viewed or read in displayed or printed form.

CURRENT ACCOUNT

Link set up between two administrations to allow a mutation to be entered in an administration other than that in which the user is working.

D/C SUBLEDGER

The subledger in which the administrative transactions for debtors and creditors are done.

DATA BASE

The collection of logically interdependent files in which all the data belonging to a given programming package are held.

DATA MODEL

Outline plan of the structure of data that are essential to a system.

DAYBOOK

When using daybooks different types of financial postings can be grouped according to their source, e.g. purchase and sales entries or cash, giro and bank entries.

DEFAULT MENU STRUCTURE

For the three different user levels default menu structures are supplied with FMS in which all the functions in the package have been incorporated, and which serve as the starting point from which the system manager sets up individual [user] menu structures.

DIMENSION

Term used to describe any of the (at most) five designations (e.g. Account, Cost centre, Cost unit and Daybook) used in the justification of ledger entries, and which, in conjunction, contribute to the definition of a 'Cumulative'.

DUE DATE

The date by which an invoice must be settled.

ENTRY COMBINATION

A combination of several default values determined by the user that can be attached to a transaction or mutation.

ENTRY PERIOD

A financial year is subdivided into a number of entry periods, e.g. 12 (months) or 52 (weeks). Every mutation has to be justified within an entry period.

EXTERNAL APPLICATION

Programming package unlike FMS, such as a wages and salaries package (pay system).

EXTERNAL DATA

Data derived from an external application.

FIELD

Name under which a particular type of data item is held in a file.

FILE

Collection of data stored by FMS in its entirety under a single name.

FILE SCREEN

Screen on which relevant information for more than one record in a file can be displayed simultaneously.

FINANCIAL YEAR

The year in which mutations have to be financially justified.

FIXED SUMMARIES

See 'Summaries', under 'Fixed'.

FREE SPACE

The part of a budget that has not yet been committed. This part of the budget is the full budget less all of the following:

- ◆ the associated reservations
- ◆ the associated liabilities
- ◆ the invoices in circulation
- ◆ the payments already entered

FREE SUMMARIES

See 'Summaries', under 'Free'.

FROZEN ACCOUNT

A blocked bank account reserved for the initial down payment of social contributions. With a frozen bank account, for instance, social security premiums can be held over securely for payment to the government.

FUNCTION CODE

See 'User level'.

GENERAL ACCOUNTS

Default ledger accounts of which FMS uses four, viz.

- ◆ general suspense account
- ◆ revaluation account
- ◆ transitory account (past)
- ◆ transitory account (future)

GENERAL FILE LIBRARY

Library containing a number of general data items that are supplied with FMS, such as ISO codes and default reports.

GENERAL PROGRAM LIBRARY

Library in which the FMS program files are stored.

INDIVIDUAL FIELDS

Fields that can be defined by the user himself so that additional data can be input to support external applications or to provide extra information. These fields are not processed by FMS.

INTERACTIVE PROCESSING

An interactive command is executed by the system immediately, with the result that the screen is temporarily locked out for the input of new data or commands.

INVOICE DATE

The date on which an invoice is dated and dispatched.

INVOICE REGISTER

In this register are entered, by the component 'Invoices in Circulation', the incoming invoices that have already completed their period in circulation (those coming, that is, from the circulation register) or which are not to be circulated at all. It is the individual invoice lines that figure in the register.

ISO CODES

Internationally recognised standard codes designating the countries and currencies used by the banks in the interests of efficiency in transacting payments, etc.

JOB

One of the independent tasks in the system.

KEY SCREEN

Screen containing one or more key fields with which the required data items can be selected when a program has been invoked.

LADDER

The limits for the various discount levels are recorded in ladder form.

LEDGER POSTING

Any posting presented to ledger processing.

LIABILITY

An order or contract with a supplier of goods or services entailing an obligation to make certain payments. A liability is usually charged to a reservation, but may also be charged directly to a budget.

LIBRARY

A collection of entities. Thus an operation area library contains all the files belonging to a particular operation area.

LOCATION

A user can be included in the route table that determines the itinerary of those invoices which have to circulate. The position of a user in the route table is called a location.

LOCK

A status condition defined for an object (such as a file or program) which specifies whether that object can be used simultaneously by more than one interactive task or batch job.

LONG-TERM BUDGET

The module 'Long-term budget' enables you to draw up the budget for the year concerned and a number of years to come (budget years). A disparate long-term budget is prepared for each financial year. By means of budget types, you can maintain the following layout:

- ◆ budget type A = basic budget
- ◆ budget type B = adjustment of prices
- ◆ budget type C = basic budget + adjustment of prices

These budget types can be entered in the column definitions and be displayed in the various summaries of FMS.

MASK

An encoded definition of the format in which numbers and amounts are displayed on the screen and printed in reports.

MASTER CODE

A single code used to distinguish fundamental types of data and objects in the software, such as entry, creditor.

MASTER DATA ITEM

Basic data item manipulated by the user within an operation area cum administration items such as the address data for debtors/creditors/relations, currencies, conversion and distribution tables.

MUTATION

A change made to an existing data item.

MUTATION BATCH

A file in which all the mutations to be processed in a single 'batch' are grouped together.

OCR-B SCRIPT

OCR stands for Optical Character Recognition. Used by the Postal Bank as its preferred font thus enabling the printed giro credit slips to be read and processed automatically.

OLA FORM

The Optically Readable Giro Credit Slip used by the Postal Bank, generally attached to a standard form of one type or another.

ON-LINE HELP TEXT

Help displays provide information on functions that can be viewed by pressing <Help> or <F1>.

OPEN ITEM

An amount derived from one or more invoices that has been entered in the ledger, but has not yet been paid.

OPENING BALANCE SHEET

The balances that have been carried forward from the previous financial year. These balances are always justified in entry period '00'.

OPERATION AREA

An entity representing a large area of user activity in the FMS software within which various administrations, and within those administrations, financial years can be set up. Each operation area is controlled by an application manager. It is also the basic unit of security protection in the system.

OS/400

The AS/400 operating system.

PAYMENT MEDIUM

Tape or diskette on which a payment order is recorded for dispatch to a banking establishment.

PAYMENT ORDER

An order to a banking establishment to make a number of payments on account of open items selected by the user.

PAYMENT PROPOSAL

A set of entries selected by the user that have become due for automatic payment. After approval a payment proposal can be converted into a payment order.

POOL

A reserved part of main memory in which specific jobs can be executed.

PRESELECTION

If the number of items on a selection screen is too large, you can, by means of a preselection, restrict the number of items displayed by e.g. specifying particular search criteria.

PROGRAM MODE

The program mode for a function specifies which of the basic manipulatory actions will be carried out on the data selected, e.g. 'Add' or 'Edit'.

PTF

Program Temporary Fix; a temporary modification of the program used to remedy bugs in the software for which it is inexpedient to wait until the next version of the package.

QUESTION MARK SELECTION

This feature provides a list of all the possible alternative values of a particular data item.

RECONCILED

An open item is reconciled when it has been paid or justified in the ledger.

RECORD SCREEN

Screen on which (part of) the content of a record is displayed.

RECOVERY

Procedure enabling the situation obtaining before the interruption of a task caused by system failure or misoperation to be restored.

REFERENCE COUNTER

Counter used to keep track of the number of references made to a particular data item in FMS.

REMINDER NUMBER

Number recording the number of times a relation has received a reminder/dunning letter.

RESERVATION

With a reservation part of a budget for the purchasing of particular goods and services can be earmarked. In so doing an intention to make particular subsequent expenditures is recorded. The 'free space' in the budget (the 'uncommitted' part) will be diminished.

REVALUATION ACCOUNT

Suspense account in which exchange rate discrepancies can be entered that have arisen during revaluation following a change of exchange rate.

RUN-TIME MODULE

FMS has been developed using the Synon/2 application generator. This software has to be delivered with FMS to allow the package to run under AS/400 if you do not dispose of Synon/2.

SAA STANDARDS

System Application Architecture: IBM standard conventions on the program structure and user interface, e.g. screen layout and the assignment of function keys.

SCREEN OPTION

This option enables you to select data items from the screen for particular types of processing.

SEARCH KEY

An alphanumeric code, usually assigned automatically to an address data item to help the system find debtors, creditors and relations in the central address file.

SELECTION SCREEN

A screen on which data items can be selected using a screen option.

SOURCE

A program that has not yet been translated into machine code, and can, therefore, still be amended.

STANDARD CUMULATIVE

The account cumulative in which the ledger accounts are held, irrespective of any other dimensions.

STATEMENT

A statement is printed as soon as a payment medium has been created; it contains explanatory information for the banking establishment to which it is sent.

SUMMARIES

Name given to all the reports printed by FMS. There are three types:

- ♦ *Variable*
Summaries derived from default summaries, the user modifying the layout to his own requirements.
- ♦ *Fixed*
Summaries whose layout cannot be modified by the user.
- ♦ *Free*
Summaries derived from default summaries, in which the user may modify the layout, specify the type and number of columns to be included, the selections to be made from the dimension data, and the calculation and totalisation methods to be applied.

SYNON/2

An application generator for the AS/400 system (see 'Application generator').

SYSTEM DATE

The date as defined by the AS/400 operating system.

SYSTEM MANAGER

The person responsible for all aspects of FMS relevant to all users; these include the setting up of operation areas and the granting of authorisations.

SYSTEM OF ACCOUNTS

All ledger accounts including all dimensions, compression and total accounts.

SYSTEM TIME

The time as defined by the AS/400 operating system.

TEST ENVIRONMENT

You can install an additional 'test' version of FMS on your system which can be used as a test environment. New releases and PTFs will first be uploaded in this environment enabling you to view and test the effected alterations without any incidental consequences for your financial administration.

TOTAL IN (ACCOUNT)

The data items (amounts) in the default account cumulative (cumulative 0) are accumulated to produce a new data item. Corresponding entries are made in the accounts in which the contributing entries were made. (You see not only the totals, but also the details constituting the totals).

TRANSACTION

A set of mutations whose overall balance is zero.

TRANSITORY ACCOUNT

General account in which contra entries can be made for entries that have to be justified in an alternative period or financial year.

UPI

User Program Interface: data from the FMS data base can be exported to other applications; the external application rather than FMS initiating the data transfers (see also 'API').

USER (ORDINARY)

The (ordinary) FMS user is responsible for carrying out routine activities such as making entries, processing mutations and generating reports.

USER CODE

Code by which a user (at any user level) is known to the system. The program and data authorisations are linked to this code.

USER GROUP

A set of users who are given access to FMS through a common menu structure.

USER LEVEL

Identifies the user as system manager, application manager or (ordinary) user.

USER PROFILE

The name by which a user is known to the AS/400 system, together with other data held under that name.

VARIABLE SUMMARY

See 'Summaries', under 'Variable'.

VAT/DISCOUNT CODE

Code for calculating the VAT or other surcharge and discount elements of amounts.

VAT PRE-ENTRY

A VAT-entry made after the invoice has been entered in the circulation register. The VAT is thus entered immediately after receipt of the invoice, without the requirement to wait for the individual invoice lines to be input and processed.

WAITING DAYS

The number of days of delay appointed after expiry of the credit term before reminders, dunning letters are resorted to.

APPENDIX B: MENU STRUCTURE

S0	MAIN MENU FMS	
To menu	1. Main menu system management	S1
	2. Main menu application management	A1
	3. Main menu users	G1
S1	MAIN MENU SYSTEM MANAGEMENT	
To menu	1. Package/PTF installation	S11
	2. Operation area	S12
	3. User authorization	S13
	4. Save/Restore	S14
	5. Documentation	S15
	6. System functions	S16
	7. User interface	S17
General	8. Switch FMS/SAA menu standard	
	9. Select language	
	10. Open option	
S11	PACKAGE/PTF INSTALLATION	
PTF	1. Load	
	2. Apply	
	3. Display	
Authorization codes	4. Apply	
	5. Display	
To menu	6. Settings at package level	S116
API library	7. Load	
S116	SETTINGS AT PACKAGE LEVEL	
Function	1. General data on SYNON data areas	
	2. Adjust date format	
	3. Set form length for standard lists	
	4. Switch between FMS/SAA menu standard	
	5. Select language	
	6. Delete language module	
S12	OPERATION AREA	
Function	1. Create	
	2. Maintain	
	3. Display	
	4. Print	
	5. Delete	
	6. Reorganize	
	7. Statistics on operation areas	
S13	USER AUTHORIZATION	
User definition	1. Maintain	
	2. Display	
	3. Print	
To menu	4. Components	S134
Authorization	5. Per user	
	6. Per administration	
	7. Per component	
	8. Print	
FMS menus	9. Maintain texts and structure	
	10. Work with menu structure	

S134	COMPONENTS	
Function	1. Maintain external components	
	2. Display all components	
	3. Print all components	
S14	SAVE/RESTORE	
Save	1. Operation area	
Restore	2. Operation area	
S15	DOCUMENTATION	
Function	1. Print FMS help texts	
	2. Work with API manual	
	3. Create error report	
S16	SYSTEM FUNCTIONS	
FMS	1. Switch normal <---> rapid batch processing	
	2. Adjust pool size of subsystem for rapid batch	
	3. Work with active FMS users	
	4. Work with batch per user	
	5. Change own password	
	6. Change output queue	
AS/400	7. Job queue (WRKJOBQ)	
	8. Output queue (WRKOUTQ)	
	9. Active jobs (WRKACTJOB)	
S17	USER INTERFACE	
Function	1. Maintain user interface (UPI)	
To menu	2. Cockpit	S172
S172	COCKPIT	
Function	1. Maintain library	
To menu	2. Sources	S1722
Function	3. Maintain Cockpit items	
	4. Submit data to Cockpit	
To menu	5. Cockpit log file	S1725
S1722	SOURCES	
Function	1. Maintain	
	2. Display	
	3. Print	
S1725	COCKPIT LOG FILE	
Function	1. Maintain	
	2. Display	
	3. Print	
A1	MAIN MENU APPLICATION MANAGEMENT	
To menu	1. Create master data (per operation area)	A11
	2. Create administration data	A12
	3. Consolidation/Year-end processing	A13
	4. Administration management and system functions	A14
	5. External data	A15
To menu	6. Main menu users	G1
General	7. Switch FMS/SAA menu standard	
	8. Select language	
	9. Open option	

A11	CREATE MASTER DATA (PER OPERATION AREA)	
To menu	1. Central address file	A1101
	2. Default master codes	A1102
	3. ISO country codes	A1103
	4. Country codes	A1104
	5. ISO currency codes	A1105
	6. Fields in daybook entry screens	A1106
	7. Variable summaries	A1107
	8. Default entry screens	A1108
	9. Default search limit	A1109
	10. Bridge/BGC	A1110
A1101	CENTRAL ADDRESS FILE	
Maintain	1. Address types	
	2. Search key exclusions	
	3. Address data	
Display	4. Address types	
	5. Search key exclusions	
	6. Address data	
Print	7. Address types	
	8. Search key exclusions	
	9. Address data	
Miscellaneous	10. Delete address data	
A1102	DEFAULT MASTER CODES	
Function	1. Maintain	
	2. Display	
	3. Print	
A1103	ISO COUNTRY CODES	
Function	1. Maintain	
	2. Display	
	3. Print	
A1104	COUNTRY CODES	
Function	1. Maintain	
	2. Display	
	3. Print	
A1105	ISO CURRENCY CODES	
Function	1. Maintain	
	2. Display	
	3. Print	
A1106	FIELDS IN DAYBOOK ENTRY SCREENS	
Function	1. Maintain	
	2. Display	
	3. Print	
A1107	VARIABLE SUMMARIES	
Maintain	1. Summary layout	
Display	2. Summary layout	
	3. Origin of summary fields	
Print	4. Types of summaries (index)	
	5. Origin of summary fields	
	6. Fields	
	7. Aligning fields (summary layout)	
Maintain	8. Columns for periodic reports D/C	
	9. Columns for VAT-basis report	

A1108	DEFAULT ENTRY SCREENS	
Function	1. Maintain	
	2. Display	
	3. Print	
	4. Work with default screen IC/LB	
A1109	DEFAULT SEARCH LIMIT	
Function	1. Maintain	
	2. Display	
	3. Print	
A1110	BRIDGE/BGC	
Function	1. Maintain BGC-library	
	2. Maintain registration data	
	3. Maintain authorization	
A12	CREATE ADMINISTRATION DATA	
To menu	1. General data for administration and financial year	A1201
	2. Ledger data for administration and financial year	A1202
	3. D/C subledger data for adm. and financial year	A1203
	4. IC/LB components data for adm. and financial year	A1204
	5. Administration and financial year data liquidity	A1205
	6. Administration and financial year data LTB/BT	A1206
	7. Administration data for foreign currency payments	A1207
	8. Authorization	A1208
	9. Memo pages	A1209
	10. Interest calculation	A1210
A1201	GENERAL DATA FOR ADMINISTRATION AND FINANCIAL YEAR	
Create	1. Administration	
	2. Financial year	
	3. Default codes for summaries	
Maintain	4. Administration	
	5. Financial year	
	6. Master codes	
Display	7. Administration	
	8. Financial year	
	9. Master codes	
Print	10. Administration	
	11. Financial year	
	12. Master codes	
A1202	LEDGER DATA FOR ADMINISTRATION AND FINANCIAL YEAR	
Create	1. Cumulative definitions	
	2. General (suspense) accounts	
	3. Include general accounts in administration	
	4. Daybook	
Maintain	5. Cumulative definitions	
	6. Current account table	
Display	7. Cumulative definitions	
	8. Current account table	
Print	9. Cumulative definitions	
	10. Current account table	
Copy	11. Cumulative definitions	
A1203	D/C SUBLEDGER DATA FOR ADMINISTRATION AND FINANCIAL YEAR	
D/C subledger	1. Maintain	
	2. Display	
To menu	3. Print D/C subledger	A12033

A12033	PRINT D/C SUBLEDGER	
Function	1. General administration data	
	2. Administration data on debtors	
	3. Administration data on creditors	
	4. Administration data on relations	
	5. Debtors data for the financial year	
	6. Creditors data for the financial year	
	7. Relations data for the financial year	
A1204	IC/LB COMPONENTS DATA FOR ADM. AND FINANCIAL YEAR	
Maintain	1. Administration	
	2. User	
	3. Financial year	
	4. Credit	
Display	5. Administration	
	6. User	
	7. Financial year	
	8. Credit	
Print	9. Administration	
	10. User	
	11. Financial year	
	12. Credit	
A1205	ADMINISTRATION AND FINANCIAL YEAR DATA LIQUIDITY	
Maintain	1. Administration	
	2. Period table	
	3. Week table	
Display	4. Administration	
	5. Period table	
	6. Week table	
Print	7. Administration	
	8. Period table	
	9. Week table	
A1206	ADMINISTRATION AND FINANCIAL YEAR DATA LTB/BT	
Maintain	1. Default budget types	
	2. Default long term budget types	
	3. Administration	
	4. Financial year	
Display	5. Default budget types	
	6. Default long term budget types	
	7. Administration	
	8. Financial year	
Print	9. Default budget types	
	10. Default long term budget types	
	11. Administration	
	12. Financial year	
A1207	ADMINISTRATION DATA FOR FOREIGN CURRENCY PAYMENTS	
Function	1. Maintain	
	2. Display	
	3. Print	
A1208	AUTHORIZATION	
To menu	1. Master code authorization	A120801
	2. Journal authorization	A120802
	3. Infoset authorization	A120803
	4. Data type authorization	A120804
	5. Free summaries authorization	A120805
	6. Cumulative authorization	A120806
Ledger reconcil.	7. Work with	

A120801 MASTER CODE AUTHORIZATION

- | | |
|----------|-------------|
| Function | 1. Maintain |
| | 2. Copy |
| | 3. Display |
| | 4. Print |

A120802 JOURNAL AUTHORIZATION

- | | |
|----------|--------------|
| Function | 1. Work with |
| | 2. Maintain |
| | 3. Display |
| | 4. Print |

A120803 INFOSET AUTHORIZATION

- | | |
|----------|-------------|
| Function | 1. Maintain |
| | 2. Display |
| | 3. Print |

A120804 DATA TYPE AUTHORIZATION

- | | |
|----------|--------------|
| Function | 1. Work with |
| | 2. Maintain |
| | 3. Display |
| | 4. Print |

A120805 FREE SUMMARIES AUTHORIZATION

- | | |
|----------|--------------|
| Function | 1. Work with |
| | 2. Maintain |
| | 3. Display |
| | 4. Print |

A120806 CUMULATIVE AUTHORIZATION

- | | |
|----------|--------------|
| Function | 1. Work with |
| | 2. Maintain |
| | 3. Display |
| | 4. Print |

A1209 MEMO PAGES

- | | |
|-------|---------------------------------------|
| Pages | 1. Maintain memo page & authorization |
| | 2. Display |
| | 3. Print |
| | 4. Print authorization |
| Memos | 5. Delete memos |

A1210 INTEREST CALCULATION

- | | | |
|----------|---|--------|
| To menu | 1. General data | A12101 |
| | 2. Interest type | A12102 |
| Function | 3. Change number of jobs for interest calculation | |

A12101 GENERAL DATA

- | | |
|----------|-------------|
| Function | 1. Maintain |
| | 2. Display |
| | 3. Print |

A12102 INTEREST TYPE

- | | |
|----------|-------------|
| Function | 1. Maintain |
| | 2. Display |
| | 3. Print |

A13		CONSOLIDATION/YEAR-END PROCESSING	
Function		<ol style="list-style-type: none"> 1. Consolidation 2. Convert ledger postings batch into external postings 3. Process consolidation postings from another operation area 4. Year-end processing for ledger 5. Year-end processing for LB component 6. Dimensions 7. Year-end processing for not-reconciled entries 8. Consolidation/Year-end processing (incl. LTB) 	
A14		ADMINISTRATION MANAGEMENT AND SYSTEM FUNCTIONS	
Function		<ol style="list-style-type: none"> 1. Copy administration/financial year 2. Copy administration/financial year (D/C only) 3. Delete administration/financial year 4. Delete daybook entries 5. Delete unused accounts 6. Condense daybook entries 7. Maintain mutation batches for all users 8. Work with active FMS users 9. (Remove) block column definitions 10. Work with correction batches 11. Clear free summaries external file 12. Clear dimensions 	
To menu		13. Recovery	A1413
AS/400		14. Job queue (WRKJOBQ)	
		15. Switch normal <---> rapid batch processing	
		16. Change own password	
		17. Output queue (WRKOUTQ)	
		18. Change output queue	
		19. Active jobs (WRKACTJOB)	
PTF		20. Create error report	
To menu		21. Display	
		22. Exchange rate EMU	A1422
		23. Euroconversion	A1423
A1413		RECOVERY	
Function		<ol style="list-style-type: none"> 1. Rebuild cumulatives 2. Rebuild search keys for address data 3. Rebuild reference counters 4. Unblock bank 5. Modify number of FMS processes 6. Change number of jobs of reconciliation sets 7. Change status of payment proposal base currency 8. Change status of payment proposal foreign currency 9. Change status of collection proposal 10. Recover abnormally ended batches 11. Recover periodic percentage calculations 12. Recover PPC distribution 13. Recover aggregated IC invoices 14. Recover liquidity forecasts 	
A1422		EXCHANGE RATE EMU	
Function		<ol style="list-style-type: none"> 1. Maintain 2. Display 3. Print 	

A1423	EUROCONVERSION	
Function	1. Currency check	
	2. Execute Euroconversion	
	3. Work with correction batches	
	4. Rebuild cumulatives	
	5. Recalculate check figure financial year	
Print	6. Check list subledger	
	7. Check list D/C subledger	
To menu	8. Euroconversion - Miscellaneous	A142308
A142308	EUROCONVERSION - MISCELLANEOUS	
Miscellaneous	1. Change field 'Eurorelation'	
	2. Change field 'Fixed currency'	
	3. Change field 'Currency' (EMU > Euro)	
General	4. Convert currency infosets	
Print	5. Infosets for Euroadministrations	
	6. Free summaries with currency	
	7. Invoice register batches with deviant exchange rate	
A15	EXTERNAL DATA	
Ledger postings	1. Process	
Master data	2. Maintain	
	3. Validate	
	4. Process	
	5. Delete batch	
CBS	6. Create medium	
G1	MAIN MENU USERS	
To menu	1. General master files	G11
	2. Main menu ledger	G12
	3. Main menu D/C subledger	G13
	4. Main menu invoices in circulation	G14
	5. Main menu liabilities	G15
	6. Main menu liquidity forecast	G16
	7. Main menu budgets	G17
	8. Management information	G18
	9. Variable summaries	G19
	10. Central address file	G110
	11. Administration management and system functions	G111
General	12. Switch FMS/SAA menu standard	
	13. Select language	
	14. Switch financial year	
	15. Switch administration and financial year	
	16. Open option	
G11	GENERAL MASTER FILES	
To menu	1. Currency and exchange rates	G1101
	2. VAT/Discount data	G1102
	3. Column definition	G1103
	4. Memos	G1104
G1101	CURRENCY AND EXCHANGE RATES	
Function	1. Maintain currency	
	2. Display currency	
	3. Print currency	
	4. Maintain exchange rates	

G1102 VAT/DISCOUNT DATA

VAT/discount data	1. Maintain
	2. Display
	3. Print
	4. Print update report
VAT-codes	5. Maintain
	6. Display
	7. Print
VAT-sets	8. Maintain
	9. Display
	10. Print
VAT-report	11. Maintain
	12. Display
	13. Print

G1103 COLUMN DEFINITION

Function	1. Maintain
	2. Display
	3. Print

G1104 MEMOS

Function	1. Print
----------	----------

G12 MAIN MENU LEDGER

To menu	1. Master data for ledger	G121
	2. Layout of input screens	G122
	3. Financial procedures	G123
	4. Periodic procedures for ledger	G124
	5. Screen information for ledger	G125
	6. Fixed summaries	G126
	7. Free summaries	G127

G121 MASTER DATA FOR LEDGER

To menu	1. Dimension 1	G12101
	2. Dimension 2	G12102
	3. Dimension 3	G12103
	4. Dimension 4	G12104
	5. Dimension 5	G12105
	6. Daybook	G12106
	7. Subledger	G12107
	8. Block postings	G12108
	9. Conversion units	G12109
	10. Period distribution	G12110
	11. Daybook entry combinations	G12111
	12. Percentage distribution	G12112

G12101 DIMENSION 1

Function	1. Maintain
	2. Display
	3. Print - detailed report
	4. Print - summarized report
	5. Print total accounts

G12102 DIMENSION 2

Function	1. Maintain
	2. Display
	3. Print

G12103	DIMENSION 3
Function	<ol style="list-style-type: none"> 1. Maintain 2. Display 3. Print
G12104	DIMENSION 4
Function	<ol style="list-style-type: none"> 1. Maintain 2. Display 3. Print
G12105	DIMENSION 5
Function	<ol style="list-style-type: none"> 1. Maintain 2. Display 3. Print
G12106	DAYBOOK
Function	<ol style="list-style-type: none"> 1. Maintain 2. Display 3. Print
G12107	SUBLEDGER
Function	<ol style="list-style-type: none"> 1. Maintain 2. Display 3. Print
G12108	BLOCK POSTINGS
Function	<ol style="list-style-type: none"> 1. Maintain 2. Display 3. Print
G12109	CONVERSION UNITS
Function	<ol style="list-style-type: none"> 1. Maintain 2. Display 3. Print
G12110	PERIOD DISTRIBUTION
Function	<ol style="list-style-type: none"> 1. Maintain 2. Display 3. Print
G12111	DAYBOOK ENTRY COMBINATIONS
Function	<ol style="list-style-type: none"> 1. Maintain 2. Display 3. Print
G12112	PERCENTAGE DISTRIBUTION
Function	<ol style="list-style-type: none"> 1. Maintain 2. Display 3. Print combinations 4. Print percentages
G122	LAYOUT OF INPUT SCREENS
Maintain	<ol style="list-style-type: none"> 1. Layout input screens for ledger postings 2. Activate individual fields
Display	<ol style="list-style-type: none"> 3. Screen layouts for ledger postings 4. Individual fields
Print	<ol style="list-style-type: none"> 5. Screen layouts for ledger postings 6. Individual fields

G123 FINANCIAL PROCEDURES

- Actual updates
 - 1. Entry
 - 2. Process - validation only
 - 3. Process - definitive
 - 4. Work with actual postings
- Budget updates
 - 5. Entry
 - 6. Process - validation only
 - 7. Process - definitive
 - 8. Work with budget postings
- Accruals
 - 9. Entry
 - 10. Process - validation only
 - 11. Process - definitive
 - 12. Work with accruals

G124 PERIODIC PROCEDURES FOR LEDGER

- Function
 - 1. Calculate exchange rate differences
 - 2. Compare check figures
 - 3. Year-end processing ledger
- To menu
 - 4. Periodic percentage calculations G1244
 - 5. Reconciliation G1245
 - 6. Interest calculation G1246
 - 7. Control register ledger G1247

G1244 PERIODIC PERCENTAGE CALCULATIONS

- Function
 - 1. Maintain default distribution
 - 2. Display default distribution
 - 3. Print default distribution
 - 4. Maintain default calculations
 - 5. Display default calculations
 - 6. Print default calculations
 - 7. Processing periodic percentage calculations
 - 8. Work with automatic ledger posting batches

G1245 RECONCILIATION

- Function
 - 1. Reconcile ledger postings
 - 2. Automatic reconciliation in batch
- Print
 - 3. Reconciled entries from cumulative

G1246 INTEREST CALCULATION

- To menu
 - 1. Interest percentage G12461
 - 2. Interest combination G12462
- Function
 - 3. Perform interest calculation
- To menu
 - 4. Work with batches G12464

G12461 INTEREST PERCENTAGE

- Function
 - 1. Maintain
 - 2. Display
 - 3. Print

G12462 INTEREST COMBINATION

- Function
 - 1. Maintain
 - 2. Display
 - 3. Print

G12464 WORK WITH BATCHES

- Function
 - 1. Entry
 - 2. Process - validation only
 - 3. Process - definitive

G1247	CONTROL REGISTER LEDGER	
Function	1. Control register ledger	
G125	SCREEN INFORMATION FOR LEDGER	
Function	1. Management information for ledger	
	2. Entries sorted on batch run number	
G126	FIXED SUMMARIES	
Function	1. Trial balance	
	2. Extended trial balance	
	3. Comparison of budget with actual figures	
	4. Subledgers	
	5. Historical daybook entries	
	6. Daybook entries	
G127	FREE SUMMARIES	
Function	1. Modify/Create free summaries	
	2. Display print layouts	
	3. Print print layouts	
	4. Print own (free) summaries	
	5. Print daybook entries (sorted on account)	
	6. Print daybook entries (sorted on batch run)	
Headers	7. Modify/Create headers	
	8. Display headers	
G13	MAIN MENU D/C SUBLEDGER	
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	4. Payment entry	G1304
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	7. Automatic payments	G1307
	8. Collection orders	G1308
	9. Automatic collections	G1309
	10. Screen information (D/C only)	G1310
	11. Summaries and documents	G1311
G1301	MASTER FILES D/C SUBLEDGER	
To menu	1. D/C subledgers	G130101
	2. Adjustment account	G130102
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	9. Data on giro credit slip	G130109
	10. Data on payment/collection order medium	G130110
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G130101	D/C SUBLEDGERS	
Function	1. Maintain	
	2. Display	
	3. Print	
G130102	ADJUSTMENT ACCOUNT	
Function	1. Maintain	
	2. Display	
	3. Print	

G130103 INDIVIDUAL FIELDS

Function 1. Maintain
 2. Display
 3. Print

G130104 INVOICE CODES

Function 1. Maintain
 2. Display
 3. Print

G130105 BLOCKING CODES

Function 1. Maintain
 2. Display
 3. Print

G130106 CASH DISCOUNT

Function 1. Maintain
 2. Display
 3. Print

G130107 BRANCHES OF INDUSTRY

Function 1. Maintain
 2. Display
 3. Print

G130108 DATA ON OWN BANK ACCOUNTS

Function 1. Maintain
 2. Display
 3. Print

G130109 DATA ON GIRO CREDIT SLIP

Function 1. Maintain
 2. Display
 3. Print

G130110 DATA ON PAYMENT/COLLECTION ORDER MEDIUM

Payment orders 1. Maintain
 2. Display
 3. Print
Collection orders 4. Maintain
 5. Display
 6. Print

G130111 DATA ON PAYMENT/COLLECTION ORDER STATEMENT

Automatic payment 1. Maintain
 2. Display
 3. Print
Automatic collection 4. Maintain
 5. Display
 6. Print

G1302 DEBTORS/CREDITORS MASTER DATA

Function 1. Maintain
 2. Display
 3. Print postings report
 4. Approve not-definitive bank accounts
 5. Print not-definitive bank accounts

G1303	INVOICE ENTRY	
Function	1. Entry	
	2. Processing - validation only	
	3. Processing - definitive	
	4. Work with batches	
G1304	PAYMENT ENTRY	
Interactive	1. Entry	
	2. Processing - validation only	
	3. Processing - definitive	
	4. Print postings report	
External supply	5. Maintain	
	6. Processing - validation only	
	7. Processing - definitive	
	8. Work with batches	
G1305	PERIODIC PROCEDURES (D/C ONLY)	
Open items	1. Write off small amounts automatically	
	2. Write off entries balanced to zero automatically	
	3. Balance automatically	
	4. Delete reconciled entries	
	5. Calculate interest loss	
	6. Reconcile null invoices	
Debtor/ Creditor	7. Delete incidental relations	
	8. Set turnover and loss of interest to zero	
	9. Rebuild turnover D/C/R from financial year/period onward	
Exchange rate	10. Revalue after change in exchange rate	
To menu	11. Periodic reports D/C	G130511
G130511	PERIODIC REPORTS D/C	
Function	1. Subledger totals	
	2. Periodic report D/C	
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	4. Report for monthly journal	
	5. Report for VAT-basis	
	6. Reprint VAT-statement	
G1306	PAYMENT ORDERS	
To menu	1. Payment orders base currency	G13061
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G13061	PAYMENT ORDERS BASE CURRENCY	
Payment proposal	1. Delete	
	2. Create	
	3. Print	
	4. Maintain	
	5. Approve	
Pay in Euro	6. Convert	
	7. Approve payments in Euro	
Invoice data	8. Maintain	
Payment orders	9. Create	
	10. Process - definitive	

G13062 PAYMENT ORDERS FOREIGN CURRENCY

Payment proposal	1. Clear	
	2. Create	
	3. Print	
	4. Maintain	
	5. Approve	
Pay in Euro	6. Convert	
	7. Approve payments in Euro	
Exchange rate data	8. Maintain	
Invoice data	9. Maintain	
Payment orders	10. Create	
	11. Process - definitive	
To menu	12. Exchange rate data for foreign currency payments	G1306212
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G1306212 EXCHANGE RATE DATA FOR FOREIGN CURRENCY PAYMENTS

Function	1. Maintain
	2. Display
	3. Print

G1306213 RELATION/CURRENCY

Function	1. Maintain
	2. Display
	3. Print

G1306214 BANK DATA

Function	1. Maintain
	2. Display
	3. Print

G1307 AUTOMATIC PAYMENTS

To menu	1. Automatic payments base currency	G13071
	2. Automatic payments foreign currency	G13072
	3. Telebanking	G13073

G13071 AUTOMATIC PAYMENTS BASE CURRENCY

Function	1. Print payment orders	
	2. Create payment order medium	
	3. Return message for payment order medium	
	4. Maintain status of payment order medium	
	5. Maintain status of payment orders	
	6. Maintain serial number of medium	
To menu	7. Bridge/BGC	G130717

G130717 BRIDGE/BGC

Function	1. Maintain batches
	2. Approve batches
	3. Download batch (selection)
	4. Work with downloaded batches
	5. Batch inquiry (selection)
	6. Batch inquiry (display)
	7. Start data communication with BGC
	8. Start data communication with BGC comp.
	9. Work with Bridge/BGC

G13072 AUTOMATIC PAYMENTS FOREIGN CURRENCY

- | | |
|----------|--|
| Function | 1. Print payment orders |
| | 2. Create medium for payment orders |
| | 3. Return message for payment order medium |
| | 4. Maintain status of payment order medium |
| | 5. Maintain status of payment orders |
| | 6. Maintain serial number of medium |

G13073 TELEBANKING

- | | | |
|---------|--------------------|---------|
| To menu | 1. General data | G130731 |
| | 2. Payment orders | G130732 |
| | 3. Bank statements | G130733 |

G130731 GENERAL DATA

- | | |
|----------|---|
| Function | 1. Maintain general data |
| | 2. Display general data |
| | 3. Print general data |
| | 4. Maintain follow-up administrations |
| | 5. Maintain leading characters - relation |
| | 6. Maintain leading characters - invoice |
| | 7. Maintain cash discount |

G130732 PAYMENT ORDERS

- | | | |
|----------|--|---------|
| Function | 1. Print payment orders | |
| | 2. Send payment orders | |
| | 3. Return message for payment order | |
| | 4. Maintain status of payment order medium | |
| | 5. Maintain status of payment order | |
| | 6. Maintain medium serial number | |
| To menu | 7. Bridge/BGC | G130717 |

G130733 BANK STATEMENTS

- | | |
|----------|------------------------------------|
| Function | 1. Work with batch bank statements |
| | 2. Display entry dates |
| | 3. Print entry dates |
| | 4. Delete entry dates |

G1308 COLLECTION ORDERS

- | | |
|---------------------|---|
| Collection proposal | 1. Delete |
| | 2. Create |
| | 3. Print |
| | 4. Maintain |
| | 5. Approve |
| Collection in Euro | 6. Convert |
| | 7. Approve |
| Invoice data | 8. Maintain |
| Collection orders | 9. Create |
| | 10. Processing daybook entries - definitive |

G1309 AUTOMATIC COLLECTIONS

- | | | |
|----------|---|---------|
| Function | 1. Print collection orders | |
| | 2. Create medium for collection orders | |
| | 3. Return message for collection order medium | |
| | 4. Maintain status of collection order medium | |
| | 5. Maintain status of collection orders | |
| | 6. Maintain serial number of medium | |
| To menu | 7. Bridge/BGC | G130717 |

G1310	SCREEN INFORMATION D/C SUBLEDGER	
Function	1. Debtor/Creditor master data	
	2. Open item	
G1311	SUMMARIES AND DOCUMENTS	
D/C master data	1. Detailed summary	
	2. Condensed summary	
	3. Address labels	
Open items	4. Standard summary	
	5. Comprehensive summary	
	6. Aging list	
	7. Historical summary	
To menu	8. Documents	G13118
General	9. Defaults for summaries and documents	
	10. Recovery of summaries	
G13118	DOCUMENTS	
Print	1. Statements of account	
	2. Reminders	
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G131183	LANGUAGE CODES	
Function	1. Maintain	
	2. Display	
	3. Print	
G131184	CATEGORIES	
Function	1. Maintain	
	2. Display	
	3. Print	
G131185	DOCUMENT HEADERS	
Function	1. Maintain	
	2. Display	
	3. Print	
G131186	DOCUMENT OPENING TEXTS	
Function	1. Maintain	
	2. Display	
	3. Print	
G131187	DOCUMENT OPENING LINES	
Function	1. Maintain	
	2. Display	
	3. Print	
G131188	DOCUMENT CLOSING LINES	
Function	1. Maintain	
	2. Display	
	3. Print	

G131189	ALTERNATIVE DESCRIPTIONS	
Function	1. Maintain	
	2. Display	
	3. Print	
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	2. Free screens	G1412
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Function	1. Maintain	
	2. Display	
	3. Print	
G1412	FREE SCREENS	
Function	1. Work with free screens	
G142	CIRCULATION INVOICE ENTRY	
Circulation register	1. Entry	
	2. Processing - validation only	
	3. Processing - definitive	
Invoice register	4. Entry	
	5. Processing - validation only	
	6. Processing - definitive	
General	7. Work with batches of the IC component	
	8. Work with all invoices	
	9. Work with invoices from the invoice register	
	10. Work with all invoices of user	
	11. Aggregate invoices from register	
	12. Change financial year for batch	
G143	APPROVE/CHANGE LOCATION	
Function	1. Approve invoice (line by line)	
	2. Approve invoice (whole)	
	3. Approve ledger postings	
	4. Change location	
	5. Change route table	
G144	PERIODIC PROCEDURES IC	
Function	1. Accept costs of paid invoices	
	2. Delete invoices from history	
G145	SCREEN INFORMATION IC	
Function	1. Invoice history	
	2. Invoices still in circulation	

G146 SUMMARIES OF INVOICES STILL IN CIRCULATION

- Summary of invoices
1. Sorted on location
 2. Sorted on relation
 3. Sorted on invoice number
 4. Sorted on circulation date
 5. Sorted on due date
 6. Sorted on authorizer

G15 MAIN MENU LIABILITIES

- To menu
1. Reservations and liabilities postings G151
 2. Approve reservations and liabilities G152
 3. Periodic procedures LB G153
 4. Screen information LB G154
 5. Summaries and documents G155

G151 RESERVATIONS AND LIABILITIES POSTINGS

- Reservations
1. Entry
 2. Processing - validation only
 3. Processing - definitive
- Liabilities
4. Entry
 5. Processing - validation only
 6. Processing - definitive
- General
7. Work with batches from LB component
 8. Rapid write-off reservations
 9. Rapid write-off liabilities
 10. Change reservations
 11. Change liabilities

G152 APPROVE RESERVATIONS AND LIABILITIES

- Function
1. Reservations (line by line)
 2. Reservations (whole)
 3. Liabilities (line by line)
 4. Liabilities (whole)
 5. Approve ledger postings

G153 PERIODIC PROCEDURES LB

- Function
1. Delete history
 2. Revalue reservations and liabilities

G154 SCREEN INFORMATION LB

- Function
1. Management information LB
 2. Reservations
 3. Liabilities
 4. Credit
 5. Relations

G155 SUMMARIES AND DOCUMENTS

- Fixed summaries
1. Reservations
 2. Liabilities
 3. Correlation from budget
 4. Correlation from reservation
 5. Correlation from liability
- Free summaries
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 7. Default values for correlation
 8. Liabilities
- Documents
9. Order form
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Liquidity forecast	1. Maintain	
model	2. Display	
	3. Print	
Liquidity group	4. Maintain	
	5. Display	
	6. Print	
Liquidity subgroup	7. Maintain	
	8. Display	
	9. Print	
G162	PAYMENT DATE	
Function	1. Maintain expected payment date	
	2. Edit payment date within a month	
	3. Clear payment date	
G163	ANALYSIS OF PAYMENT PATTERN	
Function	1. Report analysis payment pattern	
	2. Index average term of payment	
	3. Report history average term of payment	
	4. Reorganize history average term of payment	
G164	PERIODIC PROCESSING LIQUIDITY FORECAST	
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	2. Delete versions liquidity budget	
G165	SCREEN INFORMATION LIQUIDITY FORECAST	
Function	1. Display liquidity forecast	
	2. Display liquidity forecast all currencies	
G166	REPORTS LIQUIDITY FORECAST	
Function	1. Print liquidity forecast	
	2. Print specifications	
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	6. Edit project numbers	
	7. Reprocess structural postings	
	8. Work with processing batches	
To menu	9. Periodic percentage calculations LTB	G179
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Maintain	1. Budget types	
	2. Budget numbers	
Display	3. Budget types	
	4. Budget numbers	
Print	5. Budget types	
	6. Budget numbers	

G174	MASTER DATA LONG TERM BUDGETS
Maintain	1. Long term budget types 2. Budget years 3. Project numbers
Display	4. Long term budget types 5. Budget years 6. Project numbers
Print	7. Long term budget types 8. Budget years 9. Project numbers
G179	PERIODIC PERCENTAGE CALCULATIONS LTB
Function	1. Maintain distribution 2. Display distribution 3. Print distribution 4. Maintain calculations 5. Display calculations 6. Print calculations 7. Processing periodic percentage calculations 8. Work with automatic ledger posting batches 9. Delete distribution 10. Copy distribution
G18	MANAGEMENT INFORMATION
Function	1. Management information 2. Management information (limited)
G19	VARIABLE SUMMARIES
Maintain	1. Summary layout
Display	2. Summary layout 3. Origin of summary fields
Print	4. Types of summaries (index) 5. Origin of summary fields 6. Fields 7. Aligning fields according to name
Maintain	8. Columns for periodic reports D/C 9. Columns for VAT-basis report
G110	CENTRAL ADDRESS FILE
Maintain	1. Address types 2. Search key exclusions 3. Address data
Display	4. Address types 5. Search key exclusions 6. Address data
Print	7. Address types 8. Search key exclusions 9. Address data
Miscellaneous	10. Delete address data

G111	ADMINISTRATION MANAGEMENT AND SYSTEM FUNCTIONS
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