



**GENERAL MANUAL**

**VERSION G3**



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## PREFACE

You are currently reading the general manual. This manual contains detailed descriptions of the general functions appertaining to all modules. For a number of modules, several versions are available; these versions are distinguished by the number displayed after their name. In the module-manuals, the versions with the highest number of stars are described. When necessary, the difference between the various versions will be briefly discussed. In this general manual, the differences will be discussed in detail in the chapter DIFFERENCE BETWEEN THE VARIOUS VERSIONS.

It will be assumed that the contents of this general manual are known and understood, i.e. the matters under discussion in this manual will not be repeated in the module-manuals. The module-manuals will refer back to the chapter in question in this general manual.

### ► **pagination**

On the bottom left side of each page of the module-manuals you will see a code, e.g. 14.7.2. The figures in the code represent the following: The first figure represents the chapter number (in this example chapter 14), the second figure represents the paragraph number (in this example paragraph 7) and a third figure represents a sub-paragraph number (in this example sub-paragraph 2).

In addition, all pages are numbered with a consecutive pagination, the so-called absolute pagination. The index refers to the absolute pagination.

### ► **network**

The URSA MAJOR programs may be used upon a single computer or single network. When you use a network, you always need LAN-STER in combination with another URSA MAJOR program. Working with a network causes no changes in the programs. Several management tasks will be added and the entry into the module and into some functions or files may change. Information relating to working with a network can be found in the module-manual of LAN-STER.



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## **0. GENERAL MANUAL: INTRODUCTION**

The URSA MAJOR modules interface with each other. All actions present in the modules are executed in the same way, e.g. you start and exit all modules equally; the use of the selection menus is also the same system wide. In this manual these actions will be discussed.

Apart from actions present in all modules, there are also options which appear in specific modules. These options work the same way wherever they are present. These additional options will also be discussed in this manual.

*In the separate module manuals it is assumed you know the contents of this general manual.*

In the separate module manuals the overall actions will not be discussed in detail. There will be a reference to the corresponding chapter in this manual, e.g. throughout the entire system you can search and browse, the module manuals will specify the availability of this option but an explanation on how to perform this cannot be found there - only in the corresponding chapter in this manual.



## 1. COPIES

In order to make copies of your software you need formatted floppy diskettes. These are prepared for use with the aid of the program FORMAT.

*You may never use FORMAT on the original diskettes containing the software.*

By formatting, magnetic grooves are placed on your diskettes. Commence the format-program by entering FORMAT A: (or another disk drive character). The computer will prompt you to place a diskette in the disk drive. Upon completion of the first diskette, the computer will prompt for the format of additional diskettes.

Always ensure that you have enough copies of your files. In case of a contingency you can use those copies. Sometimes it appears a copy-diskette cannot be restored, that is why it is wise to keep a reasonable series of copies.

You can make these copies with the aid of BACKUP SYSTEM. You will find a complete description of BACKUP SYSTEM further on in this manual. BACKUP SYSTEM can store the files only on formatted diskettes. When the diskette on which you make a copy with BACKUP SYSTEM contains data, these data will be saved. BACKUP SYSTEM assumes you keep at least 5 copies. It is wise to keep the copies which you make during special processes (e.g. close of financial year in MINI-STER and FINI-STER) for a longer period of time.



## 2. FILES

A file can be considered as a card index in the computer that contains the data you have entered. Examples of files are the creditors file and the products file. Files of one Administration number always belong together.

*You should never copy files separately.*

All files of an Administration have the Administration number in their name, e.g. the file names of Administration 1 start with 001.

Many files have indexes. Indexes are a type of guide that help the computer to quickly locate data. Indexes are constructed whilst you work with the module. Computer malfunctions and User mistakes can corrupt these indexes. If that occurs, you have to reorganize; the modules will prompt when reorganization is necessary. You can locate the function REORGANIZE by selecting SYSTEM MANAGEMENT in the main menu of the module. The chapter REORGANIZE in this manual will discuss reorganization in detail.

In the URSA MAJOR programs a distinction is made between the relatively permanent files, also known as master files or basic files, and files containing data which change regularly, e.g. transaction files. In general, you first have to create the master files, as the data from those files is used during the entering of the transaction data. Examples of master or basic files are the Debtors file, Creditors file and Products file.



# DIFFERENCES BETWEEN THE VARIOUS VERSIONS

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## 3. DIFFERENCES BETWEEN THE VARIOUS VERSIONS

For a number of programs several versions are available. These versions are discernable by the number displayed after their name, e.g. FINI-STER, FINI-STER(2) and FINI-STER(3). The various versions of a program have an equal basis, i.e. you view the same menus and receive the same manual.

The multiple star versions however have additional options. These are briefly discussed. In the functional description, functions containing differences are discussed in detail.

### CREATE/CHANGE MASTER-FILES

In principle you use the function CREATE/CHANGE FILES in order to create/change your master files. On occasions it may be that you are using a function in the module and want to add data to or change data in your files. In the single-star versions you have to execute the function in the menu CREATE/CHANGE FILES for the file concerned. In the multiple-star versions you can create the new data immediately. This is applicable to all of your files. Additionally you can request and change the data from your master files by pressing **F5** .

Example: during the function ENTER/CHANGE TRANSACTIONS you want to enter a transaction in the sales journal for a Debtor which has not yet been created. You allocate a new number to the Debtor and enter this number at the category "Debtor". The module does not recognise the Debtor and will report accordingly. The module will inquire whether you wish to create this Debtor. When you select 'Yes', you can enter the data relating to the Debtor. The Debtor will be added to the file.

Example: while entering transactions you realize that some data concerning a Debtor has changed, e.g. the address. You enter the number of the Debtor concerned and press **F5** . The master file record of the Debtor will be displayed on the screen. The data may then be amended. When you have finished, you store the changes by pressing **F2** . You can continue with the function you were executing, in this example ENTER/CHANGE TRANSACTIONS.

# **DIFFERENCES BETWEEN THE VARIOUS VERSIONS**

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## **GRAPHIC REPORTS**

In the multiple star versions you can opt for reports in text and graph form. In the single-star versions you can only print reports in text form.

## **ADDITIONAL FUNCTIONS**

The multiple star versions contain additional functions, e.g. more reports, more selection options, extended posting options, more layouts etc. These functions are described in the manuals concerned.



## 4. USE OF KEYS

In all URSA MAJOR programs the keys have the same functionality. In this chapter you will find a description of their functions. Depending on the modules you have, certain keys will or will not work, e.g. **ALT** + **F2** only works when EXTRA-STER or REN-STER is installed.

*Function keys are there for your convenience: learn to work with them!*

▶ **RETURN** or **ENTER**

**RETURN** concludes a category. You confirm or adopt the contents of the category with this key. This is applicable for each entered category. After **RETURN** the program checks the contents of the category and you will move on to the next category.

▶ **ESCAPE**

You use **ESCAPE** in order to exit a function or a file line and to undo the entry. When you exit a frame after pressing **ESCAPE** you will return to the function or frame where you came from, i.e. you move one level back. Sometimes the removal of changes or entries in a screen or frame can have an effect on the data in other screens. The program will then give a warning and, if necessary, provide instructions upon the course of action to be taken.

▶ **TAB**

During output: when there is 'main data' present in a list, you can use the **TAB** in order to move from one set of main data to another. Examples of main data: at the aging of outstanding entries analyses, the main data is the Debtor; at balances-reports of projects, the main data is the project and at intermediate report General ledger, the main data is the account.

## USE OF KEYS

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During input: with the aid of **TAB** you can move from column to column.

▶ **F1**

**F1** gives entry to the help function. This function consists of several elements. Depending on where in the program you are situated, a specific help screen will be displayed. For a further explanation refer to the chapter HELP FUNCTION in this manual.

▶ **F2**

**F2** concludes a line or frame and moves you to the next file line. You can press **F2** anywhere. When the frame has been completed, i.e. data has been entered in each of the required categories, by pressing **F2** the data will be adopted in the file. When necessary, the data will be validated.

Where selections can be entered the **F2** allows either to select all, or to select from the first specified value up to the end. In selection screens with pre-entered values **F2** means the values will be adopted and the cursor will move to the next category. The meaning of the key is shown upon the screen (refer to the chapter SELECTION in this manual).

You can also use **F2** in menus and with 'Yes/No- questions. In those situations **F2** always means 'agree to present selection and move on'.

▶ **ALT** + **F2**

With **ALT** + **F2** you can specify and/or execute macros. This is possible only when you have EXTRA-STER or REN-STER installed.

▶ **F3**

**F3** recovers the former contents of a category. When you accidentally change data of an entered category, you can restore the original contents by pressing **F3** , as long as you have not pressed **RETURN** . The contents contained in the category at the time you entered this category will then re-appear. Should you already have moved on to another category, you can undo your error by pressing **ESC** .

▶ **ALT** + **F3**

The key-combination **ALT** + **F3** only functions when you have REN-STER. With this combination you are able to call in the various REN-STER functions and select one of them. For a further explanation of these functions, refer to the chapter MAKE REN-ORDER in the module-manual of REN-STER.

▶ **F4**

With **F4** you adopt the former contents of the category you want to enter. These are the contents you have entered in this category at the file line which you had previously entered. In this way you can e.g. adopt the name of the residence of a preceding Debtor, when two consecutive Debtors live at the same residence. When you have cleared your screen by pressing **ESC**, you can call in the removed data with the aid of **F4** and correct the data which need correction. The category does not have to be empty, you can always have an entry repeated on a next card or line.

▶ **ALT** + **F4**

With **ALT** + **F4** you can call in a calculator upon your screen. You can move the calculator across your screen with the aid of the cursor keys.

When the cursor is situated in a calculation field, the figure will be adopted by the calculator and after further calculation the result will be displayed after pressing **RETURN**. When you press **ESC** the original figure will remain. The calculator has a memory function which you can use during more complex calculations. You can also use it to store a figure for later use e.g. in order to multiply the contents of a later figure category; in order to compare figures in another section of the software etc.

When you press **ALT** + **F4** while you are situated in a date field, a calendar will appear upon the screen. With the aid of the cursor keys you can move through the calendar and by pressing **RETURN** you can adopt the date.

## USE OF KEYS

---

**→** and **←** = Move through the days.

**↑** and **↓** = Move through the weeks.

**PGUP** and **PGDN** = Move through the months.

**CTRL** + **PGUP** or **PGDN** = Move through the years.

*Table 4. calendar keys*

The calendar provides an immediate answer to questions like 'In two weeks'; 'Next month, but on a Thursday'; 'Which week number corresponds with such and such a date' etc.

When the key-combination **ALT** + **F4** does not respond, your computer has insufficient free memory (512 Kb = 524.288 bytes).

When you have a Microsoft Mouse available, you can use it system wide in place of the cursor keys. To do so activate the Mousedriver:

**RETURN** = The left key.

**F2** = The right key.

**ESC** = Both at the same time.

When your mouse does not function, the Mousedriver is either not active or the mouse is not Microsoft-compatible. Read your mouse-manual.

► **F5**

**F5** provides more information. This option is available only in the multiple star version. When you press **F5** after you have entered the code of the master file (e.g. Debtor number, Product code) you will enter the function CREATE/CHANGE MASTER FILE. You can then change or consult categories from the master file.

In various screened reports you may obtain specific information by pressing **F5**. In the reports that have this option, a selection beam is displayed. This beam can be moved up and down the screen with the aid of the cursor keys. You move the beam to the data on which you

want more information, and press **F5** . Which information will be displayed depends on the function in which you do this and is described in the function description.

When you press **F5** in a selection screen, the module will display in the upper right hand corner the various ranges you have stated.

When you press **F5** while creating a layout of a particular item, the full name of the item in question will be displayed on your screen.

▶ **F6**

**F6** has a number of functions. When you enter data and press **F6** at a category on which you can search and browse, a list on number or name will be displayed upon the screen; e.g. while entering transactions, you want to enter the Debtor number but you do not know the number. You press **F6** and a list of Debtors sorted on number will appear upon the screen. When you do this at a name field, an alphabetic list of Debtors will be displayed. In this list you can move up and down with the aid of the cursor keys and after you have located the required Debtor you press **RETURN** .

When you press **F6** in an output screen, the headers above your reports will be removed. In that way you have more space for the report itself. By again pressing **F6** the headers will be replaced.

In pre-entered selection screens **F6** means 'select all'.

While creating a layout (ETIK-STER, MAIL-STER, KAART-STER etc.) you can make trial prints or print a grid once **F6** is pressed.

In a number of entry screens you can sort the various file lines on your screen by way of **F6** . The lines will be sorted downwards (from high to low) on the category where you press **F6** . This sorting option only functions on those categories on which you cannot search and browse. In the search and browse categories the above mentioned list will be displayed.

▶ **ALT** + **F6**

With this key-combination you can sort the various file lines on your screen. The lines will be sorted upwards (from low to high). This key-combination is subject to the same conditions as the sorting option described at **F6** .

## USE OF KEYS

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▶ **F7**

When you have opted for output to the screen or output in graph form, you can send the list or graphics to the printer by pressing **F7** .

▶ **ALT** + **F7**

When you have opted for output to the screen or output in graph form, you can send the list or graphics to a file by pressing **ALT** + **F7** . This is operable only when the module EXTRA-STER is installed.

▶ **F8**

With **F8** you are able to specify text and memos at e.g. a Debtor or a product, or specify free texts. This key is operable only if the module EXTRA-STER is installed.

▶ **F9**

With this and the following function keys you can browse on categories which have an index.

After you have pressed **F9** the preceding data will appear, e.g the preceding Debtor. All corresponding categories on the screen will change. When **F9** is pressed at an empty category, you will get the foremost data in the index.

▶ **ALT** + **F9**

Input: The first data element from a file will be displayed, e.g the first Debtor.

Output: With screened reports you can have the module search for any text, character or amount which is present on the list. You press **ALT** + **F9** after which you specify the item for which your are searching. When you specify an amount, it must be exactly equal to the amount on the list, i.e. including decimal points and commas. You conclude by pressing **RETURN** . With **F10** the module will search forwards for the same data, with **F9** the module will search backwards. When you press **ALT** + **F9** you can enter another item to be searched. In order to function correctly, you have to 'read' the list in its entirety by pressing **END** . When you are 'reading' long lists, **ESC** has immediate result, so the list can be interrupted at any time.

▶ **F10**

When you press **F10** the next following item, e.g. the next Debtor, will be displayed.

▶ **ALT** + **F10**

After you have pressed **ALT** + **F10** the last item from the file will be displayed

The next page contains a summary of the function keys.

# USE OF KEYS

---

## SUMMARY FUNCTION KEYS

HELP	1	2	ACCEPT with ALT: MACROS
MISTAKE with ALT: REN-functions	3	4	REPEAT with ALT: CALCULATOR CALENDAR
MORE INFO/ CHANGE RANGES  (at selections)	5	6	SORT LIST (also with ALT) SELECT ALL
SCREEN PRINT TO PRINTER with ALT: TO FILE	7	8	PLACE/REMOVE HEADER  TEXTS
BROWSE BACK with ALT: SHOW FIRST SEARCH	9	10	BROWSE BACK with ALT: SHOW LAST

*Table 4. function keys*



▶ **NUM-LOCK**

**NUM-LOCK** changes the keys on the separate numeric pad from function keys into number keys and vice versa. This key has to be switched 'off' if you wish to control the cursor by way of the cursor keys.

▶ **↑**

You can move one line up.

▶ **↓**

You can move one line down.

▶ **←**

You can move one position to the left. With wide lists on screen you will see the left most columns.

▶ **→**

You can move one position to the right. With wide lists on screen you will see the right most columns.

▶ **CTRL** + **→**

With this key-combination you can move from the number field to the name field. In an input screen containing several columns you can move from column to column.

▶ **CTRL** + **←**

With this key-combination you can move from the name field to the number field. In an input screen containing several columns you can move from column to column.

▶ **INS**

Typed characters are normally inserted between the existing text. When you press **INS** you can type over the existing text. By pressing **INS** again you return to the former situation.

## USE OF KEYS

---

▶ **DEL**

With **DEL** you remove the specified character and the characters which follow in the input category.

▶ **BACKSPACE**

With **BACKSPACE** you remove the preceding character.

▶ **HOME**

When you press **HOME** in an input screen you will move to the head of a field. In an output screen you will move to the head of the report. In a menu you will move to the first option.

▶ **END**

When you press **END** in an input screen you will move to the last free position of a field. In an output screen you will move to the end of the report. In a menu you will move to the last option.

▶ **PGUP**

With the aid of this key the selection beam will move to the first option in a menu. When you press this key in an output screen, the preceding screen will appear.

▶ **PGDN**

With the aid of this key the selection beam will move to the last option in a menu. When you press this key in an output screen, the next following screen will appear.

### SPECIAL KEYS IN MENUS

In the main menu and the sub menus your module has additional options. You can implement these options by entering a character in the menu immediately after the prompt: 'Your selection'. Next you have to press **RETURN**. The additional options are:

▶ **First character menu option**

The first character of each word in a menu option will move you to that option: the "D" of Debtors, the "B" of booking etc. This goes for each word available in a menu, e.g with "D" you will also reach the option

'Reports Debtors'.

▶ **P**

By entering "P" you can select another printer or see which printer has been selected. On the screen will appear a list of printers entered during installation (either with DEFSTER or by way of the menu ADMINISTRATION URSA MAJOR). The printer which has been selected at this moment will be displayed in an inverted selection beam. When you select another printer, the output will be adjusted. When necessary you can also readjust the page length. When your computer has more than one printer outlet, you can also select the outlet to which the output should be sent.

▶ **□**

You reach another administration by entering "\". You will then immediately enter the screen in which you can select an administration.

▶ **S**

By entering "S" you can exit temporarily to DOS, in order to work with DOS commands. By entering 'exit' you will return to the module. When "S" does not work in this context, your computer has insufficient free memory left.

▶ **Q**

By entering "Q" in a menu you exit the module.



## 5. HELP FUNCTION

All menus and functions in the URSA MAJOR modules have a Help function. This may be obtained by pressing **F1** . A help screen will appear.

The contents of the help screen depends on where in the module you press **F1** . Information will be displayed applicable to the function you are working in.

A help screen is displayed wherever you press **F1** . First, a more specific help screen will appear. When you press **F5** the main menu of the help functions will appear on your screen.

At the bottom of this help screen you will see **↑** and **↓** . Here the usable keys relating to the menu are displayed, i.e. in this menu the two displayed keys. Next follows an overview of the keys that can be displayed here:

- When you are situated in the main menu of the help function or a sub menu, the following two keys will be displayed:



With the aid of these keys you can move up and down in the menu screen. One of the functions will have a different colour: when you press **RETURN** that particular function will be explained.

- In all help screens, except for the main menu help functions, you will see displayed:

**F5** = Index, or Help function

By pressing this key you will move to another help screen, usually to the main menu help functions.

- At times you might see at the bottom of your screen:

**F1** = Application help

If you again press **F1** detailed information on the function you are working

## HELP FUNCTION

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in will appear.

- At times you will see one of the following keys:

**PGDN**  
**PGUP**

In these instances the explanation of the function is too large to fit just one help screen. By pressing **PGDN** you will move to the next, continuation, screen and by pressing **PGUP** you will move to the preceding screen.

In the main menu of the help functions you can select one of the following functions:

- Menu options
- Search and browse function (full explanation in chapter SEARCH AND BROWSE)
- Enter data per group (see chapter USE OF KEYS)
- Enter data per screen (see chapter USE OF KEYS)
- Selection input (full explanation in chapter SELECTION)
- Output screen (see chapter OUTPUT OPTIONS)
- General statement screen
- Table reports (e.g. MAIL-STER and TRAN-STER. For further explanation see the specific module-manuals)
- Input functions (REN-STER. For further explanation see manual REN-STER).

In addition there are specific help screens regarding output of lists or graphics to the screen. When, during screen output, you press an invalid key, this particular help screen will be displayed.

## 6. SEARCH AND BROWSE

In many places throughout the URSA MAJOR programs you can search and browse your files.

This option is present in places where it is important to be able to quickly retrieve or check data; e.g. in the functions enter/change orders and enter/change transactions. In these instances you want to quickly check whether the general ledger account is correct; whether the stated Debtor is correct, and whether the product exists.

### How does 'browse' function?

In most places within the modules where master data can be entered, you can search and browse on number/code or name/description. In some modules you can browse only on code.

Indexes are kept in the modules. The indexes on number are numeric, i.e. they range from low to high numbers. The indexes on product code and on name and description are alphanumeric, i.e. spaces first, then figures followed by letters. In an alphanumeric index uppercase is followed by lowercase.

*In the indexes on name or description no distinction is made between upper case and lower case, there the regular telephone directory arrangement applies.*

You can browse with the function keys:

**ALT** + **F9**  
**ALT** + **F10**  
**F9** and **F10** .

**ALT** + **F9** show the first item from your file, **ALT** + **F10** show the last.

**F10** shows the next line from your file, **F9** shows the preceding one.

## SEARCH AND BROWSE

---

As an example we use browsing the Debtors file: when you browse the Debtors and your screen displays Debtor 1002, by pressing **F10** Debtor 1003 will appear, including name and address.

When you press **F9** Debtor 1002 will reappear and by again pressing **F9** Debtor 1001 will be displayed.

If you were to press **ALT** + **F9** , the first Debtor present in the file will be displayed.

When you enter non-existent data, the module will search onward and display the next following line from the file. When you enter e.g. Debtor number '5' and you are using a single-star module version, Debtor number '5' will not appear (as number '5' is non-existent), but Debtor number '10', the next following existing Debtor. In the multiple star versions you have the option to create this Debtor immediately. This option is available for the creation of Debtors, Creditors, General ledger numbers, Countries, Products, Projects, Cost categories etc. With existing data you can, by pressing **F5** , call in the master file and change/view it.

When you state a non-existent number, and as a result another Debtor appears on your screen, the module will beep in order to warn you; so an incorrect entry will not go unnoticed. The module will only beep when you search in the left side category with data and not when you search on name/description, so with Debtors the Debtor number, with Products the Product code.

When you have reached the last Debtor number, you cannot continue with **F10** . The same applies to the first number, you cannot go backwards with **F9** .

You can also browse in the right side category with data, i.e. the category containing the name/description corresponding to the data in the left side category.

When you state a non-existent name, the module will search for the next following Debtor. The module will search alphabetically according to the telephone directory arrangement. Where you are unsure of the complete name of the Debtor, you can enter the initial letter(s): the module will search for the next following name, starting with the entered letter(s). The module will not beep in the right side category.



### How to move from left side category to right side category

The position of the cursor key decides upon which order you can search. You are able to browse on number or product code when the cursor is situated in the left side category. You may search and browse on name or description when the cursor is situated in the right side category. By pressing **CTRL** + **→** you can move the cursor from the left side category to the right side category, by pressing **CTRL** + **←** movement from the right side category to the left side category is possible.

### browse and enter

In the positions where browse is allowed, specify the required entry, then press **RETURN**. The module will further enter the full information: number or code plus name or description. You can check the data immediately. If the data has not been entered it may be adopted by pressing **RETURN**. At that point the data will have actually been entered. When the data is incorrect, you can either overwrite the incorrect data or by pressing **F9** or **F10** call in the preceding or next line from your file.

Summary: when you enter a number/code, name/description you have to press **RETURN** twice in order to 'actually enter' data; one time for the entry and checking the corresponding information, and a second time for the actual entry.

When you browse with the aid of **ALT** + **F9**, **ALT** + **F10**, **F9** or **F10**, you physically enter the data the first time you press **RETURN**.



## 7. SELECTION

The URSA MAJOR programs contain extended selection options. Selections take place using a standard method. It is possible to actively search for the data you want to select. All data on which you can search and browse (usually number/code, and at times also name/description) you can search in the selection screen with the aid of **F6** , **F9** and **F10** . As a result you can be sure the required data is present on the list. Various modules also offer the option to create a selection screen yourself (TRAN-STER, ETIK-STER, MAIL-STER, KAART-STER etc.).

The selection program has the following options:

► **selection of ranges**

The first category of the selection states "From ....." . Here you enter the beginning of the range you want to select. The data you enter will itself also be selected. The second category states "U/i.....:." Here you enter the end of the data range you want to select.

The selection of ranges has a number of options.

- multiple selection

The number of times a selection can be made will be determined by the module. When the number is limited, the manual will provide the necessary information.

During the selection you might by accident specify overlapping ranges. When this happens the module will give a warning. Data within the overlap will be selected only once.

When you press **F5** , the selected ranges will be displayed in the upper right hand corner of the screen.

- select all data

You may wish to select all data for a particular selection category. In this instance it is not necessary to enter a selection on this selection criterion but merely to press **F2** at the category "From..."; when you have pre-entered selection criteria you press

# SELECTION

---

**F6** .

- selection starting from the first data

You might want to make a selection starting from the first data element. Press **RETURN** at the category "From..." and at the category "U/i..." enter the high limit selector.

- selection up to and including the last data

You may wish to make a selection up to and including the last data element. In this instance it is not necessary to enter a selection, but to merely press **F2** at the category "U/i...".

- **F4**

This key can only be used at the category "U/i...". The key ensures that the data you have entered in the "From..." field will be entered at the category "U/i...". This is used when individual data elements are required.

- conclude selection of ranges

*The selection of ranges can be concluded by pressing **F2** at the category "From...".*

## ► **selection on Y/N**

When you enter 'Y', all data conforming to the entered criterion will be selected. When you enter 'N' the selection is ignored.

## ► **selection of single data**

At the selection screen individual elements are chosen. When you do not require a selection on this selection criterion you press **F2** .

• • • • • • •

► **selection revision**

You may wish to revise your selections. You can always return to the selection you have made previously for the same selection criterion. You can usually also return to previously entered selection criteria. You can also move on to the next selection criterion or to a new selection. You use the following keys:



- 

At the category "From..." the module will return to the previous selection. Where there is no previous selection the module will return to the previous selection criterion. At the category "U/i..." the module will return to the category "From...".



- 

At the category "From..." the module will move on to the category "U/i". At the category "U/i" the module will move on to the next entered selection. When no selection has been made, the module will move on to the next selection criterion.

-  + 

When you hold down  and press  once, the module will move directly to the next selection criterion. The selected ranges will therefore be bypassed.

-  + 

When you hold down  and press  once, the module will return to the previous selection criterion. The selected ranges will therefore be bypassed.

► **store selections in file**

When you have created or changed selections for a particular function, the module will inquire whether you wish to store the changed selection in a file. This enables you to save entered selections (you then have to enter 'Y'). This is a quick and useful method where the same selections are repetitive. The next time you select this function, the selection does not need to be re-entered (selection A). In this instance you opt for 'Do not change selections'. The selection you had entered before (selection A) will then again be valid.

## SELECTION

---

When you choose 'Change selection' or 'Re-enter selections' you can conclude the selection previously entered. Afterwards the module will prompt for you to store the changed selection (selection B) in a file. When you enter 'Y' this last entered selection (selection B) will be stored and the next time you choose this function, this selection will be shown. When you enter 'N', the previously entered selection (selection A) will remain in the file.

► **selections above checklists and reports**

In the function ADJUST MODULE OPERATION in the sub menu MODULE OPERATION you can opt to have the selections printed above checklists and reports. When you use several modules, this information has to be entered per module.

## 8. OUTPUT OPTIONS

URSA MAJOR modules contain various output options. If applicable, the module will prompt for the output option.

```
Output is possible to :  
  
  1 = Screen  
  2 = Printer  
  3 = Screen + printer  
  4 = File  
  5 = Graph  
  
Your selection?
```

*Window 8. output options*

You can choose from the above options. Output to a file is possible only when you have the module EXTRA-STER, or when you have specific modules for file output like e.g. TRAN-STER. You will only view the options available to you. Output in graphic form is possible only in the multiple star versions: for further discussion of graphics see chapter GRAPHICS.

### ► **output to printer**

The report appears on the printer. When the report is wider than 80 positions, the printer will switch to condensed printing, unless your printer has the standard option for printing 132 columns wide.

You can interrupt most output by pressing **ESC** . When you have a printer buffer (bufster), output in the buffer will be printed.

With printer output the module will inquire whether you want a new page where the main data changes. When you enter 'N' data will be printed successively; when you enter 'Y' there will be a page change.

Should you want several prints of a particular report, you can send the report to the screen, 'read' the part you want to print and by pressing

## OUTPUT OPTIONS

---

**F7** send the report to the printer. The module will then prompt for the number of copies of the report to be printed.

### ► output to screen

The report appears on screen. Should the report be too wide to fit the screen, you can view the various columns on your screen with the aid of **←** and **→**. By pressing **F6** you can remove/place the column header. By removing the column header you have more space on the screen for the report itself. By pressing **RETURN** you can call in the next page.

In several reports on screen additional information may be requested by pressing **F5**. When this option is available, an inverted selection beam will be displayed across the screen which you can move up and down with the aid of the cursor keys. In this manner you can select the data on which you wish to receive additional information.

As long as a report has not been 'read' in it's entirety by the module, in the bottom left side of the screen will appear the statement "executing". When the module has 'read' the full report, this statement will disappear. When you want the full report on screen you press **END**; when you press **↓**, **RETURN** or **PGDN** while the statement "executing" is displayed, the next part of the report (line, screen or page) will be 'read'. While this statement is displayed on screen, you can interrupt the 'reading' by pressing **ESC**.

On the bottom left side of the screen you will also observe a small square which can be divided into three. At this square you can tell whether you are situated in the left part or the right part of the report. When you are in the left part of the screen, the left part of this square will light up and vice versa. Additionally, a dividing line will appear on your screen (vertical) when you have moved to the right part of the report with the aid of the cursor keys.

You can gradually move from left to right with **←** and **→**. You can move in 'jumps' from left to right with **CTRL** + **←** and **→**. In this way you can determine exactly which data you want to view.

On the right side of the screen a vertical broad beam will be displayed, known as the scroll bar. A small part of this bar will be illuminated. The highlight indicates which part of the report is currently being shown upon the screen. When the highlight part extends to the bottom of the bar, you are at the end of the report, or at least in the bottom of the part that has been 'read'. When the highlighted part is all the way up the



bar, you have the beginning of the report on screen. You can remove/place this scroll bar by pressing "S".

When the list contains 'main data', you can 'jump' from main data to main data. Examples of main data: the Debtor at aging of outstanding entries; the project at balance reports; the account at interim report general ledger.

With output lists on screen you can have the module search for each text, sign or amount present on the list. For this purpose you use **ALT** + **F9** , after which you can state what you want the module to search for. You conclude by pressing **RETURN** . When you press **F10** the module will search forwards for similar data, when you press **F9** the module will search backwards. When you press **ALT** + **F9** you can specify another search item. In order for this to work correctly you need to have the entire list 'read' in full by pressing **END** . During the 'reading' of long lists, pressing **ESC** will have immediate result, so the list can be interrupted at any time.

The following keys are important:

- ↑** : move 1 line up
- ↓** : move 1 line down
- HOME** : move to beginning of report
- END** : move to end of report
- PGUP** : preceding screen of report
- PGDN** : next screen of report
- S** : scroll bar on/off screen
- F7** : print report
- ALT** **F7** : store report to file (only when EXTRA-STER is present as well)

► **output to screen as well as printer**

See preceding categories. When you choose this option, only the page presently on the screen will be sent to the printer. By pressing **RETURN** the next page will be printed. When you press **END** the entire report will be sent to the printer.

► **output to file**

This option is only available to users of EXTRA-STER. The output in a file is exactly equal to the output on the printer, with the exception of the page separations. You may make changes with a word processor. Next you provide a name for this file.

## OUTPUT OPTIONS

---

- name of file

This file will be placed in the sub directory OUTPUT.

If you already have a file with the same name, the module will inquire whether the old file may be overwritten.

- overwrite file?

When you enter 'N', you can state a new name.

## 9. GRAPHS

In the multiple star versions, various functions have the option to display and print graphs.

What the graph looks like on the printer depends on the way your printer prints characters. The module always uses graphic characters, some printers cannot process these.

### Presentation graphic reports

The graphic reports are displayed in the shape of a bar chart. The values of the data on the horizontal axis (the X-axis) are indicated by the length of the corresponding bars. Data on the X-axis will get a bar in which the value on the vertical axis (the Y-axis) is displayed. The length of the bar depends on the graduation you have chosen on the Y-axis.

- Displaying value of 1 data

With graphics it is possible to move across the X-axis with the aid of the cursor keys. You are then able to see which data is displayed on the X-axis and what the corresponding value is on the Y-axis.

- Graduation

The graduation can be adjusted to the size of the figures. By default a graduation is displayed starting from zero. The change in graduation takes place by using the various keys. The use of keys will be discussed further on in this chapter.

- Data which do not get a bar

In the following cases no bar will appear at a data on the X-axis:

- 1 When a data equals zero.
- 2 When a data cannot be calculated as the value for that data is unknown.
- 3 When, at the chosen scale, data would be smaller than a block.

You can also view the value of data which is not represented by a bar.

# GRAPHS

---

This value will be displayed by moving the cursor to the data in question on the X-axis.

## KEY USE IN GRAPHICS:

- + = Enlarge scale.
- = Reduce scale.
- = Move to the right on X-axis.
- ← = Move to the left on X-axis.
- L = List of data.
- F7 = Print graph.
- ALT + F7 = Store graph to file.  
(EXTRA-STER)
- N = Yes/no zero-point in graph.
- PGDN = Next part of the X-axis.
- PGUP = Preceding part of the X-axis.
- 1 = First graph.
- 2 = Second graph.
- 3 = Third graph, etc.
- ESC = End.

*Table 9.*

When you press an 'unknown' key, a menu with key options will be displayed.

Further explanation:

- Change scale

By pressing **[+]** you can enlarge the scale. Per key entry the scaling steps will be doubled. The bars will therefore be halved.

By pressing **[-]** you can reduce the scale. Per key entry the scaling steps will be halved. The bars will therefore be displayed at twice their size.

By pressing **[N]** the regular display will be restored.

- Zero-point in graph

With the aid of **[N]** you can switch between the presentation with maximum accuracy and the default presentation, which is the presentation containing a zero-point.

- List of data

When you press **[L]** you will get a list in text-form of the data that is shown in the graph. You can opt for printing this list on the screen, on the printer or both.

- Printing graph

By pressing **[F7]** the graph will be printed in the way it is now displayed on screen. In addition, a report will be printed of all data present on the X-axis together with the corresponding values.

- Store graph in a file

By pressing **[ALT] + [F7]** you can store the graph in a file. You can restore the graph as DOS-text in a word processor. It is only possible to store graphs in a file when the module EXTRA-STER is installed.

- More information on a data on the X-axis

By default the cursor is placed at the first data element on the X-axis. Below the graph the name and the value of the data on the Y-axis is displayed. By moving across the data on the X-axis, you can view the names and values of the data of which the name is not displayed below the X-axis.

**[→]** = move to the right on X-axis.

# GRAPHS

---

**←** = move to the left on X-axis.

- Display following data on the X-axis

When the graph contains more data on the X-axis than fits the screen, you can have the next or the preceding part of the X-axis displayed on the screen by pressing **PGDN** / **RETURN** or **PGUP** respectively.

- Number of graph

With some applications, two or more graphs can be made with the same data on the X-axis. You can switch between the various graphs by pressing **1** , **2** etc.

- Conclude consulting graphs

You conclude the consulting of graphs by pressing **ESC** . This also concludes the function.

## ► **table-reports**

In table-reports you may determine the presentation of data elements in relationship to each other. Most administrative programs produce 'line-reports', in which the data is printed per line. However, in spreadsheets and often in reports, tables are incorporated.

A table-report will be displayed on your screen with columns and rows. The rows can be e.g. Debtor-lines, the columns the periods and the contents of the 'cell' the turnover for each combination. Per 'cell' a maximum of 3 data elements can be presented.

You can state the accuracy of the cell in figures before and after the decimal point. When you choose too small a value, %%% will be displayed on the screen. In this instance you can adjust the value afterwards.

(In the module TRAN-STER(3) you can compose these reports. You can make table-reports in which you state the list order and whether that order represent columns or rows; you specify how, where and in which way the interim calculations have to be made. You can have the report presented in table form, you can switch the axis, generate other selections and interim calculations etc. For further information, refer to the module-manual TRAN-STER)

On the screen a selection beam will be displayed across the report. You

• • • • • • •

can move the beam with the aid of the cursor keys. URSA MAJOR modules have the option to display the figures from the table report in graph form: as a bar chart, 3-dimensional, (line chart and pie chart) and in colour. This is possible only on graphic CGA, MCGA, XCGA, EGA and VGA-screens. The classical 2-dimensional bar charts are possible on monochrome screens. You can make 2-dimensional graphs of a column or a row.

► **3-dimensional graphs**

You can create these graphs when you possess a graphic screen. The graphs show the columns, the rows and the cell-contents from the table-report in relation to each other. After you have stated in the table-report that you want a three-dimensional graph, a bar chart will be displayed. When you press any key, a list with key-options will appear:

# GRAPHS

---

- ESC** = Stop.
- PGDN** = Next range on the X-axis.
- PGUP** = Preceding range on the X-axis.
- HOME** = First graph.
- END** = Last graph.
- RETURN** = Next graph.
- = Reduce scale.
- +** = Enlarge scale.
- N** = Normal.
- O** = Rotate around Z-axis.
- F7** = Print graph.
- ALT** + **F7** = Store graph in .PCX-file.  
(EXTRA-STER)
- D** = Turn graph (bar chart).
- 1-3** = Another figure (other data).
- G** = Another type of graph.

When you select **G** you have the following options:

- A = bar chart.
- B = 3D line chart.
- C = line chart.
- D = several pie charts

Table 9.



## **10. ERROR STATEMENTS**

This chapter discusses the various error statements that may be displayed whilst working with your computer. There are various kinds of error statements; each relate to a specific cause and are classified as follows:

1. ERROR STATEMENTS WHILE STARTING A MODULE
2. ERROR STATEMENTS OF THE OPERATING SYSTEM
3. ERROR STATEMENTS OF THE URSA MAJOR PROGRAMS

In the following paragraphs these error statements will be discussed.

# ERROR STATEMENTS

---

## 10.1. ERROR STATEMENTS WHILE STARTING A MODULE

You start the modules by entering UM. You can get a number of error statements. The most important ones are described here, including their solution. First, always check whether you have not made a typing error.

### ► BAD COMMAND OR FILE NAME

The disk unit or directory concerned does not contain the UM software. Ensure that you have started from the correct disk unit or directory. This is usually the directory \UM.

While working with the programs you can get various error statements. These statements will appear on your screen in a window. In the frame of the window various error severity conditions can be displayed, e.g. 'Error', 'Warning', 'Serious error' etc. The window itself will contain a further discussion on the error. These are now discussed; a distinction is made between installation-errors and file-errors.

### INSTALLATION ERRORS

While installing and using the software, mistakes could have been made. You can get the following error statements:

"For this module DOS-version 3.0 or up is necessary. Your computer has DOS xxx."

"For this module a minimum of 512 Kb (= 524.288 bytes) free internal memory is required. Your computer has xxx Kb total DOS-memory, of which xxx Kb is free."

Before you can work with these modules DEFSTER first has to be executed. DEFSTER must be present on your hard disk. The following error statements are possible:

"You have not yet installed the URSA MAJOR modules. Do you want to do that now?"

"DEFSTER not found on x:. Prior to their use, all modules must be copied to a directory upon the hard disk."

While working with the modules the following error statements can appear:

"On drive x: containing your files there is only xxx kilobytes of free space left."

• • • • • • • •

"You have to put your printer on-line./ supply paper./ put on-line and supply paper./ connect and switch on. A printer is necessary for URSA MAJOR modules."

### FILE ERRORS

When the software has not been exited in the correct manner, files can be damaged. Errors may also have been made while installing the software.

With very serious errors, the following statements may appear:

"UM will be interrupted."

"The version of UM is: x. The version of the files of Administration xxx is: x/ unknown. Date on which the files have been defined: xx-xx-xx."

"Fatal error. You cannot/must not continue."

When there is no Administration, and each time a module starts working with an Administration for the first time, you may get one of the following statements. In these instances ADMIN has to initialize for the Administration in question first.

"This is the first time you work with xxx in Administration xxx. The Administration must be initialized for xxx. Do you wish to continue?"

Statements during file errors which are usually the result of resetting/switching off the computer in a module, or of DOS-errors:

"you cannot work with Administration xxx, as an error has occurred: at xxx./ during a preceding option./ in UM./ during the option xxx."

The module will then prompt, either "You have to reorganize your files", or "You have to restore the last copy of your files."

Possible statements while working with the demo-files or demo-licence are:

"Your demonstration files are incorrect."

"You have already worked xxx times with the demonstration files. To continue you must restore the original demonstration files."

"You have worked more than 200 times with the demonstration files. Restore the original demonstration files."

## ERROR STATEMENTS

---

"Administration xxx consists of demonstration files. You cannot initialize these."

If an incorrect password or User name has been entered, one of the following statements may be displayed:

"xxx unknown."

"xxx entered incorrectly."

### 10.2. ERROR STATEMENTS OF THE OPERATING SYSTEM

The most frequent error statements of computer malfunctions are:

▶ **DISK MEDIA ERROR**

Usually during printer malfunctions.

▶ **LOGICAL UNIT ... DOES NOT RESPOND**

Can occur when the disk drive, the hard disk or the diskette has been damaged. You can also get this statement when the files are on another logical unit other than stated in DEFSTER, or when the disk drive has not been closed. Try to remedy the error. Consult your dealer if necessary.

▶ **SECTOR NOT FOUND READING DRIVE ..**

The disk you are working with has been damaged or has not been formatted.

In the following statements, the logical unit concerned is usually mentioned.

**logical unit write protected**

5.25 disks are write-protected: you have to remove the write-protect label. 3.5 disks have a 'slide' which can be moved. A hard disk has to be made R/W instead of R/O.

**unknown logical unit**

You have stated an incorrect logical unit.

**logical unit ... does not respond**

The disk drive is empty or not closed. This can also occur in a network situation when there is a great burdening by other Users.

**internal data error**

This relates to machine problems or a damaged disk.

**reading error or search error**

The computer tries to read a 'Bad sector'. Consult your DOS-manual or your dealer.

## **ERROR STATEMENTS**

---

### **unknown output medium**

You are trying to write to a serial gate.

### **sector not found**

You have a 'bad sector' or an incorrectly formatted disk. Consult your DOS-manual or your dealer.

### **error while reading or writing**

You have a 'bad sector'.

### **general error or unknown DOS-error**

This relates to machine problems.

### 10.3. ERROR STATEMENTS OF THE URSA MAJOR MODULES

When an error occurs in the URSA MAJOR modules you will hear a beep. An error statement will appear on the screen. The statement is displayed in a frame. The contents of the statement can vary, depending on the type of error, the seriousness of the error and where in the module the error occurs. It could relate to an incorrect entry, you could e.g. have entered a letter when a figure is required. In that instance the error statement will state that the entry is incorrect and that you have to enter a figure.





## 11. INSTALLATION OF THE MODULES

This chapter describes the method in which the modules should be installed.

To install the URSA MAJOR modules perform the following:

### **prepare computer**

Ensure that the computer is functioning. A minimum of 512 Kb (= 524.288 bytes) free internal memory is necessary. If the DOS operating system is used, you need DOS-version 3.0 or higher. Ensure that you have enough free memory and the correct DOS-version before proceeding further. Contact the computer supplier if you are inexperienced in the use of MS-DOS or PC-DOS.

### **create directory**

The URSA MAJOR programs have to be copied onto a hard disk. First create a directory by entering a number of commands. Press **RETURN** after each command. First move to the disk on which you wish to place the programs. You do this by stating the name of this unit (by way of 1 character) followed by a colon. By entering C: you will be situated on disk C. Next you enter the following commands:

```
PROMPT $P$G
```

Once entered, the computer will constantly display the drive and directory in which you are currently situated. This prompt is lost when the computer is powered off.

```
MD \UM
```

Create a directory named UM on the disk you are now working upon, directly underneath the 'root'.

```
CD \UM
```

Move to the directory UM on the disk you are now working upon.

The screen now displays: C:\UM>, i.e. when C is the drive letter of your hard

# INSTALLATION OF THE MODULES

---

disk. If not, another character will be displayed before the directory name.

## **copy the diskettes with the programs to the hard disk.**

In order to copy the programs to the hard disk, place one diskette after the other into the disk drive. This drive is usually called A:. For each program diskette you enter:

```
COPY A:*. * C:/
```

The program diskettes are numbered. You start with the diskette numbered 1, followed by number 2 and so on until you have copied all diskettes.

## **execute DEFSTER**

The programs have to be adjusted to your computer and printer(s) environment. For this you need DEFSTER. You can find a full description of DEFSTER further on in this manual. Start DEFSTER by entering:

```
CD \UM
```

```
UM
```

Answer the questions as prompted by DEFSTER. You will find your password and User name on the agreement regarding the User Right. This data is not necessary for demonstration modules. When you want to execute DEFSTER again at a later date (e.g. when you have bought additional software), you enter UM DEFSTER.)

## **Re-start the computer.**

After having executed DEFSTER you might have to switch your computer off and on again. In this way the data from DEFSTER will be incorporated in the programs. If this is necessary, DEFSTER will prompt for a re-start.

Now you can start working with the URSA MAJOR modules. Firstly you must move to the correct operating directory, i.e. directory \UM. You can reach this directory by entering:

```
CD \UM
```

Start the URSA MAJOR modules by entering UM. Next you can select an Administration and enter the date. You will see an overview of the URSA MAJOR modules present on your hard disk. The first time however you will automatically enter the menu ADMINISTRATION URSA MAJOR in which you

## **INSTALLATION OF THE MODULES**

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• • • • •

can create Administrations, restore the demonstration files etc. ADMINISTRATION URSA MAJOR will be discussed further on in this manual.



## 12. INSTALLATION OF PRINTERS

With the URSA MAJOR modules a file GB\_PRTS is provided, which contains all known printers, including their control codes. Those control codes are abbreviated thus:

- BRA (wide on)
- BRU (wide off)
- SMA (small on)
- SMU (small off)
- DKA (fat on)
- DKU (fat off)
- ITA (italic on)
- ITU (italic off)
- NLA (nlq on)
- NLU (nlq off)
- INI (initialization)
- RST (reset)

*Table 12. control codes*

The control codes are represented in ASCII-value in three figures, e.g. ESC = 027. Regarding several well known printers the following will be entered in GB\_PRTS:

# INSTALLATION OF PRINTERS

---

- Epson general

BRA014  
BRU020  
DKA027069  
DKU027070  
SMA015  
SMU018

- IBM Proprinter II

BRA027087001  
BRU027087000  
DKA027069  
DKU027070  
SMA015  
SMU018  
ITA028052  
ITU028053  
NLA027073003  
NLU027073000  
INIO18027054  
RST027064

- HP LaserJet Series II

BRA027040115049048072027038107049052072  
BRU027040115049048072027038107049049072  
DKA027040115049048072027038107049049072  
DKU027040115049048072027038107049049072  
SMA027040115049054046054054072027038107055072  
SMU027040115049048072027038107049049072

*Table 12. control codes*

When necessary you can add printers to this file yourself or notify URSA MAJOR of the necessary changes.

## 13. DEFSTER

This section provides a view of what must be generally understood by the new User prior to the commencement of operations with the URSA MAJOR programs. It is advisable to practice with the demonstration files first before you start working with your actual files.

### WHAT MUST YOU BE ABLE TO DO BEFORE STARTING WITH URSA MAJOR PROGRAMS?

In order to work with programs, some basic knowledge is always necessary. A list will follow of the pre-requisites necessary before you can start working with the URSA MAJOR programs. Detailed information may be found by referring to the manual belonging to your computer. URSA MAJOR and your dealer regularly organize courses in which you can obtain this basic knowledge. You must be able to perform the following:

- Create a directory
- Copy a diskette

### YOU HAVE RECEIVED YOUR URSA MAJOR PROGRAMS: NOW WHAT?

When you order URSA MAJOR programs you will always receive the following:

- The diskettes containing the ordered software; each program may consist of several diskettes.
- The diskette(s) containing demonstration files.
- The manuals belonging to the modules you have bought.
- The User Right (the licence; not for demonstration programs).

First you make a copy of all URSA MAJOR diskettes you have received. You should always work with the copies.

### INSTALLING BY WAY OF DEFSTER: PREPARATION

You now have completed the following:

- You have as many clean, formatted diskettes as the number of URSA MAJOR diskettes you have received.

## DEFSTER

---

- You have copied the URSA MAJOR diskettes the dealer has supplied to the clean formatted diskettes.
- Ensure you are working in the directory \UM (if necessary you can also choose another directory).
- You have copied the URSA MAJOR programs to the hard disk. You have stored the originals. You use these only when the software on the hard disk has been lost. You must also store any updates you might receive.

Now you can start installing your software. For this you use the program DEFSTER.

### VERSIONS

There are two versions of the URSA MAJOR programs:

- The demonstration version.
- The User Right version for permanent use.

#### **DEMONSTRATION VERSION: PRACTICE ONLY**

DEFSTER takes into account your method of working. You can practice extensively with the demonstration version. There are some limitations however: you can only work with them for a restricted number of times and you can use only a restricted number of data elements. You can practice for quite some time before you meet these limitations though.

#### **PERMANENT VERSION: PRACTICE AND ACTUALLY WORKING**

You can also practice with the permanent version. For this purpose demonstration files have been compiled, which contain sufficient data elements in order to practice with the program immediately.

You can only maintain a complete administration when you have received a User Right. When this is delivered you can immediately install your system for permanent use. It is advisable though to practice with the demonstration files first.

#### **HOW DO YOU FIND YOUR WAY IN DEFSTER?**

DEFSTER will prompt a consecutive number of questions. By answering these questions you prepare your URSA MAJOR programs for your computer. The program will advise what you have to do.

#### **SELECTING AND PREPARING THE PROGRAMS FOR USE**



### How can you start DEFSTER?

You have copied all diskettes to the directory \UM. If this is the first time you work with the programs, you enter:

UM

and next press **RETURN** . When later on you want to, or have to, change something in the setting, you can enter:

UM DEFSTER

and next press **RETURN** .

### INSTALLING PROGRAMS

DEFSTER will inquire which modules you want to install.

- Module

Here you enter ALL modules on your User Right, even if they are placed on various computers. At the top of the list you place the most used module.

*Do not forget to enter ANGLO\* as well.*

*Must be installed after Minix*

- Description

After you have entered a module, the description of the module will be displayed (e.g. when you enter FINI\*\*\*, the description displayed will be 'Financial information system').

You can enter several modules in this screen.

## DEFSTER

---

*After you have entered ALL modules displayed on your User Right, press **F2** .*

Next DEFSTER will inquire:

- Do you want to install the modules for demonstration?

When you have no User Right and wish to practice with a demonstration version, you enter 'Y'. When you enter 'N', DEFSTER will install the modules for permanent use.

When you want to install for permanent use, DEFSTER will prompt for the name of the User and the password. When you want to install for demonstration these questions will be skipped.

DEFSTER will prompt for the name of the User and the password. The name you enter here will be printed on top of all reports and checklists.

*Make sure the name and password you enter are exactly equal to the name and password displayed on your User Right.*

Be aware of the difference between uppercase and lowercase, e.g. character differences between:

'o' and '0'

'l' and '1'

'5' and 'S'

'z' and 'Z'

When the error statement "STOP AT ADDRESS" appears on the screen after you have entered the password, the ID or the password has been entered incorrectly. In this instance it is best to switch your computer off and on again.

## SELECTING A PRINTER

In DEFSTER you can define which printer you wish to use. A list of printers to choose from will be displayed on screen. You can move the selection-beam with the aid of the cursor keys **←** and **→** and the keys **PGUP** and **PGDN**. When you press **RETURN** the printer displayed in the beam will be selected.

In the menu ADMINISTRATION URSA MAJOR you can select several printers by way of the function CHANGE PRINTERS. While working with the programs you can always switch printers by entering 'P'.

If you have executed DEFSTER before, the computer will display the printer you selected the last time and inquire whether you want to change it. When you enter 'Y' you can again select a printer.

## DEFINING SOFTWARE

DEFSTER will now change the booting procedure of your computer so the URSA MAJOR programs will function correctly. This has no influence on the workings of other existing software.

DEFSTER will inquire about:

- Boot computer from c:

DEFSTER presumes you boot from the hard disk. You can check if this is the case by booting without a diskette in the disk drive. The computer should boot in a normal way.

- Drive/directory

Here you enter the drive and the directory where your files have to be placed. You can adopt what DEFSTER is suggesting, but you can also change it.

The files need not be present at the moment.

- Password User admin.

You can create a password for the User ADMIN here only. You have to create the passwords for other Users by way of the function CREATE\CHANGE USERS in the menu ADMINISTRATION URSA MAJOR. By entering a password for ADMIN you can prevent others from gaining access to the functions in ADMINISTRATION

## DEFSTER

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URSA MAJOR. You can define a password consisting of a maximum of nine characters.

When all data has been entered, DEFSTER will incorporate the data into your programs. When DEFSTER has finished, the program will confirm. By pressing **RETURN** you will return to the operating system of your computer.

## 14. GETTING STARTED

This chapter discusses the commencement of operations with the URSA MAJOR programs. Your modules have to be installed with DEFSTER. On the disk and directory you enter:

UM

Next you press **RETURN** .

The URSA MAJOR identification screen will be displayed. If this is not the case then an error has occurred. These errors and their subsequent solutions are described in the chapter TYPES OF ERROR STATEMENTS.

### ▶ **user**

The program will display the last entered User. Where no Users have yet been created, User ADMIN will be displayed - the only known User. You can adopt the displayed User by pressing **RETURN** or enter another User. When you enter a User that has not been created, the module will advise that the entered User is unknown. You can then enter another. If by the sixth time the entered User is still incorrect/unknown, you will exit the module and return to the operating system.

### ▶ **password**

When a password has been created for the entered User, this also has to be entered. The password will not be displayed upon the screen; the entry code being replaced by asterisks. If the password is entered incorrectly, the module will prompt for the re-entry of the correct password. If, at the third attempt the password is still incorrect, you will exit the module and return to the operating system.

When you have entered an existing User, in various menus the User name will be displayed on the upper left side of the screen.

Next an Administration overview will be displayed for which the entered User has Rights. Administrations which have been created but for which the User has no Rights will not be displayed. Only the User ADMIN will have the option ADMINISTRATION URSA MAJOR. This options gives entry to a menu

## GETTING STARTED

---



with so-called management functions. These functions are discussed in the chapter ADMINISTRATION URSA MAJOR.

## **14.1. OVERVIEW ADMINISTRATIONS**

On the screen the Administrations are displayed for which you, as this User, have Rights. The Administration number and the Administration name are displayed.

You can select one of the Administrations. When you are working in a menu of the URSA MAJOR programs, you will see the number and the name of the Administration displayed on the left upper side of the screen, after the User.

It is possible for the selected Administrations to have been previously closed incorrectly. You then cannot work with this Administration, until the problem is resolved. In this instance a warning is displayed advising what the User should do next. When a very serious error has occurred you have to restore the latest copy of your files. With less serious errors you have only to reorganize.

### **► processing date**

It is important for you to adjust the date every day, as this date will be displayed on top of all your reports and checklists.

It is advisable to regularly make copies of your data. For this you can use the function BACKUP SYSTEM in the menu ADMINISTRATION URSA MAJOR (available only to User ADMIN).

After you have selected an Administration and entered the processing date you will enter the menu with URSA MAJOR modules.

Here you can select one of the modules. By way of this menu you can quickly reach all of your URSA MAJOR modules. In this way you can move quickly from e.g. FINI-STER to FA-STER in order to print invoices.

# GETTING STARTED

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## 14.2. MENUS

Each URSA MAJOR module consists of several menus, i.e. the main menu and sub menus. Each menu contains a list of options.

### Your selection?

There are three ways to enter a selection in a menu:

▶ **selection by entering a figure**

In front of each menu option, a figure is displayed. You can select a particular function by entering the corresponding figure and pressing **RETURN**. When during MODULE OPERATION you have answered 'Yes' to the question "Do you want to make selections in menus without pressing the **RETURN** key?", you only have to enter the figure or letter. With an option consisting of two digits, you enter e.g. '09' instead of '9', and with letters you enter the letter twice, e.g. 'QQ' instead of 'Q'. Otherwise you still have to press **RETURN**.

▶ **selection by entering a letter**

You enter the letter with which the name of the option begins. When you enter e.g. 'B', the selection beam will move to the option starting with 'B', e.g. 'Backup system'. This applies for each word present in a menu. By entering e.g. 'D' you also reach the option 'Reports Debtors'.

▶ **selection by selection beam**

In a menu, one option is always displayed in an illuminated selection beam. When you press **RETURN** you enter the function displayed in the beam. When you press **ESC** you will exit the menu and have made no choice.

You can move the selection beam with the aid of the following keys:

**↓** : The beam moves down 1 line.

**↑** : The beam moves up 1 line.

**PGUP** : The beam moves to the first visible option. When the selection beam is already placed there, the preceding screen with options will be displayed.

**PGDN** : The beam moves to the last visible option. When the selec-



tion beam is already placed there, the next screen with options will be displayed.

**HOME** : The beam moves to the very first option.

**END** : The beam moves to the very last option.

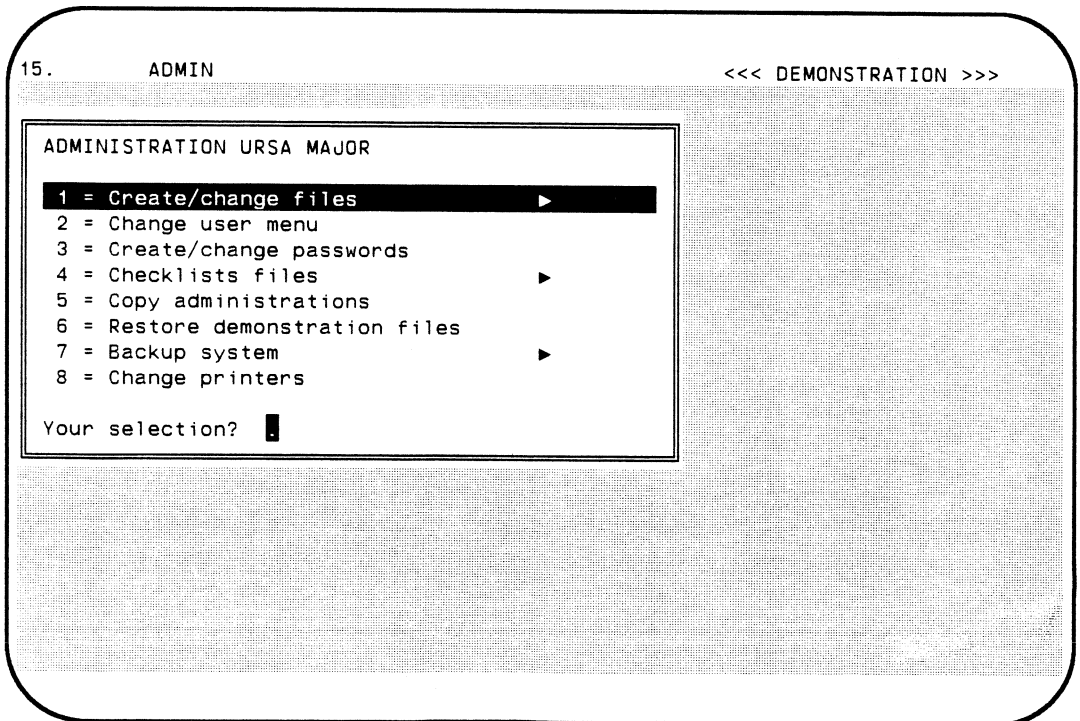
### OPTIONS IN THE MENUS OF URSA MAJOR PROGRAMS

In the main menu and the sub menus your programs have additional options. You can use these options by entering a letter after 'Your selection?' and then press **RETURN** . See chapter USE OF KEYS in this manual.



## 15. ADMINISTRATION URSA MAJOR

After you have entered ADMIN as User name, followed by the correct password, and have chosen ADMINISTRATION URSA MAJOR from the overview of Administrations, you will enter the ADMINISTRATION URSA MAJOR menu. All management functions relating to the URSA MAJOR modules are specified here. The option ADMINISTRATION URSA MAJOR is available only to User ADMIN. You can create a password for the User ADMIN in DEFSTER only.



Screen 15. menu ADMINISTRATION URSA MAJOR

From this menu the following management functions are available:

1. CREATE/CHANGE FILES

# ADMINISTRATION URSA MAJOR

---

Users and Administrations may be added, changed or deleted.

## 2. CHANGE USER MENU

It is possible to block a function, group of functions or an entire module from use by a User of the URSA MAJOR modules.

## 3. CREATE/CHANGE PASSWORDS

Modules may be protected with the aid of PASSWORDS. These may be placed against an entire module or upon parts of a module. For some functions, default passwords have been built in.

## 4. CHECKLISTS FILES

You can create a checklist of the Users; the Rights per Administration and the Rights per User.

## 5. COPY ADMINISTRATION

You can copy an existing Administration to another Administration number and name.

## 6. RESTORE DEMONSTRATION FILES

You can restore the supplied demonstration files.

## 7. BACKUP SYSTEM

Enter the menu of BACKUP SYSTEM. It is advisable to make regular copies of your files; should failures occur, the copies may be reloaded and all existing data will not be lost.

## 8. CHANGE PRINTERS

In DEFSTER you have defined a printer. With this function you can specify additional printers or change the printers previously specified.

The following options are available only when you also use LAN-STER:

## 9. MONITOR

You can view which User is working with URSA MAJOR modules at a particular moment.

10. CHANGE STATION NAME

You can change the name of the work station you are currently working upon.

11. CLOSE OF DAY

Has to be executed at the end of every day, by the Administrator. This functions checks if all Users have been logged out.

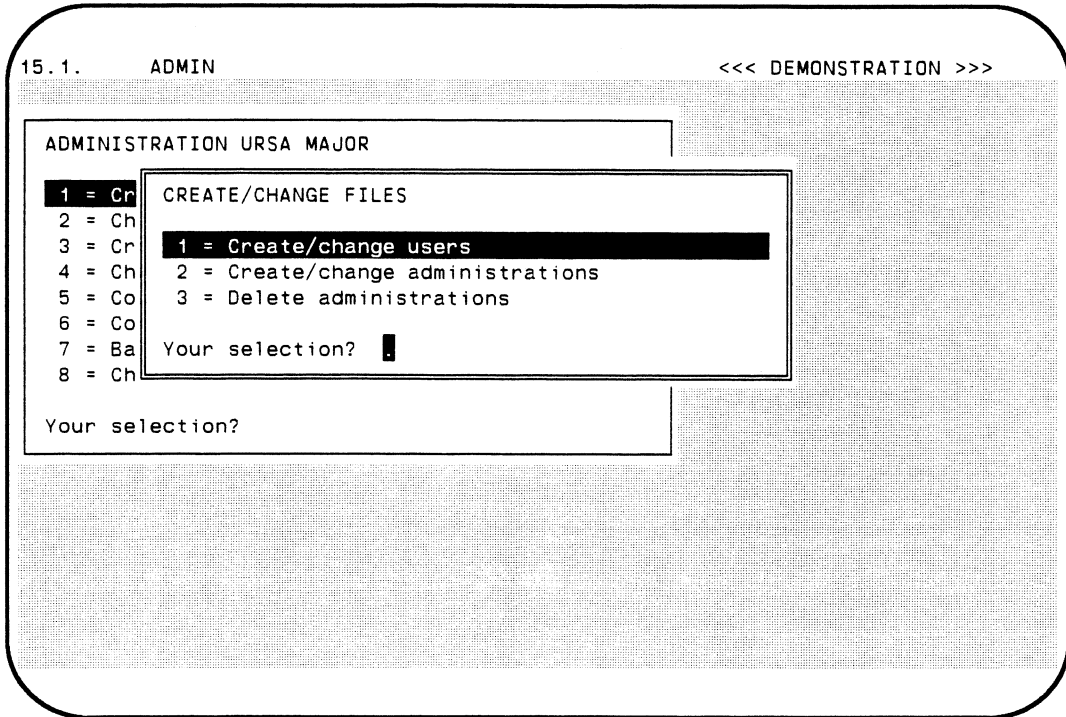
# ADMINISTRATION URSA MAJOR

---



## 15.1. CREATE/CHANGE FILES

This option allows access to the file maintenance functions.



*Screen 15.1. menu create/change files*

The following functions are concerned:

### 1 CREATE/CHANGE USERS

With this function Users can be created and information relating to existing Users can be changed.

### 2 CREATE/CHANGE ADMINISTRATIONS

With this function Administrations can be created and information relating to existing Administrations can be changed.

### 3 DELETE ADMINISTRATIONS

## ADMINISTRATION URSA MAJOR

---

With this function Administrations may be deleted.

## 15.1.1. CREATE\CHANGE USERS

This function is used to create the Users. You can create up to 50 Users and designate Rights to a maximum of 27 Users for each Administration. The following situations are possible:

1. You work with the DOS operating system but without LAN-STER.

A single User can work with the programs.

2. You work with the operating system DOS with LAN-STER

If the module LAN-STER is installed a maximum of 4 Users (with User Rights) can log in simultaneously and work with the programs. With LAN-STER(2) this can be performed by 20 Users simultaneously. The User ADMIN can log in at all times.

3. You work with the OS/2 operating system without LAN-STER.

You can start a maximum of 12 tasks. The task ADMIN may always be started.

4. You work with the OS/2 operating system with LAN-STER.

With LAN-STER a maximum of 12 Users and/or tasks can log in per User Right. This can be performed in several ways. On one workstation 12 tasks can be started (i.e. no User can log in on another station); or 12 Users are logged in on 12 different stations, who have all started 1 task (i.e. no User can start a second task); or 6 tasks have been started on one station (i.e. there is room left for 6 other tasks and/or Users).

The number of started tasks/logged in Users will be added and is therefore limited to a maximum of 12. In LAN-STER(2) this maximum is 20, with a maximum of 12 on one single workstation. The User ADMIN can always log in.

When on an OS/2 network you use OS/2 workstations as well as DOS-workstations, with LAN-STER(2) the maximum number of tasks and Users are as described above, e.g. 2 OS/2 workstations with 5 tasks each, plus 10 DOS-workstations (one task each).

In this function the following data will be required:

- ▶ **user**



- ▶ **password**
- ▶ **cancelled Y/N**

When you have entered this data, the following question will be prompted:

- Also show the menu options X is not allowed to execute?

With the functions CHANGE MENU USER and CREATE/CHANGE PASSWORDS you can determine whether or not a User is allowed to execute certain menu options. When you enter 'Y' here, only the menu options available to this particular User will be displayed.

- Is X by default allowed to change files in the existing Administrations?

When you enter 'Y' the program will, for all Administrations, enter W (= Write) at Rights. You can amend this. When you enter 'N', the next question will be prompted:

- Is X by default allowed to use files in the existing Administrations?

When you enter 'Y' the program will, for all Administrations, enter R (= Read) at Rights. When you enter 'N', N (= No Right) will be entered.

For each Administration you can designate Rights to this User.

- ▶ **administration number**

Enter the Administration number for which you want to designate Rights to this User.

- ▶ **rights**

You can designate Rights per Administration to a User by entering one of the following characters:

- A = ALL

'A' is possible only if you have LAN-STER installed. Every User allowed to change data can view only the transactions that they have entered. When an 'A' is entered however, they also have the Right to view/change the transactions entered by others. When data entered by other Users is changed or called in and reaffirmed with the aid of **F2**, this data will be attributed to the 'name' of the last User, i.e. when an original User has a W-Right for this particular

## ADMINISTRATION URSA MAJOR

---

Administration, they can no longer view/change this data.

- W = WRITE

'W' indicates this User has all the Rights for this Administration and is allowed to access and change data. With LAN-STER this Right is applicable only to the data entered by this User.

- R = READ

'R' means this User can only view data in this Administration; he is not allowed to change data (e.g. he can view the entered Debtors, but cannot enter one himself).

- N = NO RIGHTS

'N' means this User has no Rights in this Administration. This Administration will not appear in his Administration overview.

When you want to finish designating/changing the Rights of a User per Administration, you press **ESCAPE**. You can then enter another User or exit the function by pressing **ESCAPE** again.

### **15.1.2. CREATE/CHANGE ADMINISTRATIONS**

With this function you can create a new Administration and change data for an existing Administration. You can e.g. designate Rights to new Users in an existing Administration, or change those of existing Users. You can designate Rights to a maximum of 27 Users per Administration.

If you have no experience in the use of the modules, it is advisable to first practise with the demonstration files. You have to copy them with the aid of the function RESTORE DEMONSTRATION FILES, which will be discussed further in this manual.

▶ **administration number**

Here you enter the number of the Administration. The number must be between 0 and 998. When you enter an existing number, the program will display the name of the Administration.

▶ **name**

Enter the name of the Administration. When you enter an existing number, the program will display the name of the Administration. You can accept or amend this.

▶ **cancelled Y/N**

You can cancel an existing Administration by entering 'Y'. 'N' is entered by default.

When you have created a new Administration, the program will inquire:

- May the existing Users change files in this Administration by default?

When you enter 'Y', the program will pre-enter as Right W (= Write) for each User. You can amend this. When you enter 'N', the following question will be prompted:

- May the existing Users view files in this Administration by default?

When you enter 'Y', the program will enter as Right R (= Read) for each User. When you enter 'N', N (= No Rights) will be entered.

Next you can designate Rights per User for this Administration. When you have entered an existing Administration, the following categories will be immediately prompted:

## ADMINISTRATION URSA MAJOR

---

▶ **user**

Enter a User that has been created with the aid of the function CREATE/CHANGE USERS.

▶ **rights**

You can designate Rights by entering A, W, R or N. For explanation, see comment at CREATE/CHANGE USERS.

### 15.1.3. DELETE ADMINISTRATIONS

With this function you can delete Administration numbers from your hard disk that are no longer in use.

15.1.3. DELETE ADMINISTRATIONS <<< DEMONSTRATION >>>

Administration number 0

Name Demofiles G3

Question

Are you sure you want to delete this administration?

Yes  
No

Screen 15.1.3. delete administrations

The following information will be required:

► **administration number**

Enter the number of the Administration to be deleted.

► **name**

The program will enter the name of the Administration.

As a check, the program will prompt for confirmation that this Administration is to be deleted. You can undo the deletion by entering 'N'. When you enter 'Y', the Administration will be deleted from your hard disk.

# ADMINISTRATION URSA MAJOR

.....

## 15.2. CHANGE USER MENU

With this function you can block certain menu options from a User in the URSA MAJOR modules. With the aid of the selection beam you select the User from whom you want to block options and press **RETURN** . You will enter the menu containing the URSA MAJOR modules and select the option you want to block.

A tick is displayed after each menu option. As long as the tick is displayed after the options nothing can be changed. Each option available to a User is displayed in this way (i.e. when a function does not have a tick, it is blocked from a User). You can place/remove ticks by first pressing **F5** . The ticks will be displayed in front of the option instead of after. Select the option you want to block/unblock with the aid of the selection beam and press **RETURN** . When you have finished, press **F2** . The ticks still present are again displayed after the options.

The options in the User menu for this particular User have now been changed. You can choose another menu or another User or exit this function. A changed User menu for a User applies to all Administrations.

N.B.: You can block modules from certain Users; they will however still be displayed in the menu containing the modules. When a User selects a module he is not allowed to work with, an advisory message will be displayed. From within the modules blocked functions can be hidden, if so desired.



## 15.3. CREATE/CHANGE PASSWORDS

You can protect your programs with the aid of **PASSWORDS**. These may be placed on Administration numbers, entire modules or parts of modules.

It is wise to document passwords. Those placed on functions not used regularly are easily forgotten.

After you have chosen this function, a summary of all installed **URSA MAJOR** modules will be displayed. Select the module for which you want to create/change a password. In the chosen module you have the option to place passwords on certain menus and/or functions.

Passwords can only be created when the program directory is not write-protected (i.e. in network-situations). If the directory is write-protected and you execute **CREATE/CHANGE PASSWORDS**, the error statement "Path/file access error" will be displayed. You then have to consult your system manager.

The passwords created here apply to all Administrations, e.g. you have the module **FINI-STER** and work with 3 Administrations (numbers 1, 2 and 3). You create a password for **FINI-STER**. In each Administration (1 AND 2 AND 3) the password will be required each time you want to use **FINI-STER**.

Each time you select a module, a main menu or a sub menu, you will see the word 'Password' displayed in the right hand upper corner of your screen. When a password has been specified earlier, this password will appear on the screen. You can enter new passwords or change/adopt the old ones. When no password is displayed, no password has been created; this can also be accepted. You remove a password by pressing the space bar and **RETURN** .

Once a password has been specified you can block the function from certain Users. These Users will have no access whatsoever to the function, even if they know the password. A tick is displayed in front of the various Users. Only the Users with such a tick have access to this function. You can remove/place this tick by selecting a User and pressing **RETURN** . You can exit the overview of the various Users and store the changes by pressing **F2** . You can specify another password or exit the function.



*On a number of functions a default password has already been placed: 'KODEWOORD'.*

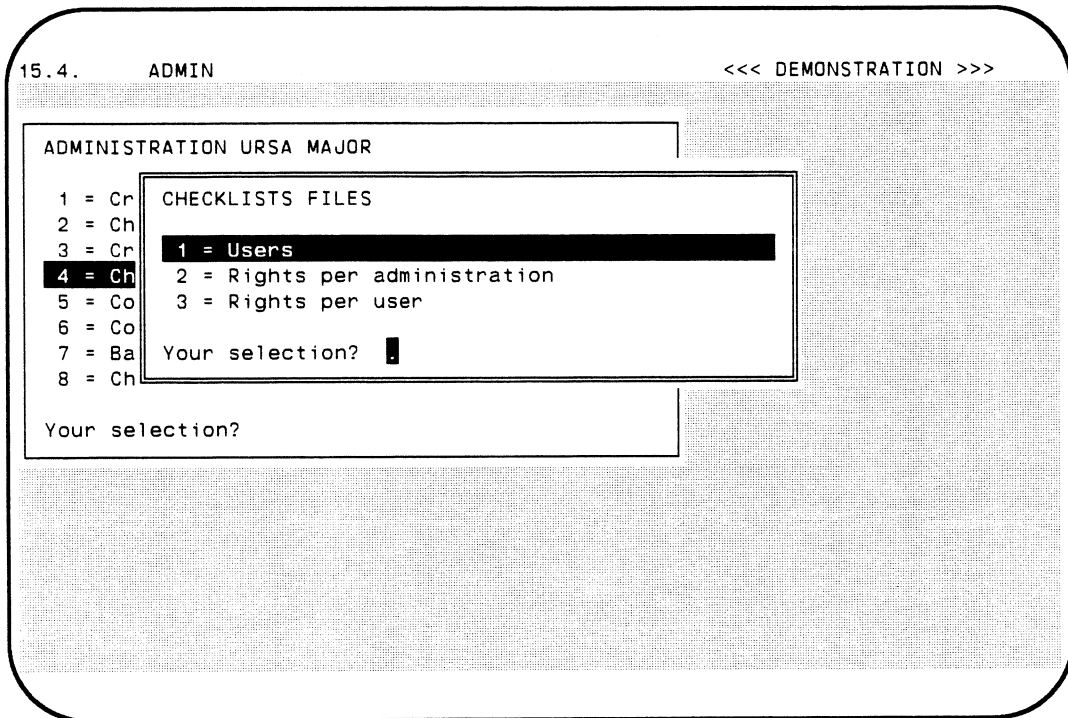
You cannot prevent access to certain Administrations. For this purpose you use CREATE/CHANGE USERS or CREATE/CHANGE ADMINISTRATIONS. In both of these functions you can designate Rights per User per Administration.

# ADMINISTRATION URSA MAJOR

---

## 15.4. CHECKLISTS FILES

By way of this menu you can make checklists of the files you have created with the function CREATE/CHANGE FILES. Various output options are available (refer to the chapter OUTPUT OPTIONS).



Screen 15.4. menu checklist files

You have the following options:

### 1 USERS

With this function you can make a checklist of the Users created with the function CREATE/CHANGE USERS. On the list the various Users and their corresponding passwords will be displayed.

### 2 RIGHTS PER ADMINISTRATION

With this function you can make a checklist that displays per Administration which Rights have been designated to which Users.

3 RIGHTS PER USER

With this function you can make a checklist which displays which User has access to which Administration(s) and the Rights they have.

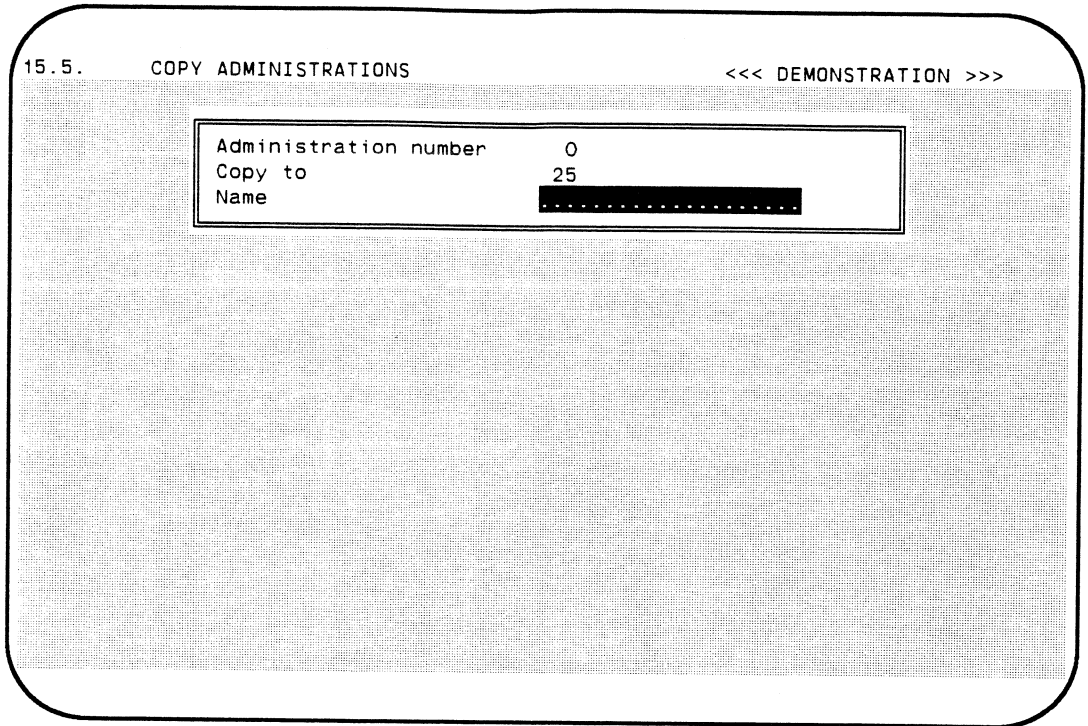


## 15.5. COPY ADMINISTRATIONS

With this function you can copy the files of one Administration to another Administration number and name. This function is useful when you want various Administrations structured equally, e.g. several Administrations with the same general ledger structure; you create a new Administration, decide on the general ledger Chart of Accounts, enter it, and then copy the Administration before you execute another activity. Another example would be when e.g. you work with several branches and maintain an Administration per branch; each branch works with the same Products, so you create an Administration, enter the Products file and then copy the Administration.

A totally different option would be to quickly make a copy before you process transactions, print invoices, create invoice lines etc.

*This function does not replace the copying of your files with the option BACKUP SYSTEM. The function COPY ADMINISTRATIONS does not offer any protection against e.g. computer malfunctions, theft or misuse.*



Screen 15.5. copy administrations

The program will require the following data:

► **administration number**

Here you enter the number of an existing Administration that is to be copied to another.

► **copy to ...**

Here you enter the new number for this Administration. An Administration should not already exist under the entered number.

► **name**

Here you can enter the name for the new Administration. When you want to change the name but not the number of an Administration you have to execute the function CREATE/CHANGE ADMINISTRATIONS. This cannot be performed here.

# ADMINISTRATION URSA MAJOR

. . . . .

• • • • • • • •

## 15.6. RESTORE DEMONSTRATION FILES

With this function you can restore the demonstration files supplied with the programs to your hard disk. It is advisable to practise with the demonstration files before creating a new Administration.

The following data is required:

► **disk drive**

Here you enter the character of the diskette drive (A or B) in which you place the diskette(s) containing the demonstration files. Once the drive is selected the system will prompt for the entry of the diskette. When this has been performed press **RETURN**

The program will check the files on the diskette. When these files are not the G3-version demonstration files the program will advise and inquire whether you want to try another diskette. When the files are the G3-version, the program will inquire whether you want to copy them.

When you enter 'Y', you can then enter the Administration number and the name for the demonstration files. No Administration should be in existence under the stated number.

Should the demonstration files consist of several diskettes, the program will prompt for the next consecutive diskette to be inserted.



## 15.7. BACKUP SYSTEM

### WHY MAKE COPIES?

It is necessary to make regular copies of your files. Copies offer protection against:

- Computer malfunctions
- Power failures
- Misuse
- User mistakes
- Theft

Should any of the above occur, you can use the copies you have made to restore your files, thus keeping the loss of data to a minimum.

### COPY SCHEDULE

It is advisable to organise the copies by way of a copy schedule. The following copy schedule is quite useful:

Make 5 copies every week by default, 1 at the end of each day. Mark the diskettes containing the copies with the characters MO through to FR.

Each copy may consist of more than one diskette, depending on the size of your Administration. Mark the disks MO1, MO2, MO3, TU1, TU2, TU3 etc.

The originals of your files are on hard disk. You copy them to diskette using a weekly rotational procedure, thus:

Copy 1 on disk MO (or disk MO1, MO2 ...) Copy 2 on disk TU (or disk TU1, TU2 ...) Copy 3 on disk WE (or disk WE1, WE2 ...) Copy 4 on disk TH (or disk TH1, TH2 ...) Copy 5 on disk FR (or disk FR1, FR2 ...)

Continue on the old diskettes:

Copy 6 on disk MO (or MO1, MO2 ...) Copy 7 on disk TU (or TH1, TH2 ...)

It is advisable to make not just daily copies, but also weekly or monthly copies. You could e.g. store the copy you have made on Friday (copy 5, 10, 15 etc.) as a weekly copy, and keep up a monthly copy by storing each 4th week copy.

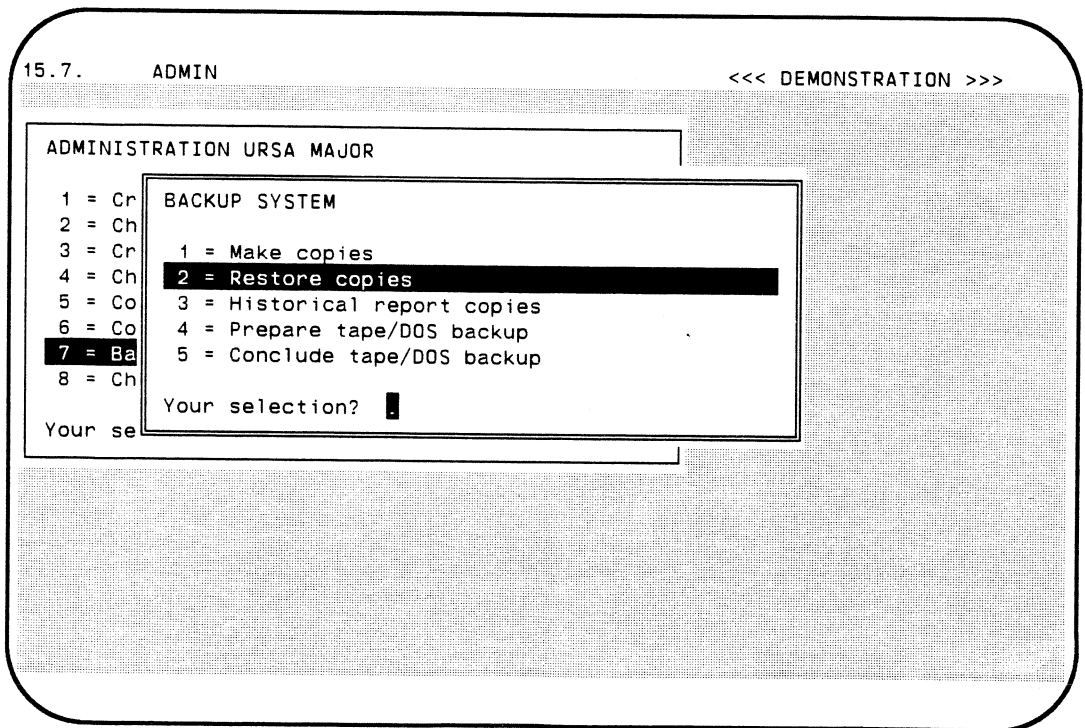
With this method you can always use an older copy, even when your Administration contains, over a long period of time, an unsolvable error.



*Regularly replace the diskettes on which copies are made, they suffer from wear and tear.*

Use a diskette no more than 10 times, then re-format it. Store copies well, preferably off site.

The BACKUP SYSTEM menu contains the following functions:



Screen 15.7. menu BACKUP SYSTEM

## 1 MAKE COPY

This function allows for the copying of your files.

## 2 RESTORE COPY

# ADMINISTRATION URSA MAJOR

---



This function restores the files to the hard disk. You can restore one or all Administrations.

## 3 HISTORICAL REPORT COPIES

This function provides a report of all copies you have made. The report is organized per Administration.

## 4 PREPARE TAPE/DOS BACKUP

This function and the function CONCLUDE TAPE/DOS BACKUP are of importance when you make copies with the aid of a tape streamer, or with the aid of the DOS commands BACKUP/RESTORE and (X)COPY. Whilst making or restoring such a copy, no User may be working in the Administration(s) you are copying. With this function you are able to block those Administrations.

## 5 CONCLUDE TAPE/DOS BACKUP

When the saving or restoring of copies has been concluded, you can use this function to unblock the blocked Administrations and by so doing release them for further use again.

15.7.1. MAKE COPY

This function allows for the copying of your files. The backup system copies your files per Administration. You can also copy all Administrations.

The backup system will prompt for the following:

General data copy	
Date	140291
Time	1644
Comment	Day copy
Disk drive	A

Window 15.7.1. general data copy

► **date**

The date may be used in order to be able to distinguish the various copies. The date you have entered when you started the backup system will be adopted. You can amend this date.

► **time**

Enter the time you make the copy. This is important when you make more than 1 copy a day, e.g. before and after the processing of transactions.

► **comment**

Enter what type of copy is being made, e.g. 'after invoicing'. An entry is mandatory.

► **disk drive**

Enter the name of the disk drive in which the diskette for the copy has been placed.

The backup system will inquire whether you want a copy of all Administrations. When you enter 'N', the backup system will state which Administration(s) have been located and will prompt per Administration whether or not to copy that particular Administration.

Next you have the following options:

# ADMINISTRATION URSA MAJOR

---

Create copy on floppy disk  
View contents of floppy disk

## *Window 15.7.1. copy/inspect contents diskette*

### 1 CREATE COPY ON FLOPPY DISK

With this function you make the desired copies. The original contents of the diskettes on which you make the copies will be lost.

### 2 VIEW CONTENTS OF FLOPPY DISK

With this function a table of contents of the diskette is displayed. When making a copy upon diskette, the contents of that diskette will be deleted.

### **CREATE COPY ON FLOPPY DISK**

This function physically creates the copy. When making a copy, the existing data on the diskette upon which the copies are being made, will be deleted. When the diskette is not clean, the module will state this fact and inquire whether you still want to use this particular disk.

You can make copies on several diskettes, should your files be too large to be placed on just one. When the diskette is full, the module will prompt for the insertion of the next diskette. When the entire copy has been made, the backup system will again prompt for the first diskette.

*Ensure you always have some extra, clean, formatted diskettes at hand.*

You have to enter the following data:

• • • • •

- ▶ **label disk**

You can give a label to your diskette. You can add codes for diskettes from your own Administration. You can use characters as well as numbers. The label will be displayed on the historical report copies.

The screen provides a view of the progress of the copying process.

- ▶ **copy number**

The backup system updates the copy number automatically. The number is increased every time you copy a series of Administrations.

- ▶ **floppy disk number**

Every time you make a copy, the diskettes used will be numbered starting from 1 per copy run.

- ▶ **space left (KByte)**

The backup system keeps a total of the number of free kilobytes still available on the disk.

- ▶ **administration**

The number of the Administration which is being copied is displayed.

- ▶ **name**

The name of the Administration which is being copied is displayed.

- ▶ **file**

The id of the file currently being backed is displayed.

To keep a save copy system you need at least 5 consecutive copies, preferably more. The backup system always checks which old copy will be overwritten when a new one is made. When you have made less then 5 copies since the last one, you cannot overwrite it. The backup system will advise that the diskette has recently been used for a copy. The following warning is displayed:

# ADMINISTRATION URSA MAJOR

---



Question

This floppy disk has recently been used for a copy. Make use of less recent floppy disks. The copy has not yet been concluded. Do you want to use another floppy disk?

Yes  
No

### *Window 15.7.1. too recent a diskette*

You can then only make copies on a diskette containing an older copy or on a clean diskette.

When you exit the program while making a copy, e.g. when making a copy on a faulty diskette, you have to, when the copy consists of more than 1 diskette, first delete all data on the diskettes, and make the copy again.

### **VIEW CONTENTS OF FLOPPY DISK**

With this function you can view/inspect the table of contents or directory of the diskette on which you want to make the copy. When there are more files than fit the screen, you can move to the next 'page' by pressing **RETURN** . When there are no more files, you will return to the menu.

ADMINISTRATION URSA MAJOR

```
15.7.1. MAKE COPIES <<< DEMONSTRATION >>>
Contents floppy disk in station A:
-----
OK                GB_DATG3                GB_DIRG3                GB_DSKG3

Total number of files: 4

1in 1 u/i 20 numb : 4
```

Screen 15.7.1. inspect contents diskette

## 15.7.2. RESTORE COPY

With this function you can restore your files from the diskette copy to the hard disk. The backup system ensures that all files will be placed where they belong. When the files of an Administration are spread over a number of diskettes, The backup system will prompt for the consecutive diskettes.

*As the files can be spread over a number of diskettes, you cannot restore them directly and cannot work on them. You must always restore files by way of the BACKUP SYSTEM.*

Date	140291
Time	1644
Comment	Day copy
Disk drive	A

*Window 15.7.2. data regarding restoring copy*

You have to enter the following data:

► **date**

Enter the date on which you restore the copy to the hard disk. The date you have entered when you started the backup system will be adopted. You can amend this. This date will be displayed on the HISTORICAL REPORT COPIES.

► **time**

Here you enter the hour and minutes (without punctuation). Half past four is stated thus: 1630. The time will be displayed on the HISTORICAL REPORT COPIES.

► **comment**

Here you enter remarks concerning your Administration. An entry is mandatory.



▶ **disk drive**

Specify the disk drive in which the diskette(s) containing the copy of your files will be placed. Continue by placing the first diskette of the copy you want to restore in the disk drive.

After you have entered this data, the backup system will state which diskette is in the disk drive and will prompt for confirmation that this is the copy you want to restore.

The backup system will check which Administrations you want to restore after which the files will be restored. On the screen you can see which copy number, diskette number and file the backup system is working upon.

When the copy of the Administration you want to restore consists of more than one diskette, you have to continue with the next diskette.

When the diskette does not contain a copy made with the aid of the backup system, the system will prompt for the insertion of another diskette.

While making copies, the program checks if your check-data is correct. If it is not, a number of files will be missing from your diskette. The diskette will then not be restored.

*You can only restore copies which have been made by this backup system.*



## 15.7.3. HISTORICAL REPORT COPIES

With this function a report is provided showing the history of your copies. The report contents also show when copies have been made and restored, and whether a copy has been concluded.

First you have to enter the copy numbers for which you want a historical report. You can make a selection (refer to the chapter on SELECTION).

Several output options are available (refer to the chapter on OUTPUT OPTIONS).

## 15.7.4. PREPARE TAPE/DOS BACKUP

This function is of importance when you make copies with the aid of a tape-streamer or the DOS-commands BACKUP/RESTORE or (X)COPY. While making/restoring such a copy, no User is allowed to be working in the Administration you are copying. With this function you can block the Administration in question. Additionally, this function also prepares all kinds of files of the chosen Administration for the making/restoring of a copy.

*This function does more than just block an Administration. To ensure everything goes as planned you must execute this function when making/restoring a copy.*

You have to enter the following general data regarding the copy:

► **date**

You use the date in order to be able to distinguish the various copies. The date you have entered when you started will be adopted. You can amend this.

► **time**

Here you enter the time, on which you have made the copy. This is of importance when you make more than 1 copy a day, e.g. before and after the processing of transactions.

► **comment**

Here you enter the state of your files or the type of copy being created, e.g. 'after invoicing'. An entry is mandatory.

Next the backup system will prompt for confirmation to copy all Administrations. When you enter 'N', you can choose the Administration for which you want to make a copy. The Administrations you choose here will be blocked from further use.

Now you can make/restore a copy with the aid of a tape-streamer or the DOS-commands BACKUP/RESTORE or (X)COPY. Afterwards you have to execute the function CONCLUDE TAPE/DOS BACKUP. You can then use the Administration again. The procedure for making/restoring copies always has to

# ADMINISTRATION URSA MAJOR

---

be executed as follows:

1. Execute PREPARE TAPE/DOS BACKUP for those Administrations which you want to copy/restore.
2. Exit the module and return to the operating system, from where you make/restore the copy.
3. Execute CONCLUDE TAPE/DOS BACKUP for the Administrations concerned.

## BATCH-ORDERS

It is also possible to start the functions PREPARE TAPE/DOS BACKUP and CONCLUDE TAPE/DOS BACKUP directly from the operating system. This can be done with the commands UMTAPE1 and UMTAPE2. You use UMTAPE1 when you want to prepare a TAPE/DOS BACKUP, and UMTAPE2 when you want to CONCLUDE a TAPE/DOS BACKUP. You have to enter these commands in the directory where the URSA MAJOR software has been installed.

Once the commands have been entered, you may enter the so-called arguments, e.g. in order to state which Administrations have to be prepared/concluded or just to state comment. When you want to make a copy/restore a copy of some instead of all Administrations, you can state so by entering the number(s) of the Administration(s) concerned:

```
UMTAPE1 005 1
```

In this case Administrations 1 and 5 will be prepared for TAPE/DOS BACKUP. When you want a backup of all Administrations, you do not have to specify numbers. Comments may also be specified after the commands. A comment has to be placed between double quotation marks. The comment will be displayed on the historical report copies. Examples:

```
UMTAPE1 005 1 "Adm. 001 and 005 done"  
UMTAPE1 "Today all administrations"
```

You can also adopt these two commands in a batch-order, e.g.:

```
@ECHO OFF  
UMTAPE1 789 "COMMENT"  
IF ERRORLEVEL 1 GOTO ERROR  
REM THIS SPACE IS MEANT FOR THE BATCH-ORDERS  
REM FOR MAKING THE BACKUP  
ECHO THE ADMINISTRATION WILL NOW BE RELEASED  
PAUSE  
UMTAPE2 789 "COMMENT"
```

```
GOTO END
:ERROR
ECHO UMTAPE 1 HAS BEEN INTERRUPTED...
PAUSE
:END
```

Refer to your DOS-manual about the use of batch-orders.

When you start UMTAPE1 while a User is logged in, you will get a statement to the effect that the program will halt for 10 minutes. During that time the User can log out after which UMTAPE1 can be executed.



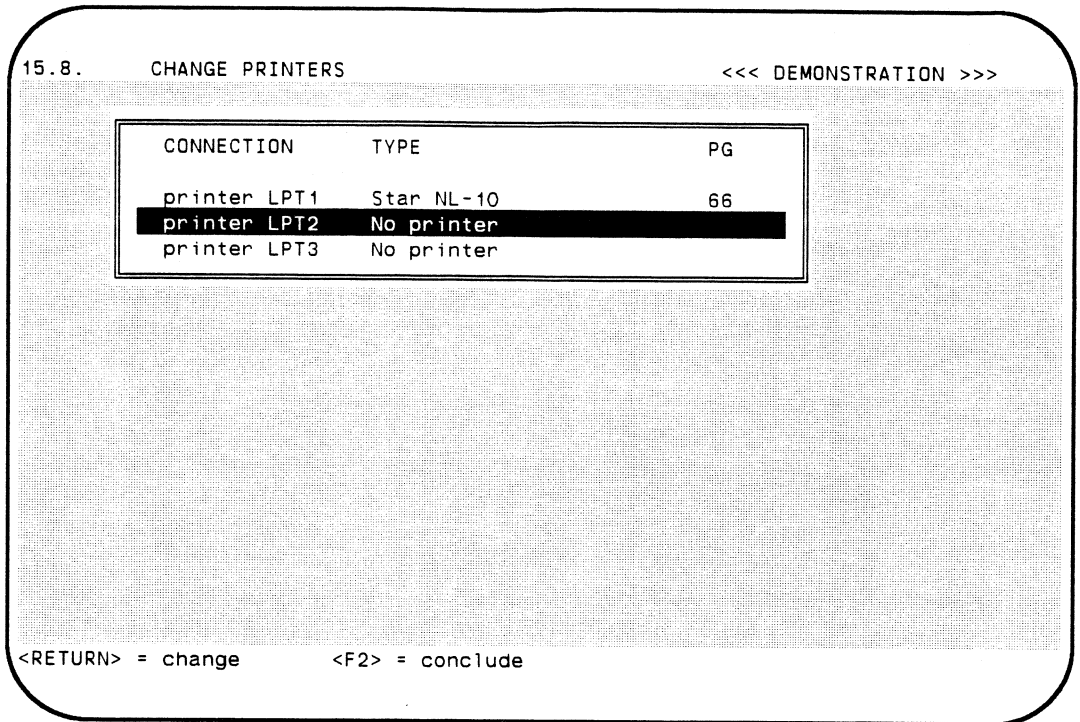
### 15.7.5. CONCLUDE TAPE/DOS BACKUP

After you have made/restored a copy with the aid of a tape-streamer or the DOS-commands BACKUP/RESTORE or (X)COPY, your Administrations are still blocked. With this function you can unblock them again.

You have to enter the date, time and comment. After having done so, the program will display which Administrations are blocked. The program will prompt for confirmation to unblock them all. When you enter 'N' a list of Administrations will be displayed, in which you can select, with the aid of the selection beam and **RETURN**, those you do want to unblock. The selected Administrations will then have a tick displayed in front of them. You can remove a tick again in the same way.

When you have made your selection, press **F2**. The ticked Administrations will then be unblocked and accessible again.

15.8. CHANGE PRINTERS

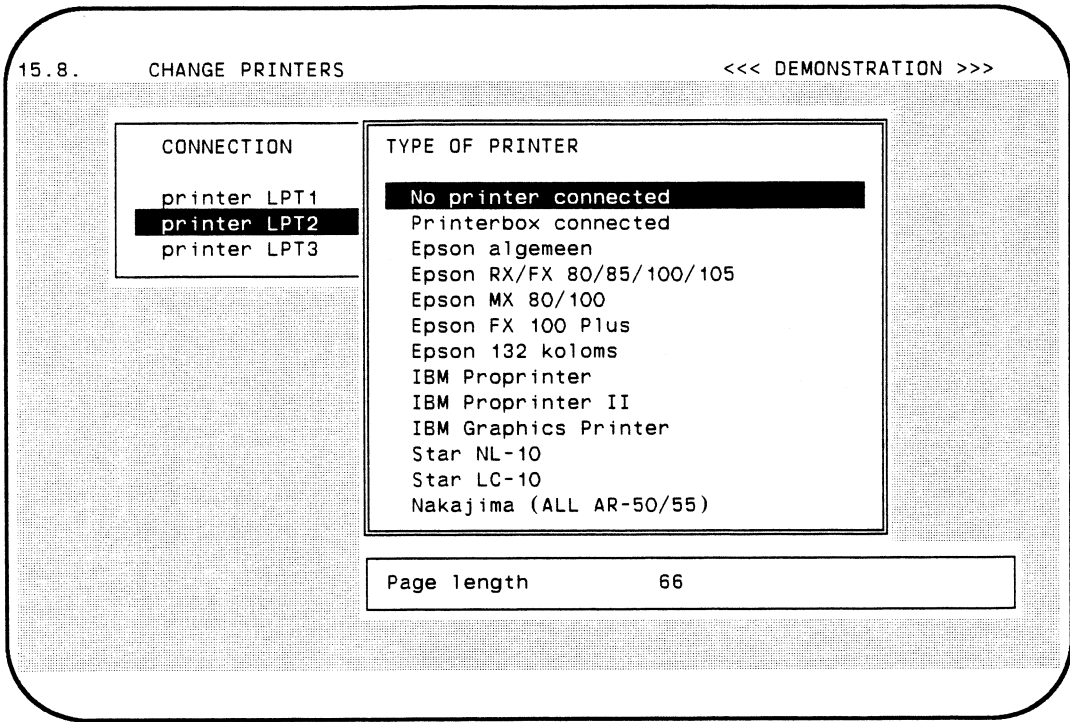


Screen 15.8. change printers

In DEFSTER a printer has been specified. This printer is now displayed upon the screen. It is possible to specify additional printers or to amend the previously entered printers. Up to a maximum of 8 printers may be attached to the system, this however does depend upon the number of ports your computer has available. When you press **RETURN** the following screen will be displayed:

# ADMINISTRATION URSA MAJOR

---



Screen 15.8. option menu printers

Place the selection beam on the printer of your choice and press **RETURN** . The printer displayed in the beam will be selected. The chosen printer(s) will be displayed on the screen. The page length may be specified for each printer. It is also possible to connect a printerbox with a maximum of 5 printer connections. When you have selected all the printers you want, conclude the list by pressing **F2** . A list of the selected printers will be displayed whereupon you may select which printer is to be used. You can change the printer selection at any time.

You can select from approximately 50 printers and are no longer restricted to the 8 available in the G-version. This means you do not have to exit the module in order to install a new printer.

When you have the modules POS-STER or FA-STER installed, you can also specify a separate printer for Cash Sales invoicing.



### **15.9. CHANGE WORKSTATION NAME**

With this function you can change the name of the workstation currently being used. You can designate a name to each workstation consisting of a maximum of 16 characters (numbers, letters as well as punctuation marks).

The program will prompt for the name of the workstation. If you wish to change the names of several workstations, each name change must be executed from the workstation undergoing the change.

The name you designate to a workstation by way of this function will be specified in the function MONITOR.



## 15.10. MONITOR

With the aid of this function you can see which Users are working with URSA MAJOR modules at any given moment. This is useful as some tasks have to be executed when no User is working with the programs.

The name of the station, the name of the User, the Administration the User is working in and the function he is executing will be displayed on the screen. You can therefore view for each workstation, which User is working in which Administration and what function is being executed in that Administration.

15.11. CLOSE OF DAY

This function has to be executed at the end of each working day by the system manager. The function checks if all Users are logged out. To log in/log out means to start using/exit the modules on the workstation.

Normally after you have chosen this function you will see the statement: "close of day completed". This means all Users have exited the URSA MAJOR modules and have logged out. It is advisable to make a copy of the files so you will always have a recent copy of them.

When not all Users are logged out, a list of the Users still logged in will be displayed. The program will inquire for verification that they are still logged in. It is possible someone has switched off the computer while the program was still operating. In that case they are still considered logged in. When you specify it is not correct for these Users to be logged in, a screen will be displayed in which you can select the Users who according to you are logged out. In front of the name of the User a mark will be displayed. When you have finished your selections, press **F2** .

*Should in spite of this a User still be logged in, by pressing **F2** he will automatically be logged out. Therefore you have to ensure that the User in question was no longer working.*

The User in question will receive a statement on his screen.

Where whilst logging in a User receives the statement that he is logged in elsewhere (when this is not the case) you can execute a CLOSE OF DAY for that particular User. The User will then be logged out and will be able to re-log in.



## 16. INITIALIZING

Initializing an Administration is always an important step to take. When you execute INITIALIZE for the first time, questions may be prompted of which you cannot oversee the effect they have on the workings of your module. In this instance, a choice you make now can have an effect on working with the same Administration in other modules you have or may purchase in the future. Therefore this function can be executed only by the User ADMIN.

### WHAT DOES INITIALIZE DO?

Initialize ensures that your files are structured in accordance to a particular standard. Some default data is structured according to a fixed pattern on which you have no influence, e.g. the length of the General ledger numbers: a file space corresponding to 6 figures will be reserved. Therefore in each module where a General ledger number may be entered, 6 dots will be displayed on the screen.

When initializing, you do have influence on other data. While initializing, the module will prompt questions concerning such data.

During INITIALIZE, data will already be entered in some files, e.g. during the initializing of the General ledger, General ledger account 1, unknown account, will be entered. This account will be automatically adopted in the file to ensure that any mistake you might make does not result in your Administrations being incorrect as a result of postings on non-existent accounts.

There is also data that will be adopted in your software during initializing. This is usually files containing data which is meant to make working possible or easier. They are also incorporated in this shape in the demonstration files. An example of such files are the invoice layouts which are delivered by default with an invoice module.

Each Administration number of an URSA MAJOR module works independently, so each Administration has to be initialized. As a result it is possible to choose a file structure for one Administration which differs from the file structure of another Administration.

# INITIALIZING

---

## HOW DO YOU REACH INITIALIZE

You can INITIALIZE by:

### **Starting with a new Administration number.**

When you start working with an Administration for the first time and select a module, the program will inquire whether you want that new Administration to be initialized.

### **Again initializing**

When you have already initialized, you can only reach initialize by way of the option SYSTEM MANAGEMENT. There you select INITIALIZE. Again initializing is only useful in specific cases. In most cases it is unwise, and as it might result in the destruction of your files, it can even be dangerous. That is why the function INITIALIZE is protected by a PASSWORD, which by default is 'KODEWOORD'. This protection also prevents unauthorized persons from entering INITIALIZE and possibly destroying your files.

The default password can be changed by way of the function CREATE/CHANGE PASSWORDS. When this has been performed, you obviously have to enter that password. Always ensure that the persons responsible either know or have a way of finding out the password.

## INITIALIZING A MODULE FOR THE FIRST TIME

When you initialize a module for the first time, it is important to know what exactly happens during initializing and which choices you should make.

- Before you execute initialize

Before you initialize for the first time, you need to have some idea of how you want to set up this program. It is best to work for some time initially with the demonstration files, and also to read the module-manual in order to understand the functionality of the module.

Once you have some experience and decide to use the module in question in your organisation, it is wise to scan the questions that will be prompted during the initialization of the module. These questions can be found in the paragraph INITIALIZE in the module-manual. You can then see which options that particular module contains.

- What is a file

Initializing determines the way in which files will be constructed. Files can be considered as lists containing data. During initializing it will be determined how much computer space 1 data element in a file may occupy. During INITIALIZE you can view on screen the progress of the initialization of your files.

- Initialize each module

Each module has to be initialized separately. When you purchase several modules simultaneously you have to initialize each one independently.

- Initialize after purchasing additional URSA MAJOR module

If an URSA MAJOR module is already installed, and an additional module is to be initialized, a different situation occurs. Some modules make use of files which are also used in others. Virtually all modules share the Constants file. That is why that particular file, during the initialization of a new module, will be adopted with the same Administration number. Other files are also often used by various modules, like e.g. the Debtors file and the General ledger file. Where there are files that have previously been initialized for a particular Administration, the program will prompt, during initializing, for the same Administration number in the other module, and whether you want to re-initialize them.

*When you answer such a question with 'Yes', existing data will be deleted.*

It is best to keep the way in which files have been defined by various modules unchanged. So in principle you have to give the same answer in the various modules regarding questions about the same file. In many cases it is possible to change data on a file without it affecting other areas. Where this is the case, it will be stated in the manual.

## INITIALIZING

---

- Initializing and the demonstration files

Each Administration has its own number, including the demonstration Administration. As long as the demonstration Administration is present on the hard disk, you cannot create an Administration with an identical number. This principle is used to prevent the accidental erasure of the demonstration Administration. If there is sufficient space on your hard disk it is advisable to use a number for the actual Administration which differs from the number of the demonstration Administration. In this instance you may continue to use the demonstration Administration for practice purposes although you are already working with the actual Administration.

*Never use the demonstration Administration as your actual Administration.*

When there are still demonstration files for the Administration you want to initialize, the following statement is displayed:

"Administration xxx consists of demofiles. You cannot initialize these."

### RE-INITIALIZING A MODULE

*In principle you should never re-initialize for the same Administration of the same module.*

If you do re-initialize, valuable data will be deleted and cannot be restored. However, in some situations it can be useful to re-initialize part of your files. In this instance make a copy of your files before you do so; you can always restore the originals, if necessary. It is advisable to contact your dealer prior to re-initializing.



- Initializing in order to delete a destroyed file

In specific cases, files may have been destroyed in such a way (e.g. through a combination of a computer malfunction and an operating error), that initializing is the only way to recover the file. This is a drastic step to take since all existing data in that file will be lost, the new file being empty upon commencement.

*In that case you have made a principle error: THERE IS NO COPY!*

When you initialize in order to recover a particular file, you must state that all other files must not be initialized. At the prompted questions in which you have to state a preference, you specify the same answer as you have the last time you initialized. What was previously stated will be displayed in the illuminated selection beam, designating the preferred option.

- Initializing in order to change particular data

It may be that a choice you have made previously during initialization is no longer applicable, e.g. as the degree of automation in your organisation has increased. For some data it is possible to change this later. In that instance it can be useful to re-initialize the Administration and change the data.



## 17. REORGANIZING

The function REORGANIZING FILES can be located in each module in the menu SYSTEM MANAGEMENT.

### WHAT HAPPENS DURING REORGANIZING?

After a while your files will contain some cancelled data, e.g. Debtors. The cancelled data is no longer required and consumes disk space. This is why you regularly have to delete that data. Additionally, cancelled data is displayed on checklists and reports. After deletion you will have clearer overviews. With the function REORGANIZING FILES you can delete cancelled data.

### WHAT IS REORGANIZATION?

Reorganizing means: re-structuring a file and structuring new indexes. This process deletes cancelled data permanently.

There are two reasons why reorganizing your files can be necessary:

► **periodical deletion of cancelled data**

When you work with a module you regularly cancel data, e.g. a processed order will be marked 'cancelled'. You may also cancel a Debtor with whom you are no longer dealing. In reality this cancelled data is still present. You can only actually delete it by reorganizing.

► **structuring new indexes after error statements**

An index can be corrupted by an operating error or computer malfunction. The corruption of indexes can occur when a program has been exited incorrectly, e.g. the computer has been switched off whilst you were working with the module. After such an error or malfunction, the module will prompt for reorganization in order to recover the index. Extreme care is needed with this option. Occasionally your files may have been destroyed in such a way that reorganization does not resolve the problem. In this instance it is necessary to restore your latest correct diskette copy.

# REORGANIZING

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## REORGANIZATION AFTER ERROR STATEMENTS

When you enter the module you will get an error statement like:

- You cannot work with Administration xxx, as an error has occurred: during the option xxx. You have to reorganize the files.
- Error in B-boom.

You now have to reorganize or restore your latest copy. After such an error statement you reorganize by way of the option REORGANIZATION ALL CORRUPTED INDEXES. You can recognize corrupted indexes by the addition 'corrupted'. When reorganizing the corrupted indexes does not work you have to restore the latest copy of your files.

### restoring a copy of your files

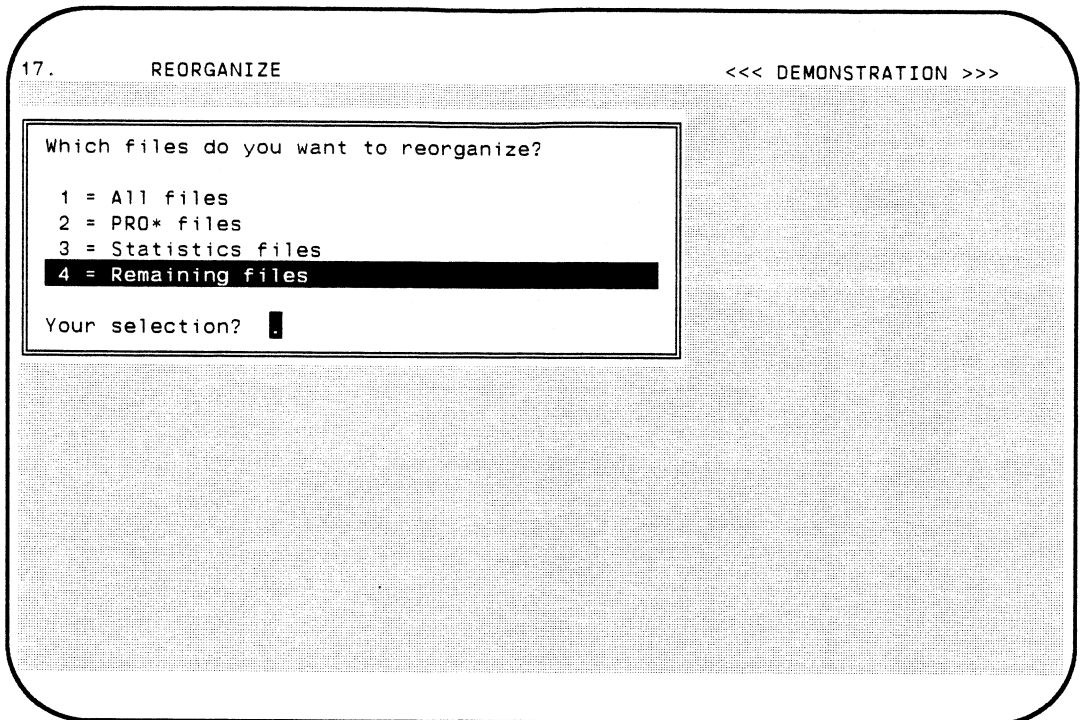
You make copies of your files with the aid of the BACKUP SYSTEM. You have to restore these copies before you can use them.

## EXECUTING REORGANIZATION

REORGANIZING FILES needs space in order to reorganize. Ensure there is sufficient space available. Where there is insufficient space the system will issue a warning. When you have cancelled data deleted, REORGANIZING FILES copies the entire file with the exception of the cancelled data. This is why you need twice as much space for your Administration as under normal circumstances.

When you do not delete cancelled data, only new indexes will be structured.

After you have selected the function REORGANIZING FILES the program will start checking the indexes. Next you see the following screen:



*Screen 17. menu reorganizing files*

You have the following options:

#### REORGANIZING ALL FILES

With this option all files will be reorganized.

#### REORGANIZING REMAINING/SINGLE FILES

With this option you can choose which files you want to reorganize. You use this option in order to delete cancelled data.

When the program, while checking the indexes, has established that there are corrupted indexes, you also have the following option:

#### REORGANIZING ALL CORRUPTED INDEXES

You use this option after the aforementioned statements. The program will extract which indexes are corrupt and will reorganize them all. This

## REORGANIZING

---

option will only be displayed on your screen when you have corrupted indexes.

You can reorganize the files regarding some modules. On your screen will then be displayed the option 'xxx files', e.g. 'PRO\* files'. The reorganization of such files is performed in the same way as is described in the paragraph REORGANIZING REMAINING/SINGLE FILES. You can also delete cancelled data.

• • • • • • •

## 17.1. REORGANIZING ALL FILES

With this option you reorganize all files.

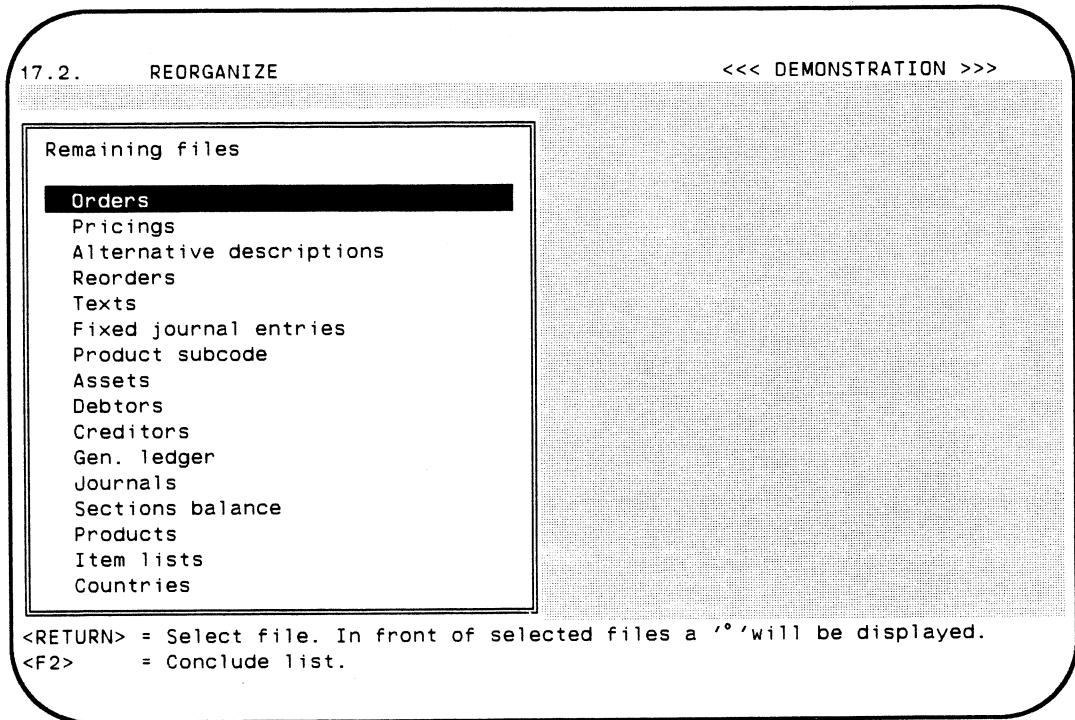
With this option you cannot delete cancelled data. This may be performed with the option REORGANIZING REMAINING FILES or SINGLE FILES.

# REORGANIZING

---

## 17.2. REORGANIZING REMAINING/SINGLE FILES

This option allows you to determine which files you want to reorganize. On your screen an overview of your files will be displayed.



*Screen 17.2. reorganization remaining/single files*

The program will only display the files belonging to the Administration number you were working in. Files other than the ones shown in the above screen may be displayed - dependant upon your situation.

When you have many files they can be spread over two or more screens. In that instance you can browse to the next screen. After you have selected a file by pressing **RETURN** the program will place a tick in front of the selected file and you can select another. When you have selected all files you want to reorganize, you press **F2** . The program will then prompt:



• • • • •

► **delete cancelled?**

When you reorganize in order to delete cancelled data, you enter "yes" here. When corrupted indexes are involved, cancelled data will not be deleted.

When you delete cancelled data, the file will be copied with the exception of the cancelled data. Only after the copying and reorganizing has succeeded will the old file be deleted. Temporarily, two Administrations will be in existence, so you need to have at least twice as much free space as the file to be reorganized normally occupies.

Progress of the reorganization is displayed.

Deleting is subject to restrictions. You can only delete cancelled data that is no longer used. The program will check this when Debtors, Creditors, general ledger accounts and products are concerned. When you cancel data, checks are also made.



## 17.3. REORGANIZING ALL CORRUPTED INDEXES

With this function you can reorganize the incorrect indexes. The program will ensure that all corrupt indexes will be reorganized.

This function is used when error statements have been displayed prompting for reorganization. Occasionally reorganizing is not sufficient, i.e. when after reorganizing you still get error messages regarding errors in B-boom or get the message you have to reorganize. The latest correct copy of your files has to be reloaded. When that copy has been made with the BACKUP SYSTEM, you have to restore it with BACKUP SYSTEM first as well.

## 18. URSA MAJOR UNDER MS WINDOWS 3.0

### INSTALLATION

WINDOWS 3.0 is a graphic user interface of Microsoft, which can be installed on a PC, XT, AT, 386, 486 or PS/2 computer, when it is working with MS-DOS or PC-DOS. This graphic interface has a strong resemblance to the graphic interface of OS/2, the Presentation Manager.

As Windows can support various hardware platforms (= type and level of processor), and not each platform offers the same options, there are a number of non-visible differences. The various options of windows are designated by the term 'mode'. Windows has 3 different kinds of 'mode':

1. The 'REAL' mode
2. The 'STANDARD' mode
3. The 'ENHANCED' mode

The minimum system requirements for windows are:

1. A PC with an Intel 8086 or 8088 and 640Kb RAM (XT).  
(Windows now works in 'Real' mode) or

A PC with an Intel 80286 and 1Mb RAM (AT).  
(Windows now works in 'Standard' mode, but can also work in 'Real' mode) or

A PC with an Intel 80386 or 80486 and 2Mb RAM.  
(Windows now works in 'Enhanced' mode, but can also work in 'Standard' or 'Real' mode).

2. MS-DOS or PC-DOS version 3.1 or up.
3. A hard disk with 6 to 8Mb free space.
4. A graphic screen (VGA, EGA etc..).
5. A mouse suited for Windows (not essential).
6. A printer suited for Windows (not essential).

Windows makes, like OS/2, high demands upon the capacity of a computer. The above mentioned minimum system requirements really are minimal. An AT e.g. with less than 1Mb RAM will make Windows boot in 'Real' mode

## **URSA MAJOR UNDER MS WINDOWS 3.0**

---

instead of 'Standard' mode.

In order to make good use of Windows, a PC with a 80286 and 3Mb RAM is not uncalled for. In order to utilize all options of Windows, a 80386 with 4Mb RAM and a fast hard disk is necessary. These requirements virtually conform to the minimum system requirements for the working of OS/2 2.0 Presentation Manager.

### **URSA MAJOR UNDER WINDOWS 3.0 ON A.....**

1. PC/XT 'Real' mode (8086, 8088).

Windows occupies too much memory in order to have URSA MAJOR working on a PC/XT with only 640Kb RAM.

2. PC/AT 'Standard' mode (80286).

It is possible to use URSA MAJOR applications on a PC/AT. The URSA MAJOR software can be booted once only under Windows in 'Standard' mode. The files may be placed on a network, but this does not co-operate with the module LAN-STER, so it is only possible to work upon a single-user basis.

3. PC/386 'Enhanced' mode (80386, 80486).

In this mode of Windows URSA MAJOR functions optimally. The software works in the multi-tasking environment and also co-operates with the module LAN-STER. When the files are placed on a network and the module LAN-STER has been installed, the module will function multi-tasking and multi-user under Windows. In this mode a maximum of 4 URSA MAJOR tasks can work simultaneously.

In view of the above, installation of URSA MAJOR software under windows is useful only on a 80286 or 80386 computer with sufficient RAM (4Mb RAM is reasonable) on which MS-DOS or PC-DOS version 3.1 or up is installed.

No additional URSA MAJOR software is needed. URSA MAJOR version G3 is delivered with everything necessary in order to make use of Windows.

Per task 50 files are open + 5 files for Windows itself. The maximum number of UM-tasks is 4 + 1 (Admin). So when you use 4 UM-tasks = 205 files + additional files for other simultaneously working programs. The maximum is 255.

# URSA MAJOR UNDER MS WINDOWS 3.0

---

## PROCEDURE

1. Install URSA MAJOR version G3 and test if everything has been installed correctly without the use of Windows. Make all programs in the URSA MAJOR software directory Read-Only. This can be done with the aid of the DOS command:

```
ATTRIB +R *.EXE
```

or, with another program (e.g. NORTON):

```
FA *.EXE /R+
```

This is necessary as Windows will otherwise during the loading of programs will not allow this to be performed more than once at a time.

*Be careful when executing an UM-UPDATE!. First make the .EXE programs Read-Write again.*

2. Copy the file UM.PIF from the URSA MAJOR program directory to the windows directory (default: COPY C:\UM\UM.PIF C:\WINDOWS).

3. Adjust the DOS boot-files 'Config.sys' and 'Autoexec.bat'; the program SHARE has to be loaded before Windows is booted. This program supports the joint use of files and 'record locks' on local hard disks. SHARE is necessary in order to use large DOS partitions ( > 32Mb ) on hard disks with DOS version 4.01.

SHARE can be loaded automatically by incorporating it in the 'Autoexec.bat'. Starting from DOS 4.01, SHARE can also be loaded by incorporating the statement:

```
INSTALL=C:\DOS\SHARE.EXE
```

in the 'Config.sys'. There are DOS versions which automatically try to load SHARE.EXE when there is a large DOS partition and no 'INSTALL=C:\DOS\SHARE.EXE' statement is present in the 'Config.sys'. This is the result of the fact that automatically SHARE.EXE will be searched in the COM-SPEC drive\directory.

Starting from DOS 3.3 and up, the command:

## URSA MAJOR UNDER MS WINDOWS 3.0

---

STACKS=0,0

Must also be incorporated in the 'Config.sys'. In the foregoing it is assumed a path to the DOS program directory already exists and that path being 'C:\DOS'. Now reboot the computer (CTRL + ALT + DEL) so the above mentioned changes will be executed.

4. Now boot Windows and execute the following changes:

- Edit UM.PIF in order to state the correct booting drive\directory of the URSA MAJOR software (default 'C:\UM'). The URSA MAJOR modules are delivered with an UM.PIF file. In the .PIF file the URSA MAJOR module data will be described for Windows in 'Enhanced' mode. This file also states the method of operation viz: whether URSA MAJOR has to work as full-screen or windowed application. The default is windowed application.

The key combination **ALT** + **G** has been selected as a default short-cut key combination. In order to change a .PIF file, you have to make use of the PIF-editor.

- Start the CONTROL-PANEL and select the 386 Enhanced adjustments. At the item 'Device contention' select the applicable printer port, e.g. LPT1, and at IDLE specify approximately 10 seconds.

- Make a new icon with the aid of the PROGRAM MANAGER in the GROUP NON-WINDOWS-APPLICATIONS. Select in the Menu Bar under File a NEW program item. Assign an appropriate description to it, e.g. 'URSA MAJOR version G3', and specify as command line the name 'UM.PIF'. Now you can select another program icon.

URSA MAJOR version G3 can now be booted by clicking twice in succession on the URSA MAJOR icon. In order to get, while working with another window application, the URSA MAJOR window in the foreground, you can use the short-cut key combination **ALT** + **G** .

Making use of a mouse in URSA MAJOR applications under Windows can only be done when the following requirements have been met:

1. The Microsoft mouse driver has been loaded before Windows is booted (not essential for windows).
2. The URSA MAJOR application is working full-screen.

# URSA MAJOR UNDER MS WINDOWS 3.0

---

## SUMMARY

- Install URSA MAJOR and test whether everything has been installed correctly without the use of Windows.
- Make the programs Read-Only, with the aid of:
  1. (DOS) ATTRIB +R \*.EXE or
  2. (NORTON) FA \*.EXE /R+
- Copy UM.PIF to C:\WINDOWS.
- Adjust the DOS booting files and reboot the computer (add SHARE.EXE and with DOS version 3.3 and up also add the STACKS=0,0 command).
- Boot windows and:
  1. Edit UM.PIF for the correct boot drive\directory of the URSA MAJOR software (use the PIF-Editor).
  2. Start the Control Panel and set a lower printer IDLE time (first select, in the menu for 386 Enhanced, at 'device contention' the correct printer port, e.g. LPT1).
  3. Create with the aid of the PROGRAM MANAGER an URSA MAJOR program icon (specify UM.PIF as command line name).

*Bufster cannot be used under Windows, as Windows wants to control the printers directly! When using Bufster and Windows, the machine will "hang" when something is printed !*





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**FINI-STER**  
**FINANCIAL INFORMATION SYSTEM**  
**DESCRIPTION PER FUNCTION**  
**VERSION G3**



---

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Each screen and report contains the name of the legal persona, who has obtained the exclusive User Right of the software. This User Right is valid only for 1 computer or 1 network at a time. The software may only be legitimately used by the legal persona the name of whom is displayed on the screens and reports. //UM911

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## PREFACE

You are currently reading the manual FINI-STER. This manual contains detailed descriptions of all functions available in the module. For a number of modules, several versions are available. These versions are distinguished by the number displayed after their name. In the module-manuals the versions with the highest number are described. When necessary, the difference between the various versions will be discussed. Reference is made to the general manual where the differences are discussed in detail in the chapter DIFFERENCE BETWEEN THE VARIOUS VERSIONS. It will be assumed that the contents of the general manual are known and understood, i.e. the matters under discussion in the general manual will not be discussed in the manual FINI-STER again, instead the chapter in question in the general manual will be referred to.

### ► **pagination**

The numbering of the paragraphs in the section DESCRIPTION PER FUNCTION is equal to that in the software. On the upper left side of your screen the number of the function you are working in will be displayed. This number corresponds to the paragraph number of the description per function in the manual.

On the bottom left side of each page of the manual you will see a code, e.g. 2.4. These figures relate to the paragraph number of the manual and are equal to the function number in the upper left side of the screen, so 2.4. means the description of function 2.4 in the manual.

All pages are numbered with a consecutive pagination, the so-called absolute pagination. The index refers to the absolute pagination.

There can be a difference between the numbering of the paragraphs in the manual and the function numbering in the software. In the menu ADMINISTRATION URSA MAJOR, the user ADMIN may have changed menus with the functions CHANGE MENU USER or CREATE/CHANGE PASSWORDS. In this instance the numbering will no longer correspond to the original.

### ► **demonstration files**

Demonstration files are delivered with the URSA MAJOR programs. These files have been used for the screens and checklists printed in this manual.

---

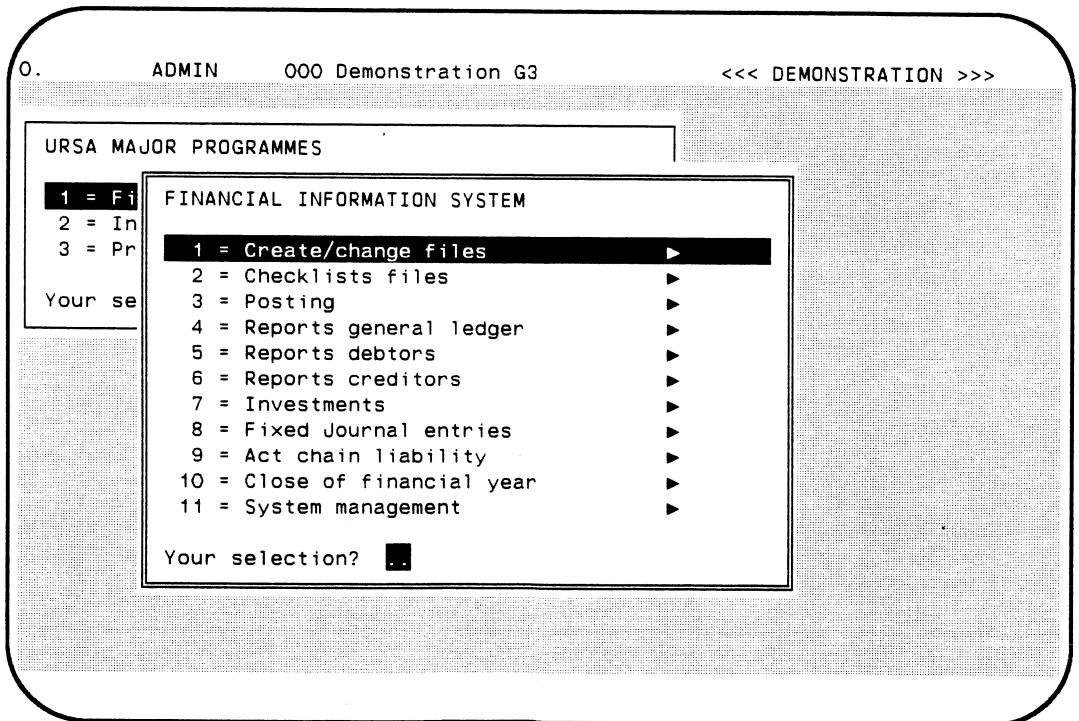
• • • • • • • •

► **network**

The URSA MAJOR programs may be used upon a single computer or single network. When you use a network, you always need LAN-STER in combination with another URSA MAJOR program. Working with a network causes no changes in the programs. Several management tasks will be added and the entry into the module and into some functions or files may change. Information relating to working with a network can be found in the module-manual of LAN-STER.

0. MAIN MENU

This is the main menu of FINI-STER. A number of options are displayed from which a selection may be made. Some options will lead directly to a program, whilst others may lead to a secondary menu. Where this is possible an arrow is displayed against the option. When selected, the secondary menu is displayed whereupon a further selection is made in order to enter a program. FINI-STER(3) has, apart from the options available in FINI-STER(2), some additional options, e.g. INVESTMENTS, FIXED JOURNAL ENTRIES and RATIOS.



Screen 0. main menu FINI-STER

The main menu of FINI-STER contains the following options:

- 1 CREATE/CHANGE FILES

# MAIN MENU

---

This menu allows for the maintenance of basic (master) files like e.g. the Debtors or Creditors file.

## 2 CHECKLISTS FILES

Via this menu you can make checklists of the basic files.

## 3 POSTING

Via this menu you can create/check/process postings. You can also correct incorrect postings.

## 4 REPORTS GENERAL LEDGER

Via this menu you can select various reports of the General ledger and review various balances.

## 5 REPORTS DEBTORS

This option leads to the Debtors Administration, of which you can obtain various reports. You can also create reminders.

## 6 REPORTS CREDITORS

This option leads to the Creditors Administration, of which you can obtain various reports. You can also make payments.

## 7 INVESTMENTS

## 8 FIXED JOURNAL ENTRIES

## 9 ACT CHAIN LIABILITY

## 10 CLOSE OF FINANCIAL YEAR

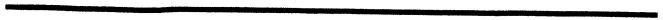
At the conclusion of the Financial year you can execute the close of year routine. By doing so you close the current financial year and bring down the opening balances for the start of the new financial year.

## 11 SYSTEM MANAGEMENT

Via this menu you can reach the options REORGANIZE FILES, INITIALIZE and MODULE OPERATION.

**CREATE/CHANGE FILES**

• • • • •

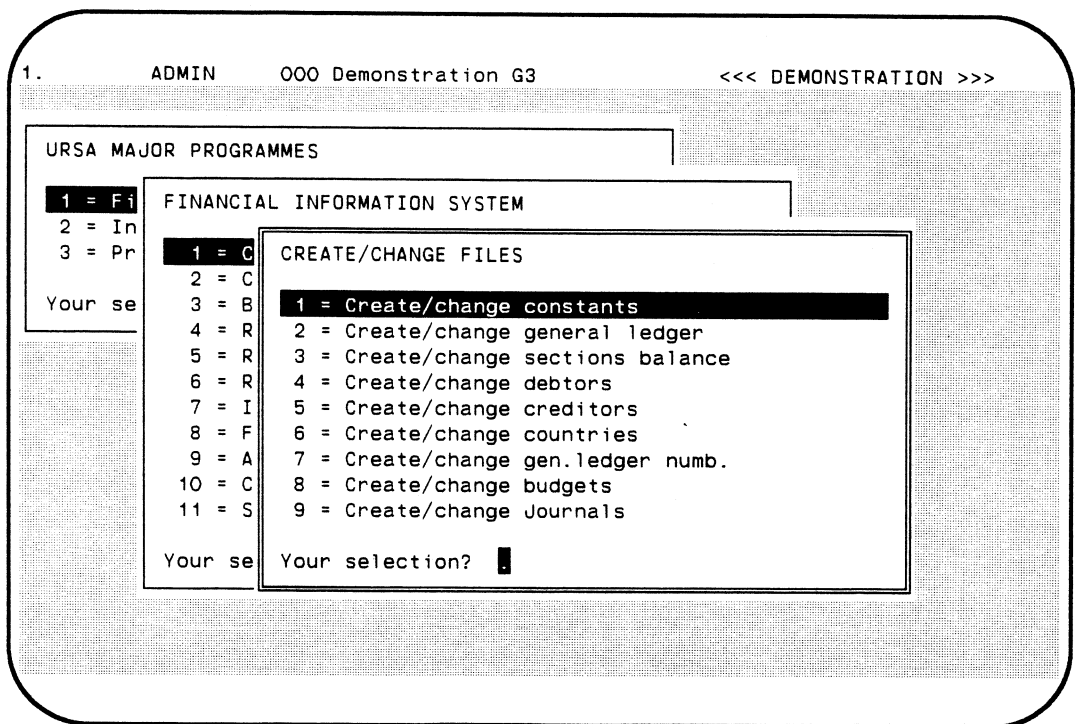






## 1. CREATE/CHANGE FILES

A file can be compared to a card index which contains part of your Administration, e.g. a Debtors file containing data on your Debtors. These files are the base of an Administration. The files are known as the basic or master files.



Screen 1. sub menu create/change files

You have the following options:

### 1 CREATE/CHANGE CONSTANTS

Via this function you can enter a number of Constants. These contain fixed data, used by many programs, e.g. the address of your company.

### 2 CREATE/CHANGE GENERAL LEDGER

## CREATE/CHANGE FILES

---

Via this function you can define the General ledger accounts codes. If you wish to use the Sections balance, this must be created prior to the creation of the General ledger.

### 3 CREATE/CHANGE SECTIONS BALANCE

Via this function you can create an alternate balance sheet and Profit and Loss account. This gives you more options for elucidation. In this balance sheet you are able to merge the General ledger accounts on 3 levels.

### 4 CREATE/CHANGE DEBTORS

Via this function you can create Debtors and change data regarding existing accounts.

### 5 CREATE/CHANGE CREDITORS

Via this function you can create Creditors and change data regarding existing accounts.

### 6 CREATE/CHANGE COUNTRIES

Via this function you can create and change data related to Countries, Currencies and Rates.

### 7 CREATE/CHANGE GENERAL LEDGER NUMBERS

In order to make a free division of the General ledger possible, the most important General ledger numbers and their descriptions have not been pre-coded. Via this function you can specify the numbers of the General ledger accounts that FINI-STER needs.

### 8 CREATE/CHANGE BUDGETS

Via this function you can create/change your Budget for a period.

### 9 CREATE/CHANGE JOURNALS

Via this function you can create new Journals or change data regarding existing ones.

When changes have been made to the master files it is advisable to print a checklist with the aid of the function CHECKLISTS FILES in order to verify the integrity of the entries.



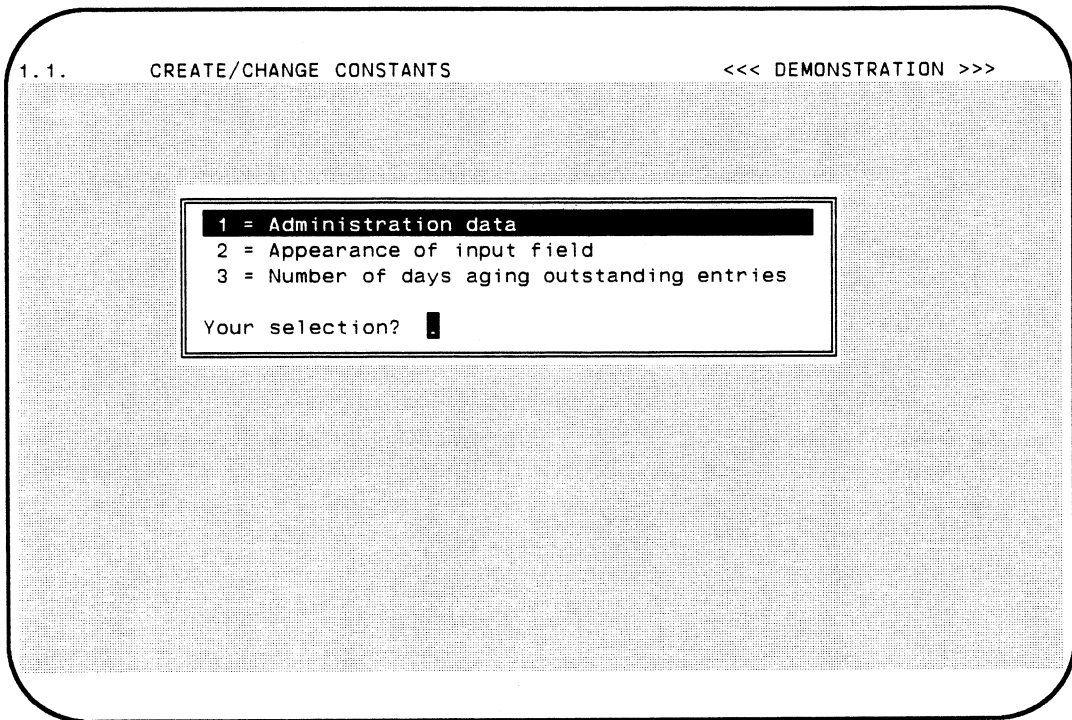
# CREATE/CHANGE FILES

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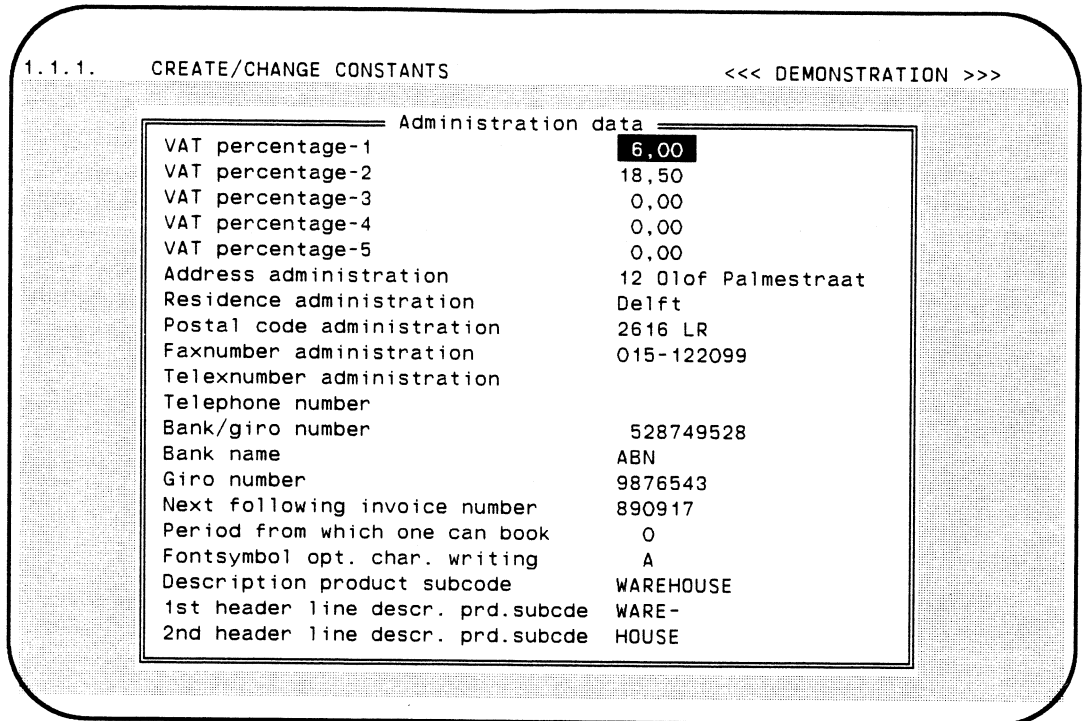
## 1.1. CREATE/CHANGE CONSTANTS

The Constants file incorporates fixed data used by various programs. A number of data elements used by many modules will have already been entered. These may be amended. For some modules, not all constants are of importance. The Constants must be created the first time you use FINI-STER.



*Screen 1.1. create/change Constants*

## 1.1.1. ADMINISTRATION DATA



Screen 1.1.1. Administration data

Data entry possibilities is discussed in order of appearance.

► **VAT-percentage (1-5)**

Here you can enter your VAT-percentages.

► **address administration**

Here you enter the address of this Administration. You also enter the house number.

► **residence administration**

Here you enter the residence of this Administration.

## CREATE/CHANGE FILES

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▶ **postal code administration**

Here you enter the postal code of this Administration.

▶ **fax number administration**

Here you enter the fax number of this Administration.

▶ **telex number administration**

Here you enter the telex number of this Administration.

▶ **telephone number administration**

Here you enter the telephone number of this Administration.

▶ **bank/giro number**

Here you enter the bank or giro number of your Administration. This number will be used during your Automatic payments. When you enter a bank number you can have the number checked in several modules by way of the 'eleven test'. When the 'eleven test' option is available in a module, you can switch it on/off with the function MODULE OPERATION.

▶ **bank name**

Here you enter the name of your bank.

▶ **giro number**

Here you enter the giro number of your Administration.

▶ **next available invoice number**

This number will be used in the invoicing system in order to number your invoices and thus preventing the occurrence of duplicate invoice numbers.

This number may be adjusted, you can e.g. set the invoice number to zero at the beginning of each new period, or start each monthly period with a new thousand.

• • • • •

- ▶ **posting period**

Here you enter a period number. You cannot post in periods with numbers lower than the number entered here. In this way you can conclude specific periods.

- ▶ **font symbol optically readable characters**

In FINI-STER you can have payment orders printed in optically readable characters with the function AUTOMATIC PAYMENTS. These orders can be read by a reading machine of the bank. There are several types of optically readable characters. That is why each form starts with a font symbol. The most commonly used are: P (= Pica), E (= Elite), A (= OCR-A, 10-pitch) and B (= OCR-B, 10-pitch). Read the guidelines of the bank/girocentral. You need to have your printer approved there.

- ▶ **description product subcode**

- ▶ **1st header description product subcode**

- ▶ **2nd header description product subcode**

# CREATE/CHANGE FILES

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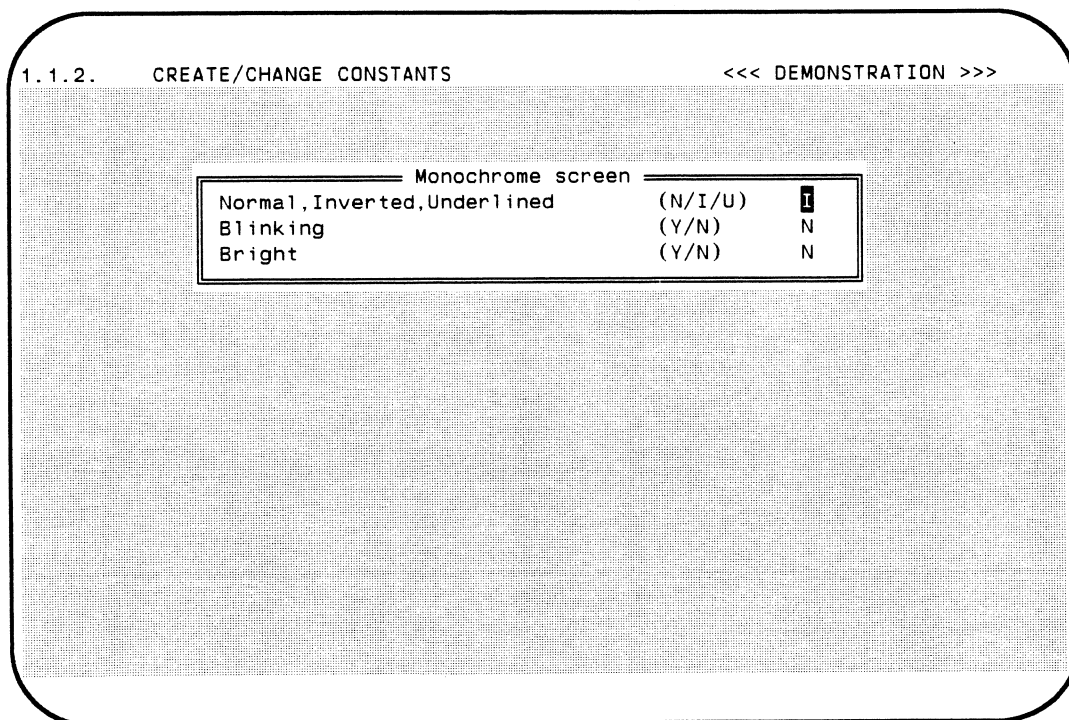


## 1.1.2. APPEARANCE ENTRY FIELD

With this option you can change the appearance of the entry field. You can also define the colour setting of the entry field if colour screens are in use. With the module EXTRA-STER you are able to define all colours (see manual EXTRA-STER).

In the URSA MAJOR modules you can to define the appearance of the fields. In order to make it even clearer in which field data can be entered, that particular field and the data contained in it can be indicated in various ways. You can specify data for a monochrome and a colour screen for each User.

Depending on your computer the setting for a monochrome or a colour screen will be prompted. Where a monochrome screen is used, the following screen will be displayed:



*Screen 1.1.2. change input files, monochrome screen*

A monochrome screen has one background-colour and one foreground-colour, e.g. black/white or grey/green. A setting has been entered in advance.



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You can amend this.

▶ **Normal, Inverted, Underlined (N/I/U)**

Normal is the default method in which data appears on the screen. Inverted means the background-colour and the foreground-colour are switched.

▶ **blinking (Y/N)**

You can combine blinking with any selection you make.

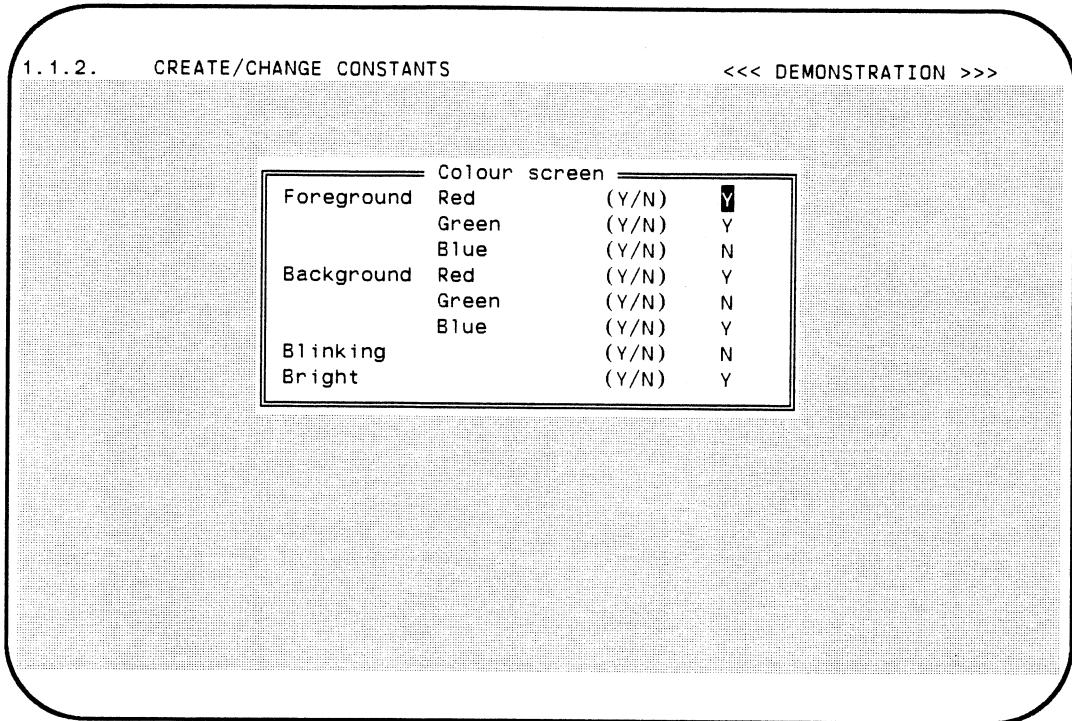
▶ **bright (Y/N)**

This is a method of indicating the entry field. When no data has been entered, the entry dots will be highlighted.

Next you see the screen in which you can enter the setting of a colour screen:

# CREATE/CHANGE FILES

---



Screen 1.1.2. change input files, colour screen

▶ **foreground colour (Y/N)**

Here you specify the colour or combination of colours you want to use for the characters. You get white characters by selecting red, green and blue simultaneously.

▶ **background colour (Y/N)**

▶ **blinking (Y/N)**

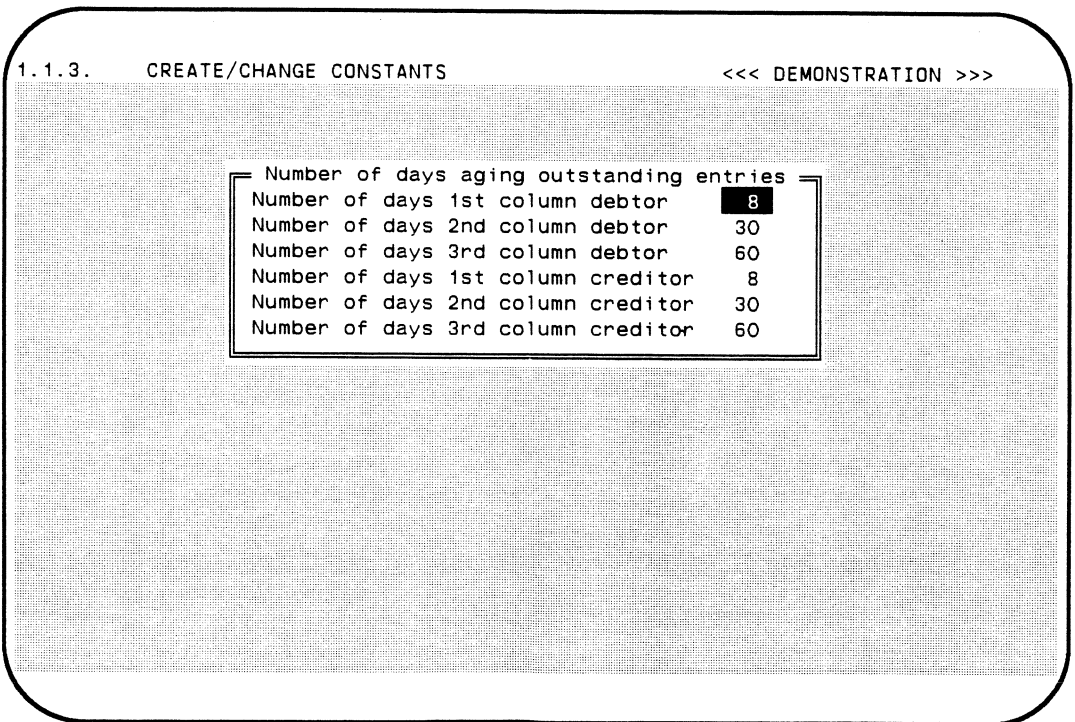
▶ **bright (Y/N)**

When you answer 'Y' here, the foreground colour of the input files will have greater intensity.

1.1.3. NUMBER OF DAYS AGING OUTSTANDING ENTRIES

With the Aging of outstanding entries you can, in the financial Administration for the Debtors and Creditors, break down the outstanding entries to the number of days outstanding. Each column will indicate how far the term of the outstanding entry has elapsed. Here you specify which break down you want to use in the outstanding entries.

You can specify or change the desired number of days. Ensure that the number of days in the first column is smaller than in the second, and the number in the second is, in its turn, smaller than the number you specify in the third.



Screen 1.1.3. create/change number of days aging outstanding entries

# CREATE/CHANGE FILES

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## 1.2. CREATE/CHANGE GENERAL LEDGER

The General ledger is the heart of the financial Administration. All postings are processed from the Journals into the General ledger accounts. From the General ledger the balances will be calculated. If the General ledger has not been created posting of Journals is not possible.

The arrangement of the General ledger is User orientated. It is important that you arrange the General ledger systematically. Keep account numbers available for any additional accounts you might want to add later on.

You can create new General ledger accounts, change data on General ledger accounts and delete accounts you no longer use (also see category 'cancelled Y/N').

*Before you execute this function, it is advisable to read the following text thoroughly and set up a General ledger Chart of Accounts. If necessary consult your Accountant.*

When you use the Sections balance in FINI-STER you have to create that prior to executing this function.

FINI-STER will first prompt for a General ledger account number. You can browse on number and name (refer to the general manual, chapter SEARCH AND BROWSE).

### ► **account number**

There is a distinction between the various types of accounts:

- regular accounts

Postings take place on regular accounts. These accounts always end with two digits between '00' and '98'.

- collective accounts

Collective accounts show totals. They always end on '99'. The total of the accounts between two consecutive '99' accounts are printed on these. The '99' accounts are used with the Balance Sheet and Profit and Loss account in MINI-STER and FINI-STER. FINI-STER has

the option of creating a Comprised sections balance apart from or instead of the standard balance. In a Sections balance you have extensive totalisation options, for which you do not need the '99' accounts. These accounts will therefore be ignored in the Sections balance.

You can never post on collective accounts.

- general ledger account unknown account

General ledger account no. 1 will be created automatically in FINI-STER. You never post on this account. Postings are made on this account which are meant for General ledger accounts no longer in existence. A detailed description of unknown accounts can be found at the end of this chapter.

For the General ledger account number, 6 positions are available. The account number lies between 2 and 999999. You can add/delete account numbers, but you cannot change them.

When you have a multiple star version of the module, you can also create/change General ledger accounts during the functions where a General ledger account is called for. The same categories which will be prompted here will then also be prompted, with the exception of 'cancelled Y/N'.

# CREATE/CHANGE FILES

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1.2. CREATE/CHANGE GENERAL LEDGER <<< DEMONSTRATION >>>

Account number 210

Name	Inventory Office
Condensed (Y/N)	N
Balance/profit-and loss (B/P)	B
Code foreign currency	
Debit section	1
sub section	1
category	2
Credit section	1
sub section	1
category	2
Cancelled (Y/N)	N

Screen 1.2. create/change General ledger

► **name**

You can choose a name for the General ledger freely. On the balance, the text 'total' will always be displayed in front of the name of the '99' accounts, so you do not have to incorporate that indication in the name. In the URSA MAJOR modules you can make checklists in sequence of name. You can search on number and name in various places, e.g. whilst posting in the financial administration.

► **condensed**

With uncondensed accounts each posting is displayed separately on the General ledger card. With some accounts however you are merely interested in the balances per processing run and not in all separate postings. You have to condense these accounts. Condensing is useful when the separate posting are unnecessary, e.g. postings in a sub administration at Debtors and Creditors.

So you condense the General ledger accounts:

- Debtors
- Creditors

And often the following General ledger accounts as well:

- Cash
- Bank
- Giro

► **balance account or profit- and loss account**

You can make a distinction between Balance accounts and Profit and Loss accounts. The latter are aiding accounts of the balance account Capital. During the conclusion of the year, the balances of the balance accounts are adopted in the new opening balance sheet; you can also set them to 0. The balances of the Profit and Loss accounts are always set to 0. Before you enter the General ledger you have to be aware of the difference between Balance entries and Profit and Loss entries. We strongly recommend you do not change the characteristic of a General ledger account in the course of a financial year, i.e. not to change a balance account into a profit and loss account and vice versa.

► **code foreign currency**

When the module VALU-STER is also installed, FINI-STER will prompt for the foreign currency code for this General ledger account. You have to specify an existing code. You can enter these codes in the function CREATE/CHANGE COUNTRIES. When you specify a foreign currency code here, postings on this account will be made in that currency.

After the processing of the transactions you will be able to view the amounts on the outstanding entries report and the historical reports in foreign currency as well as guilders. When however you post on a General ledger account for which no foreign currency has been created during CREATE/CHANGE GENERAL LEDGER ACCOUNTS, the amounts on these reports will be displayed in guilders only.

*For each account you can specify one type of currency. This can be used e.g. for bank accounts in foreign currency. You cannot change this.*

# CREATE/CHANGE FILES

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## ARRANGEMENT IN SECTIONS

FINI-STER will inquire in which section of the Sections balance this General ledger account will be totalized. You will find a more extensive explanation on the Sections balance in the chapter SECTIONS BALANCE.

The Sections balance is an additional option in FINI-STER of which you need not make use. You can also make do with just the standard balance. In that case you press **RETURN** for each General ledger account at debit section and credit section.

Each General ledger account which has to be printed on the Sections balance has to have a section number. Accounts without a section number will not appear on the Sections balance. The same applies to totalization accounts, ending on '99'.

The arrangement in sections offers you the possibility to create various balances. You can break down the balance in 3 levels. Sections are subdivided in subsections and the subsections are subdivided in categories. The subdivisions depend on the arrangement of the Sections balance, which you specify in the function CREATE/CHANGE SECTIONS BALANCE. Ensure that you have laid down this arrangement before you execute this function. You can adjust the Sections balance at any given moment; you then have to adjust this in both functions. While entering, a check will be made whether the stated (sub)section and category exist.

During the printing of the Sections balance, FINI-STER determines whether the balance will be printed at the debit or the credit category. When the balance is debit, it will be printed at the debit category. As a result you can e.g., depending on the balance of the bank account, have this account printed at 'liquid resources' or 'short-term loan capital'.

FINI-STER will prompt for each General ledger account, where it has to be totalized. The stated section or category has to be in existence.

### ► **debit section**

Here you state in which balance section the debit amount of this account will be placed. FINI-STER keeps a continuous check on the existence of the specified number.

### ► **debit subsection**

You use the subsection number in order to subdivide the above section. The subsection must also be in existence.



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- ▶ **debit category**

The category is a subdivision of the subsection; this has to have been created in the Sections balance already.

- ▶ **credit section**
- ▶ **credit subsection**
- ▶ **credit category**

Before you can have a General ledger account cancelled, you have to set all these references to 0 first.

- ▶ **cancelled (Y/N)**

You can have a General ledger account cancelled by entering 'Y' here. 'By default N' is entered.

It is not possible to delete a General ledger account on which postings have been made. You have to generate the historical report first and next clear it. The Journal may not contain any transactions and the account you want to delete may not refer to the Sections balance. You have to take the following steps:

- Ensure that there are no more balances.
- Make sure there are no more Journal transactions.
- Clear the historical report.
- Execute final close of financial year.
- Remove the General ledger account from the Budget (not essential).
- Delete old balance data.
- Set account to 'cancelled Y' (you can no longer book on this account).
- Reorganize single/remaining files with the option 'delete cancelled Y'.

### **unknown account**

During INITIALIZE, General ledger account no. 1 is created by default for 'unknown accounts'. Postings for which the account number is no longer available are placed on this account. In the modules for financial administration you can never enter a transaction for a non-existent account number, as the module performs an existence check. In some cases you can only post to a non-existent account number, e.g. when you use a module which creates transactions for the financial administration.

You normally check the transactions with the aid of checklists. In this way you

## CREATE/CHANGE FILES

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can find out whether an account number is missing.

In most modules you cannot change the characteristics of this account. In FINI-STER you can specify in which section of the Sections balance this account will be totalized.

Next you have to execute the function CREATE/CHANGE GENERAL LEDGER NUMBERS. When you do not, you cannot enter transactions in the financial administration.

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### 1.3. SECTIONS BALANCE

This function allows for the set up of a Sections balance. You need not execute this function when the regular Balance, Profit and Loss account are sufficient in your case. With the Sections balance you can conform to the 4th EEC directive.

The Sections balance offers you more extensive totalization options than the regular Balance, Profit and Loss account. You can totalize accounts without restrictions and you can add your own text. You can totalize in 3 levels.

Non-consecutive accounts can still be totalized in the same category or section of the Sections balance. The debit and credit amount of an account can be divided over different balance sections. E.g. the account BANK can be differentiated to e.g. the balance sub sections 'short-term loan capital' and 'liquid resources'.

You have to set up a General ledger Chart of Accounts prior to the execution of this function. When you do not have sufficient accounting experience it is advisable to seek help from your Accountant.

You can set up a Chart of Accounts in one of two ways, the first one being the most surveyable:

- 1 - Commence from the final Sections balance; from there break down sections to sub sections and categories, and next decide which General ledger account numbers from your arrangement of accounts belong where.
- 2 - Commence from the General ledger accounts as they are present in the General ledger Chart of Accounts, and totalize those on increasing levels.

The structure of the Sections balance from the arrangement of accounts resembles a number of pyramids: on the highest level there is a section with a number of sub sections. Under each sub section there are 1 or more categories. In each category 1 or more General ledger accounts are totalized. You can opt for the General ledger accounts and the descriptions to be printed on the balance itself. The way of entry is linked to this subdivision in balance sections.

First you enter the Sections balance and then the General ledger. This is the quickest order. You may also enter the Sections balance later on, but the sections must already be in existence before the references at CREATE/CHANGE GENERAL LEDGER can be entered.

# CREATE/CHANGE FILES

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1.3. CREATE/CHANGE SECTIONS BALANCE <<< DEMONSTRATION >>>

Section number	2
Description	Profit & Loss Account
Cancelled (Y/N)	N

Sub section number	1
Description	Operating Expenses
Cancelled (Y/N)	N

Category number	3
Description	Depreciation
Cancelled (Y/N)	<input checked="" type="checkbox"/>

Screen 1.3: create/change Sections balance

► **section number**

You can use the numbers 1 to 255. After the section number, you enter the corresponding description. 25 positions have been reserved for that description. Next the cursor will move to the prompt 'cancelled Y/N'. You cannot cancel a section which still contains sub sections: you have to clear all lower levels first.

► **sub section number**

You enter the sub section in the same way as the section. The numbers you use are independent on the section numbers. Next the cursor will move to the prompt 'cancelled Y/N'. You cannot cancel a sub section that still contains categories. When you press **ENTER** at sub section, no categories will be prompted.

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▶ **category number**

The category is usually the lowest level which appears on the Sections balance. If you wish, you can get the separate accounts on the balance by stating, while printing the Sections balance, that the separate accounts have to be differentiated on the balance. After you have entered the first category number and description, the cursor will move to the prompt 'cancelled Y/N'. Next you can enter another category number. In this way you enter all category numbers belonging to the specified sub section. When you have finished you press **ESCAPE** . You will move one level back, so to the sub section, where you can enter the next sub section number with description. You will then again move one level down to the category number. When you do not want to enter more sub sections for a particular section you press **ESCAPE** .

▶ **cancelled (Y/N)**

After each entered number and description you can specify 'cancelled Y/N'. You can only cancel numbers of which all lower levels are empty. At category numbers a check will be made to ensure that there are no more General ledger accounts which are totalized in that particular category.

# CREATE/CHANGE FILES

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## 1.4. CREATE/CHANGE DEBTORS

This function allows for the creation, amendment and deletion of Debtors.

The following category will appear on your screen:

► **debtor number**

Here you can enter new numbers as well as existing ones. You can also search and browse on number and name (refer to the chapter SEARCH AND BROWSE in the general manual).

- new Debtor numbers

When you create a new Debtor number you can enter all corresponding data.

- existing Debtor numbers

When an existing Debtor number is entered, all corresponding data will appear on screen.

6 positions are available for the Debtor number. During INITIALIZE, Debtor number no. 1 has been created for the unknown Debtor. You may never post to this number.

You can use several Debtor accounts in your General ledger (refer to paragraph CREATE/CHANGE GENERAL LEDGER NUMBERS, category 'additional Debtors 1 to 9). If you wish to utilize additional Debtor accounts you have to take these into consideration when designating numbers to your Debtors.

After you have entered the Debtor number the following screen will appear:

1.4. CREATE/CHANGE DEBTORS <<< DEMONSTRATION >>>

Debtor number 1104

Name	Mammoth Office installations
Attention of	Mr. W. Stationery
Address	203 Loolaan
Postal code	3072 RT
Residence	Utrecht
Telephone	030-754435
Fax	
Referring debtor	1105
Country code	
Bank-/giro number	237895520
Type of debtor	101
Credit limit	150000,00
Due days	15
Reminder-code	11
Selection code	10
Discount percentage	7,50
Price category (<25000)	0
Code altern. description	10

Screen 1.4. create/change Debtors

A number of the categories discussed hereafter will only appear when you use the corresponding modules. You can enter the following:

► **name**

Your modules contain two types of Debtor reports, a report by number and a report by name. For the latter the Debtors are arranged alphabetically. No distinction will be made between uppercase and lowercase. This means that e.g. 'de graaf', 'DE GRAAF' and 'DE GRAAFSCHAP' are placed together and these names will be placed before 'DE GRAAG'. If you want to locate this Debtor on alphabetic lists etc. under the header of the letter 'G', you have to enter a @ after 'de' and before the actual name. So you enter e.g. 'De @Graafschap". On your reports, invoices, payment reminders etc. the @ will not appear, there 'De Graafschap' will be printed.

In some modules the Debtor name is displayed in order to check whether you have entered the correct Debtor number. Usually only the

## CREATE/CHANGE FILES

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first 20 positions of the Debtor name will be printed.

- ▶ **attention of**
- ▶ **address**
- ▶ **postal code**
- ▶ **residence**
- ▶ **telephone**
- ▶ **fax**
- ▶ **referring Debtor**

The use of a referring Debtor is useful in invoicing modules, (e.g. FA-STER/MA-STER). The delivery address and the invoice address can differ. This is the case with purchasing organizations or large companies consisting of fairly independent departments. You can use this option wherever the delivery and invoice addresses differ.

The referring Debtor, a.k.a. the invoice Debtor, is the Debtor to whom the invoice is sent. FINI-STER checks whether the Debtor exists. Before you can refer to him, he has to be adopted in the Debtors file. The referring Debtor can differ from the Debtor to whom the goods or services have to be sent. The latter is not an actual Debtor, but a delivery address.

- **Example:**

You sell goods to a chain of shops. The head office makes the orders and payments, but the goods are delivered to the separate branches. The branch office manager is the 'Debtor', the head office is the 'referring Debtor'.

During MODULE OPERATION you can specify whether the invoice amount has to be posted to the referring Debtor. This determines at which Debtor the outstanding entry will be posted and thus who will receive the reminder.



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► **country code**

The country code is a code consisting of 3 positions in which you can specify the Debtors place of residence. When you enter the country code, the VAT calculation in order and invoicing modules (OE-STER, FA-STER, MA-STER) will change. Dutch Debtors do not get a country code. The code you enter here has to be entered in the function CREATE/CHANGE COUNTRIES. There you will find a further explanation on the encoding of countries.

► **bank/giro number**

The bank/giro number of the Debtor will be used in the modules FA-STER and MA-STER for the creation of giro collection cards and in INCA-STER for the automatic collection of outstanding entries.

FINI-STER regards all entered numbers consisting of 9 positions or more as bank numbers. Shorter numbers will be regarded as giro numbers.

You can have the bank numbers checked with the aid of the 'eleven test'. This is a method which the banks use in order to detect the switching of numbers. Lately the new bank numbers no longer conform to the 'eleven test'. N.B.: during automatic collection, only bank numbers conforming to the 'eleven test' will be accepted.

When your module contains the 'eleven test option' you can implement it with the function MODULE OPERATION.

*When you implement the 'eleven test', you cannot enter account numbers which do not conform to it.*

► **type of Debtor**

You can subdivide your Debtors into categories, e.g. the category 'Branch'. The subdivision is free and will be printed on the checklist Debtors. Besides this the code will be used in STAT-STER and sections of MA-STER and INCA-STER.

## CREATE/CHANGE FILES

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### ► **credit restriction**

The credit restriction is the maximum amount a Debtor is allowed to have outstanding. The use of credit restriction is useful with a combination of a module for order administration (e.g. OE-STER or MA-STER). During the acceptance of orders the credit restriction will be used in order to decide whether it is still possible to deliver a new order to a particular Debtor. While entering orders, only the credit restriction of the Debtor via whom the financial settlement of the orders takes place will be taken into account (see referring Debtor).

*In order to make good use of the credit restriction you have to process your transactions regularly in the financial administration.*

When you have many unprocessed transactions, it is possible for a Debtor to have exceeded the credit restriction, while in the module it has not yet been apportioned.

### ► **due days after invoice date**

Here you specify after which term the Debtor has to pay. You make use of this with payment reminders in FINI-STER(2) and FINI-STER(3).

### ► **reminder code**

In FINI-STER you can send reminders to your Debtors. 9 different reminder layouts are possible, these can be adjusted to the 'quality' of the Debtor, i.e. with the reminder code you can designate the 'quality' of a Debtor. In the multiple-star versions you can select a friendly reminder for your best customers and a direct dunning letter for the worse Debtors, even when their term of payment has been long overdue. You can also use the reminder code in order to state the nationality of a Debtor.

### ► **selection code**

With the selection code you can make a subdivision of your Debtors, e.g. into district.

With this subdivision you can print e.g. packing records for Debtors in a

particular area or country with a packing record layout in the language of that country (MA-STER).

▶ **percentage discount**

The discount percentage is used in e.g. FA-STER, OE-STER and MA-STER.

This percentage is superfluous when you only use a financial administration system.

▶ **price category**

The price category can be entered when you make use of the Pricing system (PRIE-STER or MA-STER). You can subdivide Debtors into groups with which an equal pricing has been made. Here you can enter in which group a Debtor belongs. In PRIE-STER or MA-STER the pricing is entered per Product or per line of Product for each price category. For a detailed description, refer to the manuals PRIE-STER or MA-STER, paragraph CREATE/CHANGE PRICING.

▶ **code alternative description**

The code alternative description is of importance when you use FA-STER, OE-STER or MA-STER. You can give a specific description to your Product for your customer, e.g. the Product description in a different language or according to the customers' Product encoding. In this way you can e.g. store the

English Product names of each Product under alternative description '10'. Then when you enter '10' here, the English descriptions will be displayed on the invoice for this Debtor. For a further description, refer to paragraph CREATE/CHANGE ALTERNATIVE DESCRIPTIONS in the manuals MA-STER, FA-STER or OE-STER.

▶ **cancelled (Y/N)**

A Debtor can only be 'cancelled' when there are no more unprocessed transactions regarding this Debtor in the Journals of both financial years. Neither may there be any outstanding entries or historical transactions for the Debtor in question.

## CREATE/CHANGE FILES

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*When you want to 'cancel' a Debtor, no Journal transactions may be in existence at all, other Debtors or Creditors included.*

A 'cancelled' Debtor will not be immediately removed from the system, but will only be marked as having been cancelled. You can actually delete cancelled Debtors by executing the function

REORGANIZE SINGLE/REMAINING FILES and there opt for 'delete cancelled Y'. You have to execute this function regularly.

A 'cancelled' Debtor that has not yet been deleted with the aid of reorganizing is protected against new postings. While browsing during posting you will get an indication of 'cancelled' instead of the name.

When you have a multiple-star version of the module you can, in all functions of the URSA MAJOR modules where a Debtor is required, immediately create a Debtor or, by pressing **F5** , call in the data entered here and change it. You will then get the same categories as have been discussed here, with the exception of the category 'cancelled Y/N'.

Where the module EXTRA-STER is installed, you can add a maximum of four so called 'free categories' to your Debtors file. These free categories will then also be prompted in this function, before the category 'cancelled Y/N'.

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## 1.5. CREATE/CHANGE CREDITORS

This function allows for the creation, amendment and deletion of Creditors.

The following category will appear on your screen:

▶ **creditor number**

Here you can enter new numbers as well as existing ones. You can also search and browse on number and name (refer to chapter SEARCH AND BROWSE in the general manual).

- new Creditor numbers

When you enter a new Creditor number you can enter all corresponding data.

- existing Creditor numbers

When an existing Creditor number is entered, all corresponding data will appear on screen.

6 positions are available for the Creditor number. During INITIALIZE, Creditor number no. 1 has been created for the unknown Creditor. This code number is used for postings or invoices that have been made for non-existent Creditors. You never post directly to this number yourself.

You can use several Creditor accounts in your General ledger (refer to paragraph CREATE/CHANGE GENERAL LEDGER NUMBERS, category 'additional Creditors 1 up to 9). If you wish to utilize additional Creditor accounts you have to take these into consideration when designating numbers to your Creditors.

After you have entered the Creditor number the following screen will appear:

# CREATE/CHANGE FILES

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1.5. CREATE/CHANGE CREDITORS <<< DEMONSTRATION >>>

Creditor number 3000

Name	Gander and Goslings Netherlands B.V.
Attention of	Dep. Parcelmail
Address	136 Binckhorstlaan
Postal code	1604 JD
Residence	's-Gravenhage
Telephone	070-3757575
Fax	070-3757500
Country code	
Bank-/giro number 1	631336443
Bank-/giro number 2	674674
Bank name	AMRO
Selection code	10
Type of creditor	2
Cancelled (Y/N)	N

Screen 1.5. create/change Creditors

A number of the categories discussed hereafter will only appear when you use the corresponding modules. You can enter the following:

► **name**

Your modules contain two types of Creditor reports, a report by number and a report by name. For the latter the Creditors are arranged alphabetically. No distinction will be made between uppercase and lowercase characters. This means that e.g. 'the duke', 'DE GRAAF' and 'DE GRAAFSCHAP' are placed together and these names will be placed before 'DE GRAAF'. If you want to locate this Creditor on an alphabetic list etc. under the header of the letter 'G', you have to enter a @ after 'de' and before the actual name. So you enter e.g. 'De @graafschap'. On your reports, labels, reorder forms etc. the @ will not appear, there 'De Graafschap' will be printed.

In some modules the Creditor name is displayed in order to check whether you have entered the correct Creditor number, e.g. during the

function ENTER TRANSACTIONS. Usually only the first 20 positions of the Creditor name will be printed.

- ▶ **attention of**
- ▶ **address**
- ▶ **postal code**
- ▶ **residence**
- ▶ **telephone**
- ▶ **fax**
- ▶ **country code**

The country code is a code consisting of 3 positions in which you can specify the Creditors place of residence. The code you enter here has to be entered in the function CREATE/CHANGE COUNTRIES. There you will find a further explanation on the encoding of countries.

- ▶ **bank/giro number 1/2**

Here you can enter the bank/giro number of the Creditor. FINI-STER regards all entered numbers consisting of 9 positions or more as bank numbers. Shorter numbers will be regarded as giro numbers. When you have entered a bank number as first number and in the function AUTOMATIC PAYMENTS you opt for payments to the Postbank, FINI-STER will regard the second number you enter here as the postgiro number of your bank.

You can have the bank numbers checked with the aid of the 'eleven test'. This is a method which the banks use in order to detect the switching of numbers. Lately the new bank numbers no longer conform to the 'eleven test'. N.B.: during automatic collection, only bank numbers conforming to the 'eleven test' will be accepted.

When your module contains the 'eleven test option' you can implement it with the function MODULE OPERATION.

## CREATE/CHANGE FILES

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*When you implement the 'eleven test', you cannot enter account numbers which do not conform to it.*

▶ **bank name**

The bank name of the Creditor will be used in the function AUTOMATIC PAYMENTS in FINI-STER.

▶ **selection code**

With the selection code you can make a subdivision of your Creditors, e.g. into district.

▶ **type of Creditor**

You can subdivide your Creditors into categories, e.g. the category 'Branch'. The subdivision is free and will be printed on the checklist Creditors.

▶ **cancelled (Y/N)**

A Creditor can only be 'cancelled' when there are no more unprocessed transactions regarding this Creditor in the Journals of both financial years. Neither may there be any outstanding entries or historical transactions for the Creditor in question.

*When you want to 'cancel' a Creditor, no Journal transactions may be in existence at all, other Creditors or Debtors included.*

A 'cancelled' Creditor will not be immediately removed from the system, but will only be marked as having been cancelled. You can actually delete cancelled Creditors by executing the function REORGANIZE SINGLE/REMAINING FILES and there opt for 'delete cancelled Y'. You have to execute this function regularly.



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A 'cancelled' Creditor that has not yet been deleted with the aid of reorganizing is protected against new postings. While browsing during posting you will get an indication of 'cancelled' instead of the name.

When you have a multiple-star version of the module you can, in all functions of the URSA MAJOR modules where a Creditor is required, immediately create a Creditor or, by pressing **F5** , call in the data entered here and change it. You will then get the same categories as have been discussed here, with the exception of the category 'cancelled Y/N'.

Where the module EXTRA-STER is installed, you can add a maximum of four so called 'free categories' to your Creditors file. These free categories will then also be prompted in this function, before the category 'cancelled Y/N'.

# CREATE/CHANGE FILES

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## 1.6. CREATE/CHANGE COUNTRIES

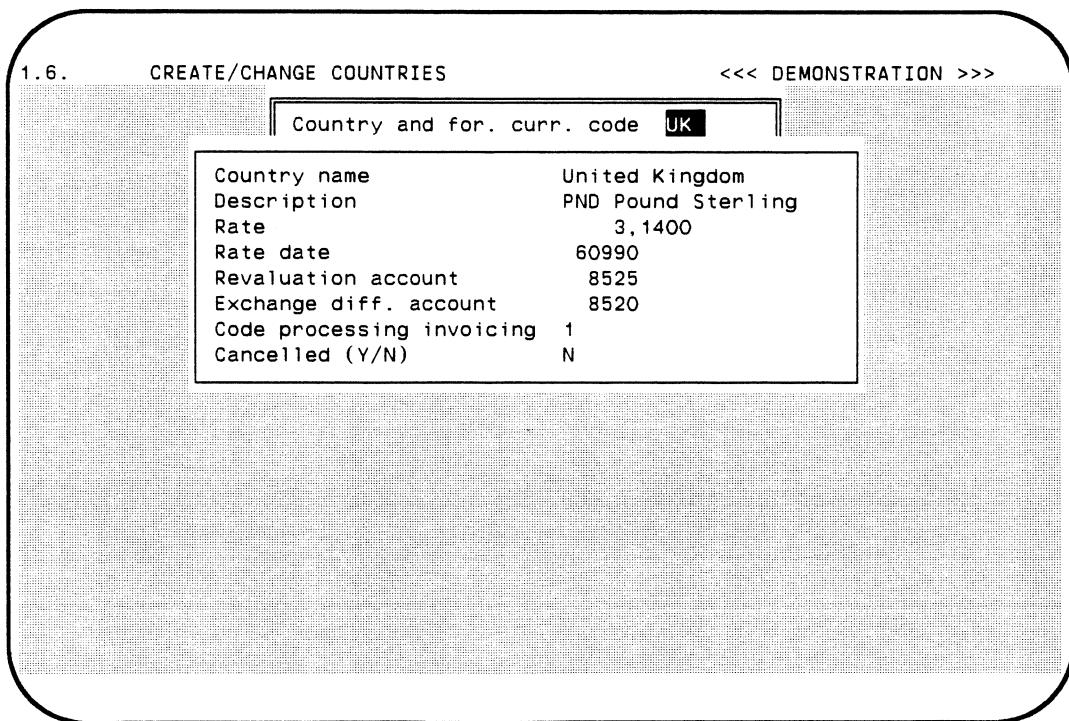
With this function you can create and change the Countries where your Debtors and Creditors reside.

First FINI-STER will prompt for:

► **country and foreign currency code.**

Here you can specify a code of 3 positions. Numbers as well as letters may be used. You can search and browse (refer to general manual, chapter SEARCH AND BROWSE).

The following screen is displayed:



*Screen 1.6. create/change Countries*

When you have entered an existing Country and foreign currency code the entered data will appear on the screen. You can change these. The following categories will be prompted:

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- ▶ **country name**

- ▶ **description**

Here you can enter a description of the foreign currency code, e.g. Pound Sterling or PDS. You can have the first 3 positions of this description printed on orders, invoices and payment reminders.

- ▶ **rate**

Here you enter the money equivalent in guilders of 1 monetary unit. The rate will be determined starting from the moment of entry, i.e. you have to adjust it just prior to entering invoice lines. During the function ENTER/CHANGE TRANSACTIONS in the menu POSTING in the financial administration you can also adjust the rate if need be. Whether this can be done or not can be determined per Journal with the function CREATE/CHANGE JOURNALS. With invoices you can state in the function MODULE OPERATION whether the rate of the entry date or the rate of the printing date has to be used.

- ▶ **rate date**

Here you enter the date on which you have determined the rate.

- ▶ **revaluation account**

Here you enter the account to which revaluation differences have to be written. When your Debtors have outstanding entries for quite some time, the rate may have changed. With the function REVALUATION in the foreign currency module VALU-STER you can recalculate the amount of these outstanding entries. Differences will then be posted to this account.

- ▶ **rate differences account**

Here you enter the account on which payment differences as a result of rate changes have to be posted.

- ▶ **code processing invoicing**

With a code processing invoicing you can indicate the method of invoicing. This is of importance only when you also have an invoicing module (FA-STER/MA-STER) installed. For the code you can use the numbers 1 to 4. These have the following meaning:

## CREATE/CHANGE FILES

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- 1

Invoicing will take place in guilders and no VAT will be calculated. This option can also be used with foreign customers when no VAT may be calculated.

- 2

Invoicing will take place in foreign currency. The price of the product will be stated in guilders. No VAT will be calculated.

- 3

Invoicing will take place in foreign currency. The price of the Product will also be stated in that foreign currency. No VAT will be calculated. The use of pricing (PRIE-STER or MA-STER) is advisable.

- 4

Invoicing will take place in the foreign currency. The price of the Product will also be specified in that foreign currency. (Foreign) VAT will be calculated. The program determines a new VAT-code by adding two to the product VAT-code, i.e. when the product has VAT-code 1, it will become VAT-code 3. The percentages corresponding to such a VAT-code must have been created with the function CREATE/CHANGE CONSTANTS.

### ► **cancelled (Y/N)**

A 'cancelled' Country and foreign currency code will not be immediately removed from the system, but will only be marked as having been cancelled. You can actually delete cancelled codes by executing the function REORGANIZE FILES. You have to execute this function regularly.

When you work with foreign currency you need the program VALU-STER. You can then also work with foreign currencies in the financial and purchase programs (FINI-STER/ MINI-STER/ HAM-STER/ MA-STER). Only purchase registration programs (OE-STER/FA-STER) can work directly with foreign currency. Posting to the financial administration will however take place in guilders only when the module VALU-STER is not present.

When you have a multiple-star version of the module you can, in all functions of the URSA MAJOR modules where a Country or foreign currency code is required, immediately create a code or, by pressing **F5**, call in the data entered here and change it. You will get the same categories as have been

## CREATE/CHANGE FILES

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discussed here, with the exception of the category 'cancelled Y/N'.

## CREATE/CHANGE FILES

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### 1.7. CREATE/CHANGE GENERAL LEDGER NUMBERS

URSA MAJOR programs offer you the freedom to choose the numbering and naming conventions of the General ledger accounts at will. You can e.g. give a sales-VAT account the description 'VAT' as well as 'turnover tax' or 'TRNOVR.TAX'.

As a result of this, FINI-STER cannot find the account numbers needed for creating certain fixed transactions or fixed postings on the basis of the name.

This function ensures that you need not repeatedly re-enter the General ledger numbers that are in constant use. Examples of such account numbers are the General ledger numbers for Debtors, Creditors and VAT-accounts. You can only execute this function when there are no unprocessed transactions.

N.B.: Since 21-01-1991 the General ledger numbers for both Debtors and Creditors are mandatory.

In order to prevent postings from being made to unknown accounts, the program will check whether the account numbers you enter in this function have been created with the function CREATE/CHANGE GENERAL LEDGER.

*You have to execute this function before you start posting in an URSA MAJOR program for financial Administration. You have to enter the following account numbers. When you do not, problems may arise during posting.*

You will see the following screen:

1.7. CREATE/CHANGE GEN.LEDGER NUMB. <<< DEMONSTRATION >>>

Debtors	1300				
Creditors	1500				
Purchase VAT	1704				
Sales VAT 1-5	1702	1703	0	0	0
Credit restriction	8500				
Discount	8310				
Payments in transit	2100				
Packing	2000				
Additional debtors 1-5	0	1400	0	0	0
Additional debtors 6-9	0	0	0	0	0
Payment deficits	8510				
Additional creditors 1-5	0	1600	0	0	0
Additional creditors 6-9	0	0	0	0	0
VAT to be paid	1701				

Screen 1.7. create/change General ledger numbers

► **debtors**

This is the number of the Debtors control account. It should be designated as 'condensed' in your General ledger. There are no validity checks to confirm this.

► **creditors**

This is the number of the Creditors control account. It should be designated as 'condensed' in your General ledger. There are no validity checks to confirm this.

► **purchase VAT**

Here you specify on which account number the VAT of the incoming invoices has to be posted. This VAT will not be split into VAT-percentages.

## CREATE/CHANGE FILES

---

► **sales VAT 1 u/i 5**

This is an account number on which you post the VAT of outgoing invoices. The sales-VAT will be split into percentages. You have stated these percentages during the function CREATE/CHANGE CONSTANTS.

The following General ledger account numbers need not always be entered:

► **credit restriction**

This is the account number on which an optional credit restriction of outgoing invoices can be posted. This account is used in the invoicing modules such as FA-STER or MA-STER. For the credit restriction, a posting 'Debtors to credit restriction' will be created. You can specify a separate General ledger account for the credit restriction per VAT-code.

► **discount**

This account number is used for posting discount with outgoing invoices from FA-STER or MA-STER. It is also used during Automatic payments to Creditors. When you enter this number, any discounts will be posted to this General ledger account number 'Discount'.

If this number is not entered you cannot post discounts. All revenues will then be posted under settlement of the discounts on the revenue accounts. Discounts on outgoing invoices can also be posted on a discount account per product line. For a detailed description, refer to paragraph CREATE/CHANGE PRODUCT LINES in the manual FA-STER or MA-STER.

► **payment in transit**

This account number is used during automatic payments to Creditors in the module FINI-STER and automatic Debtors collection in INCA-STER.

► **projects 1 to 8**

These numbers will be prompted when the module PRO-STER is installed, where they are used for posting the Projects and Cost categories. You can state 4 ranges here (starting from the 1st to the 2nd stated account number, from the 3th to the 4th etc.). Usually the first range of a line will be used for costs and the second one for revenues.

Whilst posting, if you enter transactions in the financial Administration for an account number which matches one of these four ranges, you



can also create transactions for the Project Administration, where you can specify Project number and Cost category. PRO-STER will be able to locate these as "Finister transactions".

► **packing**

This number is used in an invoicing module (FA-STER/MA-STER) in order to post packing. When you implement the packing option you have to enter this number. When you use a General ledger account packing, the turnover of all Products with a Product line for packing (90 to 98) will be posted to this account. If you specify the turnover of packing products per Product line, you do not enter an account packing. In that instance you have to specify a separate General ledger account for each Product line between 90 and 98. When you do not, the turnover of these Products will be posted on General ledger account no. 1.

► **additional Debtors 1 to 9**

When you want to differentiate between your Debtors you have to incorporate a number of additional Debtor accounts in your General ledger Chart of Accounts. The Debtor number informs the program which General ledger account postings have to be made. The initial digit of the Debtor number is decisive, as it refers to the additional account. E.g. Debtor 2100 will be booked on 'General ledger account additional Debtors 2'. This will be performed only when an existing General ledger account number has been entered. You can designate the account number to the additional Debtors at will. This differentiating will be executed automatically by the program.

► **payment deficits**

Deficits between the invoiced amounts and the received payments will be posted. During postings in the Cash/Bank/Giro journal of the financial Administration the program will inquire under which circumstances payment deficits may be written off from this account. If need be you can change the account number there, so the payment deficits will be posted to another account, e.g. the account 'discount'.

► **additional Creditors 1 u/i 9**

You can use these accounts when you want to differentiate your Creditors. What has been discussed at the category 'additional Debtors' also applies in this instance.

## CREATE/CHANGE FILES

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▶ **VAT to be paid**

You can use this account number in order to book VAT to be paid.

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## 1.8. CREATE/CHANGE BUDGETS

You can create/change your Budget at any time of the year.

With a comparison between Budget and realization, the last entered Budget (= adjusted budget data) will be taken into account. When necessary you can always change the budgeted amounts into the original values again, on the basis of the old checklist.

You can enter the Budget in various ways. You decide the method that best suits your environment.

1. Enter an amount per account, per period.
2. Enter an equal amount for an account and a number of periods.
3. Enter an equal amount for a number of accounts and periods.
4. Adopt data of other accounts or another year.

Ad 1. ENTER AN AMOUNT PER ACCOUNT, PER PERIOD

FINI-STER will prompt for:

▶ **year**

Enter a year for the Budget that is to be specified.

▶ **general ledger account**

You can browse on General ledger number.

When an account number is specified for which you have already created a Budget, the budgeted period number(s) and amount(s) in the following screen will be entered by the module. The realized amounts in the various periods will also be entered.

# CREATE/CHANGE FILES

1.8. CREATE/CHANGE BUDGETS <<< DEMONSTRATION >>>

Year 91 Gen. ledger account 8040

Per	Realization	Budget
1	59534,00	60000,00
2	29462,20	30000,00
3	24000,50	24000,00
4	11121,00	10000,00
5	.....	.....
	.....	.....
	.....	.....
	.....	.....
	.....	.....
	.....	.....
	.....	.....
	.....	.....
	.....	.....

Screen 1.8. an amount per account, per period

You can enter the following data:

- ▶ **period number**
- ▶ **amount budget**

Enter a period for the Budget that is to be specified.

Here you enter an amount for this period. If at the end of the period you expect a debit balance on an account, you enter a positive budget; when you expect a credit balance you enter a negative amount. A cost account will therefore usually be budgeted positive.

When you work with periods which have equal amounts, it is advisable to use the repetition key **F4** , or you can enter your Budget with the aid of the second of the four options. You can also enter one annual amount in the highest used period. In that case you can only make use of the function ANNUAL BUDGET VS REALIZATION.

The realized amounts will be calculated and entered by the module. You cannot enter/change these amounts.

When you opt for one of the other options (2 to 4) the following question will be prompted: "May previously created budgets be over-written by a new value?"

When you enter 'N', nothing will be changed in the previously entered Budgets, neither when you state previously entered General ledger accounts and/or periods.

## Ad 2. ENTER AN EQUAL AMOUNT FOR AN ACCOUNT AND A NUMBER OF PERIODS

With this option you can enter an equal amount for one General ledger account in several periods, e.g. periods 1 to 3: 15.000.

1.8. CREATE/CHANGE BUDGETS <<< DEMONSTRATION >>>

Year	91
------	----

Gen. ledger account	211
From period	1
u/i period	3
Amount budget per period	.....

Screen 1.8. an equal amount for an account and number of periods

Upon this screen you state the year, General ledger account, range of periods

# CREATE/CHANGE FILES

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for which the amount has to be budgeted an a budget amount. For description see comment at option 1.

## Ad 3. ENTER AN EQUAL AMOUNT FOR A NUMBER OF ACCOUNTS AND PERIODS

1.8. CREATE/CHANGE BUDGETS <<< DEMONSTRATION >>>

Year 91

From gen. ledger account	120
u/i gen. ledger account	800
From period	1
u/i period	4
Amount budget per period	.....

*Screen 1.8. an equal amount for number of accounts and periods*

The difference with the aforementioned option is the fact that you can enter a range of General ledger accounts. For further description refer to comment at option 1.

## Ad 4. ADOPT DATA OF OTHER ACCOUNTS OR ANOTHER YEAR

With this option you can adopt a previously specified Budget for the following year and/or other General ledger accounts. You can specify the method to be used for the adoption of the accounts. You have the following options:

- 1 - Adopt from an account to a range of accounts
- 2 = Adopt a range of accounts to the same range

When you opt for no. 1 the following screen will be displayed:

1.8.
CREATE/CHANGE BUDGETS
<<< DEMONSTRATION >>>

Adoption of	
Gen. ledger account	8110
Year	90
From period	1
u/i period	12

Adoption to	
From gen. ledger account	8110
u/i gen. ledger account	8110
Year	91
Percentage	100,00

*Screen 1.8. adopt from an account to a range of accounts*

On the left you can enter the General ledger account, year and periods of which you want to adopt the budgeted amounts. For this particular account a Budget must already have been entered for the specified year and periods.

On the right you can specify to which account(s) and which year the budgeted amounts have to be adopted. You can also specify which percentage of the budgeted amounts are to be adopted.

Example: on the left you enter a General ledger account for which you have, in the preceding year, budgeted an equal amount for each period: f 100,=. The year is subdivided into 12 periods. On the basis of the Budget of the preceding year you want to enter the Budget of this year for this General ledger account. On the left you enter the General ledger account, the preceding year and period 1 to 12.

On the right you enter (in this particular example) the same General ledger

## CREATE/CHANGE FILES

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number, the year for which you want to enter the Budget and the percentage. When you want to budget a lower amount for this year, you enter, in the category percentage, a smaller amount than 100, e.g 80. When you have done so, for each period of this year (period 1 to 12) an amount of  $f 80, =$  will be budgeted for this General ledger account.

When you want to enter a higher budgeted amount, you enter a percentage higher than 100.

When you opt for no. 2 you will get the following screen:

1.8. CREATE/CHANGE BUDGETS <<< DEMONSTRATION >>>

Adoption of	
From gen. ledger account	8110
u/i gen. ledger account	8110
Year	90
From period	1
u/i period	12

Adoption to	
Year	91
Percentage	100,00

*Screen 1.8. adopt a range of accounts to the same range*

On the left you can enter a range of General ledger accounts, year and periods. On the right you can specify to which year the budgeted amounts are to be adopted. You can also state a percentage.



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## 1.9. CREATE/CHANGE JOURNALS

This function allows for the creation of Journals used for the posting of transactions into the financial Administrations. Previously entered data may be changed if necessary. Prior to commencement of posting the Journal must first be created. A default Journal is already present in the module. It is advisable to create a checklist with the function CHECKLIST Journals prior to posting, in order to ascertain that the default data contained in the various Journals is applicable. If needs be you may change the data in the various Journals with this function. This may only be performed where there are no transactions in the Journal in question.

When you press **F5** you can enter the highest voucher number of the past and present financial year.

FINI-STER will prompt for:

▶ **code Journal**

Each Journal has a unique code, which should be specified here. The code may consist of a maximum of 6 numbers or letters. In the function ENTER TRANSACTIONS, this code is used in order to specify that name of the Journal in which transactions are to be entered.

Next FINI-STER will prompt for the type of the Journal. When the code of an existing Journal is specified the corresponding data will also appear on the screen. In this instance the type may not be changed.

You can opt for the following Journal types:

▶ **purchase**

The Purchase Journal is used for incoming purchase invoices.

▶ **sales**

The Sales Journal is used for outgoing sales invoices.

▶ **cash/Bank/Giro**

The Cash, Bank or Giro Journal is used for your cash, bank and giro transactions.

## CREATE/CHANGE FILES

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▶ **single General Journal**

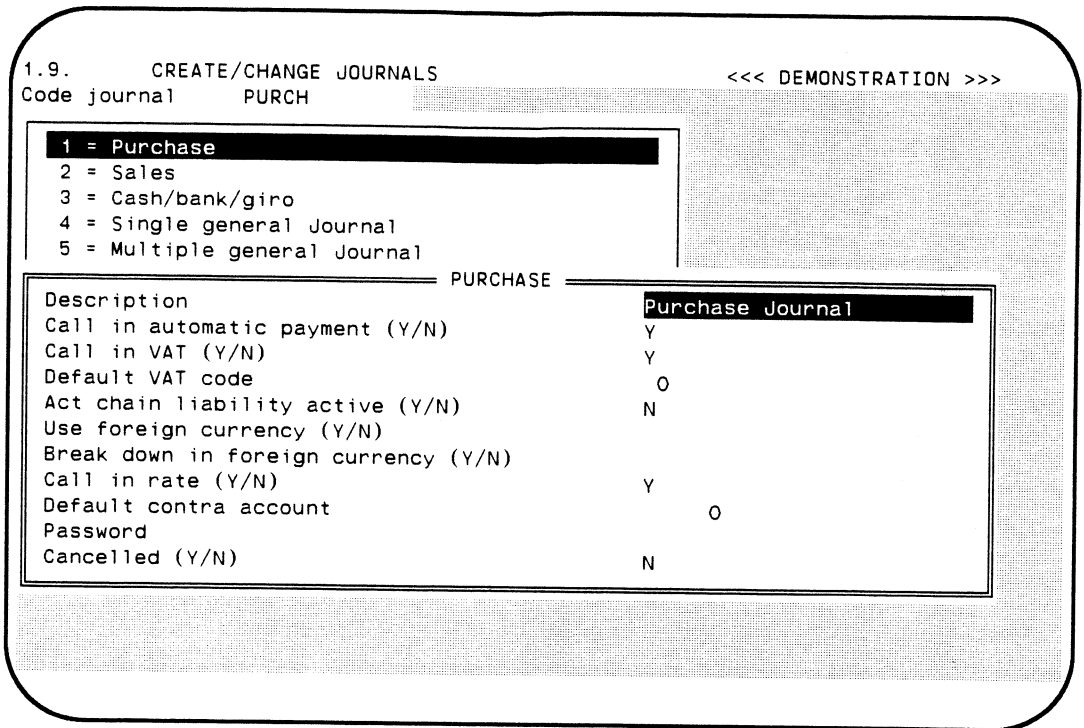
The Single General Journal is used for all remaining postings not previously specified. Each posting to this Journal must contain a double entry, i.e. 1 Debit line plus a corresponding Credit line.

▶ **multiple General Journal**

In the Multiple General Journal you can specify per voucher a number of accounts and contra accounts. You need not, contrary to the Single General Journal, state a contra account per account. The postings on the various accounts must be in balance.

Several Journals of each Journal type may be created, e.g. a Journal 'Cash', a Journal 'Bank' and a Journal 'Giro'. These all relate to the Journal type Cash/Bank/Giro.

Once the Journal type has been specified, a number of questions will be prompted. The questions can differ per Journal type. If the modules VALU-STER and/or PRO-STER have been installed a number of additional questions may be prompted. Next you see a screen with questions concerning the Purchase Journal:



Screen 1.9. questions Purchase Journal

These questions will be discussed next. Where a question does not relate to all Journal types, an indication will be given. Questions prompted with regard to VALU-STER and PRO-STER will be discussed separately. Whatever is specified at this point may be changed at a later stage.

► **description**

You can give a description to each Journal.

► **call in automatic payment (Y/N)**

Will only be prompted in Purchase Journals. When you enter 'Y', during the function ENTER/CHANGE TRANSACTIONS you will be prompted for the week number or date of payment and whether you want to pay by giro collection card. When you enter 'N', these categories will not be prompted.

## CREATE/CHANGE FILES

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► **call in VAT (Y/N)**

Will not be prompted in the General Journal. When you enter 'Y', during the function ENTER/CHANGE TRANSACTIONS you will be prompted for the VAT-code and amount VAT. When you enter 'N', these categories will not be prompted and the question regarding a default VAT-code will be skipped. The General Journal has no (automatic) VAT-posting.

► **default VAT-code**

Will not be prompted in the General Journal. Here you can specify the VAT code that will be used in this Journal. At the base of the screen the various codes are displayed. During the function ENTER/CHANGE TRANSACTIONS, the value and the code will be entered in the differentiations on the basis of this code. There you can adopt or change it for a particular line. The various codes correspond to the VAT-percentages you have stated during CREATE/CHANGE CONSTANTS.

For the codes 1 / 6 / 11 and 16, the percentage stated as 'VAT-percentage 1' applies, and for the codes 2 / 7 / 12 and 17 the percentage stated as 'VAT-percentage 2'. Codes 1 to 5 mean that in the Purchase Journal as well as the Sales Journal the amounts will be entered excluding VAT, codes 6 to 10 mean the amounts will be entered including VAT. In Cash/Bank/Giro Journals you use codes 6 to 10 for Sales-VAT and codes 16 to 20 for Purchase-VAT.

► **act chain liability active (Y/N)**

Will only be prompted in the Purchase Journal and when you use a module in which you can implement the Act chain liability. When you enter 'Y' here, during ENTER/CHANGE TRANSACTIONS the program will inquire over which part of the entered amount the Act is active and over which amount the VAT should be amended. For more explanation refer to chapter ACT CHAIN LIABILITY. When you enter 'N', these categories will be skipped.

► **master account**

Will only be prompted in Cash/Bank/Giro Journals. Here you can enter the General ledger number of your Cash, Bank or Giro.

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▶ **adjustment percentage**

Will not be prompted in the single star version. You can enter an adjustment percentage for the Journal types Cash/Bank/Giro, Single General Journal and Multiple General Journal. While writing outstanding entries, FINI-STER will take this percentage into account. The percentage entered here is a checking device for the module in order to prevent the occurrence of too large payment deficits.

▶ **default contra account**

Will not be prompted in the General Journal. The default contra account will be entered in advance during ENTER/CHANGE TRANSACTIONS and can be changed at that point, per voucher. Here you enter an existing General ledger account.

▶ **password**

Each Journal can be protected with the aid of a password. Password entry will be prompted during the function ENTER/CHANGE TRANSACTIONS before you gain entry into the Journal. You can specify a password of a maximum of 9 numbers or letters.

▶ **cancelled (Y/N)**

A Journal can only be 'cancelled' when there are no unprocessed transactions regarding this Journal. No transactions can be entered in a 'cancelled' Journal. A 'cancelled' Journal will not immediately be removed from the system; it will only be marked as having been cancelled. You can actually delete cancelled Journals by executing the function REORGANIZE SINGLE/REMAINING FILES, opting for 'delete cancelled Y'. This function must be executed upon a regular basis.

If the module PRO-STER is installed, the following question will also be prompted for each Journal:

▶ **project data mandatory (Y/N)**

When you enter 'Y' you are obliged to enter the categories which appear on your screen when you post to a General ledger number that matches a range for a Project. You have specified the ranges during the function CREATE/CHANGE GENERAL LEDGER NUMBERS. When you enter 'N' you can skip these categories if you so wish.

If the module VALU-STER is installed, the following questions will also be

## CREATE/CHANGE FILES

---



prompted (except in the General Journal):

▶ **use foreign currency (Y/N)**

In the various Journals (not the General Journal) you can also post in foreign currency. Categories such as 'code foreign currency' and 'amount foreign currency' will then be prompted during ENTER/CHANGE TRANSACTIONS.

▶ **break down in foreign currency (Y/N)**

In Purchase as well as Sales Journals foreign currency may be itemized.

▶ **call in rate (Y/N)**

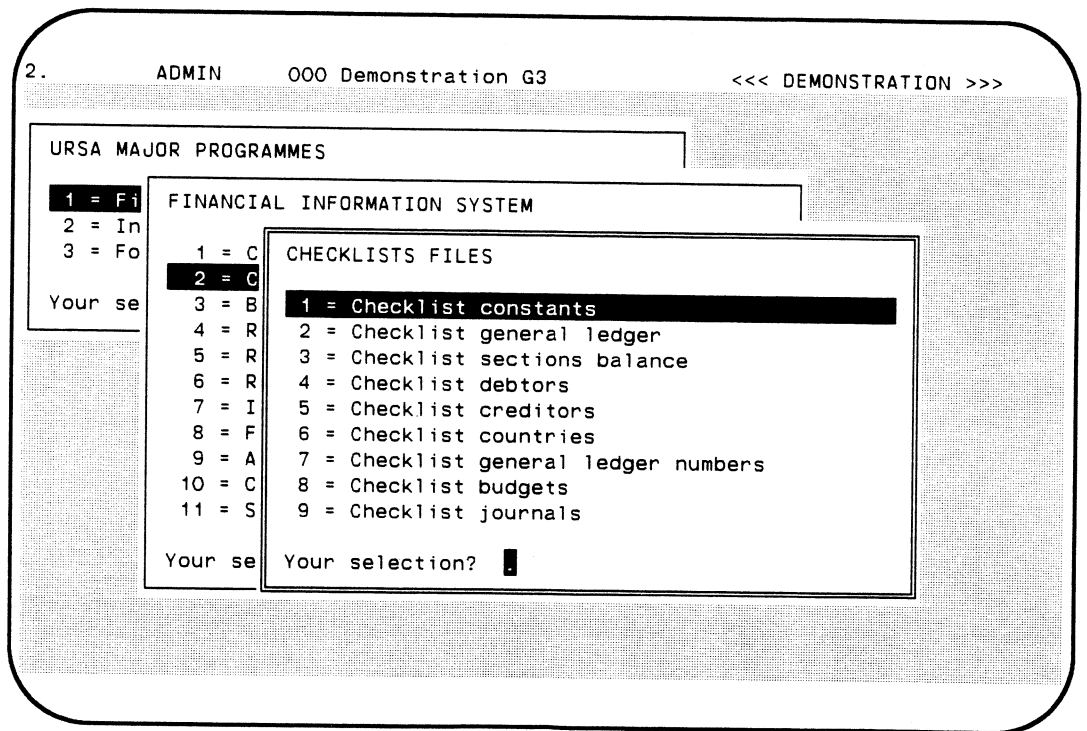
When you enter 'Y' the rate will also be prompted for during ENTER/CHANGE TRANSACTIONS. You can always adjust it to the most recent rate, prior to entering the transactions.

▶ **call in rate per line or per voucher (L/V)**

Here you can determine whether in the Cash/Bank/Giro Journals and Single General Journal the rate has to be entered per line (L) or per voucher (V).

## 2. CHECKLISTS FILES

You can print checklists of all data entered with the functions in the menu CREATE/CHANGE FILES. It is advisable to print these checklists regularly. You can use them to check the data integrity. Errors can be corrected with the functions in the menu CREATE/CHANGE FILES.



*Screen 2. sub menu checklists files*

You can print the following checklists:

### 1 CHECKLIST CONSTANTS

You can print a list of the data entered in your Constants file.

### 2 CHECKLIST GENERAL LEDGER

# CHECKLISTS FILES

---

You can print a list of your General ledger accounts. The list can be printed in the sequence of number or description.

## 3 CHECKLIST SECTIONS BALANCE

You can print an overview of the subdivision of your Sections balance.

## 4 CHECKLIST DEBTORS

You can print a list of your Debtors. In the multiple star version the list can be printed in the sequence of number or name.

## 5 CHECKLIST CREDITORS

You can print a list of your Creditors. In the multiple star version the list can be printed in the sequence of number or name.

## 6 CHECKLIST COUNTRIES

You can print a list of the data on the Countries.

## 7 CHECKLIST GENERAL LEDGER NUMBERS

You can print a list of the special General ledger numbers. The descriptions are equal to the questions prompted during the function CREATE/CHANGE GENERAL LEDGER NUMBERS.

## 8 CHECKLIST BUDGETS

You can print a list of the Budgets.

## 9 CHECKLIST JOURNALS

You can print a list of the present Journals.





## 2.1. CHECKLIST CONSTANTS

This function provides a list of the data entered via the function CREATE/CHANGE CONSTANTS.

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

A sample checklist Constants now follows.

# CHECKLISTS FILES

<<< DEMONSTRATIE >>>

Demobestanden G3

Adm.: 000 User: ADMIN Date: 13-05-91 Time: 13:21:33 Page: 1

## C H E C K L I S T C O N S T A N T S

VAT percentage-1		6,00
VAT percentage-2		18,50
VAT percentage-3		0,00
VAT percentage-4		0,00
VAT percentage-5		0,00
Address administration		12 olof Palmestraat
Residence administration		Delft
Postal code administration		2616 LR
Faxnumber administration		015-122099
Telexnumber administration		
Telephone number administration		
Bank/giro number		528749528
Bank name		ABN
Giro number		9876543
Next following invoice number		901202
Period from which one can book		0
Fontsymbol opt. read. char.		A
Number of days 1st column debtor		8
Number of days 2nd column debtor		30
Number of days 3rd column debtor		60
Number of days 1st column creditor		8
Number of days 2nd column creditor		30
Number of days 3rd column creditor		60
Normal, Inverted, Underlined (N/I/U)		I
Blinking	(Y/N)	N
Bright	(Y/N)	N
Foreground	Red (Y/N)	J
	Green (Y/N)	J
	Blue (Y/N)	N
Background	Red (Y/N)	J
	Green (Y/N)	N
	Blue (Y/N)	J
Blinking	(Y/N)	N
Bright	(Y/N)	J

Checklist 2.1. checklist constants

## **2.2. CHECKLIST GENERAL LEDGER**

This function provides an overview of your General ledger; no postings or amounts will be printed. When the module FINI-STER is installed, a totalized Sections Balance will also be printed.

The General ledger Chart of Accounts may be printed in number or description sequence. You can select which General ledger accounts are to be displayed on the list. Selections may be made on number and description. Various output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

An example of part of a checklist sequenced on General ledger number now follows.

# CHECKLISTS FILES

<<< DEMONSTRATIE >>>			Demobestanden G3							
Adm.: 000 User: ADMIN			Date: 13-05-91		Time: 13:26:01		Page: 1			
CHECKLIST GENERAL LEDGER										
GLD NUMBER	CON- DENSE	BALANCE P&L	DESCRIPTION	DEBIT			CREDIT			C A
				SEC	SUB	CAT	SEC	SUB	CAT	
1010	NO	BALANCE	Cash	1	2	6	1	2	6	N
1011	NO	BALANCE	Cash Register #1	1	2	6	1	2	6	N
1012	NO	BALANCE	Cash Register #2	1	2	6	1	2	6	N
1013	NO	BALANCE	Cash Register #3	1	2	6	1	2	6	N
1020	NO	BALANCE	Bank ABN	1	2	6	1	4	3	N
1021	YES	BALANCE	Bank AMRO	1	2	6	1	4	3	N
1022	NO	BALANCE	Giro Postbank	1	2	6	1	4	3	N
1023	YES	BALANCE	Bank NMB	1	2	6	1	4	3	N
1025	NO	BALANCE	DM AMRO	1	2	6	1	4	3	N
1300	YES	BALANCE	Debtors	1	2	2	1	2	2	N
1400	YES	BALANCE	Debtors (Foreign)	1	2	2	1	2	2	N
1500	YES	BALANCE	Creditors	1	4	1	1	4	1	N
1600	YES	BALANCE	Creditors Government	1	4	1	1	4	1	N
1699	YES	BALANCE	Liquidity	-	-	-	-	-	-	N
1701	NO	BALANCE	VAT to be paid	1	4	3	1	4	3	N
1702	YES	BALANCE	VAT received (low)	1	2	4	1	4	3	N
1703	YES	BALANCE	VAT Received (high)	1	2	4	1	4	3	N
1704	YES	BALANCE	VAT Paid (Purchases)	1	2	4	1	4	3	N
1710	NO	BALANCE	Loan Tax to be Paid	1	2	4	1	4	3	N
1720	NO	BALANCE	Loan Premiums	1	2	4	1	4	3	N
1800	NO	BALANCE	Interest to be paid	1	4	3	1	4	3	N
1850	NO	BALANCE	Dividend to be Paid	1	4	3	1	4	3	N
1860	NO	BALANCE	Bonuses to be Paid	1	4	3	1	4	3	N
1900	NO	BALANCE	Corporate Taxes TbP	2	4	1	2	4	1	N
1999	YES	BALANCE	Taxes to be paid	-	-	-	-	-	-	N
2000	NO	BALANCE	Packaging	1	3	1	1	7	1	N

Checklist 2.2. checklist general ledger

### 2.3. CHECKLIST SECTIONS BALANCE

This function provides an overview of the subdivision of your Sections balance.

All accounts forming your General ledger will be printed on this list in the sequence in which they appear on the balance sheet. Various output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

The order is:

- On section number
- Within: on sub section
- Within: on category
- Within: on account number, twice:
- A debit account
- A credit account

After each section, sub section, category or General ledger account number the corresponding description is displayed. Indentation occurs in the same way as with the numbers.

Accounts that do not appear on the Sections balance will be shown at the base of this overview. The collective accounts ending in '99' are shown at this point. These are only used in the regular balance, profit and loss account.

Next follows part of a checklist Sections balance.

# CHECKLISTS FILES

<<< DEMONSTRATIE >>>

Demobestanden G3

Adm.: 000 User: ADMIN Date: 13-05-91 Time: 13:28:29 Page: 1

## C H E C K L I S T   S E C T I O N S   B A L A N C E

SEC	SUB SEC	CAT	GL ED NO.	DESCRIPTION	DEB CRD	C A
1				Balance Sheet		N
	1			Fixed Assets		N
		1		Intangible Assets		N
		2		Tangible Assets		N
			110	Buildings	D	N
			110	Buildings	C	N
			120	Cum. Depr. Buildings	D	N
			120	Cum. Depr. Buildings	C	N
			210	Inventory Office	D	N
			210	Inventory Office	C	N
			211	Cum. Depr. Invent.	D	N
			211	Cum. Depr. Invent.	C	N
			220	Machines	D	N
			220	Machines	C	N
			221	Cum. Depr. Machines	D	N
			221	Cum. Depr. Machines	C	N
			320	Means of Transport	D	N
			320	Means of Transport	C	N
			321	Cum. Depr. Transp.	D	N
			321	Cum. Depr. Transp.	C	N
		3		Long Term Investments		N
	2			Current Assets		N
		1		Stock		N
			3010	Stock Stationary	D	N
			3010	Stock Stationary	C	N
			3020	Stock Flowers	D	N
			3020	Stock Flowers	C	N
			3030	Stock Raw Materials	D	N
			3030	Stock Raw Materials	C	N
			3040	Stock Bicycles	D	N
			3040	Stock Bicycles	C	N
		2		Debtors		N
			1300	Debtors	D	N
			1300	Debtors	C	N
			1400	Debtors (Foreign)	D	N
			1400	Debtors (Foreign)	C	N
		3		Res.on Investments t.b.r.		N
		4		Other Receivables		N
			1702	VAT received (low)	D	N
			1703	VAT Received (high)	D	N
			1704	VAT Paid (Purchases)	D	N
			1710	Loan Tax to be Paid	D	N
			1720	Loan Premiums	D	N
		5		Short Term Investments		N
		6		Liquidity		N
			1010	Cash	D	N
			1010	Cash	C	N
			1011	Cash Register #1	D	N
			1011	Cash Register #1	C	N
			1012	Cash Register #2	D	N
			1012	Cash Register #2	C	N

Checklist 2.3. checklist sections balance

### 2.4. CHECKLIST DEBTORS

This function provides a list of all or a section of your Debtors. The output can be sorted by number or by name.

You can select which Debtors are to be displayed on the list. A number of output options are at your disposal (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

An sample Debtors checklist now follows. For each Debtor 3 lines of data are printed, the categories being displayed at the top of the list.

# CHECKLISTS FILES

<<< DEMONSTRATIE >>>		Demobestanden G3					
Adm. : 000 User: ADMIN		Date: 13-05-91		Time: 13:31:42		Page: 1	
CHECKLIST DEBTORS							
DEB NUMBER	NAME	BANK-/GIRO NUMB.		REF. DEB	CA DYS	DISC PERC	C A
ADDRESS		TELEPHONE	FAX	CTRY CODE	REM CODE	PRI. CAT	SEL CODE
POSTAL CODE	RESIDENCE	ATTENTION OF		CREDIT LIMIT	TPE DEB	ALT DES	
1101	Greengrocer Carrot Ltd. 26 Beethovenwharf 6712 TG Lake District	768321786 08370-546378 Mrs. J.L. Leek		0 75000,00	8 101 102	0,00 1001 0	N 12
1102	Bicycles 2000 92 Channel 9723 AW Harwich	784767466 050-758832 Mr. Weelwright		0 150000,00	15 102 102	0,00 1001 0	N 12
1103	Poppy and Sons florist 45 Daisymeadow 4836 ID Cambridge	12398753 076-5466446732 Mr. C. Poppy		0 120000,00	15 102 102	5,00 0 0	N 12
1104	Mammoth Office installations 203 Loolaan 3072 RT Utrecht	237895520 030-754435 Mr. W. Stationery		1105 150000,00	15 11 101	7,50 0 10	N 10
1105	Mammoth Office installations P.O. box 208 3001 AA Utrecht	237895520 030-754435 The administration		0 150000,00	15 101 101	7,50 0 10	N 10
1401	S & V cleaning company Ltd. 162 Brushroad 4204 RT Kensington	98277383 018-6355624829 Mr. R. Mess		0 40000,00	30 0 0	0,00 0 0	N 0
1402	Amis Computersupplies 2 Lucky Jim's lane 6981 EB Oxford	343434653 08334-21283 Mr. K. Amis		0 100000,00	30 0 10	5,00 0 0	N 0
1501	Vroom & Dreesmann Amsterdam 21 Kalverstraat 1074 SW Amsterdam	546738201 020-8456371 Purchase Department		1000 120000,00	30 100 100	8,30 1000 0	N 10
1502	Vroom & Dreesmann Leiden 10 Rapenburg 2387 HH Leiden	345689652 071-748355 Purchase Department		1000 50000,00	30 100 100	8,30 1000 0	N 10
2001	Howard King Trading Ltd. 26 Kensington Road W07 8G5 Liverpool	798327893 09-13043266778 Mr. Deng Too, T.		0 200000,00	30 PND 230 200	10,00 2300 30	N 20
2002	Brideshead Wholesale 253 Bisschopslaan B-7000 Antwerp	234569864 09-337740348 Mr. S. Flyte		0 200000,00	30 BFR 220 200	5,00 2200 20	N 20

Checklist 2.4. checklist debtors



### 2.5. CHECKLIST CREDITORS

This function provides a list of all or a section of your Creditors. The output may be sorted by number or by name.

You can select which Creditors are to be displayed on the list. A number of output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

An sample Creditors checklist now follows. For each Creditor 3 lines of data are printed, the categories being displayed at the top of the list.

# CHECKLISTS FILES

<<< DEMONSTRATIE >>>

Demobestanden G3

Adm.: 000 User: ADMIN Date: 13-05-91 Time: 13:33:45 Page: 1

## C H E C K L I S T C R E D I T O R S

CRED NUMBER NAME	COUNTRY CODE	BANK-NAME	1ST BANK/GIRO NUMBER	CA
ADDRESS	TELEPHONE	FAX	2ND BANK/GIRO NUMBER	SEL CODE
POSTAL CODE RESIDENCE	ATTENTION OF			TPE CRED
1000 Margens Plastics Ltd. 202 Industrial square 3064 GT Rotterdam	010-4938713 Mr. Margens	RABO 010-4931112	354891332 0	N 10 0
1001 Poe & Sns. Ltd. 3 Ravenroad 6165 GL London	034-670185387 Invoicing Dept.	AMRO	456522573 7617865	N 10 0
1002 Jones Computers Mountainoak road 34 9937 TH Sydney	0976-86634772 N.H. Lake	AB	134876989 0	N 200 20
1003 Schwartzkopf Contractors Ltd. 23B Powell 3364 GY Washington	01820-224988966 Mr. G. Bush	NAB 01820-2283	500709084 99356227	N 10 2
1004 Ericsson Electricity Ltd. 327 Marketroad 2597 TH Arlington	070-3462765 Dep. Sales and advise	NMB 070-3460871	442015186 0	N 30 1
1100 Sherlock & Co Ltd. 22 B Bakerstreet 5104 HY Baskerville	06464-673882 Mr. J. Watson	BLB 06464-72728	812814525 872634	N 100 20
1101 Charwoman maintenance Ltd. 307 Innerwallmoat 3941 XV Thornton	03745-664773 Head Projects	CL 03745-66728	266363466 0	N 100 20
1102 Angler Fastmail Ltd. 1 Watertowerstreet 4876 DE Hamlet	076-345112 H. Yokel	BSHK 076-345111	567412016 657321	N 200 20
1103 Oread A.G.F. Trade Ltd. 99 Hedgedam 2205 TR Cotswold	017563-977642 Th. Frost	BPPB 017563-978434	441483712 0	N 200 20
1104 Typhoon Ltd. 26 Waring Road, Warington U7T 5NJ GB Surrey	PND 03646-3577 Mr H. Lloyds, esq.	MDLBK 03646-3548	128383798 0	N 200 10
2000 Municipal Power supply station Delfland 203 Vaart 2614 FR Delft	015-743541 Depart. Debtor adm.	ABN 015-740089	872614875 6574	N 10 1

Checklist 2.5. checklist creditors

## **2.6. CHECKLIST COUNTRIES**

This function provides a list of the Country and foreign currency codes you have created with the function CREATE/CHANGE COUNTRIES.

Selections may be made on Country and foreign currency code. A number of output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

A sample Countries Checklist now follows.

# CHECKLISTS FILES



<<< DEMONSTRATIE >>>		Demobestanden G3					
Adm.: 000 User: ADMIN		Date: 13-05-91		Time: 13:35:13		Page: 1	
CHECKLIST COUNTRIES							
ENTRY CODE	COUNTRY NAME	DESCRIPTION	RATE	RATE DATE	ACC REVA	ACC RATE DIFFER	CODE C PROC A INV
BEL	Belgium	BFR Belgian Franc	0,0545	060990	8525	8520	1 N
CAN	Canada	CD\$ Canadian Dollar	2,1000	010192	8525	8520	1 N
DEN	Denmark	DKR Crown DK	0,4000	060990	8525	8520	1 N
ESP	Spain	PST Peseta	0,0400	060992	8525	8520	1 N
FRA	France	FFR French Franc	0,3650	060992	8525	8520	1 N
GER	Germany	DM German Mark	1,1400	060990	8525	8520	1 N
IRL	Ireland	IPD Irish Pound	2,2000	060992	8525	8520	1 N
ITA	Italy	LRS Lire * 1000	0,4000	060992	8525	8520	1 N
NOR	Norway	NKR Crown N	0,4000	060992	8525	8520	1 N
POR	Portugal	ESC Escudo	0,0400	060992	8525	8520	1 N
SWE	Sweden	SKR Crown S	0,4000	060992	8525	8520	1 N
UK	United Kingdom	PND Pound Sterling	3,1400	060992	8525	8520	1 N
USA	United States	US\$ US Dollar	1,9700	060992	8525	8520	1 N

Checklist 2.6. checklist countries

## **2.7. CHECKLIST GENERAL LEDGER NUMBERS**

Prior to the entry of transactions, a CHECKLIST of all special General ledger account numbers should be extracted.

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

A sample General ledger checklist now follows.

# CHECKLISTS FILES



<<< DEMONSTRATIE >>>		Demobestanden G3	
Adm.: 000	User: ADMIN	Date: 13-05-91	Time: 13:36:50 Page: 1
CHECKLIST GENERAL LEDGER NUMBERS			
Debtors		1300	
Creditors		1500	
Purchase VAT		1704	
Sales VAT 1-5		1702	
		1703	
		-----	
		-----	
Credit restriction		8500	
- for VAT-code 1		8501	
- for VAT-code 2		8502	
- for VAT-code 3		-----	
- for VAT-code 4		-----	
- for VAT-code 5		-----	
Discount		8310	
Payments in transit		2100	
Projects 1-4		4010	
		4700	
		8010	
		8040	
Projects 5-8		8110	
		8160	
		-----	
		-----	
Packing		2000	
Additional debtors 1-5		-----	
		1400	
		-----	
		-----	
Additional debtors 6-9		-----	
		-----	
		-----	
Payment deficits		8510	
Additional creditors 1-5		-----	
		1600	
		-----	
		-----	
Additional creditors 6-9		-----	
		-----	
		-----	
VAT to be paid		1701	

Checklist 2.7. checklist general ledger numbers

## **2.8. CHECKLIST BUDGETS**

It is advisable to create a new list each time the Budget is amended. The lists should be kept for up to a year, or at least until the end of the financial year. These will be needed when you want to compare periods on the basis of the valid Budget at that time.

You can select which account is to be displayed on the list. A selection may be made upon General ledger account, year and period number. Various output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

For each selected General ledger account number the following information will be displayed:

- General ledger account number
- General ledger account name
- Year
- Period number
- Budgeted amount

For each General ledger account a total will be printed plus a general total at the base of the list.

A sample Budget checklist now follows.

# CHECKLISTS FILES

<<< DEMONSTRATIE >>>		Demobestanden G3	
Adm.: 000	User: ADMIN	Date: 13-05-91	Time: 13:38:52 Page: 1
CHECKLIST BUDGETS			
GEN. LEDG NUMBER	NAME	YEAR PER NO	AMOUNT BUDGET
4010 Office Expenses			
		91 1	4500,00
		91 3	2400,00
TOTAL			6900,00
4020 Cost Wages (gross)			
		91 1	75000,00
		91 2	75000,00
		91 3	75000,00
		91 4	74000,00
TOTAL			299000,00
4030 Cost Wages Indirect			
		91 3	1500,00
TOTAL			1500,00
4040 Admin. Expenses			
		91 2	1500,00
		91 4	1100,00
TOTAL			2600,00
4050 Management Expenses			
		91 2	3500,00
TOTAL			3500,00
4120 Union Costs			
		91 1	5800,00
		91 2	5800,00
		91 3	5700,00
		91 4	5750,00
TOTAL			23050,00
GENERAL TOTAL			336550,00
Number of printed file lines : 14			

Checklist 2.8. checklist budgets



## **2.9. CHECKLIST JOURNALS**

This function provides a list of the various Journals. Per Journal the Journal type, description plus the data entered via the function CREATE/CHANGE JOURNALS are displayed.

You can select which part of the created Journals have to be printed. Selection may be made on Journal Code and type of Journal. Various output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

A sample Journals Checklist now follows.

# CHECKLISTS FILES

<<< DEMONSTRATIE >>>	Demobestanden G3
Adm.: 000 User: ADMIN	Date: 13-05-91 Time: 13:42:09 Page: 1
C H E C K L I S T J O U R N A L S	
-----	
JOURNAL BANK	
-----	
Type of journal	K
Description	Bank journal
Call in VAT (Y/N)	J
Default VAT code	0
Master account	1020
Project data mandatory (Y/N)	N
Adjustment percentage	3,00
Default contra account	0
Password	
Cancelled (Y/N)	N
-----	
JOURNAL CASH	
-----	
Type of journal	K
Description	Cash journal
Call in VAT (Y/N)	J
Default VAT code	0
Master account	1010
Project data mandatory (Y/N)	N
Adjustment percentage	2,00
Default contra account	0
Password	
Cancelled (Y/N)	N
-----	
JOURNAL PURCH	
-----	
Type of journal	I
Description	Purchase journal
Call in automatic payment (Y/N)	J
Call in VAT (Y/N)	J
Default VAT code	0
Project data mandatory (Y/N)	N
Default contra account	0
Password	
Cancelled (Y/N)	N
-----	

Checklist 2.9. checklist journals

3. POSTING

Posting with FINI-STER is completed in phases. Entered postings are not processed in the Administration immediately, they will be passed into a Journal first. This provides you with the option to check and, if need be, amend the entered data. Postings are processed only when the data is correct. This ensures that less errors will occur in your Administration in comparison to direct processing. Additionally, this method concurs to the method used most, in which a series of vouchers are stored until a reasonable number has been accumulated. Periodically the vouchers are coded and entered into the system in batches. This method provides for quicker and more accurate entry.

**WHAT DO YOU HAVE TO DO BEFORE YOU CAN START POSTING?**

During posting, FINI-STER uses data from various files. The data has to be validated. As a result, these files have to be fully operational prior to the entry of transactions.

Before you start entering transactions you have to have execute the following functions:

- Create/change Sections balance in FINI-STER
- Create/change General ledger
- Create/change General ledger numbers
- Create/change Debtors
- Create/change Creditors
- Create/change Countries
- Create/change Journals

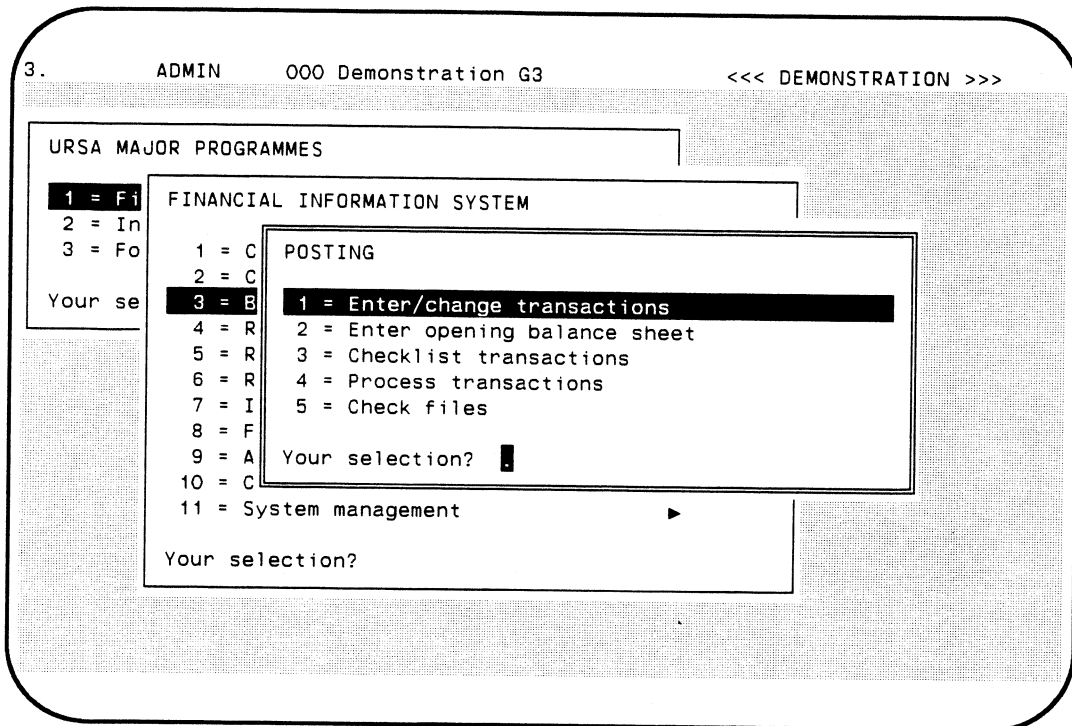
Always print a General ledger-, a Debtors and a Creditors checklist prior to posting. These lists are used for the encoding of the postings.

*Backup the files prior to posting.*

# POSTING

Commence the encoding of the postings.

The following screen will be displayed:



Screen 3. submenu booking

## HOW DO YOU MAKE POSTINGS?

Each posting consists of a number of transactions. The combination of transactions equals the balance of a posting. Transactions are always entered per year, per period, per Journal. Processing also takes place per year, per period, per Journal. The transactions are incorporated into a Transaction file. You access this file with the function ENTER/CHANGE TRANSACTIONS. You can create your opening balance sheet with the function ENTER OPENING BALANCE.

You can make a checklist of transactions from each period and each Journal. The lists can be used for checking the postings on the basis of your posting documents. When errors are found, you can correct these again with the function ENTER/CHANGE TRANSACTIONS.

• • • • •

The transactions will be posted to the General ledger and the sub administrations with the function PROCESS TRANSACTIONS. These transactions will be processed per period, and per period into various Journals. A processing report will be printed. Once the processing of transactions has been completed, the files should be checked. It is vital you do this regularly.

# POSTING

---

## 3.1. ENTER/CHANGE TRANSACTIONS

With this function you enter the posting data. Postings are always entered per Journal, per year, per period. The method of entry into each Journal is adjusted to the type of posting you make.

It is advisable to firstly encode all data and then enter it. Whilst encoding you will notice e.g. new Debtors, that have no Debtor number allocated. You have to enter these before you enter the transactions. Only in the multiple star versions is it possible to create Debtors whilst posting.

First you specify which Journal, year and period you wish to post.

3.1. ENTER/CHANGE TRANSACTIONS <<< DEMONSTRATION >>>

Journal	CASH
Year	91
Period	1

Cash journal

*Screen 3.1. choice of journal, year and period*

► **journal**

Here you state the Journal in which you want to enter/change transactions. The Journal has to be in existence. After you have entered a code, the description of the Journal will appear on top of the screen.

▶ **year**

Here you state with two digits the year in which you want to post.

▶ **period number**

Three positions are available. Most Administrations use 12 periods per year, one for each month. Some Users opt for 1, 2, 4, 52 or 104 periods per year. You can choose your own method for the subdivision of your periods. Ensure that the number of periods is such, that you will not have too many/too few transactions per period. Various reports, e.g. the balance sheet makes use of these periods.

In the following sub paragraphs the various types of Journals will be discussed. It is possible for the various screens and categories to differ from what you see on your screen. What is displayed depends on the choices made during the function CREATE/CHANGE JOURNALS.

# POSTING

## 3.1.1. SALES JOURNAL

In the sales Journal the outgoing invoices are posted. When you use the module MA-STER for invoicing, the sales postings will be created there. After invoicing, sales lines will be created.

You can transfer these sales lines to FINI-STER with the function PROCESS SALES LINES. You then do not have to execute this function.

3.1.1. SALES JOURNAL <<< DEMONSTRATION >>>

Year 91 Period 3 Journal SALES

Invoice number	1	Poppy and Sons florist
		Number of lines : 1

Debtor	1103
Invoice date	120391
Code foreign curr.	
Rate	1,0000
Amount foreign curr.	4500,00
Amount	4500,00
Reference	
Cancelled	N

Acc.no	Name	Description	Amount fr. curr.	Cde	Amount VAT
8120	Sales Flow		3797,47	2	702,53
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

Screen 3.1.1. enter/change transactions sales journal

On top is mentioned which year, period and Journal (code) are concerned.

You can enter the following data:

► **invoice number**

The first time you enter transactions you specify the commencing invoice number. The module will then start with the specified number. After the first posting the next following invoice number will be entered



• • • • •  
automatically.

The data belonging to previously entered transactions can be changed by entering the invoice number. Corresponding data will be displayed whereupon changes may be made. This may only be performed with unprocessed transactions.

► **debtor**

Sales invoices have to be sent to an existing Debtor. During the sales posting you use the coded invoice as accounting evidence. To prevent the creation of invoices or postings for non-existent Debtors, FINI-STER checks whether the Debtor has been entered during CREATE/CHANGE DEBTORS. When you have a multiple star version of the module, you can create a new Debtor in this function (you then enter a new, non-existing Debtor number), or you can call in the data of an existing Debtor and make changes by pressing **F5**. In the single star version you have to enter an existing Debtor.

You can search and browse on number and name (refer to the general manual, chapter SEARCH AND BROWSE).

After you have stated a Debtor number, the corresponding name, address and residence of the Debtor will be displayed.

► **invoice date**

Here FINI-STER enters the data you have entered at the start. You can adopt or change this date.

► **code foreign currency**

Will be prompted only if VALU-STER is installed. The country code will be entered automatically. You can browse on code (refer to the general manual, chapter SEARCH AND BROWSE). When you do not enter a code foreign currency, you can post in guilders. The rate will then be '1'.

In the multiple star versions you can call in the data on a particular currency and make changes by pressing **F5**.

► **rate**

Here the rate will be displayed which has been entered during CREATE/CHANGE COUNTRIES. You can change this prior to the transaction.

## POSTING

---

▶ **amount foreign currency**

Here you enter the total amount of the invoice in foreign currency.

▶ **amount**

Here you enter the total amount of the invoice including VAT. When you work with foreign currency, the module will calculate the amount.

▶ **reference**

The text specified here will be displayed on the Debtor card and the outstanding entry. A useful reference is e.g. a description of the invoice or the reorder number of the Debtor.

▶ **cancelled (Y/N)**

You can have a transaction cancelled by entering 'Y'. By default the module will enter 'N'. A cancelled transaction will be deleted from the system after you have executed the function REORGANIZE FILES with the option 'delete cancelled 'Y'.

When you enter 'Y', the entire transaction will be cancelled, i.e. all lines. When you have a transaction consisting of several lines, of which you want to cancel just one, you do as follows: adjust the amount of the transaction (if necessary) in the header, next enter the amount '0' at the line you want to cancel.

## DIFFERENTIATIONS

You now have entered your invoice. Next you have to justify the revenue in the lower part of your screen. Here you enter on which accounts (maximum 50) the revenue has to be posted. It is possible that you have entered so many lines, they do not fit the screen. With the cursor keys you can move up and down in order to view all data appertaining to the voucher.

The following data have to be entered:

▶ **account number**

On this account number the entered revenue will be posted. The General ledger account number has to be incorporated into the General ledger. FINI-STER will check this. In the multiple star version of the module you can create a new General ledger account or change data of an existing account by pressing **F5** . In the single star version you



have to enter an existing number. Differentiations cannot be posted directly on the accounts Debtors or Creditors.

► **account name**

When a number is entered, the corresponding name will be displayed. You can browse on number and name (refer to the general manual, chapter SEARCH AND BROWSE).

If PRO-STER is installed, additional questions will be prompted. During CREATE/CHANGE GENERAL LEDGER NUMBERS, four series of General ledger accounts per Project can be stated, e.g. two for revenues and two for costs. When you post a differentiation on a General ledger number from one of these series, the following additional questions will appear. On the basis of these, transactions will be created. After processing in FINI-STER these transactions will re-enter PRO-STER under the name FINISTER-transactions. During CREATE/CHANGE JOURNALS you have specified whether this data can be skipped. PRO-STER must be installed. If PRO-STER is not present, these questions will not be prompted.

► **project number**

You can register sales at a Project. Here you enter the code of the Project. A check will be made whether the code exists. In the multiple star version you can create a Project immediately or change data on existing Projects by pressing **F5** .

When you enter **ESC** or **RETURN** these and the following two categories will be skipped. This is possible only when during CREATE/CHANGE JOURNALS you have specified the option to ignore data. If not, you have to enter the data. You can search and browse on Project number (refer to the general manual, chapter SEARCH AND BROWSE).

► **cost category**

You have created the cost categories in PRO-STER. Here you enter the cost category under which the stated sales belong. In the multiple star version you can create new cost categories or change data on existing ones by pressing **F5** You can search and browse (refer to the general manual, chapter SEARCH AND BROWSE).

► **number**

Here you can state the number. You can also skip this.

## POSTING

---

### ► **description**

This description will be incorporated in the General ledger card. FINI-STER will adopt the reference of the invoice and enter that at the description. You can change this.

It is handy to use, as description, a Debtor indication, e.g. the name of the Debtor or the contact.

### ► **amount**

You can state the differentiation amount excluding or including VAT. This amount will be posted exclusively on the account you have stated in this line. An amount which the module calculates on the basis of the default VAT code which you have stated during CREATE/CHANGE JOURNALS, and the (remaining) amount of this posting will be entered in advance. You can adopt or change this amount. You amend the code VAT, which you select next, to the choice of an amount excluding or including VAT.

### ► **code VAT**

With the code VAT you can specify upon which General ledger account number the VAT has to be posted. You have stated the VAT General ledger account numbers during CREATE/CHANGE GENERAL LEDGER NUMBERS. The VAT percentages have been created during CREATE/CHANGE CONSTANTS. The module will utilize the code you have entered as the default VAT code in the function CREATE/CHANGE JOURNALS. You can accept or change this.

At the base of the screen the VAT codes and their corresponding VAT percentage will be displayed. FINI-STER will only display those VAT codes for which a General ledger account has been created. VAT code 1 belongs to General ledger account 'Sales VAT-1'. With VAT code 2, the module will book the VAT on General ledger account 'Sales VAT-2'. Normally you enter, at the differentiation, the amount excluding VAT, so you differentiate an invoice amount of *f* 118,50 into *f* 100,- with VAT code 2. FINI-STER then calculates the VAT, in this case *f* 18,50.

You can also enter the differentiation amount including VAT. You then state the differentiation as *f* 118,50 with VAT code 7. Here will also be calculated the VAT amount *f* 18,50. This VAT will be booked on General ledger account VAT-2. This option is particularly useful for those users who deliver to consumers and therefore have to enter their prices including VAT.

When you do not want to post VAT, you state 0 as VAT code. You also use this when you want to create one total VAT posting per invoice.

► **amount VAT**

This is the VAT amount belonging to this differentiation. It will be calculated on the basis of the specified VAT code. When the VAT calculation on the invoice is incorrect, you have to adjust the amount.

When you have finished differentiating your account numbers, you store the data by pressing **F2**. FINI-STER will check whether there is a difference between differentiation and invoice. When this is so, FINI-STER will give a statement. A sample now follows.

3.1.1. SALES JOURNAL

Year 91 Period 3 Journal SALES

Invoice number	2
----------------	---

<<< DEMONSTRATION >>>

Poppy and Sons florist  
Number of lines : 1

Debtor	1103	
Invoice date	120391	
Code foreign curr.		
Rate	1,0000	
Amount foreign curr.	100,00	
Amount	100,00	
Reference		
Cancelled	N	

Acc.no	Name	Amount VAT
8110	Turn	
.....	Difference between break down and invoice amount	9,25
.....	is	40,75
.....		.....
.....		.....
.....		.....

Ready? <RETURN> █

Screen 3.1.1. difference differentiation

When the invoice amount differs from the differentiation, you have to make an additional posting in order to make sure the differentiation corresponds to the earlier stated invoice amount, or you have to correct one of the entry lines. You can exit this function only when the differentiation amount equals

## POSTING

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the posted invoice amount.

The difference amount displayed on the screen consists of the invoice amount minus the differentiation total. With a positive amount you have to raise an entry from the differentiation; with a negative amount you have to lower the differentiation.

A stated invoice number can only be cancelled by setting the header line to cancelled 'Y'. In this instance you have to conclude the differentiations in such a way that there is no difference between the amounts from the differentiations and the invoice. You conclude by pressing **F2** and calling in the same invoice number. Now you can have this invoice cancelled.

After each entered invoice you can post the next invoice. With the second and consecutive invoice you will view at the top of the screen the following data:

- The preceding invoice number
- The preceding Debtor number
- The preceding invoice amount.

3.1.2. PURCHASE JOURNAL

In the purchase Journal you have to post your incoming invoices. When you make use of MA-STER or HAM-STER, transactions will be created in the purchase Journal in FINI-STER with the function ENTER INCOMING INVOICES. You then do not have to execute this function.

When you have implemented the ACT CHAIN LIABILITY, a number of additional questions will be prompted. These will not be discussed here but in the chapter ACT CHAIN LIABILITY.

3.1.2. PURCHASE JOURNAL

Year 91 Period 3 Journal PURCH

Invoice number	56
----------------	----

<<< DEMONSTRATION >>>

Typhoon Ltd. Number of lines : 0
-------------------------------------

Creditor	1104
Invoice date	120391
Code foreign curr.	UK
Rate	1,0000
Amount foreign curr.	6578,00
Amount	6578,00
Reference	
Week no. of payment	22

Acc.no	Name	Description	Amount	Cde	Amount VAT
			fr. curr.		
8040	Cost of S1		5551,05	2	1026,95
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

Screen 3.1.2. enter transactions purchase journal

You can enter the following data:

► **invoice number**

The first time you enter transactions you specify the first invoice number. The module will then start with invoice number 1. After the first posting the next following invoice number will be entered automatically. Each

# POSTING

---

time you execute this function, the module will provide the first available invoice number.

The data belonging to previously entered transactions can be changed by entering the invoice number in question. The corresponding data will be displayed and you can introduce changes. This can only be performed when the transaction has not been processed.

► **creditor**

This number indicates the Creditor who sent you the invoice. FINI-STER checks whether the Creditor has been entered during CREATE/CHANGE CREDITORS. When you have a multiple star version of the module, you can create a new Creditor immediately or change data on an existing Creditor by pressing **F5**. In the single star version you have to enter an existing Creditor.

You can search and browse on number and name (refer to the general manual, chapter SEARCH AND BROWSE). After you have stated a Creditor number, the corresponding name, address and residence will be displayed.

► **invoice date**

Here FINI-STER enters the data you have entered at the start. You can adopt or change this.

► **code foreign currency**

Will only be prompted if VALU-STER is installed. The Country code will be entered automatically. You can browse on code (refer to the general manual, chapter SEARCH AND BROWSE). When you do not enter a code foreign currency, you can book in guilders. The rate will then be '1'.

In the multiple star versions you can call in the data on a particular currency and make changes by pressing **F5**.

► **rate**

Here the rate will be displayed which has been entered during CREATE/CHANGE COUNTRIES. You can change these before this transaction.



• • • • • • •

▶ **amount foreign currency**

Here you enter the total amount of the invoice in foreign currency.

▶ **amount**

Here you enter the amount you have to pay. When you work with foreign currency, the module will calculate the amount.

▶ **reference**

Here you can enter e.g. the invoice number your Creditor has chosen. During automatic payment in FINI-STER this reference will be displayed on the bank orders. The reference will also be displayed on the Creditor card.

▶ **week number/date payment**

Depending on what is specified during MODULE OPERATION you can enter in which week of the year or on which date you want to pay invoices. This date will be used by the module which processes automatic payments. During CREATE/CHANGE JOURNALS you have stated whether you want to skip this.

▶ **giro collection card (Y/N)**

This question is of importance if you wish to pay your invoices automatically (FINI-STER).

Some Creditors may send a giro collection card with their invoices. You do not pay an invoice automatically when you have already paid by giro collection card. Such an invoice should therefore not appear among the to be printed payment orders. When you want to pay by giro collection card you enter 'Y' here. No automatic payment orders will then be printed. During the function AUTOMATIC PAYMENT you can process this invoice as having been paid.

When you enter 'N' you do not use a giro collection card. Payment orders can be printed. During automatic payments this payment will be further processed in the financial Administration.

# POSTING

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▶ **cancelled (Y/N)**

You can have a transaction cancelled by entering 'Y'. By default the module will enter 'N'. A cancelled transaction will be deleted from the system after you have executed the function REORGANIZE FILES with the option 'delete cancelled 'Y'.

When you enter 'Y', the entire transaction will be cancelled, i.e all lines. When you have a transaction consisting of several lines, of which you want to cancel just one, you do as follows: adjust the amount (if necessary) of the transaction in the header, next enter the amount '0' at the line you want to cancel.

After the invoice data has been entered you can differentiate the invoice over the various costs or stock accounts and the VAT account purchase (maximum of 50 accounts).

You do this in the lower part of the screen. It is possible you have entered so many lines they do not fit the screen. With the cursor keys you can move up and down in order to view all data related to the voucher.

The following data has to be entered:

▶ **account number**

Here you enter the account number of the purchase account on which you want to post. You can search and browse. The General ledger account number has to be incorporated in the General ledger. FINI-STER will check this. In the multiple star version of the module you can create a new General ledger account immediately or change data of an existing account by pressing **F5**. In the single star version you have to enter an existing number.

▶ **account name**

When you have entered a number, the corresponding name will be displayed. You can browse on number and name (refer to the general manual, chapter SEARCH AND BROWSE).

When you use PRO-STER as well, additional questions will be prompted. You can enter the following categories:

▶ **project number**

▶ **cost category**

- ▶ **number**
- ▶ **description**
- ▶ **amount**

For explanation of the above categories, refer to the comment at ENTER TRANSACTION SALES JOURNAL.

- ▶ **code VAT**

The code VAT is used in the Purchase Journal only to estimate the VAT. In the Purchase Journal the VAT is always posted on the General ledger account purchase VAT: no differentiation takes place to various VAT percentages.

At the base of the screen the VAT codes and their corresponding VAT percentages will be displayed. The VAT code controls the VAT estimation on the basis of the percentage entered. During the differentiation you state the codes either excluding or including VAT. You adjust the used VAT code: with amounts excluding VAT you use a code between 1 and 5, with amounts including VAT you use a code between 6 and 10. The code you have stated as default VAT code for this Journal will be entered in advance by the module.

- ▶ **amount VAT**

This is the VAT amount belonging to this differentiation. It will be calculated on the basis of the stated VAT code. The VAT will always be booked on the General ledger account number 'Purchase VAT'. You have created this number with CREATE/CHANGE GENERAL LEDGER NUMBERS.

When you exit the differentiation, FINI-STER will check whether there is a difference between differentiation and invoice. When this is so, FINI-STER will give a statement. You can correct the difference or change one of the posting lines.

*You can store the data by pressing **F2** .*

## POSTING

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After each entered invoice you can post the next invoice. With the second and consecutive invoice you will see at the top of the screen the following data:

- The preceding invoice number
- The preceding Creditor number
- The preceding invoice amount.

• • • • •

---

### 3.1.3. CASH/BANK/GIRO

Cash, bank and giro Journals all have the same construction: you enter transactions in the same way. This is why they are discussed all at the same time in this manual. When you make use of software for a linkage with Cash Sales invoicing (POS-STER) or pay desks (KOPPEL-STER) automatic payments will be created.

#### WRITING OFF PAYMENT DEFICITS

This Journal is used for writing off payments of outstanding entries.

Payment deficits can occur, e.g. as a result of small inaccuracies or of payment discounts. These payment deficits can be written off on one of the accounts for payment deficits, discount or credit restriction, which you have specified during the functions CREATE/CHANGE GENERAL LEDGER and CREATE/CHANGE GENERAL LEDGER ACCOUNT NUMBERS.

You can decide which percentage payment deficit may be written off, you have stated so with the function CREATE/CHANGE JOURNALS. FINI-STER will inquire about each payment deficit whether it may be written off, so deficits will never be written off without your permission.

In the multiple star version the program will check, when a write off is necessary, whether the paid amount does not deviate more from the outstanding amount than the stated percentage. The percentage difference determines whether the program will or will not enter the difference amount. You can always manually post on the account payment deficits.

#### DISTINCTION BETWEEN ACTUAL BALANCE AND BALANCE ACCORDING TO GENERAL LEDGER

After you have entered the Journal, year and period, the balance of the General ledger account will be displayed. This opening balance is taken from the General ledger. When you have no unprocessed transactions, the opening balance from the General ledger corresponds with the balance in your Cash Journal or on the bank or giro statement.

*The balance is positive when the balance in your accounting is debit; i.e. credit from the point of view of the bank.*

## POSTING

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When you have already entered transactions which have not been processed, you can enter the opening balance of your accounting evidence. As a result you can, after concluding entering transactions of this accounting evidence, compare this with the concluding balance on the accounting evidence.

When you enter the transactions in the same order as they are displayed on your bank or giro statement, the balance according to the bank statement should be equal to the balance FINI-STER displays.

During entering transactions, FINI-STER usually states a balance which is too low, as the amounts of the unprocessed transactions have not been calculated as well.

Your General ledger is usually historical, since transactions are not always immediately processed. That is why you must not enter the General ledger balance but the balance of the daily statement.

When you have numerous cash, bank and giro accounts that 2 reserve Journals are insufficient, you have the option to create an additional Journal.

### ENTER TRANSACTIONS

After you have adopted or adjusted the balance, you will see the following screen:

3.1.3.      ENTER/CHANGE TRANSACTIONS CASH      <<< DEMONSTRATION >>>

                        1010 - Cash                          1

Voucher number	1	Number of lines : 2
Cancelled	N	Balance                          6.394,00

Line no.	Date	Description	Contra acc.	Amount	Remarks
1	120391	decl. no. 00298761	4200	243,00	VATCD: 0
2	120391	mail dispatch	1500	76,00	C 1
3					

Screen 3.1.3. enter/change transactions cash/bank/giro

At the head of the screen is displayed which Journal is concerned and the General ledger account you have specified as a master account during CREATE/CHANGE JOURNALS will be displayed.

Dependant upon what has been specified during CREATE/CHANGE JOURNALS, the categories 'rate' and 'amount foreign currency' may be displayed. For further explanation on these categories, refer to the sub paragraph ENTER/CHANGE TRANSACTIONS SALES JOURNAL.

You can enter the following data:

► **voucher number**

This is the number you use in your own administration. You can use the number of your daily statement or the page of your cash Journal. On the checklist transactions an intermediate total will be printed per voucher number.

# POSTING

---

You can change the data of previously entered transactions by entering the voucher number in question. The corresponding data will then appear on the screen and you can introduce changes.

▶ **cancelled (Y/N)**

You can have a transaction cancelled by entering 'Y'. By default the module will enter 'N'. A cancelled transaction will be deleted from the system after you have executed the function REORGANIZE FILES with the option 'delete cancelled 'Y'.

When you enter 'Y', the entire transaction will be cancelled, i.e. all lines. When you have a transaction consisting of several lines, of which you want to cancel just one, you do as follows: adjust the amount of the transaction in the header (if necessary), next you enter the amount '0' at the line you want to cancel.

▶ **line number**

This will be kept up by the program per voucher number and increased automatically. For each voucher you can enter a maximum of 99 lines. It is possible you have entered so many lines, that they do not fit the screen. You can move up and down with the cursor keys in order to view all data associated with the voucher.

▶ **date**

This is the date of the Cash, Bank or Giro transaction. The date you have entered at the start will be entered. You can change this.

▶ **description**

You enter the description as it has to be entered in the General ledger. The description will be displayed on the General ledger card of the account Cash, Bank or Giro and on the General ledger card of the account you state next.

▶ **contra account**

Here you enter the General ledger account number of the contra account. FINI-STER will book: cash to the stated account. This account will be credited when the amount is positive and debited when the amount is negative. The VAT code and the VAT amount may be prompted for after you have stated the amount. The VAT code and VAT amount will then be entered at 'specials'.



You can also enter one of the following numbers:

- The General ledger account number Debtors
- The General ledger account number Creditors

In these two cases the program will not only register a payment or a receipt, but also update the outstanding entries. Additionally, postings will be made in the sub administration Debtors or Creditors.

When you enter the account number of the sub administration Debtors/Creditors, FINI-STER will, after you have entered the amount, prompt for a Debtor/Creditor number and invoice number. These will then also be entered at 'specials'. No VAT code or VAT amount will be prompted for.

When you have specified the number, the corresponding contra account description will be displayed. You can browse on General ledger account number and description (refer to the general manual, chapter SEARCH AND BROWSE). In the multiple star version you can create a new General ledger account immediately or change data on an existing account by pressing **F5**. In the single star version you have to enter an existing account number.

► **amount**

This is the amount of your transaction, including VAT, as the payments are also made including VAT. When you work with Country codes a foreign currency value will be prompted. When you want to change a previously entered line and also want to view/change its specials, you have to press **F5**.

► **VAT code**

When you also post in the sub administration Debtors/Creditors, the questions on VAT code and VAT amount will be skipped. This code indicates whether you want to post VAT and also how it has to be treated. In CREATE/CHANGE JOURNALS you can specify whether VAT has to be apportioned. A default VAT code may be specified. You have 3 options:

1. There is no VAT: you enter '0'. The question on VAT amount will be skipped.
2. Sales VAT is involved. Enter a code between 6 and 10. FINI-STER will calculate the VAT according to the rate belonging to the entered code.

# POSTING

---

This rate has been specified in the Constants file.

FINI-STER displays the pre-calculated VAT amount in the field 'amount VAT'. The VAT will be booked for each voucher number on the General ledger account Sales VAT with the entered code. You have entered this sales VAT account with the function CREATE/CHANGE GENERAL LEDGER NUMBERS. When the General ledger accounts for Sales VAT have been condensed, you will only view the totals per processing run.

3. Purchase VAT is involved. The codes for Purchase VAT are 10 higher than those for Sales VAT. You enter a number between 16 and 20. FINI-STER calculates the VAT according to the corresponding rate. When you enter e.g. 12, rate 2 will be chosen. This rate has been specified in the Constants file. FINI-STER shows the VAT amount in the field 'amount VAT'. The VAT will be posted per voucher number on the General ledger account Purchase VAT with the entered code. You have entered this Purchase VAT account with the function CREATE/CHANGE GENERAL LEDGER NUMBERS. When the General ledger accounts for Purchase VAT have been condensed, you will only view the totals per processing run.

► **amount VAT**

When you have entered '0' as VAT code, this amount will be skipped. In all other cases the program will calculate an amount VAT. You can change this.

► **sub number**

The sub number is the number of your Debtor or Creditor. It will only be prompted when the account at 'contra account' contains the General ledger account number Debtors or Creditors. FINI-STER checks whether the stated Debtor/Creditor number exists. You can search and browse on number and name. In the multiple star version you can create new Debtors/Creditors immediately or change data on existing ones by pressing **F5**. In the single star version you have to enter an existing number.

► **invoice number**

When at contra account you have entered the General ledger number Debtors/Creditors, the program will prompt for an invoice number. This is the invoice number of your incoming or outgoing invoice. You can enter the invoice number directly or press **RETURN**. This will be further discussed under the heading 'writing off outstanding entries'.

• • • • •  
▶ **specials**

You cannot enter Specials. The program will enter either the VAT code with the corresponding VAT amount, or the Debtor/ Creditor number and invoice number belonging to the posting of this line. Debtor numbers are preceded by the character 'D', Creditor numbers by 'C' and invoice numbers by 'I'.

**Writing off outstanding entries**

Invoices entered by way of the Purchase or Sales Journal or by way of elements of MA-STER, will become, after the processing of these transactions, outstanding entries. FINI-STER keeps totals of the outstanding entries per Debtor or Creditor. This data on outstanding entries is used in the following method of writing off payments. This method is possible in the (multiple) General Journal and in the Cash/Bank/Giro Journals.

During the writing off of outstanding entries you have to commence from the existing outstanding entries and invoice numbers. When you do not and specify new invoice numbers, you create credit invoices for the entries to be paid off. You then have a lowered balance, but you have only gained additional outstanding entries. You can prevent this, by only writing off from the list which appears when you press **RETURN** at the category invoice number.

When you press **RETURN** at the category invoice number, FINI-STER will show the outstanding entries for the Debtor/Creditor you have stated at the category sub number. The outstanding entries appear in the order of entry. In the various columns you will view the following:

- Reference
- Invoice number
- Date
- Amount foreign currency
- Amount

A sample outstanding entries now follows.



Outstanding entry	13356,00	1edgn
Payment	13356,00	
Payment deficit	0,00	8510
Discount	0,00	8310
Balance amount	0,00	

*Window 3.1.3. special payment*

► **outstanding entry**

Here is displayed the selected outstanding amount.

► **payment**

Here you can enter the payment amount. This need not correspond to the outstanding entry.

► **payment deficit**

The amount you enter will be posted to the specified account. The program will enter the account payment difference in advance, provided you have created that account with CREATE/CHANGE GENERAL LEDGER NUMBERS.

► **discount**

The amount you enter will be posted to the specified account. The account discount will be entered in advance when you have created that account with CREATE/CHANGE GENERAL LEDGER NUMBERS.

► **balance amount**

Here will be entered: outstanding amount - amount payment - amount payment deficit - amount discount.

Next FINI-STER will inquire (when you have selected 'pay regardless') whether you want the remaining amount to be booked on a new invoice number. Next you can specify an invoice number.

When you have finished specifying the various lines you can store the data by pressing **F2** .



• • • • •  
▶ **account/contra account**

The program will post account number to contra account, i.e. the account number will be debited and the contra account credited. Where you have entered the account number, the corresponding description will be displayed. You can browse on account number and description. In the multiple star version you can create a new General ledger account immediately or change data on existing accounts by pressing **F5** . In the single star version you have to enter an existing number.

If you also want to post in the sub administration Debtors or Creditors, you must always state the General ledger account number of that sub administration as contra account. If you want to post to a General ledger account Debtors or Creditors (i.e. without differentiation to the sub administration), you have to specify the General ledger number as account.

If PRO-STER is installed, and a General ledger account has been specified as a contra account that matches one of the series for Projects you have specified during CREATE/CHANGE GENERAL LEDGER NUMBERS, you will be prompted for the categories Project number, cost category and number (refer to the sub paragraph ENTER TRANSACTIONS SALES JOURNAL).

For further comment on the remaining categories and for explanation on writing off outstanding entries, refer to the sub paragraph ENTER/CHANGE TRANSACTIONS CASH/BANK/GIRO.

# POSTING

## 3.1.5. MULTIPLE GENERAL JOURNAL

In the Multiple General Journal you can state several accounts and contra accounts per posting. You need not, contrary to the single General Journal, specify a contra account per account.

3.1.5. ENTER/CHANGE TRANSACTIONS GJMULT <<< DEMONSTRATION >>>

Voucher number	1	Number of lines : 1
Cancelled	N	

Line no.	Date	Description	Acc. no.	Amount	Remarks
1	120391	depreciation per. 4-6	120	10000,00	
2					

Screen 3.1.5. enter transactions multiple general journal

For each voucher number you can specify a maximum of 50 accounts. When you conclude the entering of transactions, the postings on the various accounts have to be in balance. If this is not the case, FINI-STER will display a message to that effect.

For further explanation on the various categories, refer to the sub paragraph ENTER/CHANGE TRANSACTIONS CASH/BANK/GIRO.



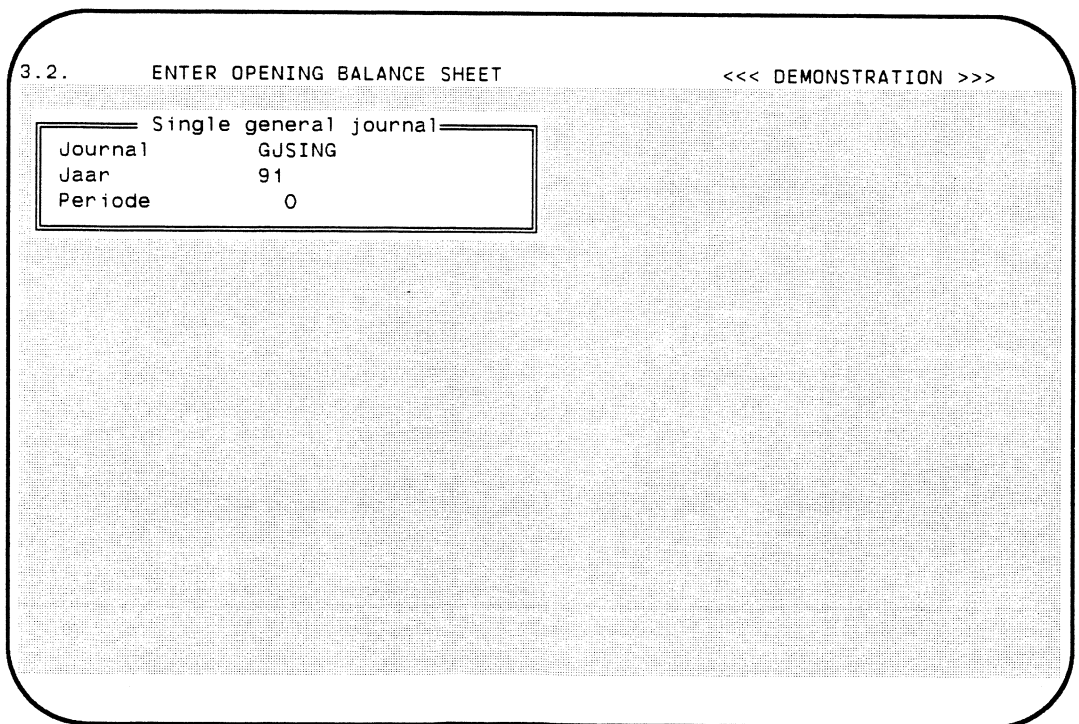
3.2. ENTER OPENING BALANCE SHEET

You can execute this function only when:

1. You start working with the software and have not executed a close of financial year.
2. You have executed a final close of financial year, at which you have set all total balances to zero.

In all other cases the program will advise that you cannot enter an opening balance sheet.

An opening balance sheet may be entered only in a 'General journal'.



Screen 3.2. enter opening balance sheet

You can specify the code for a Single general journal or, when present, of a Multiple general journal. The opening balance sheet will be posted on period 0 of the financial year. Financial year and period number will be entered by

# POSTING

the program. You cannot change these.

When you enter data for the opening balance sheet in a Single general journal, you have to specify an intermediate account as contra account. When you enter data for the opening balance sheet in a Multiple general journal, you do not have to specify an intermediate account. The latter works faster and simpler. Here you may not post on Profit and Loss accounts. In the Single general journal as well as the Multiple general journal you can enter a maximum of 99 lines plus 'overflow' per voucher.

You enter debit amounts as positive amounts and credit amounts as negative (add a minus-character).

An example of entering an opening balance sheet in a Multiple general journal is displayed. For a further explanation of posting in Single and Multiple general journals, refer to the paragraph ENTER/CHANGE TRANSACTIONS.

3.2. ENTER/CHANGE TRANSACTIONS GJMULT
<<< DEMONSTRATION >>>

Voucher number	2	
Cancelled	N	

Line no.	Date	Description	Acc. no.	Amount	Specials
1	50191	OPEN.BALNCE 91	110	779200,00	
2	50191	OPEN.BALNCE 91	120	180652,00-	
3	50191	OPEN.BALNCE 91	210	129825,00	
4	50191	OPEN.BALNCE 91	211	43685,00-	
5	50191	OPEN.BALNCE 91	220	367601,00	
6	50191	OPEN.BALNCE 91	221	177556,00-	
7	50191	OPEN.BALNCE 91	320	315300,00	
8	50191	OPEN.BALNCE 91	.....	.....	.....
..	.....	.....	.....	.....	.....
..	.....	.....	.....	.....	.....
..	.....	.....	.....	.....	.....
..	.....	.....	.....	.....	.....
..	.....	.....	.....	.....	.....

Screen 3.2. entering opening balance sheet in GJMULT

• • • • •

---

### 3.3. CHECKLIST TRANSACTIONS

On the checklist the unprocessed transactions will be displayed.

The checklist transactions contain the following features:

- The transactions will be printed per journal. The name of the journal and the year are displayed above the transactions concerned. The period number will be displayed for each transaction.
- In the multiple star version, the checklist consists of two parts: in the first part the separate transactions are displayed, in the second part the transactions are displayed for each General ledger account. When you have 'read' the entire list and press **[ESC]** the program will inquire whether you want to view this report. When you press **[F2]** instead, this question will not be prompted, but you will automatically receive a transaction checklist for each General ledger account. For that checklist of transactions per account you may again specify the location of the output.

At the end of the report, after the separate transactions, you will see a report of the total amount on each account.

# POSTING

---



3.3. CHECKLIST TRANSACTIONS <<< DEMONSTRATION >>>

Selections	
Year	91
From Period number	0
u/i Period number	999
From Code journal	
u/i Code journal	zzzzzz
From Entry number	0
u/i Entry number	999999

<F2>=next field <F5>=View ranges

*Screen 3.3. selection of period, entry number, journal*

In this screen you can select which transaction you want displayed on the list. You may specify a year and make a selection upon period number, code Journal and entry number (refer to the general manual, chapter SELECTION).

The following questions will be prompted:

▶ **Pro\*-data on checklist (Y/N)**

Will only be prompted when the module PRO-STER is installed.

▶ **amounts in foreign currency on checklist (Y/N)**

Will only be prompted when the module VALU-STER is installed.

• • • • • • • •

▶ **all general ledger accounts on report per account (Y/N)**

Will only be prompted when you have a multiple star version of the module. At the end of the report totals for each General ledger account will be displayed. You can have those General ledger accounts printed on which transactions have been made. When you want the accounts printed without transactions, you enter 'Y' here.

▶ **totals at voucher change cash/bank/giro/gen. ledger (Y/N)**

When you enter 'Y', the total per voucher number will be printed when a voucher change occurs.

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

Per transaction the following data will be displayed on the checklist:

- Period number
- Invoice number
- Entry date
- Sub number
- General ledger number
- Name of Debtor, Creditor or General ledger account
- Reference/description
- Debit amount
- Credit amount

A sample checklist transactions and report of the General ledger numbers now follows.

# POSTING

<<< DEMONSTRATIE >>>

Demobestanden G3

Adm.: 000 User: ADMIN Date: 13-05-91 Time: 13:46:44 Page: 1

## C H E C K L I S T T R A N S A C T I O N S

PER LIN	VOUCH.	ENTRY	SUB-NO.		INV						
NO.	NO.	NUMBER	DATE	GL-NO.	GL-NO.	NUMBER	NAME	AMOUNT	VAT DESCRIPTION	DEBIT	CREDIT
Year		: 91									
Code journal		: CASH		Cash journal							
4	1	1	20491	1300	1000	1	Vroom & Dreesman				9,95
4	2	1	20491	8140			Sales Bicycles			8,40	
4	3	1	20491	8040			Cost of Sls.Bicy		PUR		5,00
4	4	1	20491	3040			Stock Bicycles		PUR	5,00	
4	5	1	20491	1703			VAT Received (hi			1,55	
4	6	1	20491	1300	1000	1	Vroom & Dreesman			9,95	

TOTAL AT VOUCHER CHANGE

24,90 14,95

CHECK NUMBER : 23523

RESULT OF 1010, Cash :

OLD BALANCE  
6.075,00

DEBITED  
24,90

CREDITED  
14,95

NEW BALANCE  
6.084,95

Checklist 3.3. checklist transactions

# POSTING

<<< DEMONSTRATIE >>>		Demobestanden G3			
Adm.: 000 User: ADMIN		Date: 13-05-91		Time: 13:50:14 Page: 1	
TRANSACTIONS PER LEDGER ACCOUNT					
LEDGNO NAME	D/C TRANSACTIONS		BALANCES TRANSACTIONS		
	DEBIT	CREDIT	DEBIT	CREDIT	
1 UNKNOWN ACCOUNTS	0,00	0,00	0,00	0,00	
99 Unknown Account	0,00	0,00	0,00	0,00	
110 Buildings	0,00	0,00	0,00	0,00	
120 Cum. Depr. Buildings	0,00	0,00	0,00	0,00	
210 Inventory Office	0,00	0,00	0,00	0,00	
211 Cum. Depr. Invent.	0,00	0,00	0,00	0,00	
220 Machines	0,00	0,00	0,00	0,00	
221 Cum. Depr. Machines	0,00	0,00	0,00	0,00	
320 Means of Transport	0,00	0,00	0,00	0,00	
321 Cum. Depr. Transp.	0,00	0,00	0,00	0,00	
399 Assets	0,00	0,00	0,00	0,00	
410 Revaluation Stock	0,00	0,00	0,00	0,00	
800 Capital Deposited	0,00	0,00	0,00	0,00	
810 Profit Retained	0,00	0,00	0,00	0,00	
820 General Reserve	0,00	0,00	0,00	0,00	
830 Statutory Reserve	0,00	0,00	0,00	0,00	
900 Mortgage	0,00	0,00	0,00	0,00	
910 Bond Loan 8%	0,00	0,00	0,00	0,00	
999 Capital	0,00	0,00	0,00	0,00	
1010 Cash	24,90	14,95	9,95	0,00	
1011 Cash Register #1	0,00	0,00	0,00	0,00	
1012 Cash Register #2	0,00	0,00	0,00	0,00	
1013 Cash Register #3	0,00	0,00	0,00	0,00	
1020 Bank ABN	0,00	0,00	0,00	0,00	
1021 Bank AMRO	0,00	0,00	0,00	0,00	
1022 Giro Postbank	0,00	0,00	0,00	0,00	
1023 Bank NMB	0,00	0,00	0,00	0,00	
1025 DM AMRO	0,00	0,00	0,00	0,00	
1300 Debtors	9,95	9,95	0,00	0,00	
1400 Debtors (Foreign)	0,00	0,00	0,00	0,00	
1500 Creditors	0,00	0,00	0,00	0,00	
1600 Creditors Government	0,00	0,00	0,00	0,00	
1699 Liquidity	0,00	0,00	0,00	0,00	
1701 VAT to be paid	0,00	0,00	0,00	0,00	
1702 VAT received (low)	0,00	0,00	0,00	0,00	
1703 VAT Received (high)	0,00	1,55	0,00	1,55	
1704 VAT Paid (Purchases)	0,00	0,00	0,00	0,00	
1710 Loan Tax to be Paid	0,00	0,00	0,00	0,00	
1720 Loan Premiums	0,00	0,00	0,00	0,00	
1800 Interest to be paid	0,00	0,00	0,00	0,00	
1850 Dividend to be Paid	0,00	0,00	0,00	0,00	
1860 Bonuses to be Paid	0,00	0,00	0,00	0,00	
1900 Corporate Taxes TbP	0,00	0,00	0,00	0,00	
1999 Taxes to be paid	0,00	0,00	0,00	0,00	
2000 Packaging	0,00	0,00	0,00	0,00	
2100 Current Payments	0,00	0,00	0,00	0,00	
2200 Wages nett	0,00	0,00	0,00	0,00	
2300 Cross Accounts	0,00	0,00	0,00	0,00	
2310 Cross Acts.Opening B	0,00	0,00	0,00	0,00	
2320 Cross Account Wages	0,00	0,00	0,00	0,00	

Checklist 3.3. report general ledger numbers

# POSTING

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## 3.4. PROCESS TRANSACTIONS

With this function the transactions you have entered via the function ENTER/CHANGE TRANSACTIONS will be posted. Transactions created with the aid of other modules also will be processed.

Processing transactions means that posting lines will be added to the Debtors, the Creditors and the General ledger cards. Processed transactions from the Sales journal e.g. result in outstanding entries of debtors. Outstanding entries of debtors which have been written off via the Cash, Bank or Giro journal will disappear when the write off have been processed. The processed transactions will be deleted from the journal and will no longer appear on the checklist transactions. You can check them by way of the historic files.

Before you process transactions you have to do the following:

- Switch printer on, as FINI-STER makes a processing report. You will get a warning when the printer is switched off.
- Check the transaction checklist by way of the original accounting evidence. Any errors can be changed before processing with the function ENTER/CHANGE TRANSACTIONS. When you have corrected many errors, it is wise to make a new checklist. When you do not, you have to enter the correction by hand on the old list. You can correct errors quickly and easily, as long as the transactions concerned have not been processed. When these have been processed, you can only make corrections by way of a correction posting. Therefore it is useful to check the transactions before processing.
- Make a copy of your files by way of BACKUP SYSTEM.

*When the computer stops or is switched off while processing, you can no longer use the files. You then have to restore this copy.*

FINI-STER will inquire whether you have made a copy.

When you work with an environment that has ADMI-STER, the program will inquire whether you want to restore a transaction disk. When you enter 'Y', the transactions your Accountant has placed on disk will be restored and processed.

When you enter 'N'. or when you do not work with an Accountant, a



• • • • •

selection may be made upon year, period, journal and voucher (refer to the general manual, chapter SELECTION). At 'year' you can only enter the present financial year or the following year. A financial year will be concluded only after you have executed a final close of financial year. You can then no longer post in the closed year.

Processing takes place in a number of steps:

- 1 - First the outstanding entries and the Debtor and Creditor card will be brought up to date.
- 2 - Next the General ledger card will be brought up to date.
- 3 - Then the unprocessed transactions will be reorganized. All processed transactions will be deleted from the transactions file.
- 4 - Finally the data of the Debtors and Creditors will be brought up to date. As a result the program will gain access to the data more quickly at a later date.

Each time processing is initiated, the run number will be incremented by 1. At the close of a financial year the run number may be reset to 1 again, so that the processing reports will be numbered each year. On the processing report, using condensed accounts, the run number is displayed instead of the voucher number.

*N.B.: Never switch your computer off while processing transactions.*

When you switch your computer off while processing, you can no longer use the files. You then have to restore a copy made prior to the commencement of processing. Therefore it is advisable to copy files before processing commences.

At MODULE OPERATION you can specify whether you want the processing reports to be screened. If 'N' is entered the report will be sent to the printer immediately. If 'Y' is entered, the report will appear on screen first. By pressing **F2** you will, when during MODULE OPERATION you have opted for an extensive processing report (possible only in the multiple star version), see the consecutive part on your screen. When you press **F2** at the last

## POSTING

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part of an extensive processing report or directly at a non-extensive report, the report will be sent to the printer.

After processing FINI-STER will prompt:

► **do you want to check the files?**

*It is advisable to check your files regularly.*

It takes time, but it can also prevent problems. The description of the function CHECK FILES can be found in the next paragraph. A sample (non-extensive) processing report now follows.

# POSTING

<<< DEMONSTRATIE >>> Demobestanden G3

Adm.: 000 User: ADMIN Date: 13-05-91 Time: 13:56:44 Page: 1

PROCESSING REPORT TRANSACTIONS.RUNNO.: 49

ACC.NO.	DESCRIPTION	DEBIT	CREDIT
1010	Cash	24,90	14,95
1300	Debtors	9,95	9,95
1703	VAT Received (high)	0,00	1,55
3040	Stock Bicycles	0,00	5,00
8040	Cost of Sls.Bicycles	5,00	0,00
8140	Sales Bicycles	0,00	8,40
TOTAL		39,85	39,85

\*\*\*\* CONCLUSION PROCESSING REPORT \*\*\*\*

Checklist 3.4. processing report

# POSTING

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## 3.5. CHECK FILES

As a result of a computer malfunction, your files may become unusable. In general, the program will display a message immediately a malfunction occurs or where an error is found. Where such an error statement has been displayed you must never continue working.

Malfunctions can occur e.g. whilst updating the files. When you execute this function regularly, e.g. once a week and after transaction processing, errors may be detected at an early stage. Errors rarely occur with this function.

*The effort necessary in order to correct an error is far greater than the effort taken to execute this function once a week.*

The CHECK FILES function should be executed upon a regular basis in order to have this program check the integrity of the files.

If errors are found, these will be displayed and the error statement will remain on the screen until **RETURN** is pressed. You will then exit the program.

The files are no longer usable and must be restored from the latest correct copy. Provided you have made a copy with BACKUP SYSTEM, this may be restored. Upon completion of the restoration the administration will be released again for further use. Prior to use, the restored files should then be checked with the function CHECK FILES.

All transactions and changes entered since the last copy has been made have to be re-entered. You can do so with the aid of the original accounting printouts or the checklists. The only other option would be to re-enter your files entirely.

*When re-entry of data takes longer than making a copy, it is advisable to choose the latter option.*

When errors have been found, a list of errors will be printed, ensure that the

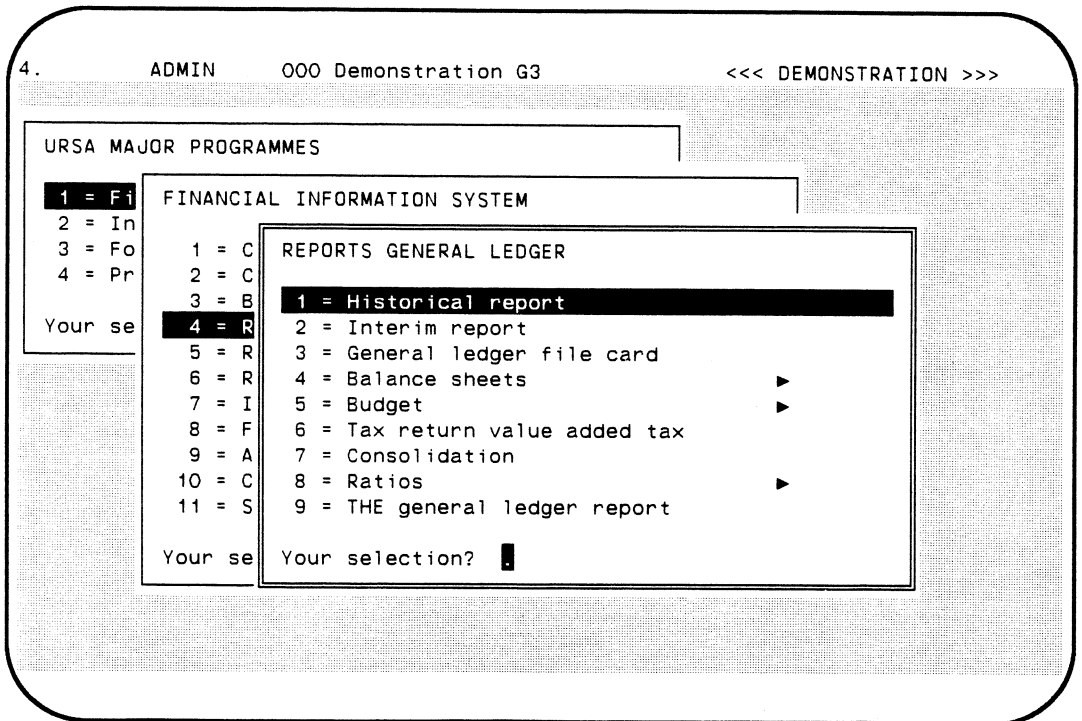
printer is switched on.

During the CHECK FILES process the system displays the name of the current file being checked. When the program has finished and no errors have been found, a message will be displayed to this effect.



## 4. REPORTS GENERAL LEDGER

This sub menu allows for the extraction of various reports from your general ledger. Balance Sheets may also be printed.



Screen 4. sub menu reports general ledger

You can opt for the following functions:

### 1. HISTORICAL REPORT

This function prints the contents of your General ledger file cards. You can opt for clearing the cards upon completion.

The current totals will be stored. Always make a copy of your files prior to the printing of a historic report, even when you do not want to

# REPORTS GENERAL LEDGER

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delete the data.

## 2. INTERMEDIATE REPORT

You can make an intermediate report of (a selection of) the General ledger cards. You can do so without having to print all General ledger cards.

## 3. GENERAL LEDGER CARD

This function calls individual ledger cards for printing.

## 4. BALANCE SHEETS

By way of this option you enter a sub menu in which you can print various balance sheets.

## 5. BUDGET

## 6. TAX RETURN VALUE ADDED TAX

With this function you can calculate how much VAT you have to pay.

## 7. CONSOLIDATION (\*\*\*)

With this function you can merge the General ledgers of various Administrations. This provides an overview of all Administrations in use. This function is available only in the triple star version.

## 8. RATIOS (\*\*\*)

By way of this option a sub menu is displayed in which you can have various ratios calculated and reports printed. This option is available only in the triple star version.

## 9. THE GENERAL LEDGER REPORT

In most software-programs the entrance to the information is the TYPE of report which is chosen: the outstanding entries, the orders or the stock. In short, the function determines the options. In FINI-STER the chosen item instead of the function is the entrance. As a result it is no longer necessary to move from one menu to the other in order to retrieve data. You can call in all relevant data in one and the same function.



### 4.1. HISTORICAL REPORT GENERAL LEDGER

This report has a dual purpose. Firstly you can print all processed transactions for each general ledger account. Secondly you can delete all printed historical transactions. This is necessary in order to be able to execute the final close of the financial year; it also reduces the amount of storage space needed for the files.

The printing cannot be interrupted.

*Always make a copy of your files before you print the historical report. Ensure the printer ribbon is correct and that there is sufficient paper. Take into account the fact that printing takes some time.*

Before you gain access to this function you have to enter a password. Default a password has been built in: 'KODEWOORD'. This can be changed by the user ADMIN by way of the menu ADMINISTRATION URSA MAJOR.

A report will be printed per General Ledger Account for each of the posted transactions. You have to save these historical reports, together with the checklists of transactions and the processing reports.

When you want to make a historical report the following question will be prompted:

► **Does the historical report have to be cleared after**

When you enter 'Y' here, the processed transactions will be deleted. The existing outstanding entries of Debtors and Creditors and the final balances per General ledger account will be saved.

When you do not want data to be deleted, you enter 'N'. In that instance only a report of all General ledger accounts will be printed. You can regard this as an intermediate report of all General ledger accounts. In the latter case you have a number of output options at your disposal (refer to the general manual, chapter OUTPUT OPTIONS).

A selection may be made upon General ledger number, year and period (see general manual, chapter SELECTION).

If you have opted for clearing the report, after printing you will be prompted

## REPORTS GENERAL LEDGER

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to review the historical report prior to clearance. The program will also prompt to clear the historical report upon completion.

When the historical report is correct, you enter 'Y'.

The following data of each transaction will be displayed on the report:

- Date
- Voucher number
- Journal, in which transaction has been booked
- Description
- Transaction amount

After the separate transactions the following will be printed:

- Debit total
- Credit total
- Balance of the account

### **numbering of the historical report**

During the printing of the historical report, it is assumed that you sort the output on General ledger account number. For each General ledger account the pages per financial year have to be numbered consecutively. The first time you print a historical report, each General ledger card will start with page number 1. When the report contains so many transactions that several pages are needed in order to print them, the pagination of those cards will continue. The next time you print the report with the option of clearing it after completion, the numbering will continue with the next following page number. Where a General ledger card has been numbered up to e.g. page number 5, the numbering will now commence at number 6. During an intermediate report or a historical report without the option of clearing it after completion, the numbering will not change.

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## 4.2. INTERMEDIATE REPORT GENERAL LEDGER

Occasionally a report of transactions posted to a specific General Ledger account is needed. This function may be used for this purpose. You can specify whether the report should be produced for either one or several General Ledger accounts.

In the multiple star version you can opt for a report in either text or graph form.

A selection may be made upon General ledger number, year, period number and voucher number (refer to the general manual, chapter SELECTION).

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

A sample intermediate report now follows.

# REPORTS GENERAL LEDGER

<<< DEMONSTRATIE >>>

Demobestanden G3

Adm.: 000 User: ADMIN

Date: 13-05-91

Time: 13:59:38

Page: 1

## I N T E R I M R E P O R T

VOU CHER	INV NO DATE	PER YR	JOUR- NO NAL	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT
-------------	----------------	-----------	-----------------	-------------	-----------------	------------------

120 Cum. Depr. Buildings (non-condensed account)

OPENING BALANCE 174400,00

880333	0 290391 91	3		GJSING Depreciations		1563,00
880388	0 270291 91	2		GJSING Depreciations		1563,00
880427	0 270491 91	4		GJSING Depreciations		2636,00
880427	0 270491 91	4		GJSING Depreciations	1073,00	
881111	0 290191 91	1		GJSING Depreciations		1563,00

BALANCE 180652,00

TOTAL 181725,00 181725,00

210 Inventory Office (non-condensed account)

OPENING BALANCE 101575,00

880233	0 270291 91	2		GJSING Correction	27250,00	
--------	-------------	---	--	-------------------	----------	--

BALANCE 128825,00

TOTAL 128825,00 128825,00

211 Cum. Depr. Invent. (non-condensed account)

OPENING BALANCE 39845,00

880333	0 290391 91	3		GJSING Depreciations		1073,00
880388	0 270291 91	2		GJSING Depreciations		847,00
880427	0 270491 91	4		GJSING Depreciations		1073,00
881111	0 290191 91	1		GJSING Depreciations		847,00

BALANCE 43685,00

TOTAL 43685,00 43685,00

Checklist 4.2. intermediate report general ledger

• • • • •

### 4.3. GENERAL LEDGER CARD

Occasionally a report of transactions posted to a single General ledger account is required. This function may be used for this purpose.

In the multiple star version you can opt for output in either text or graph form.

You can specify whether you also want displayed General ledger accounts without transactions but that do have an opening balance. You can specify the method in which the output is to be sorted: on voucher number or entry date.

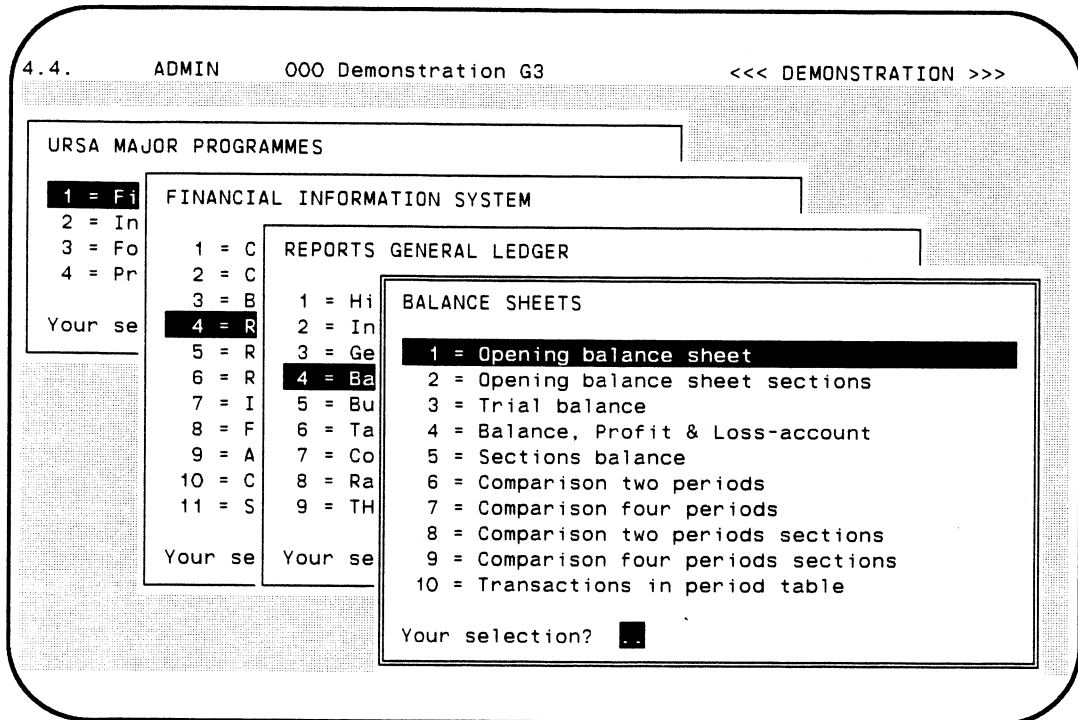
Next the account number of the General ledger card to be viewed can be specified. You can search and browse on account number and description (refer to the general manual, chapter SEARCH AND BROWSE). A selection may be made upon year, period number and voucher number (refer to the general manual, chapter SELECTION).

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

# REPORTS GENERAL LEDGER

## 4.4. BALANCE SHEETS

Via this sub menu various balance sheets may be printed.



Screen 4.4. sub menu balance sheets

### 1 OPENING BALANCE SHEET

This function prints the opening balance sheet.

### 2 OPENING BALANCE SHEET SECTIONS

This function prints the opening balance sheet of the sections.

### 3 TRIAL BALANCE

This function prints the trial balance of the General ledger.

### 4 BALANCE, PROFIT- & LOSS ACCOUNT

• • • • • • •

This function prints a report of all General ledger accounts, allocated to the balance sheet and the profit and loss account. At the end of the report the balance sheet, profit or loss will be printed.

### 5 SECTIONS BALANCE SHEET

This function prints the Sections balance sheet.

### 6 COMPARISON TWO PERIODS

This function compares the trial balance and balance sheet of two periods.

### 7 COMPARISON FOUR PERIODS

This function compares the trial balance and balance sheet of four periods.

### 8 COMPARISON TWO PERIODS SECTIONS

This function compares the trial balance and balance sheet of two periods sections.

### 9 COMPARISON FOUR PERIODS SECTIONS

This function compares the trial balance and balance sheet of four periods sections.

### 10 TRANSACTIONS IN PERIOD TABLE (\*\*)

In table reports you are able to define the presentation of data elements in relationship to each other. Most administrative programs produce 'line reports' in which the information is printed per line. In spreadsheets however and often in reports, tables are incorporated.

With the exception of the opening balance sheets and the period table, the program will inquire whether you want the (intermediate) totals only to be printed. When you enter 'N', you can determine the sequence of General ledger detail data. You can opt for: sequence of voucher number or date.

When you display a balance sheet, you can select an account with the aid of the selection bar. You can move the bar with the aid of the cursor keys. When the bar is placed on the account to be viewed, press **F5**. The selected General ledger card of the account is displayed and contains the following data:

## REPORTS GENERAL LEDGER

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- Account number
- Voucher number
- Invoice number
- Date
- Year
- Period
- Journal
- Description
- Debit amount
- Credit amount
- Code foreign currency
- Amount foreign currency

Data is displayed in the sequence of voucher number or date, depending on the choice you have made.

When you press  the balance sheet will be re-dipslayed whereupon you may select another account.

With the exception of the opening balance sheet the program will provide a choice between the transaction balance the actual balance sheet. This question will be prompted when you have stated a range (particular years/particular periods). The difference between a transaction and an actual balance sheet is, that a transaction balance sheet only displays the selected periods, whilst the actual balance sheet displays the cumulative. With a transaction balance sheet the opening balance is not incorporated, i.e. you can view on which balance accounts postings have been made.

Example: at a balance account you state as range periods 2 and 3. If you opt for an actual balance sheet: periods 0 up to the highest stated period (in this example period 3) are displayed. When you opt for a transaction balance sheet, only periods 2 and 3 are displayed.

The situation is different where profit and loss accounts are concerned: with a transaction balance as well as a actual balance only the selected periods are displayed.



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#### 4.4.1. OPENING BALANCE SHEET

This function prints the opening balance sheet that was created/changed via the function CREATE/CHANGE OPENING BALANCE SHEET. Various output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

FINI-STER will prompt:

- Text above balance  
The text specified here will be printed above your balance sheet.
- Also accounts without postings (Y/N)
- Year
- Print only (intermediate)totals (Y/N)
- Print final balances of preceding year (Y/N)
- Debit/credit break down (Y/N)

When you enter 'Y', both a debit and credit column will be displayed on your report. When you enter 'N', you can specify whether you also want to print the accounts which have a balance of 0. If so a balance column can be viewed. A minus character in front of an amount indicates a credit amount.

- Print in rate of foreign currency  
Will only be prompted if the module the module VALU-STER is installed. Where nothing is entered, the various amounts will be printed in guilders. Where a foreign currency code has been specified, the amounts will be calculated and displayed in that currency.

Next you have to enter a year.

Regarding each account the following will be printed:

- Account number
- Account description
- Debit column of the trial balance
- Credit column of the trial balance
- The balance, which will be entered in the debit or credit column

## REPORTS GENERAL LEDGER

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Debit and Credit totals are shown at the base of the report for both Trial Balance and Balance Sheet.

A sample (part) opening balance sheet now follows.

# REPORTS GENERAL LEDGER

<<< DEMONSTRATIE >>>		Demobestanden G3		
Adm.: 000	User: ADMIN	Date: 13-05-91	Time: 14:04:17	Page: 1
O P E N I N G   B A L A N C E   S H E E T				
YEAR: 91, OPENING BALANCE SHEET				
ACC NO	DESCRIPTION	DEBIT	CREDIT	BALANCE PRECEDING YEAR
<hr/>				
110	Buildings	779.200,00	0,00	779.200,00
120	Cum. Depr. Buildings	0,00	174.400,00	-174.400,00
210	Inventory Office	101.575,00	0,00	101.575,00
211	Cum. Depr. Invent.	0,00	39.845,00	-39.845,00
220	Machines	367.601,00	0,00	367.601,00
221	Cum. Depr. Machines	0,00	165.300,00	-165.300,00
320	Means of Transport	315.300,00	0,00	315.300,00
321	Cum. Depr. Transp.	0,00	136.875,00	-136.875,00
<hr/>				
TOTAL	Assets	1.563.676,00	516.420,00	1.047.256,00
<hr/>				
800	Capital Deposited	0,00	800.000,00	-800.000,00
810	Profit Retained	0,00	155.650,00	-155.650,00
820	General Reserve	0,00	55.880,00	-55.880,00
830	Statutory Reserve	0,00	250.000,00	-250.000,00
900	Mortgage	0,00	700.000,00	-700.000,00
910	Bond Loan 8%	0,00	200.000,00	-200.000,00
<hr/>				
TOTAL	Capital	0,00	2.161.530,00	-2.161.530,00
<hr/>				
1010	Cash	6.075,00	0,00	6.075,00
1011	Cash Register #1	1.238,00	0,00	1.238,00
1012	Cash Register #2	1.643,00	0,00	1.643,00
1013	Cash Register #3	1.954,00	0,00	1.954,00
1020	Bank ABN	0,00	250.000,00	-250.000,00
1021	Bank AMRO	75.180,00	-0,00	75.180,00
1022	Giro Postbank	67.071,72	0,00	67.071,72
1300	Debtors	1.227.400,00	0,00	1.227.400,00
1400	Debtors (Foreign)	416.209,00	0,00	416.209,00
1500	Creditors	0,00	643.750,00	-643.750,00
1600	Creditors Government	0,00	75.000,00	-75.000,00
<hr/>				
TOTAL	Liquidity	1.796.770,72	968.750,00	828.020,72
<hr/>				
1701	VAT to be paid	-0,00	42.387,50	-42.387,50
1703	VAT Received (high)	0,00	102.283,30	-102.283,30
1704	VAT Paid (Purchases)	59.895,80	0,00	59.895,80
<hr/>				
TOTAL	Taxes to be paid	59.895,80	144.670,80	-84.775,00
<hr/>				
2000	Packaging	16.414,45	0,00	16.414,45
<hr/>				
TOTAL	Cross Accounts	16.414,45	-0,00	16.414,45
<hr/>				
3010	Stock Stationary	321.288,15	0,00	321.288,15
3020	Stock Flowers	3.600,80	0,00	3.600,80
3030	Stock Raw Materials	23.139,00	0,00	23.139,00
3040	Stock Bicycles	6.585,88	0,00	6.585,88
<hr/>				
TOTAL	Stock	354.613,83	0,00	354.613,83
<hr/>				
TOTAL		3.791.370,80	3.791.370,80	0,00

*Checklist 4.4.1. sample opening balance sheet*

# REPORTS GENERAL LEDGER

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## 4.4.2. OPENING BALANCE SHEET SECTIONS

With this function you can print the opening balance sections. A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

FINI-STER will prompt:

- Text above balance sheet

The text specified here will be printed above your balance sheet.

- Also accounts without bookings (Y/N)
- Year
- Print only (intermediate)totals (Y/N)
- Print final balances of the preceding year (Y/N)
- Debit/credit break down (Y/N)

When you enter 'Y', both a debit and credit column will be displayed on your report. When you enter 'N', you can specify whether you also want to print the accounts which have a balance of 0. If so a balance column can be viewed. A minus character in front of an amount indicates a credit amount.

- Print in rate of foreign currency

Will only be prompted if the module the module VALU-STER is installed. Where nothing is entered, the various amounts will be printed in guilders. Where a foreign currency code has been specified, the amounts will be calculated and displayed in that currency.

Next you have to enter a year.

For each account the following will be printed:

- Account number
- Account description
- Debit column of the trial balance
- Credit column of the trial balance
- The balance, which will be entered in the debit or credit column

**REPORTS GENERAL LEDGER**

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Debit and Credit totals are shown at the base of the report.

A sample (part) opening balance sections now follows.

# REPORTS GENERAL LEDGER

<<< DEMONSTRATIE >>>		Demobestanden G3		
Adm. : 000	User: ADMIN	Date: 13-05-91	Time: 14:07:58	Page: 1
O P E N I N G   B A L A N C E   S H E E T   S E C T I O N S				
Y E A R :   9 1 ,   O P E N I N G   B A L A N C E   S H E E T				
ACC NO	DESCRIPTION	DEBIT	CREDIT	BALANCE PRECEDING YEAR
-----				
Balance Sheet				
-----				
Fixed Assets				
Tangible Assets				
110	Buildings	779.200,00	0,00	779.200,00
120	Cum. Depr. Buildings	0,00	174.400,00	-174.400,00
210	Inventory Office	101.575,00	0,00	101.575,00
211	Cum. Depr. Invent.	0,00	39.845,00	-39.845,00
220	Machines	367.601,00	0,00	367.601,00
221	Cum. Depr. Machines	0,00	165.300,00	-165.300,00
320	Means of Transport	315.300,00	0,00	315.300,00
321	Cum. Depr. Transp.	0,00	136.875,00	-136.875,00
TOT.Tangible Assets		1.563.676,00	516.420,00	1.047.256,00
-----				
TOTAL Fixed Assets		1.563.676,00	516.420,00	1.047.256,00
=====				
Current Assets				
Stock				
3010	Stock Stationary	321.288,15	0,00	321.288,15
3020	Stock Flowers	3.600,80	0,00	3.600,80
3030	Stock Raw Materials	23.139,00	0,00	23.139,00
3040	Stock Bicycles	6.585,88	0,00	6.585,88
TOT.Stock		354.613,83	0,00	354.613,83
-----				
Debtors				
1300	Debtors	1.227.400,00	0,00	1.227.400,00
1400	Debtors (Foreign)	416.209,00	0,00	416.209,00
TOT.Debtors		1.643.609,00	0,00	1.643.609,00
-----				
Other Receivables				
1704	VAT Paid (Purchases)	59.895,80	0,00	59.895,80
TOT.Other Receivables		59.895,80	0,00	59.895,80
-----				

Checklist 4.4.2. sample opening balance sections

4.4.3. TRIAL BALANCE

This balance is the first section of the extended trial balance. Various output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

FINI-STER will prompt:

- Text above balance

The text specified here will be printed above your balance sheet.

- Also accounts without bookings (Y/N)
- Everything of a year or (year + period) range (Y/R)

When you enter 'Y', you have to enter a year. When you enter 'R', you have to enter a selection of year and period. A selection may be made upon account number (refer to the general manual, chapter SELECTION).

- Print only (intermediate)totals (Y/N)

When you enter 'N', you can control the sequence of the general ledger detail data.

- Print in rate of foreign currency

Will only be prompted if the module VALU-STER is installed. Where nothing is entered, the various amounts will be printed in guliders. Where a foreign currency code is entered, the amounts will be calculated and displayed in that currency.

Regarding each account the following will be printed:

- Account number
- Account description
- Debit column of the trial balance
- Credit column of the trial balance
- The balance, which will be entered in the debit or credit column

At the base you will see the totals of the debit and credit columns of the trial balance and of the balance.

You can opt for a transaction balance or an actual balance.

## REPORTS GENERAL LEDGER

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A sample (part) trial balance general ledger now follows.



# REPORTS GENERAL LEDGER

<<< DEMONSTRATIE >>>

Demobestanden G3

Adm.: 000 User: ADMIN

Date: 13-05-91

Time: 14:11:48

Page: 1

## T R I A L   B A L A N C E

YEAR: 91, ALL PERIODS (U/I RUNNO: 49)

ACC NO	DESCRIPTION	TRIAL		BALANCE	
		DEBIT	CREDIT	DEBIT	CREDIT
110	Buildings	779.200,00	0,00	779.200,00	
120	Cum. Depr. Buildings	1.073,00	181.725,00		180.652,00
210	Inventory Office	128.825,00	0,00	128.825,00	
211	Cum. Depr. Invent.	0,00	43.685,00		43.685,00
220	Machines	367.601,00	0,00	367.601,00	
221	Cum. Depr. Machines	0,00	177.556,00		177.556,00
320	Means of Transport	315.300,00	0,00	315.300,00	
321	Cum. Depr. Transp.	0,00	154.147,00		154.147,00
<b>TOTAL Assets</b>		<b>1.591.999,00</b>	<b>557.113,00</b>	<b>1.034.886,00</b>	
800	Capital Deposited	0,00	800.000,00		800.000,00
820	General Reserve	0,00	113.880,00		113.880,00
830	Statutory Reserve	0,00	250.000,00		250.000,00
900	Mortgage	0,00	700.000,00		700.000,00
910	Bond Loan 8%	0,00	200.000,00		200.000,00
<b>TOTAL Capital</b>		<b>155.650,00</b>	<b>2.219.530,00</b>		<b>2.063.880,00</b>
1010	Cash	6.099,90	14,95	6.084,95	
1011	Cash Register #1	1.238,00	0,00	1.238,00	
1012	Cash Register #2	1.643,00	0,00	1.643,00	
1013	Cash Register #3	1.954,00	0,00	1.954,00	
1020	Bank ABN	0,00	250.000,00		250.000,00
1021	Bank AMRO	2.333.050,88	1.852.439,46	480.611,42	
1022	Giro Postbank	117.071,72	86.729,00	30.342,72	
1300	Debtors	3.508.832,23	2.552.741,00	956.091,23	
1400	Debtors (Foreign)	1.028.294,01	707.683,01	320.611,00	
1500	Creditors	1.167.923,73	1.803.604,90		635.681,17
<b>TOTAL Liquidity</b>		<b>8.241.107,47</b>	<b>7.328.212,32</b>	<b>912.895,15</b>	
1701	VAT to be paid	97.433,28	121.566,89		24.133,61
1702	VAT received (low)	11.747,86	13.362,43		1.614,57
1703	VAT Received (high)	262.567,46	308.118,18		45.550,72
1704	VAT Paid (Purchases)	228.136,73	194.311,86	33.824,87	
1710	Loan Tax to be Paid	73.594,23	98.125,64		24.531,41
1720	Loan Premiums	43.703,28	58.271,04		14.567,76
1800	Interest to be paid	16.770,00	23.960,00		7.190,00
<b>TOTAL Taxes to be paid</b>		<b>831.602,84</b>	<b>915.366,04</b>		<b>83.763,20</b>
2000	Packaging	57.166,55	40.261,50	16.905,05	
<b>TOTAL Cross Accounts</b>		<b>1.167.524,98</b>	<b>1.150.619,93</b>	<b>16.905,05</b>	
3010	Stock Stationary	790.291,40	518.130,00	272.161,40	
3020	Stock Flowers	159.477,81	148.137,00	11.340,81	
3030	Stock Raw Materials	283.894,11	260.755,11	23.139,00	
3040	Stock Bicycles	130.938,58	124.122,70	6.815,88	
<b>TOTAL Stock</b>		<b>1.364.601,90</b>	<b>1.051.144,81</b>	<b>313.457,09</b>	

*Checklist 4.4.3. sample trial balance*

### 4.4.4. BALANCE SHEET, PROFIT & LOSS ACCOUNT

With this function you can draw up the regular balance sheet and Profit & Loss account for an entire year or a period. In FINI-STER you have, apart from this balance sheet, the Sections balance at your disposal. This offers broader options for totalizing.

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

FINI-STER will prompt:

- Text above balance

The text specified here will be printed above your balance sheet.

- Also accounts without bookings (Y/N)
- All entries for the year or (year + period) range (Y/R)

When you enter 'Y', you have to enter a year. When you enter 'R', you have to enter a selection of year and period. A selection may be made upon account number (see general manual, chapter SELECTION).

- Print only (intermediate)totals (Y/N)

When you enter 'N', you can control the sequence of general ledger detail data.

- Debit/credit break down (Y/N)

When you enter 'Y', both a debit and credit column will be displayed on your report. When you enter 'N', you can specify whether you also want to print the accounts which have a balance of 0. If so a balance column can be viewed. A minus character in front of an amount indicates a credit amount.

- Print in rate of foreign currency.

Will only be prompted if you have the module VALU-STER installed. Where nothing is entered, the various amounts will be printed in guilders. Where a code foreign currency is specified, the amounts will be calculated and displayed in that currency.

## REPORTS GENERAL LEDGER

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A selection may be made upon account number (refer to the general manual, chapter SELECTION). You can opt for a transaction balance or an actual balance.

A sample (part) balance sheet and Profit and Loss account, in which the General ledger account with balances of 0 have not been incorporated, now follows.

# REPORTS GENERAL LEDGER

<<< DEMONSTRATIE >>>		Demobestanden G3			
Adm.: 000 User: ADMIN		Date: 13-05-91		Time: 14:15:10 Page: 1	
BALANCE, PROFIT & LOSS - ACCOUNT					
YEAR: 91, ALL PERIODS (U/I RUNNO: 49)					
ACC NO	DESCRIPTION	LOSS	PROFIT+LOSS	DEBIT	BALANCE CREDIT
110	Buildings			779.200,00	
120	Cum. Depr. Buildings				180.652,00
210	Inventory Office			128.825,00	
211	Cum. Depr. Invent.				43.685,00
220	Machines			367.601,00	
221	Cum. Depr. Machines				177.556,00
320	Means of Transport			315.300,00	
321	Cum. Depr. Transp.				154.147,00
TOTAL Assets				1.034.886,00	
800	Capital Deposited				800.000,00
820	General Reserve				113.880,00
830	Statutory Reserve				250.000,00
900	Mortgage				700.000,00
910	Bond Loan 8%				200.000,00
TOTAL Capital					2.063.880,00
1010	Cash			6.084,95	
1011	Cash Register #1			1.238,00	
1012	Cash Register #2			1.643,00	
1013	Cash Register #3			1.954,00	
1020	Bank ABN				250.000,00
1021	Bank AMRO			480.611,42	
1022	Giro Postbank			30.342,72	
1300	Debtors			956.091,23	
1400	Debtors (Foreign)			320.611,00	
1500	Creditors				635.681,17
TOTAL Liquidity				912.895,15	
1701	VAT to be paid				24.133,61
1702	VAT received (low)				1.614,57
1703	VAT Received (high)				45.550,72
1704	VAT Paid (Purchases)			33.824,87	
1710	Loan Tax to be Paid				24.531,41
1720	Loan Premiums				14.567,76
1800	Interest to be paid				7.190,00
TOTAL Taxes to be paid					83.763,20
2000	Packaging			16.905,05	
TOTAL Cross Accounts				16.905,05	
3010	Stock Stationary			272.161,40	
3020	Stock Flowers			11.340,81	
3030	Stock Raw Materials			23.139,00	
3040	Stock Bicycles			6.815,88	
TOTAL Stock				313.457,09	

Checklist 4.4.4. balance, profit and loss account

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#### 4.4.5. SECTIONS BALANCE

The totals of the separate general ledger accounts will be divided into sections. These sections are sub divided into sub sections and categories. You have specified the sub division of the Sections balance in the function CREATE/CHANGE SECTIONS BALANCE.

If your Profit and Loss accounts are to be published then it is advisable to take careful note of this function.

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

FINI-STER will prompt:

- Text above balance

The text specified here will be printed above your balance sheet.

- Also accounts without postings (Y/N)
- Everything of a year or (year + period) range (Y/R)

When you enter 'Y', you have to enter a year. When you enter 'R', you have to enter a selection of year and period. A selection may be made upon account number (refer to the general manual, chapter SELECTION).

- Print only (intermediate)totals (Y/N)

When you enter 'N', you can control the sequence of general ledger detail data.

- Print final balances of preceding year (Y/N)
- Debit/credit break down (Y/N)

When you enter 'Y', both a debit and credit column will be displayed on your report. When you enter 'N', you can specify whether you also want to print the accounts which have a balance of 0. If so a balance column can be viewed. A minus character in front of an amount indicates a credit amount.

## REPORTS GENERAL LEDGER

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- Print in rate of foreign currency

Will only be prompted if the module the module VALU-STER is installed. Where nothing is entered, the various amounts will be printed in guilders. Where a foreign currency code has been specified, the amounts will be calculated and displayed in that currency.

You can opt for a transaction balance or an actual balance.

A sample (part) Sections balance now follows.

# REPORTS GENERAL LEDGER

<<< DEMONSTRATIE >>>		Demobestanden G3		
Adm.: 000	User: ADMIN	Date: 13-05-91	Time: 14:17:50	Page: 1
S E C T I O N S   B A L A N C E				
YEAR: 91, ALL PERIODS (U/I RUNNO: 49)				
	NOW DEBIT	CREDIT	PRECEDING YEAR	
-----				
Balance Sheet				
-----				
Fixed Assets				
Tangible Assets				
110	Buildings	779.200,00		779.200,00
120	Cum. Depr. Buildings		180.652,00	-174.400,00
210	Inventory Office	128.825,00		101.575,00
211	Cum. Depr. Invent.		43.685,00	-39.845,00
220	Machines	367.601,00		367.601,00
221	Cum. Depr. Machines		177.556,00	-165.300,00
320	Means of Transport	315.300,00		315.300,00
321	Cum. Depr. Transp.		154.147,00	-136.875,00
	TOT. Tangible Assets	1.034.886,00		1.047.256,00
-----				
	TOTAL Fixed Assets	1.034.886,00		1.047.256,00
=====				
Current Assets				
Stock				
3010	Stock Stationary	272.161,40		321.288,15
3020	Stock Flowers	11.340,81		3.600,80
3030	Stock Raw Materials	23.139,00		23.139,00
3040	Stock Bicycles	6.815,88		6.585,88
	TOT. Stock	313.457,09		354.613,83
-----				
Debtors				
1300	Debtors	956.091,23		1.227.400,00
1400	Debtors (Foreign)	320.611,00		416.209,00
	TOT. Debtors	1.276.702,23		1.643.609,00
-----				
Other Receivables				
1704	VAT Paid (Purchases)	33.824,87		59.895,80
	TOT. Other Receivables	33.824,87		59.895,80
-----				

*Checklist 4.4.5. sample sections balance*

# REPORTS GENERAL LEDGER

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## 4.4.6. COMPARISON TWO PERIODS

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

FINI-STER will prompt:

- Text above balance

The text specified here will be printed above your balance sheet.

- Also accounts without postings (Y/N)

- Print only (intermediate)totals (Y/N)

When you enter 'N', you can control the sequence of general ledger detail data.

- Debit/credit break down (Y/N)

When you enter 'Y', both a debit and a credit column will be displayed on your report. When you enter 'N', you can specify whether you also want to print the accounts having a balance of 0. If so a balance column can be viewed. A minus character in front of an amount indicates a credit amount.

- Print in rate of foreign currency

Will only be prompted if the module VALU-STER is installed. Where nothing is entered, the various amounts will be printed in guilders. Where a foreign currency code is entered, the amounts will be calculated and displayed in that currency.

A selection may be made upon year and period of the two periods you want to compare. On the report the trial balance will be displayed of both periods. A selection may also be made upon account number (see general manual, chapter SELECTION).

You can opt for a transaction balance or an actual balance.

A sample comparison of two periods now follows.



# REPORTS GENERAL LEDGER

<<< DEMONSTRATIE >>>		Demobestanden G3			
Adm.: 000 User: ADMIN		Date: 13-05-91		Time: 14:24:22 Page: 1	
C O M P A R I S O N   T W O   P E R I O D S					
ACC NO	DESCRIPTION	YR/PER: 91/ 1 U/I 91/ 1		YR/PER: 91/ 2 U/I 91/ 2	
		DEBIT	CREDIT	DEBIT	CREDIT
110	Buildings	779.200,00		779.200,00	
120	Cum. Depr. Buildings		175.963,00		177.526,00
210	Inventory Office	101.575,00		128.825,00	
211	Cum. Depr. Invent.		40.692,00		41.539,00
220	Machines	367.601,00		367.601,00	
221	Cum. Depr. Machines		168.364,00		171.428,00
320	Means of Transport	315.300,00		315.300,00	
321	Cum. Depr. Transp.		141.193,00		145.511,00
TOTAL Assets		1.037.464,00		1.054.922,00	
800	Capital Deposited		800.000,00		800.000,00
810	Profit Retained		155.650,00		0,00
820	General Reserve		55.880,00		113.880,00
830	Statutory Reserve		250.000,00		250.000,00
900	Mortgage		700.000,00		700.000,00
910	Bond Loan 8%		200.000,00		200.000,00
TOTAL Capital			2.161.530,00		2.063.880,00
1010	Cash	6.075,00		6.075,00	
1011	Cash Register #1	1.238,00		1.238,00	
1012	Cash Register #2	1.643,00		1.643,00	
1013	Cash Register #3	1.954,00		1.954,00	
1020	Bank ABN		250.000,00		250.000,00
1021	Bank AMRO	469.518,73		557.202,46	
1022	Giro Postbank	24.684,22		32.296,72	
1300	Debtors	1.013.728,72		1.056.497,33	
1400	Debtors (Foreign)	254.424,00		164.780,02	
1500	Creditors		652.683,19		684.933,73
1600	Creditors Government		7.625,00		7.625,00
TOTAL Liquidity		862.957,48		879.127,80	
1701	VAT to be paid		42.387,50		12.658,28
1702	VAT received (low)		1.613,20		4.827,73
1703	VAT Received (high)		62.046,44		48.996,43
1704	VAT Paid (Purchases)	51.001,36		53.000,09	
1710	Loan Tax to be Paid		24.531,41		49.062,82
1720	Loan Premiums		14.567,76		29.135,52
1800	Interest to be paid		5.990,00		11.980,00
1850	Dividend to be Paid		0,00		44.650,00
1860	Bonuses to be Paid		0,00		53.000,00
TOTAL Taxes to be paid			100.134,95		201.310,69

*Checklist 4.4.6. sample comparison two periods*

# REPORTS GENERAL LEDGER

---

## 4.4.7. COMPARISON FOUR PERIODS

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

FINI-STER will prompt:

- Text above balance

The text specified here will be printed above your balance sheet.

- Also accounts without postings (Y/N)

- Print only (intermediate)totals (Y/N)

When you enter 'N', you can specify the sequence of the General ledger detail data.

- Print in rate of foreign currency

Will only be prompted if the module the module VALU-STER is installed. Where nothing is entered, the various amounts will be printed in guilders. Where a foreign currency code has been specified, the amounts will be calculated and displayed in that currency.

Select the year and period of the four periods for comparison. On the report the trial balance will be displayed for all periods. A selection may be made upon account number (refer to the general manual, chapter SELECTION).

You can opt for a transaction balance or an actual balance.

• • • • • • • •

#### 4.4.8. COMPARISON TWO PERIODS SECTIONS

Various output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

FINI-STER will prompt:

- Text above balance

The text specified here will be printed above your balance sheet.

- Also accounts without postings (Y/N)
- Print only (intermediate)totals (Y/N)

When you enter 'N', you can select the sequence of the General ledger detail data.

- Debit/credit break down (Y/N)

When you enter 'Y', both a debit and credit column will be displayed on your report. When you enter 'N', you can specify whether you also want to print the accounts which have a balance of 0. If so a balance column can be viewed. A minus character in front of an amount indicates a credit amount.

- Print in rate of foreign currency

Will only be prompted if the module the module VALU-STER is installed. Where nothing is entered, the various amounts will be printed in guilders. Where a foreign currency code has been specified, the amounts will be calculated and displayed in that currency.

A selection may be made upon year and period of the two periods for comparison. You can opt for a transaction balance or an actual balance.

A sample comparison of two periods sections now follows.

# REPORTS GENERAL LEDGER

<<< DEMONSTRATIE >>>		Demobestanden G3			
Adm.: 000 User: ADMIN		Date: 13-05-91		Time: 14:27:09 Page: 1	
C O M P A R I S O N T W O P E R I O D S S E C T I O N S					
ACC NO	DESCRIPTION	YR/PER: 91/ 1 DEBIT	U/I 91/ 1 CREDIT	YR/PER: 91/ 2 DEBIT	U/I 91/ 2 CREDIT
-----					
Balance Sheet					
-----					
Fixed Assets					
Tangible Assets					
110	Buildings	779.200,00		779.200,00	
120	Cum. Depr. Buildings		175.963,00		177.526,00
210	Inventory Office	101.575,00		128.825,00	
211	Cum. Depr. Invent.		40.692,00		41.539,00
220	Machines	367.601,00		367.601,00	
221	Cum. Depr. Machines		168.364,00		171.428,00
320	Means of Transport	315.300,00		315.300,00	
321	Cum. Depr. Transp.		141.193,00		145.511,00
TOT. Tangible Assets		1.037.464,00		1.054.922,00	
TOTAL Fixed Assets		1.037.464,00		1.054.922,00	
-----					
Current Assets					
Stock					
3010	Stock Stationary	327.406,15		327.358,90	
3020	Stock Flowers	9.600,80		9.600,80	
3030	Stock Raw Materials	23.139,00		23.139,00	
3040	Stock Bicycles	6.573,54		6.573,54	
TOT. Stock		366.719,49		366.672,24	
-----					
Debtors					
1300	Debtors	1.013.728,72		1.056.497,33	
1400	Debtors (Foreign)	254.424,00		164.780,02	
TOT. Debtors		1.268.152,72		1.221.277,35	
-----					
Other Receivables					
1704	VAT Paid (Purchases)	51.001,36		53.000,09	
TOT. Other Receivables		51.001,36		53.000,09	
-----					

Checklist 4.4.8. sample comparison two periods sections

• • • • • • • •

#### 4.4.9. COMPARISON FOUR PERIODS SECTIONS

Various output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

FINI-STER will prompt:

- Text above balance

The text specified here will be printed above your balance sheet.

- Also accounts without postings (Y/N)
- Print only (intermediate)totals (Y/N)

When you enter 'N', you can select the sequence of the General ledger detail data.

- Print in rate of foreign currency

Will only be prompted if the module the module VALU-STER is installed. Where nothing is entered, the various amounts will be printed in guilders. Where a foreign currency code has been specified, the amounts will be calculated and displayed in that currency.

A selection may be made upon year and period of the four periods for comparison. You can opt for a transaction balance or an actual balance.

# REPORTS GENERAL LEDGER

---

## 4.4.10. TRANSACTIONS IN PERIOD TABLE (\*\*)

In table reports you may specify the presentation of the data elements in relationship to each other. A selection may be made upon General ledger and year. You may then specify which figures you want to print:

4.4.10. TRANSACTIONS IN PERIOD TABLE <<< DEMONSTRATION >>>

Which figures do you want to print

- 1 = Amount debit
- 2 = Amount credit
- 3 = Balance
- 4 = Amount budget

Your selection?

<RETURN> = Select Figures. In front of selected figures '°' will be displayed.  
<F2> = Conclude.

*Screen 4.4.10. figures selection*

You can opt for:

1. Amount debit
2. Amount credit
3. Balance
4. Amount budget

The maximum number of figures that can be selected is three. With the aid of **RETURN** you can place/remove a tick in front of the figures you choose. You conclude the list by pressing **F2** .

Next you may specify:

- Points between the thousands (Y/N)
- Length with which figure is printed
- Length after the decimal point

When you select too small a value, you will see %%% displayed on the screen. In that instance the value may be changed later. You may specify a column selection on period number. When you want to select period 1 u/i 2 you specify 'period 1 u/i 1 and period 2 u/i 2'.

A table report is displayed consisting of columns and rows. On the screen you will see a selection bar across the report. You can move this bar with the aid of the cursor keys. FINI-STER can display the numerics from the report in the shape of a graphic: as a bar chart, 3-dimensional (line chart and pie chart) and also in colour. This is possible on graphic CGA, MCGA, XCGA, EGA and VGA-screens. The classical 2-dimensional bar charts are possible on monochrome screens. When you press **RETURN** you can opt for:

- 3-dimensional graph
- 2-dimensional graph of a column (you will receive a list with available columns. There you may specify from which column you want a graph)
- 2-dimensional graph of a row (the row where the selection bar is situated)

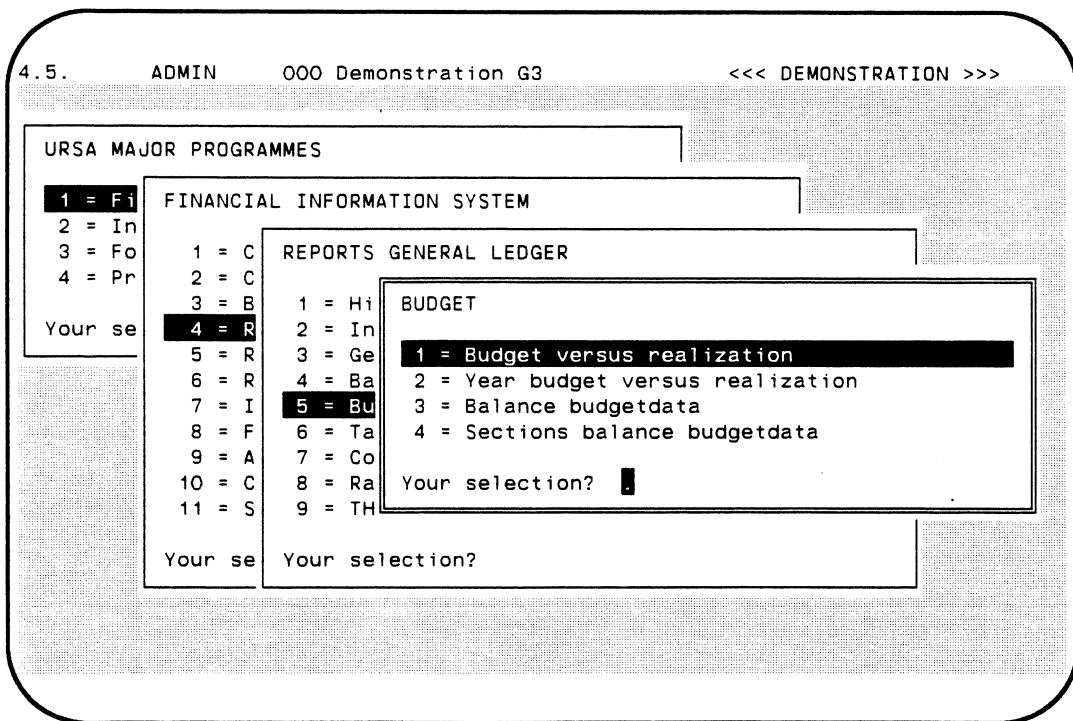
For further information on graphs, refer to the general manual, chapter GRAPHS.

# REPORTS GENERAL LEDGER

## 4.5. BUDGET

This system allows for the entry of budgetary values associated with all or any of the General ledger P & L accounts. Entries may be made per period. You can compare the budgets with the actual amount posted to each account in the relevant period. The use of the budgetary system is related directly to the income and expenditure accounts as shown upon the profit and loss accounts.

A budget is created for each General ledger account in which you wish to control costs and to make a comparison at a later date. Budget values may be entered at any time during the financial year. Values may be compared for each account code; ie Budget v/s Actual. Comparisons may be made at the year end, or at predetermined intervals. You can enter budgets for 1 account or for a collection of accounts.



Screen 4.5. sub menu budget

You can opt for the following functions:

1 BUDGET VS REALIZATION



• • • • • • • •

This function allows for the comparison between budget and actual costs.

## 2 ANNUAL BUDGET VS REALIZATION

This function allows for the comparison between the annual budget in relationship to annual costs.

## 3 BALANCE BUDGET DATA

This function allows for the printing of the budget data.

## 4 SECTIONS BALANCE BUDGET DATA

This function allows for the printing of the budget data from the sections.

During the functions BALANCE BUDGET DATA and SECTIONS BALANCE BUDGET DATA, the program will prompt for the (intermediate)totals to be printed. When you enter 'N' you can determine the order of General ledger detail data. You can opt for: sequence of voucher number or of date.

If the balance sheet is displayed upon the screen, you may select an account with the aid of a selection bar. You can move the bar with the cursor keys. When the bar is placed on the account you wish to view, press the **F5**. The requested General ledger card will be displayed with the following data:

- Account number
- Voucher number
- Invoice number
- Date
- Year
- Period
- Journal
- Description
- Debit amount
- Credit amount
- Code foreign currency
- Amount foreign currency

The data is sequenced by voucher number or date, depending on the choice you have made.

When you press **ESC** the balance sheet will be re-displayed, whereupon you may select another account.

# REPORTS GENERAL LEDGER

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• • • • • • • •

4.5.1. BUDGET VS REALIZATIONS

This function provides a comparison between the budgeted amounts and the actual results for the selected General ledger accounts per period. Only the processed transactions will be incorporated. A selection may be made upon General ledger account, year and period number. Various output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

Per General ledger account number the following data will be displayed:

- General ledger account number
- General ledger account description
- Year
- Period number
- Realized amount
- Budgeted amount
- Realized amount minus budgeted amount
- Percentage of your realized budget.

A total for each account number will be printed plus a grand total.

Occasionally the realized percentage is negative. This can occur in the following cases:

- You have a realized profit although you had budgeted a loss for this particular account number.
- You have a realized loss although you had budgeted a profit for this particular account number.

During CREATE/CHANGE BUDGET it is also possible to have entered the budget as a positive instead of a negative. In this instance, the percentage will also be negative. This does not have to present a problem, as long as you are aware from where the negative amount results. You adjust the budget afterwards and re-execute the comparison.

A sample report realization budget now follows.

# REPORTS GENERAL LEDGER

<<< DEMONSTRATIE >>>

Demobestanden G3

Adm.: 000 User: ADMIN Date: 13-05-91 Time: 14:30:11 Page: 1

## BUDGET VERSUS REALIZATION

GEN. LEDG NUMBER	NAME	YEAR PER NO	AMOUNT REAL	AMOUNT BUDGET	REAL-BUDGET	% REAL
-----						
4010	Office Expenses					
		91 1	4229,17	4500,00	-270,83	93,98
		91 3	2500,00	2400,00	100,00	104,17
TOTAL			6729,17	6900,00	-170,83	97,52
-----						
4020	Cost Wages (gross)					
		91 1	74400,00	75000,00	-600,00	99,20
		91 2	74400,00	75000,00	-600,00	99,20
		91 3	74400,00	75000,00	-600,00	99,20
		91 4	74400,00	74000,00	400,00	100,54
TOTAL			297600,00	299000,00	-1400,00	99,53
-----						
4030	Cost Wages Indirect					
		91 3	1500,00	1500,00	0,00	100,00
TOTAL			1500,00	1500,00	0,00	100,00
-----						
4040	Admin. Expenses					
		91 2	1550,00	1500,00	50,00	103,33
		91 4	1200,00	1100,00	100,00	109,09
TOTAL			2750,00	2600,00	150,00	105,77
-----						
4050	Management Expenses					
		91 2	3400,00	3500,00	-100,00	97,14
TOTAL			3400,00	3500,00	-100,00	97,14
-----						
4120	Union Costs					
		91 1	5725,08	5800,00	-74,92	98,71
		91 2	5725,08	5800,00	-74,92	98,71
		91 3	5725,08	5700,00	25,08	100,44
		91 4	5725,08	5750,00	-24,92	99,57
TOTAL			22900,32	23050,00	-149,68	99,35
-----						
GENERAL TOTAL			334879,49	336550,00	-1670,51	99,50

Number of printed file lines : 14

Checklist 4.5.1. sample realization budget

#### **4.5.2. ANNUAL BUDGET VS REALIZATION**

This function works in the same way as the function BUDGET VS REALIZATION. Identical questions will be prompted. For a description, refer to the comment at paragraph BUDGET VSREALIZATION.

There is however, one major difference: on this report the various periods are added. The separate periods will not be printed.

A selection may be made upon General ledger account, year, period number and amount budget.

A sample annual budget vs realization, in which the same data as at the report budget vs realization have been selected, now follows.

# REPORTS GENERAL LEDGER



<<< DEMONSTRATIE >>>		Demobestanden G3				
Adm.: 000	User: ADMIN	Date: 13-05-91	Time: 14:33:10	Page: 1		
Y E A R   B U D G E T   V E R S U S   R E A L I Z A T I O N						
GEN. LEDG NUMBER	NAME	YEAR	AMOUNT REAL	AMOUNT BUDGET	REAL-BUDGET	% REAL
4010	Office Expenses	91	6729,17	6900,00	-170,83	97,52
4020	Cost Wages (gross)	91	297600,00	299000,00	-1400,00	99,53
4030	Cost Wages Indirect	91	1500,00	1500,00	0,00	100,00
4040	Admin. Expenses	91	2750,00	2600,00	150,00	105,77
4050	Management Expenses	91	3400,00	3500,00	-100,00	97,14
4060	Project Costs	91	0,00	0,00	0,00	100,00
4110	Refunds Sick-Leave	91	0,00	0,00	0,00	100,00
4120	Union Costs	91	22900,32	23050,00	-149,68	99,35
GENERAL TOTAL			334879,49	336550,00	-1670,51	99,50

Number of printed file lines : 8

*Checklist 4.5.2. annual budget vs realization*

4.5.3. BALANCE BUDGET DATA

Various output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

FINI-STER will prompt:

- Text above balance

The text specified here will be printed above your balance.

- Also accounts without bookings (Y/N)
- Everything of a year or (year + period) range (Y/R)

When you enter 'Y', you have to enter a year. When you enter 'R', you have to enter a selection of year and period. a selection may be made upon account number (refer to the general manual, chapter SELECTION).

- Print only (intermediate)totals (Y/N)

When you enter 'N', you can specify the sequence of the General ledger detail data.

- Print budget and realization (Y/N)
- Print comparisons budget/realization (Y/N)
- Calculate budget from annual budget (Y/N)
- Print in rate of foreign currency

Will only be prompted where the module VALU-STER is installed. Where nothing is entered, the various amounts are be printed in guilders. When a foreign currency code is specified, the amounts are be calculated and displayed in that currency.

A selection may be made upon account number.

# REPORTS GENERAL LEDGER

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## 4.5.4. SECTIONS BALANCE BUDGET DATA

Various output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

FINI-STER will prompt:

- Text above balance

The text specified will be printed above your balance.

- Also accounts without bookings (Y/N)
- Everything of a year or (year + period) range (Y/R)

When you enter 'Y', you have to enter a year. When you enter 'R', you have to enter a selection of year and period. A selection may be made upon account number (refer to the general manual, chapter SELECTION).

- Print only (intermediate)totals (Y/N)

When you enter 'N', you can specify the sequence of the General ledger detail data.

- Print budget and realization (Y/N)
- Print comparisons budget/realization (Y/N)
- Calculate budget from annual budget (Y/N)
- Print in rate of foreign currency

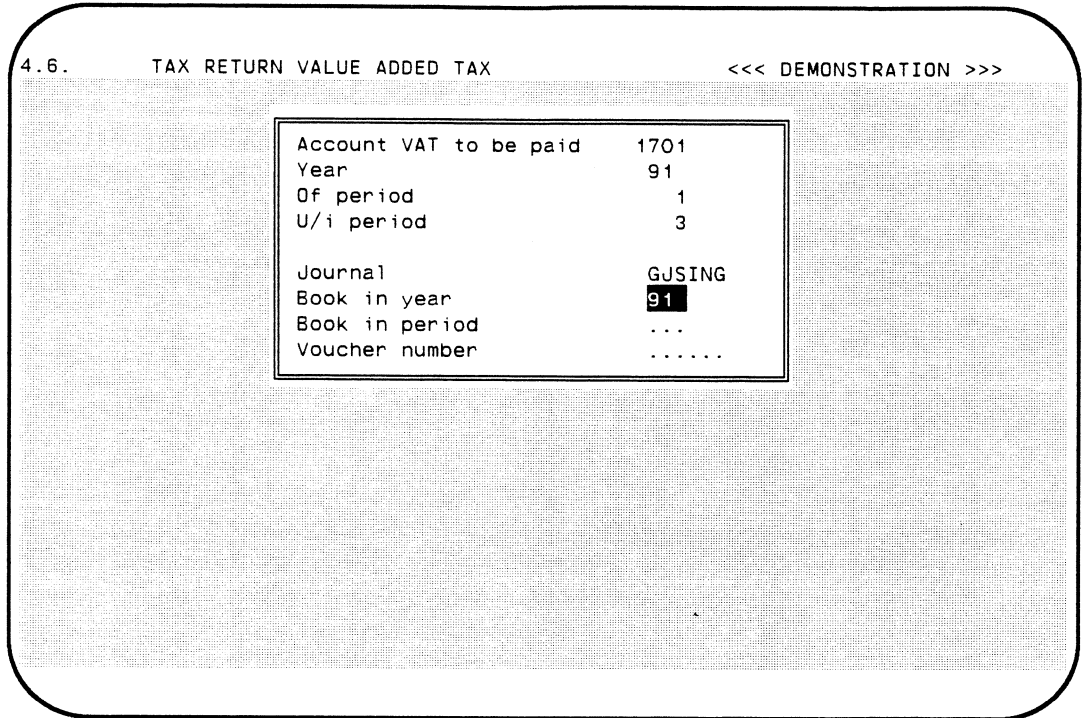
Will only be prompted where the module VALU-STER is installed. Where nothing is entered, the various amounts are printed in guilders. Where a foreign currency code is specified, the amounts are calculated and displayed in that currency.

A selection may be made upon account number.



4.6. TAX RETURN VALUE ADDED TAX

With this function you can calculate how much VAT has to be paid.



Screen 4.6. tax return VAT

You have to enter the following categories:

► **account VAT to be paid**

Here you state the account number on which the VAT to be paid has to be posted. This account number may be maintained through the function CREATE/CHANGE GENERAL LEDGER NUMBERS.

► **year**

Here you specify the year over which you want the VAT to be calculated.

## REPORTS GENERAL LEDGER

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▶ **period**

Here you specify the periods over which you want the VAT to be calculated and paid.

▶ **journal**

Here you specify the Journal in which this transaction has to be posted. The journal has to be Single general journal.

▶ **book in year**

Here you specify the year in which the VAT to be paid has to be posted.

▶ **book in period**

Here you specify the period number in which the VAT to be paid has to be posted.

▶ **voucher number**

Here you specify the voucher number of this posting.

Next you can opt for:

- Only a report of VAT to be paid
- VAT report and create transactions

You can create transactions for the calculated orders over the specified periods only once. When you decide not to create transactions, a report of the VAT to be paid will be produced.

*You cannot pay VAT several times over the same period.*

### 4.7. CONSOLIDATION (\*\*\*)

With this function general ledgers from multiple Administrations can be merged. This function is available only in the triple star version of the module. In order to execute CONSOLIDATION you need at least three administrations:

- Two administrations of which you want to merge the general ledgers.
- One administration which you use for consolidation.

*For consolidation, always use an Administration which has been installed exclusively for this function.*

During consolidation, all existing data of the Administrations in which you execute this function will be deleted. The data of the Administrations that are to be consolidated will not be changed.

*Always make a copy of your files prior to consolidation.*

FINI-STER will prompt for confirmation to consolidate all Administrations. When you enter 'N', you can specify which Administrations are to be consolidated.

FINI-STER will then prompt for the financial year of which you want to consolidate the Administrations. You can specify from which Administration the general ledger data has to be adopted. You enter the number of one of the selected Administrations. The consolidated Administration will be constructed in accordance with the general ledger Chart of Accounts from the specified Administration.

The program will commence consolidation. Transactions will be created per period for the Multiple general journal.

## REPORTS GENERAL LEDGER

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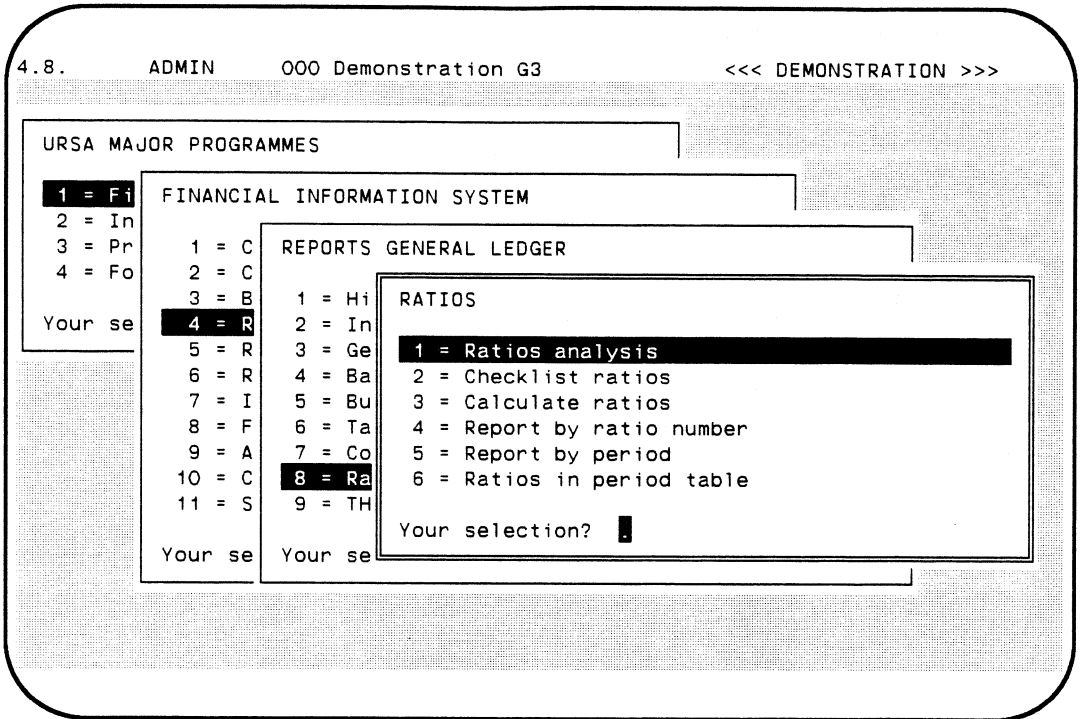
When the program has completed, a report of the voucher numbers will be created. Various output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

To continue, the transactions must be processed. You can do so immediately (the program will prompt for confirmation), or by way of the function PROCESS TRANSACTIONS. When this has been completed, it is possible to view the consolidated balance sheets in the Administration used for the consolidation. When necessary you can make corrective postings. For further explanation on processing transactions, refer to chapter POSTING.

Should you re-consolidate this Administration, the existing data will be deleted.

4.8. RATIOS (\*\*\*)

This functionality is present in the triple star version only.



Screen 4.8. sub menu ratios

You can opt for the following functions:

1 RATIO ANALYSIS

With this function you can, with the aid of formulas, calculate Ratios from your General ledger.

2 CHECKLIST RATIOS

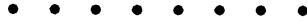
With this function you can make a checklist of the entered Ratios.

3 CALCULATE RATIOS

4 REPORT BY RATIO

# REPORTS GENERAL LEDGER

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## 5 REPORT BY PERIOD

## 6 RATIOS IN PERIOD TABLE

In table reports you can define the presentation of the data elements. Most administrative programs produce 'line reports', in which the information is printed per line. In spreadsheets and reports, table reports are often incorporated.

4.8.1. RATIOS ANALYSIS (\*\*\*)

With this option you can calculate Ratios from your General ledger. Ratios such as 'Quick Ratio' and 'Return on capital' are concerned. You can determine the appearance of the arithmetic expression (calculation formula) of a Ratio. 100 Ratios are possible.

Specify for which year and range of periods you want to calculate the Ratios. Only the processed transactions will be incorporated in the calculation. The program will call up all necessary data; previously entered Ratios will be recalculated for the selected period(s).

4.8.1. RATIOS ANALYSIS <<< DEMONSTRATION >>>

Code	CURAST
------	--------

Description	Current Assets
Formula	[ 1300:1400]+[ 3010:3040]+[ 1010:1013]+[ 1021:1022]
Result	2112028,46
Cancelled (Y/N)	N

Screen 4.8.1. ratios

For each Ratio you can specify the following:

## REPORTS GENERAL LEDGER

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### ► code

You can choose this code freely. It is best to first define as a separate Ratio those General ledger ranges which occur regularly. Your formulas for the actual Ratios will then be much clearer. You e.g. first define which General ledger accounts describe the loan capital, the equity capital and the stock. These codes can then be used in other calculation formulas.

### ► description

Here you enter the description of the code. This description will be printed on the list 'accounting (and reporting)', together with the result of the formula.

### ► formula

Here you specify the arithmetic expression (calculation formula).

You have the following options:

- A regular calculation symbol: + - \* /
- A figure
- The value of a General ledger account: [1300]
- The value of a range of General ledger accounts: [1000:1100]
- A '(' or a ')' in order to change the calculation order
- Another Ratio code
- A combination of the above

Examples (Code and formula):

```
SUBADM = [1300] + [1600]
EQCAP = [700:799]
LNCAP = [800:899] - [810]
TOTCAP = EQCAP + LNCAP
```

### ► result

Immediately after you have entered or changed a formula, the result of that formula will be calculated.



• • • • • • • •

▶ **cancelled (Y/N)**

While calculating a formula, the program may find an entry error. A warning will be issued.

Next you can make a report of the entered Ratios. You have the option 'checklist by code', 'checklist by description' and 'accounting (and reporting)'. A selection may be made upon Ratio code. On the checklists the various codes with description, formula and result will be displayed. When you opt for accounting (and reporting), a report containing the description of the Ratio and the result will be displayed. After you have specified a selection, various output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

A sample checklist Ratios by code is now follows.

# REPORTS GENERAL LEDGER

<<< DEMONSTRATIE >>>		Demobestanden G3	
Adm.: 000	User: ADMIN	Date: 13-05-91	Time: 14:41:26 Page: 1
R A T I O S   A N A L Y S I S			
CODE	DESCRIPTION	RESULT	CA
FORMULA			
AVRCRD	avr. term cred. all.		
12/RTDEB		9,15	N
CG	Capital gearing		
EC/LC		1,29	N
CR	Current Ratio		
CURAST/CURLIB		2,16	N
CURAST	Current Assets	2112033,40	N
[1300:1400]+[3010:3040]+[1010:1013]+[1021:1022]			
CURLIB	Current Liabilities	979135,62	N
-([1500:1600]+[1702:1703]+[1020]+[1710:1900])			
EC	Equity Capital	1163880,00	N
-[410:830]			
GP	Gross Profit	704698,03	N
-[8010:8150]			
LC	Loan Capital	900000,00	N
-[900:910]			
NP	Nett Profit	130500,09	N
GP-OC			
OC	Other Costs	574197,94	N
[4010:4700]+[8310:8530]			
RTDEB	Rate of turnover Deb		
TRNOVR/[1300:1400]		1,31	N
TC	Total Capital	2063880,00	N
EC+LC			
TRNOVR	Turnover	1674830,73	N
-[8110:8150]			

Checklist 4.8.1. sample ratios by code

• • • • • • • •

#### 4.8.2. CHECKLIST RATIOS (\*\*\*)

With this function you can create a checklist of your Ratios. You can make a selection on Ratio code. Various output options are available (refer to the general manual, chapter SELECTION and OUTPUT OPTIONS).

A sample checklist Ratios now follows.

# REPORTS GENERAL LEDGER



<<< DEMONSTRATIE >>>		Demobestanden G3	
Adm.: 000	User: ADMIN	Date: 13-05-91	Time: 14:43:15 Page: 1
C H E C K L I S T   R A T I O S			
CODE	CALC		
	RULE		
-----			
AVRCRD	12/RTDEB		
CG	EC/LC		
CR	CURAST/CURLIB		
CURAST	[1300:1400]+[3010:3040]+[1010:1013]+[1021:1022]		
CURLIB	-([1500:1600]+[1702:1703]+[1020]+[1710:1900])		
EC	-[410:830]		
GP	-[8010:8150]		
LC	-[900:910]		
NP	GP-OC		
OC	[4010:4700]+[8310:8530]		
RTDEB	TRNOVR/[1300:1400]		
TC	EC+LC		
TRNOVR	-[8110:8150]		
Number of printed file lines : 13			

Checklist 4.8.2. sample checklist ratios

• • • • • • •

### 4.8.3. CALCULATE RATIOS (\*\*\*)

With this function you can have Ratios calculated that can be stored in a file. As a result you do not have to keep calculating new Ratios - until changes in periods occur.

Specify a year and a period; the module will then 'read' the General ledger numbers. Next the Ratio will be determined. The resulting General ledger numbers will be 'read' and the result Ratio determined. The Ratio will be stored in a file for the specified period.

## REPORTS GENERAL LEDGER

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### 4.8.4. REPORT BY RATIO (\*\*\*)

With this function you can create a report, sorted on Ratio. A selection may be made upon Ratio code, year and period. Various output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

• • • • • • • •

#### 4.8.5. REPORT BY PERIOD (\*\*\*)

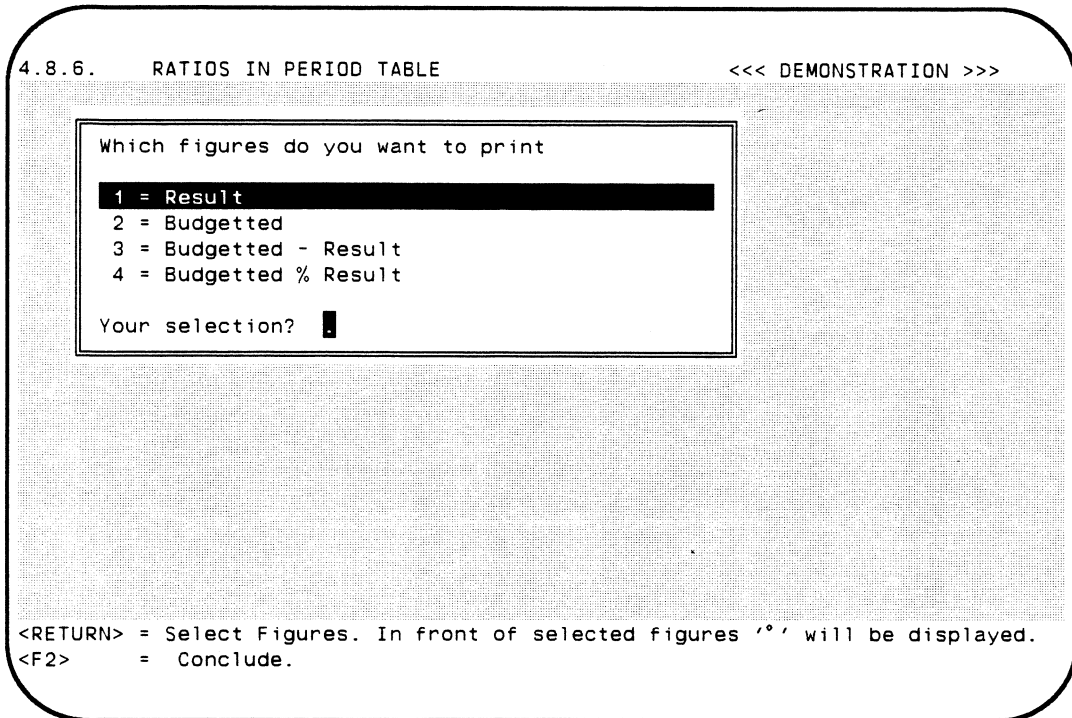
With this function you can create a report of the calculated Ratios, sorted on period. A selection may be made upon year, period and Ratio code. Various output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

# REPORTS GENERAL LEDGER

---

## 4.8.6. RATIOS IN PERIOD TABLE (\*\*\*)

In table reports you can define the presentation of data elements in relationship to each other. You can create a selection on Ratio code and year. You can specify which figures you want to print:



Screen 4.8.6. figures selection

You can opt for:

1. Result
2. Budgetted
3. Budgetted - result
4. Budgetted % result

The maximum number of figures that can be selected is three. With the aid of **RETURN** you can place/remove a tick in front of the figures you choose. You conclude the list by pressing **F2**.

Next you may specify:



- Points between the thousands (Y/N)
- Length with which figure is printed
- Length after the decimal point

When you select too small a value, you will see %%% displayed on the screen. In that instance the value may be changed later. You may specify a column selection on period number. When you want to select period 1 to 2 you specify 'period 1 to 1 and period 2 to 2'.

A table report consisting of columns and rows will be displayed. On the screen you will see a selection bar across the report. You can move the bar with the aid of the cursor keys. FINI-STER can display the numerics from the report in the shape of a graphic: as bar chart, 3-dimensional (line chart and pie chart) and also in colour. This is possible on graphic CGA, MCGA, XCGA, EGA and VGA-screens. The classical 2-dimensional bar charts are possible on monochrome screens. When you press **RETURN** you can opt for:

- 3-dimensional graph
- 2-dimensional graph of a column (a list with available columns will be displayed wherupon you are able tp select which column is to be converted to a graph)
- 2-dimensional graph of a row (the row where the selection bar is situated)

For further information on graphs, refer to the general manual, chapter GRAPHS.

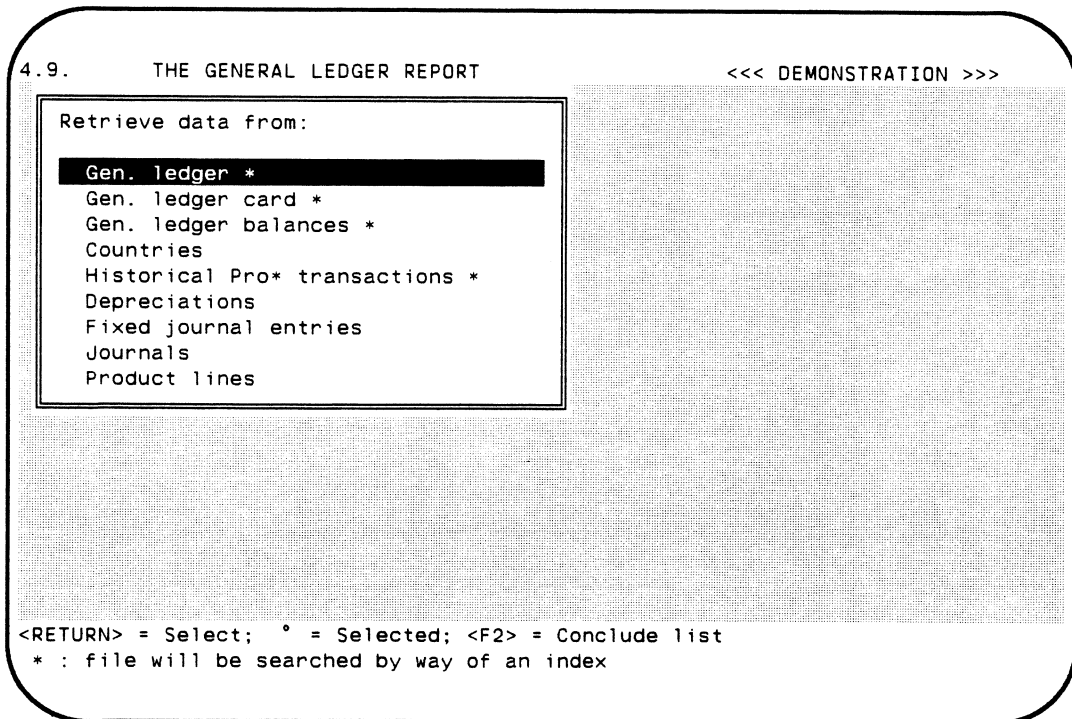
# REPORTS GENERAL LEDGER

---

## 4.9. THE GENERAL LEDGER REPORT

With the aid of THE reports function it is possible to extract selected information upon a system wide basis for the specified data element. The program will search all files, extracting the data elements ready for display.

E.g. if you want to know something about a particular ledger, you have everything which has to do with that ledger in reach by way of THE General ledger report. Without having to switch menus or modules you can view all the data relating to the ledger on your screen. When you select THE General ledger report, the module will first define the files containing the specific data. Then a list will be displayed containing those files out of which data can be extracted.



Screen 4.9. general ledger files

With the aid of ticks you can specify which data elements you want displayed on the report. You can place/remove ticks by pressing **RETURN** whilst the selection bar is placed on a data element. Next you have to enter a General ledger number. You can search and browse here. Various output options are

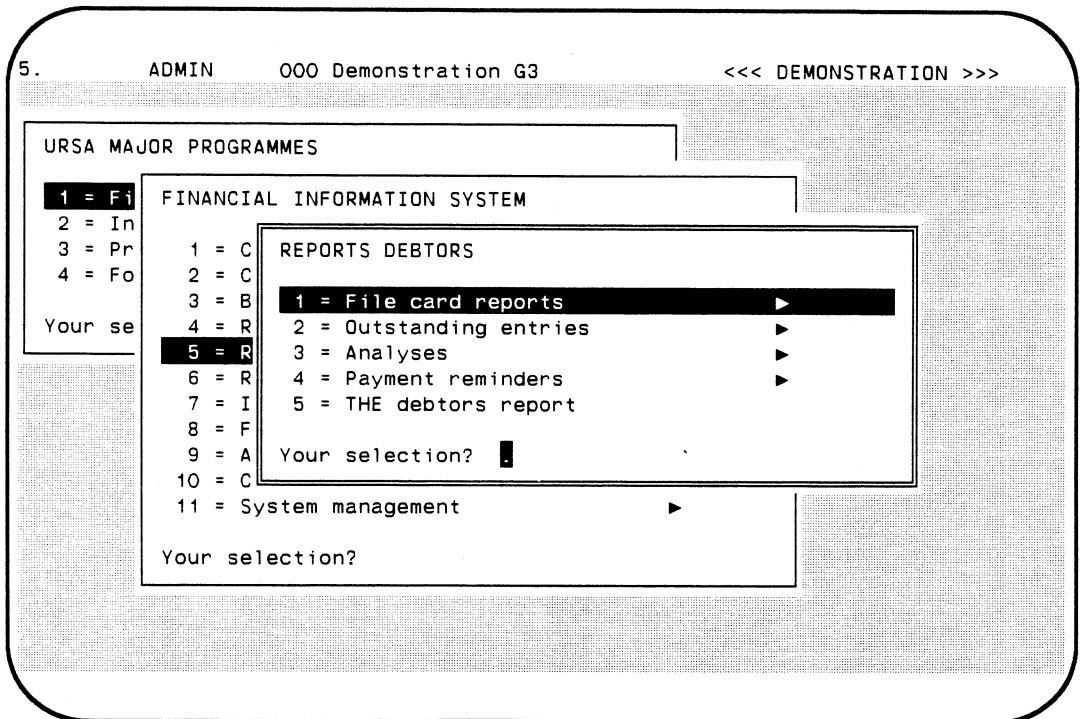
available (refer to the general manual, chapters SEARCH AND BROWSE and OUTPUT OPTIONS). When you opt for output to screen, you will see a selection bar across the report. The bar may be positioned with the aid of the cursor keys. On the report the data you have selected by a tick will be displayed. When you move the bar to a line which contains master data you can, after pressing **RETURN** , also have the master data displayed on screen. First you select the master data elements you want to view; a further selection list will be provided where you can select by way of ticks which data elements from that particular master file have to be displayed upon the report.

In this way you can call in three reports in a row. In the third report the bar will not appear, and as a result you cannot call in further master data.



## 5. REPORTS DEBTORS

This menu provides various reports options that show information relating to the payment terms of the Debtors.



Screen 5. reports debtors

The following options are available:

### 1 FILE CARD REPORTS

Via this option you can extract a historical report, an intermediate report, a Debtor card and a Debtor card per invoice.

### 2 OUTSTANDING ENTRIES

## REPORTS DEBTORS

---

Via this option you can extract various reports. These provide information on the outstanding entries of your Debtors.

### 3 ANALYSES

You can create an interest and a payment analysis.

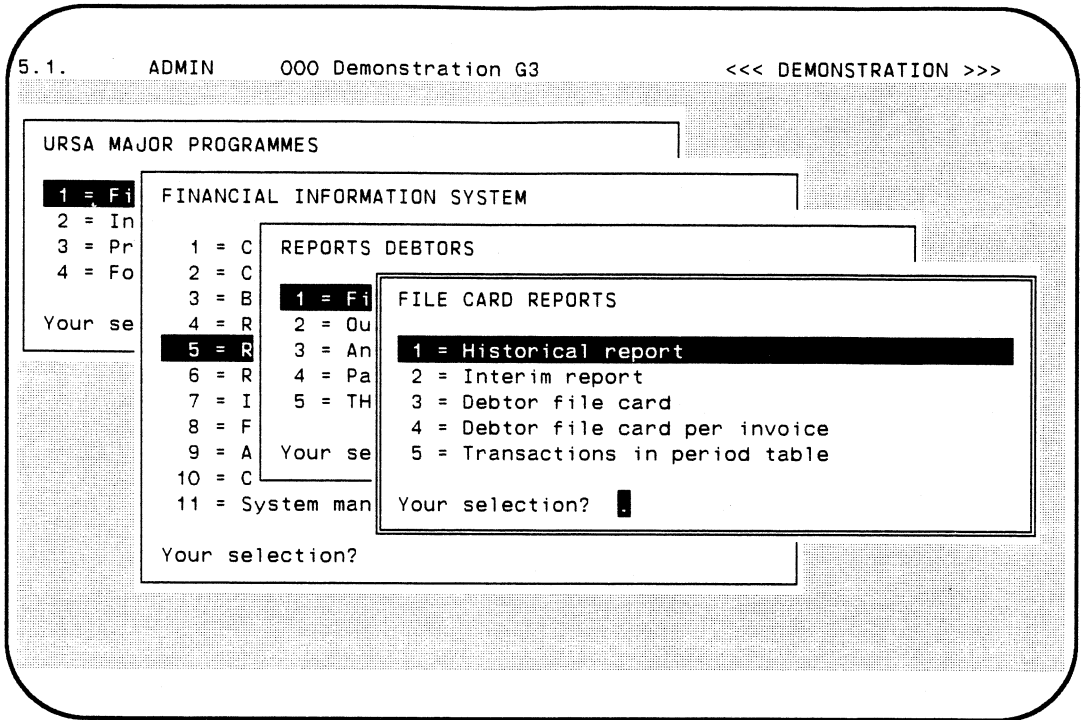
### 4 PAYMENT REMINDERS

This option allows for the definition of the layout and printing functions associated with the payment reminders.

### 5 THE DEBTORS REPORT (\*\*)

In most software-programs entrance to the information is the TYPE of report which is chosen: the outstanding entries, the orders or the stock. In short, the function determines the options. In FINI-STER the chosen item instead of the function is the entrance. As a result it is no longer necessary to move from one menu to the other in order to retrieve data. You can call in all relevant data in one and the same function.

5.1. FILE CARD REPORTS



Screen 5.1. sub menu file card reports

The following report options are available:

1 HISTORICAL REPORT

This function prints a report of all transactions for all posted to the Debtors general ledger account, i.e. the amounts posted and amounts paid. You can opt to have these transactions cleared after printing. You have to clear them regularly in order to create space for your files.

2 INTERMEDIATE REPORT DEBTORS

With this function you can make an intermediate report of all postings for all (or a selection of) the Debtors. print the contents of (part of) the Debtor file cards.

3 DEBTOR FILE CARD

## REPORTS DEBTORS

---

With this function you can print a Debtor file card report per Debtor.

### 4 DEBTOR FILE CARD PER INVOICE

With this function you can print a Debtor file card per invoice.

### 5 TRANSACTIONS IN PERIOD TABLE (\*\*)

In table reports you can define the presentation of data elements in relationship to each other. Most administrative programs produce 'line reports', in which the data is printed per line. In spreadsheets and reports, table reports are often incorporated.



### 5.1.1. HISTORICAL REPORT DEBTORS

This report has a dual purpose. Firstly you can print all processed transactions from the Debtors sub administration. This corresponds to the traditional Debtor cards. Secondly you can delete all printed historical transactions. This is necessary in order to prevent redundant data from remaining in your system and thus releasing file space.

The printing cannot be interrupted.

*Always make a copy of your files before you print the historical report. Ensure that the printer ribbon is correct and that there is sufficient paper. Take into account the fact that printing takes some time.*

Before you gain access to this function you have to enter a password. A default password has been built-in: 'KODEWOORD'. This can be changed by the user ADMIN by way of the menu ADMINISTRATION URSA MAJOR.

All postings relating to Debtors will be selected by the system and can be printed in the format of Debtor file cards.

A report will be printed for each Debtor of the posted transactions. You have to save these historical reports, together with the checklists of transactions and the processing reports.

When you want to make a historical report the program will prompt:

► **Does the historical report have to be cleared after**

When you enter 'Y' ,the processed transactions are deleted. The outstanding entries will be saved.

If you do not wish data to be deleted, you enter 'N'. In that instance a report of all Debtors will be printed, which can be regarded as an intermediate report of all Debtors. In the latter case you have a number of output options at your disposal (refer to the general manual, chapter OUTPUT OPTIONS).

A selection may be made upon Debtor number, year and period (refer to the general manual, chapter SELECTION).

## REPORTS DEBTORS

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When you have opted for clearing the report; first check the historical report. The program will again inquire whether you want the historical report to be cleared after completion.

When the historical report is correct, you enter 'Y'.

### **5.1.2. INTERMEDIATE REPORT DEBTORS**

This function allows for the printing of Debtor file cards. Selections may be made to print ALL or within a specified range.

In the multiple star version you can opt for output in either text or graph.

A selection may be made upon Debtor number, year, period number, invoice number, voucher number and code journal (refer to the general manual, chapter SELECTION).

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

A sample intermediate report now follows.

# REPORTS DEBTORS

<<< DEMONSTRATIE >>>				Demobestanden G3		
Adm.: 000		User: ADMIN	Date: 13-05-91	Time: 14:46:05	Page: 1	
INTERIM REPORT DEBTORS						
1001 Impex Trading company Ltd. 230 Triplets street 3039 HB Norwich				Mr. Th. K. Young 01-46538214702 Bank number : 657376832		
DATE	PER NO	INV. NUMBER	JOUR NAL	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT
OPEN.BLNCE					201500,00	
100191	1	871183	BANK	Debtors		60000,00
100191	1	871204	BANK	Debtors		10000,00
270391	3	871204	BANK	Debtors		51500,00
270391	3	871205	BANK	Debtors		80000,00
150191	1	880121	SALES	ORDERNO. 67	68391,98	
160491	4	880121	BANK	Debtors		68391,00
160491	4	880121	BANK	Ltd:Debtors		0,98
100291	2	880203	SALES	TLF 9288	16214,52	
160491	4	880203	BANK	Debtors		16214,52
270391	3	880218	SALES	DD /TLX/TL	54330,86	
120491	4	880401	SALES	Orderno. 5775	157256,40	
BLNCE						211587,26
TOTAL					497693,76	497693,76
1002 Shoemakers & Sons 23 Nut-area 5236 HU Leichester				Mr. J.J. Shoestring 07-36574839715 Bank number : 432315671		
DATE	PER NO	INV. NUMBER	JOUR NAL	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT
OPEN.BLNCE					104500,00	
100191	1	871184	BANK	Debtors		55000,00
270391	3	871206	BANK	Debtors		49500,00
100291	2	880204	SALES	ORDERNO. 4564	2002,80	
BLNCE						2002,80
TOTAL					106502,80	106502,80

Checklist 5.1.2. sample intermediate report debtors

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### 5.1.3. DEBTOR FILE CARD

Occasionally there is a need for a quick report of the postings for a single Debtor. In this instance it is unpractical to have to print the file cards of all Debtors by way of the intermediate report. This function makes it possible for you to review the card of a single Debtor.

In the multiple star version you can opt for output in either text or graph form.

► **debtor**

Enter the desired Debtor number. You can search and browse on number and name. In the multiple star version you can immediately create a new Debtor, or change the data of an existing one by pressing **F5** . You confirm the selected Debtor by pressing **RETURN** , after which a selection may be made upon year, period number, invoice number, voucher number and code Journal.

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

At the end of the report the debit and credit totals will be printed.

A sample Debtor file card now follows

# REPORTS DEBTORS

<<< DEMONSTRATIE >>>

Demobestanden G3

Adm.: 000 User: ADMIN Date: 13-05-91 Time: 14:48:14 Page: 1

## DEBTOR FILE CARD

1001 Impex Trading company Ltd.  
230 Triplets street  
3039 HB Norwich

Mr. Th. K. Young  
01-46538214702  
Bank number : 657376832

DATE	PER NO	INV. NUMBER	JOUR NAL	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT
OPEN.BLNCE					201500,00	
100191	1	871183	BANK	Debtors		60000,00
100191	1	871204	BANK	Debtors		10000,00
270391	3	871204	BANK	Debtors		51500,00
270391	3	871205	BANK	Debtors		80000,00
150191	1	880121	SALES	ORDERNO. 67	68391,98	
160491	4	880121	BANK	Debtors		68391,00
160491	4	880121	BANK	Ltd:Debtors		0,98
100291	2	880203	SALES	TLF 9288	16214,52	
160491	4	880203	BANK	Debtors		16214,52
270391	3	880218	SALES	DD /TLX/TL	54330,86	
120491	4	880401	SALES	Orderno. 5775	157256,40	
BLNCE						211587,26
TOTAL					497693,76	497693,76

Checklist 5.1.3. debtor card

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#### 5.1.4. DEBTOR FILE CARD PER INVOICE

► **invoice number**

Enter the invoice number. If a non-existing number is entered, the program will enter the next available number.

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

The debit and credit totals will be printed at the end of the report.

A sample Debtor file card per invoice now follows.

# REPORTS DEBTORS

<<< DEMONSTRATIE >>>

Demobestanden G3

Adm.: 000 User: ADMIN Date: 13-05-91 Time: 14:50:11 Page: 1

DEBTOR FILE CARD PER INVOICE

Invoice number: 880124  
 1102 Bicycles 2000  
 92 Channel  
 9723 AW Harwich

Mr. Weelwright  
 050-758832  
 Bank number : 784767466

DATE	PER NO	JOUR NAL	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT
210191	1	SALES	ORDERNO. 58.1	55992,00	
270391	3	BANK	Debtors		55990,00
270391	3	BANK	Ltd:debtors		2,00
BLNCE				0,00	
TOTAL				55992,00	55992,00

Checklist 5.1.4. Debtor card per invoice



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### 5.1.5. TRANSACTIONS IN PERIOD TABLE (\*\*)

In table reports you may specify the presentation of the data elements in relationship to each other. A selection may be made upon Creditor number, selection code, type of Creditor and year. You may then specify:

- Points between the thousands (Y/N)
- Length of which the figure is printed
- Length after the decimal point

When you select too small a value, you will see %%% displayed on the screen. In that instance the value may be changed later. You can state a column selection on period number. When you want to select period 1 to 2 you specify 'period 1 to 1 and period 2 to 2'.

A table report is displayed consisting of columns and rows. On the screen you will see a selection bar across the report. You can move this bar with the aid of the cursor keys. FINI-STER can display the numerics from the report in the shape of a graphic: as a bar chart, 3-dimensional (line chart and pie chart) and also in colour. This is only possible on graphic CGA, MCGA, XCGA, EGA and VGA-screens. The classical 2-dimensional bar charts are possible on monochrome screens. When you press **RETURN** you can opt for:

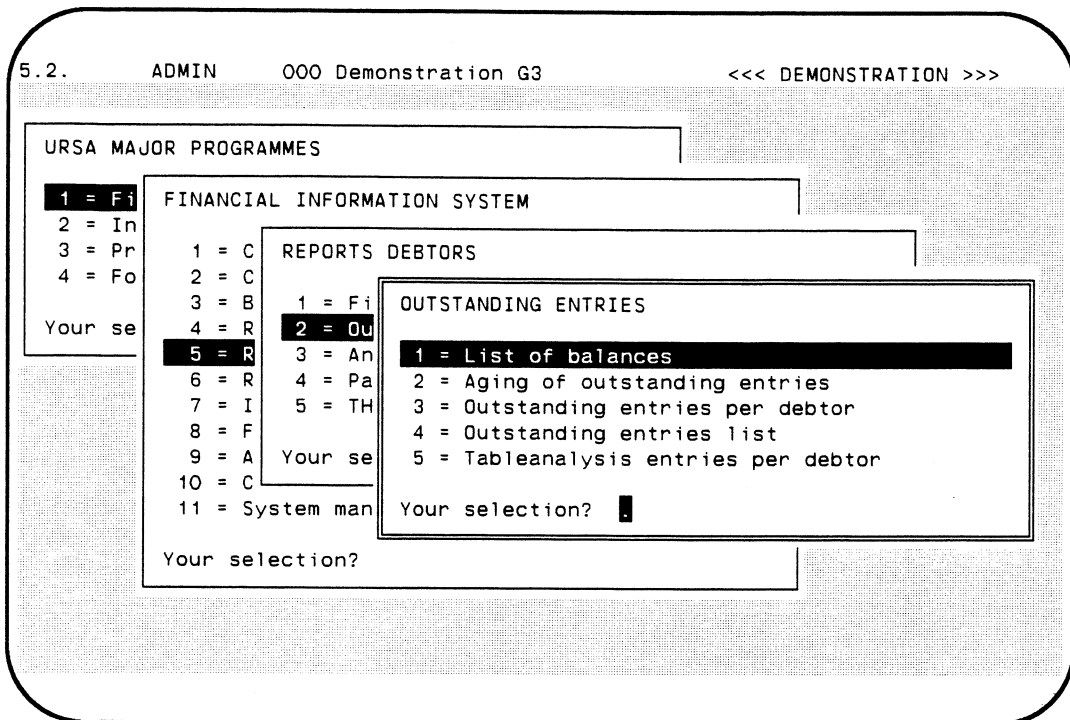
- 3-dimensional graph
- 2-dimensional graph of a column (you will receive a list with available columns. There you can specify from which column you want a graph)
- 2-dimensional graph of a row (the row where the selection bar is situated)

For further information on graphs, refer to the general manual, chapter GRAPHS.

# REPORTS DEBTORS

## 5.2. OUTSTANDING ENTRIES

This sub menu allows for the extraction of various reports regarding the outstanding entries of your Debtors.



Screen 5.2. sub menu outstanding entries

The following options are available:

### 1 LIST OF BALANCES

This list displays the outstanding amounts and turnover per Debtor.

### 2 AGING OF OUTSTANDING ENTRIES

This function provides an overview of the outstanding entries Debtors, sequenced by age.

### 3 OUTSTANDING ENTRIES PER DEBTOR

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Outstanding entries per Debtor may be displayed on screen or printer.

### 4 OUTSTANDING ENTRIES LIST

This function provides a list of all outstanding entries. The list will be printed in Debtor number sequence.

### 5 TABLE ANALYSIS ENTRIES PER DEBTOR

You define how data elements are to be presented in relationship to each other. You also define the values to be incorporated into the analysis.

# REPORTS DEBTORS

---

## 5.2.1. LIST OF BALANCES

This function provides a list on which the balance for each Debtor is displayed: i.e. the difference between posted outgoing invoices and posted payments. This balance is always positive for Debtors, unless you have posted only credit notes for a particular Debtor. The turnover is also displayed.

In the multiple star versions you may opt for a report in either text or graph form.

A selection may be made upon Debtor number, selection code, type of Debtor, outstanding amount (can be negative as well) and amounts equal to zero (refer to the general manual, chapter SELECTION).

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

In the multiple star version of FINI-STER you can, when you have opted for screened output, view additional information on a Debtor. With the aid of the selection bar you can select a Debtor. press **F5** or **RETURN** . The program will inquire whether you want to see the aging of outstanding entries or the outstanding entries.

When you have made a choice, additional data may be called in by pressing **F5** or **RETURN** . When you press either of these keys while the selection bar is situated on the name, address or residence of the Debtor the Debtor card of the selected Debtor is displayed. When the bar is situated on an invoice number and you press **F5** or **RETURN** the Debtor card per invoice is displayed.

For a further explanation on the aging of outstanding entries analysis per Debtor and Debtor card, refer to the paragraphs in question.

On the list of balances the following data per Debtor is displayed:

- Debtor number
- Name
- Residence
- Selection code
- Type of Debtor
- Outstanding amount: the balance
- Turnover

The turnover per Debtor will be set to zero during the close of a financial year.

## REPORTS DEBTORS

---

At the base of the list the totals of the outstanding amounts and the turnovers will be displayed.

A sample list of balances now follows.

# REPORTS DEBTORS

<<< DEMONSTRATIE >>>

Demobestanden G3

Adm.: 000 User: ADMIN Date: 13-05-91 Time: 14:52:20 Page: 1

## LIST OF BALANCES DEBTORS

DEB NAME NUMBER	RESID.	SEL CODE	TPE DEB	OUTSTAND. AMOUNT	TRNOV
1 UNKNOWN DEBTOR		0	0	0,00	0,00
10 **VARIOUS Cash 1 transient		9	190	0,00	0,00
20 **VARIOUS Cash 2 transient		9	190	0,00	0,00
1000 Vroom & Dreesmann, Centr. Purchase West	Amsterdam	0	100	62068,20	104945,54
1001 Impex Trading company Ltd.	Norwich	0	100	211587,26	296195,76
1002 Shoemakers & Sons	Leicester	0	100	2002,80	2002,80
1003 O'Wheel Import/Export Ltd.	London	11	101	0,00	0,00
1004 Ralph Construction company Ltd.	Worcester	11	101	102880,46	129255,50
1101 Greengrocer Carrot Ltd.	Lake District	12	102	36432,00	54552,00
1102 Bicycles 2000	Harwich	12	102	27866,40	140822,40
1103 Poppy and Sons florist	Cambridge	12	102	105060,02	214830,03
1104 Mammoth Office installations	Utrecht	10	101	121861,89	242135,93
1105 Mammoth Office installations	Utrecht	10	101	144244,50	144244,50
1401 S & V cleaning company Ltd.	Kensington	0	0	1200,45	1200,45
1402 Amis Computersupplies	Oxford	0	10	0,00	0,00
1501 Vroom & Dreesmann Amsterdam	Amsterdam	10	100	103193,08	103193,08
1502 Vroom & Dreesmann Leiden	Leiden	10	100	37694,17	37694,17
2001 Howard King Trading Ltd.	Liverpool	20	200	175565,00	184115,02
2002 Brideshead Wholesale	Antwerp	20	200	145046,00	183266,00
TOTAL				1276702,23	1838451,18

Number of printed file lines : 19

Checklist 5.2.1. sample list of balances Debtors

## 5.2.2. AGING OF OUTSTANDING ENTRIES

This function provides an overview of all outstanding entries per Debtor. This function is useful when you want to analyse which Debtors have to pay in the forthcoming period and which Debtors you have to exhort to pay separately.

If the module VALU-STER is installed, the program will first inquire whether you want to work with foreign currency. The system will then prompt:

► **date**

The default date entered upon commencement will be entered. You might however wish to change this. During the calculation of the number of days an entry is outstanding, the date entered here will be taken into account.

► **interest percentage**

FINI-STER calculates interest over the outstanding entries. Here you may enter the interest percentage on an annual basis. The total of the calculated interest indicates how much loss of interest you have on the basis of the outstanding entries.

A selection may be made upon Debtor number, selection code, foreign currency (if VALU-STER is installed and foreign currency is supported), and outstanding amount. A number of output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

FINI-STER provides a report spread over 4 columns of all outstanding entries per Debtor. The outstanding entries will be aged into term of outstanding in accordance with the period division entered via the function CREATE/CHANGE CONSTANTS.

The outstanding entries will be printed per Debtor. The Debtors will be printed in number sequence. The outstanding entries per Debtor will be printed in invoice sequence. You have specified the invoice date whilst entering transactions in the Sales journal or in one of the modules that controls the sales administration. At the base of the report the total of the individual columns will be printed.

In the multiple star version of FINI-STER you can, when you have opted for screened output, call in more information on a Debtor. With the aid of the selection bar you can select a Debtor. If you press **F5** or **RETURN** while the selection bar is displayed on the name, address or residence of the Debtor, the Debtor card of the Debtor in question is displayed. If the bar is

## REPORTS DEBTORS

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displayed on an invoice number at the time you press  or  the Debtor card per invoice is displayed.

A sample aging of outstanding entries now follows. At the end of the report a general total is displayed, i.e. the total amount still outstanding.



# REPORTS DEBTORS

<<< DEMONSTRATIE >>>			Demobestanden G3					
Adm.: 000 User: ADMIN		Date: 13-05-91	Time: 15:02:56	Page: 1				
A G I N G   O F   O U T S T A N D I N G   E N T R I E S   D E B T O R S								
DATE : 13-05-91		INTEREST %: 6,00						
INV. NUMBER	DATE	U/T 8 DYS	U/T 30 DYS	U/T 60 DYS	ABOVE 60 DYS	TOTAL	LOSS OF INTEREST	ORIG. AMOUNT
1000 Vroom & Dreesmann, Centr. Purchase West P.O. box 29001 1032 RG Amsterdam		Head Administration 020-6478831 Bank number : 546377290						
880202	100291	110391			62068,20	62068,20	938,68	62068,20
TOTAL		0,00	0,00	0,00	62068,20	62068,20	938,68	
1001 Impex Trading company Ltd. 230 Triplets street 3039 HB Norwich		Mr. Th. K. Young 01-46538214702 Bank number : 657376832						
880218	270391	260491		54330,86	54330,86	54330,86	419,76	54330,86
880401	120491	120591		157256,40	157256,40	157256,40	801,36	157256,40
TOTAL		0,00	0,00	211587,26	0,00	211587,26	1221,12	
1002 Shoemakers & Sons 23 Nut-area 5236 HU Leichestor		Mr. J.J. Shoestring 07-36574839715 Bank number : 432315671						
880204	100291	250291			2002,80	2002,80	30,29	2002,80
TOTAL		0,00	0,00	0,00	2002,80	2002,80	30,29	
1004 Ralph Construction company Ltd. 15 Bricklane 6583 KL Worchester		The administration 088-7389996720 Bank number : 678321132						
880216	260391	100491		72781,04	72781,04	72781,04	574,27	72781,04
880404	150491	300491	30099,42		30099,42	30099,42	138,54	30099,42
TOTAL		0,00	30099,42	72781,04	0,00	102880,46	712,81	

*Checklist 5.2.2. aging of outstanding entries Debtors*

# REPORTS DEBTORS

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## 5.2.3. OUTSTANDING ENTRIES PER DEBTOR

This function provides a quick overview of all outstanding entries per Debtor. The outstanding entries are displayed in entry sequence. In the multiple star version you can opt for output in either text or in graph form.

The following data must be entered:

► **debtor number**

When you have entered a number, the corresponding Debtor name will be displayed. You can search and browse on number and name (refer to the general manual, chapter SEARCH AND BROWSE).

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

In the multiple star version of FINI-STER you can, when you have opted for screen output, call in more information on a Debtor. With the aid of the selection bar you can select a Debtor. If you press **F5** or **RETURN** whilst the selection bar is displayed on the name, address or residence of the Debtor, the Debtor card is displayed. If the bar is displayed on an invoice number at the time you press **F5** or **RETURN** the Debtor card per invoice is displayed.

For further a explanation of Debtor file cards, refer to the paragraphs in question.

On the report the following data will be displayed:

- Invoice number
- Invoice date
- Reference
- Outstanding amount of the entry: positive when a regular outstanding entry is concerned and negative when a credit note is concerned
- Already paid amount
- Due date

If VALU-STER is installed, the following will also be displayed:

- Foreign currency code
- Outstanding amount in foreign currency
- Already paid amount in foreign currency

A sample report of outstanding entries per Debtor now follows.

• • • • • • •

# REPORTS DEBTORS



<<< DEMONSTRATIE >>>			Demobestanden G3		
Adm.: 000 User: ADMIN			Date: 13-05-91	Time: 15:06:56	Page: 1
O U T S T A N D I N G   E N T R I E S   P E R   D E B T O R					
1004 Ralph Construction company Ltd. 15 Bricklane 6583 KL Worcester			The administration 088-7389996720 Bank number : 678321132		
INVOICE NUMBER	INVOICE DATE	INVOICE REFERENCE	OUTSTAND. AMOUNT	ALREADY PAID AMOUNT	DUE DATE
880216	260391	TELEPH 30388	72781,04	0,00	100491
880404	150491	HP 5994	30099,42	0,00	300491
Total			102880,46	0,00	

Checklist 5.2.3. outstanding entries per Debtor

### 5.2.4. OUTSTANDING ENTRIES LIST

This function provides a quick overview of all outstanding entries of your Debtors. In the multiple star version you can opt for output in either text or graph form. You can define the display sequence of the outstanding entries: in sequence of Debtor number or of invoice date.

A selection may be made upon Debtor number, selection code, invoice date, due date and amount. Various output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

In the multiple star version you can display additional Debtor information. With the aid of the selection bar you can select a Debtor. When you press **F5** or **RETURN** whilst the selection bar is displayed on the name, address or residence of the Debtor, the Debtor card is displayed. When the bar is displayed on an invoice number whilst you press **F5** or **RETURN** the Debtor card per invoice is displayed.

For further explanation on Debtor file cards, refer to the paragraphs in question.

On the report the following will be displayed:

- Invoice number
- Invoice date
- Reference
- Outstanding amount of the entry: positive when a regular outstanding entry is concerned and negative when a credit note is concerned
- Already paid amount
- Due date

When you also have VALU-STER, the following will be displayed as well:

- Foreign currency code
- Outstanding amount in foreign currency
- Already paid amount in foreign currency

A sample outstanding entries list now follows.

# REPORTS DEBTORS

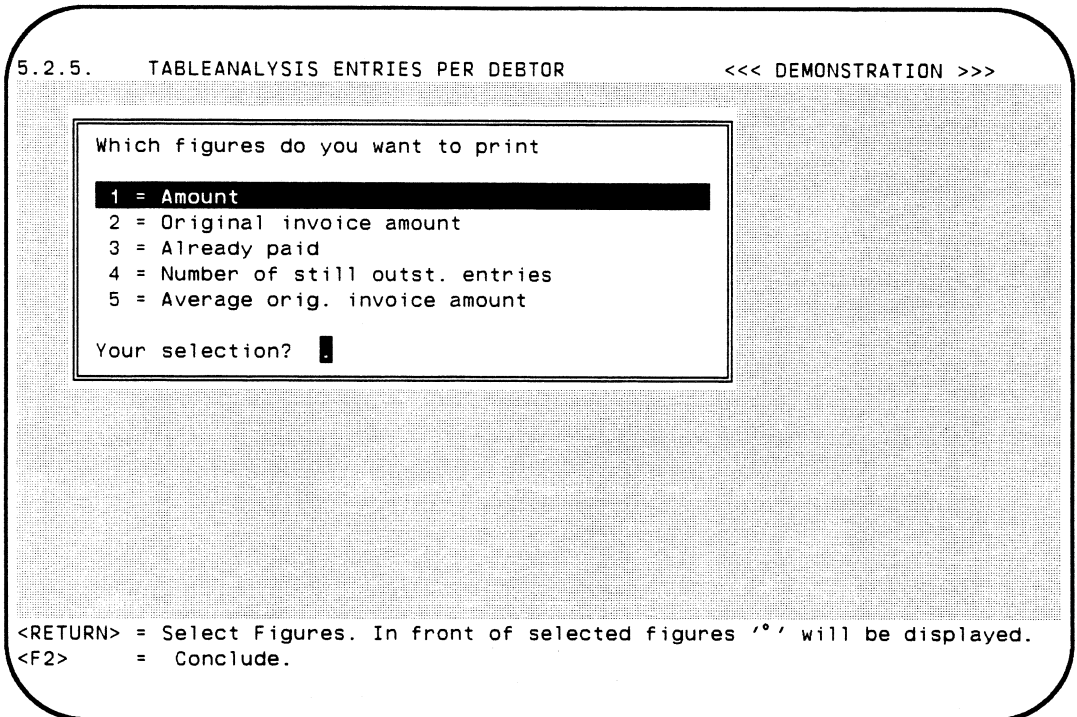


<<< DEMONSTRATIE >>>		Demobestanden G3			
Adm. : 000	User : ADMIN	Date : 13-05-91	Time : 15:09:07	Page : 1	
O U T S T A N D I N G   E N T R I E S   L I S T   D E B T O R S					
INVOICE NUMBER	INVOICE DATE	REFERENCE	OUTSTAND. AMOUNT	ALREADY PAID AMOUNT	DUE DATE
1001 Impex Trading company Ltd. 230 Triplets street 3039 HB Norwich			Mr. Th. K. Young 01-46538214702 Bank number : 657376832		
880218	270391	DD /TLX/TL	54330,86	0,00	260491
880401	120491	Ordno. 5775	157256,40	0,00	120591
Total			211587,26	0,00	
1002 Shoemakers & Sons 23 Nut-area 5236 HU Leichester			Mr. J.J. Shoestring 07-36574839715 Bank number : 432315671		
880204	100291	ORDERNO. 4564	2002,80	0,00	250291
Total			2002,80	0,00	
1004 Ralph Construction company Ltd. 15 Bricklane 6583 KL Worchester			The administration 088-7389996720 Bank number : 678321132		
880216	260391	TELEPH 30388	72781,04	0,00	100491
880404	150491	HP 5994	30099,42	0,00	300491
Total			102880,46	0,00	
1101 Greengrocer Carrot Ltd. 26 Beethovenwharf 6712 TG Lake District			Mrs. J.L. Leek 08370-546378 Bank number : 768321786		
880215	260391	TELEFX	28608,00	0,00	30491
880406	200491	TLFAX 4546	7824,00	0,00	280491
Total			36432,00	0,00	
1102 Bicycles 2000 92 Channel 9723 AW Harwich			Mr. Weelwright 050-758832 Bank number : 784767466		
880212	200391	TLF 20388	19819,80	0,00	40491
880403	130491	TLF 43/3343	8046,60	0,00	280491
Total			27866,40	0,00	
General total			380768,92	0,00	

Checklist 5.2.4. outstanding entries list

5.2.5. TABLE ANALYSIS ENTRIES PER DEBTOR (\*\*)

In table reports you can determine the presentation of the data elements in relationship to each other. A selection may be made upon Debtor number, selection code and type of Debtor. You can specify which figures you want to print:



Screen 5.2.5. figures selection

You can opt for:

1. Amount
2. Original invoice amount
3. Already paid
4. Number of still outstanding entries
5. Average original invoice amount

The maximum number of figures that can be selected is three. With the aid of **RETURN** you can place/remove a tick in front of the figures you choose. You conclude the list by pressing **F2** .

## REPORTS DEBTORS

---

Next you may specify:

- Points between the thousands (Y/N)
- Length with which figure is printed
- Length after the decimal point

When you select too small a value, you will see %%% displayed on the screen. In that instance you can change the value later. You can specify a column selection on date.

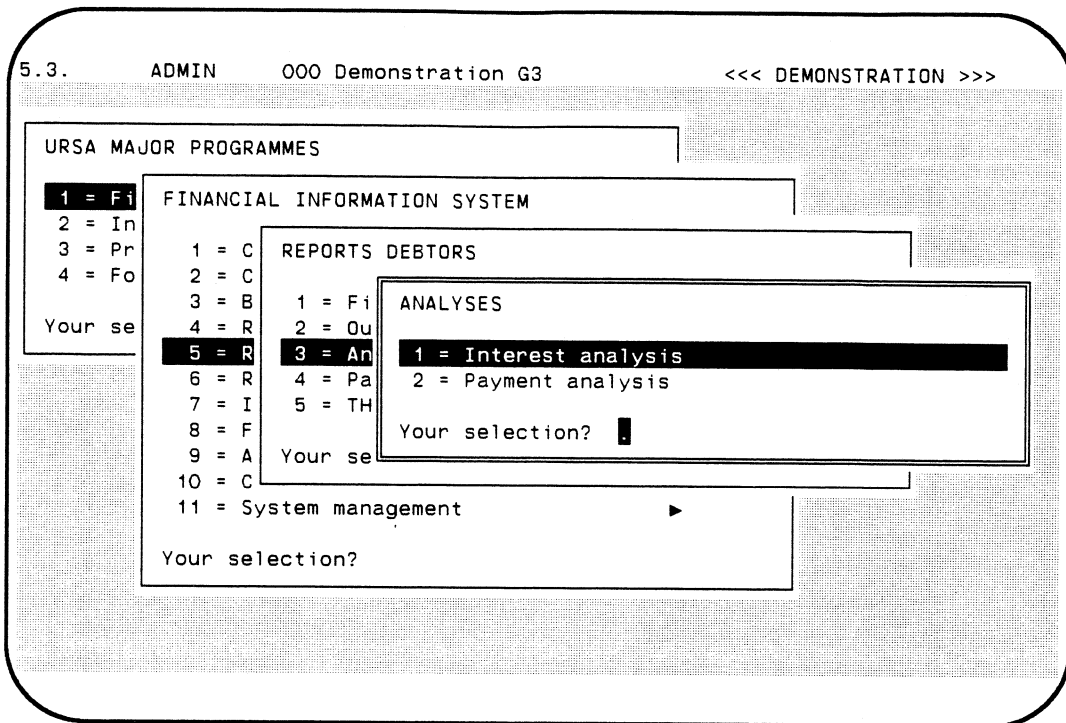
A table report consisting of columns and rows is displayed. On the screen you will see a selection bar across the report. You can move this bar with the aid of the cursor keys. FINI-STER can display the numerics from the report in the shape of a graphic: as bar chart, 3-dimensional (line chart and pie chart) and in colour. This is possible on graphic CGA, MCGA, XCGA, EGA and VGA-screens. The classical 2-dimensional bar charts are possible on monochrome screens. When you press **RETURN** you can opt for:

- 3-dimensional graph
- 2-dimensional graph of a column (a list of available columns will be displayed whereupon you can specify which column you want as a graph)
- 2-dimensional graph of a row (the row where the selection bar is situated)

For further information on graphs, refer to the general manual, chapter GRAPHS.



5.3. ANALYSES



Screen 5.3. sub menu analyses

The following analyses may be made:

1 INTEREST ANALYSIS

This function provides information on the calculation of the interest upon the outstanding and paid entries of your Debtors.

2 PAYMENT ANALYSIS

This function provides an overview of the payment performances of your Debtors.

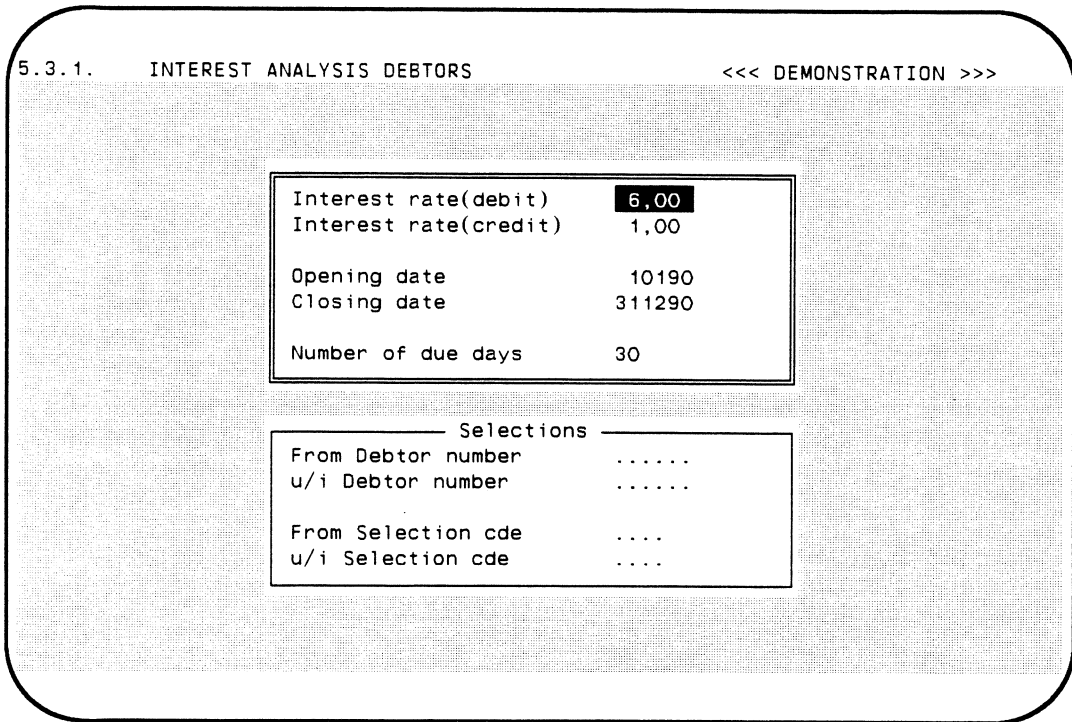
# REPORTS DEBTORS

---



## 5.3.1. INTEREST ANALYSIS

With this function you can calculate your loss of interest on outstanding balances of your Debtors. Interest for paid entries will be taken into account. This provides a view of the cost of extending credit, connected with the slow payment of your Debtors. In the multiple star version you can opt for a report in either text or graph form.



Screen 5.3.1. interest analysis

You can enter the following data:

► **interest rate (debit)**

This is the interest rate which you calculate for the debit balances of the outstanding entries. The interest will be shown in percent per year.

• • • • • • •

▶ **interest rate (credit)**

Here you enter the interest rate which will be calculated for the credit balances of the outstanding entries. The interest will be shown in percent per year.

▶ **opening date**

The transaction starting from this date (but with an opening date not later than the closing date) will be displayed on the report. All outstanding entries, which were outstanding between the opening date and closing date will be printed.

▶ **closing date**

Transactions that have been paid up to and including this closing date will be incorporated in the calculation. The closing date is also the final date for the calculation of all outstanding entries.

▶ **number of due days**

Here you enter the number of days the outstanding entries may remain outstanding before interest is calculated.

Next a selection may be made upon Debtor number and selection code. Various output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

The report will display for each Debtor the total interest, the number of debit entries and credit entries and the value of interest in percentage terms in relation to the amount of debit entries.

A sample interest calculation now follows.

# REPORTS DEBTORS

<<< DEMONSTRATIE >>>

Demobestanden G3

Adm.: 000 User: ADMIN Date: 13-05-91 Time: 15:11:41 Page: 1

## INTEREST ANALYSIS DEBTORS

YE PER JOUR AR NO NAL	VOUCHER NUMBER	INV. NUMBER	TRANS DATE	-- INTEREST --- DYS	AMOUNT	TRANSACTION AMOUNT	ENTRY BALANCE DATE	DESCRIPTION
--------------------------	-------------------	----------------	---------------	------------------------	--------	-----------------------	-----------------------	-------------

1001	Impex Trading company Ltd. 230 Triplets street 3039 HB Norwich					Mr. Th. K. Young 01-46538214702		
------	--	--	--	--	--	------------------------------------	--	--

Open. date	10188						201500,00	
Conc. date	311288	365			12056,97		201500,00	

The total interest is: 12056,97

Number of debits: 0 with an average amount of 0,00  
 Number of credits: 0 with an average amount of 0,00  
 Total interest / amount debits: 0,00

1002	Shoemakers & Sons 23 Nut-area 5236 HU Leichesters					Mr. J.J. Shoestring 07-36574839715		
------	---	--	--	--	--	---------------------------------------	--	--

Open. date	10188						104500,00	
Conc. date	311288	365			6252,87		104500,00	

The total interest is: 6252,87

Number of debits: 0 with an average amount of 0,00  
 Number of credits: 0 with an average amount of 0,00  
 Total interest / amount debits: 0,00

Gen. total interest : 18309,84

Checklist 5.3.1. sample Debtor analysis

• • • • • • • •

### 5.3.2. PAYMENT ANALYSIS

With this function you can analyse the payment performances of your Debtors. The program provides a report of the various transactions that have taken place. These are displayed per invoice number for each selected Debtor. In the multiple star version you can opt for a report in either text or graph form.

A selection may be made upon Debtor number and selection code. A number of output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

For each Debtor the following data will be displayed:

- Invoice number
- Year
- Period number
- Journal
- Voucher number
- Entry date
- Days: i.e. the number of days the entry is outstanding on the entry date of that line
- Transaction amount
- Balance: when the entry has been paid in full, an asterisk will be displayed after the amount
- Description

For each Debtor an average term of payment will be calculated. These will be displayed against Debtot on the report. This average term of payment will be calculated over those invoices which have been paid in full (which have an asterisk). The program also shows the number of invoices over which the average term of payment has been calculated.

At the end of the report an average term of payment will be calculated over the total.

A sample payment analysis now follows.

# REPORTS DEBTORS

<<< DEMONSTRATIE >>>

Demobestanden G3

Adm.: 000 User: ADMIN Date: 13-05-91 Time: 15:13:45 Page: 1

## PAYMENT ANALYSIS DEBTORS

INV. NUMBER	YE AR	PER NO	JOUR NAL	VOUCHER NUMBER	ENTRY DATE	DYS	TRANSACTION AMOUNT	OUTSTANDING AMOUNT	DESCRIPTION
-------------	-------	--------	----------	----------------	------------	-----	--------------------	--------------------	-------------

1001				Impex Trading company Ltd. 230 Triplets street 3039 HB Norwich			Mr. Th. K. Young 01-46538214702		
------	--	--	--	--	--	--	------------------------------------	--	--

871183	91	1	BANK	871183	100191	0	-60000,00	-60000,00	Debtors
--------	----	---	------	--------	--------	---	-----------	-----------	---------

871204	91	1	BANK	871204	100191	0	-10000,00	-10000,00	Debtors
871204	91	3	BANK	871204	270391	76	-51500,00	-61500,00	Debtors

871205	91	3	BANK	871205	270391	0	-80000,00	-80000,00	Debtors
--------	----	---	------	--------	--------	---	-----------	-----------	---------

880121	91	1	SALES	880121	150191	0	68391,98	68391,98	ORDERNO. 67
880121	91	4	BANK	880121	160491	91	-68391,00	0,98	Debtors
880121	91	4	BANK	880121	160491	91	-0,98	-0,00	* Ltd:Debtors

880203	91	2	SALES	880203	100291	0	16214,52	16214,52	TLF 9288
880203	91	4	BANK	880203	160491	65	-16214,52	0,00	* Debtors

880218	91	3	SALES	880218	270391	0	54330,86	54330,86	DD /TLX/TL
--------	----	---	-------	--------	--------	---	----------	----------	------------

880401	91	4	SALES	880401	120491	0	157256,40	157256,40	Orderno. 5775
--------	----	---	-------	--------	--------	---	-----------	-----------	---------------

The average term of payment is: 78 days, calc. from 2 invoices.

1002				Shoemakers & Sons 23 Nut-area 5236 HU Leichester			Mr. J.J. Shoestring 07-36574839715		
------	--	--	--	--	--	--	---------------------------------------	--	--

871184	91	1	BANK	871184	100191	0	-55000,00	-55000,00	Debtors
--------	----	---	------	--------	--------	---	-----------	-----------	---------

871206	91	3	BANK	871206	270391	0	-49500,00	-49500,00	Debtors
--------	----	---	------	--------	--------	---	-----------	-----------	---------

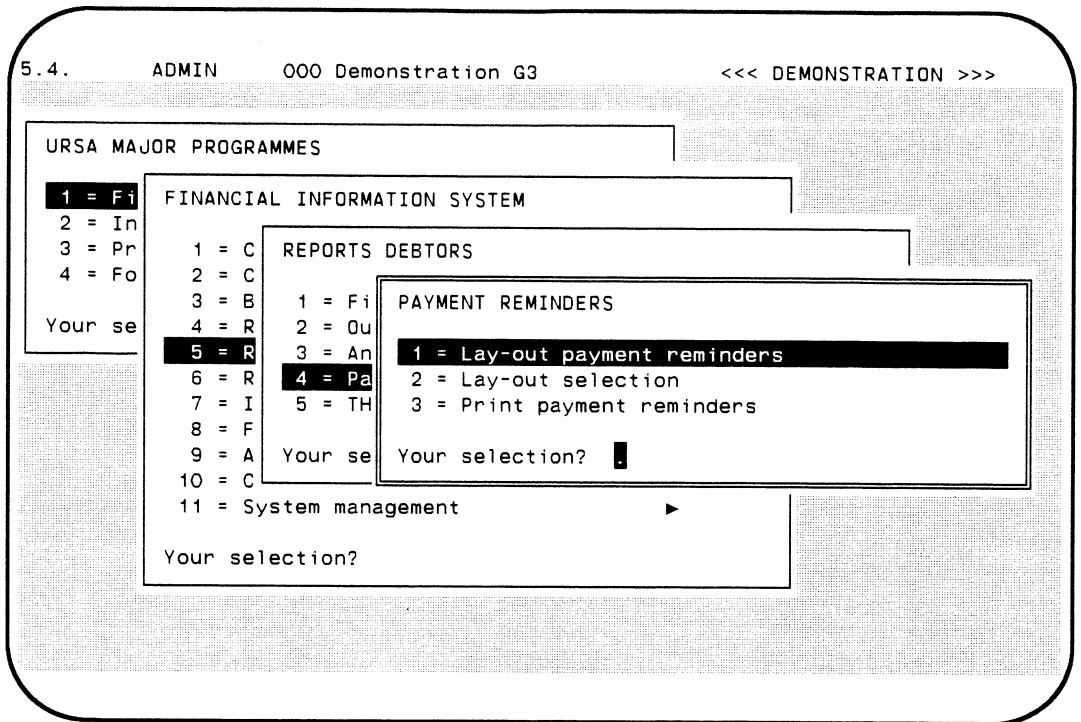
880204	91	2	SALES	880204	100291	0	2002,80	2002,80	ORDERNO. 4564
--------	----	---	-------	--------	--------	---	---------	---------	---------------

The average term of payment is: 0 days, calc. from 0 invoices.

Checklist 5.3.2. payment analysis

5.4. PAYMENT REMINDERS

This program allows the User access to the various functions surrounding the production and printing of payment reminders.



Screen 5.4. sub menu payment reminders

1 LAY-OUT PAYMENT REMINDERS

FINI-STER provides 3 print layouts for reminders. These may be adjusted with this function. A total of 9 layouts may be made.

2 LAY-OUT SELECTION

In the multiple star version it is possible to make use of several layouts. This function enables you to define which layout should be sent to the Debtor.

3 PRINT PAYMENT REMINDERS

## REPORTS DEBTORS

---



This function allows for the printing of payment reminders for a selection of Debtors.



## 5.4.1. DESIGN PAYMENT REMINDER LAYOUTS

With this function you can create/change the layout of your payment reminders. FINI-STER provides 3 lay-outs for reminders. You have sufficient space for a total of 9 layouts. These may be designed to your own environment. It is advisable to commence from an existing layout.

First a number of general features of these layouts will be discussed, followed by the screens necessary to create a layout.

*Always make a copy of your files prior to commencement. When the layouts are unusable, you can restore the copy.*

### **pre-printed forms or blank paper**

You can print payment reminders on pre-printed forms or on blank paper. When you have (partly) pre-printed forms, you must determine where the variable data has to be printed. When blank paper is used, you must define the positioning of the form layout and the location of the variable data. Obviously it takes time to create a layout, but you save money on printing costs. An interim solution would be the use of standard paper on which e.g. the logo and NAR data of your company are displayed.

### **grid**

While creating lay-outs for the payment reminders in FINI-STER, the grid is a useful tool. On the grid is shown the valid line and column numbers applicable to your printer. With a grid you are able to decide precisely where a particular data element must be printed. That is why it is best to print a grid prior to changing or creating a layout. You can even make a copy of your grid on transparent paper. This type of copy may be used as a template against the actual paper that will be used for the final layout.

The grid is arranged according to the layout data which must be specified immediately this function is entered. With pin or tractor feed paper, the numbering of columns on your grid commences from the left hand perforation up to the right hand perforation. With standard listing the numbering proceeds across the entire width of the sheet. During condensed printing the grid will be smaller.

# REPORTS DEBTORS

---



## **structuring new or changing existing layouts**

When you commence a layout arrangement, it is better to start from an existing layout. You choose the layout which most resembles the design and content of your new layout. In this layout you adjust the placing or contents of data and text where necessary.

Structuring a new layout is more difficult. It is however possible for your layout to differ from the existing ones to such an extent, that it is better to structure an entirely new layout. In this instance you enter the layout basic data and print a grid. You enter the data you want to print by hand on the paper in the grid. You are then able to accurately determine the line and column numbers of each data element. The layout is created upon the basis of the line and column numbers.

## CREATING A NEW LAYOUT FROM AN EXISTING LAYOUT

1 - Print selected layout 1 with the grid. This may be performed with this function. Make the necessary changes. Register all changes on the grid and calculate the new positions.

2 - Commence with the creation of layout 2, using layout 1 as the template. Here you enter all changes.

3 - When you are satisfied with the new layout, exit this program and print layout 2. Ensure a Debtor is selected who applies to layout 2. For this purpose you print a trial payment reminder. Remember that with a 'trial' payment reminder the reminder 'count' is not incremented.

4 - If layout 2 is incorrect, adjustments may be made by re-selecting layout 2. Repeat steps 3 and 4 until layout 2 is correct.

5 - Create layout 1 on the basis of layout 2.

You now have an altered layout 1. The original layout 1 can be found on the former copy of your files.

## **STRUCTURING A LAYOUT**

During the printing of payment reminders, FINI-STER uses text and data from various files.

### **the layout of the payment reminder**

With this layout you select what fixed text and variable data is to be printed. The location may also be specified.

### **data from the Constants file**

From the Constants file the name and address of this Administration plus the bank and/or giro number will be utilised.

*The division of terms of the outstanding entries is not performed on the basis of the data from the Constants file. For the payment reminders you can specify these separately.*

### **data from the file outstanding entries - Debtors**

This is the data that is also displayed on the report containing outstanding entries - Debtors.

### **data from the Debtors file**

The number of due days and the reminder code for the selection of the layout is extracted from the Debtors file.

The text of the payment reminder itself and the location of remaining data can be changed with this function. The remaining data will be extracted from the two other files and entered here.

The layout of a payment reminder is structured, apart from the general division (Size and lay-out), out of the following parts:

- Header data
- Outstanding entries data
- Concluding data
- Carry forward data
- Giro collection card data

Each of these types of data has a separate entry screen.

# REPORTS DEBTORS

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## texts

On a payment reminder, pre-printed texts can be already displayed, e.g. the logo and NAR data of the company. You have to take these into account when determining the text which will be printed during the output of the payment reminders.

In most screens you can add text at any given position.

## CREATING LAYOUT: DISCUSSION OF FUNCTION PER SCREEN

First you will see the following:

Which lay-out do you want to change/create? 1
Which lay-out do you want to start out from? 1

### *Window 5.4.1. lay-out option*

In order to create/change a layout, you pass through a number of screens. In the first screen you have to enter the following data:

► **which layout do you want to maintain ?**

Here you enter the layout number. If the layout is to be amended, it is advisable to create a new layout under a different number and only when the new layout has been fully completed and tested, adopt the layout as number 1. Refer to the comment at 'creating a new layout safely'.

► **which layout do you want to commence from**

By default the number you have just entered will be used. All data from the commencing layout will be adopted in the new layout.

You can create a new layout in two ways: by either commencing from a completely empty layout or from one already in existence. The latter method is recommended.

Next you enter the general data to the layout and arrangement of the reminder. This data must be entered first as it will be used for the division of the grid.

5.4.1. LAY-OUT PAYMENT REMINDERS

<<< DEMONSTRATION >>>

Size and lay-out	
Number of days second column from	20
Number of days third column from	40
Outstanding entries data from line	20
Concluding lines from line	45
At transport concluding data on line	50
At transport opening data on line	14
Page length, incl. giro coll. card	66
Number of columns	80
Figures before decimal point at amounts	5
Figures after decimal point at amounts	2
Print foreign currency (Y/N)	N
Length giro coll. card	0
Width giro coll. card slip	12

Screen 5.4.1. size and layout

- ▶ **number of days second column from**
- ▶ **number of days third column from**

First you state how you want to sub divide the days. This is performed on the basis of the number of days the entry is in existence, the outstanding entries will be arranged accordingly. The due days entered with the function CREATE/CHANGE DEBTORS will not be taken into account. These will only be used for the layout selection. Each column contains entries which are outstanding for at least the number of days stated in this column, but not longer than the number of days contained in the next following column. In the first column those entries which have not been outstanding as long as the number of days you have specified for the second column will be automatically entered. As a result this need not be specified.

Next you prepare an outline layout of the payment reminder. A part of the layout is reserved (vertically) for each type of data element.

## REPORTS DEBTORS

---

The header data will be displayed at the top. This is always printed above the outstanding entry data, commencing from line 1. Consequently a line number will not be prompted.

▶ **outstanding entries data from line**

Here you enter the top line at which the printing of outstanding entries may commence.

▶ **concluding lines from line**

In the concluding lines the totals, the company name and the account on which the amount has to be deposited will be printed.

▶ **conclusion of data on 'carried forward' line**

On reminders that consist of more than one page, the carry over data, such as the sub totals per column, will be displayed at the base of each page, with the exception of the last page. The concluding lines and concluding data will never be printed on the same page. The line number selected is therefore independent from the place of the concluding lines.

▶ **opening data on 'brought forward' line**

Data brought forward from a previous page has to be printed at the top of the next page and is always printed above the outstanding data lines.

▶ **page length, including giro collection card**

Here you can specify the page length for the reminders. This may differ from the length in the constants file, e.g when you use special forms. You state this length in lines, usually 66 or 72.

▶ **number of columns**

Here you state the width of the text which has to be printed. FINI-STER will check that you do not define output that exceeds the length of the paper. You state the width from perforation to perforation, unless you want to print on a smaller portion of the paper. With regular paper the usual width is 78, with condensed printing 130.

• • • • •

- ▶ **figures before decimal points at amounts**

You can adjust the number of figures to the usual size of the outstanding entries in your company.

- ▶ **figures after decimal point at amounts (default = 2)**

- ▶ **print foreign currency (Y/N)**

If the module VALU-STER is installed, foreign currency values may be printed.

- ▶ **length of giro collection card**

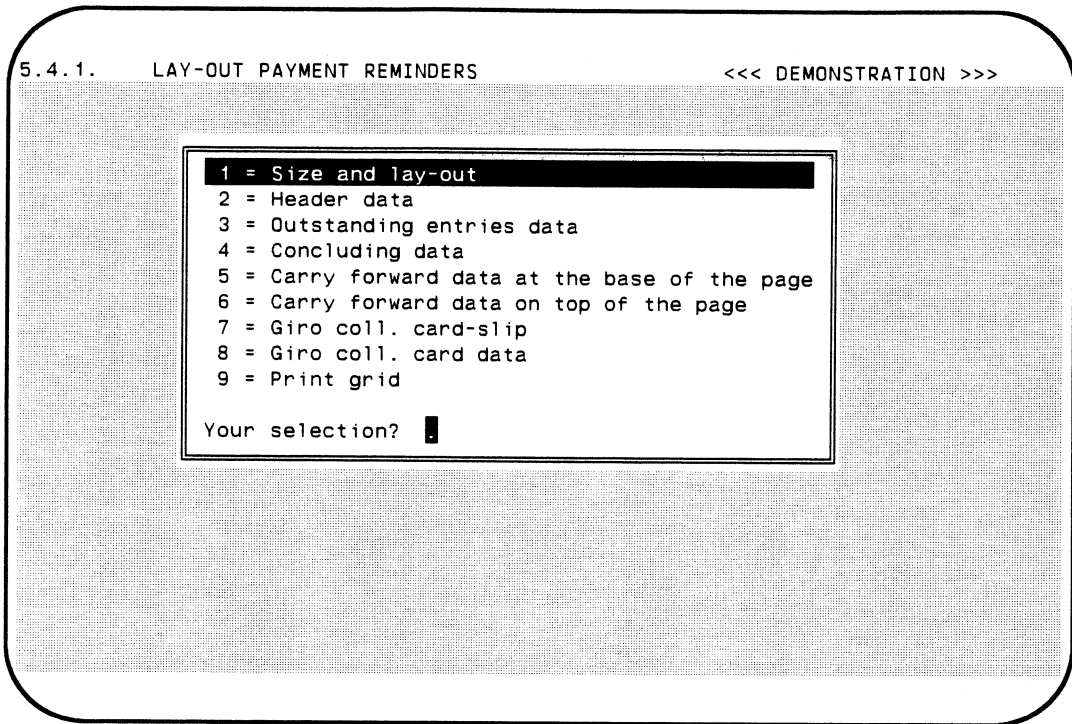
If you wish to utilise a layout for a giro collection card, you can specify the length of the giro at this point. When you enter 0 you create a layout without a giro collection card. In this instance you cannot enter the functions GIRO COLLECTION CARD SLIP or GIRO COLLECTION CARD DATA from the menu.

- ▶ **width giro collection card slip**

In the following menu you can select the type of data to be created/changed. You can also opt for the printing of the grid.

# REPORTS DEBTORS

---



*Screen 5.4.1. menu*

Once a grid has been printed, each option in this menu will be bypassed.

## 1 SIZE AND LAY-OUT

With this option you will enter a screen to specify the outstanding entries division in terms and the general sub division of the layout. You have already encountered this screen the first time you entered this function.

## 2 HEADER DATA

## 3 OUTSTANDING ENTRIES DATA

## 4 CONCLUDING DATA

## 5 CARRY FORWARD DATA AT THE BASE OF THE PAGE

## 6 CARRY FORWARD DATA ON TOP OF THE PAGE



7 GIRO COLLECTION CARD SLIP

8 GIRO COLLECTION CARD DATA

9 PRINT GRID

With a new layout you bypass all of these screens. When you commence from an existing layout, you have to select only the screens in which data elements have to be adjusted.

## HOW DO YOU CHANGE DATA IN THESE SCREENS

When you have previously specified a layout for the payment reminders and have selected it, that particular layout will be displayed on the screen. In this instance the following may be displayed (with an entirely new layout since nothing will have been yet entered):

5.4.1. LAY-OUT PAYMENT REMINDERS <<< DEMONSTRATION >>>

---

Header data

2

P A Y M E N T   R E M I N D E R   F O R :

Name _____	Date _____	Date _____
Address _____		
Postal      Residence _____	Days 1st Column    1st	
	Days 2nd Column    2nd	
	Days 3th Column    3th	

# inv.	inv.	reference	#	Amount	Amount	Amount	Numb.
#date	number		#	1st C1	2nd C1	3th C1	Crt'd

lin : 1 col : 1

Screen 5.4.1. sample layout header data

With the aid of the cursor keys you can move the cursor in this frame.

# REPORTS DEBTORS

---



Depending upon where the cursor is situated you have a number of options after you press **RETURN** . The cursor can be situated on:

- An empty position
- The first position of an item
- Another position of an item

## **the cursor is situated on an empty position**

When you press **RETURN** you will see the following:

1 = Select an item 2 = Free text  Your selection?
--

*Window 5.4.1. options for lay-out*

You have the following options:

- Select an item
- Free text

When you opt for 'Select an item', a list of items will be displayed. Items that contain an asterisk are already upon the layout. After you have selected an item, you can decide on its positioning upon the layout. This is performed in the manner described under the heading 'the cursor is situated on the first position of an item'.

When you opt for 'Free text', you can specify text that will be printed on each payment reminder in accordance with this layout.

## **the cursor is situated on the first position of an item**

When you press **RETURN** the item will be displayed in an inverted selection bar. Items which are new are also displayed in a bar. You can move this item with the aid of the cursor keys. When you press **RETURN** again, the item will be placed in that position. When another item is already present at that particular place, FINI-STER will give a warning. This avoids the overwriting of one item with another.

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**the cursor is situated on another position of an item**

When you press **RETURN** you will see the following:

1 = Move this item 2 = Delete this item 3 = Change free text  Your selection?
---

*Window 5.4.1. replace/delete item, change free text*

You can replace/delete an item. Replacing is performed as described above. When you opt for deletion, the item will no longer be printed on the payment reminder made via this layout.

The option 'change free text' will only appear when the item concerned is free text.

### **other options**

When the cursor is placed on an item and you press **F5** , the full name of the item will be displayed.

When you press **F6** you have the following options:

- Trial print to printer
- Grid to printer
- Grid on screen

<p><i>When you have finished, store the layout data by pressing <b>F2</b> .</i></p>
---

# REPORTS DEBTORS

---

## HEADER DATA

This option is used to specify the header data. This will be placed within the space you have allocated for the header data in the SIZE AND LAYOUT screen.

The header of the reminder should contain the NAR data of the addressee, the name of your company, the date of the reminder and an elucidation of the sub division into columns which correspond to the terms of outstanding. You can also state text such as 'PAYMENT REMINDER FOR:'.

### print text on any subsequent pages

The headers above the various categories also belong to the header texts. These headers, such as 'invoice date' and 'reference', can also be printed on any subsequent pages. In this instance you have to start the lines containing these headers with '#'. This character will not be printed, it will only ensure the text will be printed at the head of all remaining pages.

## OUTSTANDING ENTRIES DATA

Here you specify the placement of the data of the outstanding entries. This data corresponds to the report aging of outstanding entries; the sub division into terms have been specified in this function. FINI-STER assumes that all outstanding entry data will be printed on 1 line. Here you specify what such a line should look like. This line can appear several times per payment reminder.

Ensure the invoice amounts in the column fit a header. A '#' in the header line does not occupy any space on the printer. In the frame below you can see on which line and which column the cursor is situated.

When you use the number of days instead of the number of reminders as the selection criteria, this data will be printed.

## CONCLUDING DATA

With this option you determine which concluding data will be displayed on the reminder and the placing of those data.

The concluding data elements consist of two parts: the various totals and the data from your own Administration. You can also print text. This data appears on lines which you have reserved for concluding data in the screen SIZE AND LAYOUT.

You can print the totals any way you like; the totals of columns 2 and 3 are

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often used to show the amount of which the term of payment has elapsed.

### **CARRY FORWARD DATA**

You can specify the carry forward data at the base and on top of the page.

This data is the sum per page of the columns which will be printed on the base of one page and upon the top of the next continuation page. The lines on which the amounts are printed have been specified earlier. These amounts will be printed at the base and on top of the page in the same positions. These positions must also be identical to those of the amounts from the invoice data.

### **GIRO COLLECTION CARD SLIP**

Enter which data you want to print on the slip belonging to a giro collection card. You can only enter this when in the option **SIZE AND LAYOUT** at the category 'length giro collection card' you have entered a figure that is not equal to 0.

### **GIRO COLLECTION CARD DATA**

You can only enter this when in the **SIZE AND LAYOUT** option at the category 'length giro collection card' you have entered a figure that is not equal to 0. If not, it will be assumed that there is no giro collection card. When there is, you can determine at this option which and where the data elements will be printed on the giro collection card.

### **PRINT GRID**

The grid is an important tool for the placing of data. Before you can print a grid, the desired data must have been entered in the screen **SIZE AND LAYOUT**, which is completed as soon as you enter this function.

After each screen you will re-enter the menu in this function.

When you exit, the file will be sorted. This means all text specified in the various screens will be set in sequence.

You can check the entered layout by printing a reminder. You have to select a Debtor who will receive this particular layout. Enter 'Y' when the question 'print trial invoice' is prompted.

After the function has been executed, the program will inquire whether you want to save the created layout.

## REPORTS DEBTORS

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### 5.4.2. LAYOUT SELECTION

In the multiple star version you can print payment reminders with different layouts simultaneously. With this function you can specify which Debtors get reminders and which type of layout has to be used for their reminder.

You can provide a description for each of the 9 layouts you have determined with the function LAYOUT PAYMENT REMINDER. Next you can specify which Debtors should be attached to this layout; a selection may be made upon Debtor number, reminder code and either the number of days the entry in question is outstanding or the number of times a reminder has been sent. Debtors will only get reminders for the specified layout when they match all of the specified criteria.

▶ **layout number**

The layout number has already been entered.

▶ **description layout**

You can provide a different description for each layout. In this way you can indicate e.g. the tone of the text or the type of Debtor that should receive this letter.

▶ **lowest debtor number (LW.deb)**

Here you can specify a linking series of Debtor numbers who should receive this particular reminder layout. In this way you can distinguish between reminder texts for e.g. your important Debtors and those of lesser importance. This division is useful when you have sub divided you Debtors into groups on the basis of the Debtor number. Here you enter the lowest number of the group required.

Some companies have sub divided their Debtors into groups on the basis of the Debtor number at which each Debtor group has a separate General ledger account. When such a sub division is necessary, it is advisable to also make a selection on Debtor number during reminders.

▶ **highest debtor number (HG.deb)**

Here you enter the highest Debtor number of the group of Debtors for whom you want to print this reminder.

## REPORTS DEBTORS

---

▶ **lowest reminder code (LR)**

The reminder code makes it possible to have a distinction between your Debtors. You can e.g. distinguish countries; you have specified the reminder code with the function CREATE/CHANGE DEBTORS. Here you enter the lowest reminder code with which Debtors should receive the specified text as payment reminder.

▶ **highest reminder code (HR)**

▶ **reminders/days (RD)**

You can send several reminders to one and the same Debtor, depending on the seriousness of the outstanding entries. This can be determined in two ways:

- Depending on the number of previous reminders
- Depending on the number of days after the elapsed term of payment

Here you enter whether you opt for a distinction in the number of reminders (R) or the number of days after the due date (D). During CREATE/CHANGE DEBTORS you have specified how many days there may be between the outstanding entry and the due date of the entry.

▶ **minimum (MIN)**

Enter the minimum number of previous reminders or the minimum term in days after the due date after which the Debtor has to receive the specified reminder layout.

▶ **maximum (MAX)**

Some examples which incorporate an increasing number of selection options now follow.

**1st example:**

Your company uses only 1 distinction for sending reminders: the number of times someone has been reminded. In this case 3 layouts would be sufficient: the first reminder, the second reminder and a repetition reminder which is used after having already sent a number of them. In this example we only make a distinction between the number of reminders, that is why in the screen you see 'R' at the category RD. You enter the selection screen thus:



5.4.2. LAY-OUT SELECTION

<<< DEMONSTRATION >>>

No	Description lay-out	LW.deb	HG.deb	LR	HR	RD	MIN	MAX
1	reminder	1	999999	0	999	R	0	0
2	friendly reminder	1	999999	0	999	R	1	1
3	threatening reminder	1	999999	0	999	R	2	999
4	does not exist	0	0	0	0	R	0	0
5	does not exist	0	0	0	0	R	0	0
6	does not exist	0	0	0	0	R	0	0
7	does not exist	0	0	0	0	R	0	0
8	does not exist	0	0	0	0	R	0	0
9	does not exist	0	0	0	0	R	0	0

Screen 5.4.2. 1st example

**2nd example:**

You distinguish three types of Debtors: excellent Debtors, which e.g. provide a large turnover and usually pay fast, regular Debtors and mediocre Debtors. You can give the best Debtors reminder code 1, and the worst code 3. You adjust the layout and text of the various reminders to the type of Debtor. You enter the selection screen thus:

# REPORTS DEBTORS

---



5.4.2. LAY-OUT SELECTION

<<< DEMONSTRATION >>>

No	Description lay-out	LW.deb	HG.deb	LR	HR	RD	MIN	MAX
1	reminder exc. debt.	1	999999	1	1	R	0	999
2	regular debtor	1	999999	2	2	R	0	999
3	mediocre debtor	1	999999	3	3	R	0	999
4	does not exist	0	0	0	0	R	0	0
5	does not exist	0	0	0	0	R	0	0
6	does not exist	0	0	0	0	R	0	0
7	does not exist	0	0	0	0	R	0	0
8	does not exist	0	0	0	0	R	0	0
9	does not exist	0	0	0	0	R	0	0

Screen 5.4.2. 2nd example

### 3th example:

In the preceding example you sent your Debtors the same reminder that they have received previously, only the tone had been adjusted to the quality of the Debtor. Here again you can make a distinction between a first reminder, a second reminder and a reminder that is sent where a number of previous reminders have already been sent. Where you wish to determine which Debtor receives what layout in relationship to the Debtor quality as well as the number of reminders, you could enter the screen thus:

5.4.2. LAY-OUT SELECTION

<<< DEMONSTRATION >>>

No	Description lay-out	LW.deb	HG.deb	LR	HR	RD	MIN	MAX
1	1st rem. exc. debt.	1	999999	0	1	R	0	0
2	next rem. exc. debt.	1	999999	0	1	R	1	3
3	last rem. exc. debt.	1	999999	10	1	R	4	999
4	1st rem. reg. debt.	1	999999	2	2	R	0	0
5	next rem. reg. debt.	1	999999	2	2	R	1	1
6	last rem. reg. debt.	1	999999	2	2	R	2	999
7	1st rem. med. debt.	1	999999	3	3	R	0	0
8	next rem. med. debt.	1	999999	3	3	R	1	1
9	last rem. med. debt.	1	999999	3	3	R	2	999

Screen 5.4.2. 3th example

You can see that the speed at which a forceful reminder is sent, can be adjusted: the excellent Debtors receive a forceful reminder at a much later date than slow paying Debtors.

**4th example:**

In all previous examples the various Debtor numbers have not been taken into account. When selections took place it was merely on the basis of quality or the number of previous reminders. All Debtors conforming to the selection criterion received a payment reminder. In some cases it can be useful to make a selection on Debtor number. Two examples now follow.

1. When a company has many Debtors, it is impossible to send the reminders to all Debtors at one time, as e.g. the mail department has limited capacity. In that case you can start the first day with Debtors 0 to 500 and the next day continue with the following number. On the first day you then not only select the regular selections as used in the former example, but also the first portion of Debtors; the next day you select the next portion of Debtors.

## REPORTS DEBTORS

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2. When you have already made a division on the basis of the Debtor number (refer to the comment on additional general ledger accounts Debtors), a group of Debtors may be present which you either do not want to send a reminder, or which you do want to send a reminder but never a forceful reminder or a collection letter. If for example you have given these Debtors numbers 1 up to 2000 you can at all layouts, with the exception of perhaps the friendliest reminder, make a selection starting from 2000.

5.4.2. LAY-OUT SELECTION

<<< DEMONSTRATION >>>

No	Description lay-out	LW.deb	HG.deb	LR	HR	RD	MIN	MAX
1	reminder	1	1990	0	999	R	0	999
2	friendly reminder	2000	3999	0	999	R	0	999
3	threatening reminder	4000	999999	0	999	R	0	999
4	does not exist	0	0	0	0	R	0	0
5	does not exist	0	0	0	0	R	0	0
6	does not exist	0	0	0	0	R	0	0
7	does not exist	0	0	0	0	R	0	0
8	does not exist	0	0	0	0	R	0	0
9	does not exist	0	0	0	0	R	0	0

Screen 5.4.2. 4th example

### 5.4.3. PRINT PAYMENT REMINDERS

In FINI-STER, 9 different texts and layouts for reminders are possible. In the multiple star version you can use all layouts simultaneously, in FINI-STER(1) you can print 1 layout at a time. In this paragraph the term 'layout' is used to indicate the text and the corresponding arrangement of a reminder. In the multiple star version 3 layouts are provided. These can be adjusted or determined with the function LAYOUT PAYMENT REMINDER.

You have to enter the following data:

► **date**

The date you enter here will be printed after 'payment reminder per...'. During the calculation of the time periods, this date will be taken into account. By default the date you have entered when you started FINI-STER will be entered here. You can change this.

► **trial reminders**

You can make trial prints of the reminders in order to check whether the data is printed correctly. The trial reminders will not be taken into account when determining the number of reminders to be sent.

► **more than 1 layout**

Will only be prompted in the multiple star version. When you enter 'N', the specified Debtors will all receive a reminder in accordance with the same layout. When you enter 'Y', the various Debtors will receive a reminder according to the definition determined in the function LAYOUT SELECTION. When you work with several layouts, you have to execute that function first.

A selection may be made upon Debtor number, selection code, outstanding amount and invoice date (refer to the general manual, chapter SELECTION). When you work with 1 layout, you have to specify the layout that is to be used.

When you have opted for trial reminders, a number of output options are available. When you opt for final payment reminders these will be printed (refer to the general manual, chapter OUTPUT OPTIONS).

During the function MODULE OPERATION you have specified whether you want a processing report after printing payment reminders. When you have entered 'Y' you will receive a report after printing final reminders. Various

## REPORTS DEBTORS

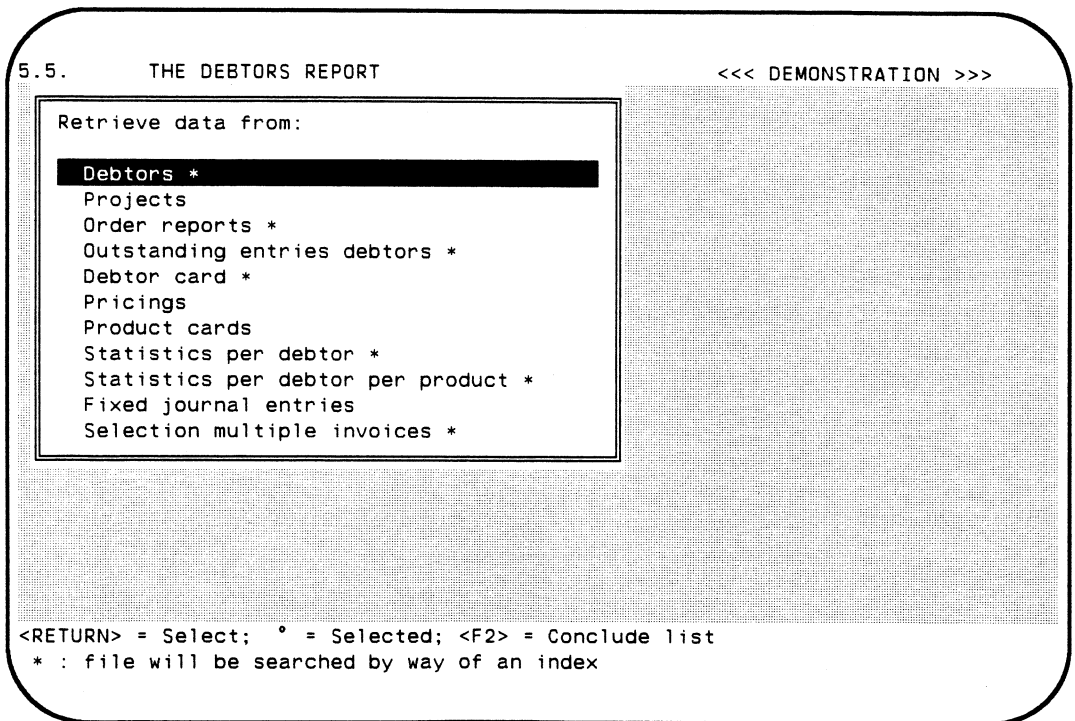
---



output options are available.

5.5. THE DEBTORS REPORT (\*\*)

The Debtors Report provides a total view of all data elements appertaining to a specific debtor. Data is retrieved from the various files and modules throughout the entire system and displayed upon the screen. Brief examples of the types of information retrieved are, outstanding entries, Debtor file card, unprinted invoices, data from the turnover statistics, data on credit restrictions etc. When you select THE Debtors report, the module will first define the files containing the data. A list will be displayed containing the names of the files out of which data can be extracted.



Screen 5.5. debtors files

With the aid of ticks you can select which data elements you want displayed on the report. You can place/remove ticks by pressing **RETURN** whilst the selection bar is placed on a data element. Next you have to enter a Debtor number. You can search and browse here. Various output options are available, (refer to the general manual, chapters SEARCH AND BROWSE and OUTPUT OPTIONS).

When you opt for output to screen, you will see a selection bar across the

## REPORTS DEBTORS

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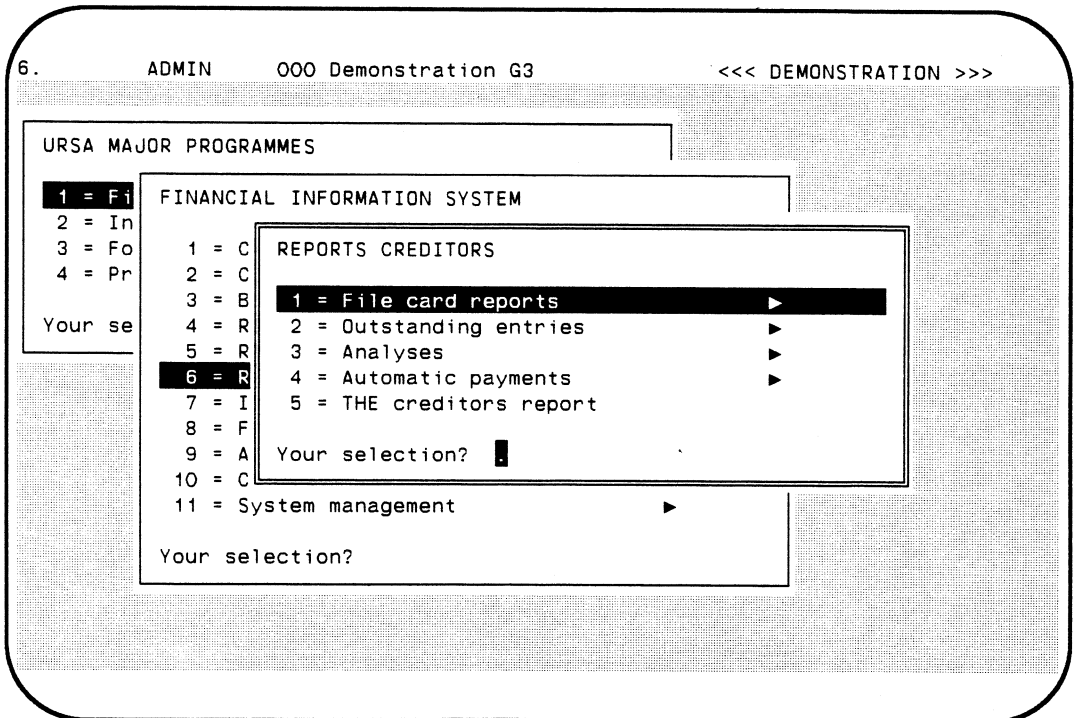
report. The bar may be positioned with the aid of the cursor keys. On the reports the data you have selected by a tick will be displayed. When you move the bar to a line which contains master data you can, after pressing **RETURN** , also have the master data displayed on screen. First you select the master data elements you want to view; a further selection list will be provided where you can select by way of ticks which data elements from that particular master file have to be displayed upon the report.

In this way you can call in three reports in a row. In the third report the bar will not appear, and as a result you cannot call in further master data.



## 6. REPORTS CREDITORS

This menu provides various reports options that show information on your obligations to pay your Creditors.



Screen 6. reports creditors

The following options are available:

### 1 FILE CARD REPORTS

Via this option you can extract a historical report, an intermediate report, a Creditor card and a Creditor card per invoice.

### 2 OUTSTANDING ENTRIES

## REPORTS CREDITORS

---

Via this option you can extract various reports. These provide information of your outstanding entries.

### 3 ANALYSES

You can create an interest and a payment analysis.

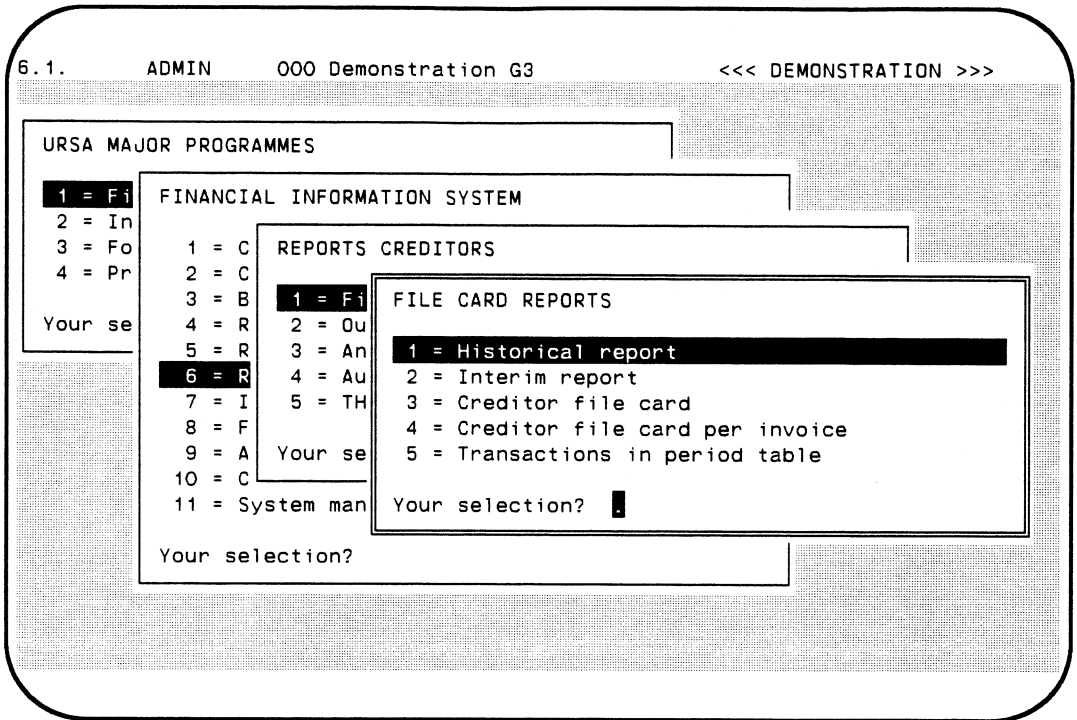
### 4 PAYMENT REMINDERS

Via this option you can reach the functions concerning the payments to your Creditors.

### 5 THE CREDITORS REPORT (\*\*)

In most software-programs the entrance to the information is the TYPE of report which is chosen: the outstanding entries, the orders or the stock. In short, the function determines the options. In FINI-STER the chosen item instead of the function is the entrance. As a result it is no longer necessary to move from one menu to the other in order to retrieve data. You can call in all relevant data in one and the same function.

6.1. FILE CARD REPORTS



Screen 6.1. sub menu file card reports

The following report options are available:

1 HISTORICAL REPORT

This function prints a report of all transactions for all posted to the Creditors general ledger account, i.e. the amounts posted and amounts paid. You can opt to have these transactions cleared after printing. You have to clear them regularly in order to create space for your files.

2 INTERMEDIATE REPORT CREDITORS

With this function you can make an intermediate report of all postings for all (or a selection of) the Creditors.

3 CREDITOR FILE CARD

## REPORTS CREDITORS

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With this function you can print a Creditor file card report per Creditor.

### 4 CREDITOR FILE CARD PER INVOICE

With this function you can print a Creditor file card per invoice.

### 5 TRANSACTIONS IN PERIOD TABLE (\*\*)

In table reports you can define the presentation of data elements in relationship to each other. Most administrative programs produce 'line reports', in which the data is printed per line. In spreadsheets and reports, table reports are often incorporated.

### 6.1.1. HISTORICAL REPORT CREDITORS

This report has a dual purpose. Firstly you can print all processed transactions from the Creditors sub administration. This corresponds to the traditional Creditor cards. Secondly you can delete all printed historical transactions. This is necessary in order to prevent redundant data from remaining in your system and thus releasing file space.

The printing cannot be interrupted.

*Always make a copy of your files before printing the historical report. Ensure that the printer ribbon is correct and that there is sufficient paper. Take into account the fact that printing takes some time.*

Before you gain access to this function you have to enter a password. A default password has been built-in: 'KODEWOORD'. This can be changed by the user ADMIN by way of the menu ADMINISTRATION URSA MAJOR.

All postings relating to Creditors will be selected by the system and can be printed in the format of Creditor file cards.

A report will be printed for each Creditor of the posted transactions. You have to save these historical reports, together with the checklists of transactions and the processing reports.

When you want to make a historical report the program will prompt:

► **Does the historical report have to be cleared after**

When you enter 'Y' the processed transactions are deleted. The outstanding entries will be saved.

If you do not wish data to be deleted, you enter 'N'. In that instance a report of all Creditors will be printed, which can be regarded as an intermediate report of the Creditors. In the latter case you have a number of output options at your disposal (refer to the general manual, chapter OUTPUT OPTIONS).

A selection may be made upon Creditor number, year and period (refer to the general manual, chapter SELECTION).

## REPORTS CREDITORS

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When you have opted for clearing the report; first check the historical report. The program will again inquire whether you want the historical report to be cleared after completion.

When the historical report is correct, you enter 'Y'.

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### 6.1.2. INTERMEDIATE REPORT CREDITORS

This function allows for the printing of Creditor file cards. Selections may be made to print ALL or within a specified range.

In the multiple star version you can opt for output in either text or graph form.

A selection may be made upon Creditor number, year, period number, invoice number, voucher number and code journal (refer to the general manual, chapter SELECTION).

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

A sample intermediate report now follows.

# REPORTS CREDITORS



<<< DEMONSTRATIE >>>				Demobestanden G3	
Adm.: 000		User: ADMIN	Date: 13-05-91	Time: 15:16:00	Page: 1
I N T E R I M R E P O R T C R E D I T O R S					
1000 Margens Plastics Ltd. 202 Industrial square 3064 GT Rotterdam		Mr. Margens 010-4938713 Bankname: RABO		Bankno1: 354891332 Bankno2: 0	
DATE	PER INV. NO	JOUR NAL	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT
OPEN. BLNCE					60000,00
120191	1	188005	PURCH PACK		6240,00
180391	3	188005	BANK Creditors	6240,00	
120291	2	288011	PURCH PACK		22080,00
240491	4	288011	BANK Creditors	22080,00	
200391	3	388167	PURCH PACK		13058,52
270491	4	488235	PURCH FKT 7008803		3960,00
120191	1	870023	BANK Creditors	60000,00	
BLNCE				17018,52	
TOTAL				105338,52	105338,52
1001 Poe & Sns. Ltd. 3 Ravenroad 6165 GL London		Invoicing Dept. 034-670185387 Bankname: AMRO		Bankno1: 456522573 Bankno2: 7617865	
DATE	PER INV. NO	JOUR NAL	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT
OPEN. BLNCE					75000,00
100391	3	388007	PURCH FKNR 4500504		1584,00
200491	4	488008	PURCH FR 5786901		270,00
120191	1	870024	BANK Creditors	64000,00	
240491	4	870024	BANK Creditors	11000,00	
BLNCE				1854,00	
TOTAL				76854,00	76854,00

Checklist 6.1.2. sample intermediate report



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### 6.1.3. CREDITOR FILE CARD

Occasionally there is a need for a quick report of the postings of a single Creditor. In this instance it is unpractical to have to print the file cards of all Creditors by way of the intermediate report. This function makes it possible for you to review the card of a single Creditor.

In the multiple star version you can opt for output in either text or graph form.

► **creditor**

Enter the desired Creditor number. You can search and browse on number and name. In the multiple star version you can immediately create a new Creditor, or change the data of an existing one by pressing **F5** . You confirm the selected Creditor by pressing **RETURN** , after which a selection may be made upon year, period number, invoice number, voucher number and code Journal.

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

At the end of the report the debit and credit totals will be printed.

A sample Creditor file card now follows.

# REPORTS CREDITORS



<<< DEMONSTRATIE >>>				Demobestanden G3	
Adm.: 000	User: ADMIN	Date: 13-05-91	Time: 15:17:32	Page: 1	
C R E D I T O R   F I L E   C A R D					
1000 Margens Plastics Ltd. 202 Industrial square 3064 GT Rotterdam		Mr. Margens 010-4938713 Bankname: RABO		Bankno1: 354891332 Bankno2: 0	
DATE	PER INV. NO	JOUR NUMBER	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT
-----					
			OPEN. BLNCE		60000,00
120191	1	188005	PURCH PACK		6240,00
180391	3	188005	BANK Creditors	6240,00	
120291	2	288011	PURCH PACK		22080,00
240491	4	288011	BANK Creditors	22080,00	
200391	3	388167	PURCH PACK		13058,52
270491	4	488235	PURCH FKT 7008803		3960,00
120191	1	870023	BANK Creditors	60000,00	
			BLNCE	17018,52	
-----					
TOTAL				105338,52	105338,52

Checklist 6.1.3. creditor card

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#### 6.1.4. CREDITOR FILE CARD PER INVOICE

▶ **invoice number**

Enter the invoice number. If a non-existing number is entered, the program will enter the next available number.

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

The debit and credit totals will be printed at the base of the report.

A sample creditor file\_card per invoice now follows.

# REPORTS CREDITORS

Demobestanden G3

Adm.: 000 User: ADMIN Date: 13-05-91 Time: 15:19:03 Page: 1

C R E D I T O R F I L E C A R D P E R I N V O I C E

Invoice numb.:880178  
 3001 Alpha Aluminum Ltd.  
 Meadowlane 201  
 3356 TK Birmingham

Dr. A. Blanche  
 078-673328  
 Bankname: RBE

Bankno1: 365237426  
 Bankno2: 0

DATE	PER NO	JOUR NAL	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT
280191	1	PURCH	Frames		11520,00
180391	3	BANK	Creditors	11520,00	
		BLNCE		0,00	
TOTAL				11520,00	11520,00

Checklist 6.1.4. Creditor card per invoice

### 6.1.5. TRANSACTIONS IN PERIOD TABLE (\*\*)

In table reports you may specify the presentation of the data elements in relationship to each other. A selection may be made upon Creditor number, selection code, type of Creditor and year. You may then specify:

- Points between the thousands (Y/N)
- Length of which the figure is printed
- Length after the decimal point

When you select too small a value, you will see %%% displayed on the screen. In that instance the value may be changed later. You may specify a column selection on period number. When you want to select period 1 to 2 you specify 'period 1 to 1 and period 2 to 2'.

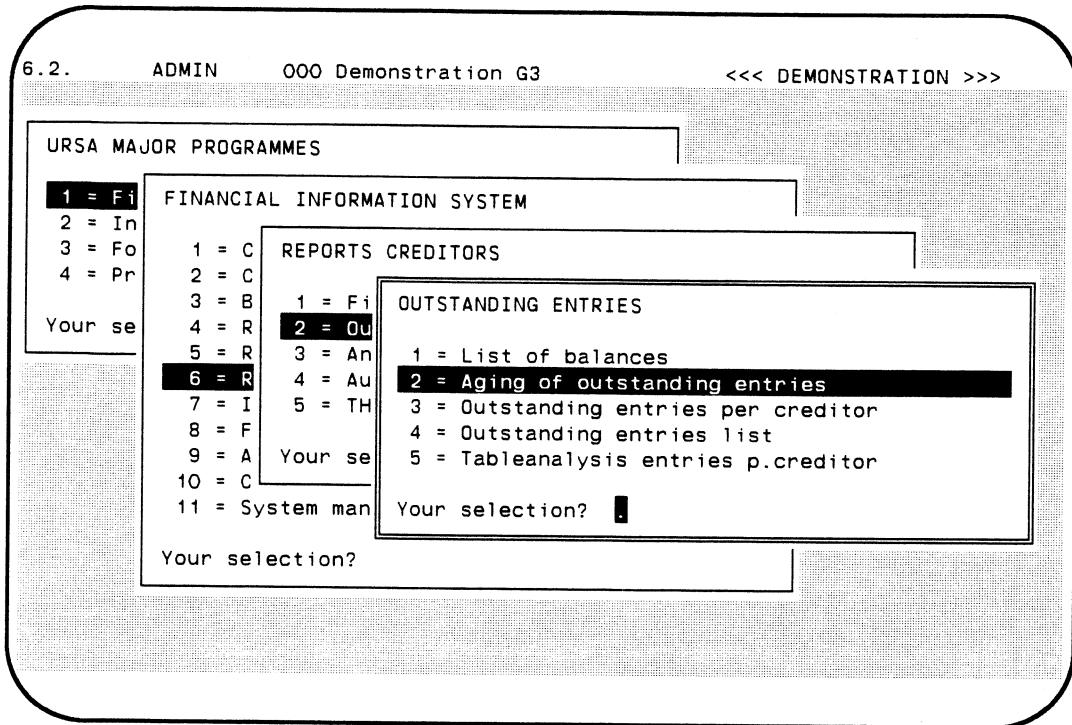
A table report is displayed consisting of columns and rows. On the screen you will see a selection bar across the report. You can move this bar with the aid of the cursor keys. FINI-STER can display the numerics from the report in the shape of a graphic: as a bar chart, 3-dimensional (line chart and pie chart) and also in colour. This is only possible on graphic CGA, MCGA, XCGA, EGA and VGA-screens. The classical 2-dimensional bar charts are possible on monochrome screens. When you press **RETURN** you can opt for:

- 3-dimensional graph
- 2-dimensional graph of a column (you will receive a list with available columns. There you can specify from which column you want a graph)
- 2-dimensional graph of a row (the row where the selection bar is situated)

For further information on graphs, refer to the general manual, chapter GRAPHS.

# REPORTS CREDITORS

## 6.2. OUTSTANDING ENTRIES



Screen 6.2. sub menu outstanding entries

The following options are available:

### 1 LIST OF BALANCES

This list shows the amounts due to be payed to your Creditor.

### 2 AGING OF OUTSTANDING ENTRIES

This function provides an insight of the age of your outstanding entries.

### 3 OUTSTANDING ENTRIES PER CREDITOR

You can print the outstanding entries per Creditor on screen or printer.

### 4 OUTSTANDING ENTRIES LIST



This function provides a list of all outstanding entries. The list will be printed in Creditor number sequence.

### 5 TABLE ANALYSIS ENTRIES PER CREDITOR (\*\*)

You can define the presentation of your data elements in relation to each other. You are able to classify which figures you want to be incorporated in the analysis.

# REPORTS CREDITORS

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## 6.2.1. LIST OF BALANCES

This function provides a list on which the balance for each Creditor is displayed: i.e. the difference between posted outgoing invoices and posted payments. This balance is always positive for Creditors, unless there have either been no postings or credit notes have been posted. The turnover is also displayed.

In the multiple star version you can opt for output in either text or graph form.

A selection may be made upon Creditor number, selection code, type of Creditor, outstanding amount (negative or positive) and amounts equal to zero (refer to the general manual, chapter SELECTION).

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

In the multiple star version of FINI-STER you can, when you have opted for screened output, view additional information on a Creditor. With the aid of the selection bar you can select a Creditor, press **F5** or **RETURN**. The program will inquire whether you want to view the aging of outstanding entries or the outstanding entries.

When you have made a choice, additional information may be called in by pressing **F5** or **RETURN**. When you press either of these keys while the selection bar is displayed on the name, address or residence of the Creditor, the Creditor card of the selected Creditor is displayed. When the bar is situated on an invoice number and you press **F5** or **RETURN** the Creditor card per invoice is displayed.

For a further explanation on the aging of outstanding entries analysis per Creditor and Creditor card, refer to the paragraphs in question.

On the list of balances the following data per Creditor is displayed:

- Creditor number
- Name
- Residence
- Selection code
- Type of Creditor
- Outstanding amount: the balance
- Turnover

The turnover per Creditor will be set to zero during a close of financial year.



## REPORTS CREDITORS

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At the base of the list the totals of the outstanding amounts and the turnovers will be displayed.

A sample list of balances now follows.

# REPORTS CREDITORS

<<< DEMONSTRATIE >>>		Demobestanden G3			
Adm.: 000 User: ADMIN		Date: 13-05-91		Time: 15:20:32	
				Page: 1	
LIST OF BALANCES CREDITORS					
CRD NAME NUMBER	RESID.	SEL CODE	TPE CRD	OUTSTAND. AMOUNT	TRNVR
1 UNKNOWN CREDITOR		0	0	0,00	0,00
10 Creditors various		0	0	0,00	0,00
1000 Margens Plastics Ltd.	Rotterdam	10	0	-17018,52	-45338,52
1001 Poe & Sns. Ltd.	London	10	0	-1854,00	-1854,00
1002 Jones Computers	Sydney	200	20	-11772,00	-44172,00
1003 Schwartzkopf Contractors Ltd.	Washington	10	2	-154717,00	-225814,60
1004 Ericsson Electricity Ltd.	Arlington	30	1	-137805,00	-172686,60
1100 Sherlock & Co Ltd.	Baskerville	100	20	-55650,00	-147450,00
1101 Charwoman maintenance Ltd.	Thornton	100	20	0,00	0,00
1102 Angler Fastmail Ltd.	Hamlet	200	20	0,00	0,00
1103 Oread A.G.F. Trade Ltd.	Cotswold	200	20	-17261,04	-28118,64
1104 Typhoon Ltd.	Surrey	200	10	-142161,00	-344337,30
2000 Municipal Power supply station Delfland	Delft	10	1	0,00	0,00
2001 Collector Direct Taxes	Delft	10	1	0,00	0,00
3000 Gander and Goslings Netherlands B.V.	's-Gravenhage	10	2	-55000,00	0,00
3001 Alpha Aluminum Ltd.	Birmingham	200	10	-9175,60	-25776,23
3002 Upperfrost Import FIRM	Milton Keynes	100	20	-33267,00	-120567,00
3003 Woodworm Timber trade Ltd.	Bristol	10	2	0,00	0,00
			TOTAL	-635681,16	-1156114,89

Number of file lines printed: 18

Checklist 6.2.1. sample list of balances creditors

## 6.2.2. AGING OF OUTSTANDING ENTRIES

This function provides an overview of a Creditor payment history. This function is useful when you want to analyse which Creditors have to be paid in the forthcoming period.

If the module VALU-STER is installed, the program will first inquire whether you want to work with foreign currency. The system will then prompt:

► **date**

During the calculation of the number of days an entry is outstanding, the date entered will be taken into account.

A selection may be made upon Creditor number, selection code, foreign currency (if VALU-STER is installed and you wish to work with foreign currency) and outstanding amount. A number of output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

FINI-STER provides a report spread over 4 columns of all outstanding entries per Creditor. The outstanding entries will be aged into term of outstanding in accordance with the period division entered via the function CREATE/CHANGE CONSTANTS.

The outstanding entries will be printed per Creditor. The Creditors will be printed in number sequence. The outstanding entries per Creditor will be printed in invoice sequence. For each Creditor the outstanding entries will be aged on the basis of the invoice date. You have specified the invoice date whilst entering transactions in the Purchase journal or in one of the modules that controls the purchase administration. At the base of the report the total of the individual columns will be printed.

In the multiple star version of FINI-STER you can, when you have opted for screened output, call in more information on a Creditor. With the aid of the selection bar you can select a Creditor. If you press **F5** or **RETURN** while the selection bar is displayed on the name, address or residence of the Creditor, the Creditor card of the Creditor in question is displayed. If the bar is displayed on an invoice number at the time you press **F5** or **RETURN** the Creditor card per invoice is displayed.

A sample aging of outstanding entries now follows. At the end of the report a general total is displayed, i.e. the total amount outstanding.

# REPORTS CREDITORS

INVOICE NUMBER		DUE DATE		U/T	U/T	U/T	ABOVE	TOTAL	ORIGIN	
				8 DYS	30 DYS	60 DYS	60 DYS		AMOUNT	
<<< DEMONSTRATIE >>> <span style="float: right;">Demobestanden G3</span> Adm.: 000 User: ADMIN Date: 13-05-91 Time: 15:22:16 Page: 1 AGING OF OUTSTANDING ENTRIES CREDITORS										
-----										
1000 Margens Plastics Ltd. 202 Industrial square 3064 GT Rotterdam				Mr. Margens 010-4938713 Bankname: RABO			Bankno1: 354891332 Bankno2: 0			
-----										
388167	200391	200391				13058,52		13058,52	13058,52	
488235	270491	270491		3960,00				3960,00	3960,00	
TOTAL				0,00	3960,00	13058,52	0,00	17018,52		
-----										
1001 Poe & Sns. Ltd. 3 Ravenroad 6165 GL London				Invoicing Dept. 034-670185387 Bankname: AMRO			Bankno1: 456522573 Bankno2: 7617865			
-----										
388007	100391	100391					1584,00	1584,00	1584,00	
488008	200491	200491		270,00				270,00	270,00	
TOTAL				0,00	270,00	0,00	1584,00	1854,00		
-----										
1002 Jones Computers Mountainoak road 34 9937 TH Sydney				N.H. Lake 0976-86634772 Bankname: AB			Bankno1: 134876989 Bankno2: 0			
-----										
388008	100391	100391					11772,00	11772,00	11772,00	
TOTAL				0,00	0,00	0,00	11772,00	11772,00		
-----										
1003 Schwartzkopf Contractors Ltd. 23B Powell 3364 GY Washington				Mr. G. Bush 01820-224988966 Bankname: NAB			Bankno1: 500709084 Bankno2: 99356227			
-----										
388006	100391	100391					112885,00	112885,00	112885,00	
488005	100491	100491			41832,00			41832,00	41832,00	
TOTAL				0,00	0,00	41832,00	112885,00	154717,00		
-----										
GENERAL TOTAL				0,00	4230,00	54890,52	126241,00	185361,52		

Checklist 6.2.2. sample aging of outstanding entries

### 6.2.3. OUTSTANDING ENTRIES PER CREDITOR

This function provides a quick overview of all outstanding entries per Creditor. The outstanding entries are displayed in entry sequence. In the multiple star version you can opt for output in either text or graph form.

The following data must be entered:

► **creditor number**

When you have entered a number, the corresponding Creditor name will be displayed. You can search and browse on number and name (refer to the general manual, chapter SEARCH AND BROWSE).

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

In the multiple star version of FINI-STER you can, when you have opted for screen output, call in more information on a Creditor. With the aid of the selection bar you can select a Creditor. If you press **F5** or **RETURN** whilst the selection bar is displayed on the name, address or residence of the Creditor, the Creditor card is displayed. If the bar is displayed on an invoice number at the time you press **F5** or **RETURN** the Creditor card per invoice is displayed.

For further explanation on Creditor file cards, refer to the paragraphs in question.

On the report the following data will be displayed:

- Invoice number
- Invoice date
- Reference
- Outstanding amount of the entry: positive for a regular outstanding entry and negative for a credit note
- Amount already paid
- Due date

If VALU-STER is installed, the following will also be displayed :

- Foreign currency code
- Outstanding amount in foreign currency
- Amount already in foreign currency

A sample report outstanding entries per Creditor now follows.

# REPORTS CREDITORS



# REPORTS CREDITORS

<<< DEMONSTRATIE >>>			Demobestanden G3		
Adm.:	000	User: ADMIN	Date: 13-05-91	Time: 15:23:45	Page: 1
O U T S T A N D I N G   E N T R I E S   P E R   C R E D I T O R					
1004 Ericsson Electricity Ltd.		Dep. Sales and advise			
327 Marketroad		070-3462765		Bankno1: 442015186	
2597 TH Arlington		Bankname: NMB		Bankno2: 0	
INVOICE NUMBER	INVOICE DATE	INVOICE REFERENCE	OUTSTAND. AMOUNT	ALREADY PAID AMOUNT	DUE DATE
288008	240291	QRTS 14425	43500,00	0,00	240291
488001	020491	TLX 45454	94305,00	0,00	20491
Total			137805,00	0,00	

Checklist 6.2.3. outstanding entries per Creditor

# REPORTS CREDITORS

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## 6.2.4. OUTSTANDING ENTRIES LIST

In the multiple star version you can opt for output in either text or graph form. You can determine the display sequence of the outstanding entries eg: sequence of Creditor number or of invoice date.

Selections may be made upon Creditor number, selection code, invoice date, due date and amount. Various output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

In the multiple star version, if you have opted for output to screen, you can call up more information on a Creditor. With the aid of the selection bar you can select a Creditor. When you press **F5** or **RETURN** while the selection bar is displayed on the name, address or residence of the Creditor, the Creditor card is displayed. When the bar is displayed on an invoice number, whilst you press **F5** or **RETURN** the Creditor card per invoice is displayed.

For further explanation on Creditor file cards, refer to the paragraphs in question.

On the report the following will be displayed:

- Invoice number
- Invoice date
- Reference
- Outstanding amount of the entry: positive when a regular outstanding entry is concerned and negative when a credit note is concerned
- Already paid amount
- Due date

If VALU-STER is installed, the following will be displayed:

- Foreign currency code
- Outstanding amount in foreign currency
- Already paid amount in foreign currency

A sample outstanding entries list now follows.



# REPORTS CREDITORS

<<< DEMONSTRATIE >>>		Demobestanden G3	
Adm.: 000	User: ADMIN	Date: 13-05-91	Time: 15:25:24 Page: 1
O U T S T A N D I N G   E N T R I E S   L I S T   C R E D I T O R S			
INVOICE NUMBER	INVOICE DATE      REFERENCE	OUTSTAND. AMOUNT	ALREADY PAID AMOUNT      DUE DATE
-----			
1000	Margens Plastics Ltd. 202 Industrial square 3064 GT Rotterdam	Mr. Margens 010-4938713 Bankname: RABO	Bankno1: 354891332 Bankno2: 0
388167	200391 PACK	13058,52	0,00 200391
488235	270491 FKT 7008803	3960,00	0,00 270491
Total		17018,52	0,00
-----			
1001	Poe & Sns. Ltd. 3 Ravenroad 6165 GL London	Invoicing Dept. 034-670185387 Bankname: AMRO	Bankno1: 456522573 Bankno2: 7617865
388007	100391 FKTR 4500504	1584,00	0,00 100391
488008	200491 FR 5786901	270,00	0,00 200491
Total		1854,00	0,00
-----			
1002	Jones Computers Mountainoak road 34 9937 TH Sydney	N.H. Lake 0976-86634772 Bankname: AB	Bankno1: 134876989 Bankno2: 0
388008	100391 DTA 787	11772,00	0,00 100391
Total		11772,00	0,00
-----			
1003	Schwartzkopf Contractors Ltd. 23B Powell 3364 GY Washington	Mr. G. Bush 01820-224988966 Bankname: NAB	Bankno1: 500709084 Bankno2: 99356227
388006	100391 TXFR	112885,00	0,00 100391
488005	100491 TTLF 959	41832,00	0,00 100491
Total		154717,00	0,00
-----			
1004	Ericsson Electricity Ltd. 327 Marketroad 2597 TH Arlington	Dep. Sales and advise 070-3462765 Bankname: NMB	Bankno1: 442015186 Bankno2: 0
288008	240291 QRTS 14425	43500,00	0,00 240291
488001	020491 TLX 45454	94305,00	0,00 20491
Total		137805,00	0,00
-----			
General total		323166,52	0,00

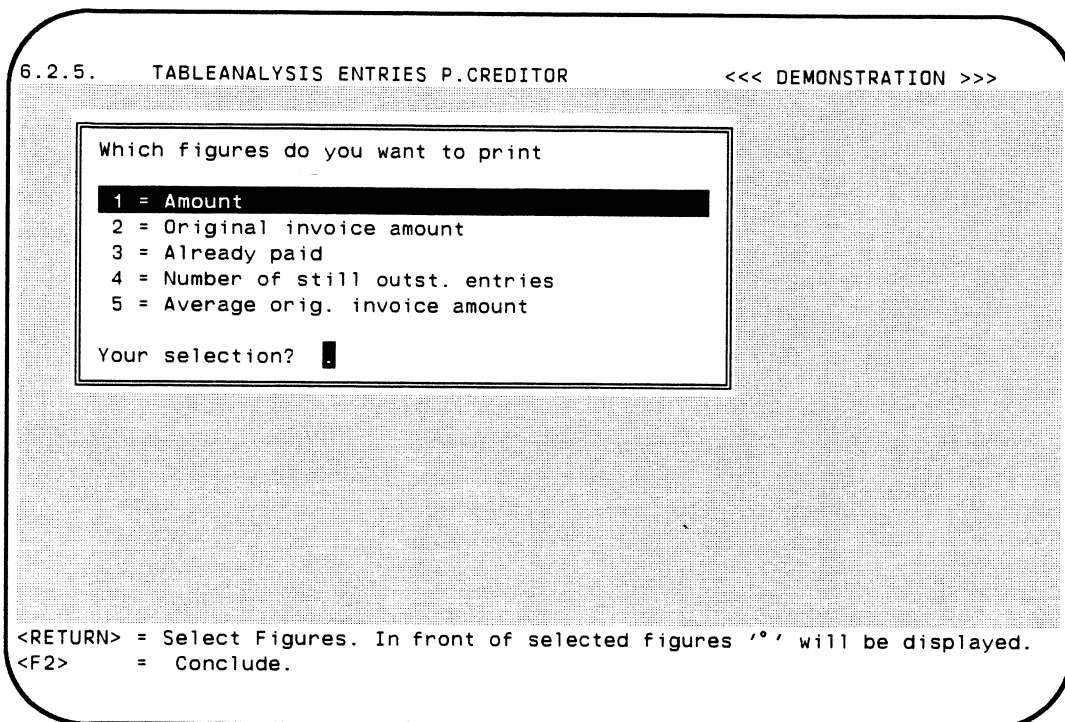
*Checklist 6.2.4. outstanding entries list*

# REPORTS CREDITORS

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## 6.2.5. TABLE ANALYSIS ENTRIES PER CREDITOR (\*\*)

In table reports you can determine the presentation of the data elements in relationship to each other. A selection may be made upon Creditor number, selection code and type of Creditor. You can specify which figures you want displayed:



*Screen 6.2.5. figures selection*

You can opt for:

1. Amount
2. Original invoice amount
3. Already paid
4. Number of still outstanding entries
5. Average original invoice amount

The maximum number of figures that can be selected is three. With the aid of **RETURN** you can place/remove a tick in front of the figures you choose. You conclude the list by pressing **F2** .

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Next you may specify:

- Points between the thousands (Y/N)
- Length with which figure is printed
- Length after the decimal point

When you select too small a value, you will see %%% displayed on the screen. In that instance you can change the value later. You can specify a column selection on date.

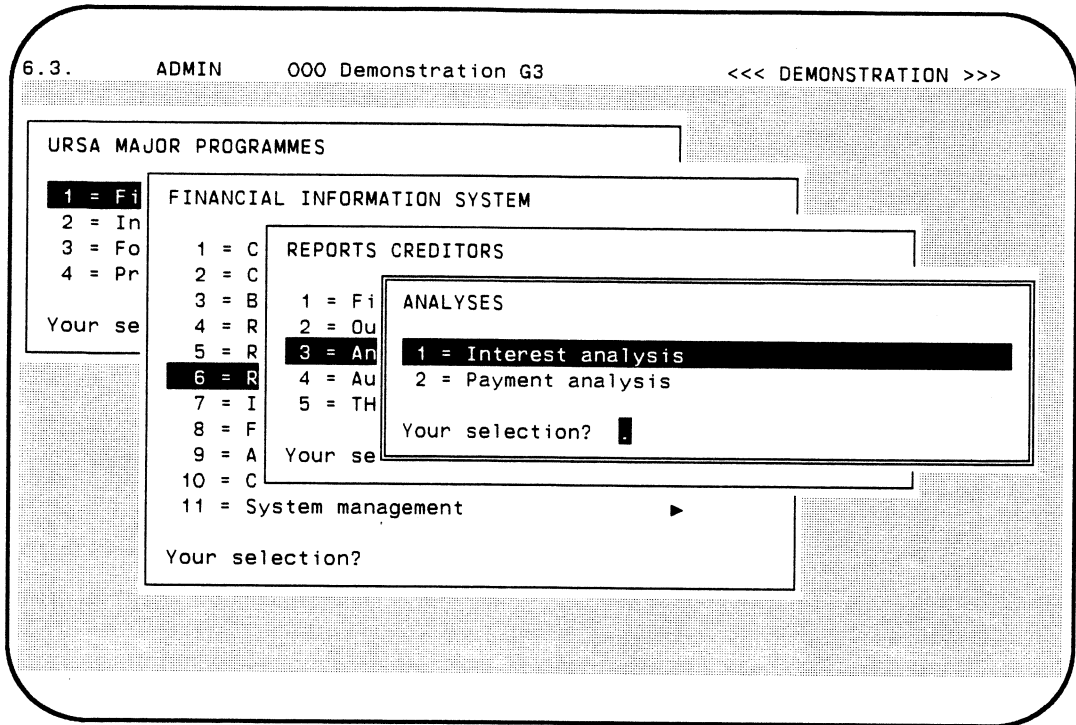
A Table report consisting of columns and rows is displayed. On the screen you will see a selection bar across the report. You can move this bar with the aid of the cursor keys. FINI-STER can display the numerics from the report in the shape of a graphic: as bar chart, 3-dimensional (line chart and pie chart) and in colour. This is possible on graphic CGA, MCGA, XCGA, EGA and VGA-screens. The classical 2-dimensional bar charts are possible on monochrome screens. When you press **RETURN** you can opt for:

- 3-dimensional graph
- 2-dimensional graph of a column (a list of available columns will be displayed whereupon you can specify which column you want as a graph)
- 2-dimensional graph of a row (the row where the selection bar is situated)

For further information on graphs, refer to the general manual, chapter GRAPHS.

# REPORTS CREDITORS

## 6.3. ANALYSES



Screen 6.3. sub menu analyses

The following analyses may be made:

### 1 INTEREST ANALYSIS

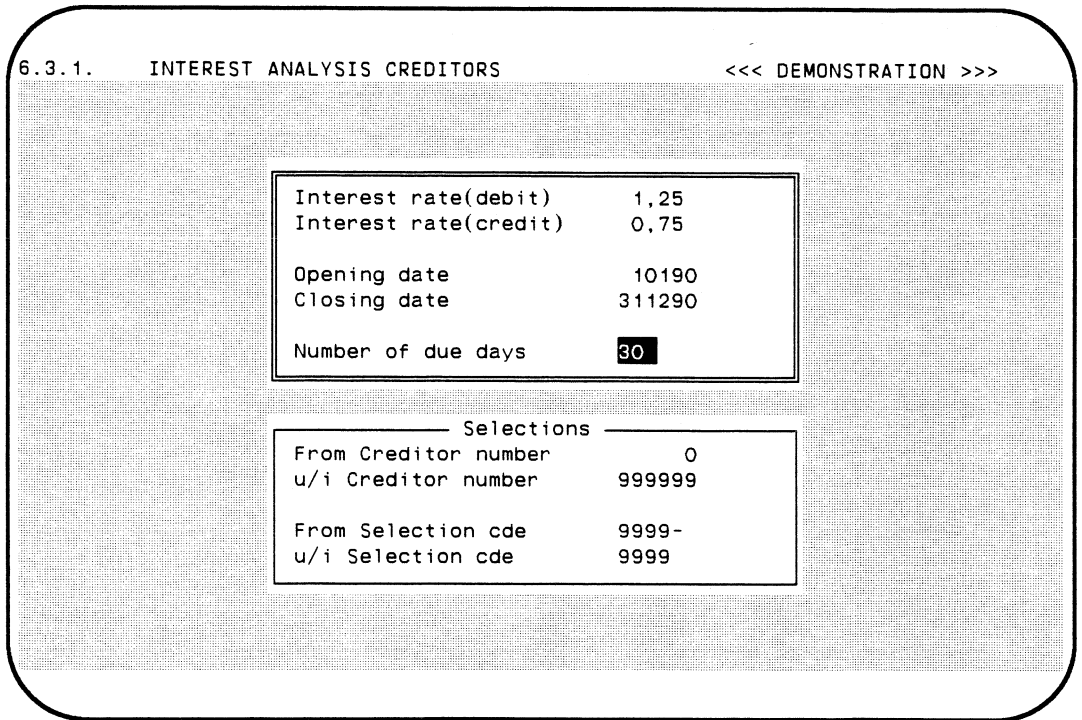
This function provides information on the calculation of the interest upon the amounts to be paid.

### 2 PAYMENT ANALYSIS

This function provides an overview of your conduct of payment.

6.3.1. INTEREST ANALYSIS

With this function you can execute an interest calculation on the outstanding and processed entries of your Creditors. In this way you can decide whether it is better for you to finance on Creditors and pay a credit restriction, or to take out a loan at a given interest rate. In the multiple star version you can opt for a report either in text or graph form.



Screen 6.3.1. interest analysis

You can enter the following data:

► **interest rate (debit)**

This is the interest rate which you calculate for the debit balances of the outstanding entries. The interest will be shown in percent per year.

## REPORTS CREDITORS

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▶ **interest rate (credit)**

Enter the interest rate to be used in the calculation of the credit balances for the outstanding entries. The interest will be shown in percent per year.

▶ **opening date**

The transaction starting from this date (but with an opening date not later than the closing date) will be displayed on the report. All outstanding entries, which were outstanding between the opening date and closing date will be printed.

▶ **closing date**

Transactions that have been paid up to and including this closing date will be incorporated in the calculation. The closing date is also the final date for the calculation of all outstanding entries.

▶ **number of due days**

Here you enter the number of days the outstanding entries may remain outstanding before interest is calculated.

Next a selection may be made upon Creditor number and selection code. Various output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

The report will display for each Creditor the total interest, the number of debit entries and credit entries and the value of interest in percentage terms in relation to the amount of debit entries.

A sample interest calculation now follows.

# REPORTS CREDITORS

<<< DEMONSTRATIE >>>										Demobestanden G3	
Adm.: 000			User: ADMIN			Date: 13-05-91		Time: 15:27:34		Page: 1	
I N T E R E S T   A N A L Y S I S   C R E D I T O R S											
YE	PER	JOUR	VOUCHER	INV.	TRANS	--	INTEREST	---	TRANSACTION	ENTRY	
AR	NO	NAL	NUMBER	NUMBER	DATE	DYS	AMOUNT		AMOUNT	BALANCE	DATE
											DESCRIPTION
-----											
1001	Poe & Sns. Ltd.								Invoicing Dept.		
	3 Ravenroad								034-670185387		
	6165 GL London										
-----											
			Open. date		10188						-75000,00
			Conc. date	311288	365		-747,95				-75000,00
The total interest is:								-747,95			
Number of debits:			0 with an average amount of						0,00		
Number of credits:			0 with an average amount of						0,00		
Total interest / amount debits:			0,00								
-----											
1002	Jones Computers								N.H. Lake		
	Mountainoak road 34								0976-86634772		
	9937 TH Sydney										
-----											
			Open. date		10188						-115000,00
			Conc. date	311288	365		-1146,86				-115000,00
The total interest is:								-1146,86			
Number of debits:			0 with an average amount of						0,00		
Number of credits:			0 with an average amount of						0,00		
Total interest / amount debits:			0,00								
Gen. total interest :								-1894,81			

Checklist 6.3.1. sample interest calculation

## REPORTS CREDITORS

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### 6.3.2. PAYMENT ANALYSIS

With this function you can analyse your conduct of payment to your Creditors. The program provides a report of the various transactions that have taken place. These are displayed per invoice number for each selected Creditor. In the multiple star version you can opt for a report in either text or graph form.

A selection may be made upon Creditor number and selection code. Various output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

For each Creditor the following data will be displayed:

- Invoice number
- Year
- Period number
- Journal
- Voucher number
- Entry date
- Days: i.e. the number of days the entry is outstanding on the entry date of that line
- Transaction amount
- Balance: when the entry has been paid in full, an asterisk will be displayed after the amount
- Description

For each Creditor an average term of payment will be calculated. These will be displayed against Creditor on the report. This average term of payment will be calculated over those invoices which have been paid in full (which have an asterisk). The program also shows the number of invoices over which the average term of payment has been calculated.

At the end of the report an average term of payment will be calculated over the total.

A sample payment analysis now follows.



# REPORTS CREDITORS

<<< DEMONSTRATIE >>>

Demobestanden G3

Adm.: 000 User: ADMIN Date: 13-05-91 Time: 15:29:10 Page: 1

## P A Y M E N T A N A L Y S I S C R E D I T O R S

INV. NUMBER	YE AR	PER NO	JOUR NAL	VOUCHER NUMBER	ENTRY DATE	TRANSACTION DYS	AMOUNT	OUTSTANDING AMOUNT	DESCRIPTION
-------------	-------	--------	----------	----------------	------------	-----------------	--------	--------------------	-------------

-----  
 1000 Margens Plastics Ltd. Mr. Margens  
 202 Industrial square 010-4938713  
 3064 GT Rotterdam  
 -----

188005	91	1	PURCH	188005	120191	0	-6240,00	-6240,00	PACK
188005	91	3	BANK	188005	180391	65	6240,00	0,00	* Creditors
288011	91	2	PURCH	288011	120291	0	-22080,00	-22080,00	PACK
288011	91	4	BANK	288011	240491	71	22080,00	0,00	* Creditors
388167	91	3	PURCH	388167	200391	0	-13058,52	-13058,52	PACK
488235	91	4	PURCH	488235	270491	0	-3960,00	-3960,00	FKT 7008803
870023	91	1	BANK	870023	120191	0	60000,00	60000,00	Creditors

The average term of payment is: 68 days, calc. from 2 invoices.

-----  
 1001 Poe & Sns. Ltd. Invoicing Dept.  
 3 Ravenroad 034-670185387  
 6165 GL London  
 -----

388007	91	3	PURCH	388007	100391	0	-1584,00	-1584,00	FKNR 4500504
488008	91	4	PURCH	488008	200491	0	-270,00	-270,00	FR 5786901
870024	91	1	BANK	870024	120191	0	64000,00	64000,00	Creditors
870024	91	4	BANK	870024	240491	102	11000,00	75000,00	Creditors

The average term of payment is: 0 days, calc. from 0 invoices.

-----  
 1002 Jones Computers N.H. Lake  
 Mountainoak road 34 0976-86634772  
 9937 TH Sydney  
 -----

288010	91	2	PURCH	288010	120291	0	-32400,00	-32400,00	INV. 4564
288010	91	4	BANK	288010	230491	70	32400,00	0,00	* Creditors
388008	91	3	PURCH	388008	100391	0	-11772,00	-11772,00	DTA 787
870025	91	1	BANK	870025	120191	0	59000,00	59000,00	Creditors
870025	91	2	BANK	870025	160291	35	56000,00	115000,00	Creditors

The average term of payment is: 70 days, calc. from 1 invoices.

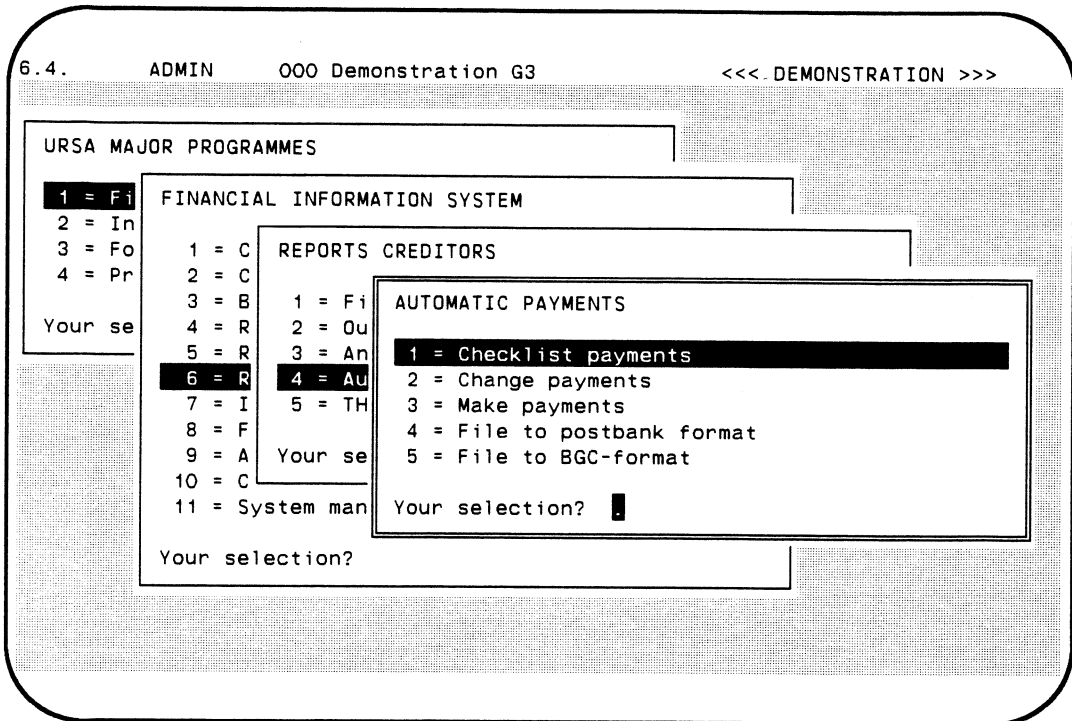
The average term of payment is: 69 days, calc. from 3 invoices.

### Checklist 6.3.2. payment analysis

# REPORTS CREDITORS

## 6.4. AUTOMATIC PAYMENTS

This menu contains the functions relating to automatic payments made to your Creditors. Where a module like e.g. BANK-STER is utilized and as a result you have a direct link with a bank computer ("tele-banking") you use the functions contained in that module.



Screen 6.4. sub menu automatic payments

You can opt for the following functions:

### 1 CHECKLIST PAYMENTS

This list displays the outstanding payments situation.

### CHANGE PAYMENTS

With this function you can, in the selected payments, change the week number in which they have to be paid and specify whether giro collection cards have to be used.

• • • • • • •

### AUTOMATIC PAYMENTS

With this function you can make payments. The output may be listed and also passed to diskette in the multiple star version.

### FILE TO POSTBANK-FORMAT

With this function you can transfer the intermediate file containing automatic payments to the Postbank-format. You can also make a checklist of the drive and directory which contain your postbank files.

### FILE TO BGC-FORMAT

With this function you can transfer the intermediate file containing automatic payments to the BGC-format. You can also make a checklist of the drive and directory which contain your BGC files.

## REPORTS CREDITORS

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### 6.4.1. CHECKLIST PAYMENTS

This function provides a report of all payments that have been planned for a particular week. While entering transactions in the Purchase journal, you have specified in which week the payments have to be made. This report gives you an insight of your debts to your Creditors. The report can also be used as a check before payments are made, and as a check when paying by giro collection card. In the function AUTOMATIC PAYMENTS, giro collection cards can be automatically posted to the account 'payments in transit'. With the aid of this report you can make the payments by giro collection card.

A selection may be made upon Creditor number, code foreign currency, week number or date (depending on what has been specified during MODULE OPERATION) and giro collection card. A number of output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

At the end of the report the total of the selection you have made will be displayed. When you opt for output to printer, a graphic overview of the payments to Creditors will be printed afterwards. When you opt for output on screen, the graphic overview may be obtained when you press **F2** at the end of the checklist.

# REPORTS CREDITORS

AUTOM PAID		WK NO.	INV. NUMBER	AMOUNT	ENTRY DATE	REFERENCE	ACC GIRO
<<< DEMONSTRATIE >>> <span style="float: right;">Demobestanden G3</span> Adm.: 000 User: ADMIN <span style="margin-left: 100px;">Date: 13-05-91</span> <span style="margin-left: 50px;">Time: 15:32:27</span> <span style="float: right;">Page: 1</span> C H E C K L I S T P A Y M E N T S							
1000 Margens Plastics Ltd. 202 Industrial square 3064 GT Rotterdam						Bank name : RABO Bank number 1: 354891332 Bank number 2: 0	
N	25	388167	13058,52	200391	PACK		N
N	28	488235	3960,00	270491	FKT 7008803		N
1001 Poe & Sns. Ltd. 3 Ravenroad 6165 GL London						Bank name : AMRO Bank number 1: 456522573 Bank number 2: 7617865	
N	21	388007	1584,00	100391	FKTR 4500504		N
N	27	488008	270,00	200491	FR 5786901		N
1002 Jones Computers Mountainoak road 34 9937 TH Sydney						Bank name : AB Bank number 1: 134876989 Bank number 2: 0	
N	20	388008	11772,00	100391	DTA 787		N
1003 Schwartzkopf Contractors Ltd. 23B Powell 3364 GY Washington						Bank name : NAB Bank number 1: 500709084 Bank number 2: 99356227	
N	24	388006	112885,00	100391	TXFR		N
N	24	488005	41832,00	100491	TTLF 959		N
1004 Ericsson Electricity Ltd. 327 Marketroad 2597 TH Arlington						Bank name : NMB Bank number 1: 442015186 Bank number 2: 0	
N	20	288008	43500,00	240291	QRTS 14425		N
N	24	488001	94305,00	020491	TLX 45454		N
TOTAL			323166,52				

Checklist 6.4.1. checklist payments

# REPORTS CREDITORS

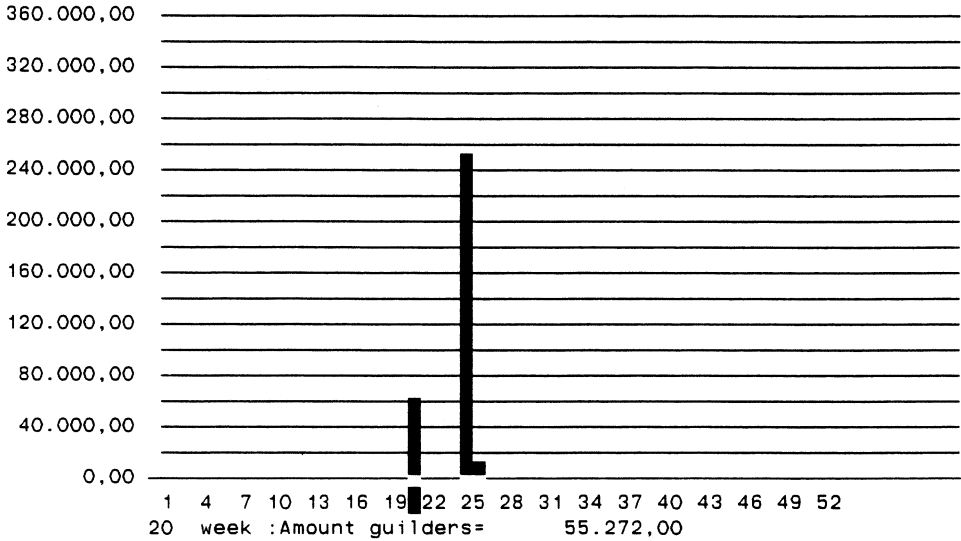
• • • • • • • •

6.4.1. CHECKLIST PAYMENTS

<<< DEMONSTRATION >>>

Amount guilders

\*\*\* Week totals \*\*\*



Screen 6.4.1. graphic overview payments

### 6.4.2. CHANGE PAYMENTS

With this function you can change the following data elements in a payment to a Creditor:

-The week number or date (depending upon what has been specified during MODULE OPERATION).

- The use of a giro collection card.

Other data such as the amount to be paid cannot be changed. Should you want to change the amount, you can make a contra entry by way of the menu POSTING or whilst specifying a payment order.

The program will prompt for the Creditor of whom you want to change the payment. You can search and browse (refer to the general manual, chapter SEARCH AND BROWSE).

An overview of the outstanding entries of the selected Creditor will appear on screen. In the overview the corresponding invoice numbers, descriptions and amounts are displayed. This data cannot be changed. When you press **RETURN** the modifiable data will appear:

► **week number or date of payment**

You can adopt the week number or date by pressing **RETURN**. FINI-STER accepts week numbers between 1 and 53.

► **use of giro collection card**

You can change the code for giro collection card (Y/N).

After you have made the changes and have pressed **ESC** FINI-STER will again prompt for a Creditor number.

When a checklist is printed the amended data will be displayed.

# REPORTS CREDITORS

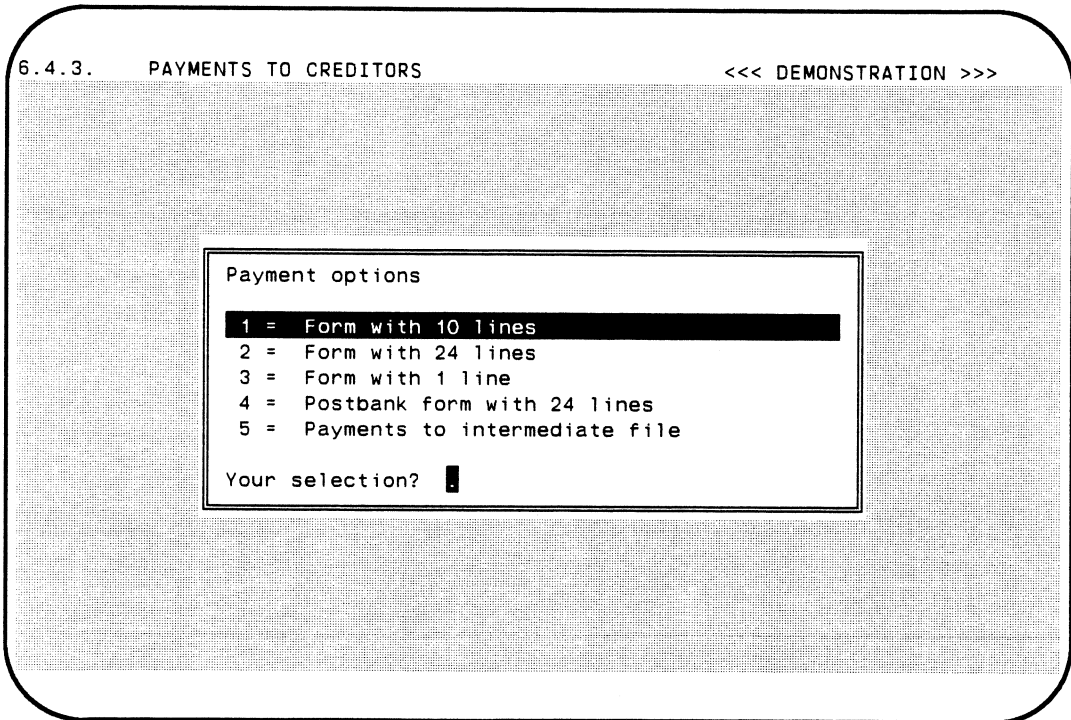
---



## 6.4.3. MAKE PAYMENTS

This function creates payment orders for the Bankgirocentral or the Postbank. You can have these payments printed. In the multiple star version you can have the payments copied to a diskette by way of an intermediate file. You can also make a checklist of this.

While entering invoice data in the Purchase journal (or when you use HAM-STER or MA-STER during the function ENTER INCOMING INVOICES), specify whether you want to pay by giro collection card. The payments which are made by giro collection card can be posted automatically to the account 'payment in transit' whilst simultaneously creating printed payment orders or posting to a file.



*Screen 6.4.3. payment options*

You can either make use of four types of forms or store the payments in an intermediate file. This intermediate file can then be converted to Postbank or BGC format.



*Here you have to enter which type you use. If the incorrect form is used, data will be printed in the wrong positions and the bank will not be able to process your orders correctly.*

You have the following options:

- 10 lines per form: 1 payment on each line
- 24 lines per form: you can state a fixed description
- 1 line per form: you can state a fixed text of 1 line
- Postbank-form with 24 lines: you can state a fixed description
- Payments to intermediate file.

Regardless of the choice you make, FINI-STER will prompt the following questions:

- (When the module VALU-STER is installed): Entries in foreign currency can also be paid with this program, but only in guilders. Do you want to make use of this option (Y/N)
- Do entries which have already been paid (in full) with the aid of this program have to be presented as well (Y/N)

When you enter 'Y', the entries which have already been paid but have not yet been processed will be displayed.

- Do you want to use a fixed description (Y/N)

A fixed description is equal for each order in a file containing payment orders. You create the payment orders with the first fixed description. You can then exit the program and re-enter. You can again create a new fixed description.

- Do you want to print the name, address and the residence on the payments (Y/N)

This contains your name, address and residence. You have specified these with the functions CREATE/CHANGE CONSTANTS and CREATE/CHANGE ADMINISTRATIONS.

- Do you want a trial print (Y/N)

## REPORTS CREDITORS

---

When you enter 'Y', a form will be filled with X's in order to test whether the paper is set correctly. As a check the program will inquire whether you want to make another trial print. You can readjust the paper. When you enter 'Y' you can again check the paper setting with the aid of X's.

- Do you want to make trial payments (Y/N)

When you enter 'Y', a trial payment will be printed. No transaction will be printed for it.

Next the program will prompt for:

- ▶ **code journal**
- ▶ **year**
- ▶ **period number**

The program will automatically create transactions for this Journal. The year and period number indicate when the transactions will be booked. All transactions have 'CREDITORS' as account and 'PAYMENTS IN TRANSIT' as contra account.

Next you specify the method in which the payments have to be made. You have the following options:

1. Execute per period without questions
2. Execute per period with questions
3. Execute single payments

After you have selected one of these options you can make a selection upon outstanding amount (refer to the general manual, chapter SELECTION).

### **bank number does not conform to the 'eleven test'**

In FINI-STER it is possible to rule out the 'eleven test' during MODULE OPERATION. When you have done so, bank account numbers of Creditors which do not conform to the 'eleven test' can still be entered. The banks however insist on all account numbers, for which automatic payments are created on diskette, to conform to the test. Numbers which do not conform will be printed during the creation of an intermediate file. You have to create a payment by hand for the accounts which appear on the printer.

When you have selected option 1 or 2, FINI-STER will prompt for the week

number or date.

► **week number/date**

Here you enter the week number or date(s) of which you want to make payments. While entering purchase transactions or incoming invoices when you use MA-STER or HAM-STER, you have specified in which week/on which date you want to pay.

### **OPTION NO. 1: PAYMENTS PER PERIOD WITHOUT QUESTIONS**

After you have stated a week number/date(s) all payments from that week/date will be displayed on screen. Next you can specify another week number/date or conclude this section. When you enter a week number/date for which no payments have to be made the program will state so. When you have opted for forms, FINI-STER will next print the payment orders with the specified week numbers/dates.

A selection may be made upon Creditor number (refer to the general manual, chapter SELECTION).

### **OPTION NO. 2: PAYMENTS PER PERIOD WITH QUESTIONS**

FINI-STER will display all entries for the stated week/date(s). You can view the entries and decide per entry whether you want to pay. You can change the amount when a partial payment or a discount payment is concerned. Other changes cannot be made here; they can be made with the function CHANGE PAYMENTS TO CREDITORS. A selection may be made upon Creditor number (refer to the general manual, chapter SELECTION).

On screen the following data per Creditor will be displayed:

- Creditor number and name
- Account number
- Invoice number
- Week number or date of payment (depending on what has been specified during MODULE OPERATION)
- Invoice date
- Reference
- Outstanding amount

The program will inquire whether you want to pay the entry. When you enter 'N' the next following Creditor will be displayed. When you enter 'Y' the following will be prompted for:

## REPORTS CREDITORS

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### ▶ amount to be paid now

You can specify how much you want to pay now. The program recalculates according to the outstanding amount, after you have confirmed the data. If the full amount is not entered, the program will prompt for a re-allocation of the balance. You have the following options:

- partial payment

When you opt for a partial payment, a new outstanding entry will be created for the remaining amount.

- discount

When you opt for discount, the discount amount will be posted to the account 'payment discount'. You have specified this account number during CREATE/CHANGE GENERAL LEDGER NUMBERS.

### OPTION NO. 3: SINGLE PAYMENTS

FINI-STER will prompt for:

### ▶ creditor

You have to enter an existing Creditor. You can search and browse on number and name (refer to the general manual, chapter SEARCH AND BROWSE).

When you confirm that you want to pay this Creditor, by pressing **RETURN**, the following data will be displayed:

- Invoice number
- Description
- Amount

Select the invoice you want to pay and press **RETURN**. The category 'amount to be paid now' will be prompted (see comment at option no. 2).

### 6.4.4. FILE TO POSTBANKFORMAT (\*\*)

*When after having made payments you want to transfer the payment orders to Postbank format, you have to do so in a short term. The general journal transactions for account 'payments in transit' have already been created during the payment orders creation. The payment orders which have not been transferred yet will remain in existence.*

At times it may be useful not to transfer to Postbank format, e.g. when you use two fixed descriptions for two groups of payments. A new fixed description can only be specified by exiting the function MAKE PAYMENTS and then re-entering.

First the necessary data on the diskette and directory on which you want to store the file will be prompted:

► **drive and directory**

When you want to store the file to diskette you enter the character with which the disk drive is indicated.

► **date of file creation**

The date you have stated as processing date when you started this program will be entered. You can change this.

Next you have the following options:

► **transfer payments to directory**

► **checklist of directory**

#### **TRANSFER PAYMENTS TO DIRECTORY**

When you want to transfer the file to diskette, the program will prompt for the insertion of a diskette into the disk drive; then press **RETURN** .

FINI-STER will display the files present on the diskette/directory. A number of warnings may appear:

## REPORTS CREDITORS

---

▶ **incorrect directory stated**

You have specified a non-existing directory. You might have made a typing error, e.g. '/' instead of '\\'.

▶ **diskette is not clean**

The order file for the Postbank may only be created on a clean diskette.

▶ **do you want to clean the diskette ?**

*Ensure that the diskette contains only the payment orders that have not been previously supplied.*

Next the file containing payment orders will be stored to diskette or transferred to the selected directory. The file name and contents will be displayed on screen. A report of the contents will simultaneously be printed.

The following statement may be prompted:

▶ **the payments file contains a bank number**

This statement can occur where Postbank-payment orders are concerned. The payment order creation will be halted. The bank number can be changed with the function CREATE/CHANGE CREDITORS, then re-execute this function.

### CHECKLIST OF DIRECTORY

A report of the directory/diskette can be made before and after the transfer of the files containing payment orders. This report has the header 'checklist payment orders'. During the transfer to diskette/directory another, more concise, report will be printed.

A report can be made of any desired diskette or directory containing payment orders.

### NAMING THE FILES CONTAINING PAYMENT ORDERS

The payment orders will be assigned a name according to the guidelines of the Postbank.

The Postbank files are always named PGIRO00. Each file of this name may contain several sub files. These are numbered starting from 1. On the diskette/directory report it can be found as file name. A new fixed description will automatically lead to a new file name.

## REPORTS CREDITORS

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### 6.4.5. FILE TO BGC-FORMAT (\*\*)

*When after having made payments you want to transfer the payment orders to BGC format, you have to do so in a short term. The general journal transactions for account 'payments in transit' have already been created during the payment orders creation. The payment orders which have not been transferred yet will remain in existence.*

At times it can be useful not to transfer to BGC format, e.g. when you use two fixed descriptions for two groups of payments. A new fixed description can only be stated by exiting the function MAKE PAYMENTS and then re-entering.

First the necessary data on the diskette and directory on which you want to store the file will be prompted:

► **drive and directory**

When you want to store the file to diskette you enter the character with which the disk drive is indicated. You may not create directories on a diskette.

► **date of file creation**

The date you have specified as a processing date when you started this program will be entered. You can change this.

Next you have the following options:

► **transfer payments to directory**

► **checklist of directory**

### TRANSFER PAYMENTS TO DIRECTORY

When you want to transfer the file to diskette, the program will prompt for the insertion of the diskette into the disk drive and press **RETURN** .

FINI-STER will display the files present on the diskette/directory. A number of warnings may appear:



• • • • •

▶ **incorrect directory stated**

You have stated a non-existing directory. You might have made a typing error, e.g. '/' instead of '\\.

▶ **this diskette does not contain just BGC-files**

This statement will only occur when Bankgirocentrale and postbank files are both on the diskette. Select another diskette/directory.

▶ **files are missing from this diskette/directory**

Bankgirocentrale files are numbered starting from 00. You will get this statement when a higher number is present whilst a lower number is missing. Each diskette/directory which is supplied to the bank must contain a full series of files, i.e. all numbers below the highest number must be present.

▶ **do you want to clean the diskette**

*Ensure that the diskette contains only payment orders that have not been previously supplied.*

Next the file containing payment orders will be stored to diskette or transferred to the selected directory. The file name and contents will be displayed on screen. A report of the contents will simultaneously be printed on the printer.

### CHECKLIST OF DIRECTORY

A report of the diskette/directory can be made before and after the transfer of the files containing payment orders. This report has the header 'checklist payment orders'. During the transfer to diskette/directory another, more concise, report will be printed.

A report can be made of any desired diskette or directory containing payment orders.

# REPORTS CREDITORS

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## NAMING THE FILES CONTAINING PAYMENT ORDERS

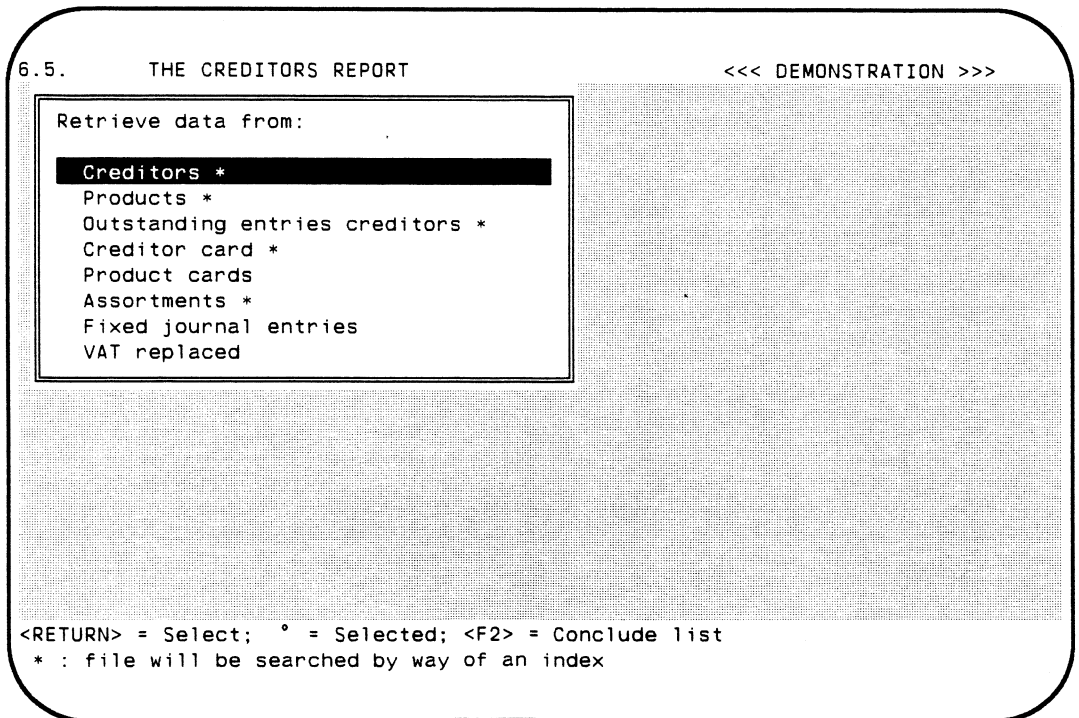
The payment orders will be assigned a name according to the guide lines of the Bankgirocentral. Each name consists of:

- Initial letter: A = no fixed description / B = fixed description.
- Number: per diskette progressive, starting from 00. A joint numbering exists for the A- and B files.
- BGCC indicates that the files are meant for the Bankgirocentral.

6.5. THE CREDITORS REPORT (\*\*)

With the aid of THE reports function it is possible to extract selected information upon a system wide basis for the specified data element. The program will search all files extracting the data ready for display. E.g. if you want to know something about a particular Creditor, you have everything which has to do with that Creditor in reach by way of THE Creditors report. Without having to change menus or modules you can view all data relating to the Creditor on your screen.

When you select THE Creditors report, the module will first define the files containing the data in particular. Then a list will be displayed containing those files out of which data can be extracted.



Screen 6.5. creditors files

With the aid of ticks you can state which data elements you want displayed on the report. You can place/remove ticks by pressing **RETURN** whilst the selection bar is placed on a data element. Next you have to enter a Creditor number. You can search and browse here. You have a number of output

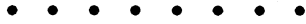
## REPORTS CREDITORS

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options at your disposal (refer to the general manual, chapters SEARCH AND BROWSE and OUTPUT OPTIONS).

When you opt for screened reports, you will see a selection bar across the report. You can move the bar with the aid of the cursor keys. On the reports the data you have selected with a tick will be displayed. When you move the bar to a line which contains master data you can, after pressing **RETURN**, have that master data displayed on screen. First you select the master data you want to view; you will then get another selection list where you can state by way of ticks which data of that particular master file you want to have displayed on the report.

In this way you can call in three reports in a row. In the third report the bar will not appear and as a result you cannot call in further master data.



## 7. INVESTMENTS

With this function you can automatically depreciate fixed Assets over long periods. Since the date consists of 8 positions, the closing date for depreciation can exceed the year 2000.

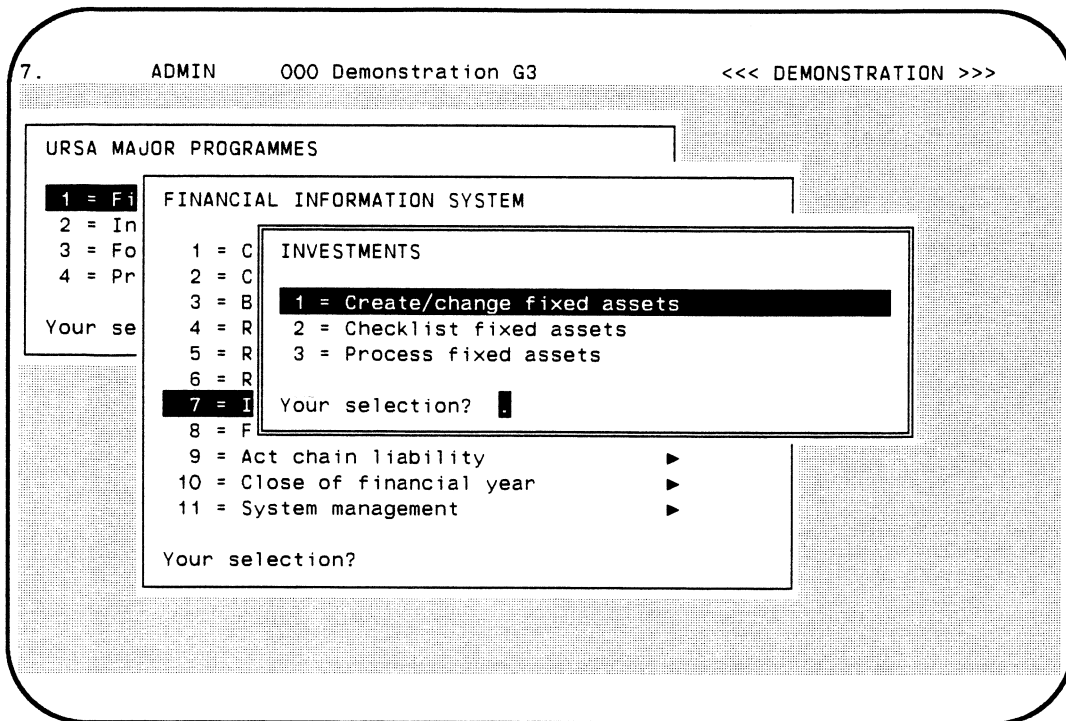
The transactions for the financial administration are created on a monthly basis in accordance with the system you have selected. Depreciating may be performed via one of three methods:

1. A fixed percentage of the total amount
2. A fixed percentage of the book value
3. The annuities method

Whilst processing, the program takes the month and not the day into account, i.e. 1-03-91 and 30-04-91 are only 1 depreciation period apart. This is why it is necessary to have the opening and closing date of the depreciation schedules start on the same day of the month, e.g. the first of the month.

As changes may occur in the value of your capital goods during the lifetime of those goods, it is possible to alter the depreciation rates between those times. If this is necessary the program will make a correction during a new processing run. The correction will be added to the amount which should be depreciated for that particular period in accordance with the new schedule. In some instances this may result in the creation of a negative transaction.

# INVESTMENTS



Screen 7. sub menu investments

You have the following options:

## 1 CREATE/CHANGE FIXED ASSETS

This function allows for the maintenance of the Fixed Asset Register for which depreciation may have to be charged.

## 2 CHECKLIST FIXED ASSETS

This function allows for the creation of a checklist of the fixed Assets maintained via the former function.

## 3 PROCESS FIXED ASSETS

7.1. CREATE/CHANGE FIXED ASSETS

► **asset code**

This code may consist of numbers as well as letters. It is advisable to systematically encode the Assets as this will simplify the selection of Asset code ranges.

Once the Asset code has been entered the following screen will be displayed:

7.1. CREATE/CHANGE FIXED ASSETS <<< DEMONSTRATION >>>

Asset code AUTO1

Description	Motorcar costs
Gen. ledger acc. no	320
Depreciation acc. no	321
Profit and loss acc. no	4630
Purchase price	315300,00
Opening date deprec. schedule	1051988
Number of deprec. periods	49
Closing date deprec. schedule	1061992
Depreciation method	3
Percentage	4,25
Minimum book value	500,00
Initial depreciation	2000,00
Date last depreciation	1011990
Depreciated amount	123167,12
Cancelled (Y/N)	N

Screen 7.1. create/change fixed assets

The following categories will be prompted:

► **description**

Enter the description of this fixed Asset.

# INVESTMENTS

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▶ **general ledger account number**

Enter the account number to be used for this asset. In the multiple star version you can create a new account number instantly or change data on an existing number by pressing **F5** . You can also specify a General ledger account number which applies to several fixed Assets, e.g. the balance account for machines or buildings.

▶ **depreciation account number**

This is the General ledger account number you use for the depreciation of this Asset. On this account the depreciation will be credited per depreciation period. In the multiple star version you can create a new account number immediately or change data on an existing number by pressing **F5** .

▶ **profit and loss account**

This General ledger account number will contain the contra entry of the transactions. This number will be debited. In the multiple star version you can create a new account number immediately or change data on an existing number by pressing **F5** .

▶ **purchase price**

Here you enter the purchase or starting value of the Asset. The program will enter the balance of the General ledger account number for this fixed Asset. It is possible to deviate from that amount, e.g. when you use that account number for several fixed Assets.

▶ **opening date depreciation schedule**

You have to use all 8 positions: the first 2 for the day, the following 2 for the month and the last 4 for the year (DDMMYYYY). You enter e.g. January 4th 1991 as 04011991. Contrary to other URSA MAJOR modules you have to use 4 instead of 2 positions for the year. The reason being that some capital goods, e.g. buildings, have a long depreciation period. This system makes it possible to depreciate beyond the year 2000.

▶ **number of depreciation periods**

When you enter 0 here, the number of periods will be calculated from the dates. When you enter >0, the closing date will be calculated (period = ...). You have determined the length of the depreciation period during MODULE OPERATION. There you can opt for 1 week, 4



weeks or 1 month.

► **closing date depreciation schedule**

You have to use all 8 positions: the first 2 for the day, the following 2 for the month and the last 4 for the year (DDMMYYYY). You enter e.g. January 4th 2010 as 04012010.

► **depreciation method**

Here you indicate by way of a figure which method of depreciation you want to use. You can opt for:

1 Linear depreciation.

When you have opted for a depreciation period of 1 month, the processing program will calculate how many months there are between the opening and closing date. The total depreciation amount will be distributed equally over these months, i.e. an equal amount will be depreciated for each month.

2 Percentage of book values.

When you have opted for a depreciation period of 1 month, depreciation will take place per month with a fixed percentage of the amount for which the fixed Asset is entered in the journals. The program will determine the percentage with the aid of the specified opening value, the closing value and the depreciation period. The percentage is the same each month. Each month the depreciation amount will decrease as the book value decreases.

3 Annuities.

When you have opted for a depreciation period of 1 month, the total amount of the depreciation and the interest costs will be the same each month. FINI-STER only controls the depreciation posting; you have to post the interest yourself.

► **percentage**

When you have opted for depreciation method 3 (annuities) you have to enter a percentage. As the total depreciation time progresses, the portion of the depreciation increases. When the interest paid becomes too high, very little will be depreciated in the beginning. The largest part of the depreciation will be moved to the closing period.

When you have opted for a depreciation period of 1 month, the processing program will calculate how many months there are between

# INVESTMENTS

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opening and closing date. Next the total interest amount and depreciation per month will be calculated with the aid of the specified interest percentage, depreciation time and total depreciation amount. FINI-STER will take care of the monthly depreciation of the correct amount.

The effect of the various depreciation methods may best be illustrated with the aid of an example. We start out with capital goods of  $f$  1000,- and a depreciation period of 10 months. The closing value is set to  $f$  1,-. The depreciation after 1 month will be:

- Method 1:  $f$  99,90
- Method 2:  $f$  498,81
- Method 3:  $f$  96,21

The depreciation after 2 months will be:

- Method 1:  $f$  99,90
- Method 2:  $f$  250,-
- Method 3:  $f$  97,01

During the 1st method the monthly amount remains the same; During the 2nd method considerably more will be depreciated at the outset, but will become less later on; during the 3th method the depreciation amount slowly increases.

## ► **minimum book value**

This is the minimum value of the fixed Asset for which you are constructing the depreciation schedule. FINI-STER will never create a depreciation value which causes the book value to become less than this minimum value. An example of the minimum value is the scrap value of an Asset.

## ► **initial depreciation**

The value of many objects decreases immediately after purchase, e.g. as soon as you drive a car out of the garage it has less value. When you want to calculate such a value decrease you have to enter an amount here. During the very first depreciation period FINI-STER will depreciate this amount. This will occur only once.

When you change an existing fixed Asset, the following two categories will be entered by the program. You cannot enter anything yourself. The two categories will only be prompted in order to show you the depreciation position of the Asset.

• • • • • • •

▶ **date last depreciation**

▶ **depreciated amount**

This is the amount depreciated thus far.

▶ **cancelled (Y/N)**

You can have a FIXED ASSET cancelled by entering 'Y' in this position.  
The program will by default enter 'N'.

# INVESTMENTS

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## 7.2. CHECKLIST FIXED ASSETS

A Fixed Assets checklist may be produced. These will have been created/changed with the former function.

A selection may be made upon fixed Asset, General ledger number, depreciation account number, profit and loss account number and depreciation method. Various output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTIONS).

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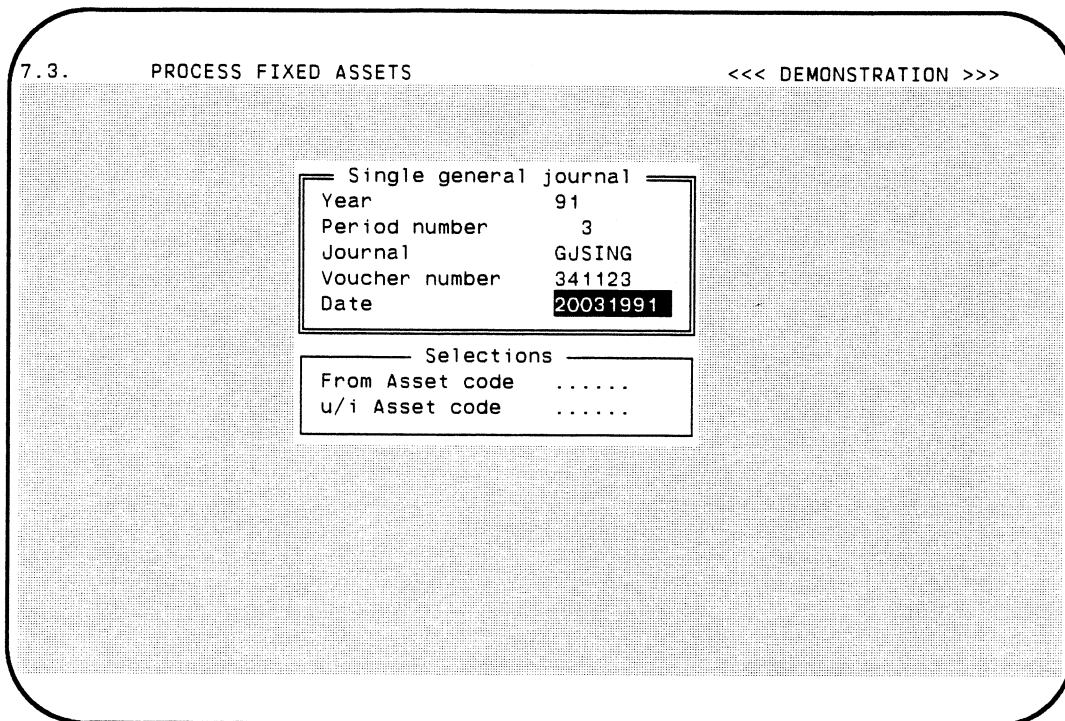
**7.3. PROCESSING FIXED ASSETS**

With this function you can have the depreciation amount calculated and transactions created. These will be created in the Single general journal. You then have to process the transactions further with the function PROCESSING TRANSACTIONS.

When you have opted for a depreciation period of 1 month, calculations will always be made in months. Therefore it is useful to use the processing program once a month. Each time processing takes place, the total depreciation amount up to the specified date will be calculated for each Asset.

With the aid of this function you create the transactions for the difference between the calculated total depreciation amount and the total amount which has been depreciated during former processing.

As FINI-STER totalises what has been depreciated in a preceding period it is possible to change a depreciation schedule during the full term of the depreciation. When such a change occurs, the module will calculate what the total depreciation has to be on the specified date. A transaction will be created for the difference. When more has been depreciated than should have been depreciated according to the new schedule, a correction transaction will be created. On the processing report it will be indicated in the right hand column whether a correction has taken place in connection with a change in the depreciation schedule.



Screen 7.3. processing fixed Assets

► **date**

The program will use the date you have entered when you started the module. FINI-STER will add the number 19 (for the century) to the year. FINI-STER will calculate the depreciation up to the entered date and will create a transaction for the difference between the total of previous processings and the amount which has to be processed at this date. You can enter another date.

Ensure the number of days between the date you enter now and the date of the last processing is larger than the number of days of the depreciation period specified during MODULE OPERATION. When this is not the case, depreciation will not be created.

► **voucher number**

This is the voucher number which you attribute to this processing.

• • • • • • •

▶ **period number**

Here you enter the period number. When you process these General journal transactions you have to enter this period number.

▶ **year**

Here you enter the year in which this transaction has to be posted.

▶ **journal**

Here you enter the code of a Single general journal.

A selection may be made upon Asset code. A number of output options are available (refer to the general manual, chapters SELECTION and OUTPUT OPTION).





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## 8. FIXED JOURNAL ENTRIES

The functions in this sub menu allow for the creation of periodical transactions. These may be fixed journal entries as well as all other periodically recurring transactions. Fixed journal entries are posted in a particular period, but are written off over several periods.

You enter the transaction data once. You can choose from the following two options:

1. You enter the total amount, after which you specify the number of terms in which this amount has to be transferred, the balance amount (if any) and the number of months over which the postings have to take place. FINI-STER will calculate which amount has to be written off per period.
2. You enter the amount which has to be written off per period. You can only specify the number of terms and the number of months of the intermediate period. This option is usually selected when regular periodical transfers are concerned.

### What are fixed journal entries used for?

Fixed journal entries are used in order to differentiate a once only expenditure in regularly recurring postings. These postings take place in the General journal.

Examples of fixed journal entries are: the costs of an Accountant, the costs of holiday wages, replacement costs and advertising expenses when seasonal products are concerned.

### TRANSACTIONS WITH WHICH A DEBTOR OR CREDITOR NUMBER WILL BE SPECIFIED

In this function FINI-STER creates standard double entry transactions. When one of the accounts is the General ledger account for Debtors or Creditors, the sub number of the Debtor/Creditor concerned will also be prompted.

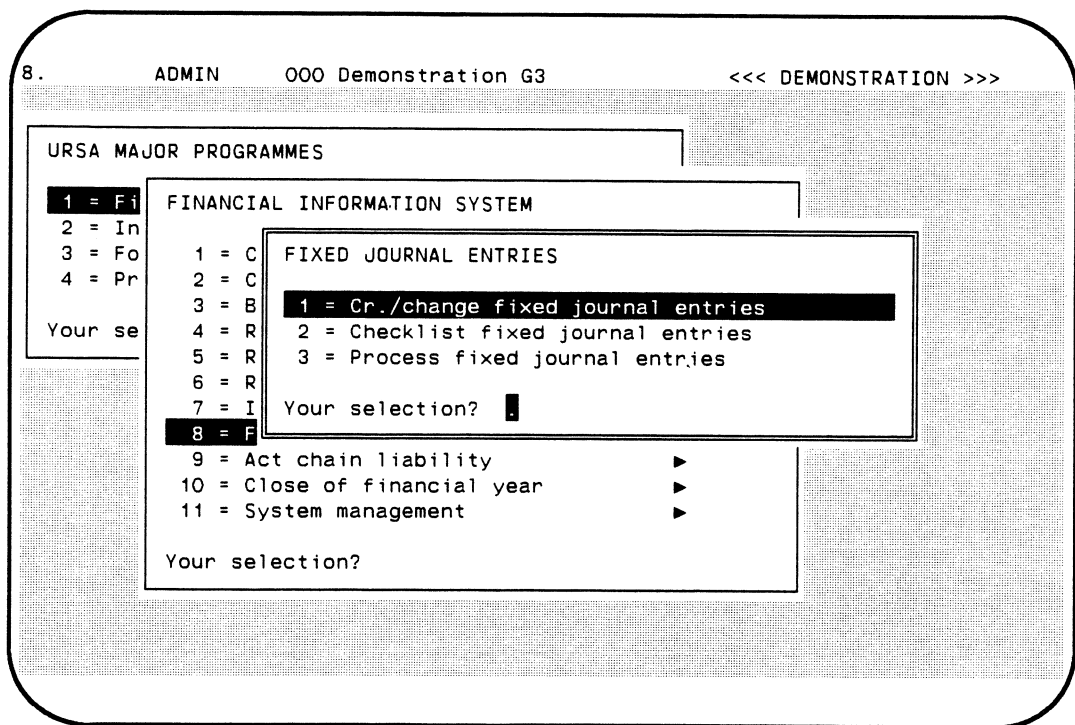
This is useful for all institutions which periodically have to receive an equal amount from their Debtors (e.g. housing societies). They can create e.g. per occupant, per lease period, a transaction for the rent and the service costs, if

# FIXED JOURNAL ENTRIES

any. It is also useful for associations who receive periodical contributions from their members, when the amount is equal during a number of periods; and also for organizations who periodically pay equal amounts to large numbers of Creditors.

## book when?

You need not post on the exact due date. The module will check during each processing run which entries have been cancelled and will update these. When several terms have been cancelled for a particular fixed journal entry, a total posting will be created for the cancelled terms.



*Screen 8. sub menu fixed journal entries*

You have the following options:

1 CREATE/CHANGE FIXED JOURNAL ENTRIES

2 CHECKLIST FIXED JOURNAL ENTRIES

# FIXED JOURNAL ENTRIES

---



3 PROCESS FIXED JOURNAL ENTRIES

# FIXED JOURNAL ENTRIES

---



## 8.1. CREATE/CHANGE FIXED JOURNAL ENTRIES

You can create a transaction for regularly recurring postings. You enter the starting and concluding amount of the transaction and specify how often the periodical transactions have to be created. Each time you want to create transactions you execute the function PROCESS FIXED JOURNAL ENTRIES.

8.1. CR./CHANGE FIXED JOURNAL ENTRIES <<< DEMONSTRATION >>>

Transaction number	880003
--------------------	--------

Debiting account number	8150	
Crediting account number	1300	
Deb./Cred. number	1004	
Reference	Ralph	
Description	Rent	
Amount		545,00
Total/Periodical (T/P)	P	
Year first booking	91	
Period first booking	1	
Intermediate period	1	
Number of periods	12	
Balance amnt		0,00
Year last booking	91	
Period last booking	1	
Amount processed		545,00
Cancelled (Y/N)	N	

Screen 8.1. create/change fixed journal entries

You can enter/change the following data:

▶ **transaction number**

Each transaction has a unique number. This may be User defined.

▶ **debiting account number**

During the processing of transactions, the program will post the processed transaction debit to the entered account. In the multiple star version you can create new accounts or change data on an existing one

by pressing **F5** . You can search and browse on name and number (refer to the general manual, chapter SEARCH AND BROWSE).

▶ **crediting account number**

When you enter the account number CR or DR, the system will prompt for the corresponding DR or CR account number.

▶ **creditor/debtor number**

In the multiple star version you can create a new Creditor/Debtor or change data on existing accounts by pressing **F5** . When you enter an existing sub number, the corresponding Creditor/Debtor name will be displayed.

▶ **reference**

The name of the person originating the entry is often used as a reference. The reference will be displayed on the CHECKLIST FIXED JOURNAL ENTRIES.

▶ **description**

The description you enter here is printed with the transactions you create in the General journal of the financial Administration.

▶ **amount**

When you execute this function for the first time, you may already have running fixed journal entries. You have already partially processed these. In this instance, take into account the situation on the date on which you execute this function, i.e. the amount for which the capital goods are now present in the journals, and the number of periods which has still to be written off.

You can have the write-off performed in one of two ways. In connection with this the amount must also be specified in a different way.

1. periodically writing off a stated amount.

During periodical write-off the fixed amount you enter is the amount which has to be transferred per period. Next, specify the number of periods and the frequency of posting in months. This option is often used when regularly recurring postings such as the monthly rent are concerned.

## FIXED JOURNAL ENTRIES

---

2. Periodically writing off starting from a stated total amount.

You enter the total amount of the capital purchase over which the periodical write-off has to take place. Next, specify the balance amount after write-off, the number of periods and the frequency of postings in months. This option is often used when fixed journal entries are concerned, i.e. matters which have to be paid once only, but which you want to write off over a number of periods.

You use this method when e.g. you want to purchase machinery. You enter the purchase value. At the category 'intermediate period' you enter the number of months between a write off, at 'number of periods' you enter the number of months writing off has to take place, and at 'balance amount' you enter the value of the purchase at the end of the write off, e.g. the scrap value.

▶ **total/periodical (T/P)**

When at 'amount' a fixed amount has been entered in which you want to write off periodically, you enter 'P' here. When you have opted for a write off starting from a total amount you enter 'T'. In the latter case postings will be created for the total amount divided by the number of periods, after the balance amount has been subtracted from the total amount.

▶ **year first posting**

You have to enter the year of the first posting.

▶ **period first posting**

You have to enter the period of the first posting.

In the function PROCESS FIXED JOURNAL ENTRIES, year and period of the first posting will be compared with the date you have entered when the module was installed.

▶ **intermediate period**

Intermediate period is the number of weeks or months between two consecutive transactions. If for example you want to write off a capital item over two years, at two monthly intervals, you enter at 'number of periods' 12 and at 'intermediate period' 2. As a result 12 times, every 2 months, a transaction will be created.

• • • • •

▶ **number of periods**

Here you state for how many periods the postings have to be created. The number of terms is entered here, i.e. the posting frequency, not the amount of time (duration) over which the write-off has to be spread.

▶ **balance amount**

Most capital goods always retain a residual value, even when they have been fully written off, e.g. scrap value. Here you enter the balance amount. You can only enter a value in this category when you have opted for 'T': writing off, commencing from a specific starting amount.

When you view an existing transaction, which has already been processed, the following categories will be prompted:

▶ **year last posting**

The year of the last time you have executed the function PROCESS FIXED JOURNAL ENTRIES will be entered here. You cannot change this year.

▶ **period last posting**

The period of the last time you have executed the function PROCESS FIXED JOURNAL ENTRIES will be entered here. You cannot change this period.

▶ **amount processed**

The program will enter the total amount which has been processed. Each time you execute the function PROCESS FIXED JOURNAL ENTRIES, FINI-STER will increase this amount. You cannot change the amount.

▶ **cancelled (Y/N)**

# **FIXED JOURNAL ENTRIES**

---



## **8.2. CHECKLIST FIXED JOURNAL ENTRIES**

This function allows for a checklist of the transactions created with the former function. On this list you can see in which month the last posting has been made, which amount has already been processed and whether the transaction has been entirely closed.

When you make a checklist after each processing run, you can keep a total of the various transactions.

A selection may be made upon transaction number, debiting account number, crediting account number, year first posting, period first posting, and also view cancelled entries. You have a number of output options at your disposal (see general manual, chapters SELECTION and OUTPUT OPTIONS).



## 8.3. PROCESS FIXED JOURNAL ENTRIES

With this function you can process transactions for the General journal. These can then be processed with the function PROCESS TRANSACTIONS, where you select the General journal.

8.3.                      PROCESS FIXED JOURNAL ENTRIES                      <<< DEMONSTRATION >>>

Entry date	200391
Invoice number to debtors	890000
Invoice number to creditors	3000
Year	91
Period number	5
Journal	GJSING

*Screen 8.3. process fixed journal entries*

You can enter the following data:

► **entry date**

Here you enter the date for which you create these transactions. FINISTER will create transactions for all entries with a due date up to and including this date, which have not been previously created. When for a transaction several terms have been cancelled since the last date transactions have been processed, a total transaction for the sum of the cancelled terms will be created.

# FIXED JOURNAL ENTRIES

---

► **invoice number to debtors**

During the automatic creation of transactions, the module will enter invoice numbers for transactions concerning Debtors and Creditors. Here you can determine from which number the invoice numbers for Debtors commence. The module will start counting commencing from this number.

When you enter e.g. 10, the first transaction from this processing run for which a Debtor number has been specified will have invoice number 10, the next transaction from this processing run will have number 11 etc. These invoice numbers will also be entered in the outstanding entries.

Each time you execute the processing of fixed journal entries, 1 invoice will be created for each fixed journal entry. This invoice will encompass 1 outstanding entry for the total of the periods to be processed.

► **invoice number to creditors**

You usually designate a number to the incoming invoices of Creditors. During the processing of fixed journal entries FINI-STER will create these numbers. Here you can specify the invoice number with which FINI-STER has to commence. Commencing from this number counting will resume for all other invoice numbers for Creditors from this processing run.

You have to provide the invoices with the numbers designated by FINI-STER.

► **year**

Here you enter the posting year.

► **period number**

Enter the period number of the financial Administration which is to be posted for this date.

► **journal**

Here you enter the journal for which a transaction has to be created. The journal has to be of a Single General journal.

After all data has been entered, FINI-STER will create the transactions. You have to process these with the function PROCESS TRANSACTIONS.

## **9. ACT CHAIN LIABILITY**

The Act Chain Liability came into operation on July 1st, 1982. This Act is valid for all those companies which subcontract part of their work to other companies, i.e. this Act is not only valid for a building company, but also for companies involved in production, maintenance or degradation of materials.

The Act Chain Liability is also valid for companies which employ people from an employment agency. These 'intakers' are then liable when the 'loaner' cannot meet his payment obligations. The liability for the temporary employees involve the social contribution, the industrial life insurance premiums and the wage taxes.

The legal liability is applicable also to the turnover tax. In that case the "Verleggingsregeling Omzetbelasting BTW" is operative (diversion regulation turnover tax VAT). This regulation only applies to particular types of company. Consult the Inland Revenue. With the aid of FINI-STER separate reports can be made of the VAT amended.

### **The blocked G-account limits the risk.**

A contractor can limit his risk by opening a G-account at the Postbank or another banking institution. From this account payments can be made to other G-accounts and to the Inland Revenue or the industrial insurance board. In case of a bankruptcy the bank cannot use the amount on this account as a recovery of costs from the subcontractor. The balance from this G-account is a pawning to the state and the insurance board. Authorizations are then signed which determine who, and under which circumstances, can write off money from this account.

By implementing the Chain Liability during the function INITIALIZE it is possible to use the special G-accounts in your financial Administration.

### **IMPLEMENTATION OF THE CHAIN LIABILITY**

After you have implemented the Act during INITIALIZE, changes will occur in a number of functions in the financial Administration. The following functions are concerned:

CREATE/CHANGE CREDITORS

## ACT CHAIN LIABILITY

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After implementation of the Act you can state a G-account per Creditor.

► **G-account number**

This is a bank- or giro number. Amounts over which the Act Chain Liability is active will be deposited on this account.

For explanation on the remaining categories, refer to the paragraph CREATE/CHANGE CREDITORS.

### CHECKLIST CREDITORS

On this list the G-account numbers belonging to the various Creditors will be displayed as well.

### ENTER TRANSACTIONS PURCHASE JOURNAL

When you have implemented the Act Chain Liability and have specified during CREATE/CHANGE JOURNALS that the Act is active for the Purchase journal in question, you will, in the function ENTER/CHANGE TRANSACTIONS, get the following screen:

9. PURCHASE JOURNAL <<< DEMONSTRATION >>>

Year 91 Period 3 Journal PURCH

Invoice number 657

Poe & Sns. Ltd.

Creditor	1001
Invoice date	200391
Amount	1200,00
Of which act chain liab.	350,00
Vat replaced over	1200,00
Reference	.....
Week no. of payment	..
Giro coll. card Y/N	..
Cancelled	..

	Amount Cde	Amount VAT
.....		
.....		
.....		
.....		

Screen 9. enter transactions purchase journal

Most of these categories have been discussed in the sub paragraph ENTER/CHANGE TRANSACTIONS PURCHASE JOURNAL. Here only the categories which, after the implementation of the Act, deviate from the comment stated there will now be discussed.

► **invoice number**

The number of positions is 5 instead of the regular 6.

► **of which chain liability**

Here you enter the amount which has to be paid to the G-account. When e.g. you have an invoice of f 1200.- of which you want to pay f 850.- to the regular account and f 350.- to the G-account, you enter f 1200 at 'amount' and f 350 at 'of which chain liability'. Two outstanding entries will be created which can both be paid with the function AUTOMATIC PAYMENTS. These outstanding entries will be displayed on the CHECKLIST PAYMENTS. The invoice number for which payments

## ACT CHAIN LIABILITY

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have to be made to the G-account has changed however. This has now expanded to 6 digits and starts with a '9'.

- Example of a changed invoice number

You have stated '817' as invoice number. You can trace the outstanding entry for the G-account of f 350.- now has invoice number 900817.

As a result of this invoice number alteration, you can introduce changes per outstanding entry with the aid of the function CHANGE PAYMENTS of the financial administration. By way of automatic payments two orders will be processed, of which one to the regular and one to the G-account of the Creditor.

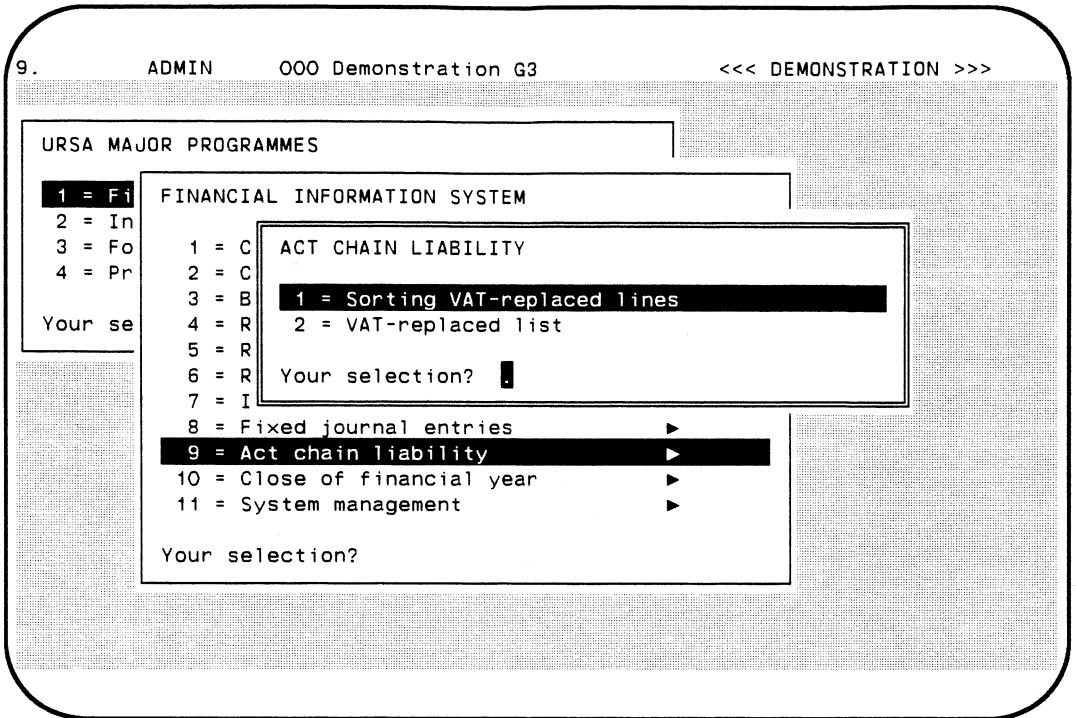
### ► VAT amended over

The program will enter the amount you have entered in the category 'amount'. You can adopt or amend this. When there is no question of an amount for which the VAT amended is operative, you enter 0 here. No VAT replaced transactions will then be created.

A separate transaction is created of each VAT amended amount. You can amend or delete this transaction later on with the function ENTER/CHANGE TRANSACTIONS. The transactions for the VAT amended will be displayed on the checklist together with the indication 'VATR', followed by the transaction description.

During the processing of the transactions a VAT amended line will be created of the VAT amended transactions. The total VAT amended amount will be displayed on the processing report.

### THE ACT CHAIN LIABILITY MENU



*Screen 9. sub menu act chain liability*

You have the following options:

## 1 SORTING VAT REPLACED LINES

This option ensures that the VAT replaced lines are in order of Creditor number.

## 2 VAT AMENDED LIST

With this function you can print a list of the VAT amended lines which have been processed in the financial administration for a particular period. The VAT amended lines can be deleted upon completion.

# **ACT CHAIN LIABILITY**

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## **9.1. SORTING VAT AMENDED LINES**

This function sequences the VAT replaced lines. A sort on Creditor number will commence, followed with a sort by Period within Creditor number. This function is executed prior to printing the VAT amended lines with the function VAT AMENDED LINES.

The program will immediately start sorting. Progress is displayed on screen complete with a count of the lines removed.



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## 9.2. VAT AMENDED VALUES LIST

This option lists the processed transactions that contain VAT amended values. VAT values have been changed during the entry of transactions into the Purchase journal of the financial administration.

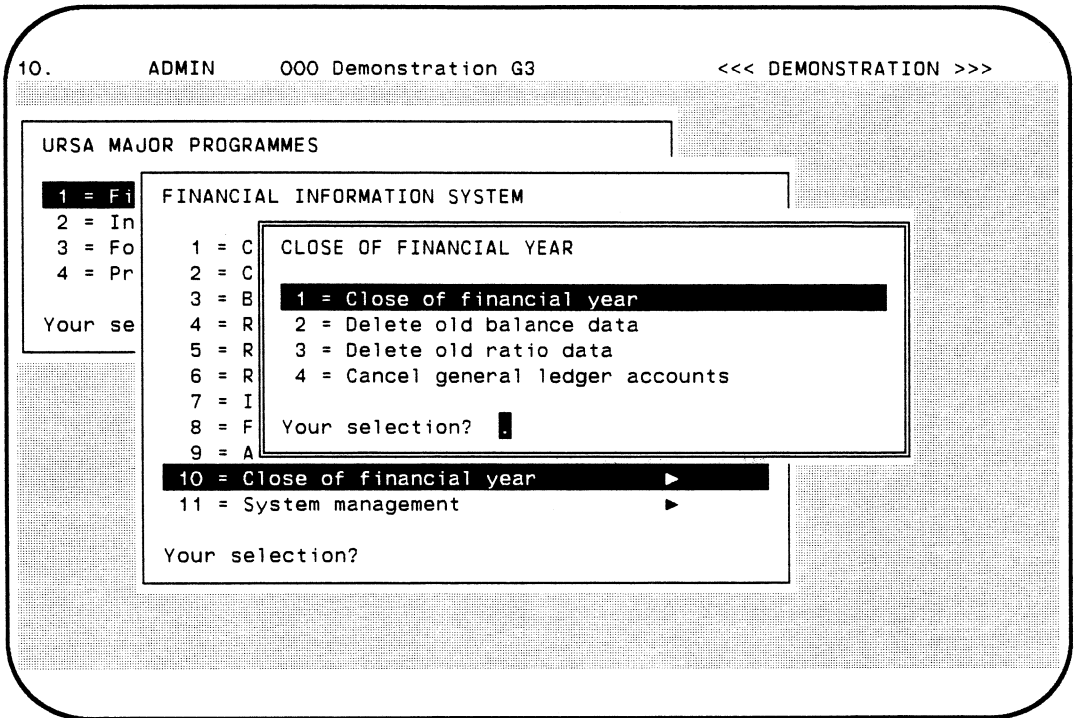
Selection may be made on period number (refer to the general manual, chapter SELECTION).

FINI-STER will inquire whether the printed VAT amended value lines are to be deleted after printing. If 'Y' is entered, the lines for this period will be permanently deleted from the file. This has no effect on the balances of the General ledger accounts on which these amounts have been posted. You must only enter 'Y' if you do not need a report of this period at a later date. If 'N' is entered, additional reports may be made as and when required.

Various output options are available (refer to the general manual, chapter OUTPUT OPTIONS).



10. CLOSE OF FINANCIAL YEAR



Screen 10. sub menu close of financial year

You have the following options:

1 CLOSE OF FINANCIAL YEAR

By executing this function you can close a financial year. With this function you can opt for either a permanent close or a preliminary (pro forma) close of the financial year.

2 DELETE OLD BALANCE DATA

With this function you can delete old balance data (e.g. from preceding years) from your files.

# CLOSE OF FINANCIAL YEAR

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3 DELETE OLD RATIO DATA

4 CANCEL GENERAL LEDGER ACCOUNT

### 10.1. CLOSE OF FINANCIAL YEAR

This function closes the financial year. This function is protected by a password: 'KODEWOORD'. By executing this function, data may be removed from the system. It is therefore advisable to make a copy of your files prior to commencement.

*Make a copy before you execute the function PERMANENT close of financial year!*

You have the following options:

- 1 Preliminary (pro forma) close of financial year
- 2 Permanent close of financial year

If you do not wish to close the financial year, as e.g. you still expect postings from your Debtors, you execute a preliminary close of the financial year. The profit and loss accounts will be set to zero and the balance posted to an account specified by you. This will then become the temporary opening balance for the new year. Each time additional transactions are processed for the preceding year you can re-execute the preliminary close of year. The opening balance for the new year will then be adjusted.

You close a financial year by executing a permanent close of financial year whereupon no further postings are allowed. You must execute this function only when you are absolutely certain that no further transactions are expected for the year you are about to close.

After you have made a copy and are ready to execute a permanent close of year, you have first to print and clear all historical reports for the year to be concluded. You have to store the reports: these are your annual audit trail. You clear the following:

- Historical report General ledger
- Historical report Debtors
- Historical report Creditors

FINI-STER will check whether all historical reports have been printed and cleared. When this is not the case you cannot execute a close of financial year.

## CLOSE OF FINANCIAL YEAR

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It is possible you still have unprocessed transactions or transactions which have been marked as having been 'Cancelled Y' but have not yet been removed from the system. You have to process the unprocessed transactions and remove the cancelled transactions with the aid of the function REORGANIZE FILES in the sub menu SYSTEM MANAGEMENT (option 'Delete cancelled Y').

When the reports have been cleared, with a permanent close of year, you have the following options:

1 - Set all General ledger accounts to 0: after which you have to enter the opening balance by way of the function ENTER/CHANGE TRANSACTIONS.

2 - Set only the Profit and Loss accounts to 0. In this case the balance accounts will retain their value. The balance of the Profit and Loss accounts will be placed on a balance sheet account. FINI-STER will prompt for a balance sheet account.

Next FINI-STER will prompt:

- Set run number of processing reports to 1 (Y/N)

During the processing of General ledger transactions, a processing report is created. On it will be displayed at which processing run the report has been produced. A processing run is indicated by the term 'run'. Each time you process transactions the run number is incremented by 1. In this way you can check whether you have all consecutive processing reports. At the start of a new year you can either continue with the existing run number range or start again at '1'.

### ► **date**

You can adjust the date of the close of financial year if you so wish.

When you have opted for: Set only Profit and Loss accounts to 0, FINI-STER will prompt for:

### ► **Balance account to which profit has to be posted...**

With profit, the balance of the profit and loss accounts is indicated. This will be posted to the balance sheet account; the profit and loss accounts being set to 0. Specify the balance sheet account number in which the profit has to be posted.

## CLOSE OF FINANCIAL YEAR

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Immediately check for errors; by way of printing a balance. Next make a copy of your files. You then have a final copy of the old year and an opening copy of the new year.

# CLOSE OF FINANCIAL YEAR

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## 10.2. DELETE OLD BALANCE DATA

With this function you can remove the preceding years balance sheet data from your files thus releasing disk space. As a result, some data is lost. This is why this function is protected with a password 'KODEWOORD'. It is advisable to make a copy of your files before executing this function.

A selection may be made upon the years of which you want to delete data. All balance sheet data up to and including the entered year will be removed. After this function has been executed you can no longer print balances for the deleted years. Neither can you call in budget data from those years nor make comparisons with periods from those years.

Once you have confirmed acceptance to proceed with the execution of this function the selected balance sheet data will be deleted.



### **10.3. DELETE OLD RATIO DATA**

With this function you can delete old ratio data from preceding years from your files thus releasing disk space. It is advisable to make a copy of your files before executing this function.

You may specify a year from which you want to delete the ratio data. The deleted data will be marked as having been cancelled. You can actually delete them with the function REORGANIZE FILES in the sub menu of SYSTEM MANAGEMENT.

## **CLOSE OF FINANCIAL YEAR**

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### **10.4. CANCEL GENERAL LEDGER ACCOUNT**

This function is protected by a password: 'KODEWOORD'. It is advisable to make a copy of your files before executing this function.

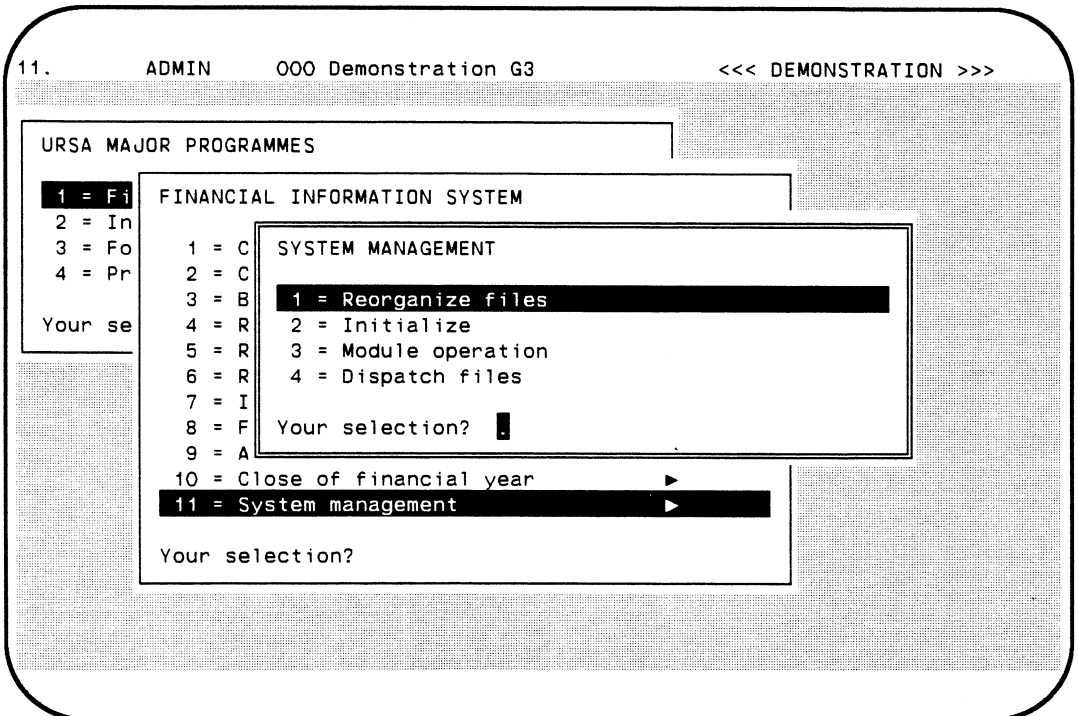
You have to enter a General ledger account number. You can search and browse on number and name (refer to the general manual, chapter SEARCH AND BROWSE).

When the specified General ledger account still contains periods of which the balances are not zero, the account number will not be marked as having been cancelled.

The deleted General ledger account numbers will be marked as having been cancelled. You can actually delete them with the function REORGANIZE FILES in the sub menu of SYSTEM MANAGEMENT.

## 11. SYSTEM MANAGEMENT

This option provides access to the functions REORGANIZE FILES, INITIALIZE, MODULE OPERATION and DISPATCH FILES.



Screen 11. sub menu system management

The functions REORGANIZE FILES and INITIALIZE are described in the general manual. It is advisable to read the chapters in question. With the aid of MODULE OPERATION you can maintain the functionality of your module. The function DISPATCH FILES is used when your Administration is passed to your Accountants.

# SYSTEM MANAGEMENT

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## 11.1. REORGANIZE FILES

There are two reasons for reorganizing, firstly in order to delete cancelled data from the hard disk, and secondly in order to re-create your files after a malfunction.

Once this function has been selected, the program will start checking the indexes. You are prompted to reorganize all files or individual/specific files (deletion of cancelled data).

### **delete cancelled data:**

You have to reorganize regularly in order to remove cancelled data from your files. Cancelled data will have been marked as such by 'cancelled Y'.

By reorganizing, you clear space which was taken up by the cancelled data. When you cancel a large amount of data, it is advisable to reorganize more often. You cannot delete all cancelled data regardless. You can e.g only delete Debtors and Creditors when their Debtor/Creditor file card is clear, when they have no outstanding entries and when there are no more transactions in existence. You can clear Debtor/Creditor file cards by printing the historical report with the option 'clear Y'. General ledger accounts can also be deleted only when there are no transactions. You delete processed transactions by printing the historical report with the option 'clear Y'. The balance in all periods and all years has to be zero.

### **make files accessible again:**

When a malfunction has occurred, files of an administration may have become inaccessible. In many cases the problem may be solved by reorganizing.

### **reorganizing**

When the program has been concluded incorrectly, it is usually impossible to re-start in the normal way. When necessary, the program may block the access to the files of an incorrectly closed Administration. The program will specify what steps should be taken in such an instance. Sometimes you will have to restore the latest copy, often it is sufficient to reorganize.

The programs approach the data in your files by way of indexes. URSA MAJOR uses indexes which have been structured according to the advanced B-plus-boom. This is the quickest way of locating data. The B-boom can become corrupt, e.g. by a power failure or because the computer has been switched off while processing. You will receive a warning, such as 'error in B-Boom'. The error in the B-boom can usually be solved by reorganizing.

Reorganizing is not always sufficient. When after reorganizing you still receive error statements, you have to restore the latest correct copy of your files.

*It is necessary to make a copy of your files regularly and to maintain a series of backups. You can do so with the aid of BACKUP SYSTEM which is provided with your module.*

You will find a detailed description on reorganizing in the general manual.

# SYSTEM MANAGEMENT

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## 11.2. INITIALIZE

During the initialization of most modules, a number of questions will be prompted concerning the construction of your files.

Questions prompted during the initializing of FINI-STER will be discussed here. For a general discussion upon initialization, refer to the general manual, chapter INITIALIZE.

Some questions will only be prompted when you initialize for the first time, others only when you have previously executed INITIALIZE for this administration.

In some modules, after the questions have been answered, files may be transferred, e.g. with an invoicing module the default invoice layouts will be transferred to the administration. When all files have been transferred, initializing will have been completed.

The following questions will be prompted during initializing FINI-STER:

### - Initialize Debtors?

If this Administration has previously been initialized, the program will inquire whether you want to re-initialize the Debtors. The fact this question is prompted does not mean you have already initialized for this program. The Debtors file may have been created because you have initialized Debtors for another module.

Normally you adopt the existing Debtors file and enter 'N'. When, for a particular reason, you enter 'Y', your existing Debtors, Debtor file cards and outstanding entries will be deleted.

The following questions will also only be prompted when you have previously initialized for this Administration (refer to comment at initialize debtors). You normally enter 'N'. When you enter 'Y' the data from the file in question will be deleted.

### - Initialize Creditors?

### - Initialize General ledger?

### - Initialize Sections balance?

The deletion of the Sections balance has no effect on the General ledger and the sub section and category numbers as laid down in the General

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ledger.

- Initialize Countries?
- Initialize transactions?
- Initialize fixed journal entries?
- Initialize Investments?
- Do you want to link your module with Bouwcalc?

When you do not have Bouwcalc, you enter 'N'.

- Do you want to implement the Act Chain Liability?

When you want to work with the Act Chain Liability you enter 'Y'. The file Chain Liability will then be initialized. If at a later stage you re-initialize this administration, this question will only be prompted when you initialize transactions.

- Initialize file Chain Liability?

This question will only be prompted when you have previously initialized this Administration and have implemented the Chain Liability.

Next, a number of questions will be prompted concerning the operation of your module. They will be discussed in the following paragraph.

# SYSTEM MANAGEMENT

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## 11.3. MODULE OPERATION

You have the following options:

- 1 CHANGE MODULE OPERATION
- 2 CHECKLIST MODULE OPERATION

### CHANGE MODULE OPERATION

With the aid of this function you can decide how your program has to function regarding particular elements. You can change this later on by re-executing this function.

The following questions will be prompted:

- Do you want a detailed processing report when processing transactions?

During the processing of transactions in the financial Administration, two types of processing reports are possible. You have to select one of these.

When you opt for a detailed report you will obtain a processing report that will differentiate per posting and per sub number. On such a report all processed transactions will be displayed separately, with the Debtor/Creditor number concerned.

When you opt for a processing report you will obtain a report on which the postings per General ledger account will be balanced.

- Do you want a processing report when creating payment reminders?

When you enter 'Y', you will obtain a processing report after printing final payment reminders. When you make trial payment reminders a processing report will not be printed.

- Do you want to implement the 'eleven test' for bank numbers?

In the past, banks provided numbers which had to conform to the eleven test. This test is an aid to check whether a valid number has been entered. During automatic payments only bank numbers which conform to the eleven test will be accepted.

The programs CREATE/CHANGE DEBTORS, CREATE/CHANGE CREDITORS and CREATE/CHANGE CONSTANTS contain the option to check the



entered bank number. When you opt for the implementation of the eleven test, only numbers which conform to this test will be accepted.

Nowadays not all bank numbers conform to this test, it is therefore prudent not to implement the test and to personally check the entered bank account number.

In the function automatic payments in FINI-STER and MAKE COLLECTION ORDERS in INCA-STER, checks will always be made with the eleven test.

- Skipping the week number in purchase transactions optional?

When you enter 'Y', you can skip the week number whilst entering transactions in the Purchase journal. When you enter 'N', you have to enter a week number.

- Are you dealing with an Accountancy practice who uses the module ADMI\*(\*) with which it maintains and checks the files you send?

When you enter 'Y', you can send your files to your Accountants with the aid of the function DISPATCH FILES. When you enter 'N', you cannot execute DISPATCH FILES. When you use the module ADMI-STER you enter 'N' here.

- Period length investments/fixed journal entries

Here you can enter the length of the periods you use during INVESTMENTS and FIXED JOURNAL ENTRIES. You can opt for the following:

- 1 week
- 4 weeks
- 1 month

- Do you want the processing reports and processing transactions on the screen as well?

When you enter 'Y' you can, during the function PROCESS TRANSACTIONS, view the report on screen first. The report will also be sent to the printer.

- Do you want to use dates of payment instead of week numbers during automatic payments?

When you enter 'Y' you can use dates of payments during automatic

# SYSTEM MANAGEMENT

---

payments. When you enter 'N' you can only use week numbers.

- Do you want to create transactions for the account 'payment in transit' during automatic payments?

- Code on payment reminders/invoices

1 = Country code

2 = First three positions country name

3 = First three positions country description

- Do you want to make selections in menus without pressing **RETURN** ?

This is only useful when you make your selections with the aid of figures or letters. When you enter 'Y' you need not press **RETURN** after the figure/letter. In menus containing more than 9 options you specify your selection by entering '09' instead of '9' or by pressing **RETURN** .

- Do you also want checklists and reports selections screened?

- Which method for printing the selections on checklists and reports?

You have the following six options:

1 = Do not print

2 = After the header

3 = On each page after the header

4 = Before the header

5 = On each page before the header

6 = On a separate page

- On checklists and reports, do you want the main datum on which the information is given, to be repeated at page changes (e.g. again state NAR data of a Debtor at page change)?

- On checklists and reports, do you want to suppress the header on consecutive pages?

When you enter 'Y' the header will not be reprinted on consecutive pages. The header will then appear only on the first page. The 'header' is the categories that are present on a checklist/report.

• • • • • • •

**CHECKLIST MODULE OPERATION**

When you execute this function you will obtain a list of all the questions that were prompted during the function MODULE OPERATION, complete with the entered answers.

A number of output options are available (refer to the general manual, chapter OUTPUT OPTIONS).

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## 11.4. DISPATCH FILES

This function allows for copies to be made and sent to your Accountants. The copies are used for the regular actions that Accountants perform on your behalf, e.g. the creation of historical reports and the execution of difficult postings. You will have already made agreements with the Accountants regarding the regularity with which files will be despatched. After you have made a copy with the aid of this function you can continue working with your files.

*In exceptional cases you have to make copies with the aid of BACKUP SYSTEM instead of DISPATCH FILES. In such cases you may not continue working with your files.*

The exceptional cases are the close of the financial year, the reorganization of files and the creation/change of particular basic data which cannot be created by FINI-STER.

With the function DISPATCH FILES you make a copy of your files for your Accountants. Where the above mentioned exceptions are applicable copies are made via the BACKUP SYSTEM function. Additionally, you have to regularly make copies of your files with the aid of BACKUP SYSTEM for your own use, in order to be able to restore them in case of emergency.

General data copy	
Date	200391
Time	0935
Disk drive	A

*Window 11.4. copy data*

The program will prompt for the particulars necessary in order to make the copy:

• • • • • • •

▶ **date**

You use the date in order to distinguish the various copies. The date you have entered when you started the module will be adopted. You can alter this date.

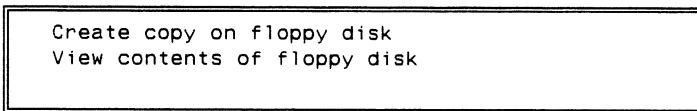
▶ **time**

Enter the time on which you want to dispatch the files. This will also be used in order to distinguish the various copies.

▶ **disk drive**

Enter the name of the drive to be used for making the copy.

The following screen will be displayed:



*Window 11.4. copy/view contents disk*

## 1 CREATE COPY ON DISKETTE

With this function you make the desired copies. The existing contents of the diskette on which the copy is to be made will be deleted.

## 2 VIEW CONTENTS DISKETTE

With this function you will obtain a table of contents. The contents are deleted when a copy is made on the diskette.

## CREATE COPY ON DISKETTE

With this function you make the copy. Existing data on the diskette on which the copy is to be made will be deleted. When the diskette is not clean, the program will advise accordingly, further prompting to continue with the inserted diskette.

FINI-STER will prompt for:



• • • • • • •

use the already copied diskettes; you have to clean them first.

▶ **administration**

Here you enter the number of the Administration.

▶ **name**

Here you enter the name of the Administration.

▶ **file**

Here you can view on which file the program is working.

### **VIEW CONTENTS OF DISKETTE**

With this function you can view/inspect the table of contents. When there are more files than fit the screen, you can move to no more files, you will return to the menu.

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---



```
11.4.      MAKE COPIES                                <<< DEMONSTRATION >>>
Contents diskette in station A:
-----
OK          GB_DATG3          GB_DIRG3          GB_DSKG3

Total number of files:  4

                                     1 in   1 u/i   20 numb :  4
```

*Screen 11.4. inspect contents diskette*

## DISPATCHING DISKETTES

You send the copy you have made to your Accountants. Record the copy number. During the despatching and the restoring by the Accountants something may go wrong. Therefore it is advisable to make a copy for yourself. This copy can then be restored in case of an emergency.



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