



Chameleon Travel System

Adding Branches

Version 1.0

Revision Information

Author	Date	Version	Description
JCF	19/11/2005	1.0	New Document

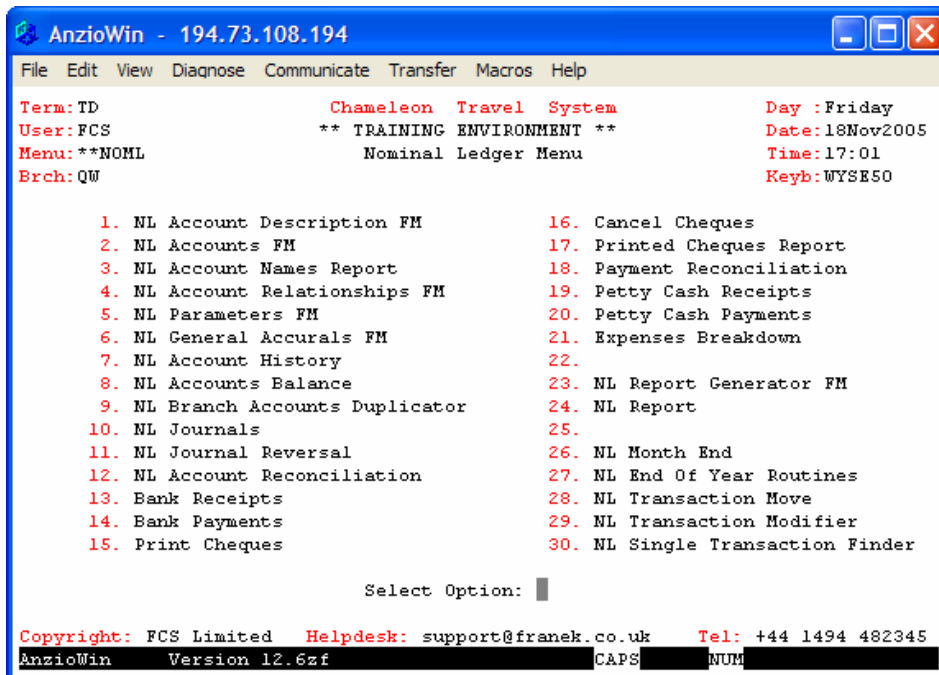
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Nominal Ledger Control Account Maintenance

How to Add Account Components

This is controlled via Option 1 on the Nominal Ledger menu, NL Account Descriptions FM. You use this module to define the elements that combine to form the Account Reference



```
AnzioWin - 194.73.108.194
File Edit View Diagnose Communicate Transfer Macros Help
Term: TD                      Chameleon Travel System          Day :Friday
User: FCS                      ** TRAINING ENVIRONMENT **        Date:18Nov2005
Menu: **NOML                   Nominal Ledger Menu                Time:17:01
Brch: QW                       Keyb:WYSE50

  1. NL Account Description FM      16. Cancel Cheques
  2. NL Accounts FM                17. Printed Cheques Report
  3. NL Account Names Report       18. Payment Reconciliation
  4. NL Account Relationships FM    19. Petty Cash Receipts
  5. NL Parameters FM              20. Petty Cash Payments
  6. NL General Accruals FM        21. Expenses Breakdown
  7. NL Account History            22.
  8. NL Accounts Balance           23. NL Report Generator FM
  9. NL Branch Accounts Duplicator 24. NL Report
 10. NL Journals                   25.
 11. NL Journal Reversal           26. NL Month End
 12. NL Account Reconciliation     27. NL End Of Year Routines
 13. Bank Receipts                 28. NL Transaction Move
 14. Bank Payments                 29. NL Transaction Modifier
 15. Print Cheques                 30. NL Single Transaction Finder

          Select Option: █

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AnzioWin Version 12.6zf          CAPS NUM
```

Although you are free to simply type in a NL code of your choice, the description associated with this code for reporting purposes throughout the system, is generated by looking up the individual elements of the reference and bursting in the descriptions

This reference is capable of holding 10 characters, but at present, Chameleon uses the only eight of these, the first two characters being silently repeated.

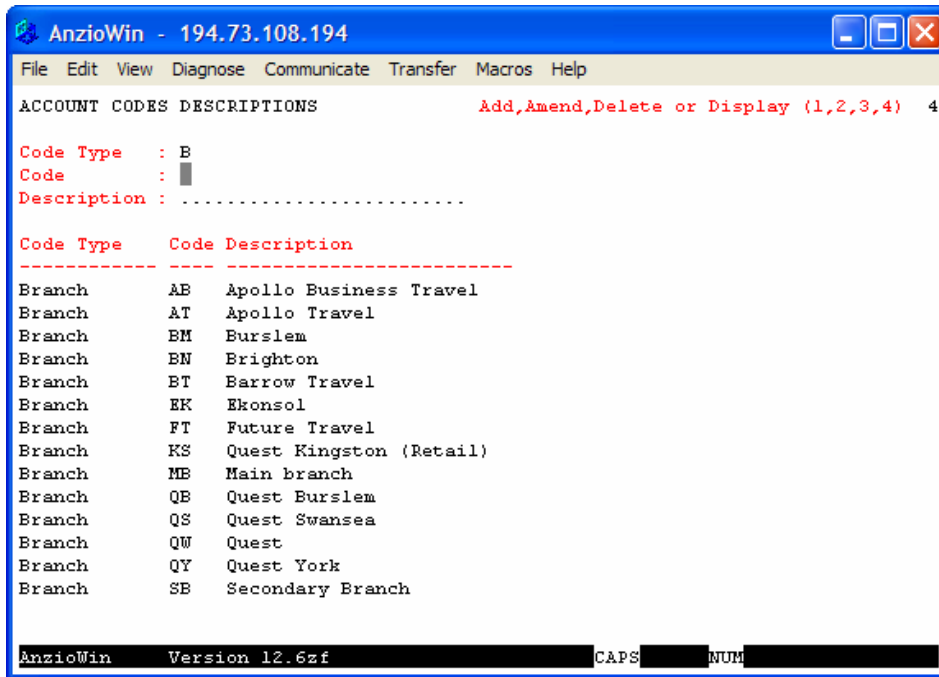
The format of the account code is BBCCAAA where:

BB	=	Branch ID
CCC	=	Cost Centre
AAA	=	Account Reference

NL Account Description FM

Branch Addition

This module handles the maintenance of all three components of the account code.



Branch Code – What is it?

The Branch code is a two character id which can typically be used to differentiate different offices in a multi-branch scenario, of indeed as a product segregator in a single branch unit. It is used to segregate both accounts and booking related records throughout the system for reporting purposes, and there are control within the system which assist you to achieve that segregation within Branch.

Branch Code – Where is it used?

It is the first component of the NL account code, and is also used to segregate system users in a multi branch environment into their individual branches.

User Registration

Your system administrator should place the appropriate Branch Code against a new User as they are added to the system access panel (Passwords FM) which is used to define their access rights, default Branch and other features.

```

AnzioWin - 192.165.0.16
File Edit View Diagnose Communicate Transfer Macros Help
PASSWORD FILE MAINTENANCE          Add,Amend,Delete or Display ? (1,2,3,4) 4
Password : ..... Default Menu : ..... Language : ... Pax Format : .
Initials : ... Booking Menu : ..... Date Format : ... Full Screen : .
Access : ..... NL Branch : .. CC Till No. : ... No Spam : .
Notes Auto Subject : . Auto Scroll Display:.. Reservations
Omit Header : . Omit Blank Lines :. Use Codes FM Description :.

Password Int Access      Main  Booking Language  NL Date Spm Till  Pax  Full
NIALL  NJH UMAXS7&T/@  **MAIN $$MENU ENG - English TB DMY      1  2
SBN    SBN TAMUSX$#7/  TASPVR $$MENU ENG - English TB DMY      2  N
T1     T1  TAMUSX$#7/  **MAIN $$MENU ENG - English TB DMY      2  N
T2     T2  TAMUSX$#7/  **MAIN $$BOOK ENG - English TB DMY
T4     T4  TAMUSX$#7/  **MAIN $$BOOK ENG - English TB DMY
T5     T5  TAMUSX$#7/  **MAIN $$BOOK ENG - English TB DMY
T8     T1  TAMUSX$#7/  **MAIN $$BOOK ENG - English TB DMY
TERRY  T0  TAMUSX$#7/  **MAIN $$MENU ENG - English TB DMY      N    0  N
TESTING FCS SUMVA  **MAIN $$MENU      -          TB DMY
TRAVEL JOE IAMUSX$#7/  **MAIN $$BOOK ENG - English LO DMY      Y    1  1  N
terry  T1  TAMUSX$#7/  **MAIN $$BOOK ENG - English TB DMY
End of file
AnzioWin Version 12.6zf CAPS NUM
  
```

When you enter the system through the login screen, your Initials and Password are used to uniquely identify you to the system.

The system takes your default Branch IDs. from your password profile and places this into the sign-in screen. If you have access rights, you may overwrite this to place yourself into another reporting branch if appropriate.

```

AnzioWin - 192.165.0.16
File Edit View Diagnose Communicate Transfer Macros Help
=====
Franek Computer Systems
=====
          T H E
          C H A M E L E O N
          T R A V E L   S Y S T E M
          ** D E V E L O P M E N T **
          E N V I R O N M E N T
=====
          Cornwall House, Station Approach, Princes Risborough, Bucks, HP27 9DN
=====
          User: JOE Password:          Branch : 0 Terminal Type : TIM
AnzioWin Version 12.6zf CAPS NUM
  
```

In this way, it is possible for a User to “login” to any Branch (note a User can only be logged into a sign-in/password on a single screen, for multi-screen access, several i.d.s / passwords should be

assigned). This is especially useful to provide cover across Branch/Department whether it is over meal break periods, Annual or leave of Absence, or call centre overflow.

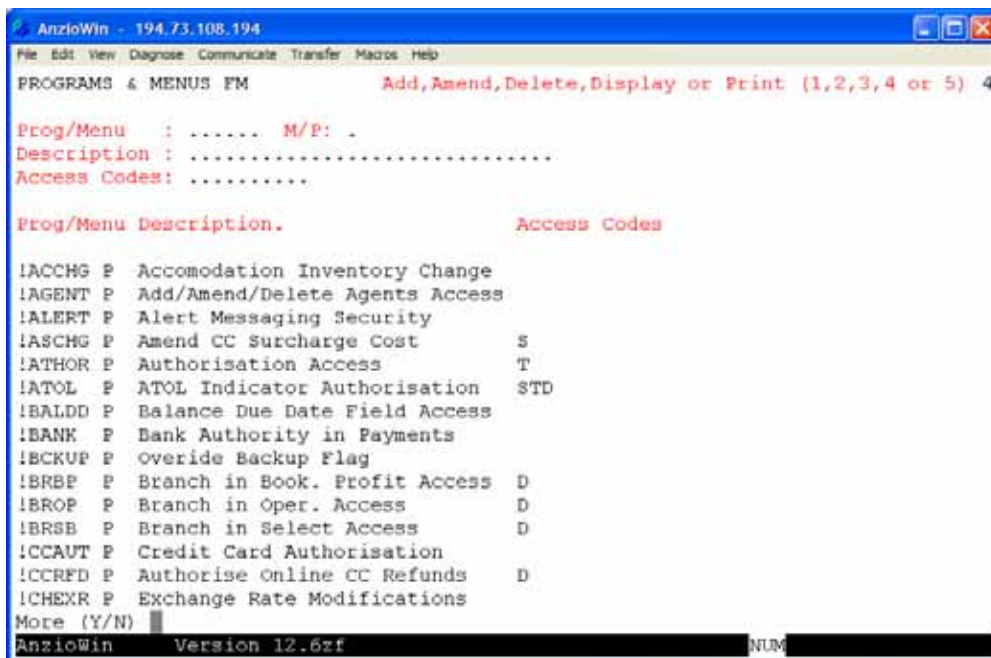
It should also be noted however that care should be taken to ensure that your policies on Operator Performance reporting are borne in mind, as potentially an individual may therefore create bookings across several different Branches, so it is important to ensure that you're Team and Department Codes are structured to assist you in this administration

Booking Administration

Your log-in branch is automatically loaded into the bookings which you create. Care should be taken to ensure that the correct Branch ID is place against a booking BEFORE it is confirmed, as this action begins downstream reporting of components into the ledgers

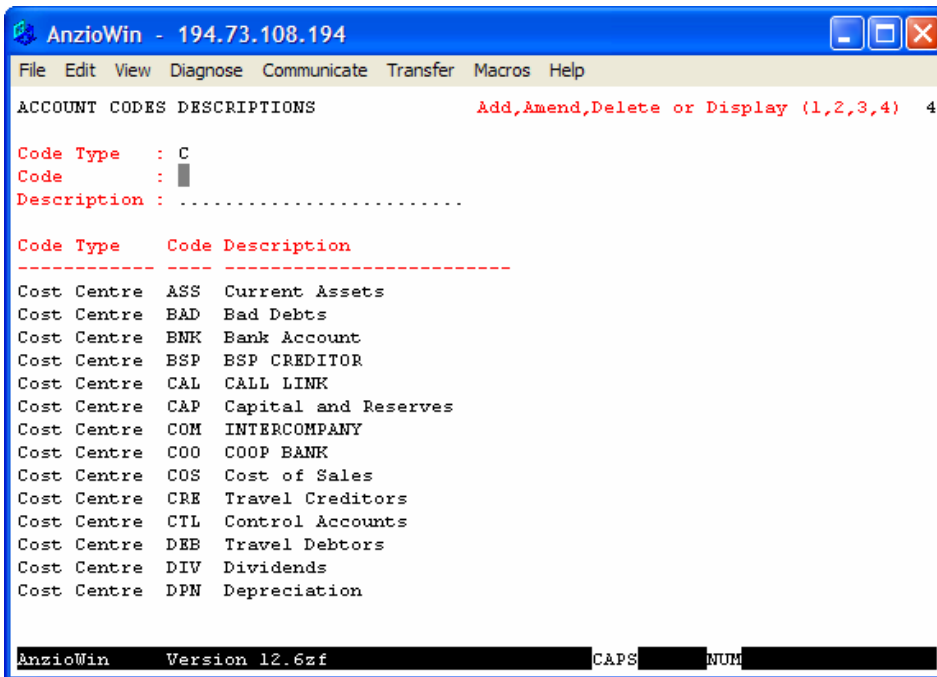
Downstream Reporting

Many of the systems reports are available with Branch filters, and cross Branch reporting restrictions are in place for some of these, policed through dummy program codes. These are deployed to restrict many functions. The current Branch Reporting restrictions are controlled by !BRBP, !BRSP, !BROP. For a comprehensive list of controls see the Systems Administration Manual.



- !BRBP - Access to multi-branch in Booking Profitability Report APBKPR
- !BRSP - Access to multi-branch in Selective Bookings Report APOPSR
- !BROP - Access to multi-branch in - Operator Performance Report AOPER
- Daily Diaries & Chasing Report APDIAP

Cost Centre



```
AnzioWin - 194.73.108.194
File Edit View Diagnose Communicate Transfer Macros Help
ACCOUNT CODES DESCRIPTIONS          Add,Amend,Delete or Display (1,2,3,4) 4
Code Type   : C
Code       : █
Description : .....

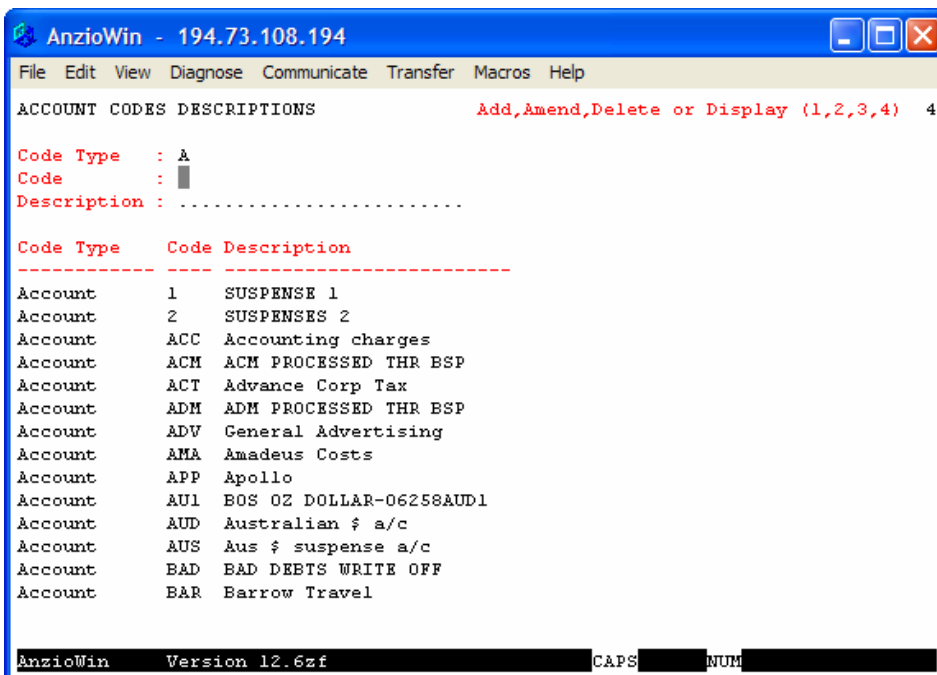
Code Type   Code Description
-----
Cost Centre ASS Current Assets
Cost Centre B&D Bad Debts
Cost Centre BNK Bank Account
Cost Centre BSP BSP CREDITOR
Cost Centre CAL CALL LINK
Cost Centre CAP Capital and Reserves
Cost Centre COM INTERCOMPANY
Cost Centre COO COOP BANK
Cost Centre COS Cost of Sales
Cost Centre CRE Travel Creditors
Cost Centre CTL Control Accounts
Cost Centre DEB Travel Debtors
Cost Centre DIV Dividends
Cost Centre DPN Depreciation

AnzioWin Version 12.6zf          CAPS █ NUM █
```

Cost Centre is the second component of the accounts reference.

This is not used / available stand alone anywhere else in the system.

Account Reference



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AnzioWin - 194.73.108.194
File Edit View Diagnose Communicate Transfer Macros Help
ACCOUNT CODES DESCRIPTIONS          Add,Amend,Delete or Display (1,2,3,4) 4
Code Type   : A
Code       : █
Description : .....

Code Type   Code Description
-----
Account     1  SUSPENSE 1
Account     2  SUSPENSES 2
Account     ACC Accounting charges
Account     ACM ACM PROCESSED THR BSP
Account     ACT Advance Corp Tax
Account     ADM ADM PROCESSED THR BSP
Account     ADV General Advertising
Account     AMA Amadeus Costs
Account     APP Apollo
Account     AU1 BOS 02 DOLLAR-06258AUD1
Account     AUD Australian $ a/c
Account     AUS Aus $ suspense a/c
Account     BAD BAD DEBTS WRITE OFF
Account     BAR Barrow Travel

AnzioWin Version 12.6zf          CAPS █ NUM █
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This is the lowest element of the NL account reference and typically will be present across each of the branches within a chart of accounts when the account reference is combined with a Branch Code and Cost Centre reference, to form a unique entity, the Control Account.

This building block is used to build up your company's chart of accounts which assist you to carry out the fiduciary reporting requirements

The two most commonly used reports in the Nominal Ledger are:

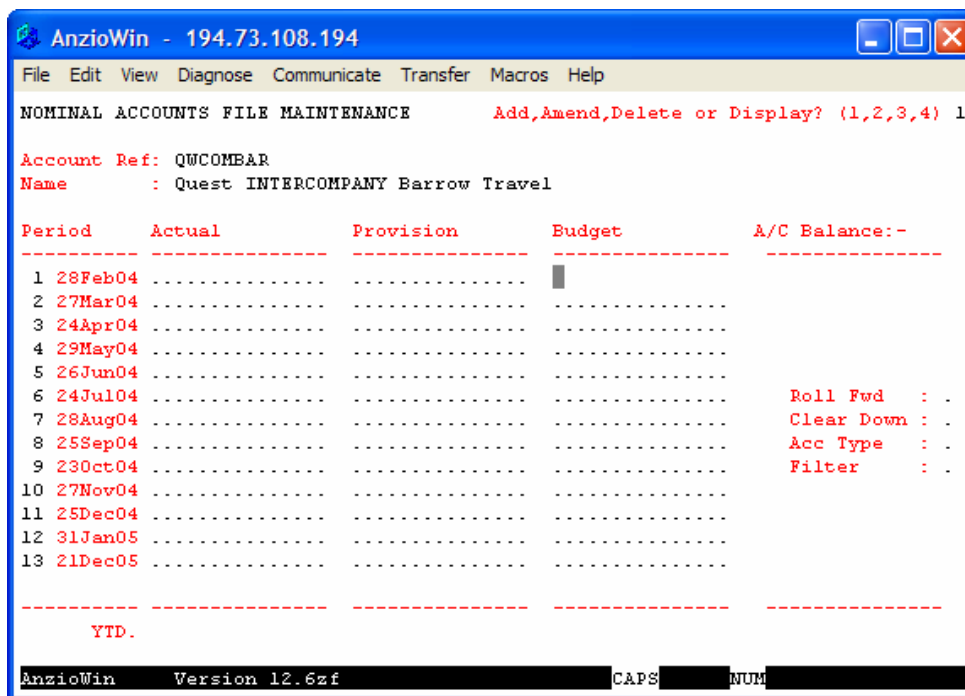
NL Accounts History (Transaction Detail)	APNLAH
NL Accounts Balances (Trial Balance)	APNLTB

These reports are traditionally presented in Branch / Cost Centre / Account sequence,

However, providing your Nominal Ledger is set with the necessary sort keys to support the operation (if in doubt, consult your Chameleon Support team), these reports are also available in Account / Cost Centre / Branch sequence is preferred:

NL History by Account (Transaction Detail)	APNLH2
NL Balances by Account (Trial Balances)	APNLTA

Adding Control Accounts



This is achieved through NL Accounts file maintenance.

You can combine the Branch, Cost Centre and Account codes together to form your own Control Account folders. As soon as a record is inserted, it immediately becomes available for postings.

Available fields are:

Budget figures

The system will automatically offer you a number of Period slots in which to record budget figures based upon your current NL Parameters record (please note this is memorandum at present – no program presently uses / manipulates values entered in the budget table)

Roll Fwd

The Roll Forwards field accepts 'Y'es or 'N'o and is a trigger for the Month End and Year End programs to remove all transactions within the given date range from the ledger, and to replace these with a Balance Forwards transaction hence reducing the number of items in the NL

Clear Down

This is the Profit & Loss account indicator. The field accepts a 'Y'es to indicate to the End of Year procedure that it is a P&L account, or an 'N'o which indicates a Balance Sheet account.

Account Type

The field is used as a filter but the Sales and Purchase Ledger integrity processes to identify whether the account is a 'D'ebtor, 'C'reditor or 'V'at account.

If you do not use the integrity checkers, it is safe to ignore setting this indicator (leave it blank), on for any account which is not directly posted by the booking system.

Account Filter

This field is not validated, and you may place any ASCII character therein which may subsequently be used to select / filter accounts for reporting purposes.

This field is active in the NL Daily Transaction Report which is a control account balances report in real time at a daily level

Reviewing Control Account Settings

The NL Account Names report is used to provide details of the accounts that you have set up on your system – it essentially acts as your chart of accounts.

Account	Name	R	C	A	F
BNCOS	Brighton Cost of Sales	Y	Y		
BNEXPENT	Brighton Expenses Entertaining	Y	Y		
BNINCSAL	Brighton Income Sales	Y	Y		
BNMKTADV	Brighton Marketing General Advertising	Y	Y		
EKCOS	Ekonsol Cost of Sales	Y	Y		
EKCRE	Ekonsol Travel Creditors	Y	N		
EKCREPRV	Ekonsol Travel Creditors Unraised creditors	Y	N	C	
EKCTLUCF	Ekonsol Control Accounts UCCF CONTROL	N	N		
EKDEB	Ekonsol Travel Debtors	N	Y	D	
EKEQUMNT	Ekonsol Equipment costs Maintenance costs	Y	Y		
EKEQUSOF	Ekonsol Equipment costs Computer software	Y	Y		
EKEXPENT	Ekonsol Expenses Entertaining	Y	Y		
EKEXPGEN	Ekonsol Expenses General	Y	Y		
EKEXP SUB	Ekonsol Expenses Subscriptions	Y	Y		
EKEXPTEL	Ekonsol Expenses Telephone	Y	Y		

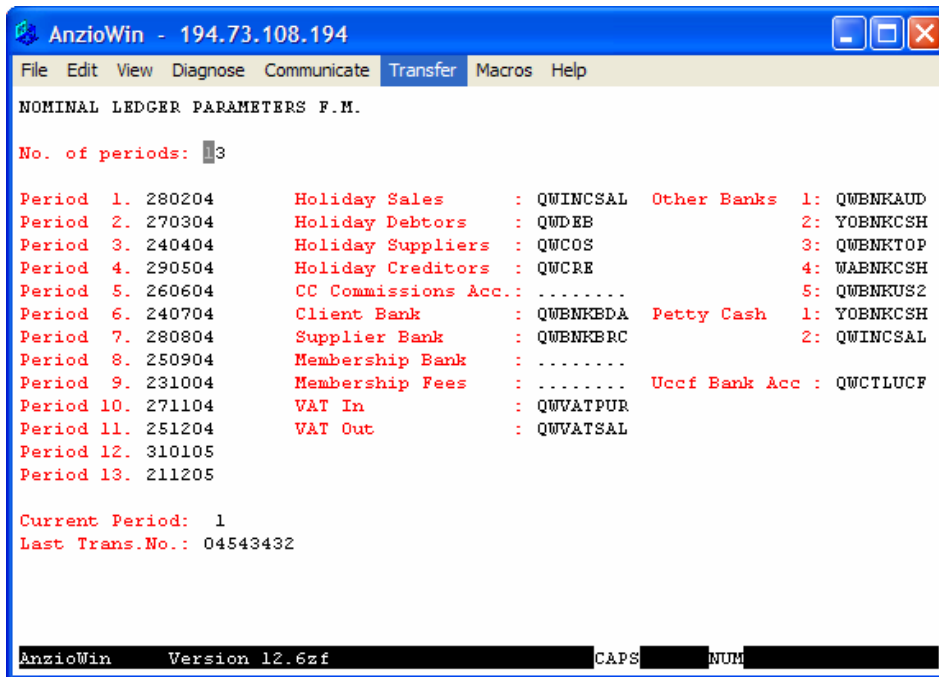
This report is available to screen and to hard copy. It can act as a useful guide for accounts personnel to help identify posting accounts during Purchase and Nominal Ledger postings. It is a good idea to print out the chart of accounts prior to running the Year End so that you can review the flag settings on your P&L accounts and check the Balance Sheet accounts for Roll Forwards setting as appropriate

Where to specify Control Account Defaults

Default Control Account codes may be specified on the product entry panels and also within the Account Relationships Tables (See Guide on Managing Your Accounts).

Some users may prefer to use the system with the minimum control accounts possible for integrous operation. These are specified in the NL Parameters F.M. which controls the default account operation between the Nominal Ledger and integrated Sales and Purchase ledgers.

This record also acts as the “master template” for setting your accounting periods for the current financial year.



You are free to change your accounting periods maintained within the panel at ANY time, however it should be noted that you must run the NL Period Update module followed by the NL Control Accounts Reset module in order that your transactional data held in the NL is restructured into the new accounting periods.

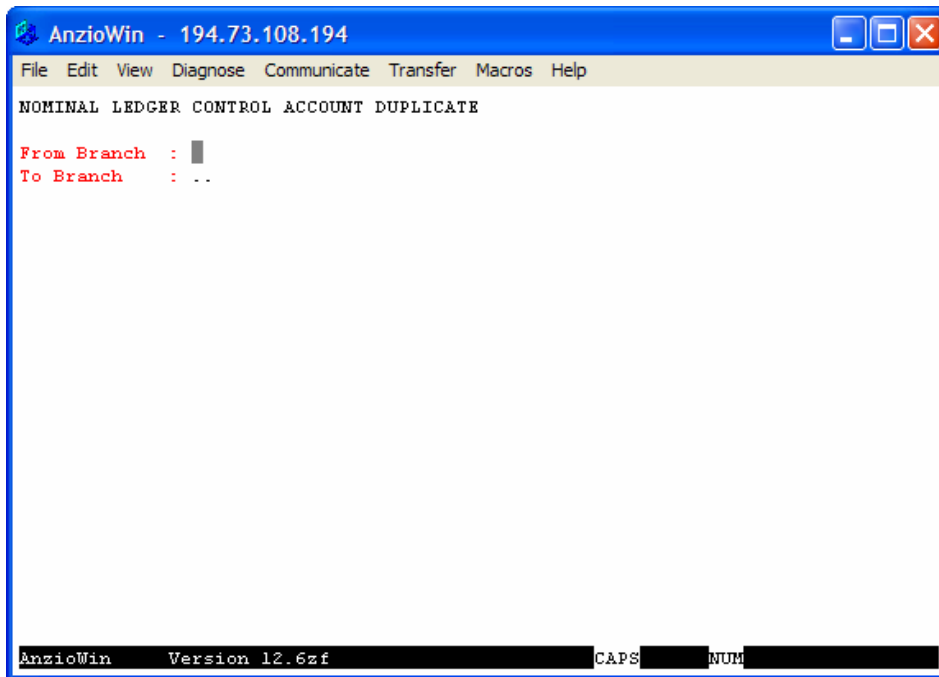
The modules may be found in the Rebuilds Menu (Main → System Maintenance → Rebuilds → NL Periods Update and NL Control Accounts Rebuild). You may also choose to place these programs onto a menu of your choice (ZPNLPU, ZPCAUP)

It is good practise to check / run the control accounts update module periodically to ensure that any manual entries you have made fall into the current period settings in the nominal ledger.

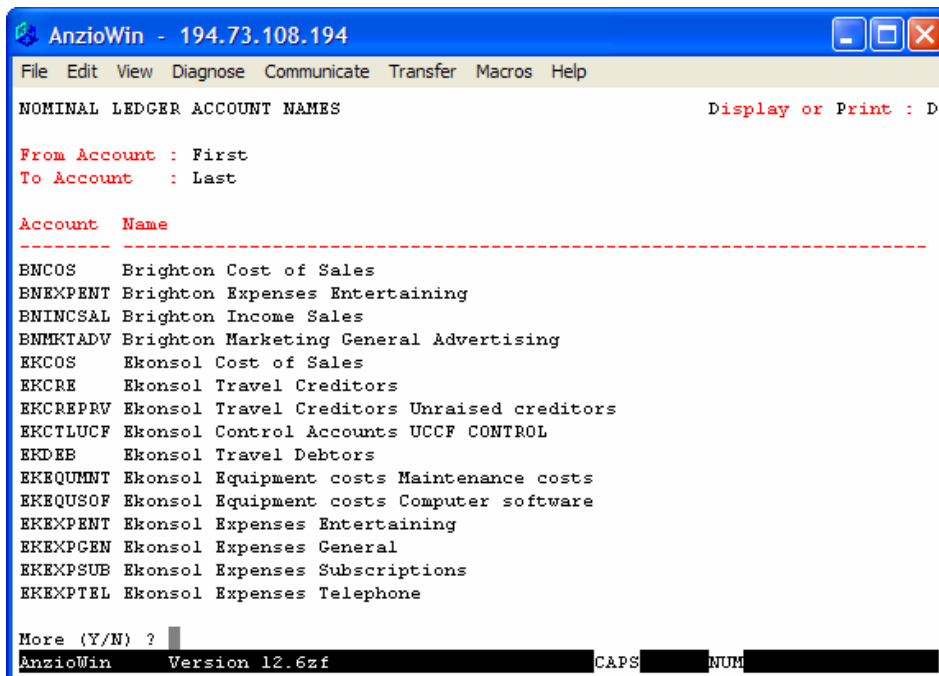
Setting Up a New Branch in the Chart of Accounts

There will be times when you want to set up a new branch in the system with its own unique set of Control Accounts with a structure that mirrors a branch that is already set up and working in the Nominal Ledger.

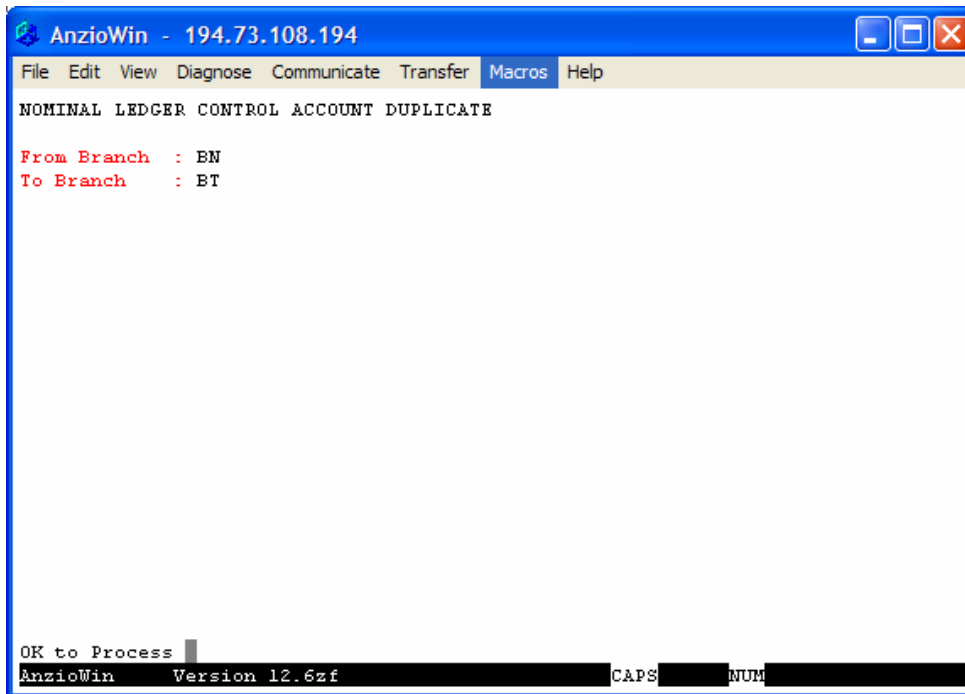
An automated method of setting up the new branch is provided, whereby you simply have to tell Chameleon which branch you wish to use as a template, and tell it the branch id. of the new branch (this must have been set up beforehand using NL Account Descriptions FM, and the system will clone the donor branch).



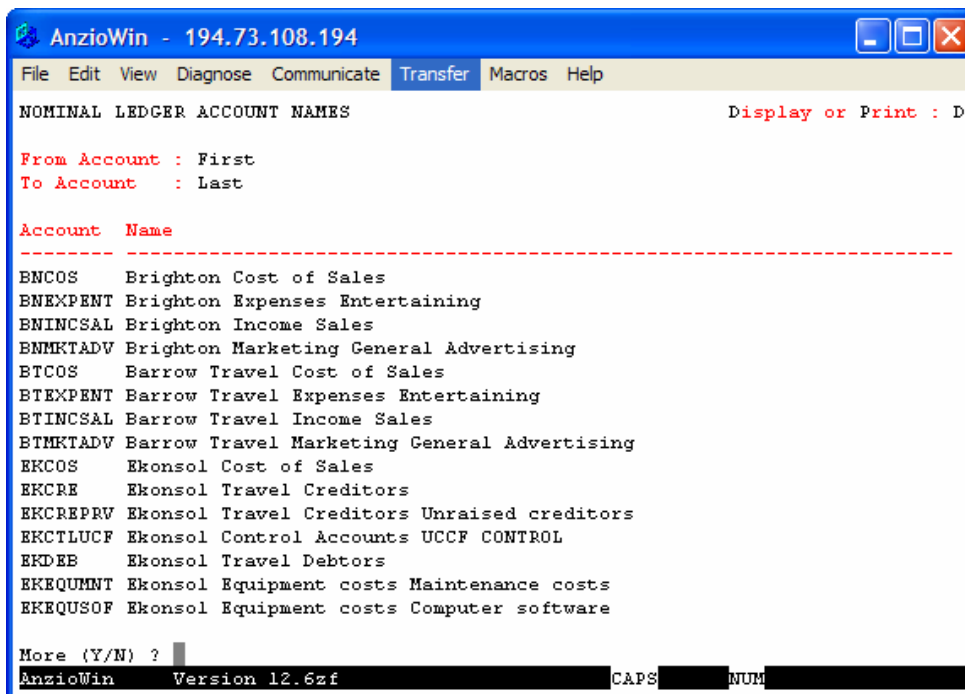
This procedure is very fast, so you do not normally see the progress displays which are sent out by the program.



For example, in the above Chart of Accounts, if we wish to copy the accounts chart for Branch BN onto a new chart for Branch BT, all we have to do is enter these two codes into the Account Duplicate module →



... OK to Process, and observe the results within Account Names module →



It should be noted then this module can be used to 'clone-in' a set of new accounts onto an existing branch. The module will not 'overwrite' any panel which it finds so you can safely update an existing branches chart to mirror that of another. At present, this is restricted to a mirror image.