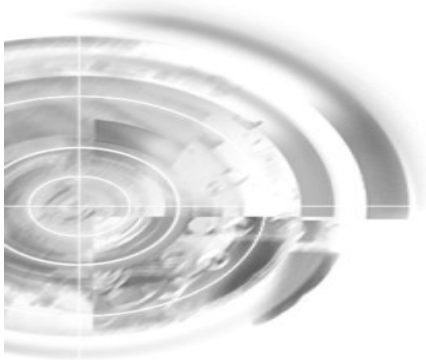
Mitrol



a Teamco Company

Mitrol MFG – General Ledger

Copyright Information

The Mitrol General Ledger System Overview

What is Mitrol GL?

Mitrol GL is a General Ledger application that you can use to meet company's legal obligations to keep accounting records and management's demands for financial information.

What is the User Documentation?

The User Documentation contains explanation and information that you will need to use Mitrol GL.

It is comprised of three sections:

• Overview describes the features of Mitrol GL and explains how you use them. It gives you an understanding of how you can use GL to meet your company's needs for financial information. It is not intended to give you detailed information on how to use particular features of GL.

• Administrator's Guide explains how to set up GL and how to administer it. This section is intended for people responsible for running GL.

(NOTE: Technical guidance on the installation and maintenance of GL is available separately. However, parts of this section will be of use to the database administrator.)

• User Guide gives detailed explanation of how to use each feature of GL.

You can also use the HELP text available on-line in GL. However, this is intended for people familiar with GL and is probably not sufficient for a beginner.

Financial Classifications

This chapter describes the way you classify accounting data and financial information in GL. Modern management demands complex financial information. To produce this information, you need a method of classifying and summarizing the accounting data entered in GL that is capable of reflecting its complexity.

This chapter explains how GL's account codes let you rapidly create a classification system to satisfy financial information requirements of any degree of complexity.

What are codes?

Codes are strings of letters and digits you use to identify the various classifications you need to produce financial information about. A complete account number consists of several codes, one of which is the natural account number.

Codes represent:
• Basic financial accounting classifications, such as SALES or ACCOUNTS RECEIVABLE
• Cost accounting classifications, such as DIRECT PRODUCTION COSTS or ADMINISTRATIVE OVERHEADS
• Organization units, such as SHOP FLOOR, FACTORY ADMINISTRATION, or ADMINISTRATIVE OVERHEADS
• Products or project, such as HEATERS, COOLERS, and COMPUTERS.
• Markets, such as GOVERNMENT, INDUSTRIAL, and COMMERCIAL.

Why you use codes

You use codes for two major functions:
• Classifying accounting data
• Obtaining financial information

Classifying accounting data

Accounting data consists of individual entries in GL. You classify each entry in GL with up to five different posting codes combined into a complete account number, both of which are described below.

Obtaining financial information

Financial information consists of the totals of accounting data entered in GL in each period. You obtain financial information about significant aspects of your business using codes for identification. These codes can be either posting codes to obtain the most detailed financial information or reporting codes to produce summaries. Structures are built using reporting codes to produce any financial or management report you require, see Chapter 3, Obtaining Financial Information.

What is the codeplan?

The codeplan is the collection of all codes you use to classify accounting data and produce financial information. The codeplan specifies what are the different codes used to construct a complete account number.

What is a codetype?

Each code has a codetype that determines what type of classification that code identifies. A codetype is a set of codes that all identify the same type of classifications.

Codetypes can be:
• Financial account codes (ACCOUNTS), sometimes called natural accounts.
• Cost center codes (CENTRES)
• Product codes (OBJECT)
• Market codes (OBJECT)
• Project codes (OBJECT)

Two codetypes are created automatically when the system is installed:
• Accounts - the GL natural account codes that you need for each entry to satisfy your legal accounting requirements
• Centers - usually the basic management accounting codes that you need to satisfy managements financial information requirements.

You can create other codetypes if you need them called:
• Objects - codes identifying various aspects of the business which you need financial information about.

You can create a new codetype on-line if you should you need one.

What are posting codes?

Posting codes are the codes you use to classify entries in GL. They represent the most detailed classifications that you need. You can create a new code on-line any time for immediate use.

What is an account no.?

Account number is a combination of up to five posting codes of different codetypes. Unless otherwise indicated, we will use the term account to refer to the complete account number, and the term natural account to refer to the financial code within the complete account number. The account classifies the entry according to all the aspects of the business to which if relates.

A complete account number has the following logical form:

Any combination of codes of different types is possible.

Why you use accounts?

You use accounts to fully classify each entry in GL. When you use accounts you instruct the system what financial information the entry includes:

• The natural account code tells it in which caption in a set of financial accounts the entry should be included
• The center code tells it in which caption in a set of management accounts the entry should be included
• The object codes tell the system to which element the entry relates when you analyze financial or management accounting information according to some aspect of the business.

How you use accounts

You give a account to each entry by simply filling in the appropriate codes. You do not have to pre-define accounts in any way. You must, however, have created the codes you use.

You can, if you wish, limit the possible combinations using account rules. You would do this to reduce the likelihood of classification errors. Account rules are described below.

What are account rules?

Account rules govern the way account codes can be combined with codes of other codetypes. The system checks every account to see if it is valid according to the rules you set up. You can therefore prevent combinations that are obviously wrong from being entered.

Why you use account rules?

You use account rules to reduce errors in classification of entries.

Entering Accounting Data

The chapter describes the way your enter accounting data in GL.

Entering accounting data - either from external systems or directly from a terminal - is the fundamental and most frequent operation the system performs. Understanding how to enter accounting data efficiently and conveniently is consequently a major factor in using GL effectively.

This chapter explains how you use vouchers and journals to organize accounting data and describes the process of entering it in GL.

What is accounting data?

Accounting data consists of the mass of financial details of an organization's transactions. Accounting data is what you have to classify and record to keep a financial history and produce financial information about your organization.

Accounting data can be:
• Details of purchases
• Adjustments to the value of assets
• Accruals for liabilities not yet invoiced

Accounting data is organized in a hierarchy:
• The smallest unit of accounting data are the debit or credit entries
• Entries are grouped together in vouchers. Within each voucher, the sum of the debit entries must equal the sum of the credit entries.
• Vouchers belong to journals

What is an entry?

An entry is the smallest unit of accounting data in GL. Each entry contains the following data:

The following table explains what you use the components of an entry for:

Each entry also has an accounting and a transaction date which they obtain from the voucher.

What is voucher?
A voucher is a set of entries together with some extra data contained in its header.

Every voucher must balance; that is the total of the debit entries must equal the total of the credit entries.

The voucher header contains the following data:

• Voucher number
• Accounting date
• Transaction date
• Voucher reference

The voucher number uniquely identifies the voucher. It consists of the journal prefix, the year and a sequential number.

The accounting date is the legal accounting date of the entries in the voucher. The accounting date is normally the actual date of entry but you will probably want to allow some latitude at the end of each period to leave time to make the accruals and the adjustments needed at a period end.

You use the transaction date as a memorandum when you want to note another date associated with the event the voucher records. For example, you can record the dates payments appears on the bank statements to help with month-end reconciliations.

The voucher reference is a cross reference to another voucher. Use a voucher reference to cross reference corrections to other vouchers. The system will tell you for any voucher whether there is another voucher referenced to it. One important use of this reference is to refer corrections to the vouchers they correct.

Why you use vouchers?

Vouchers are the units of double entry. You use voucher to:

• Group together all the entries to record accounting events. These vouchers will contain only a few entries.
• To enter the data transferred from external systems such as AP, AR, or payroll. These vouchers will normally contain quite a large number of entries.

What is a journal?

A journal is a series of vouchers. Each voucher must belong to a journal. The journal to which it belongs is shown by the first two characters of its voucher number.

Why you use journals?

Together, the journals are the historical record of all the entries made in GL. In many countries, they constitute a legally required document.

Although logically you need only one journal, it is very convenient to use several journals, each containing vouchers that record the same type of accounting event or come from the same source.

Advantages to using several journals include:

• It is immediately obvious for each voucher and entry where it came from and what it represents since the first two characters of its voucher number identify the journal to which it belongs and thus its source or type of transaction.
• Each journal constitutes a convenient record of all accounting events of a given type or from a given source.

Journal options

In addition to indicating the type of accounting event, the journal can also be used by the system to control voucher numbering. For each journal, you have the following options:

• Automatic voucher numbering _ The voucher in the journal will be automatically given a voucher number.
• Strict ordering _ This is used with automatic numbering to ensure that vouchers numbers are in accounting date order. The journal will then be a chronological record of events.
• External source _ This links the journal to an external system, such as accounts payable, and prevents its vouchers from being used for anything other than recording data from the external system. The journal will then be unadulterated record of data sent from the external system.

How data is entered?

All accounting data enters GL in vouchers. The process depends on the type of voucher:

• User vouchers are those you enter directly from your terminal
• System vouchers are those generated automatically, either from other vouchers or from data transferred from external systems.

How you use a voucher

The process of entering data into GL from your terminal is summarized in the flow-chart below:

(1) A journal with automatic numbering gives you the next unused voucher number with an appropriate accounting date. You can of course change this date if you wish. (The next voucher you use in the session will also show this new date)
If you are working from pre-numbered documents, you can use a journal without automatic numbering.

(2) If you want to finish later or correct errors at a later date, then leave the voucher without setting it to READY. You can return to the voucher at any time.
NOTE: You cannot, of course, set a voucher to READY if it contains errors.

(3) The system imposes a limit on the number of entries on vouchers that may be posted on-line. This can be adjusted to suit your installation, but is usually 25.

What are system vouchers?

System vouchers are generated automatically. There are three types of system vouchers:

1. External system vouchers — These contain the data received from external systems such as accounts receivable and payable systems.

2. Future dated entries — You can set the system to generate entries in future periods using automatic entry generators as explained below. These entries are posted at the beginning of each period in a system voucher.

3. Year-end vouchers — When you close the last period of the year, the system will automatically transfer the net income to the appropriate balance sheet account and will carry forward balance sheet account balances. This is done using a system voucher in accordance with standard bookeeping practice.

The process of posting system vouchers is illustrated by the following flowchart:

This process normally takes place each night.

NOTE: You specify which journal each external system should use. This you normally need to do only when you set up the system, but it can be changed or extended at any time.

Special Features

GL has two special features to make entering accounting data more efficient. These features are:

1. RRA (Recurring, reversing, and Allocating) codes
2. Short Codes

These features let you reduce to a minimum the amount of typing needed to make an entry, thereby speeding up the entry process. They also reduce the likelihood of making errors in classification.

What is an RRA code?

A Recurring, Reversing, and Allocating (RRA) code offers a way of making the system generate a number of additional entries based on an entry given by a user or external system.

RRA scenario

Suppose you allocate certain general overheads to the departments on a fixed percentage basis. You can set up an RRA to do this for you automatically.

Setting up your RRA

To set up an RRA code, you create templates of the entries that you want generated when you enter one of the relevant expenses. As an example, we have defined 'EXP' as an RRA code below.

A/C	AMT-%	S	C/C	TOBJECT	TOBJECT	TOBJECT
1.4900	10	+	100			
1.4901	50	+	200			
1.4902	40	+	300			
1.4903	=100	-	=			

The figures in the column AMT-% give the percentages of the entered amount that will be used in each generated entry. A + or -in the 'S' column determines whether the entry has the same or opposite sign as the entered amount.

Using your RRA
Suppose that you now want to enter an expense that should be allocated to the three centers. All you need to enter is the total expense and the RRA code:

A/C	AMOUNT	C/C	TOBJECT	TOBJECT	TOBJECT	RRA
2500	5000					EXP

The system reads the EXP entry and creates four new expense entries when you press ENTER. The results are listed below.

A/C	AMOUNT	C/C	TOBJECT	TOBJECT	TOBJECT
2500	5000				
4900	500	100			
4900	2500	200			
4900	2000	300			
2500	-5000				

What are the future entries?

RRA codes can also be used to produce entries that will be posted in future periods.

When you set up an RRA, you can specify for each line how many periods forward it should be carried before being posted. All the future entries 'aimed' at a given period will be posted in a system voucher as soon as the preceeding period is closed.

You can at any time examine pending future entries, and delete them if subsequent events have made them inappropriate.

Why you use future entries

A most common use of future entries is as automatically reversing accruals. They are produced by an RRA with the following template entries:

```
QSRRA GL0124              Query a Short RRA             12-14-89 MITSED FJ
USRRA   QSRRA  RepM

RRA……….: rev
Desc……..: REVERSAL OF ACCRUAL                Changed…….: 12-14-89
Balance….: 0%                                 Lines……….: 2
Sum=%…….: 100.00

1 =      = 100.00 - =  +1
2 SUSPENSE 100.00 + =  +1
```

INPUT

You use this RRA with the accrual entries to the expense accounts. The RRA will then generate:

- An entry to the balance sheet accruals account
- The reversal to the balance sheet accrual amount at the beginning of the next period
- The reversal to the expense account, with exactly the same account as was used originally.

Another use of future entries is to allocate fixed annual costs as a constant charge to each period of the year.

What is a short code?

A short code offers a fast way of entering long accounts. When you use a code for which you have defined an expansion, the full account is automatically substituted.

Short code scenario

Suppose you know that any entry relating to capital project 103 should have the following classification.

Codetype	Description	Code
ACCOUNT	Purchases of equipment	475

	or Salaries	510
CENTRE	Capital expenditure or plant	910
PROJECT	project 103	P 103
LOCATION	London	L 120

Setting up a short code

You can set up a short code for the code P 103 (Project 103) by entering a template of the account that should classify any entry relating to project 103.

A/C	C/C	TOBJECT	TOBJECT	TOBJECT
=	910	P 103	L120	= =

The '=' means that the code in this position cannot be predicted in advance and you must enter it each time.

Using your short code

Suppose now that you want to record a purchase for project 103. You can abbreviate the account as follows:

```
UV GL0027                          *Update a Voucher *              12-14-89 MITSED FJ
USRRA    QSRRA  RepM
Voucher….: GL890000002                Status…….:  Blank              Lines…….:  0
Acc date….: 08-28-89                  Acc period…..:  08            RRA Lines.:  0
Reference.:                           Net Bal……..:  0.00            Errors……..:  0
Acc    Amount… S  Quantity…    Can    Tobject…   Tobject…    Tobject…  D
E RRA                                 Text…                   Reference
----  -------- -  ---------    ---    --------   --------    --------- --
      12.      d  12.                 P103       +

312   12.      C  0            100

      0           0

      0           0

      0           0

From Line: 0   To Line: 0      Ready?: y
                                                                        INPUT
```

The '+' you entered was to tell the system that the code P 103 was a short code.

Press ENTER and the abbreviated account is replaced by:

A/C	C/C	TOBJECT	TOBJECT	TOBJET
475	910	P 103	L 120	

Advantages to using short code

If you had a number of projects then the short codes would:

• Reduce the chance of errors in the entries. Each project will always have the right cost code and location.

• Reduce the amount of work needed in classifying each entry for a project. The project code is enough information.

Querying GL

This chapter describes the ways you obtain details of accounting data recorded in GL.

One of the most important and time-consuming tasks of an organizations accounting function is to check and correct accounting data. Consequently, the ease with which you can find the data you want is a major factor in the convenience of the system.

This chapter describes briefly the two ways of obtaining accounting data:

1. On-line queries
2. Standard accounting reports

Why you query GL

There are a number of accounting tasks which require you to examine details of entries in the General Ledger. Such tasks, know as querying, can be:

• Analyzing an account that you suspect contains errors
• Checking the details of expenses
• Tracing in detail the history of a transaction

How you find entries in GL

GL provides you with three ways of finding entries in GL:

• Querying an account
• Querying a voucher
• Querying a reference

Querying an account
You can examine an account on-line. The entries will be shown in size order so the most significant appear first. It may be more convenient to order a printout of the account, which can cover more than one period if necessary.

If you are interested in only the entries for a particular center or object, you can restrict the queries to show you the relevant entries only.

Querying a voucher
If you want to find out more about a particular entry and the transaction it represents, then you can inspect on-line the voucher on which it was entered.

Querying a reference
If on the other hand, you need to find the entries for a particular document, for example an invoice, then you can see on-line all the entries which are referenced to it.

Standard accounting reports

There are three standard accounting reports that a company is legally (or fiscally) required to keep in most countries:

• General Ledger
• Journals
• Trial balance

The general ledger — This is the record of the entries made in the general ledger account by account in chronological order.

It can also be restricted to entries relating to a given center or object. (For example each department could have its own general ledger)

The journals — The journals are the records of all the vouchers journal by journal, in either chronological or voucher number order. Each voucher is listed with all its entries. The journals represents a chronological record of the entries made in GL.

The trial balance — This is a summary of the entries made in GL. For each period, it shows for each account:

• The opening balance
• The total of debit entries made in the period
• The total of credit entries made in the period
• The resulting closing balance

Generating Financial Reports

This chapter describes how you produce financial reports using GL.

What are financial reports?

Financial reports are the summaries and analysis of the accounting data in the general ledger that give management the financial information it needs.

Financial reports can be:

• Financial statements such as income statements, balance sheets and statements of changes in financial position.

• Management accounts such as operating reports and comparisons with budgets.

Financial reports in GL are not fixed but can be designed on-line to show precisely the information you need in the way you want.

How you design financial reports

You design financial reports in two steps:

1. Make the structures, using reporting codes, that summarize the data in the general ledger in the way you require.
2. Generate the report, specifying what you want in the columns and perhaps limiting the scope of the report.

You design the regular reports (the financial statements and the management accounts) when you set the system up. Occasionally, you will have to modify a report or design a new one.

What are reporting codes?

Reporting codes are the codes you use to summarize the detailed financial information you have recorded using posting codes. A reporting code is therefore just the total of a number of other codes, which can be either posting codes or reporting codes.

Codes 1, 2, 3 are called the component codes of the reporting code.

A representation of the relationship between a reporting code and its components is a tree diagram:

Reporting codes, as well as posting codes, have codetypes. A reporting code and the codes it summarizes must all have the same codetype. Furthermore, any code can be a component of several different reporting codes.

Why you use reporting codes?

You use reporting codes to identify summaries of more detailed codes.

Summaries you might identify by reporting codes could be:

• Financial accounting captions, such as CURRENT ASSETS or REVENUES
• Management accounting captions, such as TOTAL PRODUCTON COSTS, or TOTAL FIXED COSTS
• Project groupings such as CONTRACT 101, CONTRACT 102.

You use reporting codes to build up structures which summarize financial information you need to produce reports.

What are structures

A structure is a hierarchy of codes in which each code is the subtotal of the codes 'subordinate' to it. The lowest level consists of posting codes.

The following structure is presented as tree diagram. It represents part of a balance sheet.

• Financial statements such as income statements (another Account structure)
• Organizational hierarchies of departments and cost centers (a CENTRE structure)
• Product family groupings (an OBJECT structure)

How you set up structures

You set up structures on-line by linking the subtotal reporting codes to their component codes.

So in the preceding structure, you would, for example, link:

• “Local bank” and “ International bank” to “Cash”
• “Cash” and “accounts receivable” to “current assets”
• “Current assets” and “fixed assets” to “assets”

From structures to reports

You use structures to determine the form of financial reports. A report using the preceding structure would have the following form:

You can suppress the detail codes in a structure by choosing an appropriate report depth for the report. You have also to determine the content of the report by specifying its scope and the columns.

What is a report scope?

As explained in chapter 1, accounting data in GL is classified by codes. You also use codes to describe the financial information you want in a report. The codes in the structure are part of this description. The codes in the scope are the rest of the description.

The scope of a report consists of one or more codes (reporting or posting) that together with the codes of the report's structure, determine what the figures in the report represent.

This can best be illustrated by a simple example

• An account structure (part of a management income statement)

• A project structure

If you were to produce a report using the structure TOTAL COST, it would have the following form:

If , however, you were to limit the scope of the report to be PROJECT 1, then the figures in the report would be just the cost relating to project 1; in other words, an expenditure analysis of project 1.

If now the scope were to be PROJ 1-TOTAL then the figures in the report would be the totals of costs relating to project 1 and project 1 extension.

Thus, by using an account code as structure and a project code as scope, you could produce analyses of expenditure on projects that reflect exactly the accounting data in the General Ledger.

If instead you were to use the project code PROJECTS as structure and the account code LABOR COSTS as scope, you would produce a report of the following form:

The figures would be the total labour cost for each project shown; in other words, an analysis of labour costs by project.

How to choose the columns

So far, the illustrations have had unspecified columns of figures. When you generate a real report, you can specify for each column precisely what information you want, such as:

• Actuals, budgets or forecast
• Amounts or quantities
• Year (this year, last year, next year's budget)
• Period, either one or the total of several

Percentage variations

You can also express the differences between these figures as percentage variations.
This type of report would be comprised of:

• Actual, budget amounts and variance for the month
• Actual, budget amounts and variance for the year-to-date
• Whole year budget.

Other GL Features

Overview

This chapter discusses the following important aspects of GL:

• Budgets — used to complete the financial information your organization needs to utilize GL.
• The accounting calendar — measuring the financial years performance by dividing it into distinct periods.

• The menu system — using data operations to manipulate your organization data, including menu customization.
• The security system — restricting and authorizing what data operations users are allowed to perform.

Using budgets in GL

You enter budgets in GL because they are crucial elements of the financial information your organization needs. You classify budget data as well as accounting data by using accounts. Accounts are discussed in Chapter 1, Financial Classifications.

The annual budget is normally prepared and input before the year starts. Many organizations make forecasts during the course of the year in the light of its event and results. Some revise their budgets for

the second half of the year. To let you do this, you can enter a year's budget in advance and the system can hold a current and a next year's budget.

GL provides tools to make forecast and budget revisions. Some budgets, such as for projects, cannot realistically be divided into periodic budgets. GL provides a facility for such 'lump amount' budgets.

When planning and executing your budget in GL, you must consider the following concepts:

• Inputting with the distribution key
• Planning the forecast
• Using the account calendar
• Defining closing periods

Each of these concepts is detailed below.

How you input budgets

Although GL is not intended to be a budgeting tool, it does make input of the budget as easy as possible by automatically allocating an annual budget to the accounting periods. You indicate the basis of this allocation by specifying a distribution key.

A distribution key is a pre-defined allocation to the periods expressed in percentages. You can have as many different distribution keys as you need.

You normally use the batch budget input for the annual input of the budget. This lets you enter data rapidly, but checks it and updates the budget as a batch job.

Once the budget has been entered, you can correct and modify it on-line. For more information on entering and modifying your budget using GL, refer to the GL Users Guide.

NOTE: Batch budget input can be done as a transfer from an external budget system (on a PC for instance) but would entail a customization to GL.

What is the forecast?

The forecast is a version of the budget that has been updated to take into account the effect of events and results subsequent to its drafting. It can represent an estimate of the year's outcome or a revised target for the year.

The forecast in GL starts equal to the budget. You can update it in three ways:

• By rolling forward, whereby the budget figures are replaced by actuals up to the period you specify. This you do for the forecast as a whole.
• By giving a new total for the year for a particular account. The system will then automatically deduct the total for those periods you have changed to actuals and allocate the difference evenly to the remaining periods.
• By changing the figures for the periods. The system will adjust the year's total.

You can use forecast figures in financial reports instead of or together with the budgets. Even if you have not rolled forward your forecast, you can get a projection of the year's results.

This is the forecast updated with actuals for all closed periods.

What is the accounting calendar?

Every organization divides its financial year into periods to have points at which to measure its performance.

The financial years can have between 2 and 13 periods. You set the period end-dates in the calendar. Any periods not used will be ignored by the system.

Period '0' contains brought-forward balances. These are nil for profit and loss accounts.

Period '99' is the adjustment period and can be used for making adjustments to a year after closing its last period.

The financial year in GL has the following logical format:

What are closing periods?

As the year progresses, you close the corresponding accounting periods, thereby preventing any further entries and thus fixing the period's results.

You can have more than one period open at any time. For example, if you have a backlog of entries to clear, you can work at the same time on catching up o the backlog and keeping up with current entries.

How you close periods

When you close the last period of the year, you must follow a number of year end procedures. Most importantly, you must transfer the year's net income to a balance sheet "returned earnings" account that you specify. You then carry forward all details of the balance sheet account balances into period 0 of the following year.

Many organizations have a two-phrase year-end closing:

1. A rapid preliminary closing that establishes the result for management and group reporting.
2. A later final closing which might include corrections to accruals and formal entries such as the distribution of the year's income and other adjustments required for fiscal or legal purposes.

You can make these late entries in the adjustment period. They can always be distinguished from the last period's entries in order to be able to reconcile the preliminary and fiscal accounts.

The Menu System

What is a data operation?

The functions of GL are divided into data operations. You use a data operation to manipulate data. This can be either financial data or data relating to the way GL is set up, such as codes, calendars etc. For example:

• The data operation "Update a Posting Account" lets you make or modify an account code, which is part of the financial classification data.
• The data operation "Query the General Ledger" lets you examine accounting data.

How to reach a data operation

There are four ways of reaching a data operation:

1. Giving menu option — This is the easiest way, but may involve moving from one menu to another.
2. Giving the data operation's name, eg. GL0021 for Update Voucher or
3. Giving the data operation's short description — Each data operation has a short description, normally just the initial letters in its description.

If you enter the name or short description in either the "OPTION" field of a menu or in the "OPERATION" field at the bottom of the first screen of each data operation, you will be transferred directly to the data operation.

This is often a quicker way of moving between data operations, but it requires a certain degree of familiarity with the system.

4. Using the action bar — The action bar is the second line of the screen. During each session, it displays the short descriptions of the ten last different data operations you have used. To return to one of these data operations you place the cursor on the short description and press either PF12 ("cancel") or PF3 ("Exit").

This method of moving between data operations is convenient when you find yourself repeatedly using a small number of data operations.

Customizing

You can customize the menus on-line to suit your organizations needs. However, the changes will apply to all users, so customization should be firmly under the control of the System Administrator. Some customizations include:

• Changing the data operation's descriptions and short descriptions. These will then automatically appear in the menus.

• Changing menus and creating new ones so users of only a few data operation can have a single menu for all their options.

Understanding the security system

An organizations financial records demand security to ensure that entries and queries are authorized.

In GL you can control and restrict what data operations the users are authorized to perform. For example, users who enter accounting data may have permission to use only those data operations that update vouchers. They would not be able to change codes on-line or see the organizations financial records.

How to set up security

Security assigns each user an internal “list”, called security profiles, of permitted data operations according to job performance requirements. However setting up individual security profiles can often be a tedious process. An easier task is to assign group security profiles, as described below:

1. Assign each user a profile. Several users can have the same profile.
2. Assign each data operation a category. Again, several data operations can have the same category.
3. Give permission by assigning DOP categories to user profiles.

This method of grouping security profiles reduces the labour of up and updating individual security systems. This is because there are typically far fewer profiles needed than users and fewer categories than data operations.