



The Simic system

GENERAL LEDGER

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GENERAL POINTS

The SIMIC SYSTEM includes the following features:

-Multi-company

The user may set up as many companies as desired.

- Multi-currency

Each company is set up with one base currency called “*Company Currency*”. In addition each company can have a second currency called “*Foreign Currency*”. Foreign Currency transactions and balances are maintained in parallel with Company Currency values. Month end currency differences are automatically processed. A revaluation of the balances of the foreign currency accounts is possible at the end of a period by using the “*closing-price*” rates defined by the user.

- Variable decimal point.

The user may choose whether currencies are maintained with 0,2 or 3 decimal places.

- Multi Data Sets

The user may use up to 32 data groups called “*Data Sets*” (named 1 to 6 and A to Z). The first two data groups sets are reserved for “*Current Year*” and “*Last Year*” respectively, the four following data sets are used as a general rule for budgets and other forecasts, according to the users wishes.

- Chart of Accounts

The user may enter up to 15 alphanumeric characters for his account number.

- Fiscal Accounting

The user has several possibilities to process accounting entries for fiscal purposes without however affecting normal management reporting.

Copy information from one company to another company before year end close and continue processing in the new company.

Year end close followed by the continuation of processing in “Data Set 2” last year’. The menu point 69 *Transfer of Balances* then allows the bringing up to date of the balances again and this can be done as often as necessary.

- On line update

The user can update vouchers and balances of the General Ledger instantaneously. The information is immediately available.

- Quantities

The user can add a Quantity value to any transaction which can then be available for reporting or inquiries.

- Consolidations

The user can add selected companies together to form another company and continue processing in the new company.

- Flexible Standard Reports

The system offers the user several standard printed reports arranged in a similar way so as to guarantee the user a necessary minimum for the analysis of his accounts (Balance, Sheet, Profit and Loss, vouchers, Statement of Account, ...).

SPECIAL KEYS

AIDE Interactive aid.

F3 Return to previous menu.

F4 Looking for information from a window.

F6 Creating an operation.

F12 Cancelling an operation.

Attn. Transfer to an alternative menu.

 This menu allows you to carry out all the menu points to which you have the rights except the one you have just left. This key, therefore, allows you to go to another principal menu point without, however, leaving the work you are accomplishing.

Dup. Duplication.

 The system copies information from the previous zone from the chosen column.

DIVERSE OPTIONS OF THE MAIN MENU

Defilement	Visualisation of other menu points.
F13	Choice of Work Companies.
F14	Choice of Work Data Sets.

ACCESS TO THE SIMIC SYSTEM

Each user must obtain from the SIMIC SYSTEM security director the procedure to be applied to gain access to the companies and functions which have been attributed to the user.

There are two possible ways of access:

- Directly from the guard image AS/400
- With the command **Startsimic**, STRSIMIC or STRSMCOPT from the users' order line.

90. END OF WORK

This menu point allows one to leave the SIMIC SYSTEM environment and to return to the opening menu of the session AS/400.

98. DISCONNECTION

This menu point can only be used for work at a distance across a system AS/400. It allows one to leave the SIMIC SYSTEM environment and to end communication with the system at a distance.

99. RETURN

This menu point allows one to return to the menu preceding access to the SIMIC SYSTEM.

FILE MAINTENANCE

11 COMPANY DATA-MASTER

GENERAL POINT

The company master record controls the activity of the company in the system. The user must set up a company before being able to work with the system.

USE

The options and functions numbered below are accessible to users who possess the specified rights from the director of the SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameters (5), which influence the image or the programme, managed in menu point 16, *Securities Data*.

- 1 Y Only the current company (the one in the main menu) can be changed.
- 1 N All companies can be changed.

OPTIONS

- 2=Modify Allows modification of an existing company.
- 5=Display Allows display of information about the company.

FUNCTION KEYS

- F6=Create Allows the setting up of a new company and opening of a new accounting system.
- F7=Security Restore security checks. Use carefully. Does'nt appear on screen.
- F8=Other number of taxpayer of VAT Allows the opening of the numbers of secondary tax-payers for a company.
- F10=Holding companies Allows to have a consolidated company by level and to check accounts by level 1 to 3.

WORK DISPLAY

RBM0011	SIMIC SYSTEM
	Change a company
Company code	: 212 Active / Non active (A/N): A
Company name	: SMC400 SàRL / MILLENIUM Holding: N
Company address	: LUTRY
Company currency	: CHF Number of decimals (0/2/3): 2
Multi-currencies used	(Y/N): Y Internal security check (Y/N): Y
Number of periods	(12/13): 13 Opening month (01-13) + adj.: 01 N
Current processing year	(ccyy): 2002 European community : N
Current period Data set 1	GL: 02 Payables : 02 Receivables : 02
Current period Data set 2	: 13 13 13
Current period Data set 3/4/5/6	: 13 / 13 / 13 / 13
P/L account	F4: 21001 PROFIT & LOSS
Clearing account	F4: 49000 CLEARING ACCOUNT / SOURCE
Account structure	: AAA CC DD Holding company :
Automatic voucher no	DS 1/2/3: 1000210130 / 2000000000 / 3000000000
	DS 4/5/6: 4000000000 / 5000000000 / 6000000001
First/last line printed	(01-20): 01 / 44 (30-68) Daily rates Y/N : Y
Tax registration / Tax authority	: CH 245616 /
Updated voucher control	(Y/N): Y Check vouchers : 1 (N/1/2)
Interco used	(Y/N): N Interest used : N (Y/N)
VAT used	(N/1/2): 1 FX mode : 2 (1/2)
Print cover page	(Y/N): N DMS used Y/N: N / N / N (GL/AP/AR)
F8=Other Vat no	F10=Holding companies F9=Accept F12=Cancel

Company code (number):

You may create a company code using from 1 to 3 alphanumeric characters. This company code identifies the company you have created and can no longer be changed.

Active / Not Active:

The user has no access to this field. The code A=active / N=not active is displayed by the system. A company becomes active at the moment the accounts are opened in the company master.

Company name:

A company name may have a maximum of 30 characters. This name will be printed at the top of each page and will be displayed on most screens indicating the company being processed (treated). The company name must not be confused with the company code. The name may be changed at any time.

Holding company Y/N:

Indicates if this company is an holding company and can be cleared to received the result of other companies. This to ovoid the clearing of an active company. This check is only made in SIMIC option 51 (consolidation).

N The company is an active company and cannot be used as a consolidated company in SIMIC option 51.

Y The company is an holding company and can be used in SIMIC option 51.

Address:

A field of 30 characters allows you to enter the address of the company which may be changed or deleted at any time.

If the last 3 characters contains 3 asterisks (***), the check of the company bank account will be avoid in the download of the bank movements (option 521).

Company currency:

This currency is the main currency of the company and consequently the currency used in each account. This means that all account balances are in this currency and that every transaction displays a value converted to this currency.

The currency code is represented by a combination of 3 alphanumeric characters. It is recorded in the currency file master automatically on its creation. When the company is active, this field cannot be changed. It is strongly recommended that the ISQ norms are used to define this code.

Number of decimals (0/2/3):

This allows one to indicate the number of decimal places appearing after the decimal point for all sums in company currency. The system allows up to 3 places. 0 indicates that there are no decimal places in sums of money. The decimal places of foreign currency are controlled in the Chart of Account. The number of decimal places may not be changed if the company is active.

Foreign currency use:

This code indicates to the system if the company uses foreign currency or not. 'N' indicates that foreign currencies are is not used. 'Y' indicates that they are used. It is possible to change from N to Y but the inverse (Y to N) is only possible if just one currency has been defined.

Internal Security Check

N = No check

Y = Calling "user call" RBJSIC* does not allow display of certain information.

The check is done in the following zones:

- 1) GL voucher description
- 2) reference 1 in the GL transaction
- 3) Customer Number

These checks are done in the following options :

21/22/35/36/37//42/42B/42C for the GL

230/238/244/245/246/247 for the receivables

Number of accounting periods (12/13):

This code allows indication of the number of periods that the company uses for its accounting. The system proposes 12 periods. As a general rule a company uses 13 periods,

that's' to say 12 for the months of the year and a thirteenth period of adjustment at the end of the year or the end of transactions. The number of periods can be modified at any time.

Month for the new balance (01-13) + adj.:

This code allows indication to the system of the opening month and thus the date of the opening balance sheet of the new accounting year. The month can be modified at any time. It is advisable however to change it at the beginning of the fiscal year. This point is indispensable for accounts which do not start on 1st January of the year.

This "adjustment Y/N" zone is only used when the "opening month" zone is **not** "01". This zone indicates how the current processing year has to be treated to correctly define the date of the exchange vouchers and the proposed date in the data entry in option 21. Consult the next examples for better understanding.

N The periods 01 to xx are considered in the current processing year and the year of the vouchers for the periods xx to 13 will be in the current processing year +1.

Y The periods 01 to xx are considered in the previous processing year and the year of the vouchers for these periods will be in the current processing year -1.

Example 1: Exercise 1999, from 10-1998 to 09-1999.

Zone "Current processing year" : 1999

Zone "Opening month" : 10

Zone "Adjustment" : Y

The periods 01-03 have a voucher date in the current processing year -1.

The periods 04-13 have a voucher date in the current processing date.

Period 01 = 10.1998	AP/AR = 01.1999,	Voucher = 31.10.1998
Period 02 = 11.1998	AP/AR = 02.1999,	Voucher = 30.11.1998
Period 03 = 12.1998	AP/AR = 03.1999,	Voucher = 31.12.1998
Period 04 = 01.1999	AP/AR = 04.1999,	Voucher = 31.01.1999
Period 05 = 02.1999	AP/AR = 05.1999,	Voucher = 28.02.1999
Period 06 = 03.1999	AP/AR = 06.1999,	Voucher = 31.03.1999
Period 07 = 04.1999	AP/AR = 07.1999,	Voucher = 30.04.1999
Period 08 = 05.1999	AP/AR = 08.1999,	Voucher = 31.05.1999
Period 09 = 06.1999	AP/AR = 09.1999,	Voucher = 30.06.1999
Period 10 = 07.1999	AP/AR = 10.1999,	Voucher = 31.07.1999
Period 11 = 08.1999	AP/AR = 11.1999,	Voucher = 31.08.1999
Period 12 = 09.1999	AP/AR = 12.1999,	Voucher = 30.09.1999
Period 13 = 09.1999	AP/AR = 13.1999,	Voucher = 30.09.1999

Example 2 : Exercise 1999, from 04-1999 to 03-2000.

Zone "Current processing year" : 1999

Zone "Opening month" : 04

Zone "Adjustment" : N

The periods 01-03 have a voucher date in the current processing year -1.

The periods 04-13 have a voucher date in the current processing date.

Period 01 = 04.1999	AP/AR = 01.1999,	Voucher = 30.04.1999
Period 02 = 05.1999	AP/AR = 02.1999,	Voucher = 31.05.1999
Period 03 = 06.1999	AP/AR = 03.1999,	Voucher = 30.06.1999
Period 04 = 07.1999	AP/AR = 04.1999,	Voucher = 31.07.1999
Period 05 = 08.1999	AP/AR = 05.1999,	Voucher = 31.08.1999
Period 06 = 09.1999	AP/AR = 06.1999,	Voucher = 30.09.1999
Period 07 = 10.1999	AP/AR = 07.1999,	Voucher = 31.10.1999
Period 08 = 11.1999	AP/AR = 08.1999,	Voucher = 30.11.1999
Period 09 = 12.1999	AP/AR = 09.1999,	Voucher = 31.12.1999
Period 10 = 01.2000	AP/AR = 10.1999,	Voucher = 31.01.2000
Period 11 = 02.2000	AP/AR = 11.1999,	Voucher = 28.02.2000
Period 12 = 03.2000	AP/AR = 12.1999,	Voucher = 31.03.2000
Period 13 = 03.2000	AP/AR = 13.1999,	Voucher = 31.03.2000

Current processing year

This code indicates the year used in Data Set 1. The year will be changed as part of the year end procedure.

European community

This field indicates whether the company currency of the Data Set 1 (option 13) has a "Y" in the field "European currency". (For more information refer to the document Smceeuro)

Current period (DS 1) GL:

This code indicates the period proposed by default during the input of vouchers. A voucher can however be entered into another period if the user has the rights of substitution into this period (see security guide). The current period may be the periods previously specified. It is also valid for reporting and enquiries. The current period can be modified at any time.

Current period (Data set) Suppliers debtors:

This code allows definition of the current period at the level of suppliers and/or debtors, independent of the general ledger. This menu point, very useful in the case of monthly closings or lateness in the input of the general ledger, allows bringing up to date of, among others financial transactions (movements), payments and recordings of bills, without influencing however the balances of the period (specified) in the general ledger (as long as

the period defined is different). The user can in this way work on elaborating his monthly reports while keeping the financial situation of the company up to date.

However the period specified in the suppliers and/or debtors cannot be previous to the period defined in the general ledger.

Current period Data Set 2:

Data Set 2 is in general used for records of the previous year. The system allowing the passage of transactions on the preceding year after the annual closure, it involves in this case defining the period in course for Data Set 2. To lock the input in Data Set 2, it is necessary to enter the code 99 which forbids the passage of transactions into last year.

Current period Data Set 3/4/5/6:

This code indicates the current periods in the following Data Sets. The code 99 prevents the input of transactions.

Modification of vouchers (Y/N):

The decision to authorise users to modify vouchers after input is taken by the company management.

If the code is Y the system replaces the old voucher with the new one and automatically modifies the balance of all accounts concerned. If not the system prevents all modification of vouchers.

This field may be modified at any time.

Consolidated companies:

The company code entered in this field indicates to the system the company into which the company is consolidated. This code is then proposed during the consolidation. If no consolidation is foreseen, this field remains empty. The code taken in this field may be modified at any time.

P&L Account:

This field is used to define the account number used by the system to transfer the result during the closure of the company by a transaction generated by the year end close. It is a passive account of the "L" type. This account number may be the same as that used during the year when issuing balance sheets as monthly or provisional P&L. The account number entered in this field is automatically defined in the Chart of Accounts.

Transfer accounts:

This field indicates to the system the account to use to balance the vouchers, of more than 9999 transactions, coming from inter faces. This account, which in fact only uses accounts which balance must always show a balance of zero. It will be specified among others during the bringing up to date of the opening balances by menu point 69, *Balance Transfer* which we will treat lastly. Like the P&L account, it is a passive account of the 'L' type and its

specification in this field defines it automatically in the Chart of Accounts. It can be changed at any time.

Accounting structure:

The idea of accounting structure, a combination of alphanumeric characters was invented so as to allow the user a maximum of information from his Chart of Accounts. The structure of the accounts according to the analytical criteria defined on the creation of the Chart of Accounts, allows the integration of the ideas of departments, products, profit centers and management centers in the accounts making it easy for example to analyse the results of a department or of a range of products.

For example: A company required analysis reports by varying costs markets and departments. In this case the account number could be of eleven characters arranged thus:

AAA.BBB.CCC

The first three characters represent the market, the next three the department and the last three the cost.

The structure is shown under the name of information and does not limit in any way the creation of account numbers. The processing structure may be changed at any time.

Next voucher number:

The user specifies in this field the start number for automatic numbering of processing vouchers for each Data Set. The system proposes it by default during input however, the user may change it if he wants to create a voucher with a different numbering. This code is modifiable at any time.

First printed line:

This code indicates the number of the first line which will be printed on the totality of SIMIC standard documents, which can be particularly useful when using paper with pre-printed headings. The modification of the line number can be changed at any time.

Last printed line:

Identical to the latter but for the last printed line.

Daily rates Y/N :

Indicates if the company must work with the daily rates.

N The company works with the standard rates indicated in SIMIC option 13, as usual.

Y The company work with the daily rates indicated with screen option '1' in SIMIC option 13 (work with currencies).

VAT base number/Fiscal number:

This code allows processing of the VAT Taxpayer's Number as well as a different Fiscal number. The VAT code is composed of the country code (2 characters) and the taxpayer's number (15 characters at the maximum). This field is not compulsory.

Secondary Taxpayer Numbers can be input with the help of function key **F8**=Other VAT no. Please note that all VAT identification codes entered in SIMIC are checked using the SMFCKV file in the SM2GLOE library. If there is any problem here, this file's contents must be deleted, added or modified (in principle this is standard in Europe).

Inter-company use:

This code indicates to the system whether the inter-company module is active.

Interests used:

This code (Y/N) allows definition of the parameters, by default, to calculate interest on the accounts.

VAT used:

This code indicates whether the company is subject to VAT and if so, according to what base the VAT is calculated.

- N The company is not subject to VAT (code by default).
- 1 Subject to calculation on bills (agreed premiums).
- 2 Subject to calculation on payments (received premiums).

Note : This code can be changed on the invoice entry. So, the two methods of calculation can be combined together.

Different mode of exchange:

This field indicates whether the gains or losses of unrealised exchange (coming from a revaluation) on debtors' or suppliers' bills are automatically not included in the processing of the final payment of the bill.

- 1 The unrealised exchange differences, coming from a revaluation of suppliers or debtors are not automatically excluded. Parameters by default.
- 2 Unrealised exchange differences coming from revaluation of suppliers and debtors are automatically not included.

Check vouchers:

This field allows the user to see the vouchers created by the system for the revaluation and payment options. If this field contains 1 or 2, the standard « user call » (RBJTRA01B) is called in order to verify the reference and description zones.

- N The vouchers are never checked and displayed.
- 1 The vouchers are always displayed, even without error.
- 2 The vouchers are displayed only when an error is detected by the « user call »

Print cover page:

This code (Y/N) allows the user to print a cover page indicating the selection required for a list.

DMS used Y/N:

This code (Y/N) indicates if the document management service (electronic scan) is used. This code is for internal use.

Holding companies (F10 on main screen)

RBM0015	Work with holding companies			
	Base	Lvl-1	Lvl-2	Lvl-3
Holding companies	: CO2	CO1	CO2	CO3
Check comp. accounts :			334	
F4=List of companies		F9=Accept	F12=Canc.	

Holding companies :

Indicates the consolidated company related to the level (blank/1/2/3) during the use of Simic option 51. It will allow the automatic selection of the consolidated companies.

Check accounts :

Allows to check the consolidated accounts used in Simic option 14 for levels 1,2 and 3. This check is only valid for the base chart of account of the referenced company.

In case of a complete check for all level, it is necessary to create as many referenced company as needed level.

12 COMPANY HEADINGS

GENERAL POINTS

USE

The options and functions numbered below are accessible for users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS :

- 2=Modify Allows modification of the period headings for the current company.
5=Display Allows visualisation, without being able to modify, of headings defined for the company.

FUNCTIONS KEYS:

- F7=Copy from another company
This function allows you to take headings already defined for another company.

WORK DISPLAY TABLE

RBM0031		SIMIC SYSTEM	
Change company headings			
Company	: 107 SIMIC INFORMATIQUE		
	Headings	Closing date	
Opening	: OPENING		
Period 01	: JANUARY		31.01.1996
Period 02	: FEBRUARY		28.02.1996
Period 03	: MARCH		31.03.1996
Period 04	: APRIL		30.04.1996
Period 05	: MAY		31.05.1996
Period 06	: JUNE		30.06.1996
Period 07	: JULY		31.07.1996
Period 08	: AUGUST		31.08.1996
Period 09	: SEPTEMBER		30.09.1996
Period 10	: OCTOBER		31.10.1996
Period 11	: NOVEMBER		30.11.1996
Period 12	: DECEMBER		31.12.1996
Period 13	:		
Balance	: CLOSING		
F3=Exit F7=Copy from other company F9=Next screen F12=Cancel			

Company:

This field indicates the code and the name of the company for which one is bringing up to date headings. It cannot (itself) be modified.

Opening, period 1 to 13:

The system allows a combination of 14 characters indicating the name, or heading, of 12 or 13 periods, specified in the company master. Two supplementary periods are proposed and in general they represent the "Opening"(00) and "Balance" periods.

The 00 period is basically reserved for transactions of the opening balance sheet. It is necessary to point out however that when inputting foreign currency, it is necessary to enter the exchange rate manually because the exchange rate file does not operate in this period. These headings appear on the appropriate screens (windows) and at the top of report columns.

Dates:

The display "Closing date" allows the dates of closing of the periods defined by the user to be indicated for information.

RBM079C		SIMIC SYSTEM			Company no : 212		
Work with company headings							
Type options, press ENTER							
2=Change		4=Delete		5=Display			
Opt DS	Description	Period	Voucher no	DMS	GL/AP/AR		
A	DS A - 1955	07	0000055555		Y Y Y		
K	Data Set 1995	05	0000055555		N N N		
S	Copie DS 1	08	000000238		N N N		
T	Copie DS S	99	0000000001		N N N		
U	Option 64	99	0000000001		N N N		
1	ANNEE 2001	05	000000125		Y N N		
2	ANNEE 2000	02	2000000077		N N N		
3	2001	03	3000000000		N N N		
4	2000	04	4000000000		N N N		
5	1999	05	5000000000		N N N		
6	1988	06	6600000001		N N N		
F3=Exit		F6=Create			F12=Cancel		

RBM0791	SIMIC SYSTEM Change a Data set	Company no : 212
Data set	: A	
Description	: DS A - 1955	
Current period	: 07	
Next voucher no	: 0000055555	
DMS GL used	Y/N: Y	
DMS AP used	Y/N: Y	
DMS AR used	Y/N: Y	
F3=Exit	F9=Accept	F12=Cancel

Data set :

Indicates the Data set 1 – Z.

Description :

The system offers, by a combination of 14 characters, a heading to each Data Sets. By definition, Data Sets 1 and 2 represent the current year and last year. The following Data Sets are left for the free choice of the user. As a general rule it is advised to use Data Sets 3,4,5 and 6 for Budgets (Plans) and forecasts. These headings appear on appropriate screens and at the top of the columns of printed reports.

Current period and next voucher no :

Same definition as option 11.

DMS codes :

Indicates if the electronic document management is used.

13 CURRENCY MASTER

GENERAL POINTS

The currency master contains a table of exchange rates (period average and period end spot rates) for each currency to be used anywhere in the system.

The currency master must have, as a minimum, the base company currency which is created automatically by an entry in the company master. The company currency always has an exchange value of 1 and cannot be modified.

A currency can be deleted if the currency code is not used in the account master.

This menu point shows, for the current company and Data Set, the list of defined currencies, as well as the exchange rates in vigour at the current period.

3 criteria are at your disposition to modify the selection of displayed currencies:

- Company Number (Code)
- Currency Code
- Data Set

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of the SIMIC SYSTEM security.

OPTIONS :

- 1=Daily rates Management of daily rates.
Only valid if 'Y' is specified in SIMIC option 11.
- 2=Modify Modifies the description and the exchange rates
- 3=Copy Copies from a company currency
- 4=Delete
- 5=Display

SPECIAL OPTIONS

Parameters (5), which influence the image or the programme, managed in menu point 16, *Securities Data*.

- 1 Y Rates for non '00' levels are protected.
- N Rates for all levels are free.

FUNCTION KEYS:

- | | |
|--------------------------|--|
| F6=Create | Add a currency |
| F9=Accept | Validify the creation or the modification of a currency |
| F19=Update all companies | Update all identical currencies for all companies with the same functional currency and with the same Data set, level and mode. An additional screen is displayed with selection and confirmation. |

WORK DISPLAY TABLE

RBM0021		SIMIC SYSTEM		Company no : 107	
Change a currency					
Currency code	:	USD			
Data set + level	:	1 / 00			
European currency	:	N (Y/N)	VAT rounding	1-3: 3	
Full description	:	DOLLARD	Short description	: US\$	
Decimal for AP/AR	:	2	Tolerance in %	: 12.5	
Mode	1/2:	1 (1=*, 2=)	Factor	:	000001
Period		Period rates	Period		Spot rate
			OPEN		1.5000000
JANUARY		1.5000000	JANUARY		1.7000000
FEBRUARY		1.7000000	FEBRUARY		1.8000000
MARCH		1.9000000	MARCH		1.9500000
APRIL		1.3000000	APRIL		1.4000000
MAY		1.4000000	MAY		1.5000000
JUNE		1.5000000	JUNE		1.5000000
JULY		1.5000000	JULY		1.5000000
AUGUST		1.5000000	AUGUST		1.5000000
SEPTEMBER		1.5000000	SEPTEMBER		1.5000000
OCTOBER		1.5000000	OCTOBER		1.5000000
NOVEMBER		1.5000000	NOVEMBER		1.5000000
DECEMBER		1.5000000	DECEMBER		1.5000000
		1.5000000			1.5000000
F3=Exit	F9=Accept	F19=Update all companies			F12=Cancel

Currency Code:

The currency code, a combination of 3 characters, identifies the currency used and appears on all the screens and appropriate reports. It is advised to use coding of the currency which corresponds to ISO norms (This is imperative when using DTA payment.). Once processed, the code currency may not be changed.

Data Set:

This field allows the system to be informed which Data Set the currency is used for. Once input, in this case also, the Data Set may not be modified.

Level (rates):

The numerical field allows indication to the system of the level of the currency rate. It is possible to input at the most 100 levels per Data Set and per currency.

'00' is the level by default, and it is used for all entries relating to exchange calculations in all the modules of the SIMIC SYSTEM:

A different rate level may be, in fact, used by the system in the following cases:

- During the combining of companies (as long as a specific rate level is indicated in the accounts (Ref. menu point 14, *Chart of Accounts*)).
- During revaluation of the accounts of the General Ledger (as long as a specific rate level is indicated in the accounts (Ref. menu point 14, *Chart of Account*, and 24, *Revaluation*)).
- For a tax revaluation (Ref. menu point 24, *Revaluation*).

Description:

This field, allowing a combination of 20 characters, allows giving the description of the currency. It may be changed at any time. The description is displayed on all screens and appropriate reports.

European currency:

Y Indicates a rates against the EURO currency. (For more information refer to the document Smceeuro)

Short Description:

The system offers an input field of 6 characters at the maximum for the short description of the currency. It appears in certain reports. The short description may be modified at any time.

Rounding off Taxes (1-3):

This field allows you to inform the system of the rounding-off to be used in tax calculations. By default the system will indicate taxes to 5 centimes. This field is also used for the calculation of the discount in the payable module (% indicated in payment term file).

Values:

- 1 To 1 unit
- 2 To 1 centime
- 3 To 5 centimes

Decimals for suppliers/debtors:

The user may decide, for each currency, the number of decimal places to be used for the display of bills in the suppliers/debtors module. The system allows 0/2/3 decimal places in this work.

Last Update:

The system displays automatically the date of the last update made for a currency on this input screen.

Mode:

This field combined with the following field 'Factor' indicates to the system the manner in which to calculate the conversion of a foreign currency into the company currency.

- 1 Multiplication of the amount of foreign currency by the exchange rate (default)
- 2 Division of the amount of foreign currency by the exchange rate.

Attention! Mode 2 is only used in the following way:

1/rate = multiplication rate: it is this latter which is kept in the transactions.

Factor:

This field represents the unit for which the introduced rate is valid.

The factor can take the following values:

1/10/100/1000/10000

If the input exchange rate is 90 GMs for 100 SFr, the factor will be thus 100.

Tolerance in %:

This field represents the tolerance in % allowed in payable/receivable interfaces for invoices in foreign currency. A zero rate means no check. This field is used in options 372/373/392/393. Please, refer to the documentation of these options to find the correct "special option" to be used.

Period Rates:

For each accounting period the user defines the exchange rates which are used basically for the conversion of sums input in foreign currency into company currency. Because of this, the rate of the company currency is always 1-0 and cannot be changed. The foreign currency rate input into the Currency master is always calculated with respect to the base currency. The input field allows entry of an exchange rate of 4 numbers(digits) and 7 decimal places which may be changed at any time. A no-input zone will put a value zero for the conversion.

Spot Rates:

The system allows, thanks to closure rates or spot rates, the revaluation of sums of foreign currency at the end of a period so as to adjust the exchange differences, realised or not, produced by the transactions of the period. This rate can be modified at any time. For more information refer to the description of menu point "24, Calculation of exchange rate differences".

ADDITIONAL SCREEN IF FUNCTION KEY F19 ACTIVATED

RBM002D		SIMIC SYSTEM		Company no : 212	
		Work with currencies			
Selected period		From/to : 00 / 13			
Type options, press ENTER					
1=Select					
Opt	Comp	Cur	Level	DS	Description
	222	AAA	00	1	ANNEE 2001
	312	AAA	00	1	ww
F3=Exit		F9=Accept		Bottom F12=Cancel	

This screen allows to select periods and currencies to be updated.
No selection and F9 means no treatment.

ADDITIONAL SCREEN IF FUNCTION USING DAILY RATES

RBM002E		SIMIC SYSTEM		Company no : 213	
		Work with daily rates			
Position to		: _ _ _ _		From date ddmmyyyy	
Type options, press ENTER					
2=Change		3=Copy		4=Delete 5=Display	
				Current	
Opt	Comp	Cur	Lvl	Date	rate
	213	EUR	00	31.12.2008	1.5500000
	213	EUR	00	31.12.2007	1.5100000
F3=Exit		F6=Create		Bottom F12=Cancel	

RBM0026		SIMIC SYSTEM		Company no : 21	
		Change a daily rate			
Currency + level		: EUR 00			
Date		ddmmyyyy: 31 12 2008			
Current rate		: 1.5500000			
F3=Exit		F9=Accept		F12=Cancel	

Date ddmmyyyy :

Indicates the starting date valid for this daily rate.

Current rate :

Indicates the rate valid with the date indicated in the previous zone.

14 CHART OF ACCOUNT

GENERAL POINTS

The system enable the user to have a completely free choice for the chart of account. The account master contains all information about each account including their balances. It is possible to display a selective list of accounts starting with any character which forms the account number. In fact, each alphanumeric character, up to a maximum of 15, corresponds to an access key either alone or combined with other characters.

USE

The options and functions listed below are accessible for users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

- | | |
|------------|---|
| 0=Choose-1 | Allows selection of an existing account in the Account Master and the display of transaction lines from it according to various criteria that is to say the Data Set, the accounting periods, the transaction dates or value dates as well as the 3 reference 'zones'. The information obtained is written under menu point 37, <i>Transaction inquiries by account</i> . |
| 1=Choose-2 | Allows selection of an account existing in the Account Master and the display of transaction lines from it according to various criteria. Criteria and the description of the result are described under menu point 36, <i>Transaction inquiries</i> . |
| 2=Modify | Allows modification of certain parameters of an existing account in the Account Master.
Certain fields like the account number are not accessible. |
| 3=Copy | Duplicates the details of an account to create an account with similar parameters. |
| 4=Delete | Allows deletion of an account not used in the Account Master. As soon as an account becomes active (after the input of a transaction) it is no longer possible to delete it. |
| 5=Display | Displays on the screen all the parameters of an account. This option shows the information without be able to change it. |
| 6=Print | Allows the printing out of the transactions of an account inside a 'slice' of a period. |
| 7=Rename | Allows the account number to be changed at any time.
All the transactions having taken place previously are automatically modified by the system and updated with the new account number. |

8=Display the assets

Displays the assets of the account for a definite period in foreign currency, company currency, in quantity and for all Data Sets.

Furthermore the display shows the variation of stocks, calculated in percentage with respect to Data Set 1, in the diverse Data Sets.

9=Display balances

Displays period balances as well as the account balance in foreign currency, company currency and quantity.

SPECIAL OPTIONS

Parameters (5), which influence the image or the programme, managed in menu point 16, *Securities Data*.

- 1 Displays directly information from view 1
- 2 Displays directly information from view 2
- 3 Displays directly information from view 3
- 4 Displays directly information from view 4
- 5 Displays directly information from view 5
- 1+5 Displays directly information from view 6

- 12 (screen option). Copy an account from another company with F7.
Allows to select a GROUP company through the 'User call' RBJACC01A' and to check the new account number with the 'User call' RBJACC01E.
- 14 (screen option). View 4. The quantity balance is displayed instead of the reference 3 or the contra-account.

FUNCTION KEYS

- F4=Invite Allows you to choose a currency or a revaluation account with respect to the position of the cursor on the respective field.
- F6=Create Allows the creation of an account.
- F7=Copy from another company.
Allows to copy an account from another company.
The default value for this source company is into a *dataarea in the data library. Its name is : DFTOP14 + company number.
- F8=Descriptions/languages
Allows management of the secondary account descriptions as a function of language.
- F8=Create outfile Allows creation of an output file (only with selection).
- F9=Accept Displays the second screen of account parameters and checks the modifications made.
- F10=Additional descriptions.
Allows to display the full account description.
- F11=Other views
Displays the account characteristics on a second screen.
- F13=Shares Displays values in the different currencies of the balance for all Data Sets as well as the differences in percentage between Data Set 2 and Data set 1.
- F14=Balances Displays the account balances per period in foreign currency, company currency and in quantity.

WORK DISPLAY TABLE

RBM0041	SIMIC SYSTEM		Company no : 107
	Change an account		DS1 period : 03
Account code	: 20235		
Account structure	: AAA CC DD	Multi-companies	: _ _ _ _ _
Type (A/L/I/E/P)	: A	Active/non act.	: A
Full/short descript.	: SWISS_BANKS_CORPORARION_US\$	/	SBC_\$US
Foreign currency (F4)	: USD	Last changed	: 29/11/95
Currency rate level	: 00		
Foreign cur dec 0/2/3	: 2		
FX calculation (Y/N)	: Y		
FX account gain (F4)	: 68000	EXCHANGE DIFF	G
FX account loss (F4)	: 68000	EXCHANGE DIFF	L
P/L + B/S db/cr	: Y/N: N		
Activity acc.	: Y/N/A: Y	User status 1	: _
Reconciliation	: Y/N: N	User status 2	: _
Currency related	: Y/N: Y	User status 3	: _
Intercompany	: O/Y/N: N	User status 4	: _
Interest code	: Y/N: N	User status 5	: _
Security level 00/99	: 00	User status 6	: _
Quantity description	: _ _ _ _ _		
Suspended DS 1-6	: Y/N: N / N / N / N / N / N	Detail. open bal	: Y/N/R: N
Credit limit	: _ _ _ _ _ 0 _		
F3=Exit F8=Descript/lag F9=Next F12=Cancel F13=Values F14=Balances			

Account number (code):

This field allows the input of an alphanumeric combination of 15 characters at the maximum indicating a unique number for each company account. The account numbers can have a different constitution from the accounting structure defined in the company . They are displayed by the system in ascending order. The number may not be deleted if the account is active. However it may be modified at any time using option **7=Rename**.

Account Structure :

This field is displayed by the system and cannot be modified. It displays the account structure defined in the company.

Multi-companies:

This field allows the user to create and modify an account number in several companies at the same time.

Active/non-active :

This information is displayed by the system. If the code is shown as "N" the account will not be printed in a trial balance and it can be deleted. As soon as a transaction is input, the account becomes active and cannot be deleted. The system then displays the code "A".

Type (A/L/I/E/P):

This code indicates the nature of the account according to the account structure. It may be modified at any time.

A = Active L = Passive I = Income E = Expenses P = Private

This code has a triple function :

1. It determines where the account is printed in the standard reports "Balance Sheet" and "Profit and Loss".
2. It determines also what action the year end close procedure performs on the account. The balances of accounts A and L will be carried over into the "current year" while the balances of I and E will be grouped together and the result transferred to the P&L account defined by the company.
3. The type P code is used for simple companies taking into account the contributions of their administrators.

Description (full):

This inputs the description of the account, 25 characters at the most, which can be changed at any time.

Description (short):

Allows the input of a shortened version of the full description used on certain screens or reports. If the field is left blank the system will automatically duplicate the first eight characters of the full description. The abbreviation may be changed at any time.

Foreign currency :

Determines the currency of the account as long as the currency exists in the Currency Master. If this field is left blank the system will duplicate the company currency. The code cannot be changed once the account is active.

The function key **F4** allows the choice of a currency from those shown in a window.

Currency rate level:

Allows the choice of the rate level to use (Ref. menu point 13, *Currency Master*) in the case of a consolidation or a revaluation of an account whose currency is different from that of the company (Ex. Historic rates for some accounts).

The level by default is 00.

Last change:

Shows the date of the last modification of one of the parameters concerning the account.

Foreign currency decimal points:

Determines the number of decimal points in the account currency. The system allows 0,2 or 3 decimal places. It cannot be modified if the account is active.

Revaluation:

This code (Y/N) indicates whether the account must be included in the calculation of the revaluation of exchange differences. This code may be modified at any time.

Y The account is revalued

N The account is not revalued

Revaluation gain account:

Indicates the account where the exchange gains calculated during the revaluation are registered. The account number input may be changed at any time.

Revaluation loss account:

Indicates the account where the exchange loss calculated during the revaluation is registered.

P&L + B/S db/cr :

The code "Y" indicates that the value of the account determines the type of account in place of the defined type.

Ex.: A bank account of type A (active) will become type L (passive) according to its balance, positive or negative. The code may be changed at any time.

Activity account :

This field allows definition of the activity of an account.

- Y Indicates that the account is active and may receive account transactions.
- N Indicates that the account is used as a title for the report writer and cannot receive transactions in Data Set 1 and 2. On the other hand, it is possible to enter transactions for Data Set 3 to 6 (budgets). The account will not be printed on standard reports.
- A Indicates that the account is active an analytic account and is subjected to special characteristics.
 - It will not be printed on standard reports.
 - A voucher must only contain type "A" transactions (analytic) or no type "A" transaction at all.
 - These accounts cannot be used in vouchers in Receivables or Payables. Only in the General ledger.
 - These accounts allow only the input of quantities.

- The official result of a exercise is never affected by these accounts.
- During the annual closing, the sum of accounts of this type must be zero, otherwise the closing will not be carried out.
- During the consolidation, the activity code will be forced to "A" if one of the accounts to be consolidated is type "A" at the origin.

Reconciliation:

The code "Y" indicates that this account includes transactions to be reconciled either manually or automatically (Ex: reconciliation of bank accounts). This code may be modified at any time.

Currency related:

The code "Y" indicates that the transactions must be carried out in the account currency. The currency used for the transaction, and not the account currency is considered to be the original currency.
For example: for accounting in Swiss Francs the code "N" allows input of a transaction in Italian Lira in an account in Dollars. The Italian Lira will be converted into Swiss Francs and then the Swiss Francs will be converted into Dollars. This code may be modified at any time.

Intercompany:

This field indicates to the system whether the account is used for intercompany operation. It is changeable at any time.
'O' Indicates obligatory. The intercompany cannot be refused (with code 'N') in the interrogation window.

Interest code:

This code indicates to the system if the recorded transactions in the account bring in interest. This can be modified at any time only if the "interest code" in the company (Ref. menu point 11, *Company Master*) is "Y".

Security level 00/99:

Indicates the security level of the account (see *security* guide). It can be modified at any time.

Quantity description:

This fields allows input of a combination of 10 characters indicating, for information, a quantity description.
For example: kilos, litres, hours etc. It can be modified at any time.

Suspended DS 1-6 , Y/N:

Allows suspension of the account per Data Set so as to prevent all new transactions.
These fields are modifiable at any time.

Credit limit:

Allows indication of an amount for information.

User Status 1 to 6:

The system puts at the user's disposition, for an external exploitation of accounting information, 6 codes with 1 position per account.

Detailed opening balance Y/N/R:

Indicates to the system if during the opening, following the annual closure, all the **non-reconciled** transactions of the closed Data Set are carried over instead of just the balance or recapitulation by references.

This field may be modified at any time.

It is used by option 61 (year end closing) and 69 (transfer balances).

Only useful for special analyses as a function of information at transaction level.

- N) By year balance
- Y) By non-reconciled transaction
- R) By reference (see documentation option 69, transfer balances)

CONSOLIDATION ACCOUNTS

RBM0046	SIMIC SYSTEM		Company no : 107
	Change an account		DS1 period : 03
Account code	: 20235	SWISS BANKS CORPORATION US\$	SBS \$US
Consolidation accounts			
Level 1 debit	F8: 20230D1	SWISS BANKS ACCNTS	SWISS
Comp CO1 credit	F8: 20230D1	SWISS BANKS ACCNTS	SWISS
Level 2 debit	F8: 20230D2	SWISS BANKS ACCNTS	SWISS
Comp CO1 credit	F8: 20230D2	SWISS BANKS ACCNTS	SWISS
Level 3 debit	F8: 20230D3	OVERALL BANKS	OVERALL
Comp CO1 credit	F8: 20230D3	OVERALL BANKS	OVERALL
F3=Exit	F8=Description/languages	F9=Accept	F12=Cancel
	F4=Account enquiry	F13=Values	F14=Balances

Account number:

Account number to which the consolidation accounts are attached.

Consolidation accounts: level 1,2,3 debit/credit:

Account numbers used in the consolidated company. Three different account structures may be used. It is stated during the consolidation which level is to be used. These numbers may be modified at any time.

For each level it is possible to input 2 account numbers which will be used according to whether the account balance to consolidate is positive or negative.

The account levels can be used not only for a consolidation but also for reports (menu points 42/43/44/45).

Comp :

This zone is related to the holding companies described in Simic option 11.

If this zone is empty, any values can be keyed and are not checked.

If this zone has a company nr, the account keyed must exist in this target company.

F8 Descriptions/languages/consolidation level

Language codes can be input by the menu point 19, *Management of languages*. These codes are used in all the system modules as access keys to different language descriptions according to the menu points considered.

In the case of menu point 14 every account receives an obligatory basic description, not related to any language. By using function key **F8** it is possible to link to the basic description a complementary description per language.

Also a description per language for each consolidation account of level 1,2,3 can be input.

The user may thus construct up to 3 charts of account:

Ex: Internal chart of accounts
Fiscal chart of accounts
Consolidation chart of accounts

Complementary basic description in another language :

RBM0491	SIMIC SYSTEM	Company no: 107
Change a description/language		
Account no	: 20230D1	
Level	" "/1-3:	
Language	F4: F FRENCH	
Description	: SOCIETES_DE_BANQUES_SUISSES____	
Short description	: SBS____	
F9=Accept		F12=Cancel

Description in French of a consolidation account at Level 1 :

RBM0491	SIMIC SYSTEM	Company no: 107
Change a description/language		
Account no	: 20230D1	
Level	" "/1-3: 1	
Language	F4: E Anglais	
Description	: SWISS_BANKS_ACCNTS____	
Short description	: SWISS____	
Type	(A/L/I/E/P): A	
P/L + B/S db/cr	: Y	
Currency rate level	: 00	
F9=Accept		F12=Cancel

Account number :

Consolidation account number to which a description is attached.

Level " "/1-3:

Obligatory zone defining to which consolidation level the description is attached.

" " Base level, basic account description in another language. Useful for the reports that the user wishes to print with the descriptions in another language.

- 1 Level 1, consolidation account description at level 1
- 2 Level 2, consolidation account description at level 2
- 3 Level 3, consolidation account description at level 3

Language code :

Obligatory zone defining the language for which a description is input.

Description:

This field allows input of the description of the consolidation account, up to a maximum of 25 characters, which may be modified at any time.

Short description:

Allows input of a short description of the account used on certain screens or reports instead of the full description. If the field is not filled, the short description is modifiable at any time.

The following three zones allow definition differently of the consolidation accounts of the original accounts :

Type (A/L/I/E/P):

This code indicates the nature of the consolidation account according to the accounts structure. It may be modified at any time.

A = Active L = Passive I = Receivables E = Expenses P = Private

P&L + Balance sheet debtors/suppliers:

The code "Y" indicates that the value of the account determines the type of account instead of the defined type.

Example.: A bank account of type A (Active) will become type L (Passive) according to its balance being positive or negative. The code may be modified at any time.

Rate level:

Allows the choice of the rate level to be used (Ref. Menu point 13, *Currencies*) in the case of a consolidation or a revaluation of an account whose currency is different from the company currency, (Example: Historic rates for certain accounts).

The level by default is 00.

17 TRANSACTION TEXTS

GENERAL POINTS

This menu point allows input of standard information which can be called by a function key when inputting vouchers by hand, (menu point 21, *Voucher input*), and transferred to the fields concerned.

USE

The options and functions listed below are accessible for users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify Field modification
4=DeleteDeletion of a standard text
5=Display Display of a standard text

FUNCTION KEYS

F6=Create Allows processing of a transaction text
F9=Accept Check the input

WORK DISPLAY TABLE

RBM0461	SIMIC SYSTEM		Company no : 107
Change a transaction text			
Transaction text code: AAA			
Line description 1	:	Moto 2	
Line description 2	:	xxxxxx	
Reference 1	:	R111111111	
Reference 2	:	R222222222	
Reference 3	:	R33333333333333	
Account no	F4:	60001*	_____
Contra-account	F4:	10000**	_____
Unit price	:	_____150.65 % Y/N: Y	
F3=Exit		F9=Accept	F12=Cancel

Transaction text code:

This alphanumeric code defines a transaction. It is obligatory and unique.

Line descriptions 1 and 2:

Text by default which will be carried over to the corresponding zone on the entry of a voucher. (menu point 21, *input of vouchers*).

Reference 1:

Text by default of reference 1 on the entry of a voucher. (menu point 21, *input of vouchers*).

Reference 2:

Text by default of reference 2 on the entry of a voucher. (menu point 21, *input of vouchers*)

Reference 3:

Text by default of reference 3 on the entry of a voucher. (menu point 21, *input of voucher*).

Account:

Account number by default on the entry of a voucher. (menu point 21, *input of vouchers*). This zone may have a generic value.

Contra-account:

Account number of counter-part by default on the entry of a voucher. (menu point 21, *input of vouchers*). This zone may have a generic value.

Unit price - % Y/N :

Unit price or percent used for on the entry of a invoice(menu point 228, free invoicing).

N = Indicates a unit price.

Y = Indicates a percent (%).

18 INTER COMPANY MASTER

GENERAL POINTS

This menu point allows management of the necessary information for the direct treatment of movements between several companies. The movements treated may be of the type, general ledger, debtors or suppliers.

The source companies and the target companies can be in different environments but for the moment only in the same system.

Transfer possibilities are the following :

<u>Source</u>	<u>Target</u>	<u>Menu point</u>
General ledger	General ledger	21/22/23
Debtors	General ledger	221/225/226
Debtors	Suppliers	221/225/226
Suppliers	General ledger	122/123/125/126
Suppliers	Debtors	122/123/125/126

Vouchers of “Interco” type created in target companies are always stocked firstly in the corresponding ‘suspended’ files (GL/DB/CR).

Modification of a source voucher having created an “Interco” voucher produce two new “Interco” vouchers, the first to annul the original voucher and the second with the new values.

The suppression of a source voucher having created an “Interco” voucher produces a new “Interco” voucher to annul the original voucher.

Debtors/Suppliers transfers

The management of “Interco” movements of debtors/suppliers is influenced by the following :

- The field “*User type*” at the input of a movement
- The existence or not of one or several defined debtors/suppliers relations
- Accounts imputation by accounts defined as “Interco” or not

The field “*User Type*” = “I” and at least one debtor/supplier relation exists :

If the user has defined, for the **customer** to whom a bill is allocated, one or several **supplier relations** (Ref. Option 1, *Management of debtor/supplier relations*) and the ‘*User type*’ of the bill is ‘I’=Interco, **a bill is generated in the suppliers** with the same account imputation as the debtor source bill. (All imputation accounts are considered as “Interco”).

If the customer has more than one target supplier relation, then a window is displayed that asks which supplier must receive this “Interco” bill.

In the same way, if the company has more than one target company relation then a window is displayed to choose which company must receive the “Interco” bill.

The field “*User type*” = “ ” (normal movement) and the accounts imputation is by accounts defined as “Interco” :

If an account is declared "interco" (Menu point 14, *Chart of account*) a voucher is created in **the general ledger** with this line of imputation as long as it has been accepted.

Management of the transfer of the account imputation :

In the last two cases the user may manage the transfer of account repartition by pressing the function key **F4** with the cursor in the zone of the short description of the said account and by putting an "N" in the zone "*Interco used*" of the proposed window.

If only a part of the repartition is transferred the suspended voucher "Interco" does not balance and must be completed.

If all the repartition is unsubmitted to the "Interco" and the user type of the movement is, even so, "I", no transfer is carried out.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

1=Choose relations DB/CR	Management of debtor/supplier relations
2=Modify	Modify a destination
4=Delete	Deletion of a destination
5=Display	Display of a destination
8=Choose accounting relations	Management of relations at general ledger level

FUNCTION KEYS

F6=Create a destination	Allows definition of a destination
F9=Accept	Validates the processing.

WORK DISPLAY

MANAGEMENT OF DESTINATION

Indicates to the system possible target companies for movements of the present company (source company).

RBM0911	SIMIC SYSTEM - INTERCO	Company no : 212
Change a destination		
Source company	: 212	SIMIC INFORMATIQUE
Target system name	: SIMIC02	
SIMIC environment	: SIMICR94	
Target company	F4: 213	SIMIC INFORMATIQUE 2
Inter-company contra-account	F4: 10001	IC-ACCNT 1
F3=Exit	F9=Accept	F12=Cancel

Source company:

Company for which the user is preparing destinations.

Target system name:

Identification of target system (AS400 in the network). The identification of the host system of the SIMIC SYSTEM comes by default.

SIMIC environment:

Identification of the environment target of the SIMIC SYSTEM. The identification of the environment in which the source company finds itself is displayed by default.

Target company:

Destination company for the movements of the type "Interco".

Inter company contra-account:

Current account of the chart of accounts of the target company.

MANAGEMENT OF ACCOUNT RELATIONS

If in menu point 14, *Chart of accounts*, an account is declared “interco”, it is possible, but not obligatory, to indicate here the account and the counterpart of the account for the target company.

An account can have several targets, and in this case, an invitation window appears in order to choose the desired target.

If no relation is indicated, it is necessary to indicate the target for each input which is a waste of time for the user.

RBM0914		SIMIC SYSTEM - INTERCO		Company no : 212	
Change an account relation					
Source company	:	212		SIMIC INFORMATIQUE	
Target system name	:	SIMIC02			
SIMIC environment	:	SIMICR94			
Target company	:	213		SIMIC INFORMATIQUE	
Source account no	F4:	60000		CHF INCOME 0	
Target account no	F4:	30001		CHF EXPENSES 1 CHF	
Contra-account no	F4:	10001		CHF IC-ACCNT	
Transfer reference 1	:	Y			
Transfer reference 2	:	Y			
Transfer reference 3	:	Y			
Transfer VAT codes	:	N			
F3=Exit		F9=Accept		F12=Cancel	

Source account:

Account number of the “Interco” type in the menu point 14, *Chart of account*.

Target account:

Account number in the target company. Not obligatory, is asked for during input but is advised to gain time.

Counterpart:

May replace the account default in the destination. Not obligatory.

If this account numbers is lacking and the account default in the destination is also lacking, it will be asked for during the input.

Transfer reference 1/2/3:

Allows the user to choose to transfer information input in the line references of source transactions or not.

Y The information is transferred

N The information is not transferred and does not appear in the suspended voucher created in the target company.

Transfer codes VAT:

Allows the user to choose to transfer information input at the level of the VAT line codes of the source transactions or not.

Y The information is transferred

N The information is not transferred and does not appear in the suspended voucher created in the target company.

MANAGEMENT OF DEBTOR/SUPPLIER RELATIONS

A bill of type “I” in the input menu points 221, *Debtor movement inputs*, 122/123, *Supplier movement inputs* indicates to the system that it is an “Interco” bill (as long as the company is declared an intercompany (Ref. menu point 11, *Company Master*)). In this case a debtor/supplier relation is obligatory.

RBM0913	SIMIC SYSTEM - INTERCO		Company no : 212
Change an AP/AR relation			
Source company	: 212	SIMIC INFORMATIQUE	
Target system name	: SIMIC02		
SIMIC environment	: SIMICR94		
Target company	: 213	SIMIC INFORMATIQUE	2
<hr/>			
Source customer no F4:	20000	SIMIC INFORMATIQUE	
Source supplier no F4:			
Target cust/sup no F4:	00012	PLANET SA	
F3=Exit	F9=Accept	F12=Cancel	

Source customer:

Number of the customer in the case of a customer-supplier relation.

Source supplier:

Number of the supplier in the case of a supplier customer relation.

Note : Only one of the last two zones is necessary to identify a customer or supplier necessary being to generate a bill in the complementary module.

Target customer/supplier:

If a source customer is defined, a target supplier is obligatory.

If a source supplier is defined, a target customer is obligatory.

Note: A customer or a supplier can have several targets. In this case, an invitation window appears during the input to determine the right target.

Example of an "Interco" bill:

The invoice is input with the code "I" in the field "User Type ". The user must choose the destination company for the invoice because more than one destination is defined for the source company.

RBM2245		SIMIC SYSTEM - RECEIVABLES		Company no : 212													
		Data entry		Data set : 1 / 01													
Comp. taxpayer F4: CH 245616		SIMIC INFORMATIQUE															
Override period : 01 JANUARY																	
Customer No . F4: 20000		NameF4/14: SIMIC INFORMATIQUE															
		Location : Lutry															
Cust. taxpayer no: BE 00055																	
Entry type . . F4: 101		RBM092 Destinations inquiry															
User entry type : I		1=Select															
Reference no . . : 0000000020		<table border="1"> <thead> <tr> <th></th> <th>Target</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Op System</td> <td>Environment</td> <td>comp</td> </tr> <tr> <td>1 SIMIC02</td> <td>SIMICR94</td> <td>213</td> </tr> <tr> <td>- SIMIC02</td> <td>SIMICR94</td> <td>214</td> </tr> </tbody> </table>					Target	Target	Op System	Environment	comp	1 SIMIC02	SIMICR94	213	- SIMIC02	SIMICR94	214
	Target	Target															
Op System	Environment	comp															
1 SIMIC02	SIMICR94	213															
- SIMIC02	SIMICR94	214															
Reference date . . : 15011996																	
Currency . . . F4: CHF																	
Foreign amount F4: 100.00																	
Terms F4: A01 30 JOURS, 10 JOURS 2																	
User text . . . : INTERCOMPANY SOURCE--> P																	
BVR no																	
Release type F4: DTA PMT STD SFR																	
Order no																	
Voucher no . . . : 76		F3=Exit		F12=Cancel													
F3=Exit		F9=Next disp															

The user must also choose the target supplier because several suppliers are defined for this customer.

RBM2245		SIMIC SYSTEM - RECEIVABLES		Company no : 212													
		Data entry		Data set : 1 / 01													
Comp. taxpayer F4: CH 245616		SIMIC INFORMATIQUE															
Override period : 01 JANUARY																	
Customer No . F4: 20000		NameF4/14: SIMIC INFORMATIQUE															
		Location : Lutry															
Cust. taxpayer no: BE 00055																	
Entry type . . F4: 101		RBM093 Supplier relations															
User entry type : I		1=Select															
Reference no . . : 0000000020		<table border="1"> <thead> <tr> <th></th> <th>Target</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Op supplier</td> <td></td> <td></td> </tr> <tr> <td>1 00011</td> <td></td> <td>LANET INFO</td> </tr> <tr> <td>- 00012</td> <td></td> <td>IBM SUISSE</td> </tr> </tbody> </table>					Target	Name	Op supplier			1 00011		LANET INFO	- 00012		IBM SUISSE
	Target	Name															
Op supplier																	
1 00011		LANET INFO															
- 00012		IBM SUISSE															
Reference date . . : 15011996																	
Currency . . . F4: CHF																	
Foreign amount F4: 100.00																	
Terms F4: A01 30 JOURS, 10 JOURS 2																	
User text . . . : INTERCOMPANY SOURCE--> PLA																	
BVR no																	
Release type F4: DTA PMT STD SFR																	
Order no																	
Voucher no . . . : 76		F3=Exit		F12=Cancel													
F3=Exit		F9=Next disp															

All the account imputation lines are considered as “Interco” whether the accounts are defined “Interco” in the general ledger or not as it concerns a “User Type” “I” invoice.

The source account 60000 is linked to more than one target accounts. The user must thus choose a target account for he wants this line to be transferred. (“Y” in the “Interco” used zone).

RBM2246		SIMIC SYSTEM - RECEIVABLES		Company no : 212	
		Data entry		Data set : 1	
Reference: 0000000020					
Type	: 101	Invoice			
Customer	: 20000	SIMIC INFORMATIQU Period : 01 JANUARY			
Currency	CHF				
Date	: 15011996 D				
Account (F4)		Relation inquiry		Company : 212	
Description 1		Source account		60000 INCOMES 0	
Description 2		Amount line		60.00-	
0001 60000 R		Target company . . . F4: 213		PLANET INF	
20000 SIMIC INFORMATIQ		Target account . . . F4: 30001		EXPENSES 1	
		Target contra-account F4: 10001		IC-ACCNT	
		Interco used Y/N/B: Y (B=No account)			
		1=Select target account			
0002 60001 R		Target account		Cur Description	
20000 SIMIC INFORMATIQ		1 30001		CHF EXPENSES 1 CHF	
		30002		CHF EXPENSES 2 CHF	
0003					
0004					
		F9=Accept		F12=Cancel	

The source account 60001 on the second line is linked to no account. The user would be able to choose a target account himself. He does not want this line to be transferred and chooses to put an “N” in the “Interco” used zone.

RBM2246		SIMIC SYSTEM - RECEIVABLES		Company no : 212	
		Data entry		Data set : 1	
Reference: 0000000020					
Type	: 101	Invoice			
Customer	: 20000	SIMIC INFORMATIQU Period : 01 JANVIER			
Currency	CHF				
Date	: 15011996 D				
Account (F4)		Relation inquiry		Company : 212	
Description 1		Source account		60001 RECETTES 1	
Description 2		Amount line		40.00-	
0001 60000 R		Target company . . . F4: 213		PLANET INF	
20000 SIMIC INFORMATIQ		Target account . . . F4: 30001		EXPENSES	
		Target contra-account F4: 10001		IC-ACCNT	
		Interco used Y/N/B: N (B=No account)			
		1=Select target account			
0002 60001 R		Target account		Cur Description	
20000 SIMIC INFORMATIQ		NO DATA			
0003					
0004					
		F9=Accept		F12=Cancel	

The descriptions of the line accounts are defined as inter-company for the first (INCO/Y) and normal for the second (INC./N).

RBM2246		SIMIC SYSTEM - RECEIVABLES		Company no : 212	
		Data entry		Data set : 1	
Reference: 0000000020					
Type	: 101	Invoice			
Customer	: 20000	SIMIC INFORMATIQUE		Period	: 01 JANUARY
Currency	CHF	100.00	Voucher no	:	76
	CHF	100.00	Quantity balance:	:	0
Date	: 15011996	Due date: 14021996	Balance	:	0.00
Account (F4)		Original amount	Cur	Exchange rate	Company amount
Description 1	Refer. 1	Refer. 2	Refer. 3	Quantity	
Description 2	VAT Base	Nat	Loc	Value date	
0001 60000	INCO/Y	60.00-	CHF	1.0000000	60.00-
20000 SIMIC INFORMATIQUE	0000000020				0
	/			15011996	
0002 60001	INC./N	40.00-	CHF	1.0000000	40.00-
20000 SIMIC INFORMATIQUE	0000000020				0
	/			15011996	
F9=Accept		F10=Suspend	F11=Ext.	F12=Cancel	

After accepting this invoice, the user can, by using menu point 125, *Revision of suspended movements*, select his supplier invoice and complete the part of the imputation which is lacking or change the invoice total. (It does not balance because only one line has been transferred).

RBM1245		SIMIC SYSTEM - PAYABLES		Company no : 213	
		Entry from suspend		Data set : 1 / 01	
Comp. taxpayer F4: CH 245616		SIMIC INFORMATIQUE			
Override period : 01 JANUARY					
Supplier no F4: 00012		NameF4/14: PLANET SA			
		Location : Lutry			
Supp. taxpayer : AA 12358		.acc: 102535-----X			
Entry type F4: 101		Invoice			
User entry type :					
Reference no . . : 0000000013		VAT used . Y/N: N			
Supplier refer. : 0000000020					
Reference date : 15011996		Due date . . . : 14021996			
Currency F4: CHF					
Foreign amount F4: 100.00		Company amount : 100.00			
Electr. pmt code :					
Terms F4: 001 TEST					
Release type F4: R02 BCV USD					
User text : INTERCOMPANY SOURCE--> PLANET					
Order no :					
Discount : 0.00		Discount date : 14021996			
Voucher no : 42		GL account used: 20500X			
Suspended Y/N: N		Run no . . . : 0000000			
F3=Exit F4=alpha search		F14=char string search		F9=accept F12=Cancel	

RBM1246		SIMIC SYSTEM - PAYABLES			Company no : 213	
		Entry from suspend			Data set : 1	
Reference: 0000000013						
Type :						
Supplier :	00012	PLANET SA	Period :	01	JANUARY	
Currency :	CHF	100.00	Voucher no :	42		
	CHF	100.00	Quantity balance:	0		
Date :	15011996	Due date: 14021996	Foreign balance:	40.00		
Account no (F4)	Original amount	Cur	Exchange rate	Company amount		
Description 1	Refer. 1	Refer. 2	Refer. 3	Quantity		
Description 2	VAT Base	Nat	Loc	Value date		
0001 30001	EXPE/Y	60.00	CHF	1.0000000	60.00	
20000 SIMIC INFORMATIQUE	0000000020				0	
	/			15011996		
0002						
	/					
F9=Accept	F10=Suspend	F11=Ext.	F23=Delete	F12=Cancel		

19 LANGUAGE MANAGEMENT

GENERAL POINTS

This menu point allows the input of language codes which will later be used in all the system modules.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of the SIMIC SYSTEM security.

OPTIONS

2=Modify Modification of the fields relative to a language
4=DeleteDeletion of a language
5=Display Display of the fields relative to a language

FUNCTION KEYS

F6=Create Allows input of a new language
F9=Accept Checks the input

WORK DISPLAY

RBM3061	SIMIC SYSTEM - GL/AP/AR	Company no : 212
Change a language		
Language code	: F	
Description	: French	
Short description	: Fr	
F3=Exit	F9=Accept	F12=Cancel

Language code:

This alphanumeric code defines a language in a unique way. It is obligatory. This code will be transferred into the whole system as a function of the menu points considered.

Description:

This field allows the input of the description of a language, 30 characters at the maximum, which can be modified at any time.

Short description :

Allows the input of a short description of the language used on certain screens or reports instead of and in place of the long description. The short description is changeable at any time.

TAX MANAGEMENT

GENERAL POINTS

The management of VAT is carried out thanks to codification of information concerning:

- The different VAT rates applied according to the field.
- The tax accounts of the general ledger connected to VAT rates.
- The nature of the sum taxable by VAT.
- The destination of the sum taxed.

Therefore it follows that a VAT transaction is conditioned by 3 codes:

- Base qualifies the rate and the GL account.
- Nature distinguishes between for example if it concerns a service sum or an investment.
- Destination qualifies the destination of the taxation.

The input of a tax is only possible by the application of these three codes together (menu point 21, *Voucher processing*).

74 TAXES - THE BASE OF A TAX

GENERAL POINTS

The base of a tax, qualifies the VAT rate and the GL account which is related to it.
It is composed of 2 codes:

Country code	2 alphanumeric characters
General code	3 alphanumeric characters

EX :	CH/001	VAT 6.5%
	CH/002	VAT 4.5%

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of the SIMIC SYSTEM security.

OPTIONS

2=Modify	Allows modification of the rate, the description and the account linked to a code.
3=Copy	Allows duplication of data relative to a code.
4=Delete	Deletion of a code.
5=Display	Displays a code.

FUNCTION KEYS

F6=Create	Creation of a new code.
F8=Other descriptions	Allows input of descriptions in another language opened by the user (menu point 19, <i>Language management</i>).

WORK DISPLAY TABLE

RBM3141	SIMIC SYSTEM - DB/CR		Company no : 212
Change a base of taxation			
Country code	:	CH	
Base of taxation code	:	001	
Rate	:	6,500	
Account linked with tax	F4:	40001	TAXES 1-----X
Description	:	Tax 6.5 %	
Get back rate	:	100,00	
Inter-community	:	N	
2 nd VAT			
Country code	F4:	__	
Base of taxation code	:	__	
3 rd VAT			
Country code	F4:	__	
Base of taxation code	:	__	
F3=Exit	F8=Other description	F9=Accept	F12=Cancel

Country code

First part of the code allowing one to distinguish between the taxes according to the countries.

Base of taxation code:

Second part of code composed of 3 alphanumeric characters.

Rate:

Obligatory zone to indicate the rate as a percentage to be applied for the input code.

Account linked to the tax:

Obligatory zone with the function of inputting the tax account of the general ledger from which the tax amounts calculated by this code will be deducted. Obligatory even if the rate is zero.

Description:

Description of input code. Will be used in the headings of printed reports. Obligatory zone.

Get back rate:

Indicates the get back rate for the VAT report. This information does not influence the VAT calculation. Only the VAT report is involved with this rate. The totals and the recapitulations of this report form part of this get back amount. Normally this rate should be 100 %.

Inter-community:

This zone is only used for the Italian VAT report. It shows the amounts in a separate column.

2nd and 3rd TVA

Allows adding two other VAT bases following the same rules as the first VAT bases. These 2 VAT bases could be necessary for the EC invoices like SPAIN, ITALY, etc.

Ex.: a) 1 st rate	0.0 %	normal rate for the EC.
b) 2 nd rate +	18,5 %	to check, according to the country's law.
c) 3 rd rate -	18,5 %	to check, according to the country's law.

75 TAXES - NATURE OF ACCOUNT

GENERAL POINTS

This code allows definition of the different natures of a taxable sum.

It is obligatory in the case of tax deduction.

The 3 basic natures following are delivered by default in the three basic language of SIMIC SYSTEM (English-French-German):

- Services
- Investments
- Merchandise

USE

The options and functions listed below are accessible to users holding the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

- 2=Modify Allows modification of the rate, description and the account linked to a code.
- 3=Copy Allows duplication of information relative to a code.
- 4=Delete Deletion of a code.
- 5=Display Display a code.

FUNCTION KEYS

- F6=Create Creation of a new code.

WORK DISPLAY

RBM3101	SIMIC SYSTEM - DB/CR	Company no : 212
Change a nature of account		
Nature of account code : 001		
Language code	F4: E	English
Description	:	SOFTWARES
F3=Exit	F9=Accept	F12=Cancel

Nature of account code:

Obligatory zone. Combined with the code language, identifies the nature of the sum.

Language code:

Obligatory zone. Identifies the language for the nature combining with the “nature of account” code (menu point 19, *Language management*).

Description:

Description of the nature as a function of the language chosen.

76 TAXES - LOCATION OF TAXATION

GENERAL POINTS

This code allows definition of the different locations of taxable amounts for statistical reasons (used in the framework of the CE).

It is obligatory for the case of tax deduction.

USE

The options and functions listed below are accessible to users holding the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

- 2=Modify Allows modification of the rate, description and account linked to a code.
- 3=Copy Allows duplication of information relative to a code.
- 4=Delete Deletion of a code.
- 5=Display Display a code.

FUNCTION KEYS

- F6=Create Creation of a new code.

WORK DISPLAY

RBM3121	SIMIC SYSTEM - DB/CR	Company no : 212
Change a location of taxation		
Location of taxation code	: L01	
Language code	F4: F French	
Destination	: Switzerland	
F3=Exit	F9=Accept	F12=Cancel

Location of taxation code:

Obligatory zone. Combined with the language code, identifies the location of the amount destination.

Language code:

Obligatory zone. Identifies the language for the nature combining with the "location of taxation code" (menu point 19, *Language management*).

Description:

Description of the destination as a function of the language chosen.

USE OF THE SYSTEM

21 VOUCHER INPUT

GENERAL POINTS

A voucher is composed of 9999 transactions at the maximum, which the user may process into one of the Data Sets.

So as to rationalise the input, a voucher composes 99 transactions initially and then it is extended by 50 lines of supplementary transactions with the aid of function key **F11=extension up** to a maximum of 9999 transactions.

The user name which enters a voucher is stored in the voucher file and is displayed during voucher searching in options 22 and 23 in SIMIC. It may be modified by means of option 35 in SIMIC.

All transactions must be input by the intervention of one of the 3 following types of voucher:

- (N) *Normal vouchers*

This option is used for all normal kinds of voucher, not included in one of the two special types of transaction noted below.

- (S) *Standing vouchers*

This option is used for vouchers which change little from one period to the next. The amounts can be unchanged (rents and mortgages) or the transactions similar with different values from one period to another (sales).

- (R) *Reversing vouchers*

This option allows a voucher in the desired period which is automatically reversed in a future period of the financial year. A voucher of the R type will update directly into the current period as keyed and will automatically create and update a second entry in whatever following period the user indicates with all values reversed.

Every voucher must balance.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of the SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameters (5), conditioning the image or programme managed in menu point 16, *Security data*.

- 1 The date proposed for the voucher is that of the current day instead of the end of the period.
- 2 The date of the voucher must be input.
- 3 For Data Sets 1 and 2, the system accepts non-active accounts to record only the quantities.
- 4 Transforms the small letters input in the “*Description*” zones into capital letters.
- 6 Print each accepted voucher. Identical to SIMIC option 35/6, print a voucher.
- 9 Searching for a voucher no starting from 200 previous numbers so as to fill the holes.
- 10 Allows to convert figure depending on the account rate level indicated in the account (see SIMIC option 14).

Screen option 14

Allows zero company amount for analytical account.

FUNCTION KEYS

- F4=Invite Allows display of account chart in a window and selection of an account which is taken into the input field.
Allows display of texts input in menu point 17, *Transaction texts* in a window and selection of a standard text which is taken into the input fields concerned.
The code # + the text number will display directly this label.
Allows display also of a window of selection for the codes “base VAT”, “Nature” and “Origin”.
- F6=VAT input Allows display of a specific screen for the input of transactions giving rise to VAT movements.
- F7=Insert Allows insertion of a transaction between 2 already inputted transactions.
- F8=Taxes Allows management of taxes linked to inputted transactions.
- F9=Accept Verifies the input.
- F10=Suspend Allows suspension of a voucher. The voucher can be brought up to date and valued later using menu point 22, *Review of suspended vouchers*.
- F11=Extension Adds 50 process lines to the voucher.

WORK DISPLAY

HEADER INPUT-DATA TO BE SUPPLIED OBLIGATORY

RBM0051		SIMIC SYSTEM	Company no : 107
		Voucher input	Data set : 1
Company period	: 03 MARCH	Voucher balance	CHF 0.00
Transaction date	: 31031996	Override period	: 03
Voucher number	: 94627	Description	: CURRENT03_
Type N/R/S	: N	Period for reverse	: 04
Voucher currency	: AAA CC DD	Auto contra-account	: N Origin :
		Quantity balance	:

For each new voucher (of any kind) the system must have certain information in order to accept the voucher and keep it.

Substitution of period:

The current accounting period, defined at the level of the company master, is automatically proposed. The period may be modified according to the user's rights (see "Security guide").

Voucher date:

The date proposed is the last day of the month during which the voucher was recorded (put in). This date can be modified. European format: day, month, year.

Voucher number:

Automatic numbering by the system. The number may be modified but it must remain unique.

Type:

N Normal voucher.

S Standard voucher.

On the entry of each voucher the system automatically displays all the standard vouchers existing in the preceding period. If the key "ENTER" is pressed without selection the system creates a new voucher. The selection of a voucher displays this as it was when introduced during the previous period. This voucher can then be modified and brought up to date. By pressing the key "ENTER" the system calculates new amounts with rates for the period of the new voucher.

R Reverse voucher.

At the same time as the input of a voucher, the system creates a second voucher with inverse values in the indicated inverse period. The second inverse voucher carries the indication "R" in the last position of the voucher number while the original voucher carries the indication "N". Inverse vouchers which must be brought up-to-date in the following year are stored in a special Data Set. The annual closure automatically values this voucher.

HEADER INPUT(VOUCHER INFORMATION)-DATA TO BE OPTIONAL

Description:

A precise description for “R” and “S” vouchers facilitates selection in the following periods.

Voucher currency:

Allows indication of in which currency the original amounts of the transactions must be introduced. So the introduction of a currency in this field restricts the voucher to just one currency for the original amounts.

Auto contra-account:

This field allows definition of the mode of transaction input the user wants to employ.

- N A transaction touches an account.
 The zone C/P (counterpart) is considered as an indication. The voucher accepts up to 9999 simple transactions.
- Y A transaction touches two accounts.
 The zone C/P must be input. It indicates the counterpart account of the input transaction. The system automatically creates the counterpart transaction based on the input transaction. A voucher in auto contra-account accepts a maximum of 4999 transactions. During the validation of the voucher, the system adds to the voucher the necessary counterparts.
 This mode can only be used for simple debit/credit transactions not necessitating ventilation in several counterparts.

Origin:

Indicates the origin of a voucher	“ “	General ledger
	P	Suppliers
	R	Debtors
	I	Inter-companies
	M	Interest

TRANSACTIONS-DATA TO BE SUPPLIED (OBLIGATORY)

WORK DISPLAY

RBM0051		SIMIC SYSTEM		Company no : 107	
		Voucher input		Data set : 1	
Company period	: 03 MARS	Voucher balance	CHF	0.00	
Transaction date	: 31031996	Override period	: 03		
Voucher number	: 94627	Description	: CURRENT03		
Type N/R/S	: N	Period for reverse	: 04		
Voucher currency	:	Auto contra-account	: N	Origin	:
AAA CC DD	:	Quantity balance	:	0	
Account (F4)		Original amount	Cur	Exchange rate	Company amount
Description 1 (F4)	Ref. 1	Ref. 2	Ref. 3	C/A (F4)	
Description 2	VAT base	Nat Loc	Date	Value	Quantity
0001 30001	EXPENS	100.00	CHF	1.0000000	100.00
fees					
VAT net	CH / 001	001 AAA	31031996	31031996	0
0002 21000CH	VAT CH	6.50	CHF	1.0000000	6.50
fees 30001	REF1	REF2	REF3		
VAT net	CH / 001	001 AAA	31031996	31031996	0
0003 20000	SBS	106.50	CHF	1.0000000	106.50
Fees					
Bank	/		31031996	31031996	0
0004					
	/				
F6=Add F7=Insert		F8=Taxes	F9=Accept	F10=Suspend	F11=Ext.

Account number:

This field needs the account number in which the transaction will pass. The function key **F4** displays in a window a selection of accounts according to the information contained in the current zone. All the accounts of the chart of accounts can be used except collective accounts specified for the management of debtors or suppliers by the SIMIC SYSTEM.

Description:

The first six characters of the account abbreviation appear. For inter-company accounts, the sign "/" followed by the code N/Y/B indicates the use of this line. The cursor must be positioned on one of these six positions and then **F4** pressed to obtain again the window "Interco" (Cf. menu point 18, *Inter company master*).

Original account:

Indicate in this field the amount of this transaction. A positive amount corresponds to a debit, a negative amount to a credit. The amounts debited must be validated by the key "Field exit" (end of zone). The credit amounts must either be validated by the key "Field exit" or be followed by the sign "-" and then be validated by using "Field exit" (end of zone). This field can remain blank only in the case where the rate as well as the amount in company currency are introduced. It will be thus automatically calculated.

Description 1:

The description is obligatory; a field left blank is not allowed by the system which does not enter the voucher while this field is not filled.

Function key **F4** displays in a window the input codes of menu point 17, *Transaction texts*.
The code # + the text number will display directly this label.

Contra- account:

If you have chosen the mode of auto contra-account, it is necessary to input the contra-account of the transaction.

In the opposite case, this zone can be used to indicate the contra-account.

TRANSACTIONS - DATA TO BE SUPPLIED (OPTIONAL)

Currency:

This zone indicates the currency used for the transaction conforming to the currency code file.

If the zone has not been stated, the system adopts the base account currency.

Exchange rate

The system uses automatically the rate for the period specified in the currency master file. However, the user has the possibility of entering a different rate if he wants. The system can also calculate the rate used if the user has stated the original amount and the company currency amount of the transaction.

Company currency amount:

This zone always indicates the amount of the transaction in the base currency of the company.

This amount is calculated on the basis of the original amount and the rate for the present period in the currency master file. If the user has introduced a different exchange rate for a transaction, the conversion will be made on the base rate specified by the user for this transaction only.

When using foreign currency, it can happen that the base currency of the company is already known, and in this case the system allows input in this field of the amount in company currency and calculates on this base the rate of exchange used.

Description 2:

Description 2 is optional.

Reference 1:

This field gives a reference to the transaction for later analysis ends. Ten alphanumeric characters are allowed.

Reference 2:

A second field is proposed for a second reference. The zone has a length of ten alphanumeric characters.

Reference 3:

A third field is proposed for a third reference. The zone has a length of fifteen alphanumeric characters.

Quantities:

Allows input of quantities in integer numbers (whole numbers) if the user judges it necessary for his management.

Date:

This zone allows inputting of the date of the transaction which can be different from the date of the voucher. If this field is left empty the system completes the zone with the voucher date.

Value date:

This zone allows input of the value date of the transaction. If this field is left blank the system completes the zone with the transaction date.
The value from this zone is used for interest calculations.

Base VAT:

Indicates to the system the base deduction code (rate and VAT account) for the eventual deduction of VAT. The base is composed of two zones of respectively two and three positions.

The function key **F4** displays in a window a selection of codes according to the information contained in the first zone.

Nature:

Indicates to the system the “nature” code in relation to the eventual deduction of VAT. Function key **F4** displays in a window the codes at disposition.

Origin:

Indicates to the system the “destination” code in relation to the eventual deduction of VAT. Function key **F4** displays in a window the codes at disposition.

PROCESSING BY THE SYSTEM FOR EACH TRANSACTION AND/OR VOUCHER

When the user has finished the input of the transactions of one same voucher, touching the “enter” key starts a process of checking the input information. In other words, the system verifies the contents of the fields of the input grill.

If the system finds an incoherence, an unknown account number, a field wrongly input or if the voucher does not balance, it displays the difference between the debits and credits and indicates out the erroneous fields.

The “Enter” key may be used as many times as necessary. The goal of this function is to check the input before its validation and processing is begun by pressing key **F9**.

This means, therefore, that the user at any moment may check and correct the transactions before processing them. It is useful to state that a processed voucher may be modified or suppressed by means of menu points treated later.

To optimise the verification of the input, the base voucher contains 99 transactions. However the user can extend his voucher by 50 supplementary transactions by using function key **F11** and this can be done as many times as is desired up to a maximum of 9999 transactions per voucher.

After the input there are two possibilities :

- Validify the voucher using function key **F9** and thus process the transactions in an interactive manner.
- Suspend the processing of the voucher, temporarily, for diverse reasons (For example, while waiting for a check visa) using key **F10**. In this case the voucher is “in suspense” and is not processed. The voucher file “in suspense” which is the object of the following menu point.

TREATMENT BY THE SYSTEM OF EACH TRANSACTION OR VOUCHER IN RELATION TO VAT

WORK DISPLAY

RBM0581		Data entry			
Account (F4)	Description	Original amount	Currency	Company amount	
10000	CASH	93.90	CHF	93.90	
Description 1/2 (F4): Payment cash		/ MOIS D'AVRIL			
VAT gross Y/N + code: Y CH / 001 001 001		VAT ID CH 10-455.9			
Transaction date : 22051997		Value date . : 22051997			
References 1/2/3 : REFERENCE / REFERENCE2 /		REFERENCE3			
Exchange rate : 1.0000000		Quantity . . : 0			
Contra-account (F4) :		Transaction . . : _			
VAT transaction					
Account (F4)	Description	Original amount	Cur	Rate	Description
40001	TAXES 1	6.10	CHF	6.500	Taxe 6.5 %
Description 1/2 (F4): Payment cash		/			
References 1/2/3 : TVA /		/			
Contra-account : 10000					
F3=Exit		F9=Next transaction		F12=Cancel	

The system can create VAT transactions automatically in the following ways :

- VAT code input in the transaction line concerned.

According to this method the user first introduces all the transactions of the voucher with the necessary VAT codes in the transactions which must involve a VAT transaction.

As soon as the “enter” key is pressed the checks are carried out and the VAT transactions are created. The fields “account”, “amount”, “currency”, “company amount” are protected. Only function **F8=Taxes** allows a modification, an addition or suppression of a VAT transaction after the “enter” key has been pressed.

One VAT transaction results in several lines if these have the same VAT base.

VAT is calculated “net”. The rate is applied to the amount inputted in the transaction which produces the VAT. The amount of the counter-transaction is equal to the amount of the base transactions plus the VAT amount .
- Input of transaction involving VAT by the secondary screen
- “Transaction input” by using function key **F6=Input**.

The “Transaction input” screen allows input of transactions involving automatic taxes calculated “net” or “gross”.

According to this method, the user introduces and has the VAT immediately calculated, if there is any to be paid, for each transaction, one after another.

The upper part of the window allows entry of information about the account, the descriptions, the dates, the references, the amounts and rates as well as the VAT bases, if there are any according to the same rules as for the entries described above.

The lower part of the window concerns the VAT transaction. When the user presses “enter” the VAT amount is automatically calculated and the zones are filled by default with the values of the upper line relative to them.

Key **F9** registers the input transaction and prepares the image for the next input.

Key **F12** transfers the input transactions to the main screen where they can be verified definitively (once and for all)

Note : If the "Transaction" code = Y, the system automatically creates a contra-account line. If the VAT line is completed, the contra-account line is the result of the addition of the 2 lines.

3. Operations on VAT using key **F8**.

This function key allows management of information about taxes.

RBM0053		SIMIC SYSTEM		Company no : 107	
Change a tax entry					
Voucher no + desc:		94627 CURRENT03			
Currency :		CHF			
Base amount	FC:	100.00			
Rate :	1.0000000			
Base amount	CC:	100.00			
Base VAT no	F4:	CH 001	6.500	Taxe 6.5 %	
Nature	F4:	001		Services	
Location	F4:	AAA		Lausanne	
GL account	F4:	21000CH		CHF VAT CH	
Contra-acc.	F4:				
Tax amount	FC:	6.50			
Rate :	1.0000000			
Tax amount CC	:	6.50			
Description 1	:	fees 30001			
Description 2	:	VAT net			
Ref. 1/2/3	:	/ /			
Value date	:	31031996			
Comp. taxpayer	F4:				
Taxpayer	:				
				F9=Accept	F12=Cancel

22 SUSPENDED VOUCHERS

GENERAL POINTS

This menu point displays for the current company and the current Data Set the list of vouchers suspended previously.

4 criteria are available to modify the selection of displayed vouchers :

- Voucher number
- Voucher description
- Period
- Type of voucher

The user may at any time consult a voucher “in suspense”. Each suspended voucher can be selected to be treated. The user may suppress, modify or include new transactions in the selected voucher.

Treatment of a selected voucher and its transactions is thus identical to menu point 21, *Voucher input*.

USE

The options and functions listed below are accessible to users holding the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

1=Choose Selects the suspended voucher to be treated.

SPECIAL OPTIONS

Parameters (5), conditioning the image or programme managed in menu point 16, *Security data*.

- 1 The date proposed for the voucher is that of the current day instead of the end of the period.
- 2 The date of the voucher must be input.
- 3 For Data Sets 1 and 2, the system accepts non-active accounts to record only the quantities.
- 4 Transforms the small letters input in the “*Description*” zones into capital letters.
- 5 Displays the subfile without displaying the header (only for bank movements).
- 6 Print each accepted voucher. Identical to SIMIC option 35/6, print a voucher.
- 9 Searching for a voucher no starting from 200 previous numbers so as to fill the holes.
- 10 Allows to convert figure depending on the account rate level indicated in the account (see SIMIC option 14).

Screen option 14

Allows zero company amount for analytical account.

FUNCTION KEYS

F4=Invite	<p>Allows display of the chart of accounts in a window and selects an account which is taken into the input fields.</p> <p>Allows display of texts input in menu point 17, <i>Transaction texts</i> in a window and selection of a standard text which is taken into the input fields concerned.</p> <p>The code # + the text number will display directly this label.</p> <p>Allows display also of a window of selection for “Base VAT”, “Nature” and “Origin” codes.</p>
F6=VAT input	Allows display of a specific screen for the input of transaction involving VAT movements (payments).
F7=Insert	Allows insertion of a transaction between 2 transactions already input.
F8=Taxes	Allows management of taxes related to input transactions.
F9=Accept	Verifies the input.
F10=Suspend	Allows suspension of the processing of a voucher. The voucher may be updated and valued later by menu point 22, <i>Suspended vouchers</i> .
F11=Extension	Adds 50 input lines to the voucher.
F23=Delete	<p>Deletes the transactions and destroys the voucher.</p> <p>If the suppression concerns a voucher of type R, the system automatically deletes the corresponding inverse voucher.</p> <p>To delete the voucher the user must confirm the deletion by pressing key F9.</p>

Note :

The deletion of a voucher involves the recording of the deletion in a file called “The Journal of Movements” created so as to leave some trace of the users’ deletion. This can later print out the list of deletions.

ZONE DEFINITION

Following the selection of a voucher, the user possesses the same information as during the initial input of the voucher.

One may refer to menu point 21, *Voucher input* to find details and explanations about these zones.

23 MODIFICATION/DISPLAY OF VOUCHERS

GENERAL POINTS

This menu point displays for the current company and current Data Set the list of processed vouchers.

4 criteria are at disposition to modify the selection of displayed vouchers :

- Voucher number
- Voucher description
- Period
- Type of voucher

The update of vouchers is at all times possible as long as it is authorised both at Company Master level and the level of rights accorded to the user.

Each type of voucher can be selected for modification or deletion: Information composing the voucher heading is not changeable but on the other hand the treatment of transactions is identical to menu point 21, *Voucher input*.

The putting in suspense ‘ of a processed vouchers is not allowed.

USE

The options and functions listed below are accessible to users holding the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

1=Choose Select the voucher to be treated.

SPECIAL OPTIONS

Parameters (5), conditioning the image or programme managed in menu point 16, *Security data*.

- | | |
|----|--|
| 1 | The date proposed for the voucher is that of the current day instead of the end of the period. |
| 2 | The date of the voucher must be input. |
| 3 | For Data Sets 1 and 2, the system accepts non-active accounts to record only the quantities. |
| 4 | Transforms the small letters input in the “ <i>Description</i> ” zones into capital letters. |
| 6 | Print each modified voucher. Identical to SIMIC option 35/6, print a voucher. |
| 10 | Allows to convert figure depending on the account rate level indicated in the account (see SIMIC option 14). |

Screen option 14

Allows zero company amount for analytical account.

FUNCTION KEYS

- F4=Invite Allows display of chart of accounts in a window and selection of an account which is taken into the input field.
Allows display of texts input in menu point 17, *Transaction Texts* in a window and selection of a standard text which is retaken into the input fields concerned.
The code # + the text number will display directly this label.
Allows display also of a selection window for “VAT Base”, “Nature” and “Origin” codes.
- F6=VAT input Allows display of a specific screen for the input of vouchers involving VAT movements.
- F7=Insert Allows insertion of a transaction between two transactions already inputted.
- F8=Taxes Allows management of taxes linked to input transactions.
- F11=Extension Adds 50 input lines to the voucher.
- F19=Replace Validates the input and replaces the original voucher by the present voucher.
- F23=Delete Deletes the transactions and destroys the voucher.
If the suppression involves a voucher of type R the system automatically suppresses the corresponding inverse voucher.
To delete the voucher the user must confirm the suppression by pressing key **F9**.

Note :

The modification and the deletion of a voucher is recorded in a file called “Journal of Movements”. The user can thus print out all the modifications. The printed report shows the contents of the voucher before and after the modification.

ZONE DEFINITION

After selecting a voucher, the user has the same information as during the initial input of the voucher. He cannot however suspend the processing of the voucher.

You can refer to menu point 21, *Voucher input* to find details and explanations about these zones.

24 EXCHANGE JOURNAL

GENERAL POINTS

This menu point allows the user, at any time and as many times as he wants, to evaluate exchange differences involved with foreign currency transactions. As a general rule, one calculates exchange differences for a period at the end of that period. The rate used is that specified in the currency file as closing exchange rate (spot rate). For information, all the **zero rates** of the concerned period are displayed before the treatment.

The system creates, in this operation, a defined voucher of type E containing all the revaluation transactions. It is useful to state that the user has specified, to begin with, when creating foreign currency accounts, the accounts to reevaluate, the account numbers of exchange loss and gain in which the system processes the losses and gains resulting from the calculation.

The system offers you the revaluation for **the general ledger**, for **the debtors accounts**, for **the suppliers accounts** and for **the fixed assets** (if these exist). In effect, the user can choose the revaluation of the three modules, or just one or two of them according to his needs. An input grill is proposed indicating the current period.

For each module the system allows also revaluation of **the taxes input**, using corresponding modules.

Remarks and occurrence of the revaluation's for **all modules**:

**The data set 3 to 6 are only possible for the GENERAL LEDGER module.
For payables, receivables and fixed assets, it is necessary to be in data set 1.**

Revaluation of movements up to the **current period** of the general ledger.
Eventual movements processed (accounted) in a following period are not taken into account (Ex Date 05.03.9X, current period GL 02, processing period 03 for bills, revaluation period 02, the bills processed in 03 are thus not taken into account for the case of debtors' revaluation).

If the revaluated amount = The amount before revaluation, no transaction takes place.

The vouchers coming from a revaluation are **condensed**.

Remarks and occurrence of revaluation's of **debtors** and **suppliers** movements :

If several exchange rates, in the same collective/currency account, total zero, a transaction GL at O is produced so as to leave a trace of the exchange differences.

Remarks and occurrence of **tax** revaluation's in foreign currency for each module GL/CR/DE:

A tax revaluation is only necessary if one wants to influence the amounts to be received by or paid to the administration in the case that the administration edits exchange rate taxes (This principally concerns the countries of the EC).

In Switzerland this function is not very useful.

The tax movements of the general ledger current period are revalued. Only the movements of one period are taken into account. (In the case of a transaction (data) revaluation all periods before the current period are taken into accounts).

Taxes are revalued at end of period rates (spot rate).

The rates used for tax revaluation can be different from rates used for the revaluation of data (custom rates). They can be introduced at a **different currency** level (Menu point *13, Currency*). This level is required for execution of the option.

The rounding-off rule is only applied to the original currency (foreign currency), the currency of the bill in the case of a DB/CR movement.

The GL accounts touched by a tax revaluation made by the modules DB/CR are :

Tax account

Revaluation accounts at the level of debtors/suppliers

The GL accounts touched by a tax revaluation input in the GL module are :

Tax account

Revaluation accounts defined in the tax accounts

The GL voucher produced is of type "E" (Exchange difference) and follows the same rules as the vouchers of the same type in the DB/CR modules (neither modification nor suppression).

The revaluation can be carried out several times for the same period.

Implications of a revaluation on other functions GL/DB/CR/FA :

Menu point **23**, *Change or deletion of vouchers GL*

Vouchers carrying revaluated tax movements can no longer be modified. They can be deleted.

Option **126/226**, *Bill modification or deletion*

The modification of the imputation of a bill involving a revaluated tax movement is not possible. Deletion is possible.

Production of tax annulation vouchers (GL) :

In a general way, revalued vouchers are condensed, except for FA. (One transaction per currency/ GL account). Consequently it is not possible to annul a revaluation voucher if a voucher or a bill are deleted.

FA exchange voucher can be deleted with SIMIC options 414 or 429.

In the case of a deletion, an annulation voucher or annulation vouchers of revaluations (if the deleted movement has several revaluations) are created in the period or periods concerned to return the revaluation part of the movement.

Difference between collective DB/CR accounts and GL tax accounts :

DB/CR collective accounts are never touched by the General Ledger. The tax accounts remain open to possible correction/transfer transactions purely in the General Ledger.

Therefore, in the case of taxes, the equality between the total extra-accounts and the GL is not certain (guaranteed). However it is possible to extract the transactions of extra-account origin with the help of a query on a zone of the transaction file.

Before the first tax revaluation :

1. If the user wants to revalue the tax periods preceding the current period he must change the GL period and then begin the revaluation.
2. If the GL tax accounts are held in a different currency from the company currency:
The tax accounts behave like GL accounts until this update and thus have, if they were in another currency from the company currency, been revalued like any other GL account.
They behave after the first tax revaluation like collective DB/CR accounts and are **only revalued by a tax revaluation**.
If the user wants to revalue the taxes of a preceding period, it is first necessary to return the possible revaluation transactions of these periods before beginning the tax revaluation.

Before the first GL tax revaluation :

Fill in the tax account form in option 14 with the revaluation accounts even if these tax accounts are in company currency.

Before every tax revaluation :

Create/add for each currency the end of the month rate (spot rate) at the chosen level. (Menu point 13, *Currency*).

SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme managed in menu point 16, *Security data*..:

- | | | |
|---|-----|---|
| 1 | N = | Only one voucher is created in the current period. |
| 1 | Y = | One reverse voucher is also created in the following period. |
| 2 | N = | All accounts are treated (BS and PL). |
| 2 | Y = | Only BS accounts are treated. |
| 3 | N = | PL accounts are treated as BS accounts. |
| 3 | Y = | PL accounts are reevaluated at the period rate for period balances only (average period rate). |
| 4 | N | The VAT accounts (described in option 74) are normally reevaluated with VAT reevaluations. |
| 4 | Y | The VAT accounts (described in option 74) are reevaluated by the GL reevaluation and are not considered as collective accounts. |

25 CALCULATION OF INTEREST

GENERAL POINTS

Interest calculation is only done in one exercise, either in Data Set 1 or Data Set 2, according to the chosen Data Set on the principal menu.

The calculation method used is the 'Hamburger' method with unreciprocated rate.

The number of days calculated is the **effective** number of days, but at a maximum the number of days indicated by the company or the account.

Only one interest calculation alone is allowed per year for a period. The programme checks whether an interest calculation already exists between the period "calculation start" and the period "calculation end". An account selected for a calculation which has already been the subject of a preceding calculation cannot normally be recalculated. If the interest must be recalculated it is necessary to annul globally the voucher (s) of interest or just the interest transactions of this account using option 23 of SIMIC. In case of simulation, this check is omitted but it is, even so, possible to do an interest calculation, but without creating an output voucher.

During transaction input (option 21/22) the value date is obligatory.

The interest transaction voucher is always created in the suspense file. The real updating of accounts is done manually with option 22 of SIMIC.

The parameters which define the mode of calculation and the interest rate are found at the level of the company and accounts. The indicated values at the company level serve as values by default at the account level.

The interest limit will be taken into account for transaction creation and this at the account level.

For all calculations a check list will be produced.

The interest calculation will always be rounded off to the nearest 5 centimes.

The withholding tax can be calculated at the account level. The rate is fixed at company and account level.

USE

The options and functions listed below are accessible to users who hold the rights for them as specified by the head of the SIMIC System security.

OPTIONS:

1=Choose Allows selection of accounts for which the interest must be calculated.
4=DeleteAllows suppression of an interest rate.

FUNCTION KEYS:

F4=Search Allows searching for an account or a text key.
F8=Search Displays all accounts subject to interest.

DEFINITION OF ZONES

Information concerning option 11 (company data) and option 14 (account data) if the interest code is "Y"

RBM0631	SIMIC SYSTEM		Company no : BBB
	Interest management		
Account subject to interest: 210000		Bank	
Debit interest account	F4: 105001_____	Debit interest	
Credit interest account	F4: 105002_____	Credit interest	s
Description code line	F4: _____		
Number of Days/Year	: 366	(365,366)	
Credit interest limit	.: _____100,00		
Withholding tax + account	: Y / 105003_____	Withholding account	
Withholding tax rate	?: 35.00		
Last date of calculation	: 01 / 01 / 1997 à 31 /12 / 1997		
Next date of calculation	: 01 / 01 / 1998		
	F9=Next		screen
F12=Cancel			

Debit interest account:

Indicates the account where interest debits are posted. By default the account indicated at company level is indicated in this zone.
This zone is obligatory.

Credit interest account:

Indicates the account where interest credits are posted. By default the account indicated at company level is indicated in this zone.
This zone is obligatory.

Description code line:

This zone may contain the code of a description indicated in option 17. Function key F4 allows display and selection of this code. This zone is not obligatory. By default the text "Interests" will be indicated in the description.

Number of Days/Year:

Indicates the maximum number of interest days in a year. The possibilities are : 365, 366. By default, the number is 366.
It is always the effective number of days which is calculated.

Interest limit:

Indicates the minimal amount of interest which it is possible to register. Below this limit no transaction will be posted.

Withholding Tax + account Y/N:

Indicates whether the prepaid tax should be calculated automatically on the basis of a fixed rate of 35%. In this case, it is necessary to refer to the account concerning the prepaid tax.

Last date of calculation:

Indicates the last date up to which an interest has been registered in this account. This zone may not be modified.
This is brought up to date when a calculation is carried out with an output voucher.

Next date of calculation:

Indicates the starting date for interest calculation in the present exercise if this is not the starting date of the exercise.

This zone is obligatory at company level.

Note : If this zone is filled at option 14 level the transactions in the chosen Data Set with a value date previous to the date indicated here will not be calculated. If the date of starting the calculation for an account is identical to the date indicated in option 11, it is necessary to leave this zone **BLANK** to allow calculation of all transactions in the chosen Data Set.

INTEREST RATES:

The rates must be entered at company level and serve as default for the accounts.

It is, however, also possible to enter rates at account level.

RBM063C		SIMIC SYSTEM		Company no : BBB	
		Interest management			
Account subject to interest : 210000				Bank account	
Type your option, press ENTER.					
4=Delete					
Opt.	Starting date	Rate % debit	Rate % credit		
—	01/01/1998	4,000	1,25		
—	01/07/1998	4,250	1,75		
—	—	—	—		
—	—	—	—		
—	—	—	—		
—	—	—	—		
—	—	—	—		
—	—	—	—		
				F9=Accept	
				F12=Previous	
screen					

This table allows entering debit/credit interest rates starting from a given date.

If one or several rates are indicated at account level, the rates indicated at company level are no longer taken into consideration.

The **debit** rate is applied when the balance is **positive**.

The **credit** rate is applied when the balance is **negative**.

CALCULATION

This menu point allows execution of a calculation with or without the creation of a voucher in the suspense file. It may be looked at, accepted or deleted according to the wishes of the user.

GENERAL POINTS

Error messages will be indicated on the following screen preventing the execution of the calculation under the following conditions :

Information at the company level is lacking or is incorrect (it is necessary to execute option 11 again to verify the information).

The starting rate values for the calculation are lacking, (for example if a transaction has a retroactive value date previous to the starting date of the exercise).

One or several accounts have already had an interest calculation. In this case, it is necessary to cancel the interest vouchers (s) concerned.

RBM0631	SIMIC SYSTEM	Company no : BBB
Interest calculation		
Accounts to be treated F4: *LIST (*ALL, *LIST)		
End date of calculation : 31 / 12 / 1998		
Simulation	Y/N: N	
Voucher in suspense	Y/N: Y	
Account period	: 12	
F3=Exit	F8=Accounts subject to interest	F9=Calculation F12=Cancel

Accounts to be treated :

Indicates whether the interest calculation should be carried out for all accounts or only for certain accounts.

"*ALL" in this zone indicates that all accounts should be treated. In this case function key F4 or F8 indicates all the accounts treated.

"*LIST" in this zone indicates that a selection of accounts must be made by the user. In this case, function key F8 allows selection of accounts to be treated. Function key F4 allows display of the accounts selected by function key F8 and possible deletion of a wrongly selected account.

End date of calculation:

Indicates the end date of the calculation. No transaction whose date is later than this date will be treated.

Interest will only be calculated to this date.

Simulation:

- | | |
|---|---|
| Y | Allows calculation of interest even for accounts which have already had an interest calculation in the year. The “Voucher in suspense” zone must contain “N”. |
| N | The checking of accounts having already had an interest calculation is carried out. |

Voucher in suspense:

Indicates whether a voucher must be created in the suspense file.

- | | |
|---|---|
| Y | A voucher is created in option 22 of SIMIC. The calculation date is also brought up to date at the level of options 11 and 14 of SIMIC. |
| N | No voucher is created. |

Accounting period:

Indicates the accounting period in which the voucher will be posted. It should be noted that this period may be modified during the voucher’s acceptance by option 22 of SIMIC.

27 HIERARCHIES

GÉNÉRAL POINTS

This option allows different analyses of accounts by groups of account numbers or currencies with the interactive results displayed at the user's choice in the form of a table of 12 columns or a standard form.

The hierarchy is composed of a heading defining each hierarchy as well as the display chosen by the user for the 12 columns and of an indefinite number of lines in which the accounts are defined.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS :

At hierarchy/line level :

1=Choose	Choose a hierarchy to add/modify/visualise/copy/delete a line
2=Modify	Modify the heading of a hierarchy/line
3=Copy	Copy a hierarchy/line
4=Delete	Delete a hierarchy/line
5=Display	Display a hierarchy
8=Owner	Change the owner of the hierarchy
9=Execute	Execute a hierarchy

At the level of the hierarchy execution table of results :

1=Display	Displays the details of the accounts composing one line. Allows you to go to the transactions. Only with the standard view.
8=Display	Displays account/group of accounts/total hierarchy values in the standard view.
9=Display	Displays account/group of accounts/hierarchy total balances in the standard view.

FUNCTION KEYS:

At hierarchy/line level :

F4=Invite Choose an account/currency/user from a window.
 F6=Create Creation of a hierarchy/line.
 F8=Group Choose a group of users.

For the table of results of the execution of a hierarchy :

F4=Invite Displays the choices of the user view for this hierarchy.
 F6=Print Prints out of the results of a hierarchy
 F10=View Passage from user view to standard view and vice versa.
 F11=Balance Current balance or monthly balance in standard view.
 F19=Left Displace user view 3 columns to the left.
 F20=Right Displace user view 3 columns to the right.

WORK DISPLAY ZONE DEFINITION

RBM0321		SIMIC SYSTEM - HIERARCHIES		Company no : NS1		
Create a hierarchy						
Hierarchy code		: LQ1				
Full description		: CASH ACCOUNTS				
Short description		: CASH ACCNT				
Hierarchy currency		: CHF Display user view first : N				
User/User group F4/F8:		STRICKER STRICKER				
Data user view						
		User text 1	User text 2	DS	Period	Account currency
Column 1 :		CURRENT	1996	1	00 to CP	N
Column 2 :		LAST_YEAR	1995	2	00 to CP	N
Column 3 :		BUDGET	1996	3	00 to CP	N
Column 4 :			1994	4	00 to CP	N
Column 5 :				1	00 to CP	N
Column 6 :				1	00 to CP	N
Column 7 :				1	00 to CP	N
Column 8 :				1	00 to CP	N
Column 9 :				1	00 to CP	N
Column 10 :				1	00 to CP	N
Column 11 :				1	00 to CP	N
Column 12 :				1	00 to CP	N
F3=Exit		F9=Accept			F12=Cancel	

Hierarchy codes:

Obligatory : Unique company alphanumeric choice.

Description:

Hierarchy description obligatory.

Short description:

Abbreviated: By default takes the full description.

Hierarchy currency:

Currency in which the hierarchy is held. This field has only one indicative value.

Display:

Y User view (12 columns definable by the user)
N Standard view (Account currency/company currency), value by default.

User:

The owner creator can distribute the hierarchy to a unique user, to a group of users or with "ALL" to all the users in this company.
The security officer has the right to redistribute all the hierarchies.

Text 1/2:

Heading texts for each column freely definable by the user.
If no text is introduced, no information is displayed.

Data Set:

Data Set from which the information will be displayed (1-6).

Period:

Period for which the information will be displayed. By default from period 00 to the current period.

Account currency:

- Y The account currency is displayed.
- N Company currency is displayed.

WORK DISPLAY

RBM0326	SIMIC SYSTEM - HIERARCHIES		Company no : NS1
Create a line			
Hierarchy code	:	LQ1	
Hierarchy line	:	000010	
Company	:	NS1	
Account no (F4)	:	20***	(generic*)
Account curr. (F4)	:	USD	
Sign inversion (Y/N)	:	N	
Description	:	BANK ACCNTS IN \$US	
Short description	:	BANKS \$US_	
F3=Exit	F4=Account Inquiry	F9=Accept	F12=Cancel

Hierarchy code:

Unique hierarchy code.

Company number:

If the user chooses a company different from the hierarchy company, the two following conditions must be satisfied :

1. The user must have the right to work with this company.
2. This company has the same base currency.

Account number:

1. **Unique** (F4 for the list). The account money is displayed automatically.
2. **Account group.** Definable by the user by replacing the positions to group by stars.

Ex: 1**5*** = All accounts "1" of which the 4th position is "5".

Account currency:

1. Choice of unique account number, the company currency displays automatically.
2. Choice of a group of companies :
 - No currency is chosen and all the accounts of the group whatever their currency are taken into account for the calculation of the line.
 - A currency is chosen and only the accounts of the group in this currency are taken into account.

Sign inversion:

- Y Account sign inverted
N Account sign remains what it is.

Description:

Obligatory. By default the unique account description comes.

Short description:

Abbreviation of description.

PROCEDURE

RBM032E		SIMIC SYSTEM - HIERARCHIES		Company no : NS1	
View DS/Period					
Data set : 1 1995		Period : 12 DECEMBRE			
Hierarchy no : OVERVIEW		Descrip. : OVERVIEW 01- 12			
Hry currency : CHF					
Type options, press ENTER.					
1=Detail 8=Display values 9=Display balances					
Opt		Acc	YTD balance	YTD balance	
Account no	Description	Cur	Account curr.	Company curr.	
OVERVIEW	TOTAL HIERARCHY	CHF	37,312.10	37,312.10	
- 60001	SELLS	CHF	85,890.00	85,890.00	
- 601**	OTTHER INCOMES	CHF	1,188.75	1,188.75	
- 300**	TAXES	CHF	3,615.25-	3,615.25-	
- 3010*	EXPENSES	CHF	8,958.65-	8,958.65-	
- 3011*	TRANSPORTS	CHF	133.00-	133.00-	
- 302**	OFFICE RENT	CHF	7,701.60-	7,701.60-	
- 303**	MISCELLOUS	CHF	7,728.90-	7,728.90-	
- 304**	INSURANCES	CHF	6,245.70-	6,245.70-	
- 306**	DIVERSES	CHF	1,507.85-	1,507.85-	
F3=Exit	F6=Print	F10=User View	F11=Monthly bal.	F12=Cancel	

Begin by creating a heading. It is possible to determine at the same time what information will be displayed in the columns of the user view.

Choose whether the hierarchy is destined also for another user, a group of users or for all the users in the company (ALL).

If the hierarchy is shared with other users, only the owner (creator of the hierarchy) has the right to modify/copy/delete/ display the hierarchy.

To prevent a user creating his own hierarchy, it is necessary to use the security option to limite his rights or the option screen.

Then create lines (either unique accounts or groups of accounts or both).

When executing the hierarchy, the values (resulting from columns choices (data set, period...) and lines (company, account...)) of lines will be displayed under the total of the hierarchy (total of lines).

It is possible to change the current period before beginning the hierarchy by modifying the parameter period of substitution.

RBM032W		SIMIC SYSTEM - HIERARCHIES				Company no : NS1	
User view							
Hierarchy no : OVERVIEW				Period : 12 DECEMBRE			
Description : OVERVIEW 01- 12							
Hry currency : CHF							
Account/line	Acc	01-12	Acc	01-12	Acc	01-12	
Description	Cur	1995	Cur	1994	Cur	1993	
TOTAL HIERARCHY	CHF	37,312.10	CHF	0.00	CHF	1,260.50	
SELLS	CHF	85,890.00	CHF	0.00	CHF	44,740.00	
OTHER INCOME	CHF	1,188.75	CHF	0.00	CHF	854.25	
MARIAGE RECETTES	CHF	0.00	CHF	0.00	CHF	0.00	
TAXES	CHF	3,615.25-	CHF	0.00	CHF	1,882.00-	
EXPENSES	CHF	8,958.65-	CHF	0.00	CHF	4,008.45-	
OTHER EXPENSES	CHF	133.00-	CHF	0.00	CHF	442.50-	
F4=Display views				F19=Left			
F3=Exit	F6=Print	F10=Standard View		F20=Right		F12=Cancel	

REMARKS AND RESTRICTIONS

A zero amount displays itself in a line with an account currency option column in the following case :

1. The accounts chosen in a group of accounts have a different base currency.

A zero amount displays itself in a hierarchy total line with an option column of account currency in the following case :

1. The lines have different currency values.
2. The currency of the hierarchy is different from the line currency.

28 MODIFICATIONS OF RECONCILED ACCOUNTS

GENERAL POINTS

This menu point was conceived to allow the user to recuperate transactions reconciled by menu point 29, *Reconcile an account*.

The modification of reconciled accounts is possible at all time as long as it is authorised at the level of rights accorded to the user.

USE

The options and functions listed below are accessible for users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

1=manual modification

Allows manual modification of the selection of reconciled transactions in an account.

8=automatic modification

Allows launching the selection of reconciled transactions automatically, specifying the choice criteria.

FUNCTION KEYS

F9=Accept

Begins modification of selected transactions.

F14=Print the selection

Preparation of a printed list detailing the selected transactions.

WORK DISPLAY

Manual modification

RBM013D				SIMIC SYSTEM				Company no : NS1			
Reconciled transactions											
Account no : 10010				SBS C/C							
Currency : CHF											
Type option, press ENTER.				Balance				:		0.00	
1=Select											
								Account cur		Account cur	
Opt Voucher no Per Date Ref.1				Ref. 2				Debit		Credit	
1	950042	00	010195					12,040.02			
1	950001	01	310195							1,600.00-	
-	950001	01	310195							99.80-	
-	950001	01	310195							698.00-	
-	950001	01	310195							540.60-	
-	950001	01	310195					5,820.00			
-	950004	02	280295							2,200.00-	
-	950004	02	280295							160.55-	
-	950006	03	310395							4,600.00	
F3=Exit				F9=Accept				F12=Cancel			
								F14=Print selection			

Automatic modification

RBM0131		SIMIC SYSTEM		Company no : NS1	
Criteria to change reconciliated accounts					
Account no		: 10010		SBS C/C	
Currency		: CHF			
Type option, press ENTER.					
1=Select					
1	Reference 1	from position: 01 to 10 (01-10)			
-	Reference 2	from position: 01 to 10 (01-10)			
-	Reference 3	from position: 01 to 15 (01-15)			
-	Description 1	from position: 01 to 25 (01-25)			
-	Description 2	from position: 01 to 25 (01-25)			
-	From period : 00 to 12			
	Zero balanceY/N: N		If Y, identical amounts : N	
	Ignore BLANK criteria	Y/N: N			
F3=Exit		F9=Accept		F12=Cancel	

For automatic reconciliation , the system operates on the basis of one of the following four criteria.

Reference 1 from position:

The whole or partial contents of the first zone of reference.

Reference 2 from position:

The whole or partial contents of the second zone of reference.

Reference 3 from position:

The whole or partial contents of the third zone of reference

Description 1 from position:

The whole or partial contents of the zone containing the description 1.

Description 2 from position:

The whole or partial contents of the zone containing the description 2

From period:

Limitation according to the periods.

Zero balance:

Choice according to which the balance is zero.

If Y, identical amounts:

If the user chooses all the amounts whose total makes zero, he can indicate if he wants to select only the identical amounts.

Y Only the identical amounts are selected

N All amounts are selected provided that their total equals zero

Ignore BLANK criteria

N Two empty zones are estimated identical.

Y The empty zones are not taken into account.

29 TO RECONCILE AN ACCOUNT

GENERAL POINTS

This menu point is designed to allow the user to visualise rapidly the open posts of certain sensitive accounts. The operation can be necessary, for example, for a bank account necessitating a reconciliation with the bank statement.

It is possible to reconcile these accounts at the end of a period so as to purify the transactions which are balanced in the same account. The transactions will not be destroyed but will no longer appear during the account consultation for this menu point.

Account reconciliation is possible at any time as long as it is authorised at the level of the chart of accounts definition and also at the level of rights accorded to the user.

The reconciled transactions can be managed with Simic option 38, lettering.

The inverse operation is possible thanks to menu point 28, *Modification of reconciled accounts*.

Note : If both dataset 1 and 2 are selected, all periods are selected for transactions from dataset 2.

USE

The options and functions listed below are accessible for users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

1=manual reconciliation

Allows manual reconciliation of an account by selecting transactions which balance inside the same account.

8=automatic reconciliation

Allows automatic selection of transactions, specifying the criteria of choice.

FUNCTION KEYS

F9=Accept Begins reconciliation of selected transactions.

F14=Print the selection

Preparation of a printed list detailing the selected transactions.

SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme managed in menu point 16, *Security data.*:

- 1 The selection is valid only if the balance is zero.
- 2 Displays directly information from view 2

WORK DISPLAY

Manual modification

RBM010D				SIMIC SYSTEM				Company no : NS1			
Transactions to reconcile											
Account no : 10010				SBS C/C							
Currency : CHF								Open items :		10,191.90-	
Type option, press ENTER.								Balance :		0.00	
1=Select											
								Account cur		Account cur	
Opt	Voucher no	DS	Per Date	Ref. 1	Ref. 2		Debit		Credit		
1	950001	1	01 310195						1,600.00-		
1	950001	1	01 310195						99.80-		
1	950001	1	01 310195						698.00-		
1	950001	1	01 310195						540.60-		
1	950001	1	01 310195				5,820.00				
-	950004	1	02 280295						2,200.00-		
-	950004	1	02 280295						60.55-		
-	950004	1	02 280295						7,200.00-		
-	950004	1	02 280295						79.90-		
F3=Exit				F9=Accept		F11=View 2		F12=Cancel		F14=Print selection	

Automatic modification

RBM0101		SIMIC SYSTEM		Company no : NS1	
Reconciliation criteria					
Account no : 10010		SBS C/C			
Currency : CHF					
Type option, press ENTER.					
1=Select					
1	Reference 1	from position: 01 to 10 (01-10)			
-	Reference 2	from position: 01 to 10 (01-10)			
-	Reference 3	from position: 01 to 15 (01-15)			
-	Description 1	from position: 01 to 25 (01-25)			
-	Description 2	from position: 01 to 25 (01-25)			
-	From period : 00 to 12		Dataset 1 : Y Dataset 2 : N	
-	Zero balance Y/N: N		If Y, identical amounts : N	
-	Ignore BLANK criteria	Y/N: N			
F3=Exit		F9=Accept		F12=Cancel	

For automatic reconciliation, the system operates on the basis of the amount and of one of the four following criteria.

Reference 1 from position:

The whole or partial contents of the first reference.

Reference 2 from position:

The whole or partial content of the second reference.

Reference 3 from position:

The whole or partial contents of the third reference.

Description 1 from position:

The whole or partial contents of the zone containing the description 1.

Description 2 from position:

The whole or partial contents of the zone containing the description 2.

From period:

Limitation according to period.

From dataset 1 & 2::

Limitation according to datasets.

Zero balance:

Choice according to which the balance is zero.

If Y, identical amounts:

If the user chooses all the amounts whose total makes zero, he can indicate if he wants to select only the identical amounts.

Y Only the identical amounts are selected.

N All amounts are selected provided that their total equals zero.

Ignore BLANK criteria:

N Two empty zones are estimated identical.

Y The empty zones are not taken into account.

35 DISPLAY VOUCHER

GENERAL POINTS

This menu point allows the user to display all the vouchers existing for a company. The user is thus able to operate diverse works on these vouchers.

RBM006S		SIMIC SYSTEM		Company no : NS1			
Work with vouchers							
Position to		Voucher no		Data set : 1			
		Description		General ledger : Y			
		Period		Payables : Y			
		Type N/S/R/E		Receivables : Y			
Your options, ENTER		3=Copy into suspend file		9=Link AP/AR			
1=Select		2=Change		5=Display			
		6=Print		8=Linked vouchers			
Opt	Voucher no	Description	Date	Period	Data set	Type	Origin
1	950001	BANQUE 01	31.01.1995	01	1	N	
—	950002	COURANT 01	31.01.1995	01	1	N	
—	950003	COURANT 02	28.02.1995	02	1	N	
—	950004	BANQUE 02	28.02.1995	02	1	N	
—	950006	BANQUE 03	31.03.1995	03	1	N	
—	950007	COURANT 03	31.03.1995	03	1	N	
—	950008	CCP 03	31.03.1995	03	1	N	
—	94573	DEBITEURS	03.04.1995	04	1	N	R
—	94574	DEBITEURS	04.04.1995	04	1	N	R
—	94575	DEBITEURS	01.04.1995	04	1	N	R
F3=Exit						F12=Cancel	

Several criteria of selection for the display are proposed:

- Starting from a voucher number
- For a precise period
- According to the voucher type:
 - (N)normal
 - (S)standard
 - (R)reverse
 - (E)exchange difference
- According to where they come from (GL, debtors, creditors).
- According to the Data Set

The user may, of course, compose with the different criteria so as to see only those vouchers he may wish to see.

By default, the system shows all the account voucher.

USE

The options and functions listed below are accessible for users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

- | | |
|--------------------|---|
| 1=Choose | Allows display of voucher transactions. |
| 2=Modify | Allows modification of voucher description and voucher date. |
| 3=Copy in suspense | Allows creation of a new voucher on the basis of the one selected. The Data Set and the period of accounting is specified for the new voucher. The system puts this voucher in suspense for a later processing. The defaults parameters proposed may be modified according to needs by adapting the "RBO035" CL programme in the QCLSRC file in the SM2GLS library. |
| 5=Display | Displays information about the heading of a voucher. |
| 6=Print | Prepares a printed list detailing the transactions of the voucher. |
| 8=Linked vouchers | Displays the original voucher and all its related splitted vouchers |
| 9=Display invoices | Displays customer or payable movements according to the transaction run no. |

SPECIAL OPTIONS

Parameters (5), which influence the image or the programme, managed in menu point 16, *Securities Data*.

- | | | |
|---|---|--|
| 1 | Y | The name of the user of a voucher can be modified. |
| | N | The name of the user of a voucher is protected. |
| 2 | N | Copy of a voucher. The 'Original rates' zone is used. |
| | Y | Copy of a voucher. The original amount and the company amount are copied. The 'Original rates' zone is not used. |

FUNCTION KEYS

- | | |
|------------------|--|
| F9=Accept | Validates the demanded operation. |
| F11=Another view | Allows display of other information about voucher details. |

VOUCHER COPY

FUNCTION KEYS

F9=Accept Validates the original voucher copy in the “suspense” file (Menu point 22, *Vouchers in suspense*)

F19=Accept all vouchers selected.

Validates a series of vouchers chosen to be copied according to the same criteria in the suspense file.

WORK DISPLAY

RBM0061		SIMIC SYSTEM		Company no : NS1	
Copy a voucher					
Voucher no	:	950001			
Data set	:	1		1995	
Type	:	N			
Description	:	BANK	01		
Period	:	01		JANUARY	
Voucher date	:	31011995			
Set up date	:	28021995			
Origin	:				
Run no	:	0006042			
Condensed	:				
User name	:	DUPONT CL.			
Destination :					
Company no	:	NS1		PRIVE 01	
Data set	:	1		1995	
Period	:	02		FEBRUARY	
To be reversed	:	N			
Original rates	:	Y			
Original dates	:	Y			
User field	:	Y			
F3=Exit		F9=Accept		F19=Accept all selected vouchers	F12=Cancel

Company number:

Destination company number.

Data Set:

Destination Data Set.

Period:

Destination period.

To be inversed:

Is the original voucher to be inversed?

Original rates:

Application of either the original voucher rate or the destination period rate.

Original dates:

- Y The transaction dates of the original voucher are retaken by the transactions of the destination voucher.

Original dates:

- Y The transaction dates of the original voucher are retaken by the transactions of the destination voucher.
- N The transaction dates of the original voucher are not retaken by the transactions of the destination voucher. The date zones of the voucher in suspense are therefore without the destination voucher. The date zones of the voucher in suspense are therefore without value.

User field :

- Y The user field of the transactions of the original voucher is retaken by the transactions of the destination voucher.
- N The user field of the transactions of the original voucher is not retaken by the transactions the destination voucher.

36 DISPLAY TRANSACTIONS

GENERAL POINTS

This menu point allows the possibility for the user of selecting and displaying transactions or a voucher of transactions.

Several criteria of selection for the display are proposed:

- Account number
- Periods
- Transaction dates
- Reference zones

The user can of course compose with the different criteria so as to display only the vouchers he wishes to treat.

By default the system displays all transactions processed.

It is also possible to choose the display order of the transactions by stating the sorting criteria to be determined.

USE

The options and functions listed below are accessible for users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

5=Display the detail of a transaction

The system displays all the data about the selected transaction.

6=Print

Prepares a printed list detailing the transactions of the voucher.

8=Display the details of a voucher

The system displays the contents of the voucher which contains the selected transaction. The preceding option 5 still remains at disposition.

2=Modify a transaction

Allows modification of certain information of a transaction.

9=Display invoices

Display customer or payable movements according to the transaction run no.

SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme managed in menu point 16, *Security data*..:

- | | | |
|----|---|--|
| 1 | | Displays directly information from view 1 |
| 2 | | Displays directly information from view 2 |
| 3 | | Displays directly information from view 3 |
| 4 | | Displays directly information from view 4 |
| 5 | N | Displays the contra-account from view 4 |
| 5 | Y | Displays the reference 3 from the view 4 |
| 13 | | (screen option) 'Y'. The 'Account currency' parameter is initialised to '1'. |

General ledger

Technical documentation

13	(screen option)	'N'. The 'Company currency' parameter is initialised to '2'.
14	(screen option)	'Y'. The displayed balance cumulates the previous periods.
14	(screen option)	'N'. The balance cumulates only the displayed transactions.

FUNCTION KEYS

F6=Create an outfile	Allows to create a file in the SM2PCD library. This file will have all transactions according with the selection, even if they are not displayed.
F11=Another view	The system displays by default a part of the information concerning a transaction or a series of transactions (as a function of selection criteria). However it is possible to gain access to supplementary information so as to give the user a complete "view" of available data.

WORK DISPLAY

RBM009S3		SIMIC SYSTEM		Company no : NS1	
Selection + seq.		Work with transactions		Data set : 1	
GL account	F4:	N			
Period from/to	:	/	N		
Date from/to	:	/	N		
References 1/2/3	:		N /	N /	N
Amount (not signed)	:	0,00	N	1=Account, 2=Company, 3=Origin.: 1	
Your options, ENTER		9=Sub-ledger link			
2=Change	5=Display	6=Print	8=Display voucher		
Opt		Company			
Account no	Reference 1	Date	Per	Line description	amount
- 10010		310395	03	Transfer	5,820.00
- 10010		310395	03	DHL fees	159.60-
- 10010		310395	03	Diverse expenses	4,600.00-
- 10010		310395	03	Divers Income	7,000.00
F3=Exit		F6=Create an outfile		F11=Other view	
				F12=Cancel	

Another view

Opt	Account no	Voucher no	Reference	Company amount	Balance
-	10010	950006		5,820.00	16,921.17
-	10010	950006		159.60-	16,761.57
-	10010	950006		4,600.00-	12,161.57
-	10010	950006		7,000.00	19,161.57

Account:

Selection of an account or a group of accounts by determining part or all of the account no.

Period from/to:

Selection of a period or series of periods.

Date from/to:

Selection of a transaction date or series of dates.

Reference 1:

Selection of reference 1 or a part of reference 1.

Reference 2:

Selection of reference 2 or a part of reference 2.

Reference 3:

Selection of reference 3 or a part of reference 3.

Amount :

Selection of transactions from the value of this criteria (without sign) according to the code 1 (account currency), 2 (company currency) or 3 (original currency).

Preferred sequence:

Y defines the determining criteria for the preferred order of transaction display.

Complete information about a transaction obtained from option **5=Display**:

RBM0671	SIMIC SYSTEM		Company no : NS1
Display a transaction			
Account no	: 10010	SBS C/C	
Data set	: 1	1995	
Voucher no / type	: 950001 / N	BANK 01	
Period	: 01	JANUARY	
Dates vch/val/syst	: 31.01.1995 / 31.01.1995 /	28.02.1995	
Contra-account	:		
Description 1/2	: SOFTWARE		
Reference 1	: CIX		
Reference 2/3	: EXP		
Currency	: CHF	FRANCS SUISSES	
Account amount	: 1,600.00-		
Rate	: 1.0000000		
Company amount	: 1,600.00-		
Euro amount	: 1,000.87-		
Original currency	: CHF	FRANCS SUISSES	
Original amount	: 1,600.00-		
Quantity	: 0		
Reconciliation	: Y	User field :	
Identification	:	Interest cde:	
VAT code	:	Run No	: 0006042
F3=Exit		Int./Rel. No:	0006044 /
	F9=Accept		F12=Cancel

37 DISPLAY TRANSACTIONS BY ACCOUNT

GENERAL POINTS

This menu point gives the user the possibility of selecting and displaying transactions or a voucher of transactions by account as a function of criteria and uses a different image from menu point 36, *Display transactions*.

Several criteria of selection for the display are proposed:

- Account number
- Data Set
- Period
- Transaction date
- Value date
- Work display

The user can of course compose with the different criteria so as to see only the information he wishes to see.

The system displays on the first screen the amounts in columns of debit, credit and balance of the selected transactions in the account currency. A second view (function key **F11**) allows display, also in columns of the amounts in original currency, of the account and of the company as well as information contained in the references.

USE

The options and functions listed below are accessible for the users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

5=Display the details of a transaction

The system displays all data about the selected transaction.

6=Print

Prepares a printed list detailing the transactions of the voucher.

8=Display the details of a voucher

The system displays the contents of the voucher which contains the selected transaction. The preceding option 5 still remains at disposition.

9=Display invoices

Display customer or payable movements according to the transaction run no.

FUNCTION KEYS

F11=Another view

The system displays by default part of the information about a transaction or a series of transactions (as a function of selection criteria). However it is possible to gain access to supplementary information so as to offer the user a complete view of available data.

F10=Account/company currency

Allows display of amounts in account currency and company currency.

WORK DISPLAY

RBM068S1		SIMIC SYSTEM		Company : NS1	
		Display transactions		Data set: 1 1995	
Account	F4: 10010	SBS C/C		CHF	
Period from/to:	__ / __	Date fr/to:	01011995 / 31051995	Date	(Y/N/S): N
Ref. 1/2/3	:				
5=Display full transaction		6=Print		8=Display voucher	
				9=Sub-ledger link	
		BALANCE END DECEMBRE		CHF	1,848.12
Trans.	Contra-account	Debit	Credit	Balance	
Date	Value dt Descr.	CHF	CHF	CHF	
BALANCE					6,488.72
— 01.01.95		12,040.02			12,040.02
	01.01.95 BALANCE				
— 31.01.95			1,600.00-		10,440.02
	31.01.95 Expenses				
— 31.01.95			99.80-		10,340.22
	31.01.95 Expenses				
— 31.01.95			698.00-		9,642.22
	31.01.95 SOFTWARE				
— 31.01.95			540.60-		9,101.62
	31.01.95 Office MS + Modem				+
F3=Exit	F10=Company currency	F11=View 2		F12=Cancel	

Another view

		BALANCE END DECEMBRE		CHF	1,848.12
Voucher no	Per.	Original amount	Account amount	Company amount	
Description	Reference 1	Reference 2	Reference 3	Quantity	
BALANCE					6,488.72
950042 N 00 CHF		12,040.02 CHF	12,040.02		12,040.02
Balance	REF-----1	REF-----2	REF-----3		
950001 N 01 CHF		1,600.00- CHF	1,600.00-		1,600.00-
F3=Exit	F10=Company currency	F11=View 1		F12=Cancel	

Account:

Selection of a account number. Obligatory

Data Set:

Taken by default from the user's environment. It is modifiable to gain access to information about the account chosen in other Data Sets.

Period from/to:

Allows selection of all the transactions of the account chosen inside the limits of the two periods chosen.

Dates from/to:

Allows selection of all the transactions of the chosen account inside the limits of the two dates. These criteria excludes the criteria by period.

Date:

- | | |
|---|---|
| Y | The chosen dates are the value dates of the transactions of the chosen account. |
| N | The chosen dates are the transaction dates of the vouchers. |
| S | The chosen dates are the system dates of the vouchers. |

Reference 1/2/3:

These 3 zones allow fine selection as a function of references. They are treated cumulatively "AND".

Balance end:

Displays the cumulative balance for the current period of the chosen account as a function of the Data Set chosen.

Cumulative balance:

Indicates the cumulative balance of the Data Set up to the period "from". It corresponds to the balance of the account at the beginning of the period of departure.

41 UPDATED VOUCHER ENTRIES

GENERAL POINTS

This menu point allows the user to print the vouchers updated for the periods he wishes. By default the system proposes the printing of vouchers from all periods. However the user can modify this criteria of selection by inputting in the fields displayed, the periods of his choice.

USE

The options and functions listed below are accessible to the users who hold the rights specified by the head of SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme managed in menu point 16, *Security data*.

- 1 Allows printing references for suppliers and customers under the voucher no.
- 2 For option 41B, prints the report in format 'PORTRAIT'.

FUNCTION KEYS

F9=Accept Validates the selection of periods containing the vouchers and begins printing out.

ZONE DEFINITION

RBM041A	SIMIC SYSTEM		Company no : NS1
Voucher listing			
From period	: 00	to 13	
From voucher no	:	to	
From date	ddmmyyyy:	to	
From system date	:		
Module	GL/AP/AR:	(1=GL, 2=AP, =AR)	
Description	:		
Activity accounts	Y/N: Y	(Y=active, A=Analytical, BLANK=all)	
Outfile	Y/N: N	/	
User	F4:		
Submit in batch	:	N	
F3=Exit	F9=Accept		

From period / to:

The user can modify the contents of these zones as a function of his choice. If one period only is desired, the number of the chosen period is entered into the two zones.

From voucher no / to:

The user can modify the contents of these zones as a function of his choice. Only the vouchers included in this slice of numbers are taken into consideration.

From date / to:

The user can modify the contents of these zones as a function of his choice. Only the vouchers included in this slice of dates are taken into consideration.

The date format is day/month/year.

From system date :

The user can modify the content of this zone as a function of his choice. Only the transactions with this date are taken into consideration.

The date format is day/month/year.

Module GL/AP/AR:

- 1 Only the general ledger vouchers are selected.
- 2 Only the payable vouchers are selected.
- 3 Only the receivable vouchers are selected.
- Blank All vouchers are selected.

Description :

The user can modify the contents of these zones as a function of his choice. Only the vouchers with this exact description are selected.

Activity accounts:

- A The accounts with a "A" in the activity account field are selected.
- Y The accounts with a "Y" in the activity account field are selected.
- Blank The accounts with a "A" and a "Y" in the activity account field are selected.

User :

The user can modify the contents of this zone as a function of his choice. Only the vouchers with this exact user are selected. The function key **F4** allows looking for information from a window.

Submit in batch:

- N The work is done interactively.
- Y The work is started and you are given a message when the work is finished.

Outfile + name :

- N No file is created.
- Y A file is created in 'SM2PCD' library with the detail of the report.

42 B/C GENERAL LEDGER LISTING

GENERAL POINTS

This menu point allows printing of active accounts. The system proposes by default printing all accounts from period 00 to the current period. It will print the vouchers with the following information:

- Periodic balance - Accounting currency
- Periodic balance - Company currency
- Periodic balance - quantity
- Cumulative - Accounting currency
- Cumulative - Company currency
- Cumulative - quantity

USE

The options and functions listed below are accessible for the users who hold the rights specified by the head of SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme managed in menu point 16, *Security data.*:

- 1 For option 42C, the description 2 is printed under description 1.

FUNCTION KEYS

F9=Accept Validates the selection of periods and accounts and begins the work.

WORK DISPLAY

RBM042	SIMIC SYSTEM		Company no : 107
	General ledger		
From period	:	00 to CP	
Selection from	(F4):	***50	Account no, generic*
to	(F7):	***75	Account no, generic*
Reference 1	:	CIS	
Reference 2	:	EXPORT	
Reference 3	:	CE	
Value date	(Y/N):	N	
Account level	:	(Blank/1/2/3)	
Reconciliation	:	1 (1=All, 2=Reconciled, 3=Not reconciled)	
Skip new page	(Y/N):	Y (Y=skip new page after each account)	
Print detail GL account	(Y/N):	Y	
Activity accounts	(Y/N):	Y (Y=active, A=Analytical, BLANK=all)	
Outfile	(Y/N):	N	
Submit in batch	:	Y	
F3=Exit		F9=Accept	

From period:

The system proposes by default the printing of all transactions from the period 00 to the current period (CP) for all accounts.

Reference 1/2/3:

At the level of transactions the user can restrain the selection as a function of information contained in references 1,2,3

Value date Y/N:

Y without date	Sorts the transactions by date value.
Y with date	Selects the transactions of the date chosen as a function of preceding criteria.

Account level (blank/1/2/3):

Allows user to choose the chart of accounts of his choice.

Reconciliation:

This selection criteria is useful in the case of use of options 28/29, *Reconciliations*

1	All transactions are chosen.
2	Only reconciled transactions are chosen
3	Only unreconciled transactions are chosen

Page jump:

Indicates to the system if it must jump a page after each account.

Detailed print (collective accounts):

Indicates to the system if it must print the details of collective accounts or just the balance.
Allows economy of paper.

Activity accounts:

A	The accounts with a "A" in the activity account field are selected.
Y	The accounts with a "Y" in the activity account field are selected.
Blank	The accounts with a "A" and a "Y" in the activity account field are selected.

Outfile + name :

- N No file is created.
- Y A file is created in 'SM2PCD' library with the detail of the report.

Submit in batch:

- N The work is done interactively.
- Y The work is begun and a message is addressed to you when the work is finished.

Note : All criteria of sorting are complementary.

43 TRIAL BALANCE

GENERAL POINTS

This menu point allows printing of the balances of all accounts for a period as well as the cumulative balance from the period 00 to the chosen period. These are for the accounting currency, the company currency and the quantity.

By default the system proposes the printing, for the current period, of all active accounts, whatever their balances may be. One can also only select accounts having a non-zero balance.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

FUNCTION KEYS

F9=Accept Validates selection and begins the work.

WORK DISPLAY

RBM0431	SIMIC SYSTEM	Company no : NS1
	Trial balance	
Override period	: CP	
Only active accounts	Y/N: Y	
Suppress zero accounts	Y/N: N	
Account level	: (Blank/1/2/3)	
Language code	: E	
Activity accounts	: Y (Y=Active, A=Analytical, BLANK=All)	
Output file + name	Y/N: N	
Included GL suspended vouchers	Y/N: N	
Submit in batch	Y/N: Y	
F3=Exit	F9=Accept	F12=Annuler

Substitution period:

The system proposes by default the current period (CP).

Only active accounts Y/N:

- Y Only selects accounts touched by transactions or defined as active at the level of the chart of accounts.
- N All accounts of the chart of accounts are selected.

Delete accounts at zero Y/N:

- N All accounts, whatever their balance are printed.
- Y Accounts having zero balance are not printed.

Account level (blank/1/2/3):

Allows the user to choose the chart of accounts of his choice.

Language:

Allows user to choose the language in which the balance sheet will be printed.

Activity accounts:

- A The accounts with a "A" in the activity account field are selected.
- Y The accounts with a "Y" in the activity account field are selected.
- Blank The accounts with a "A" and a "Y" in the activity account field are selected.

Outfile + name :

- N No file is created.
- Y A file is created in 'SM2PCD' library with the detail of the report.

Include GL suspended vouchers :

- N The suspended vouchers (option 22) are omitted.
- Y The suspended vouchers (option 22) are included.

Submit in batch:

- N The work is done interactively.
- Y The work is begun and a message will be addressed to you when it is finished.

43B TRIAL BALANCE with debits/credits

GENERAL POINTS

This menu point allows printing of the debits, the credits and the balances of all accounts for a period as well as the cumulative balance from the period 00 to the chosen period. These are for the accounting currency and the company currency.

By default the system proposes the printing, for the current period, of all active accounts, whatever their balances may be. One can also only select accounts having a non-zero balance.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

FUNCTION KEYS

F9=Accept Validates selection and begins the work.

WORK DISPLAY

RBM053	SIMIC SYSTEM	Company no : NS1
	Trial balance	
Override period	: CP	
Only active accounts	Y/N: Y	
Suppress zero accounts	Y/N: N	
Language code	: E	
Activity accounts	: Y (Y=Active, A=Analytical, BLANK=All)	
Currency	: 1 (1=Company curr., 2=Accounting curr.)	
Output file + name	Y/N: N /	
Included GL suspended vouchers	Y/N: N	
Submit in batch	Y/N: Y	
F3=Exit	F9=Accept	

Substitution period:

The system proposes by default the current period (CP).

Only active accounts Y/N:

- Y Only selects accounts touched by transactions or defined as active at the level of the chart of accounts.
- N All accounts of the chart of accounts are selected.

Delete accounts at zero Y/N:

- N All accounts, whatever their balance are printed.
- Y Accounts having zero balance are not printed.

Language:

Allows user to choose the language in which the balance sheet will be printed.

Activity accounts:

- A The accounts with a "A" in the activity account field are selected.
- Y The accounts with a "Y" in the activity account field are selected.
- Blank The accounts with a "A" and a "Y" in the activity account field are selected.

Currency:

- 1 Prints the figures in company currency.
- 2 Prints the figures in account currency.

Output file + name :

- Y An output file is created in the library SM2PCD. The default name is "RBO043B". This file contains the detail lines printed in the report.
- N No output file is created.

Include GL suspended vouchers :

- N The suspended vouchers (option 22) are omitted.
- Y The suspended vouchers (option 22) are included.

Submit in batch:

- N The work is done interactively.
- Y The work is begun and a message will be addressed to you when it is finished.

44 CHART OF ACCOUNTS

GENERAL POINTS

This menu point allows the chart of accounts to be printed. The system prints, apart from account numbers, all data relating to the accounts in the account master (file).

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

FUNCTION KEYS

F9=Accept Validates the selection and begins the work.

WORK DISPLAY

RBM044	SIMIC SYSTEM		Company no : NS1
Chart of account			
Selection from	(F4) : _____	Account no, generic*	
to	(F7) : _____	Account no, generic*	
By account level	Y/N: N		
Language code	: E		
Activity accounts	Y/N: Y (Y=active, A=Analytical, BLANK=all)		
Submit in batch	Y/N: Y		
F3=Exit	F9=Accept		

Selection from/to:

Allows limitation of the selection to one account or a group of accounts.

Ex 1: from 12****
 To 15****
Ex 2: from 122530
 To 150230

By account level Y/N:

Allows user to print complementary charts of accounts

Language code :

Allows user to print the account description defined by F8 into option 14.

Activity accounts:

- A The accounts with a "A" in the activity account field are selected.
- Y The accounts with a "Y" in the activity account field are selected.
- Blank The accounts with a "A" and a "Y" in the activity account field are selected.

Submit in batch:

- N The work is done interactively.
- Y The work is begun and a message will be addressed to you when it is finished.

45 BALANCE SHEET, PROFIT AND LOSS (STANDARD)

GENERAL POINTS

This menu point prints a balance sheet and a standard profit and loss account. These are printed only in company currency.

By default the results are stopped at the current period (CP). However the user has the possibility of choosing the period he wishes.

The system prints each account with the balance, separated into columns Expenses, Income, Assets, Liabilities. If the balance is not zero, the system will generate a warning indicating the error as well as the difference involved.

The format of this report cannot be changed. It prints all accounts in 4 sections :

1st page	left column	type "E" accounts
1st page	right column	type "I" accounts
2nd page	left column	type "A" accounts
2nd page	right column	type "L" accounts

In each of the four cases accounts are printed in increasing alphanumerical order.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme managed in menu point 16, *Security data.*:

- 1 The account of the result is always passive, whatever the sign of the result.

FUNCTION KEYS

F9=Accept Validates the selection and begins the work.

WORK DISPLAY

RBM045	SIMIC SYSTEM	Company no : NS1
Balance sheet + P & L		
Override period	: CP	
Only active accounts	Y/N: Y	
Suppress zero accounts	Y/N: N	
Account level	: (Blank/1/2/3)	
Language code	: E	
Activity accounts	: Y (Y=Active, A=Analytical, BLANK=All)	
B/S = 1, P/L = 2, All = 3	: 3	
Output file + name	Y/N: N /	
Included GL suspended vouchers	Y/N: N	
Submit in batch	Y/N: Y	
F3=Exit	F9=Accept	

Substitution period:

The system proposes by default the current period (CP).

Only active accounts Y/N:

- Y Only selects accounts touched by the transactions or defined as active by the chart of accounts.
- N All accounts of chart of accounts are printed.

Delete zero accounts Y/N:

- N All accounts, of whatever value, are printed.
- Y Accounts having zero balance are not printed.

Account level (blank/1/2/3):

Allows user to choose the chart of accounts of his choice.

Language:

Allows user to choose the language in which the balance sheet will be printed.

Activity accounts:

- A The accounts with an "A" in the activity account field are selected.
- Y The accounts with an "Y" in the activity account field are selected.
- Blank The accounts with an "A" and an "Y" in the activity account field are selected.

Balance sheet=1, PL=2, All=3:

- 3 Printing of Profit/Loss account and Balance sheet.
- 2 Printing of Profit/Loss account only.
- 1 Printing of Balance sheet only.

Include GL suspended vouchers :

- N The suspended vouchers (option 22) are omitted.
- Y The suspended vouchers (option 22) are included.

Submit en batch:

- N The work is executed interactively.
- Y The work is launched and a message will be addressed to you when it is finished.

46 BALANCE SHEET, PROFIT AND LOSS (PARAM.)

GENERAL POINTS

This menu point allows printing a balance sheet and a Profit and Loss account. These are printed only in company currency.

By default the results are stopped at the current period (CP). However the user has the possibility of choosing the period he wishes.

Parameters must be specified in menu point 47, *Parameters for option 46*. They are used to regroup the accounts, to create sub-totals and to describe accounts. It is important that all accounts are specified in the parameter file. If this is not the case, the balance of the balance sheet is not zero and the system will display accounts which are lacking.

When adding new accounts to the chart of accounts the parameters are not updated. Therefore the user himself must modify the file.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme managed in menu point 16, *Security data.*:

- 1 The account of the result is always passive, whatever the sign of the result.

FUNCTION KEYS

F9=Accept Validates the selection and begins the work.

WORK DISPLAY

RBM045	SIMIC SYSTEM	Company no : NS1
	Balance sheet + P & L	
Override period	: CP	
Language code	: E	
B/S = 1, P/L = 2, All = 3	: 3	
Output file + name	Y/N: N /	
Included GL suspended vouchers	Y/N: N	
Submit in batch	Y/N: Y	
F3=Exit	F9=Accept	

Substitution period:

By default the system proposes the current period (CP).

Language:

Allows user to choose the language in which the balance sheet will be printed.

Balance sheet=1, PL=2, All=3:

- 3 Printing of Profit/Loss account and balance sheet.
- 2 Printing of only Profit/Loss account.
- 1 Printing of balance sheet only

Include GL suspended vouchers :

- N The suspended vouchers (option 22) are omitted.
- Y The suspended vouchers (option 22) are included.

Submit in batch:

- N The work is executed interactively.
- Y The work is launched and a message will be addressed to you when the work is finished.

47 PARAMETERS FOR OPTION 46

GENERAL POINTS

The user who wants to print a list of Profit/Loss and balance sheets which are different from the standard version, must introduce in a file the necessary parameters which serve as instructions to each of the 4 sections corresponding to account types E/I/A/L.

Before using this option, the user must imperatively begin option 48, *Parameter preparation*. In this way, the system prepares the instructions inside each section. The parameterised list will have the same format as the standard list. It is for the user to define account order and the desired totals.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

The system uses a command AS/400 (EDTSRC) which allows modification of the file which contains the parameters. After modification of the parameters the **F3** key allows, after confirmation, safeguarding of the changes made.

One sees on the screen :

- a line of command	SEU==>
- numbers in sequence	0001.00
	0002.00
	0003.00
	0004.00

One can place in these places codes which allow the user to move through the file and to modify the account lines.

On the command line one can	Codes
- Move to the beginning of the file	T
- Move to the end of the file	B
- Look for characters	F xxx (xxx represent the characters looked for)

ON the numbers in sequence one can:	Codes
- Create a new line	I
- Delete a line	D
- Copy a line	C
- Displace a line	M
- Indicate the destination of a line	
. before the line	B
. after the line	A

The codes must be put in the left column on the screen and followed by the key "Field exit" (end of zone).

The copying and displacing “en bloc” of several lines is achieved by putting codes “CC” and “MM” on the first line of the block and the last line of the block.

The printing parameters must be recorded thus :

For each company indicate :

First line, 3 first characters : company number

Last line, 3 first characters : ***

All the intermediary lines are the instructions for the printing of accounts, sub-totals or special characters.

The format of these lines is the following :

Position	Entry	Effect
1	E	If 2-16 blank , prints sub-total of all expense accounts since last sub-total. If 2-16 contains expense account number, the balance of this is printed in amounts column.
	I	As E but for income accounts.
	A	As E but for Asset accounts.
	L	As E but for Liability accounts.
	P	As E but for Private accounts.
2-16	Acct.numbr	Prints account balance in the amount column.
	Blank	Calculates and prints sub-total of accounts printed since last sub-total.
	*	Prints special characters from 17-51 in the amount column.
	&	Prints special character from 17-51 in the description column.
17-51	Blank	Prints account description from account master. If * specified in 2, skips a line.

Other characters If account number specified in 2-16, prints these characters in place of account description.

If * specified in 2, prints characters in amounts column
(eg. can be used to underline, enter=====).

48 SET UP PARAMETERS

GENERAL POINTS

Before first using menu point 47, *Parameters for option 46*, the user must imperatively launch this menu point.

The system prepares the standard parameters to print a list of Profit&Loss and balance sheet which can be modified as a function of the user's wishes.

49 VAT REPORT

GENERAL POINTS

This menu point allows the VAT list to be printed, according to the chosen criteria of selection for either the General Ledger, Payables or Receivable.

The selected criteria are safeguarded in a file during F9 acceptance. They will be automatically presented during the next use of option 49.

SPECIAL OPTIONS

Parameters (5), which influence the image or the programme, managed in menu point 16, *Securities Data*.

- 1 N = Italian version. The recorded date is the closing date from company master (option 12).
- 1 Y = Italian version. The recorded date is the voucher date (same as document date).
- 2 Y = Standard version. Allows printing of the contra-accounts.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of the Simic System security.

FUNCTION KEYS

- F4=Invite Allows choice of the criterion of selection as a function of the cursor position in the field concerned.
- F9=Accept Validifies the selection and execution of the work.

WORK DISPLAY

RBM0591		SIMIC SYSTEM		Company no : 212	
VAT report					
Period from : 01 / 1997 to 12 / 1997					
VAT base F4: ___ / ___					
Nature F4: ___					
Location F4: ___					
Account F4: ___					
Language F4: I Italien					
Registration no . . . F4: CH / 245616 SIMIC INFORMATIQUE					
Currency + level F4: CHF / 00 Swiss francs					
Version F4: ITALY					
Sequence : 1 (0=Invoice, 1=Voucher, 2=Date)					
Module :					
Payables : N Conto credito precedente : 10000 _____					
Receivables : N					
General ledger . . . : Y Acconto versato : 1,235.45					
Recapitulation by :					
VAT bases Y/N: Y Output file + name Y/N: N _____					
VAT natures Y/N: Y					
VAT locations Y/N: Y					
Type of movements . Y/N: N					
Accounts Y/N: Y					
Submitted in batch . . : Y					
F3=Exit		F9=Accept		F12=Cancel	

Period from - to:

The user may modify the contents of these zones as a function of his choice. If only one period is desired, one enters in the two zones the number of the chosen period.

VAT base :

Allows the user to choose a VAT base, blank = all.

VAT nature :

Allows the user to choose a VAT nature, blank = all.

VAT location :

Allows the user to choose a VAT location, blank = all.

Account :

Allows the user to choose an account, blank = all.

Language :

Allows the user to choose the language in which the list will be printed.

Registration no :

Allows the user to choose a registration no, blank = all

Currency Level :

Allows printing of the report in another currency. The conversion is made during the printing of the report. The original values of data are never changed. The level may be used in order to have a special rate especially for the VAT.

Version :

Allows the user to choose the mode of printing.

Standard

Special Italian version.

For the Italian version 2 supplementary parameters are available.

Account no : to determine the balance at the end of the preceding period.

Payments already paid : the total of payments which have actually been paid. This is for the last recapitulation page.

Sequence :

Allows the user to choose the printing sequence. (Only valid for the standard version).

- 0) by reference
- 1) by voucher
- 2) by date

Module :

Allows the user to choose the module for which he wants to print VAT.

For the Italian version the two modules, Payables and Receivables are automatically proposed.

Recapitulation by :

Allows the user to choose one or all indicated recapitulation.

Submitted in batch :

- N The work is done interactively.
- Y The work is begun and a message is addressed to you when the work is finished.

Output file + name :

- Y An output file is created in the library SM2PCD. The default name is "RBO049".
This file contains the detail lines printed in the report.
- N No output file is created.

49I VAT FILES FOR ITALY

GENERAL POINTS

This menu point allows the VAT files to be created, according to the chosen criteria of selection screen.

The necessary zones not known in Simic but needed to fill up the file are stored in a dtaarea which is located in the data library (ex. SM2DTA). This dtaarea is automatically created at the first entry in Simic. It is necessary to complete this dtaarea with the command CHGDTAARA as mentioned below :

Data area : VATITxxx, where xxx = comp. nr (Length 200).

Position	Length	Field nr	Zone description
001-07070	13		Denominazione
071-11040	14		Commune della sede legale
111-11202	15		Provincia della sede legale
113-12816	16	*	Codice fiscale
129-14416	20	*	Codice fiscale dell'intermediario che effectua la trasmissione
145-14905	21		Numero di iscrizione all'albo del C.A.F. (00000)

* = Zone not mandatory , but may be used if necessary.

SIMIC zones used to fill up the file.

File	Zone	Description	Record	Field	Description
RBFSOC	RBFAADH2	Company VAT nr	'0'	5	Codice fiscale
RBFSOC	RBFAADH2	Company VAT nr	'0'	6	Partita IVA
RBFCUS	RBFKADH2	Customer VAT nr	'1'	CL002001	Codice fiscale
RBFCUS	RBFKADH2	Customer VAT nr	'1'	CL003001	Partita IVA
RBFSUP	RBFPADH2	Supplier VAT nr	'2'	FR002001	Codice fiscale
RBFSUP	RBFPADH2	Supplier VAT nr	'2'	FR003001	Partita IVA

Particularities:

In Simic option 74 (Base taxes), the last 6 positions of the description must contain the Italian VAT code (004001, 005001, etc) without the prefix CL or FR.

If a VAT base must not be transferred, the last 6 positions must contain the value '999999'.

RBM3141	SIMIC SYSTEM - AP/AR	Company no : 212
	Change a base of taxation	
Country code	: IT	
Base of taxation code	: 001	
Rate	: 20,000	
Account linked to tax	F4: IVA 20% autofatture	004001
Description	: Taxe 6.5 %	
Rate allowed to claim	: 100,000	
Inter-community	: N	

Option 49I, process :

A selection screen is displayed with the year to be selected.

The name of the file (maximum 8 characters) always ends with '01' (in case of multiple files). The file is created in the user library (indicated in Simic option 16) or in SM2PCD (default library).

The customers and suppliers having the value '999' in the 'TYPE' zone (Simic option 114 or 214) are not transferred.

RBM3251	SYSTEM - AR/AP	Company no : 212
	Creation Vat files for ITALY	
Year	: 2007	
Outfile name	: VATITA01	
F3=Exit	F9=Accept	F12=Cancel

A check list is created during the process. It is important to check this report before sending the file.

The PC file is automatically transferred in the folder that has the same name of the data library.

Note : the movements (customers or suppliers) without VAT code (codice fiscale or partita IVA) are not transferred, but are printed on the report. They must be modified to be process.

51 CONSOLIDATION

GENERAL POINTS

The system allows the transfer of current company balances to the consolidated company. Diverse parameters are proposed to you so as to ensure correct management of foreign currencies.

The relevance of the choices made as to company definitions and their organisation is not guaranteed

This menu point can be used to modify the base company currency, supposing that one must supply reports in different currencies.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameters (5), which influence the image or the programme, managed in menu point 16, *Securities Data*.

2 N = The analytical accounts are normally consolidated.

2 Y = The analytical accounts **are not** consolidated.

FUNCTION KEYS

F9=Accept Allows validation of the selection defined by the user and the launching of the consolidation.

WORK DISPLAY

RBM0511	SIMIC SYSTEM	Company no : 212
Consolidation		
Holding company	:	CO1
Account level	1/2/3 :	1
Account for exchange difference	:	
Current period rate accounts type I/E	:	N
Keep original foreign currency	:	Y
Original foreign currency used	:	N
Keep company currency	:	N
Conversion using original data set rate	:	N
Use account currency level type A/L	Y/N:	N
Audit report for Data Set 2 to Z	:	N
Output transactions	:	Y
Including non active accounts	:	N
By transactions/level by reference 1/2/3:	N)N/Y/A, A=All)	
Language	F4:	E
Submit in batch	Y/N:	N
Converted Data set		
123456ABCDEFGHJKLMNOPQRSTUVWXYZ		
YYNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN		
F3=Exit	F9=Accept	F12=Cancel

Holding company :

The system proposes to you the code of the holding company entered in the company file. It is possible to indicate another desired company.

Account level b/1/2/3 :

Determines the account number to be used for the consolidation in relation to the levels of numbers defined in the chart of accounts. The user has the choice of three different numbers in addition of the base level.

Account for exchange difference :

This account must be indicated in all cases. When the currency and the exchange rates of the company are different from the currency and rates of the holding company the system converts all the amounts and imputes the exchange difference calculated in this account.

Current period rate for type I/E accounts :

- | | |
|---|--|
| N | The rate for each period is used. |
| Y | The current period rate is used for type I/E accounts. |

Keep original foreign currency :

- | | |
|---|---|
| Y | All foreign currencies are conserved.
The currency type and code are verified before the consolidation.
Accounts in US Dollars and accounts in DEM cannot be consolidated in the same account in the holding company. |
| N | All foreign currencies are ignored during the consolidation of the company and only the account type is checked. |

Original foreign currency used :

- | | |
|---|--|
| N | The system proposes that you consolidate the amounts in company currency. |
| Y | The system allows consolidation of an account in foreign currency using as a base the amounts in foreign currency converted at rates specified in the holding company. |

Keep company currency :

- | | |
|---|--|
| N | The system keeps the account currency in the consolidation company. |
| Y | The system allows you to consolidate an account in foreign currency by using as a base the amounts in the currency of the company to be consolidated and by keeping this currency as account currency in the consolidated company. |

Conversion using original data set rate :

- Y During the consolidation of companies including several Data Sets to be treated, the system converts foreign currency on the basis of the rates of the Data Set of the consolidated company.
- N The conversion is made on the basis of DS 1 of the consolidated company.
In means values from period 11 of dataset 2 will be converted at the rate of period 11 of dataset 1. All rates in dataset 1 will be necessary, even if the current period of the company is 05.

Use account currency level type A/L Y/N:

This zone allows to convert balance sheet accounts only (A/L types) with a historical spot rate. This spot rate will be entered in the target company with the related currency level. The concerned accounts must have a different currency level than '00'.

- N The rates with the level '00' are always used.
- Y The rates with the source currency level will be used.

Audit report for Data Sets 2 to Z:

- N No voucher is printed.
- Y The system allows the printing of a consolidation voucher for Data Sets 3 to 6.

Output transactions:

- Y The system allows the printing of a voucher of consolidation transactions, account by account and period by period for Data Sets 1 and 2.
- N No output transaction for the consolidated company.

Including non-active accounts:

- Y Non-active accounts are included in the consolidated company.
- N Non-active accounts are not treated and do not appear in the consolidated company.

By transactions/level by reference 1/2/3:

- Y If the parameter “output transaction” = “Y”, the system creates transactions per account/Data Set/ period/reference.
 With “Y” in this parameter the system reads all the transactions for the Data Set(s) concerned, instead of just reading the accounts, which involves a treatment (processing) that may be much longer according to the number of transactions managed by the company.
- A All the consolidated transactions are copied into the consolidated company.
 Warning : this function may be long and takes a lot of disk space. Not recommended for companies with a lot of transactions.
- N The system only manages the accounts without going into detail.

Language:

Allows choice of the language according to which the account descriptions have been inputted by language (Menu point 14, *Account master*).

Submit in batch:

- | | |
|---|---|
| Y | Allows submitting the consolidation per lot. |
| N | The consolidation is carried out in the interactive mode. |

Converted Data Set (1 to Z):

Allows the choice of which Data Sets are to be used.

55 SET UP SPLIT UP ACCOUNTS

PRINCIPLE

This allows the split of the total amount of an account made up of lines which detail the suppliers' bills, customers' bills or the lines of a GL voucher over many periods, but up to a maximum of the end of the next data set, that is over 24 periods.

DEFINITION

The options 21, 22, 122, 123, 125, 221 et 225 are concerned by this function.

Once a bill or a voucher has been accepted by **F9**, the programme will control the presence of a calculation of the split. In this case, a window will appear to allow the split.

If the voucher is entered under Data set 1, the periods outside the current Data will be saved under Data set 0 (only accessible with option 35) and will be calculated at the end of the next session with option 61.

If the voucher is entered under Data set 2, the periods outside the current Data will be calculated within Data set 1 and eventually under Data set 0 if the zone 'Future Exercise' is set at 'Y'.

The split amounts will rounded to the nearest 5ct. and will be adjusted over the last period.

If a voucher has been calculated with one or more lines which have been split and which must be cancelled, the cancellation of the voucher or of the original bill will erase all vouchers which are attached.

The original voucher or the split voucher cannot be modified by 23, 126 et 226 in order to avoid altering the result of the split.

The solution to this consists of copying the original voucher (or bill) which is unmodified , of erasing it and calculating again.

There is a protocol (management rule) which allows for the split of the original account in a different manner.

In the case of numerous protocols for the same account, a window will open at the moment of the split. This window will ask for the protocol which will be used.

MANAGEMENT RULE OF A SPLIT ACCOUNT NO

RBM323C		SIMIC SYSTEM					Company no : 212				
Set up account to split up											
Type options, press ENTER											
2=Change		3=Copy		4=Delete		5=Display					
Op	Org account	Rule	Description	Target account	%	Per	GL	AP	AR		
	20999	001	Test ligne 20999-	3001*	12.123456	01	N	N	N		
	20999	001	Test ligne 20999	3001*	75.000000	01	N	N	N		
	20999	001	Test ligne 20999-	3001*	75.000000	01	N	N	N		
	20999	001	Test ligne 20999-	3001*	75.000000	01	N	N	N		
	20999	002	20999 GL	30011	100.000000	01	Y	N	N		
	20999	003	20999 ap	30012	100.000000	01	N	Y	N		
	20999	004	20999 ar	30000	100.000000	01	N	N	Y		
F3=Exit				F6=Create				F12=Cancel			

RBM3231	SIMIC SYSTEM	Company no : 212
---------	--------------	------------------

Change splitted up account		
Source account no	F4: 20999	PREPAYMENT
Rule	: 001	
Description	: Translation	
Target account	F4: 3001*	
Purcent	: 12.123456	
Number of periods 01-24	: 01	
Valid for general ledger	Y/N: N	
Valid for payables	Y/N: N	
Valid for receivables	Y/N: N	
F3=Exit	F9=Accept	F12=Cance

Source account :

This zone contains the no. of the account to be split.

Rule management :

This zone is only used if a number of rules exist and can be used for the split of the same account.

In this case, the user enters a code which identifies the one or more accounts split under this rule of management.

It should be noted that the contents of this zone are without restrictions and that it can stay EMPTY if only one single rule exist for this account.

Description :

This optional zone is available for the definition of the function for the account.

Target account :

This zone contains the no. of the account resulting from the split.

This optional zone can contain only one root, e.g., : 600***

Percentage :

This zone contains the % of the amount of company currency to be split for this line.

If only one account is split, it is advised to use the value 100,00, because the proposed line with the distributed account will already have the correct value.

Number of periods 01-24 :

This zone contains the number of periods by default to be split.
If the user knows that for this rule the split will always be over a year, then the value '12' can be entered in this zone.

Valid for General Ledger :

This zone indicates if a control must be performed for the options 21 et 22.

Valid for suppliers :

This zone indicates if a control must be performed for the options 122, 123 et 125.

Valid for customers :

This zone indicates if a control must be performed for the options 221 et 225.

PRINCIPLE

This window allows to split the value of the company currency indicated in a particular line of the original voucher.

The sub-file which appears contains 15 pre-defined lines numbered from 1 to 15. Function key **F11** allows this sub-file to be increased from 3 lines up to 9999 lines.

On the left of the screen there will also be the no. of the line in the original voucher ('0001' in the example below).

The total of the split amounts must correspond to the original amount. In case of an error, the zone '**Balance**' (at the bottom of the screen) indicates the difference.

FUNCTION KEYS :

- F7 Allows for the blocking of the split of this original line. A window will pop up for confirmation.
- F9 Accepts and splits the line and displays the following lines which can also be split if necessary.
- F11 Adds 3 lines to the sub-file.
- F12 Goes back to the previous stage, i.e., to the original voucher. This function asks for confirmation, because the preceding lines which have already been distributed will be erased. This means that the user must restart the split.

SPLITTING WINDOW

RBM324C		Split up account		Periods Next	
Account (F4)		Account description		str/nbr year	
Line descriptions 1/2		Ref. 1	Ref. 2	Ref. 3	
0001	30011	CHF Expenses 1		200.00	02 01 N
1	A				
0001					
2					
0001					
3					
Balance		0.00	F7=No split up	F9=Accept	F11=Ext. F12=Canc. +

Account (F4) :

This zone contains the no. of the account which will be split.

Amount :

This zone contains the amount of company currency to be split.

The total of all the amounts of this sub-file must equal the amount of the original line.

If the splitting account is in the same currency as that of the original account, then the original rate of exchange of the line is used.

If the splitting account is not in the same currency as that of the original account, then the rate of exchange of the current period is used.

Period, start :

This zone contains the period of the start of the current Data set. The admitted values are from 01 to 12.

It is therefore possible to split a line of a bill over the periods periods 01 to 12, even if the current period is '08' (August).

Periods, number :

This zone contains the number of periods to be split since the starting period.

The maximum number of periods is 24 if the starting period is 01, 23 if the starting period is 02, etc.

If the number of periods is greater than the number of periods remaining in the current Data set, then the difference will be put either in Data set 0 (following exercise) if the user is working with Data set 1, or respectively in Data set 1 if the user is working with Data set 2.

Next year Y/N :

If this zone contains a 'Y', the starting period of the Data set will be that of the following Data set.

In this case, the number of the period cannot be greater than the number of periods remaining in the Data set concerned.

If the current Data set is '1' and the 'following Exercise is 'N', then the split will be in Data set 1 and in Data set 0, if necessary.

If the current Data set is '1' and the 'following Exercise is 'Y', then the split will be in Data set 0 only.

If the current Data set is '2' and the 'following Exercise is 'N', then the split will be in Data set 2 and in Data set 1, if necessary.

If the current Data set is '2' and the 'following Exercise is 'Y', then the split will be in Data set 2 only.

60 UPDATING OF THE CHART OF ACCOUNTS

Starting from a source company, it is possible to create a new chart of accounts or to update the chart of accounts of the company in which the user is working. All the target company accounts are updated using the data of the source company. If the accounts don't exist they are created (if Y in criteria).

WORK DISPLAY

RBM069	SIMIC SYSTEM	Company no : 212
Updating of the chart of accounts		
Source company : 107		
Source environment : SIMICFCA		
With new accounts Y/N: N		
Only if active Y/N: N (Activity=Y/A and DS1=N)		
Orig. account curr. Y/N: N		
Orig. company curr. Y/N: N		
F3=Exit	F9=Accept	F12=Cancel

Source company :

This code indicates the source company.

Source environment :

This code indicates the source environment where is the source company.

With new accounts Y/N:

Indicates if the new account have to be copied.

N The new accounts are NOT copied.

Y The new accounts are copied depending on the next criteria.

Only if active Y/N:

N All new accounts are copied.

Y Only new accounts with the zone 'Activity account' is 'Y' or 'A' and the zone 'Suspended Dataset 1' is 'N'.

Original account currency :

Indicates if the new accounts give their original currency.

N The new accounts receive the target company currency.

Y The new accounts keep their original currency.

Original company currency :

Indicates if the new accounts keep the the source company currency.

Y The new accounts receive the source company currency.

N Depends on the previous criteria.

61 YEAR END

GENERAL POINTS

This menu point is used once at the end of the accounting year. It allows the user to round off his accounting year. The system carries out the following operations :

Verification that the current period at the moment of closing is really the last period of Data Set 1. If not, the system prevents the closing operation and signals an error.

Transfers balances and transactions from Data Set 1 to Data Set 2.

Transfers account balance sheets into the opening balance sheet for the new year, in the period specified by the user in the company master. The system creates an opening voucher "opening balances" in the period 00.

##

Moreover, for accounts whose parameter "*Opening balance details* = 'Y'", the totality of an reconciled transaction is transferred into the opening voucher. If 'R' is specified in this field, references 1/2/3 will be used for the opening (see documentation for option 69, transfer balances).

Bringing up to date of the current year of Data Set 1.

ATTENTION: during closing, the transfer of transactions and balances from Data Set 1 to Data Set 2 erases the data that there was in Data Set 2. It is thus strongly advised, if you want to keep the data in Data Set 2, to transfer it into another data set before beginning the closing process.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameters (5), which influence the image or the programme, managed in menu point 16, *Securities Data*.

- 1 N = All the suspended vouchers from Data Set 1 are transferred into Data Set 2.
- 1 Y = The suspended vouchers aren't transferred.

WORK DISPLAY

RBM015	SIMIC SYSTEM		Company no : NS1
Year end processing			
Current period	: 12	DECEMBER	
Clearing account	: 50000	CLEARING ACCOUNT	
Voucher suspended	: N		
Positions reference 1	*: ****		
Positions reference 2	*: ****		
Positions reference 3	*: ****		
Your password	:		
Submit in batch	: Y		
F3=Exit			

Current period :

The system displays the current period. By definition the period is always the last one. If this is not the case the system indicates to you that the current period is not the last and does not perform the closing processing.

Clearing transfer account :

The transfer account used to balance the profit and loss amounts is displayed by the system. This account number is specified in the company master.

Vouchers in suspense :

The system indicates with Y/N (Yes/No) if the vouchers are in suspense in the closing processing. If this is the case, the closing cannot be begun until these vouchers have been treated.

Positions reference 1/2/3 :

Indicates the positions in the references which are to be cumulated. (see example in option 69). Used only with accounts which have 'R' in the 'Opening balance' zone.

Submit in batch:

- N The work is done interactively.
- Y The work is started and you are given a message when the work is finished.
If, for security reasons, the work cannot be done, you are given a second message.

NOTE

All the zones mentioned above are not modifiable. They are displayed just as information.

SPECIAL WORK

The works listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

62 DELETE TRANSACTIONS FROM DATA SET 2

WORK DISPLAY

RBM021	SIMIC SYSTEM	Company no : 212
Delete transactions from DS 2		
Submit in batch Y/N: Y		
Your password, please : _____		
Press F9 to confirm		
F9=Accept		F12=Cancel

All transactions in Data Set 2 are deleted. However the account balances remain valid. Hence this menu point allows freeing of disc room while keeping the account balances from the previous year. The company password must be entered for processing of this option.

Submit in batch:

- N The work is done interactively.
 Y The work is started and you are given a message when the work is finished.
 If, for security reasons, the work cannot be done, you are given a second message.

63 CLEAR TRANSACTIONS IN DS 3 TO 6

WORK DISPLAY

RBM022	SIMIC SYSTEM	Company no : NS1
Delete transactions from DS 3 to 6		
Data set : 3		
Submit in batch Y/N: Y		
Your password, please : _____		
Press F9 to confirm		
F9=Accept		F12=Cancel

All transactions of the current Data Set (3,4,5 or 6) are deleted. In this case the account balances are cleared to zero. The company password must be entered for processing of this option. The user must be in the concerned Data Set in order to clear it.

Submit in batch:

- N The work is done interactively.
 Y The work is started and you are given a message when the work is finished.
 If, for security reasons, the work cannot be done, you are given a second message.

64 TRANSFER TRANSACTIONS

WORK DISPLAY

RBM023	SIMIC SYSTEM	Company no : NS1
Transfer transactions from a Data set		
From data set	(1 to Z): 1	
To Data set	(3 to Z): 3	
From period	: 00 to 13	
F9=Accept	F12=Cancel	

This menu point allows the **adding** of the vouchers and transactions or a part of these from a Data Set of the source company to another Data Set of a target company.

This allows, therefore, the construction of a Data Set from several Data Sets. The transferred vouchers and transactions are added to possible vouchers and transactions already existing in the target Data Set.

65 TRANSFER FROM A DATA SET

WORK DISPLAY

RBM030	SIMIC SYSTEM Move a Data Set	Company no : NS1
From Data Set (2 to Z) : 2 To Data Set (3 to Z) : 3 To company : NS1 Submit in batch : Y		
F3=Exit	F9=Accept	F12=Cancel

Submit in batch:

- N The work is done interactively.
 Y The work is started and you are given a message when the work is finished.
 If, for security reason, the work could not be done, you are given a second message.

This menu point allows the **transfer** of vouchers and transactions from one Data Set to another Data Set of this company or another company.

All transactions of the source Data Set are transferred into the target Data Set. The vouchers retain their numbering. The period, description and voucher numbering are also transferred.

The transactions from the source Data Set are erased after the operation as they are included in another Data Set/ Company. The description is filled up with an asterisk (*).

The target Data Set must be empty before being able to operate the transfer. If this is not the case, a message will prevent you from proceeding with the transfer.

66 DUPLICATE COMPANY (WITHOUT VALUES)

WORK DISPLAY

RBM024	SIMIC SYSTEM Copy a company without value	Company no : NS1
New company code : ____		
F3=Exit	F9=Accept	F12=Cancel

The new company is automatically created.

The duplicated company is without transactions or balances.

This option may be used where an organisation has more than one company with the same organisation and/or the chart of accounts: thus once one company is set up, it can be copied without inputting all details.

Data concerning suppliers and customers as well as hierarchies are also duplicated.

67 DUPLICATE COMPANY (WITH VALUES)

WORK DISPLAY

RBM027	SIMIC SYSTEM	Company no : 212
Copy a company with all values		
New company code : 555		
Copied transactions from Data set		
123456ABCDEFGHJKLMNOPQRSTUVWXYZ		
YYYYYYNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN		
Submit in batch Y/N: Y		
F3=Exit	F9=Accept	F12=Cancel

Duplication of a company including transactions, account balances and also data relating to customer and supplier modules as well as their movements.
Only the transactions of selected Data sets are copied.

68 DELETE A COMPANY

WORK DISPLAY

RBM025	SIMIC SYSTEM	Company no : 212
Delete a company		
Company to be deleted :		
Submit in batch Y/N: Y		
Your password, please : _____		
F3=Exit	F9=Accept	F12=Cancel

Deletes a company completely from the system even if it is active. The company user's password is necessary to proceed with the operation. One cannot delete the present working company.

Submit in batch:

- N The work is done interactively.
- Y The work is started and you are given a message when the work is finished.
If, for security reasons, the work cannot be done, you are given a second message.

69 TRANSFER BALANCES

WORK DISPLAY

RBM026	SIMIC SYSTEM	Company no : 212
From Data set (2 to 6): 2	ANNEE 2000	
To Data set (1 to 6): 1	ANNEE 2001	
Target company : 212		
Clearing account : 49000	Clearing	
Positions reference 1 *: ****		
Positions reference 2 *: ****		
Positions reference 3 *: ****		
F9=Accept	F12=Cancel	

It is possible that after year end processing transactions may still arrive in Data Set 2 (last year). The user may thus readjust the opening balances of Data Set 1. The system creates a new opening voucher in period 00 replacing the preceding one(s).

The user may, in this way, continue to process the last financial year after its closure.

##

From Data set (2 to 6) :

Indicates the source Data set used to transfer the balances.

To Data set (1 to 6) :

Indicates the target Data set used to receive the balances.

Cannot be the same as the source Data set if source and target company are identical.

Target company :

Indicates the target company used to receive the balances.

Positions reference 1/2/3 :

Indicates the positions in the references to be cumulated (see example below).

Used only with accounts which have a 'R' in the 'Opening balance' zone.

Example :
 Reference 1 : '****',
 Reference 2 : '****',
 Reference 3 : '****'

General ledger

Technical documentation

In this example, the transactions will be cumulated

by positions 1 to 4 of reference 1,
by positions 3 to 6 of reference 2 and
by positions 6 to 10 of reference 3.

Before each treatment, a check will be made to determine the existence of the DATAAREA
for the current company.

JOURNALISATION - KEEPING TRACK

71 LIST OF FILE MODIFICATIONS

All modifications of a file of data are recorded in the file modification voucher. This voucher allows one to keep track of present data and data previous to the carried out change. The user, the date, the time and the function are also recorded.

The printing of this voucher is possible at any time.

One can, if one wishes, delete a voucher after printing.

72 MOVEMENT VOUCHER

All modifications of transaction vouchers are recorded in the movement voucher file.

The printing of this file is possible at any time.

One can, if one wishes, delete the file after printing.

72B MOVEMENT VOUCHER

Idem option 72, but with selection of period and Dataset.

This option only prints amendments and cancellations.

77 RECAPITULATIVE LISTS DEBTORS/CREDITORS/TAXES

These lists allow an overall view of the totals of open posts by collective/currency account.

78 REORGANISATION

WORK DISPLAY

RBM029	SIMIC SYSTEM Reorganisation	Company no : 212
	Clear trace files	Y/N: N
	Submit in batch	Y/N: Y
	Please, press F9 to confirm	
F3=Exit	F9=Accept	F12=Cancel

Reorganisation allows reconstruction of access channels to the data base of the SIMIC SYSTEM.

It is advised that this option be executed when certain files have a lot of recordings deleted so as to provide disc room.

Clear trace files:

- N The traces aren't cleared.
- Y The traces are cleared.

Submit in batch:

- N The work is done interactively.
- Y The work is started and you are given a message when the work is finished.
If, for security reasons, the work cannot be done, you are given a second message.

79 ACCOUNT UPDATING FROM TRANSACTIONS

WORK DISPLAY

RBM057	SIMIC SYSTEM	Company no : 212
Update chart of account from transactions		Data set : 1
Account no	F4: _____	
Please, press F9 to confirm		
F3=Exit	F9=Accept	F12=Cancel

The updating allows recalculation of balances, of all accounts based on transactions processed. The work is done interactively, both for the company and the Data Set in which you are working.

Account no:

If an account is mentioned, only this account is recalculated.

DIVERSE OPTIONS

00 PRINTING MANAGEMENT

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

- 01 Beginning of printing for the appropriate waiting file.
- 02 Suspension of current printing.
- 03 Recommencement of suspended printing.
- 04 Immediate stop to printing.
- 05 Printing attributed to another waiting file.
- 06 Display of the printing.
- 88 Management of printing.

WORK DISPLAY

Another printer :

The system proposes the name of the printer associated to the user specified by the head of SIMIC SYSTEM security.

The name can be modified at any time.

01 DISPLAY OF USERS

This menu point allows display of information about present users of the SIMIC SYSTEM:

- Screen number
- User's number
- Environment
- Company number
- Menu point
- Menu point description

81 SMALL CALCULATOR

This allows performing elementary calculations.

88 MANAGEMENT OF PRINTING

This option allows you to manage your own lists to be printed.

89 DISPLAY OF MESSAGES

This option displays messages sent to the user.