User Manual

for

Portal Ledger Sub System
(Trial Balance)

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Date: 10th August 2005
Version: 1.00

ACCEPTANCE OF CONTENTS

The undersigned hereby accept the contents of this document as defining the Trial Balance Ledger module.

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DOCUMENT HISTORY

Version	Date	Author	Description
1.00	10th August 2005	RCB	Original

DOCUMENT CONTROL

File name	WEB-IS-300-10082005
Author	R Bird
Version	1.00
Creation date	10/8/2005
Last Saved on	10/8/2005

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1 PREFACE

1.1 Scope of this document

This document explains the functionality and setup of the Ledger sub system *(Trial Balance)* in the portal.

1.2 Audience

This document is intended for:

- The AMC CIT business personnel for approval.
- Portal Users

1.3 Related documents

None.

1.4 Definitions

- Ledger Number: Reference defined by the User / Company to hold totals
- Creditors – may also be known as suppliers
- Stock Receipts – Portal Receipting module
- Sales - Sales information loaded from POS to the portal.
- PC or notebook that will interface via a browser
- POS - Point Of Sale System

2 OVERVIEW

2.1 General overview

The Ledger sub system allows a trial balance to be reported. The user may select to report by Day, Week, Month, Quarter, Half Year, Year or Financial Year.

The portal will include non-editable data, such as sales and totals from stock receipts and other POS data, along with data manually entered (Editable) by the user. Data is stored until either the portal purges it *(according to business rules set at company level)*, or the user deletes (editable data only).

It is expected that the portal (non editable totals) will not be purged for at least 7 years.

2.1.1 Security

User access to the reports is controlled via the normal Portal access methods. A user may be entitled to view or edit the Ledger records. The Company administrator sets the required privileges via the Portal user maintenance screens.

2.1.2 Hardware used

Hardware may be a normal PC or laptop running any standard Internet browser. If using Internet Explorer it must be version 6 or greater. In the case of Firefox it must be version 1.1 or greater.

2.1.3 User interface

Standard portal navigation and login is used.

3 Business process

The portal will assign standard Ledger numbers by default. These may be changed at any time via the company options edit screens and the Ledger edit screens. Please note, the default Ledgers must exist and if the Portal finds them missing at time of use, it will create them on the 'automatically'. Refer to 'Editing Ledgers'

The system will allow Ledger numbers to be of the following type

1. Income
2. Purchases
3. Freight
4. Expenses

The Ledger report assumes Income is assigned to the Debit side and all others assigned to the credit side.

The portal assigns totals obtained from Stock Receipts to the default purchases ledger, and Sales related data to the default sales ledger. Sales components are broken into their known sections again using the default ledger numbers.

These include

1. Sales
2. Discounts
3. Redemptions (Loyalty)
4. Cashup Unders / Overs – *may be optionally excluded from reports*
5. Gift Voucher Sales
6. Gift Voucher Redemptions
7. Lay Buy Deposits
8. Lay Buy Fees
9. Customer Order Deposits
10. Home Delivery Fees
11. Cost Of Goods – from receipts
12. Stock Receipt Discount
13. Stock Receipt freight
14. Stock Receipt Fees
15. Petty Cash
16. General Purchases
17. General Freight
18. Expenses

The system default ledger numbers may be changed and other Ledgers may be added as required.

4 Reports

4.1 Purpose

To report the trial balance position given a users selection.

4.1.1 Type of reports

There are two types of reports available.

1. Ledger Report - this report enables a user to report all currently configured Ledgers
2. Trial Balance – This provides a report on summation of the Ledgers for a give period

5 Maintenance

5.1 Purpose

To allow user updates, add or delete Ledger numbers as well as to add transactions to ledgers.

5.2 Maintenance Sections

The user may find the Ledger edit maintenance screens within the Company sections of the menus. The default Ledger numbers are edited via the Company Options edit screen. The portal will create all required defaults the first time a user uses the edit facility. The user may then select the ledger section and change any of the defaults to match their company requirements.

6 Navigation

6.1 Selecting Multiple Rows

Multiple row selections may be done via the standard 'Windows' selection sort cuts.

Multiple selections

1. Click first required line, then with shift key down click last. All lines between will be selected.
   Or
2. Click each line required with control key pressed. This selects each line clicked.
   Or
3. A combination of both shift and control keys will select a group between the clicks
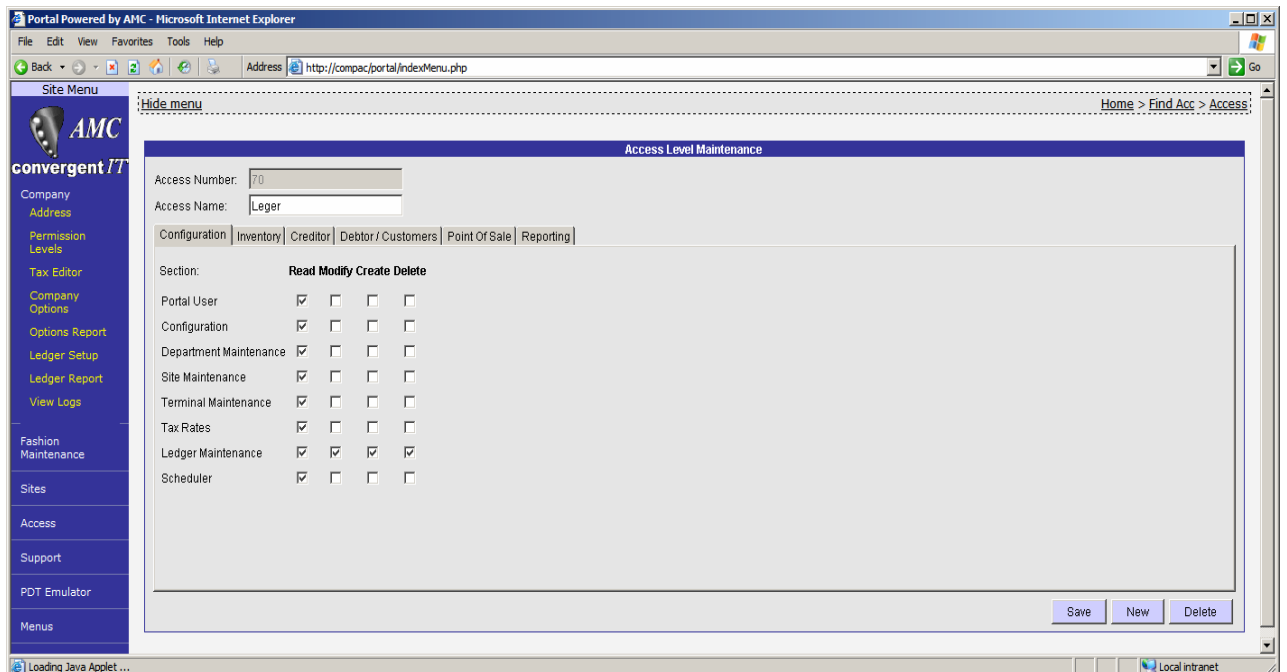
6.2 Security

Select the Site Menu via the side menu. Note, the name of the menu may be some other description as this is a soft option within the portal. Examples are Store Menu, Branch Menu etc
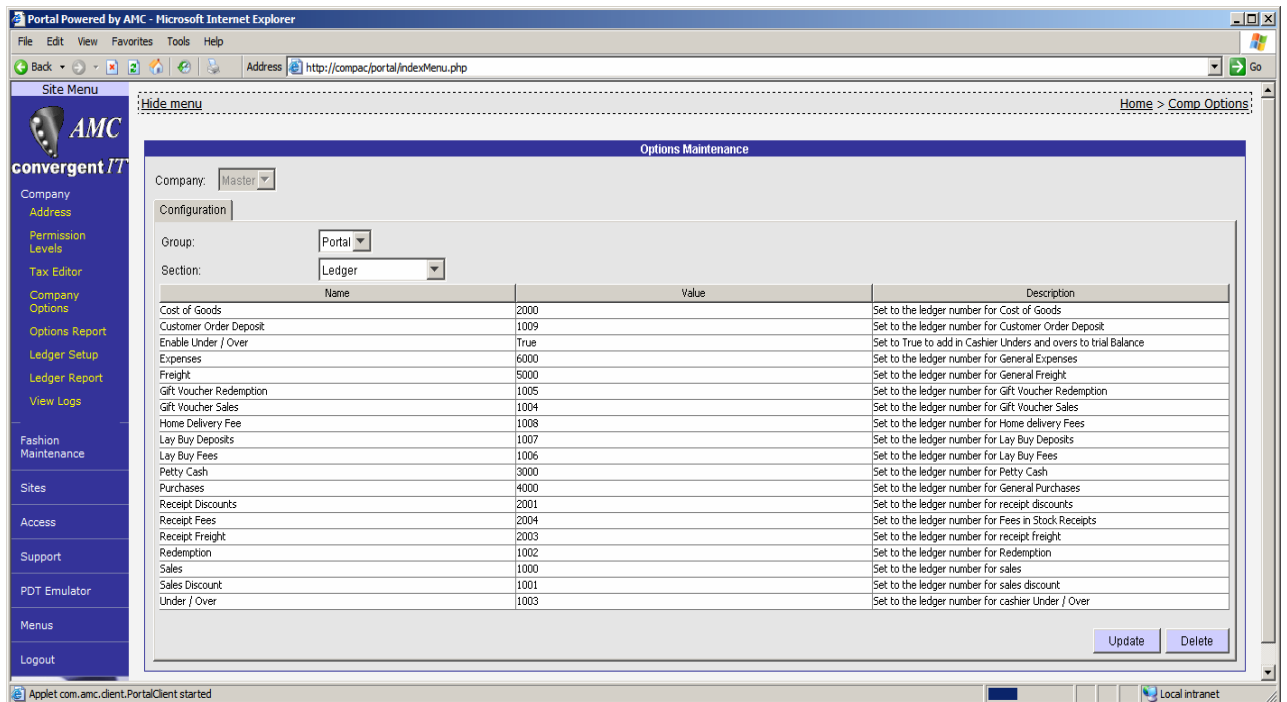
Click on 'Permission Levels'
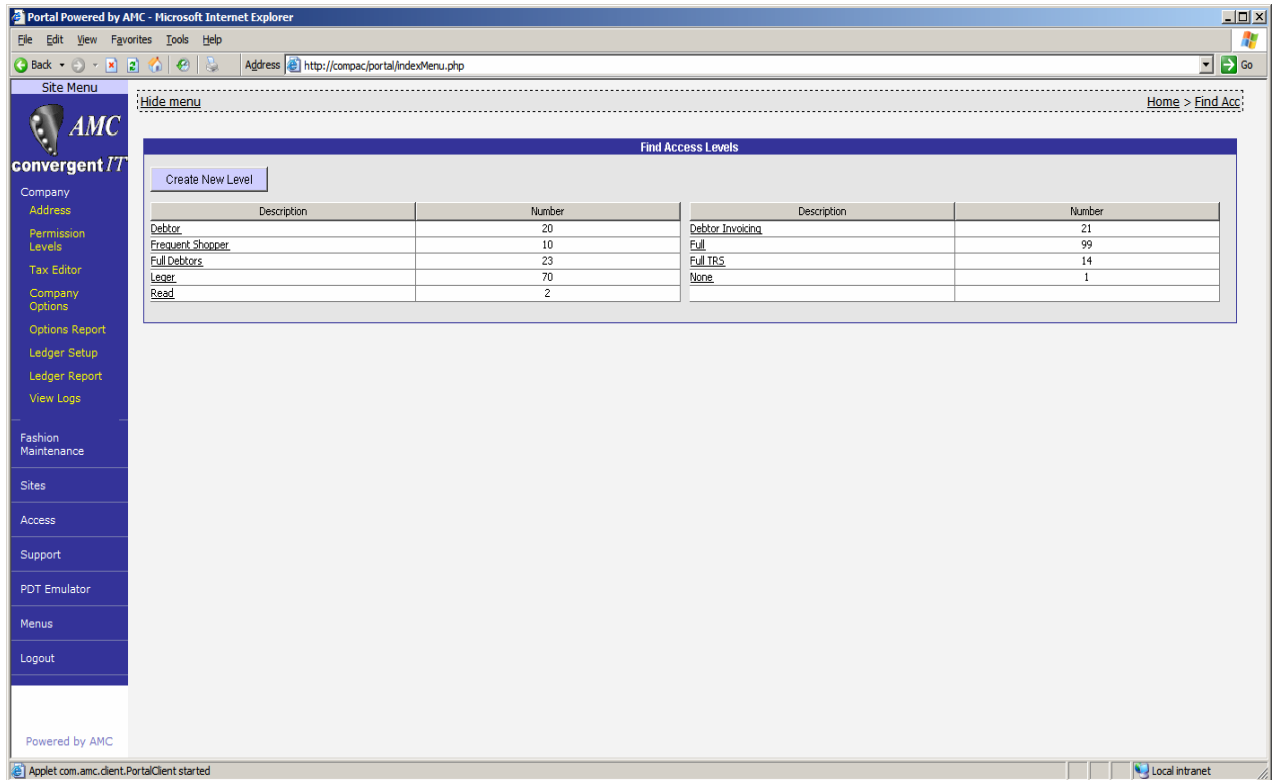
If a Ledger Level exists, then *click* on it, else click on 'Create New Level' and create the required permissions level.

The user is required to have at <u>least</u> read permissions to run the reports and edit permission to change any of the settings or to add new transactions to the ledgers.

6.3 Edit of Ledger defaults

Within the menu select 'Company' to drop down the selections. Then click on 'Company Options'. Once the edit screen has opened, change the section to 'Ledger'.

Change any of the ledger numbers to the company preferred and click 'Update'. You may restore back to the Portal defaults by selecting all and clicking 'Delete'. To refresh the defaults after the deletion, click the 'cookie' trail 'Comp Option' which will then refresh the screen and re load the missing default options.

6.4 Edit of Ledger Numbers and Descriptions
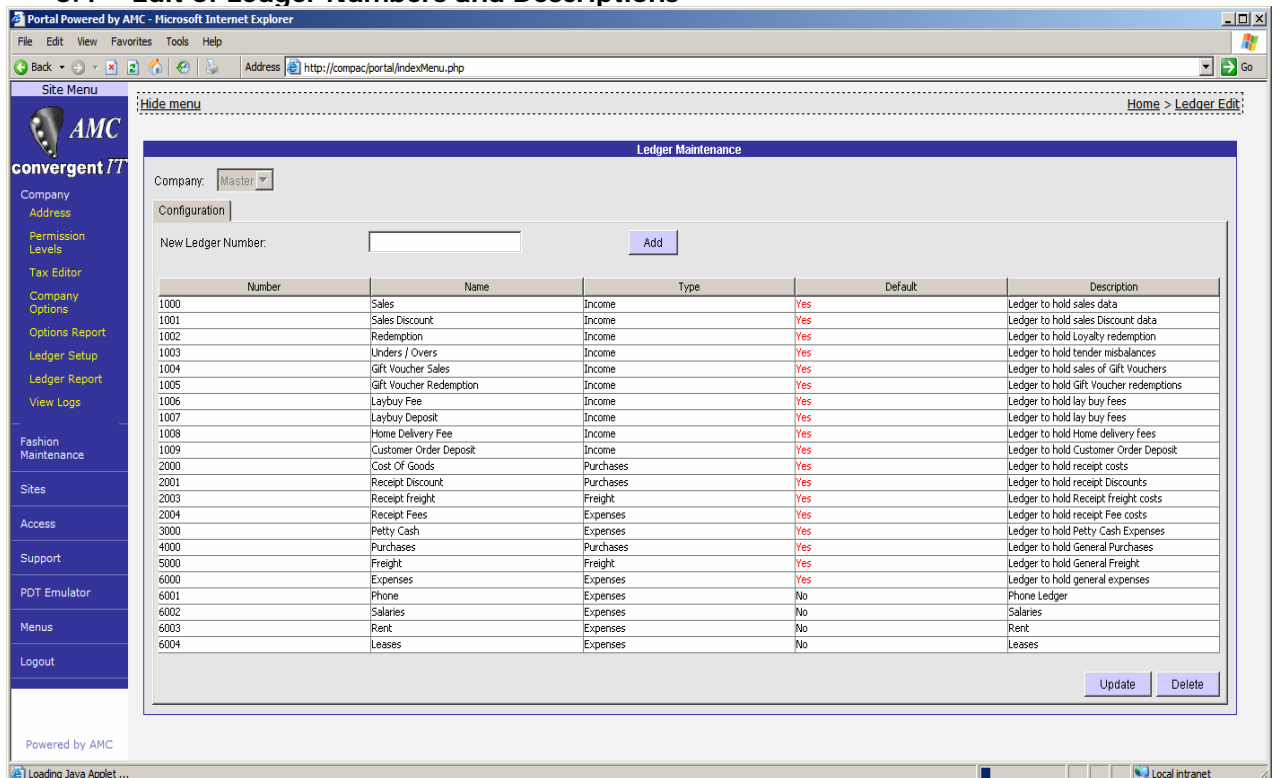
Within the menu select 'Company' to drop down the selections. Then click on 'Ledger Setup'.

This will load the edit screen and create any missing default ledgers ready for editing. The default column shown 'Yes' will identify ledgers that have been created by the portal.

After editing all the required ledgers, you may now print them. Click on 'Ledger Report'.


7   Data Entry

Manual data entry may be done either via the Creditor Transaction maintenance screen, or the Ledger Transaction maintenance screen. The portal collects other data required for the report, at time of report, in a dynamic manner.

Select the Creditors Menu via the side menu.

Click on 'Administration' to open up the menu options.

To add to a Ledger at the same time as adding to a Creditor or Supplier click 'Creditor Invoice' The portal will then prompt for you to select the creditor using either their company name, or account. The portal allows part searches, thus may be used to find AJ Smith & Sons if they exist in the creditors database.
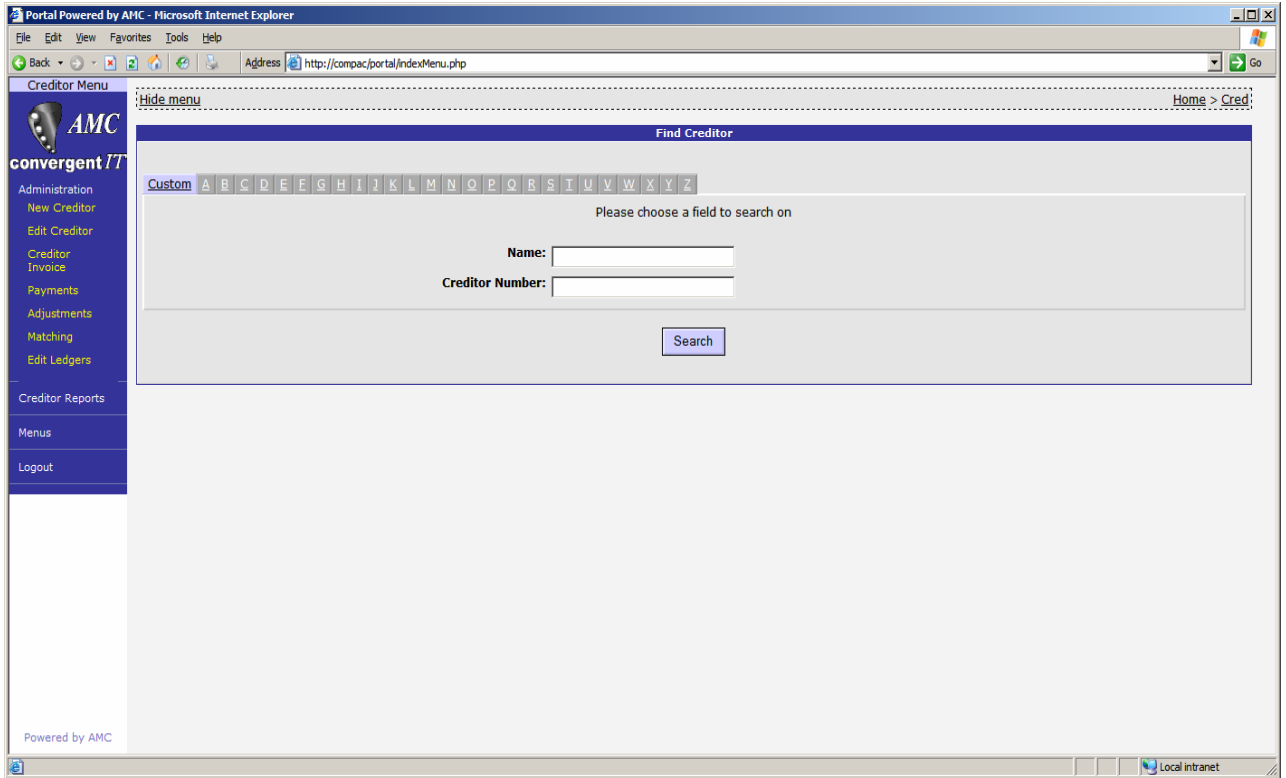
Enter in the details as required. To add it to the Ledger records, select the required ledger. If none is selected (default) then this record will not be added to the ledger journals.
Only ledgers that are Expense or freight types may be selected within the creditor system.
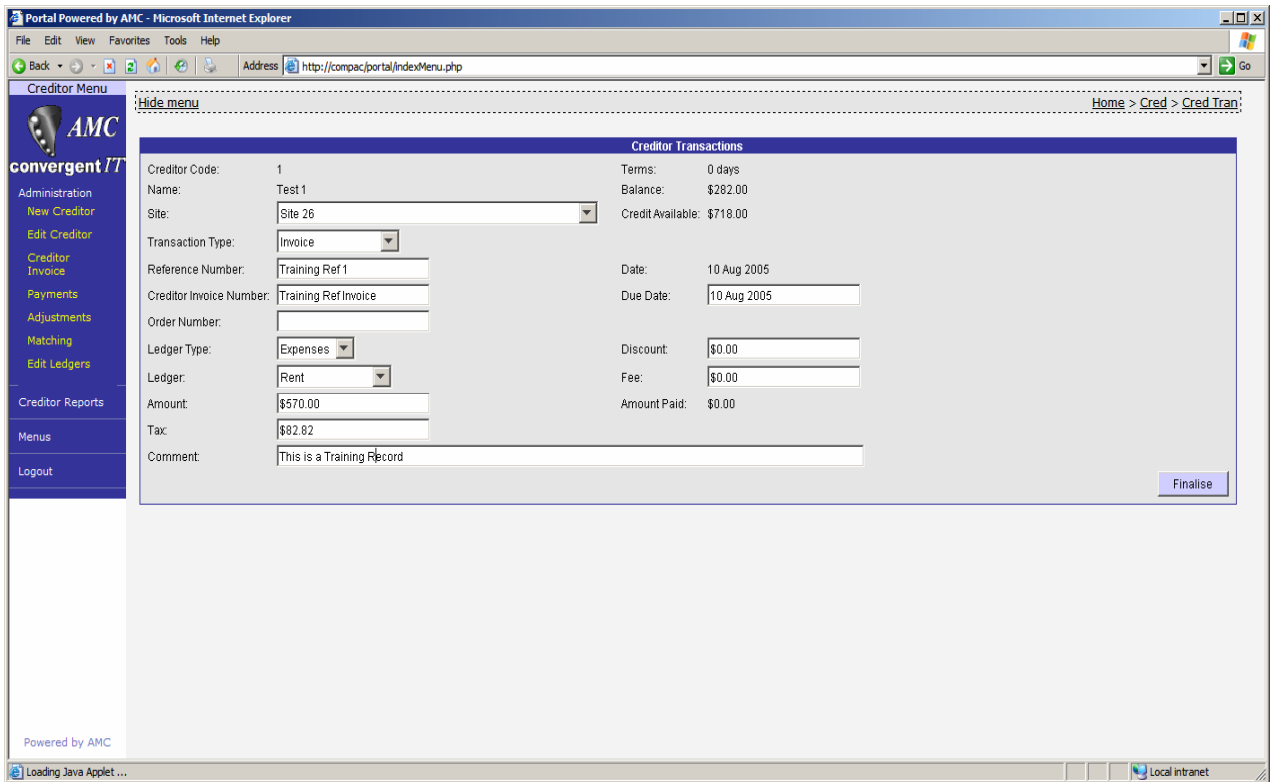
The alternate way is to add external journals to the ledgers or to edit the editable journals via the 'Edit Ledger' option on the side menu.
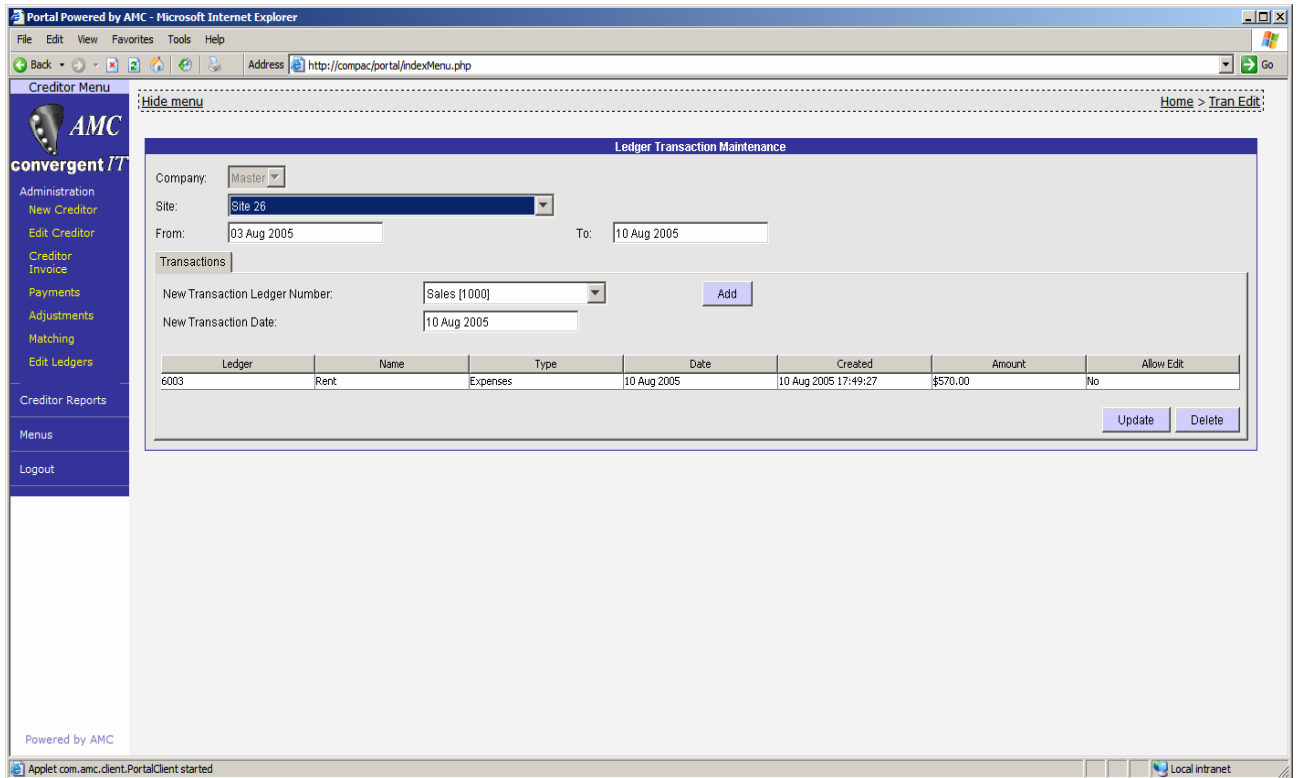
The portal will default the 'To' date to the current date and the 'From' 7 days previous to the 'To' date. Open this range to cover whichever period wished, remembering to click on some other field to let the system know the date has changed.
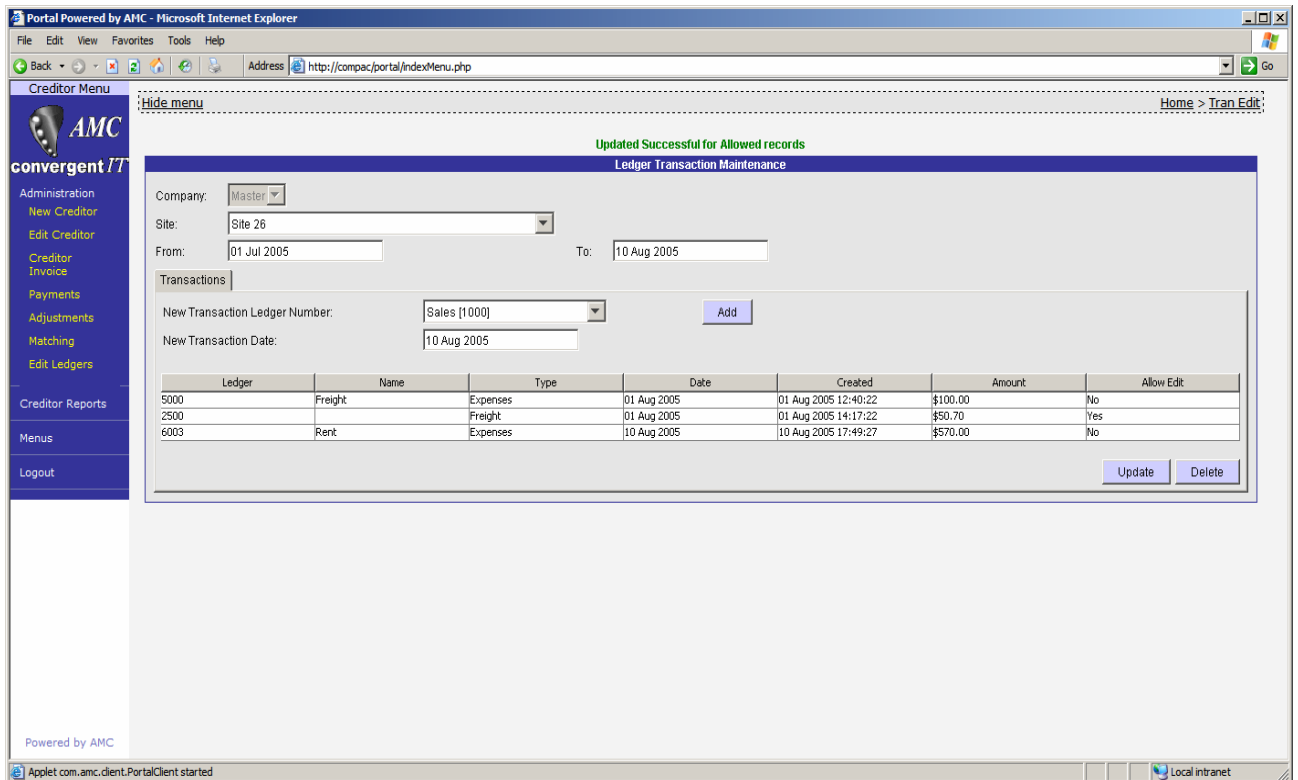
You may change any of the amounts to record that do not have the 'Allow Edit' set to 'No'. These records were created from the 'Creditor Transaction' system. They may however be deleted and manually entered back in.

To add a new journal to a ledger, first select the required ledger from the drop down list. Set the transaction date required and click 'Add'. The journal will be added to the ledger and you are now able to edit the amount. After changing the amount click 'Update'.

8   Ledger Report / Trial Balance

Select the Sales Menu via the side menu.

Click on 'Balance Reports' to open up the menu options.

The default selection is the current month. You may select the required period from the available options and set the period by changing the date selection.

All sites may also be selected to give an overall balance in one report.