Chameleon Travel System

NL End of Year Enhancements

Version 1.0

Revision Information

Author	Date	Version	Description
KRH	18/11/2005	1.0	New Document

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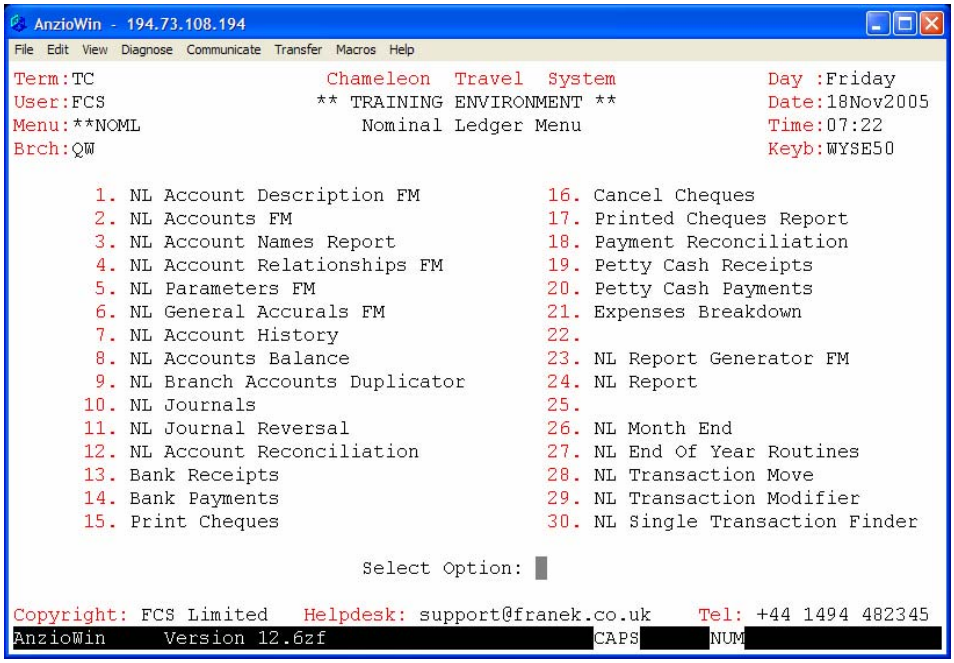
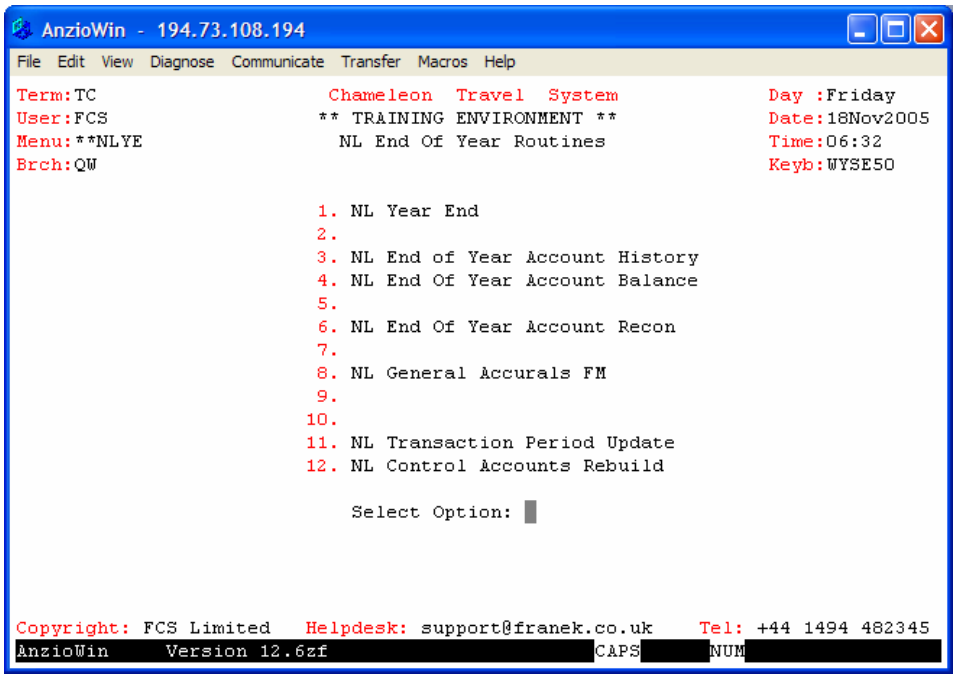
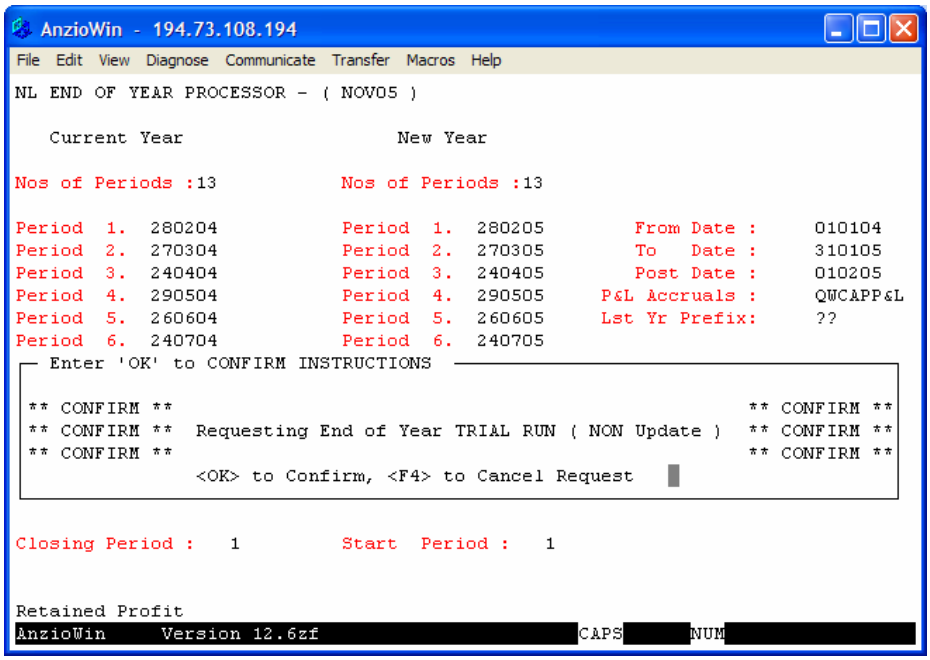
Nominal Ledger Year End Overview

This is controlled via the NL End of Year routines menu which is presently available through Option 27 off your main Nominal Ledger Menu. Alternatively you should add the menu **NLYE to a menu of your choice.





Running the Year End



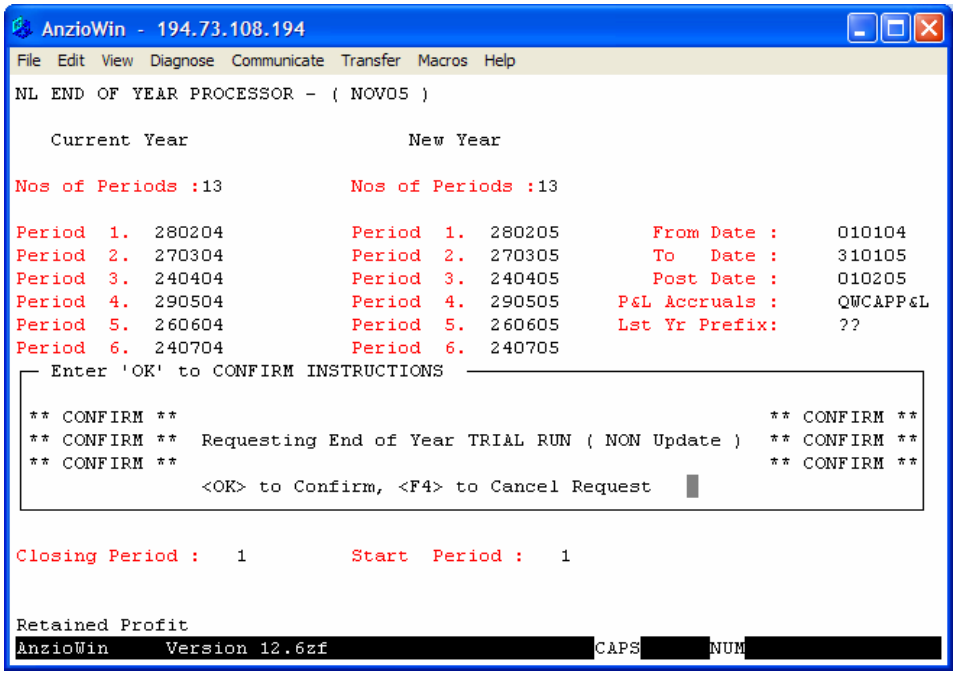
The Year End procedure itself is Option 1 on this Menu, and the program has a Version display (NOV05) on the title bar. If you are not running the latest version and wish to upgrade to this, please contact your Chameleon support team to arrange an upgrade.

Its worthy of note that the NL Year End procedure is NON DESTRUCTIVE. Such that a full copy of your existing NL is retained for future perusal. Care should be taken not to delete / overwrite this database once it is created, and we would strongly recommend that you make a backup / archive copy of this as soon as is practical after the Year End has been run.

The ‘old financial year’s database will be found in the same directory on your Chameleon machine as the new (typically /account). The full transaction database AFNLTR + AFNLTR.dat and the chart of accounts AFNLAC are written away against the pre-fix you enter during the Year End procedure. E.g. if the Year End prefix is set to ‘05’ then your outgoing NL will be renamed 05XXNLTR + 05XXNLTR.dat and XXNLAC.

The period dates (as maintained in NL Parameters FM off the main NL Menu) are held in the main system General Parameters File. The current year is present against the key “NL” in this file. The Year End procedure proper will copy the current image to a key of <prefix> being the two characters you enter into the Year End Procedure.

It is important that you do not remove these records should your Systems Administrator come across them in the General Parameters File (AFGENP) as if they are missing, you will loose your ability to report / navigate past NL databases.



This program automatically picks up the current chart of accounts and ‘adds one calendar year’ to each of the periods, placing them as the new period ends for the new financial year.

You should check / confirm that the new periods are correct and then check and confirm the From/To dates in column three of the screen which control the ‘roll forwards’ functionality built into the year end.

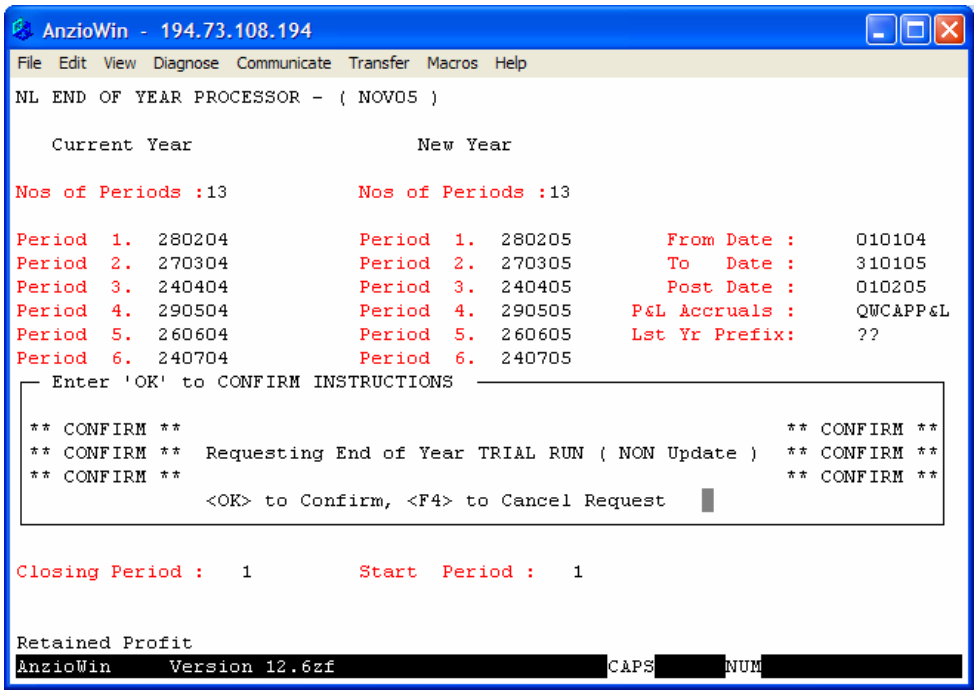
Number of Periods

Chameleon gives you the ability to define up to 13 accounting periods in any one financial year.

Typically, you will set period 13 to the end date of period 12 + one year which is where all ‘Post Year End Date’ items will be posted. In practise you can set this to any number, as it is possible to change the number of accounting periods at will and run two maintenance programs (NL Period Update and NL Control Accounts Rebuild) in order to re-align your accounts with the new chart.

From Date

This by default is set to the first day of the year denoted by the first period end. However, if you have historic items in your accounts that you wish to roll up / forwards then you may choose to wind this back to an earlier date, subject to a nine year ruling.



To Date

This will be set automatically to the Period 12 end date from your current Chart of Accounts – if you wish to change this, then override it ***before*** you commence the year End Run.

The Year End procedure uses this date as the P&L transaction purge cut-off and the 'End of Roll-Forwards-Upto' date.

Post Date

This denotes the 'Start of Year' date, and will be the date against which the P&L entry and the B/F entries are posted in the new ledger.

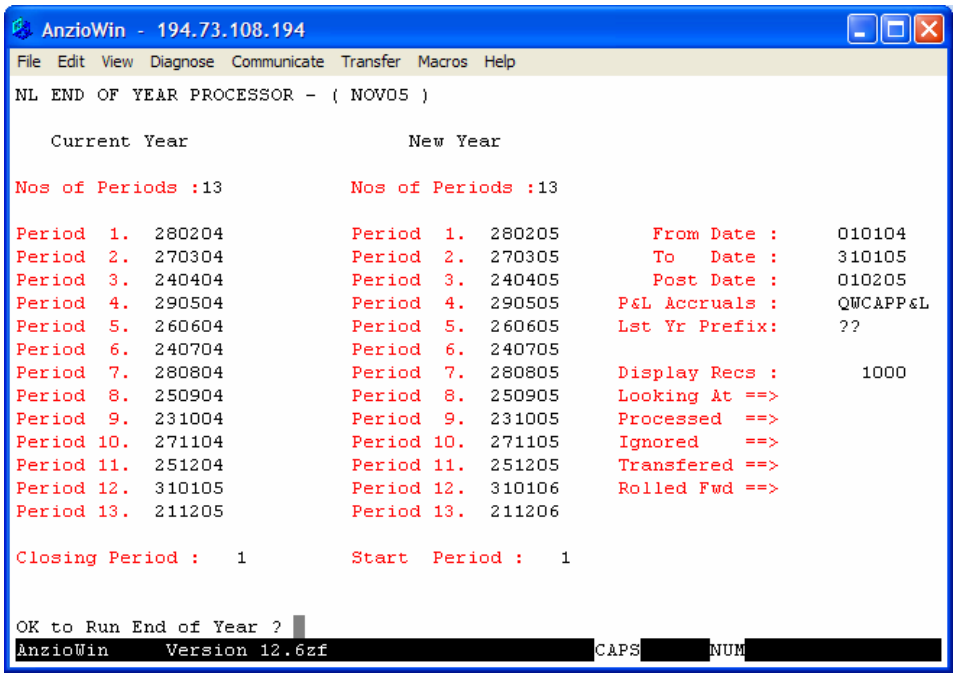
P&L Accruals

This can be pre-specified in NL General Accruals FM (Option 8 in the NL Year End Screen above) or entered / overridden interactively when running the Year End.

Last Year Pre-fix

To run a 'Trial End of Year' (** NEW FEATURE **), simply enter '??' in the Last Yr Prefix selection and the system will detect that you want to run a Trail End of Year and ask you for confirmation.

A Trial End of Year run automatically overwrites the previous ‘trial run’ / incomplete Year End run file, and when it has created the new End of Year ledger, it LEAVES this database in the temporary folder, and you are now able to pick this up and review / report on this database within main stream Chameleon itself, or continue to use the old End of Year Reports should you prefer.



Display Recs

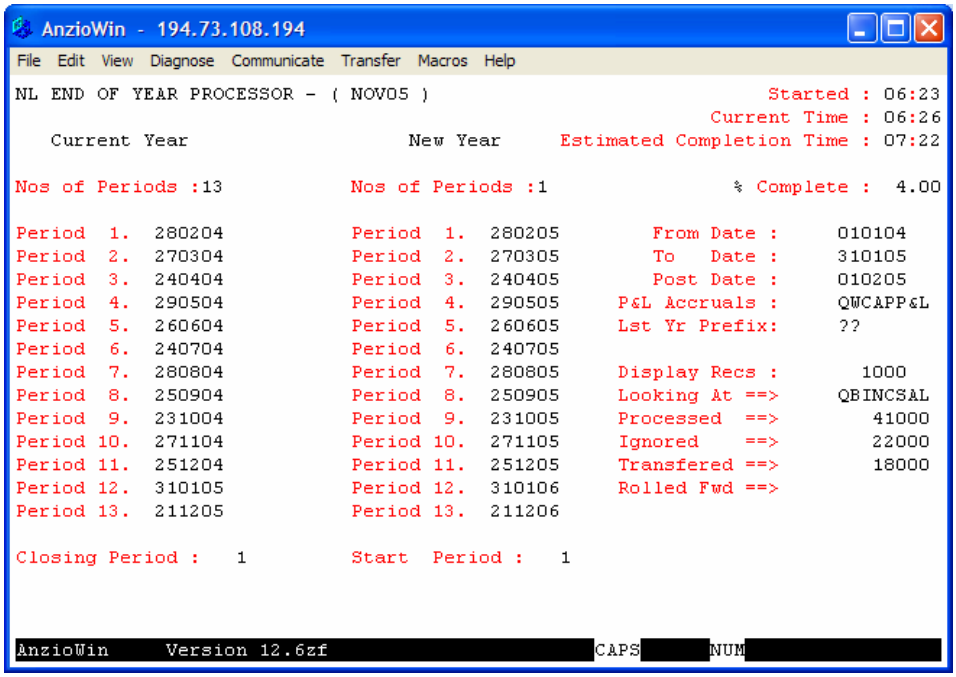
The program defaults to showing you its progress every 1000 records processed – you may adjust this to suite the speed of your machine / size of your NL database.

We would strongly advise that you do not set this below 100 records (unless you have an extremely small ‘sample’ database) as this will adversely effect performance.

OK to Run End of Year?

You now get one last chance to cancel your request prior to running the Year End Procedure.

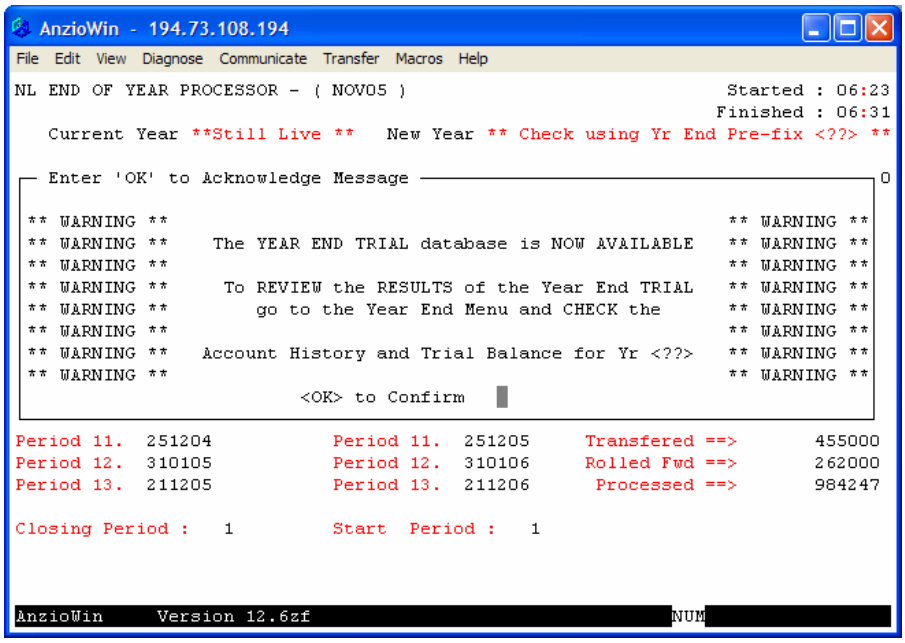
It should be noted that this must be done in a dedicated environment (the system will **LOCK** the Nominal Ledger and the Control Accounts for the duration of the procedure. Should you receive warning that the files are in use, the most likely candidates are the Batch Ghosts which should be terminated via Ghost File Maintenance prior to running the Year End.



Progress Review (** NEW **)

In addition to the running display of record control which has long been a feature of this module, the system also now shows you the Start Time and the Current Time and the Estimated Completion Time of the job together with a % complete indication.

Typically for a 20M GBP turnover company, you can expect this procedure to take approximately 15 minutes dependant upon the speed of your machine.



End of ‘Trial Run’ Procedure

When the run has finished the system will update its counters for one last time detailing the Start and Finish times as well as detailing the total number of records processed in this run. You can use these timings as a rough guide to how long running the process for real should take (about 15 seconds longer !) so that you can plan your actually Year End run with confidence.

Not also, that the program reminds you that the ‘Current Year is ** Still Live ** ‘and that you may check your Year End database using the pre-fix “??”

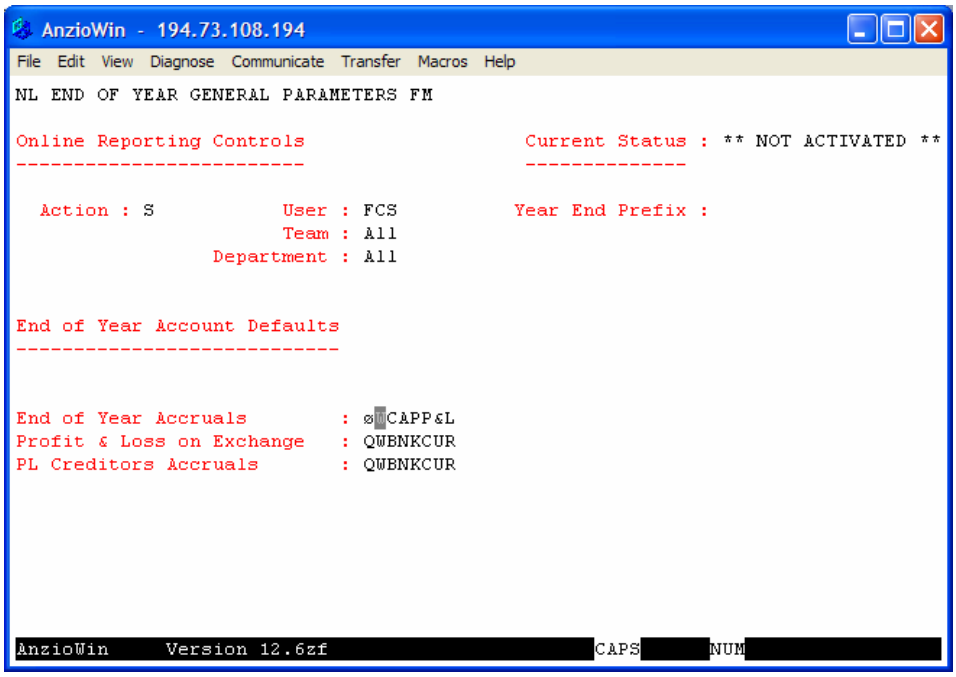
You can not get out of this screen until you have confirmed that you have understood the details by entering ‘OK’.

NL General Accruals FM / NL End of Year General Parameters FM

Following recent modifications to this program, it has been renamed from General Accruals to End of Year General Parameters to reflect the inclusion of online reporting controls.

Instead of using separately maintained stand alone report programs to 'glimpse' into previous year's Nominal Ledgers which differed from their 'current year' counterparts, we have moved the reporting into the mainstream programs making them capable of 'seamlessly' working with either the live database (default) or a designated End of Year database.

This access is managed via a new control panel which has been built into the NL End of Year General Parameters FM.

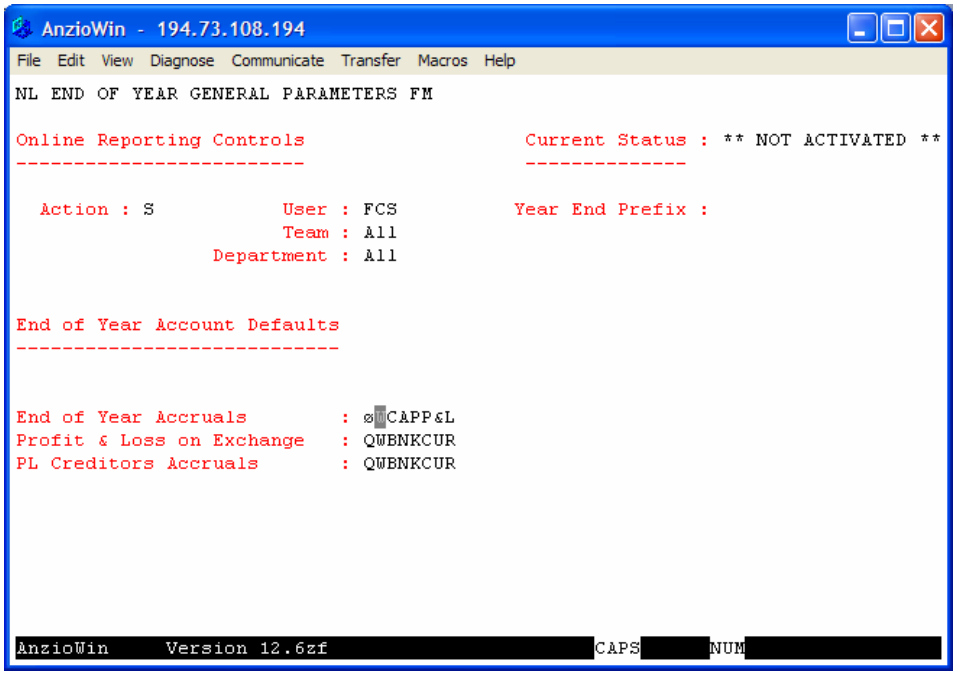


Online Reporting Controls

Action /Current Status

When you want to switch on End of Year Reporting you set the Action field to 'A' to activate the facility. This defaults to 'S'uspended, although when this is blank / un-initialised, it will identify itself as ** NOT ACTIVATED **

Status change will only be actioned after entry of 'OK' to process



User Identification

The system will allow you to designate a ‘user set’ on a mutually inclusive basis who will automatically switch to the End of Year database view.

Thus you can restrict the facility to a single user by entering their consultant code against the User field, or alternatively specify a team, department or both to open up the facility to a range of people to work with the year end data

It should be noted that only the Control Accounts and Transaction File databases are archived during the Year End Procedures. Since these only have “reporting functions” associated with them, the retrospective viewing of these files is passive.

Year End Pre-fix

The way that you control which version of the Control Accounts / Transaction file you are reviewing, is via the Year End Pre-fix field in this table.

The access the ‘Trial End of Year’ output, simply put the ‘reserved’ pre-fix ‘??’ into this field and on OK to Process, the designated user group will be ‘attached’ to this database.

```
AnzioWin - 194.73.108.194
File  Edit  View  Diagnose  Communicate  Transfer  Macros  Help
NL END OF YEAR GENERAL PARAMETERS FM

Online Reporting Controls                    Current Status :
-------------------------                    --------------

  Action : A            User : FCS           Year End Prefix :  ??
                        Team : ...
                  Department : ...


End of Year Account Defaults
----------------------------


End of Year Accruals         : QWCAPP&L
Profit & Loss on Exchange    : QWBNKCUR
PL Creditors Accruals        : QWBNKCUR





AnzioWin     Version 12.6zf                    CAPS      NUM
```

End of Year Account Defaults

These continue to be maintained via this panel, and if present will be pre-loaded as the default values in the End of Year screen.

NL End of Year Transaction Account History

```
NOMINAL LEDGER ACCOUNT HISTORY     ** ?? Eoy Database **     Display or Print :D

From A/C:First    Per: 1 Bch:First  Dte:First  Typ:AAA Txn:First    Ind    :.
To   A/C:Last        :13    :Last      :Last      :ZZZ    :Last     Totals :Y
Text    :.............................    Offset:.... Bkg:......   Itin:......
Acc/Txn  Per/Ty Date  Batch  Description                Amount
-------- ------ ------- ------ ------------------------- --------------------

BNBNCOS
                                Total PIN Transactions  :       1,241,039.84
                                Total JNL Transactions  :          48,181.81
                                          Account Total :       1,289,221.65

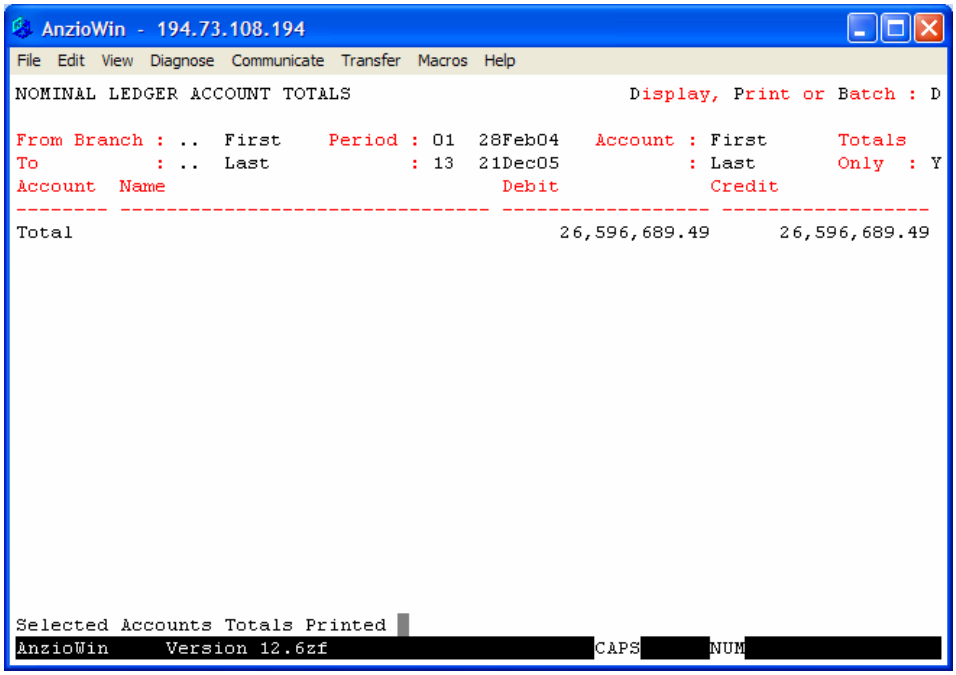
BNBNINCSAL
                                Total SIN Transactions  :       3,261,259.65CR
                                Total SCR Transactions  :       1,963,730.48
                                Total JNL Transactions  :          76,424.00CR
                                          Account Total :       1,373,953.17CR

EKEKCOS
                                Total JNL Transactions  :           1,132.43CR
                                Total PIN Transactions  :               1.17CR
                                          Account Total :           1,133.60CR


More (Y/N)?
```

When End of Year reporting is activated, and you are one of the 'qualifying' users, you will be alerted to this fact when you first enter the Transaction history screen by a flashing warning revealed in the centre of the first line of the screen. This identifies to you the 'Year' pre-fix of the database that you are presently hooked into.

N.B. When the designated database is the 'Trial Year End' database, implicitly the Control Accounts chart is the same as the current 'active' year



NL End of Year Account Balances

```
NOMINAL LEDGER ACCOUNT TOTALS  ** ?? Eoy Database ** Display, Print or Batch : D

From Branch : ..  First     Period : 01  28Feb04   Account : First      Totals
To          : ..  Last             : 13  21Dec05           : Last       Only  : Y
Account  Name                            Debit             Credit
-------- ------------------------------- ------------------ ------------------
Total                                        26,596,689.49      26,596,689.49
```

On entry into this facility, you will similarly be alerted to the fact that you are reviewing an End of Year database.

Note, the Period End Dates are pertinent to the saved Chart of Accounts for the designated year at point of running the Year End.

Additional Enhancements

Existing Chameleon Users may well have noticed some further improvements to the NL Transaction History and NL Accounts Balances modules. In addition to being made EOY database sensitive, these programs have also been 'batch enabled'.

Display, Print or Batch:

As with other Chameleon modules that offer this facility, you may submit entries into the Batch Stream for background processing or remote / out-of-hours operation

Please note, as both of these printouts operate at 132+ columns, it is NOT possible to use the FX output stream.

Hidden Agendas!

Some of you may be wondering why the Transaction History Screen display varies from that on your system?

Apart from the obvious 'new' **** ?? Eoy Database ** ** you may not have witnessed the Text / Offset / Bkg and Itin fields?

```
NOMINAL LEDGER ACCOUNT HISTORY     ** ?? Eoy Database **     Display or Print :D

From A/C:First    Per: 1 Bch:First  Dte:First  Typ:AAA Txn:First    Ind    :.
To   A/C:Last        :13    :Last      :Last      :ZZZ    :Last     Totals :Y
Text    :.............................    Offset:.... Bkg:......   Itin:......
Acc/Txn  Per/Ty Date  Batch  Description                Amount
-------- ------ ------- ------ ------------------------- --------------------
```

These will be familiar to those of you who purchased Version 7.5 +, but for those who have not seen these before, they are additional filters which are applied against the NL Transaction Records.

Text / Offset

You may enter a text sample to match on in the transaction description – this 'starts' at column 68 which defaults in as soon as you enter text in the description field. To scan further into the field, simply adjust the offset to the right place.

Booking Number / Itinerary Line Number

Providing you are running the Version 7.5+ accounts posting routine, Chameleon will be automatically stamping the NL records into separate data fields with the booking number and itinerary line numbers which opens these records up to parsing in the transaction history.

Can I hide these fields from Unprivileged Users?

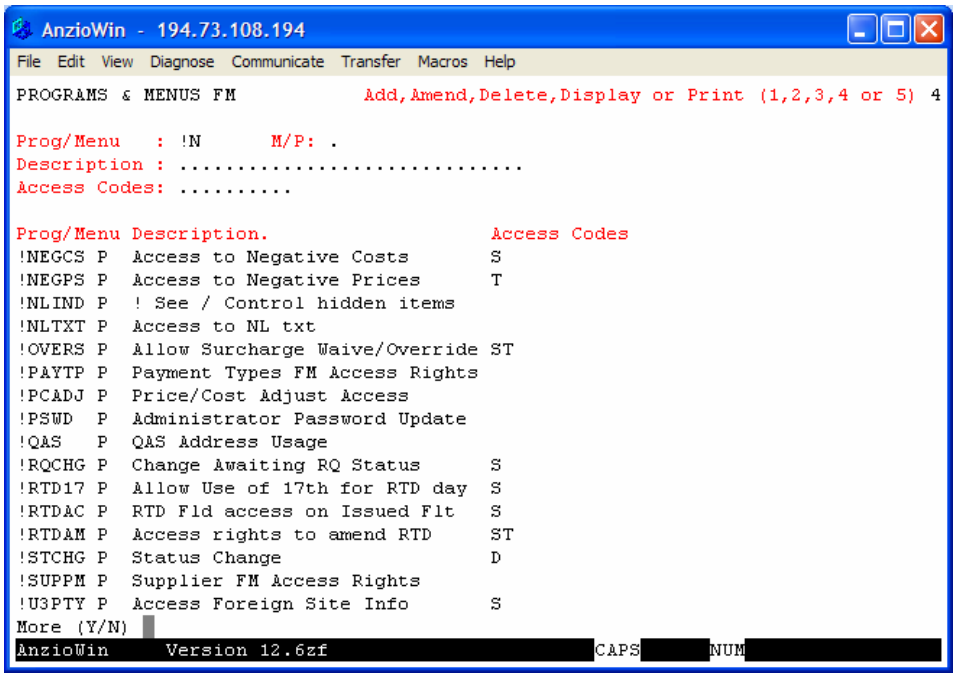
Yes !

This function and the ability to 'hide' input fields and / or transactions from un-authorised users (e.g. payroll entries etc) is controlled through the 'dummy program' mechanism.

There are two dummy programs available:

!NLTXT This controls whether you can get the Txn / Offset / Bkg / Itin fields in the transaction history display

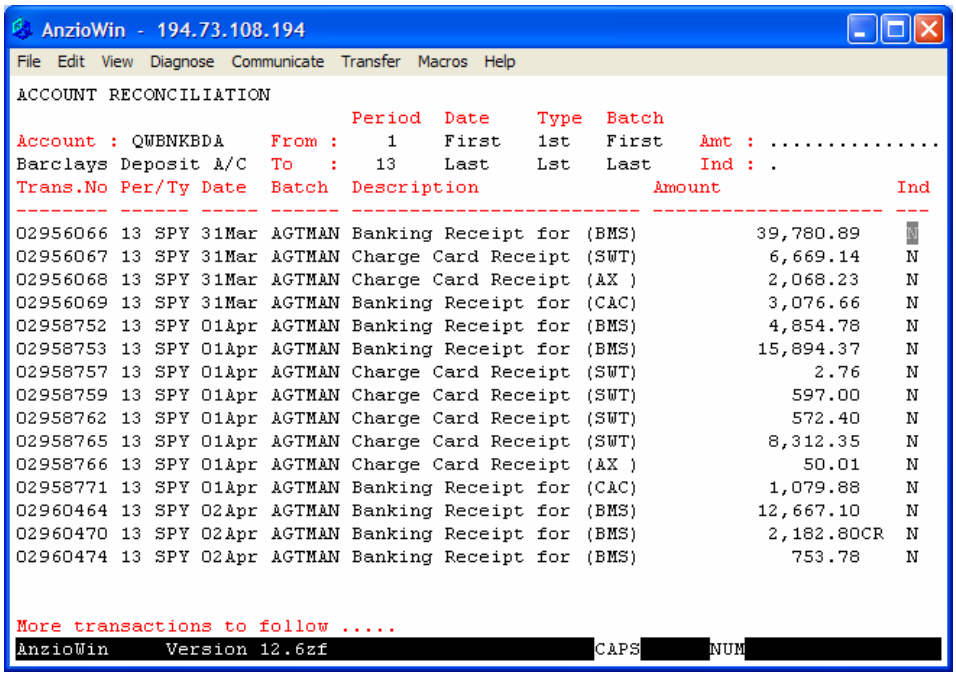
!NLIND This controls whether you are permitted to place an Ind against a transaction with the value "!". Records flagged with "!" are invisible to all users except those with access rights to this program



Food for further improvement for EOY?

Accounts Reconciliation

This module may be used to scan down through any account and set the NL Ind field against transactions. It presently is only empowered to work one screen at a time which can make the processing of a large account cumbersome.



```
AnzioWin - 194.73.108.194
File  Edit  View  Diagnose  Communicate  Transfer  Macros  Help
ACCOUNT RECONCILIATION
                                Period  Date    Type  Batch
Account : QWBNKBDA     From :     1    First   1st   First    Amt : ...............
Barclays Deposit A/C   To   :    13    Last    Lst   Last     Ind : .
Trans.No Per/Ty Date  Batch  Description                Amount                 Ind
-------- ------ ----- ------ ------------------------- -------------------- ---
02956066 13 SPY 31Mar AGTMAN Banking Receipt for (BMS)          39,780.89     N
02956067 13 SPY 31Mar AGTMAN Charge Card Receipt (SWT)           6,669.14     N
02956068 13 SPY 31Mar AGTMAN Charge Card Receipt (AX )           2,068.23     N
02956069 13 SPY 31Mar AGTMAN Banking Receipt for (CAC)           3,076.66     N
02958752 13 SPY 01Apr AGTMAN Banking Receipt for (BMS)           4,854.78     N
02958753 13 SPY 01Apr AGTMAN Banking Receipt for (BMS)          15,894.37     N
02958757 13 SPY 01Apr AGTMAN Charge Card Receipt (SWT)               2.76     N
02958759 13 SPY 01Apr AGTMAN Charge Card Receipt (SWT)             597.00     N
02958762 13 SPY 01Apr AGTMAN Charge Card Receipt (SWT)             572.40     N
02958765 13 SPY 01Apr AGTMAN Charge Card Receipt (SWT)           8,312.35     N
02958766 13 SPY 01Apr AGTMAN Charge Card Receipt (AX )              50.01     N
02958771 13 SPY 01Apr AGTMAN Banking Receipt for (CAC)           1,079.88     N
02960464 13 SPY 02Apr AGTMAN Banking Receipt for (BMS)          12,667.10     N
02960470 13 SPY 02Apr AGTMAN Banking Receipt for (BMS)           2,182.80CR   N
02960474 13 SPY 02Apr AGTMAN Banking Receipt for (BMS)             753.78     N

More transactions to follow .....
AnzioWin     Version 12.6zf                    CAPS      NUM
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Planned Improvements

1. Update the program to use “scrolling” technology to empower the user to cycle up and down the account prior to committing the changes via ‘OK’ to Process

2. Convert the program to be End of Year Database ‘sensitive’ so that you may set the NL Ind flag even post Year End to assist in audit finalisation.

Feedback / User Suggestions

If you wish to comment on the above, or can suggest any further enhancements to ease those ‘Year End Blues’ please submit these by email to wishlist@franek.co.uk