



# Shireburn Financial Manager

## A Quick Start



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## INTRODUCTION

The following guide is available to all SFM users to provide handy hints and helpful tips on the use of the package. The first section of the document goes through some of the standard features that are in use in within the entire package.

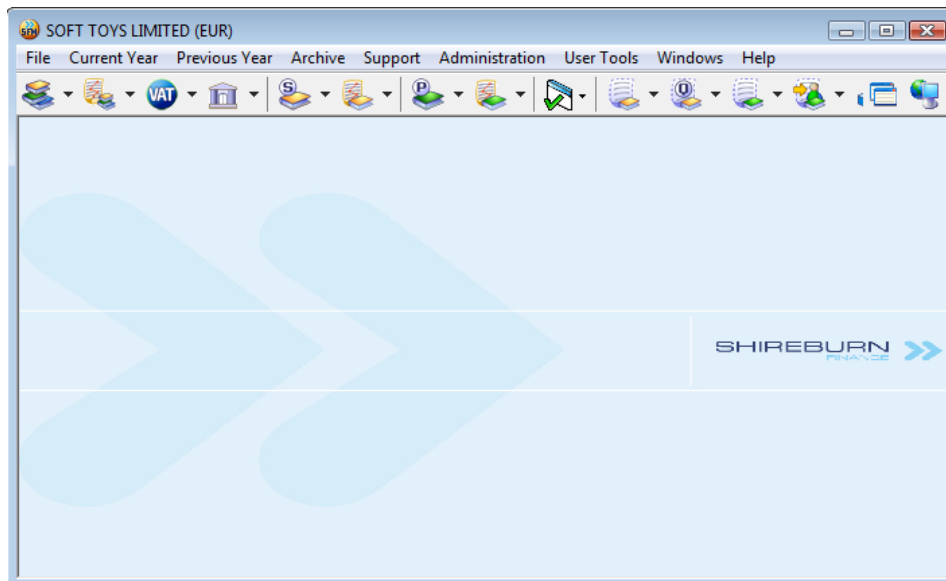
## LOADING SFM



To load SFM look for the Icon on the left on your desktop and double click it. On loading the system, the user needs to enter the user ID and password.



When the user accesses the system, SFM will open up and present the following screen. It is from this screen that users will have access to all the functionality within the product.



## NAVIGATING THE SCREENS

The system provides a number of options to access functions within the main screen and these include direct access to the ledgers.

## ACCESSING THE LEDGERS

There are two ways of accessing the ledgers, either from the shortcut icons on the tool bar or from the menu at the top of the screen.

## USING THE SHORTCUTS



The shortcuts provide immediate access to any of the available ledgers. For example, when a user clicks on the nominal icon (circled above), the system will open up the Nominal Ledger. Clicking on anyone of the other shortcuts will open up the other ledgers. A user can open up as many ledgers in one application as needed, or more than one company in multiple instances of the application.

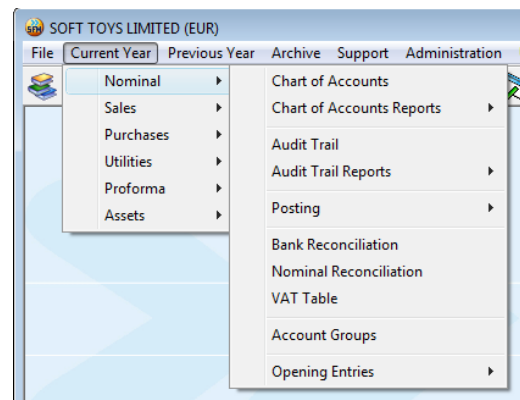
## USING THE MENUS

A user can access the menus in two ways, either by using the mouse or by using the keyboard.

When using the mouse the user needs to click on the required menu item, for example. Current Year and the system will drop down a menu with the options within the current year including access to all the available subsidiary ledgers installed within the company. By clicking on the nominal option, the system will open up a submenu containing additional options available within nominal ledger only.

Clicking on entries with additional options (*having a small arrow on the left*); the system will provide the sub options as shown in the figure below.

When using the keyboard the user needs to press the **<ALT>** key to trigger the main menu and provide access to all options available. The system also makes available short keys, by displaying an underscore on the letter of the available option. These option letters are unique within the list and when selecting anyone of these keys, the system will automatically execute the request. For example, by selecting the letter **<C>** from the keyboard, the system will open up the options for the current year. Selecting **<N>** for nominal, the system will open up the options for the nominal ledger. Finally selecting **<A>** for the chart of accounts, the system will open the form of the chart of accounts within the nominal ledger.



These short keys or fast keys as they are sometimes known are convenient and provide fast access to options without the need to use the mouse. Throughout the application while a user is accessing functions within SFM, the system always provides a number of short keys by making use of the keyboard. There are a small number of instances where the use of the mouse is mandatory, like moving columns however this will be dealt with later on in this document.

## TOOL BAR AND FUNCTION KEYS














The system provides a number of tool bars to enable the user to access functions within the system. At the same time, the system also provides a number of function keys to give easy and fast access to processes while the user is browsing the data.


### TOOL BAR BUTTONS


The tool bar buttons provide a number of features that allow users to make better use of the package as they browse for the required data. If a user right clicks the mouse on this tool bar, the system provide options to move this tool set to the top, right, left or bottom of the screen. The default is the left side of the screen. When the preferred position is set, remember to right click and save your preferences.




The following are the functions provided and the corresponding key stroke.


-  **Insert Record (<Insert>):-** This will provide the option to insert a new record in the current screen. If in browse mode the system will automatically switch to the details screen view, where applicable.
-  **Delete Record (<Delete>):-** This option deletes the current selected record. The system will only delete the record after the necessary validation that the record is not in use (where applicable).
-  **Edit Record (<Enter>):-** The user has the option to go into edit mode on the currently selected record and the system will automatically make available the editable fields to the user.
-  **Posting (<CTRL+P>):-** Displays a pop-up menu, listing the type of entry postings that can be affected within the ledger.
-  **Post Entry (<Enter>):-** While posting a record, the user will have the option to confirm and post the entry. While the previous <Enter> will change to edit mode, while in edit mode, the <Enter> will conform and post the record. This is only available during insert or edit mode 
-  **Cancel Entry (<ESC>):-** While posting a record, the user will have the option to cancel the entry and go back to browse mode. This is only available during insert or edit mode 
-  **First Record (<Home>):-** Pressing the <Home> key will take you to the first record of the list on the screen, both in browse mode and in full screen mode
-  **Last Record (<End>):-** The <End> key enables the user to go to the bottom of the list, both in browse and in full screen mode
-  **Prior Record (<↑>):-** The down arrow moves the user on to the next record, both in browse and full screen mode
-  **Next Record (<↓>):-** The up arrow moves the user to the previous record, both in browse and in full screen mode
-  **Print (<CTRL+P>) :-** By pressing the button the system will either bring up the print dialogue box or display a pop-up menu listing the reports available on the form, if more than one report is available. Once the user selects a report, the system will bring up the print dialogue box with the options to either print, preview, export or e-mail the report.


 **Filter (<CTRL+F>):-** This function provides the user the option to filter records on the current screen. The filtering function is only available on main screens that include lists of entries. The filtering option is explained in detail later on within this document.


 **Audit Trail (<CTRL+A>):-** On all the main forms of each module the system provides a short key to access the audit trail of the related module.


 **Data Import (CTRL+I) :-** By pressing this button the system will either bring up the Open File dialogue box or display a pop-up menu with a list of data imports that can be effected.


#### ADDITIONAL TOOL BAR BUTTONS

 **Refresh Data:** - This button provides the user the option to refresh the screen with any new balances and/or transactions on the current display form.

 **Transaction Details:** - This button provides a display screen with the full history of the transaction including the other ledgers where the system posted the contra entry.

 **Reverse Entry (<CTRL+R>** - This button provides the option to enable the user to reverse the current highlighted entry. The user must have the rights to use this function.

 **Show/Hide Allocated (CTRL+H):-** This button provides the option to hide and/or show allocated entries. The system makes this option available during the viewing of sales/purchase ledger entries.

 **VAT Return (CTRL+R):-** This button provides the option to run a VAT return from within the VAT Table function.

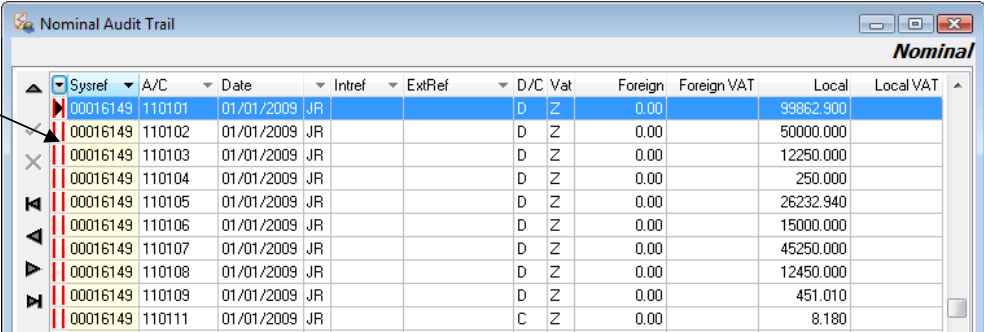
#### FUNCTION KEYS

The application provides a number of function keys to enable the user to perform tasks in a more effective and easier way to manage the system better.

#### F2 AND F6 START – END RANGE

The system provides these two keys to filter a range of records. **F2** is the start of the range whereas **F6** is the end of the range. **F2** and **F6** only work with indexed fields (the columns with the ▼ arrow are indexed fields). Filtered records will have a red row indicator as shown in the following figure:

Filtered Records



Sysref	A/C	Date	Intref	ExtRef	D/C	Vat	Foreign	Foreign VAT	Local	Local VAT
00016149	110101	01/01/2009	JR		D	Z	0.00		99862.900	
00016149	110102	01/01/2009	JR		D	Z	0.00		50000.000	
00016149	110103	01/01/2009	JR		D	Z	0.00		12250.000	
00016149	110104	01/01/2009	JR		D	Z	0.00		250.000	
00016149	110105	01/01/2009	JR		D	Z	0.00		26232.940	
00016149	110106	01/01/2009	JR		D	Z	0.00		15000.000	
00016149	110107	01/01/2009	JR		D	Z	0.00		45250.000	
00016149	110108	01/01/2009	JR		D	Z	0.00		12450.000	
00016149	110109	01/01/2009	JR		D	Z	0.00		451.010	
00016149	110111	01/01/2009	JR		C	Z	0.00		8.180	

### F4 CHANGE ORDER

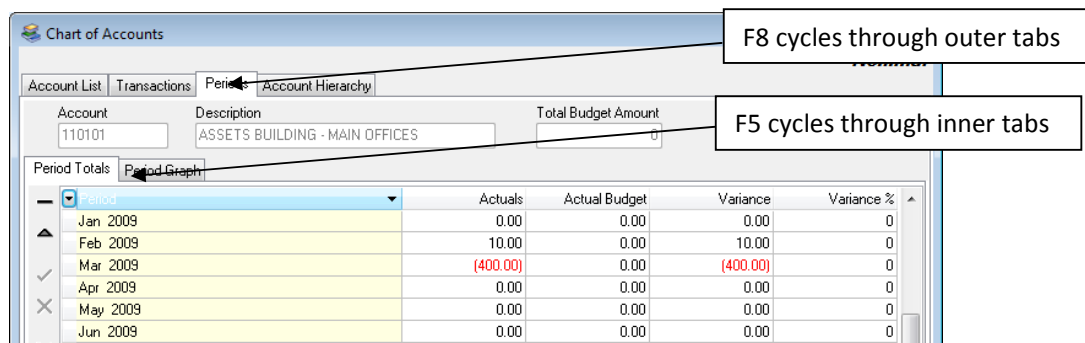
The **F4** button cycles through the indexed field. In the above figure, the currently selected indexed field is Sysref (coloured with a pastel yellow background). Indexed fields have the ▼ symbol in the columns header. An alternative to the **F4** key is **<CTRL+O>**

### SHIFT (↑) + F4 TO CHANGE COLUMNS

There are situations when a user may need to select a non-indexed column. The user can achieve this option by pressing the **Shift Key (↑) + F4** or alternatively **Ctrl + Shift (↑) + O**.

### CYCLE THROUGH FORM TABS

When there is more than one tab per form (the following form has 4 outer tabs), the user can switch from tab to tab by pressing the **F8** key. To switch between the inner tabs (Period Totals and Period Graph) the user can press the **F5** key.



### ESC (ESCAPE)

If a form has more than one tab (as the above figure), and the form is on any tab other than the first one, pressing ESC will move out to the first tab. However, if the form is on the first tab or there is only one tab, then the system will automatically close the form.

### EDIT MODE

During the process of amending a record the system will provide a number of functions to enhance the amend mode function

### <CTRL+P> ADVANCED PASTING

While posting transactions the system provides this function to enable the user to copy data from the field in the previous posted record. Advanced pasting is available only in the form has had this feature activated, mainly posting forms.

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**TAB (⇧)**

The TAB button moves the focus to the next control or field name, i.e. from one text box to the next. Pressing the Shift (⇧) button before pressing the Tab will move the focus to the previous control or field name.

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**ALT+↓ (DOWN ARROW)**

When a form has a Combo box or Lookup as shown in the figure on the right, pressing the **Alt+↓** the system will drop down the list, or display the pop up grid. It will have the same effect as pressing the arrow in the combo box/lookup editor.



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**ENTER (↵).**

When the form is in Edit Mode, pressing the ENTER key will post the record. It has the same effect as pressing the POST button previously in this document.

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**ESC (ESCAPE)**

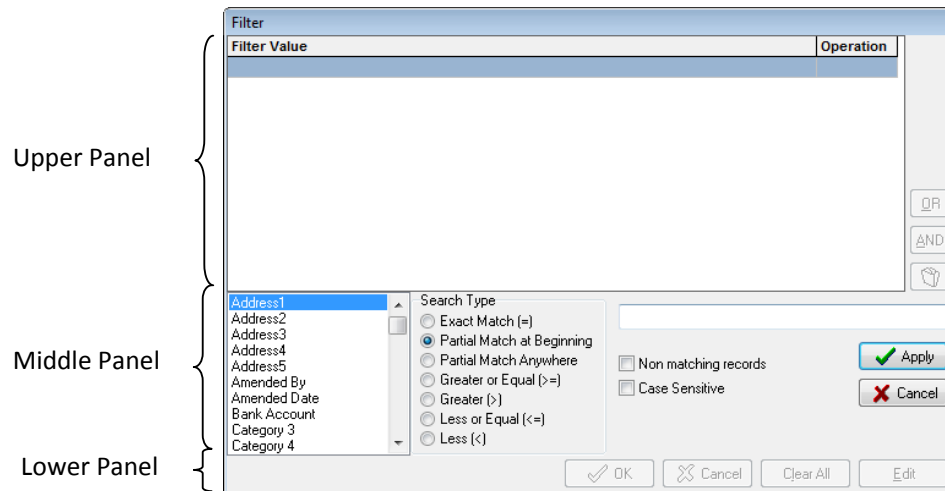
When editing a record, pressing the **ESC** button will cancel all the changes, and put the form back into Browse mode

## FILTERING

Filtering is one of the most powerful dialogs in SFM for Windows, as it enables the users to locate records based on their search criteria. The user can apply filtering conditions on most of the main screens within the accounting system and view the filtered data on screen. All the user needs to know is the values that are required from the system, the dialogue will provide the functions to achieve the desired results.



The Filter screen below is triggered by pressing **<CTRL+F>** or the icon on the left from the tool bar.



The filter dialog has three parts.

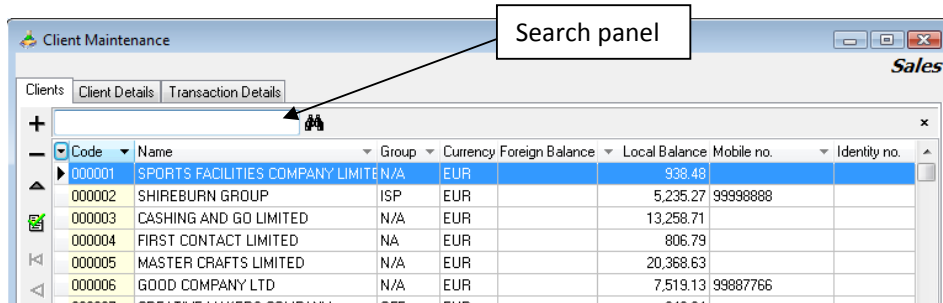
1. The Upper Panel: This includes the OR, AND together with the Delete Buttons.
2. Middle Panel includes the following options:
  - Choose the field you want to filter on, from the list of fields within the data source displayed on the left.
  - Choose a search type where data matches
 

<ul style="list-style-type: none"> <li>❖ An Exact Match</li> <li>❖ From the beginning of the field</li> <li>❖ Anywhere within the field</li> <li>❖ Greater or Equal</li> </ul>	<ul style="list-style-type: none"> <li>❖ Greater</li> <li>❖ Less or Equal</li> <li>❖ Less</li> </ul>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------
  - Check the case sensitive tick so to perform a case-sensitive match.
  - Check the Non-matching records to negate the filter expression.
  - Enter the Text you want to match and click Apply button.
3. Lower Panel includes the following options:
  - Click OK to apply the filter on the dataset
  - Click Cancel to discard the dialog changes.
  - Click the Clear All to clear the filters in the filter dialog and return the dataset as it was at a start.

One can do additional filters on fields by pressing the AND/OR buttons with the option to press Delete to remove one of the filtering conditions.

## SEARCHING

While viewing entries in a form, like the chart of accounts, client and/or supplier details a user may opt to use the search functionality by pressing the **CTRL+S** or any letter key on the keyboard and the form's search panel appears as shown in the figure below.




There are two types of searches. One is called the Index search and the other is called the Sequential search.

### INDEXED SEARCH

This search works on indexed columns (column headers that have a small down pointing arrow to the right). The current selected indexed column is identified by a pastel yellow background. If the current selected column is of type character the search performs a fast search on the indexed column. In the case of other data types like Numeric, Date etc the user has to type the matching text and the system will select the nearest match automatically.

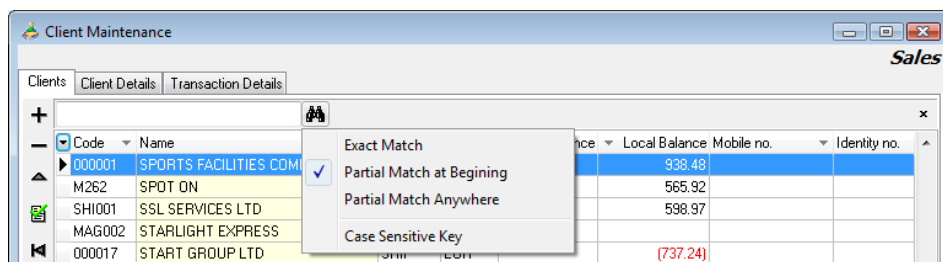
### SEQUENTIAL SEARCH

 **SEARCH** button <**SHIFT** (⇧) + **ENTER**>

In sequential search, the user has to type in the matching text and then click the search button. The search will find the next matching text in the selected column with every search button click until it reaches the end of the file and goes on the first record. Pressing Escape (ESC) button will interrupt the sequential search.

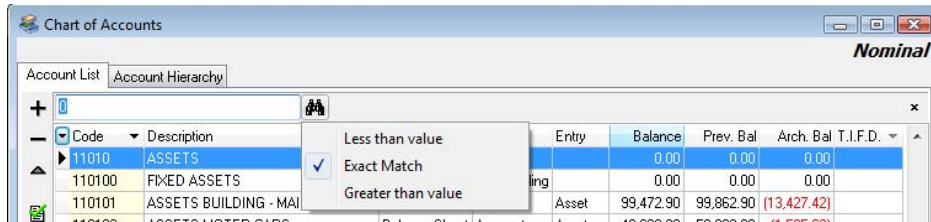
### SEQUENTIAL SEARCH PROPERTIES

Sequential search options can be set by right clicking on the search button.



Character sequential search can be set to either:

- Exact Match <CTRL+E>
- Partial Match at the Beginning <CTRL+B>
- Partial Match Anywhere <CTRL+A>
- Case Sensitive Key <CTRL+K>



Numeric and Date sequential search can be set to either:

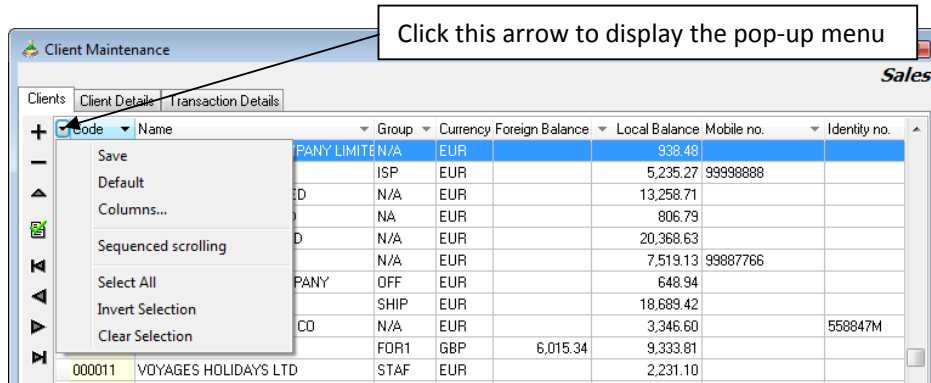
- Exact Match <CTRL+E>
- Less than value <CTRL+L>
- Greater than value <CTRL+G>

## SAVING FORM COLUMNS

The system provides an option to add, remove or move columns around on screen to set up the form display as required by the user. This will enable users to achieve the optimum usability of the system.

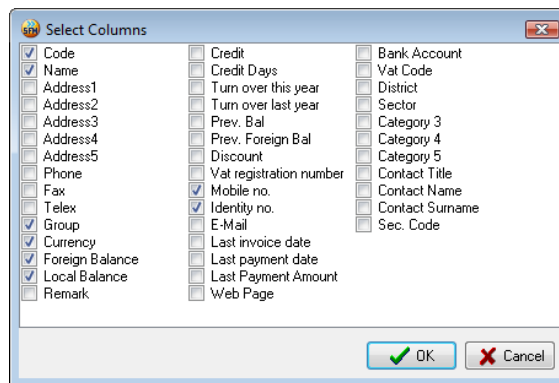
To set the column order the user can click on the required column header and drag it to the required position. When ready the user will let go of the mouse and the system will place the column where desired.

To add or remove columns to be display on the form the user needs to click on the down pointing arrow at the top left hand corner of the form to trigger a pop-up menu as shown in the figure below.



On clicking on the “Columns” option, the system will display a list of columns from which the user can select the desired columns.

The columns that are checked (having the ✓ symbol) are the fields currently on display within the form. For any column or field name in the list, the user can check or unchecked the ones required to include in the display form. For the system to remember this layout the user must save the new list of columns, by clicking on “Save” option in the pop-up menu, so that the next time the form is loaded, the layout will be the same. The user can also resort to the Default layout should this be required, by selecting on the “Default” option.

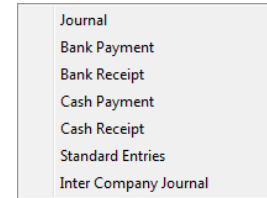


Moreover, from the pop-up menu, the user can select sequenced scrolling that enables the vertical scroll bar to track movement within the grid.

## NOMINAL LEDGER POSTINGS

The “Postings” option within the *Nominal Ledger* provides the facilities for direct posting of transactions into the *Nominal Ledger* accounts. These facilities augment the posting capability that exists through the *Sales Ledger* and the *Purchase Ledger* modules. Posting of accounting entries directly into the *Nominal Ledger* is usually undertaken for direct bank payments and receipts (i.e. not through a debtors or creditors account) and for journal entries that are usually affected to undertake adjustments, posting into depreciation and asset accounts, inter-account transfers, standard entries etc.

To ensure that correct postings are affected, it is normal practice that only authorised users post into *Nominal Ledger* accounts as these users have to be sufficiently aware of the implications of the transactions being posted.



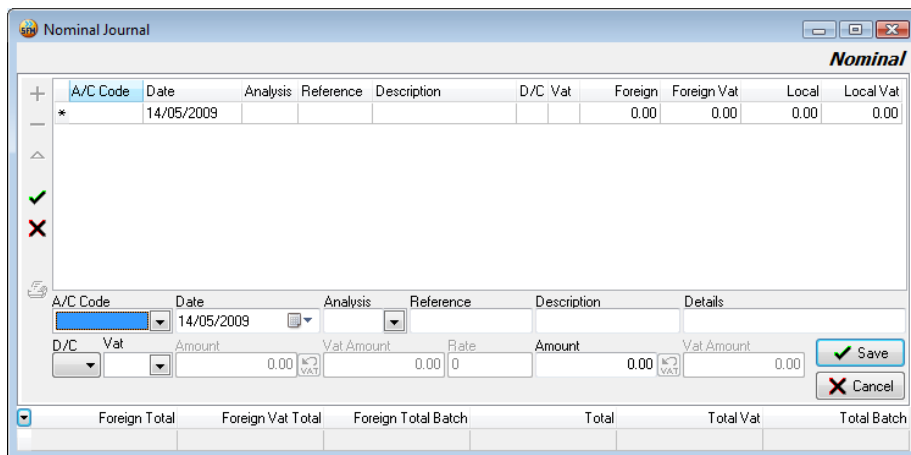
A user can access the Postings from two places:

- From the Chart of Accounts maintenance screen and pressing **<CTRL + T>** to load the postings pop-up menu **or**
- From the menus, Current/Previous Year menu → Nominal → Posting

From both places, the system will provide the options within the Posting Menu as in the figure above.

## JOURNAL ENTRIES

Users will use the *Journal* posting screen below to affect transfers between *Nominal Ledger* accounts, not related to the *Sales Ledger* or *Purchase Ledger*.



Examples of uses of a journal are:

- Adjustment of a transaction miss-posted into the wrong revenue account
- The purchase of a new fixed asset and the updating of the asset accounts etc.
- The posting of depreciation charges against fixed asset accounts

As seen within the examples above, the transactions tend to be extraordinary transactions and are more complicated in the accounting sense to define which transactions require posting to which account. As a result, it is usually a person with a more detailed knowledge of accounting conventions that undertakes the posting of journals within the *Nominal Ledger*.

The *Nominal Ledger Journals* are exceptional within the complete accounting system in that the posting screen is the only one that requires double-entry posting. That is, the user needs to post both the debit and credit transactions making a complete accounting entry. In the case of all other posting screens and also posting from the *Sales Ledger* and the *Purchase Ledger*, the user selects for instance one or more revenue accounts for a sales invoice and the system itself will post the contra-entry into the *Debtors Control* account.

*Journal Entries* posted into the system can be made up of an unlimited number of transactions with any combination of debits and credits. The overriding principle is however that the system will not allow the total of credits in a journal not to equal the total of debits.

The *Journal Entries* posting screen consists of the following components:

- A/C Code:** This is the nominal ledger account code being credited or debited. A standard search facility exists to allow the user to identify the account code. On selection of the account code, the system will display the full description of the selected account at the bottom of the screen as well as the default VAT code linked to that account. This field is mandatory.
- Date:** This is the value date of the transaction. The date must be a valid date within the posting periods currently set for the *Nominal Ledger*. This field is mandatory.
- Analysis:** This field is the standard 4-character analysis code, which is optionally tagged onto any transaction and allows analysis of a nominal ledger accounts.
- Reference:** This field is a 15-character field used to store any relevant reference. It is displayed as the *ExtRef* field within the account listing and audit trail.
- Description:** This field allows entry of a 40-character transaction line item description. This description is displayed on the nominal ledger account to which it is posted as well as the nominal ledger audit trail.
- Details:** The details field is 50 characters long. These details are displayed on the nominal ledger account to which it is posted as well as the nominal ledger audit trail.
- D/C:** This is the indicator for a debit or credit transaction. This field is a mandatory.
- Amount:** This field allows entry of the line item transaction amount. If the amount entered is inclusive of VAT, by pressing **<CTRL+R>** on the keyboard the system will extract the VAT amount automatically.
- VAT:** This field allows the selection of the VAT code to be used for the processing of the line item in question. The system will load the default VAT Code linked to the selected *Nominal Ledger* account. Since *Journal Entries* may relate to transactions from any of the ledgers supported by SFM, on selecting the VAT Code, the user has the ability to choose from any one of **all** the VAT Codes available. The system cannot restrict the user to select only from Input or Output VAT codes. As stated above, if the user presses the **<CTRL+R>** key, the amount figure will be treated as having been inclusive of VAT and will be deducted to the exclusive amount.
- VAT Amount:** This field displays the VAT amount.

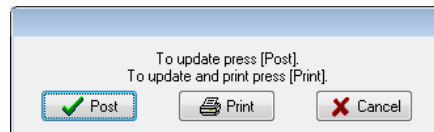
On entry of each transaction, the *Foreign Total*, *Foreign Vat Total*, *Foreign Total Batch*, *Total*, *VAT Total* and *Batch Total*, will be displayed on the bottom of the screen.

Frequently, a number of transactions may be entered into a *Journal Entry* which contain similar data, a facility exists from the second line item onwards to press the **<CTRL+P>** function key to copy and paste the value of the same field from the line item above. For example, if the description of all the line

items is to be the same, the user is able to press **<CTRL+P>** on the description field and this will be automatically filled with the same description data entered in the previous entry.

As outlined earlier, *Journal Entries* are the only transaction where the user is forced to post both the debits and the credits side of the transaction. As a result, the system checks that the net debits and credits of a transaction are zero before confirmation by the user to update. As a result, the Total Batch field at the bottom of the form must always be zero prior to update. The Entry Balance field displays the current difference between the debits and credits.

On entry of the final transaction, the user is able to press **<CTRL+U>** and will be presented with the Update Entry Confirmation Screen as shown below:



**Post:** Allows the user to Post the transactions without any printing.

**Print:** Allows the generation of a printed voucher and the updating of the transactions. If the electricity fails prior to the update being effected, the complete batch of transactions remains un-updated and will require re-entry in full.

**Cancel:** Clicking on Cancel, will result in the complete batch being cancelled. No entries for the batch are affected. On selection of this option, the user is requested to confirm the abandonment of the complete transactions.

## BANK PAYMENT, BANK RECEIPT, CASH PAYMENT & CASH RECEIPT

The *Bank Payment* process provides the facility to post entries as payments from a user selected nominal bank account against a specific *Nominal Ledger* account. The system will automatically credit the bank account with the payment and debit the selected *Nominal Ledger* account.

The *Bank Receipt process* provides the facility to post a deposit into a nominal bank account against a specific *Nominal Ledger* account. The system will automatically debit the bank with the deposit amount and credit the selected *Nominal Ledger* account.

The *Cash Payment* and the *Cash Receipt* processes are identical to the *Bank Payment* and the *Bank Receipt* processes respectively with the exception that the user can only select a nominal cash account instead of a nominal bank account.

All the bank and cash accounts used within these transactions must be defined as being either Bank or Cash Accounts within the system control accounts setup (Support Menu -> System Control Accounts). The system will automatically effect the double entry. The system also provides the facility to post VAT related entries including the ability to select the VAT Code field with the choice of the **<CTRL+R>** keys resulting with the VAT calculation being effected either exclusive or inclusive of VAT.

On selection of one of the above processes, the following screen will be displayed. Only the header will change showing the particular process selected (e.g. "Nominal Bank Payment").

In the top part, the user must select a Bank/Cash Account from a list of the various *Nominal Ledger* accounts which have been set as being either Bank or Cash Accounts within the *System Control Accounts* setup. If only one bank/cash account was entered into the *System Control Accounts*, then this process will be skipped and the system assumes that that one account is to be used.

The system also allows posting into a foreign currency Bank/Cash account. In this case, the amount field will be requested in foreign currency and the rate of exchange for the currency will also be requested.

The screen's data content consists of the following components:

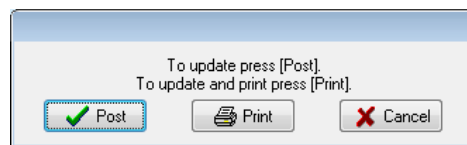
- A/C Code:** This is the nominal ledger account code being debited. The standard search facilities exist to allow users to identify the account code. On selection of the account code, the system will display the full description of the selected account at the bottom of the screen as well as the default VAT code linked to that account. This field is mandatory.
- Date:** This is the value date of the transaction. The date must be a valid date within the posting periods currently set for the *Nominal Ledger*. This field is mandatory.
- Analysis:** This field is the standard 4-character analysis code, which is optionally tagged onto any transaction and allows analysis of a nominal ledger account.
- Cheque/ Reference:** This field is a 15-character field used to store any relevant reference. This field is displayed as the *ExtRef* field within the account listing and audit trail.
- Paid To/ Received From:** This field allows entry of a 40-character transaction line item description. This description is displayed on the nominal ledger account to which it is posted as well as the nominal ledger audit trail.
- Details:** The details field is 50 characters long and is displayed on the nominal ledger account to which it is posted as well as the nominal ledger audit trail.
- D/C:** This is the indicator for a debit or credit transaction. Since the system knows that the transaction is either a credit for bank/cash payment or a debit for bank/cash receipt the contra-entry D/C field is automatically set and cannot be altered by the user.
- VAT:** This field allows the selection of the VAT code to be used for the processing of the line item in question. The system will load the default VAT Code linked to the selected *Nominal Ledger* account if the user presses the **<CTRL+R>** key, the amount figure will be treated as having been inclusive of VAT and will be deducted to the exclusive amount.

- Amount (Foreign):** This field allows entry of the line item transaction Foreign amount. This figure is usually exclusive of VAT.
- Vat Amount (Foreign):** This displays the Foreign VAT amount calculated by the system.
- Rate:** The rate of exchange will default to the current rate for the currency in question, but can be overwritten.
- Amount:** This field allows entry of the line item transaction amount. his figure is usually exclusive of VAT.
- VAT Amount:** This displays the VAT amount calculated by the system.

On entry of each transaction, the *Foreign Total*, *Foreign Vat Total*, *Foreign Total Batch*, *Total*, *VAT Total* and *Batch Total*, will be displayed on the bottom of the screen.

Frequently, a number of transactions may be entered into a *Bank Payment* which contain similar data, a facility exists from the second line item onwards to press the **<CTRL+P>** function key to copy and paste the value of the same field from the line item above. For example, if the description of all the line items is to be the same, the user is able to press **<CTRL+P>** on the description field and this will be automatically filled with the same description data entered in the previous entry. Entries with the same date and the same Cheque Ref No. are posted as one entry with the total value in the Bank Reconciliation module. This process should **not** be used to effect payments to creditors.

On entry of the final transaction, the user is able to press **<CTRL+U>** and will be presented with the Update Entry Confirmation Screen as shown below:

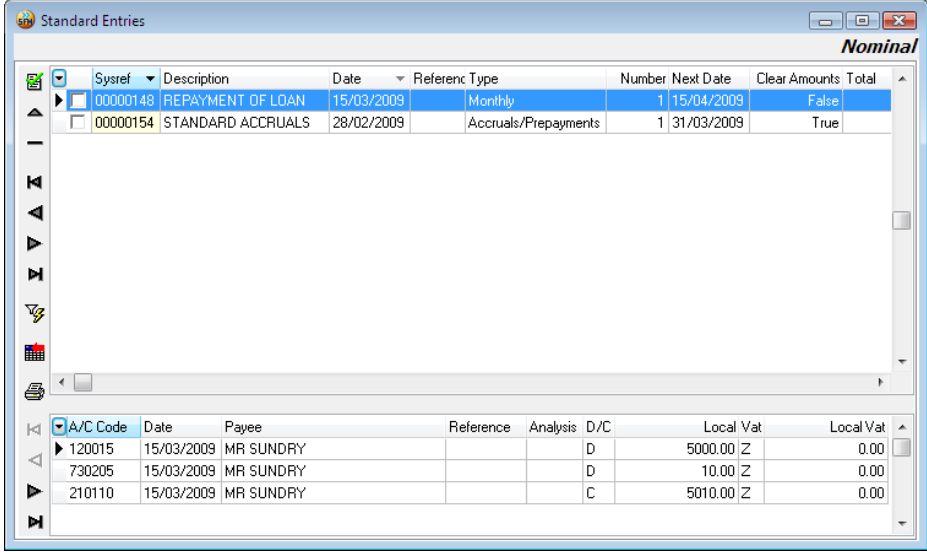


- Post:** Allows the user to Post the transactions without any printing.
- Print:** Allows the generation of a printed voucher and the updating of the transactions. If the electricity fails prior to the update being effected, the complete batch of transactions remains un-updated and will require re-entry in full.
- Cancel:** Clicking on Cancel, will result in the complete batch being cancelled. No entries for the batch are affected. On selection of this option, the user is requested to confirm the abandonment of the complete transactions.

## STANDARD ENTRIES

This process provides facilities for the processing of standard repeating entries. These may be standing orders, inter-account transfers etc., or may also be the processing and reversal of accruals and pre-payments. This is a secure function and access to it will only be available by assigning the Group Rights permission code "NSTNDENTA", Nominal Standard Entries.


The following screen is displayed upon selection of this function:




Sysref	Description	Date	Referenc Type	Number	Next Date	Clear Amounts	Total
00000148	REPAYMENT OF LOAN	15/03/2009	Monthly	1	15/04/2009	False	
00000154	STANDARD ACCRUALS	28/02/2009	Accruals/Prepayments	1	31/03/2009	True	

A/C Code	Date	Payee	Reference	Analysis	D/C	Local Vat	Local Vat
120015	15/03/2009	MR SUNDRY			D	5000.00 Z	0.00
730205	15/03/2009	MR SUNDRY			D	10.00 Z	0.00
210110	15/03/2009	MR SUNDRY			C	5010.00 Z	0.00

The above image shows a list of Standard Entries posted in the system. To create a new Standard Entry, the user needs to press **<CTRL+T>** or the Post button. 

To process any of the Standard Entries, the user should first tag a record, either by double clicking with the mouse or by pressing the Space bar. After the user has selected the record/s that s/he would like to process, the next step is to process the records selected. This is done by pressing **<CTRL+U>** or by pressing on the Nominal update button. 

**SALES & PURCHASES POSTINGS SCREEN**

When one of the posting processes is selected, the user will be presented with a posting form like the one shown below. Depending on the process selected, the caption on the form will differ, however the layout is identical.

The posting of transactions is divided into two distinct parts, the transaction header, consisting of the debtor/creditor account code, transaction date, references etc., and the line item details, consisting of the document line transactions.

**SALES/PURCHASES TRANSACTION HEADER**

The transaction header is used to provide the details of the company that will receive (in case of sales) or issued (in case of purchases) the invoice, credit note, adjustment credit and adjustment debits.

**Code:** This is the debtor/creditor account code. This is a 6 character alphanumeric code representing the account number of the debtor/creditor. If the user does not remember the debtor/creditor account code, he/she can display a list of existing debtors/creditor in the pop-up by pressing the <Alt+↓>. The pop-up displays the account name and code and is listed in alphabetical order. The client/supplier code is a mandatory entry. On selecting a particular client, the system will display the credit limit and the current balance of that account. If the selected client/supplier is set as a foreign currency account within the client file, the system will also display the currency of the account and will require the entry of the exchange rate for the currency.

**Int Ref:** The Int Ref field is a 6 character field used to define the internal reference number of the transaction. This would typically be the invoice number, credit note number etc. The Int Ref field can either be set to be automatically generated or manually entered (as in the case of posting of existing paper based documents). This setting can be found within the Sales Details Tab in the Company Maintenance screen. If automatic generation is required, then the Int Ref field is grayed out and the word **\*AUTO\*** appears in the field. The generation of the next number in sequence will be effected only after final update confirmation of the invoice. If the system is set to allow manual entry of the Int Ref, this is automatically validated for uniqueness. This field is mandatory entry.

- Ext Ref:** The external reference is a 15 character field used to store any reference relating to the client/supplier (hence external reference). This field is not mandatory in the Sales Ledger but is mandatory in the Purchase Ledger.
- VAT No:** This is composed of two fields. The first is the country code which was introduced after Malta's accession to the EU whereas the second field displays the VAT Registration Number of the client/supplier. In the case of a client whose VAT Registration Number is not stored in the client's file, the user is able to enter the VAT No. during invoicing. The first time, this will result in the VAT Registration Number being updated to the client's file.
- Date:** This field is used to enter the value date of the transaction. Although this date defaults to the system date, it is used to describe the transaction date of the transaction being posted. This date is used for defining the VAT Point as far as VAT is concerned.
- Due On:** The due on field is used to define the date that an invoice transaction is due for settlement. This field only appears in the case of invoices. This field is by default automatically calculated to be the value date plus the number of credit days assigned to the client/supplier.
- Rate:** The rate of exchange is only used when the selected client/supplier is set as a foreign currency account within the client/supplier file. After the value date of the transaction is entered, the system will display the current default rate for the currency in question. This is derived from the currency support file which allows entry of rates of exchange for different currencies operating from a particular date onwards. The user is however able to overwrite the default exchange rate. This field is mandatory for foreign currency transactions.

Within a foreign currency transaction, the user enters line item transaction amounts in the foreign currency and these are automatically converted into the base currency using the rate of exchange selected for the transaction.

### TRANSACTION LINE ITEMS

Line item details within a transaction require the entry of a description, a nominal ledger account code, an analysis code, a line item amount and a VAT code. In the case of a foreign currency invoice, the foreign currency amount is required which is converted to the base currency amount. Each line item is posted to a user entered sales account within the nominal ledger.

The definition of these data entry fields are as follows:

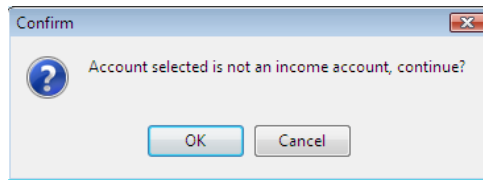
- Description:** A 50 character mandatory field used to describe the line item. The contents of this field are shown on the sales/purchases account in the nominal ledger to which the line item is posted as well as the sales/purchases ledger and nominal ledger audit trails. The description is not shown on the debtors/suppliers statements. By pressing **<ESC>** a user cancels the posting of line items.
- Analysis:** This field is referred to as the **Analysis Code** and is a 4 character field used to further sub-divide transactions within the chosen nominal ledger account. The Analysis Code is posted onto the N/L transaction and a facility exists to view transactions within a particular N/L account sorted by analysis code. All transactions within the selected account will be displayed in analysis code order and sub-totaled for each analysis code. A summary view of sub-totals by Analysis and Nominal Account code is also available. The analysis code field is not mandatory nor is it validated on a standard installation, however the user can opt to create analysis codes and make this mandatory.
- A/C Code:** This field allows definition of the nominal ledger account to which the transaction is to be posted to. The field accommodates 8 alphanumeric characters. This account would usually refer to an income account. A pop-up menu is available to allow display of the nominal ledger account names and codes in alphabetical order. Entry of part of the account name will trigger a search for the account name within the pop-up. On selecting the nominal ledger account code, the account name will be displayed at the bottom of the screen. If a default VAT code has been linked to the nominal ledger account selected, the default VAT code will appear on the line item details and the full description of the VAT code will be displayed at the bottom of the screen.
- VAT Code:** This field allows allocation of a VAT code to the particular line item transaction. Depending on the VAT code selected, the system will utilise the VAT percentage rate required for that VAT code and the allocation of this line item transaction into the VAT Table. If a default VAT code has been linked to an N/L account, then this VAT code will be displayed in the field. Selection of an alternative VAT code is effected by deleting the default VAT code by pressing **<BACKSPACE>** and then pressing **<TAB>**. This will result in the display of a pop-up menu of the various VAT codes available in the VAT Codes database. On selection of a new VAT code, the appropriate description will be displayed at the bottom of the screen.
- Amount (Foreign):** This field is enabled when selecting a client whose account is set to operate in foreign currency. The heading of this column displays the foreign currency and the system allows entry of the foreign currency amount. This field is mandatory for foreign currency clients and cannot be negative (**use credit notes to reverse entries**). On pressing **<TAB>** the system calculates the base currency value of the line item based on the rate of exchange entered previously and displays it in the local amount field.
- Amount (Local):** This field allows entry of the line item amount in the base currency. This field is mandatory and cannot be negative (**use credit notes to reverse entries**). This field is usually entered excluding VAT. In the case of a foreign currency transaction, the local amount will already have been calculated however it may also be altered by the user.

As outlined above, the amount field in the line item transactions is usually exclusive of VAT and the VAT percentage related to the selected VAT code will then be added to this amount. However, there are times when a user will be required to post sales ledger transactions into SFM that are **inclusive of VAT**. This may for instance occur for the posting of invoices that have already been generated

manually inclusive of VAT and requires entry into the SFM. This situation also occurs with greater frequency within the purchase ledger and bank payments.

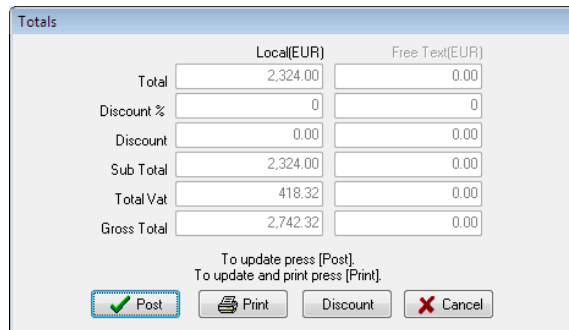
So as to remove the need for a manual calculation to be effected by the data entry staff to define the pre-VAT amount to be entered into the system, SFM provides a facility to address this requirement. On entry of the Amount, if the <CTRL+R> key is pressed instead of <TAB>, the VAT Amount will be calculated in reverse to determine the gross amount exclusive of VAT and the actual VAT amount.

After entering all the above mentioned data the user needs to save the transaction line item by pressing the **Save** button. If any of the required fields are left empty, the system will prompt the user to fill in the field. If a non-income account is selected, the user is prompted to confirm the use of this account by means of the following message:



**ENTRY CONFIRMATION**

After entry of the final line item, the user presses <CTRL+U>. This results in the display of the update entry confirmation screen as shown below.



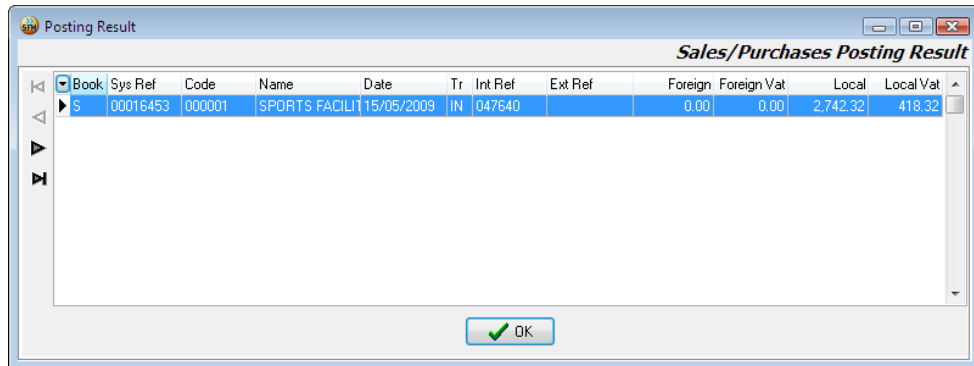
The update entry confirmation screen items are described below.

- Total Amount:** This field displays the transaction total exclusive of Vat. This field cannot be altered by the user. Only amendments to the line item entries or the provision of a discount will result in this figure being altered.
- Discount percentage:** This field displays the currently allocated discount in percentage terms. Selection of this field will display the discount dialogue box shown below that enables the user to allocate a discount percentage. (See *Discount below*).
- Discount:** This field displays the currently allocated discount in value terms. (See *Discount below*).
- Sub Total:** This is the Net Amount exclusive of VAT
- Total VAT:** This is the total VAT amount for the transactions.
- Gross Total:** This is the total of the sales transaction.

All the above mentioned fields are displayed in both local and foreign currencies (where applicable). In the Sales posting, the Free Text values are displayed as well (**ONLY** in the Sales Ledger).

The entry confirmation form has four buttons. These are explained here:

**Post:** This facility allows the updating of the transaction and the posting of entries to the various ledgers. Until this task is undertaken, no transactions are posted or balances adjusted. Should a power failure occur prior to this stage, the transaction will not be recorded within the system and will require re-entry. No transaction document is printed as a result of this process. On selection of this option, the user will be required to confirm the update and if confirmed, the system will display the transaction information screen such as the following:



**Print & Update:** This facility is identical to **Post** above but will also result in the generation of the transaction document.

**Discount:** This facility gives the user the option to give a Discount to the Client for this Invoice. (See the Discounts section below).

**Cancel:** This facility allows the user to cancel the update process.

## DISCOUNTS

If a user presses the Discount button on a Posting form, the following screen is displayed:

A discount can be given by various options listed below.

**Discount %:** The user can enter a percentage discount, for example 10% discount.

**Discount:** The user can also give a fixed discount amount for example a EUR50 discount.

**Gross Total:** The user can enter the Gross Total due, and the system will calculate the amount and percentage discount.

The user must also select an account, where to post the Discount. Generally a Nominal account can be set up as a Discount Control Account. However the user can also opt to post the Discount into any of the Nominal Ledger accounts. To do this the user must check (  ) the Show all account or press **<ALT+A>**.



Bank/Cash	Date	Analysis	Internal Reference	Cheque Reference	Sales	
210193	15/05/2009		AUTO			
Amount (Foreign)	Rate	Amount (EUR)	Foreign Charges	Charges (EUR)	Bank charges	
0.00		0.00	0.00	0.00		
CASH FROM DEBTORS						

The user can move from one field to another by pressing the TAB key while the SHIFT TAB can be used to move to the previous field.

**Bank/Cash Account:** This is the bank/cash account where the user needs to debit/credit the receipt/payment. The user can only select a bank/cash account identified as such within the *System Control Accounts* support file.

**Date:** This identifies the posting date of the receipt/payment from clients/suppliers. This must be a valid date within the posting period of the sales/purchase ledger, set from Utilities Section ->Posting Dates.

**Analysis:** The analysis code is an optional (or mandatory if set by the system administrator) 4-character field that allows analysis of a nominal ledger account.

**Internal Reference:** This internal receipt/payment reference uniquely identifies the posting entry. In the case of the sales ledger, this can be setup as automatic or manual. It is always automatic in the case of the purchase ledger.

**Cheque Reference:** This is a mandatory field for posting of a supplier payment reference but optional in the posting of a debtor's receipt.

**Amount (Foreign):** If the bank/cash account selected is denominated in foreign currency, the user must enter the net value posted into the bank account (the value that will show in the bank statement) in the case of a debtor receipt. If the entry is a creditor's payment, the value is the total value credited to the bank/cash account. In both cases, the system will always display the currency of the bank account.

**Rate:** The system will pick the default rate of the currency (as defined in the currency support file) with the user having the option to change this as required.

**Amount (Local):** This is the net/gross amount to debit/credit the bank/cash amount. This amount will show in the bank statement. For a debtor's receipt, it will be the total amount received from the client less bank charges and any other charges while for a creditor's payment the system will post the amount due to the supplier together with any bank charges charged by the bank.

**Bank Charges (Foreign):** This field is only available when the bank/cash account is not in the base currency. Even when the bank is a foreign account, the bank charges are optional. The system will convert this value to the local amount by dividing this value by the rate of exchange for the currency as previously defined. The user cannot access this field when the account is a cash account.

**Bank Charges (Local):** This value is optional and the user can enter any value that is not greater than the payment amount. The user cannot access this field when the account is a cash account.

**Bank Charges Account:** This is required when the user enters a value into the bank charges field.

When the user tabs out from the last field the system will update the bottom part of the screen with the gross payment (Sales: amount + bank charges) (Purchases: amount – bank charges). The system

will also display the total payment amount (useful in the multiple payment function) and the balance of the payment to allocate.

## CLIENT/SUPPLIER DETAILS

This section of the document identifies the client/supplier from whom/to whom the payment is due.



- Entity:** The system will provide searching options to locate the client/supplier code as used throughout the system. The system will post the receipt/payment entry in the client/supplier account using the local value and the foreign amount where applicable. The system will also take into consideration any write offs or gain/loss on exchange.
- Details:** As soon as the user selects the client/supplier code, the system will allow the user to change the default details which are 'Sales Receipt' in the case of a sales ledger payment and 'Purchase Payment' in the case of a purchase ledger payment.
- Gain/Loss:** In the case of a foreign client/supplier, the system will ask the user to identify the gain/loss on exchange nominal ledger account. The system will post any gain/loss on exchange values resulting from the allocation into this selected account.
- Amount Foreign:** This field is only available when posting to a sales/purchase ledger account which is in foreign currency. The user will allocate this value against the outstanding entries.
- Rate:** This field is only available when posting to a sales/purchase ledger account which is in foreign currency. The system will use this rate to convert the foreign amount to the local equivalent.
- Amount:** In the case of the standard single payment function, the system will allocate the amount of the receipt/payment and the user is not able to change these value(s). In the case of a payment across multiple accounts, the user will enter the amount to allocate for this client/supplier. As soon as the user tabs out from this section the system goes into the allocation section and displays all the outstanding transactions related to the selected sales/purchase ledger account. The transactions displayed in this screen are always in the currency of the client/supplier.



If the user needs to amend/change the client/supplier code, the system provides a short cut to assist in this process. The option is only available when there are no records tagged for allocation. The user can use the TAB to move from one field to another and while highlighting the entity code, pressing <ENTER> to take the system into amend mode. When a user changes the entity code, the system will clear the unallocated entries of the previous screen and will display the unallocated entries of the newly identified entity. When changing a client or supplier to one using a different currency, the system requires the user to re-enter receipt/payment values.

ALLOCATION SCREEN


In this section, the document identifies the functionality provided by SFM to allocate the receipt/payment against the outstanding entries for the selected client/supplier as shown below.

Tag	Systref	Date	Intrf	Extref	Allocate	To Allocate EUR	Local EUR	
	00009952	09/10/2003	IN	040761	BA35434534	803.630	803.630	
<input type="checkbox"/>	00011682	24/11/2005	IN	043253	5	459.820	459.820	
<input type="checkbox"/>	00011688	24/11/2005	IN	043259	5	459.820	459.820	
<input type="checkbox"/>	00011854	07/03/2006	IN	043444		274.870	274.870	
<input type="checkbox"/>	00013088	31/10/2006	IN	044523	6454564	1924.060	1924.060	
<input type="checkbox"/>	00013507	12/01/2007	IN	044782		3598.880	3598.880	
<input type="checkbox"/>	00014372	13/03/2007	IN	V05181		1185.050	1185.050	
						<b>Gross Payment (EUR)</b>	<b>Total Payment (EUR)</b>	<b>Total To Allocate (EUR)</b>
						1,000.00	1,000.00	0.000
						0.00		(1000.000)


This can be done either using the left toolbar or specific shortcuts keys available:

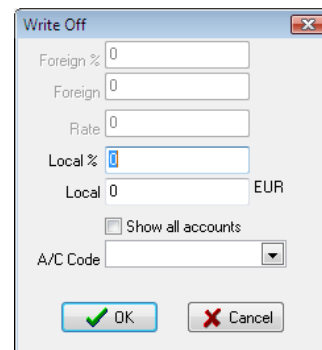
**<Space>/Double Mouse click:** This provides the user the functionality to tag or un-tag entries as required. In the case of the <Space>, it is the currently highlighted transaction which is allocated while in the case of the Double Click the transaction on which the user double clicks is allocated.

As soon as the user tags the record the system updates the "Total to Allocate" amount at the bottom of the screen in the currency of the client/supplier.

 **<Enter>:-** This option enables the user to allocate a partial amount to the highlighted entry.

 **<CTRL+D>:-** This function enables the user to clear all the tagging done.

 **<CTRL+W>:-** This function provides the user with an option to write off any values while tagging entries. The system administrator can control the amount a user can write off during this process. This can be set up from the *company maintenance* option from within the *utilities* section.




The dialog box titled "Write Off" contains the following fields and options:

- Foreign %: 0
- Foreign: 0
- Rate: 0
- Local %: 0
- Local: 0 EUR
- Show all accounts
- A/C Code: [Dropdown menu]
- Buttons: OK (with green checkmark), Cancel (with red X)

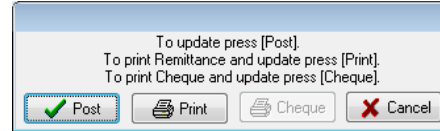
When the user selects this option, the system will provide the dialog box shown alongside to enter the values to write off. In the case of foreign currency client/supplier accounts, the user needs to enter both values. For foreign values, the system will also provide the rate for conversion to base currency. By default, the system enables the user to select from the discount accounts identified in the system control setup, however the user has the option to select any account from the full list of accounts by ticking the option, show all accounts.

The account code is mandatory when the user enters a value. Should users want to Write Off an amount in their favor the system will allow for the entry of a negative value. When the user confirms the right value, the system will update the amount still to allocate together with the write off amount.

 **<CTRL+L>:-** This function provides the user with an option to allocate the receipt/payment against the oldest entries. The system will only allocate debit entries for the sales ledger and credit entries for the purchase ledger.



**<CTRL+U>**:- This option is used to update the receipt/payment and the system will provide the option to post the entry, print a receipt/remittance/cheque and update at the same time as well as the option to cancel the entry and exit the function.



As soon as the update is complete, the system will proceed to allow entry of another payment. If the user presses <ESC>, SFM will provide all the options to update, however when the update is complete the system will close the form and go back to the original screen.

In the case of a foreign client/supplier and when the amount to allocate is complete, the system will display the value of the gain/loss if and when applicable. This will enable the user to confirm this value before the system posts the entry. This value also identifies whether the amount is a gain or a loss.

**Note:** Pressing the option to update without allocating any entries will result in SFM posting the receipt/payment on account in the client/supplier account.

While allocating the receipt/payment, pressing <F8> will cause SFM to scroll over the available tabs and will drill down to the line items of the highlighted record and if available the free text details of the entry.

## VALUE TOTALS

	Gross Payment (EUR)	Total Payment (EUR)			Total To Allocate (EUR)
▶	980.00	980.00	0.000	0.00	0.000

When the user is in the process of allocating entries, the system will always display the amount still to allocate at the bottom of the screen together with other value including:

- Gross Payment:** This is the total payment/receipt.
- Total Payment:** This is the payment referring to the current allocation. In the single payment function this will be the same as the Gross Payment, however in the case of a multi payment function across debtor/creditor accounts this will only display the receipt/payment for this allocation.
- Write Off Amount:** The system will only display the value to write off for this allocation when entered. This will not show when no write-off values are applicable.
- Gain/Loss:** When a user allocates the full receipt/payment before pressing <CTRL U> to update or <ESC> key and the client/supplier is a foreign currency account, SFM will display the gain/loss value to enable the user to confirm the amount that the system will post for this allocation. This will not show for local accounts and not before the user allocates the full value.
- Total to Allocate:** This is the balance still to allocate in this receipt/payment. Of course this value changes as the user allocates or de allocates entries.

## KEYBOARD SHORTCUT KEYS - QUICK REFERENCE

Shortcuts are normally used, to emulate a button click. If a user places the mouse pointer on a button, a Hint comes up to show what that button does. On buttons with shortcuts, the Hint will also display the shortcut.

The Following is a list of shortcut keys that are used commonly throughout the system.

<b>Ctrl + A :-</b>	This calls up the Audit Trail whenever one is available.
<b>Ctrl + F :-</b>	This calls up the Filter whenever available (See Page 7).
<b>Ctrl + O :-</b>	This changes the Order (See Page 5).
<b>Ctrl + D :-</b>	This invokes the transaction detail screen providing a full history of the transaction including the other ledgers where the system posted the contra entry.
<b>Ctrl + P :-</b>	This calls up the report or reports popup menu when available. This Option is not available in posting forms.
<b>Ctrl + P :-</b>	In the Posting forms, this option Pastes the value of the previous record for the currently selected field.
<b>Ctrl + S :-</b>	This calls up the Search bar in all list forms, e.g. Client List, Chart of Accounts, Support Files, etc.
<b>Ctrl + T :-</b>	This calls up the Posting form, or Posting popup menu.
<b>Ctrl + U :-</b>	This calls up the Post prompt in the Posting Forms. Pressing this shortcut will post the current record/s, and will keep the posting form open for further transaction postings.
<b>Ctrl + SPACE:-</b>	This will put an Entity (Client or Supplier) on Hold. This shortcut is not associated with a button.
<b>Ctrl + R:-</b>	<ul style="list-style-type: none"><li>• <b>In posting forms:-</b>This extracts the vat portion from the amount for both Local and Foreign amounts where applicable.</li><li>• <b>In the Vat Table:-</b>This calls up the Vat Return Form.</li><li>• <b>In Groups and Permissions:-</b>This adds the selected permission to the Group (only on the Permissions Available Tab).</li><li>• <b>In Audit Trails (all Ledgers):-</b>This will Reverse the selected Transaction, where Reverse is available</li></ul>
<b>SHIFT +INSERT:-</b>	This will insert a new line into the free text screen of the sales invoicing and in the Debtor/Supplier's details text tab.
<b>F2, F6</b>	Allows the user to select a range of debtors, suppliers etc.
<b>SPACE</b>	Allows the user to select/deselect a non consecutive list of clients/suppliers from the client/supplier maintenance screen.