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# User Guide

**Version 2.2 November 2007**

## THE PETRA USER GUIDE SET

General User Guide

Partner User Guide

**This guide** →

Finance User Guide

Personnel User Guide

Conference Management User Guide

Financial Development User Guide

System Manager Guide

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# Petra Finance User Guide

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## Chapter 1 Overview of the Finance Module

### 1.1 Introduction to PETRA Finance

#### 1.1.1 *The General Ledger*

A ledger is a set of accounts and from these accounts all financial statements are produced.

The General Ledger operates in a base currency which will normally be that of the country of operation. You can enter transactions in another currency together with the exchange rate and the system will calculate the conversion for you.

All transactions are entered in batches. A batch consists of one or more journals and a journal contains two or more transactions. Any batch must balance before it can be posted.

If your system crashes whilst posting a batch, it will either be all posted or not posted at all. With PETRA there is no risk of having a half-posted batch.

#### 1.1.2 *The Chart of Accounts*

PETRA has a logical and flexible chart of accounts which allows for multi-lingual account descriptions. The way in which a ledger is structured is completely flexible, for example one ledger may be made up of divisions, another may be made up of projects.

**OM POLICY:**

The OM standard chart of accounts and list of fund numbers must be used, otherwise consolidation across ledger and International Clearing House transactions is not possible.

See the OM Bookkeepers manual for a list of standard accounts and a list of fund numbers.

The standard OM chart of accounts will be set up for you on installation of PETRA.

#### 1.1.3 *Interface with other PETRA modules*

In order to progress with the Finance Module of PETRA you will need a working knowledge of the other modules of the system, in particular the Partner system, as each ledger, or person dealt with in the accounting functions must also be set up on the Partner system. For instructions on the Partner system refer to the Partner section of the user manual, the material will not be repeated here.

### 1.2 Scope of the PETRA Finance Module

Here is a brief summary of the procedures available in the Finance Module:

#### 1.2.1 *General Ledger and Gift Transactions*

In the processing of transactions you can perform the following functions:

- Create a batch of ordinary or recurring transactions
- Edit a batch and add transactions to an existing batch
- Post a balanced batch
- Reverse a posted batch

- Produce a batch report.
- Set up different fees payable or receivable on gifts (admin. grants)

## 1.2.2 Batch Processing

No posting will ever be accepted unless it is part of a balanced batch. At any stage a trial balance can be extracted in order to verify that the entire system is in balance.

The reason for using batch processing is that you do not post every time you have a transaction to enter but that you accumulate the transactions and then process them together. When all the details are complete, and the batch balances, then it is posted to the ledger.

It is possible to work on a particular batch and then save it for posting at a later time.

You can do the following with a batch:

- display a batch and check the details before accepting
- accept a balanced batch for posting
- cancel a batch before it is posted
- save an unbalanced or incomplete batch for later completion or correction

The system allows each user to be entering data for a different batch simultaneously. Each batch is uniquely identified with a batch identifier which is generated automatically by the system.

If an entire batch has been processed in error the system can reconstruct the entire batch and create reversal journals for each entry. It has the facility to edit the original batch to prevent re-entry of all the data. Note that a batch can never simply be cancelled or deleted once it has been posted

## 1.2.3 Multi-Currency Accounting

A ledger will operate in a base currency but handle transactions in any currency. A transaction will always hold its original amount, currency and exchange rate for audit trail purposes.

PETRA has corporate and daily exchange rates. The rate is selected at the time the transaction is input and will default to the most recent rate, but the user is always given the option of entering a new rate. If the rate was incorrect at time of input, then the whole batch would have to be reversed out and posted again with the correct rate.

### Corporate rates

Corporate rates are set by the International Finance Office. An exchange rate for each currency is set for the entire month at the beginning of the month.

PETRA uses the corporate exchange rates for any automatic currency conversions, that is, converting your base currency amount to the international currency amount.

### Daily exchange rates

The daily exchange rate is used when you enter a journal in a foreign currency. You will be prompted to enter a rate if you have not already entered one for the transaction date.

Any number of daily exchange rates can be used. When holding a cash balance in another currency you may request a revaluation to ensure that a realistic value of the balance is held since the actual value may be constantly changing. The change in valuation is posted to a foreign exchange revaluation account.

Cash balances can be automatically revalued at each period end; PETRA asks the rate to be confirmed.

### 1.2.4 Budgeting

PETRA allows you to input your budgets and produce reports to compare budget to actual. You can calculate your budgets based upon different methods, as follows:

- ad hoc
- same each period
- split annual total
- inflating off a base amount
- inflating off a base amount after a given period

### 1.2.5 Reports

PETRA generates the following standard reports:

- Trial Balance
- Balance Sheet
- Income and Expense Statement
- Account Detail - this gives the details of all transactions posted to an account
- Analysis Attributes - gives further information on transactions posted to an account
- Stewardship Report and Home Office Statements of Account
- Report to the Area Finance Officer
- Suspense account report

The Balance Sheet and the Income and Expense Statement have the option of comparing against budget and actual and calculating the variances.

Standardised reports automatically take into account any additions to the chart of accounts without having to be re-defined. There is also the ability to report at different levels of the cost centre structure.

Reports show the accounting period covered by the report, telling you whether the period is:

- Current - the latest period has not yet been closed
- Closed - all accounting periods included in the report have been closed
- Forward - includes accounting periods which have not yet been closed

The current period is defined as the period immediately following the last closed period.

### 1.2.6 Process Month End

The month end processing performs the following functions:

- Checks that all batches have been posted.
- Prints suspense accounts. If an account has been defined as being a suspense account it can be printed at this time so that it can be reconciled.
- Revalues all foreign currency accounts
- Prints the details of transactions to each ledger account - the Account Details Report
- Produces a full set of financial reports
- Roll over into new month
- Carries forward balances into the new month for balance sheet items

## 1.2.7 Process Year End

The year end closing performs the following functions:

- Processes the final month end for the financial year
- Closes off the income and expense account for the year, and the surplus or loss for the year is transferred to the equity account
- Transfers current year's actuals to last year's actuals for the entire financial year
- Transfers next year's budget to this year's budget
- Any transactions, balances, and exchange rates in the system that are older than the Data Retention Period set for the ledger are saved away onto separate files for management information but are no longer part of the general ledger system as such.
- The calendar for the new financial year is updated by one year

## 1.2.8 Levels of Access

Here is a summary of each of the 3 different levels of access for the Finance part of PETRA and the menus which can be accessed by each level.

LEVEL 1	LEVEL 2	LEVEL 3
Gift reports GL reports Budget reports Accounts Payable entry	GL transactions Month end processing Posting Accounts Payable to the GL Gift entry	General Set Up Set Up Ledger Year end processing Maintain Budgets Maintain Cost centres Maintain Accounts Maintain Tables New Ledger Delete Ledger

## 1.3 Menu Structure

When you select the **Finance** Button from the main PETRA Screen, the *Finance Screen* will appear:

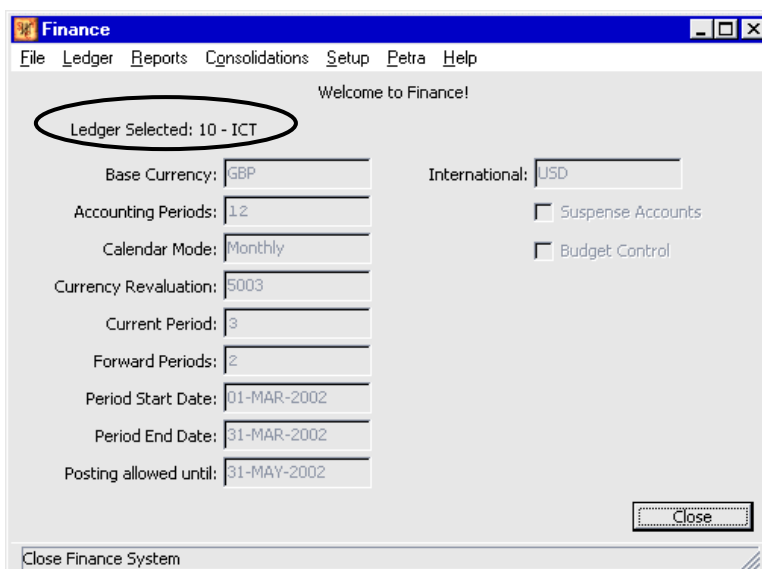
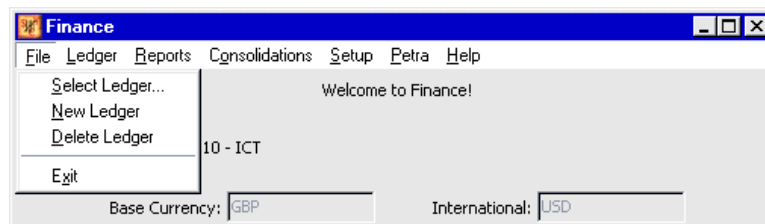


Figure 1-1 Main Finance Screen, showing currently selected ledger

The top of screen menu bar provides the following menus:

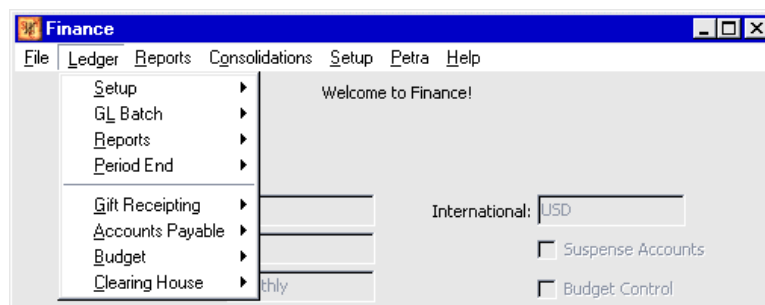
- **File Menu** This menu allows you to select a ledger, to add or delete a ledger.

Figure 1-2 File menu



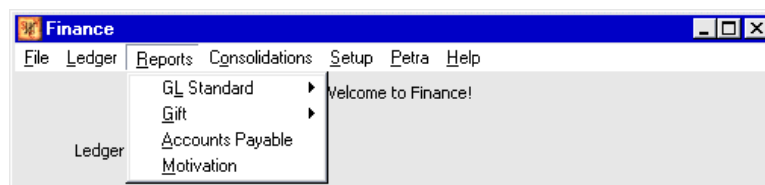
- **Ledger Menu** This is the main Finance menu, and most operations will be performed through this menu

Figure 1-3 Ledger menu



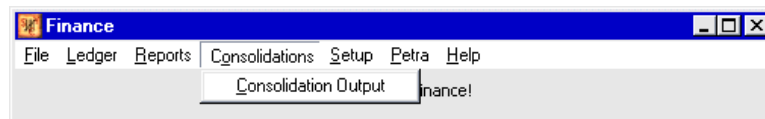
- **Reports Menu** This allows you to select the reports which are available in the Finance Module of PETRA.

Figure 1-4 Reports menu



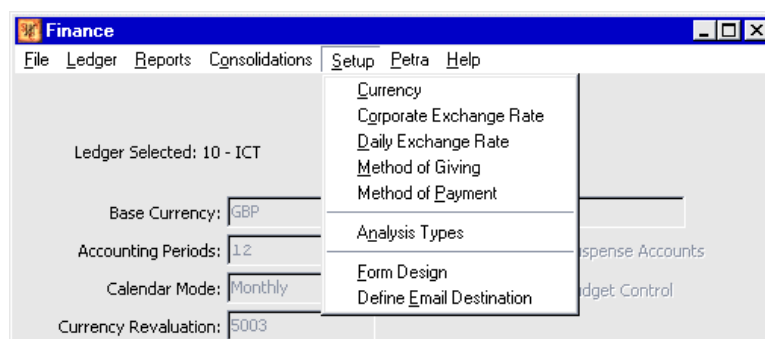
- **Consolidations Menu** This allows you to produce your financial report for consolidation with other OM fields

Figure 1-5 Consolidations menu



- **Setup Menu** Here you set up some parameters which apply across all the ledgers used by your system

Figure 1-6 Set-up menu



- **Menus Menu** Other PETRA modules can be opened from this Menu
- **Help Menu** The help system is described in the GENERAL USER GUIDE

## 1.4 Multi-User Ledger Limitations

PETRA is a multi-user system and as such has various processes in place to prevent data becoming corrupt. One of these is to prevent two people changing the same bit of data at the same time. This is good for the data in PETRA but can be frustrating if you suddenly are presented with a message saying that you have to wait or try again later. In PETRA you will generally get this if two or more people are working on the same ledger and attempting to do the following things:

- Create a new batch (either General Ledger (GL) or Gift). Remember that running some processes also creates a General Ledger batch such as the ICH Stewardship procedure.
- Post a Gift batch (because it creates a General Ledger batch).
- Post a General Ledger batch.
- Ledger Setup programs (for example, changing the forward periods).
- Period end processing.
- Recalculating the reporting structure which is required for the Balance Sheet and several other processes.
- If two people attempt to work on the same General Ledger batch then one will prevent the other from working.

If more than one person is working on a ledger then it may be necessary to have local procedures in place. You could, for example, agree to post batches between certain times when other users are not so active. Maybe the first person to arrive in the morning or the last person to leave at night.

## 1.5 Structure of the Finance User Guide

This guide is organised as follows:

**Chapter 1, Overview of the Finance Module.**

**Chapter 2, Module Set Up** How to set up your PETRA system for all ledgers that you will be using.

**Chapter 3, Ledger Set Up** Setting up each individual ledger on your Finance system.

**Chapter 4, General Ledger Transactions** How to enter and amend all transactions to your ledger, except gifts.

**Chapter 5, Gift Entry** Entering and amending gifts into your system

**Chapter 6, Budgeting** Description of the Budget Types associated with accounts, how to input and amend your budgets and producing Budget Reports.

**Chapter 7, Reports** How to produce the standard reports available with PETRA

**Chapter 8, Month End and Year End Closing** How to enter transactions for other OM funds and produce the Stewardship Report and HOSAs. How to close your month and year after all the required transactions have been processed.

**Chapter 9, Accounts Payable** How to enter invoices for payment and to process these invoices for payment and posting to the General Ledger.

**Chapter 10, Shepherds** How to use the two shepherds, to setting up a ledger and create Analysis Attributes.

**Chapter 11, International Clearing House** This is used only at the ICH in ICT Carlisle.

**Appendix 1, Changing the Base Currency of the Ledger** This was written specifically for the conversion of ledgers to the new Euro currency.

----- End of Chapter 1 -----

## Chapter 2 Finance Module Set-up

The Finance Module allows many general ledgers to run under one system. Some accounting information is common to all the ledgers and these are defined through the Set Up option on the menu.

From the *Finance System Screen*, Set Up is the global set up for all ledgers, whereas Ledger Set Up is the settings for an individual ledger. Ledger Set Up is covered in the next chapter.

When you select Setup from the main menu the following options are available:

- Currency
- Corporate Exchange Rate
- Daily Exchange Rate
- Method of Giving
- Method of Payment
- Analysis Types
- Form Design
- Define Email Destination

All of the above maintenance procedures are controlled to ensure that the system parameters are defined in the correct way. Some of the procedures are only available as System Administrator functions.

Reports may be produced for any of the details above for any of the ledgers defined on the system.

## 2.1 Currency

### 2.1.1 To Add, Edit or Delete a Currency

To add, delete or edit a currency.

- From the *Finance Screen*, select Setup, then Currency. The *Currency List Screen* appears:

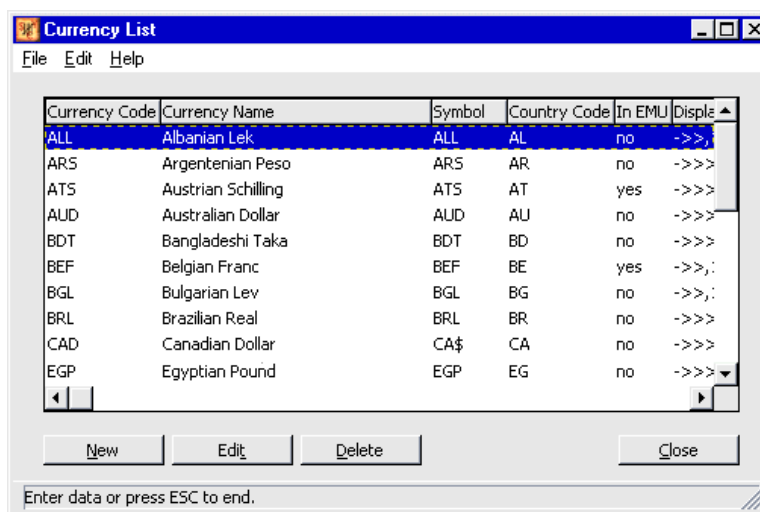
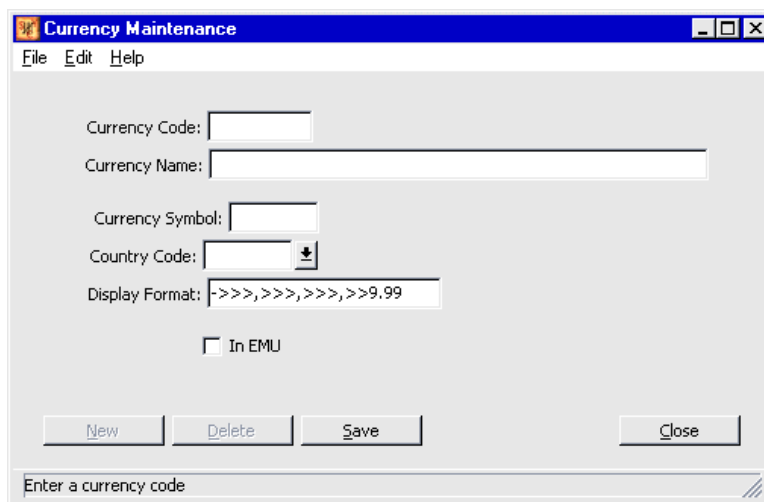


Figure 2-1 Currency List Screen

- To create a new currency, select **New**. To edit a currency, highlight it and select **Edit**. In either case the *Currency Maintenance Screen* appears. (To delete a currency, see note at the end of this section.)

Figure 2-2 Currency Maintenance Screen



3. Enter the following details:

**Currency Code** - the three letter code set by the International Standards Office (an outside body) This code cannot be changed once it has been set up. If you make a mistake, you have to delete the currency (see below) and add a new code.

**Currency Name** - the name of the currency. This can be edited later.

**Currency Symbol** - the symbol to be used. This can be edited later.

**Country Code** - this must already exist in the country file maintained by the partner system, select the arrow key on the right of the box to see the options available.

**Display Format** – this shows the format in which the currency will be displayed. Once this has been set up, it can be changed later, but the consequences are serious, so check with your Area IT Administrator before doing this. Use the following symbols:

- 9 means that a digit will be displayed, even if zero
- > will suppress a leading zero
- means that this can be negative

Use . or , according to your normal method of representing currencies, i.e. the standard for your country of location

**In EMU** select this box if this currency is part of the European Monetary Union

4. When you have entered the details correctly, select **Save**.

Now you can either add another code, delete the one you have just entered, or close and return to the *Currency List Screen*.

## Deleting a Currency

A currency can only be deleted if it is not the base currency for any ledger and the currency is not being used by any transactions on the system.

1. In the *Currency List Screen*, highlight the currency you wish to delete.
2. Select **Delete**. Then confirm the deletion by selecting **Yes** in the dialogue box

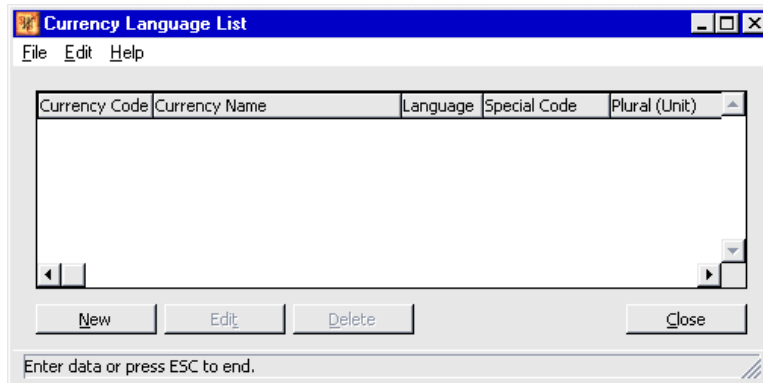
## 2.1.2 Currency Language

You can customise the way that a currency amount is displayed as text. You need only set up the currency and language combinations that you use in your office if you need to display an amount in words on a receipt. If you set this option up to use a language that is not yet supported by PETRA, then it will default to English.

To set up a currency language, follow these steps:

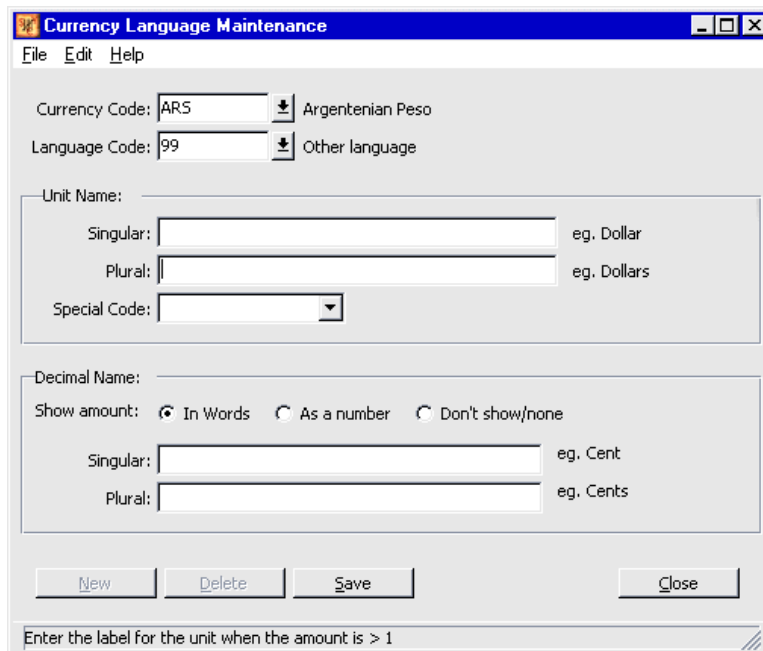
1. From the *Currency List Screen* highlight the currency you require
2. From the menu bar at the top of the screen, select **Edit** then **Language Options**. The *Currency Language List Screen* appears:

Figure 2-3 Currency Language List Screen



3. Select **New**. The *Currency Language Maintenance Screen* appears:

Figure 2-4 Currency Language Maintenance Screen



4. Select the **Currency Code** for the currency you are defining.
5. Select the **Language Code** you require.
6. **Unit Name** Enter the description for the unit of currency, in the singular and the plural.
7. **Special Code** Select this, if required, to show if the word for the currency unit is masculine or feminine in the language. (This may be used in setting up an installation for a country.)
8. **Decimal Name** Then determine how you want to show the decimal places of the currency, whether in words, as a number, or not at all. If you choose to not show the decimal part, then the amount will be truncated, not rounded to the nearest whole number.  
Then enter how it is to be shown in the singular and the plural
9. Then select **Save**.

## 2.2 Corporate Exchange Rates

The Corporate Exchange Rate is used to produce reports in US Dollars, the OM International Currency.

PETRA needs a rate for the 1<sup>st</sup> of the month before transactions for that month can be entered. Only one rate is entered for each month.

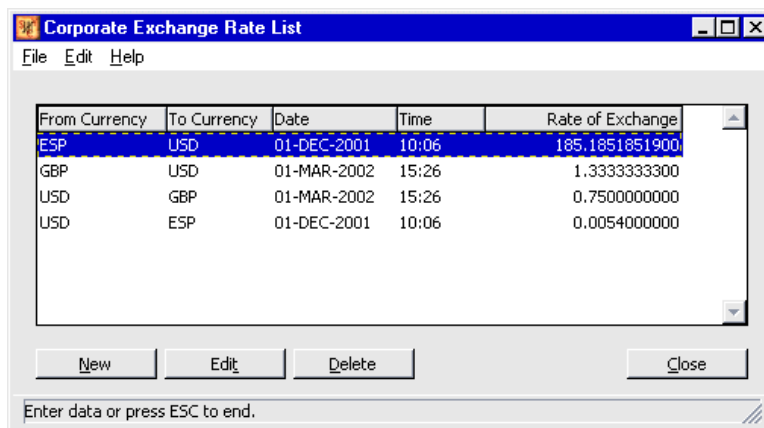
The Corporate Exchange Rate is set by the International Clearing House Manager at the beginning of each month. When you receive the rate for the month you should enter it here, backdating it to the first of the month. If you have already entered transactions for this month, use last month's rate until you enter the new rate, then the transactions will be recalculated using the new rate.

When you set a rate, set the rate from US Dollars to your base currency. PETRA will then calculate the reciprocal rate for you, you must not enter it.

### 2.2.1 Entering, Editing or Deleting Corporate Exchange Rates

To enter or edit a Corporate Exchange Rate, follow these steps. (To delete a rate, see separate note at end of this section.)

1. Select Set Up and Corporate Exchange Rate , then the following screen appears:



The screenshot shows a window titled "Corporate Exchange Rate List" with a menu bar (File, Edit, Help). It contains a table with the following data:

From Currency	To Currency	Date	Time	Rate of Exchange
ESP	USD	01-DEC-2001	10:06	185.1851851900
GBP	USD	01-MAR-2002	15:26	1.3333333300
USD	GBP	01-MAR-2002	15:26	0.7500000000
USD	ESP	01-DEC-2001	10:06	0.0054000000

Below the table are buttons for "New", "Edit", "Delete", and "Close". At the bottom, it says "Enter data or press ESC to end."

Figure 2-5 Corporate Exchange Rate List

2. Select New to input a rate. To edit an existing rate, highlight it, and click **Edit**. The following screen appears:



The screenshot shows a window titled "Corporate Exchange Rate Maintenance" with a menu bar (File, Edit, Help). It contains the following fields:

- From Currency Code: USD (United States Dollar)
- To Currency Code: GBP (Pound Sterling)
- Date: 01-OCT-2004
- Time: (empty)
- Rate of exchange: 1.7876000000

Below these fields, it shows calculated rates:

- 1 USD = 0.55940926 GBP
- 1 GBP = 1.78760000 USD

At the bottom are buttons for "New", "Delete", "Save", and "Close". At the very bottom, it says "Save the changes in the database."

Figure 2-6 Corporate Exchange Rate Maintenance Screen

3. Enter (or amend) data as follows:

The **From Currency Code** should be US Dollars and the **To Currency Code** should be your base currency for your ledger.

Then enter the **date** for which the rate applies, enter the 1<sup>st</sup> of the month.

Then enter the **Rate of Exchange** as supplied by the International Clearing House Manager.

Then use the <Tab> key to view and check the rate.

4. Then select Save.

The formula used for the conversion rate is:

$$\text{Rate} = \frac{\text{From currency}}{\text{To currency}}$$

### Deleting a Rate

You cannot amend or delete a rate which is being used by the system. If the rate is wrong then you must add a new rate, or do a correcting journal. To delete a rate, follow these steps:

1. On the *Corporate Exchange Rate List Screen*, highlight that rate and then select Delete.
2. You are prompted to confirm that you want to delete the rate, select Yes and the rate will be deleted.

## 2.2.2 Importing Corporate Exchange Rates

There is a facility in PETRA to import exchange rates from another file into the PETRA system. Firstly, you must create the Import File in the correct format and then you must transfer the file into PETRA.

### Creating the Import file

To create the Import File, follow these steps:

1. Use Excel or another Spreadsheet package to create your file
2. The spreadsheet must have the following columns in this order:

**Currency From | Currency To | Date | Rate to divide by**

3. Then save the file as text or csv format.

### Importing the File

To import the file into PETRA, follow these steps:

4. From the menu bar on the *Corporate Exchange Rate List Screen*, select File then Import.
5. Then follow the steps in section 4.11.3, Importing a File into PETRA, page 87.

## 2.3 Daily Exchange Rates

The Daily Exchange Rate is used when you input transactions in a foreign currency. For example, if you deposit a foreign currency into your bank account you may want to input the rate of exchange given by the bank for that transaction, and when inputting the journal, the daily exchange rate would be used.

The exchange rate cannot be modified or deleted if a posted transaction already exists using that rate. If an unposted transaction already exists using that rate, then you will be given the option to change the rate and apply it to all transactions or update each transaction with a new rate.

When you set a rate, set the rate from the other currency to your base currency. PETRA will then calculate the reciprocal rate for you; you must not enter it.

When entering the Daily Exchange Rate it will default to the most recent daily exchange rate entered. If you are entering a rate to US Dollars (the International currency), then, if there has been no daily exchange rate entered during the accounting period, it will default to the Corporate Exchange rate for the month.

If you are using the ICH conversion rates to calculate your exchange rates, then to get the rate to enter into PETRA, use the formula:

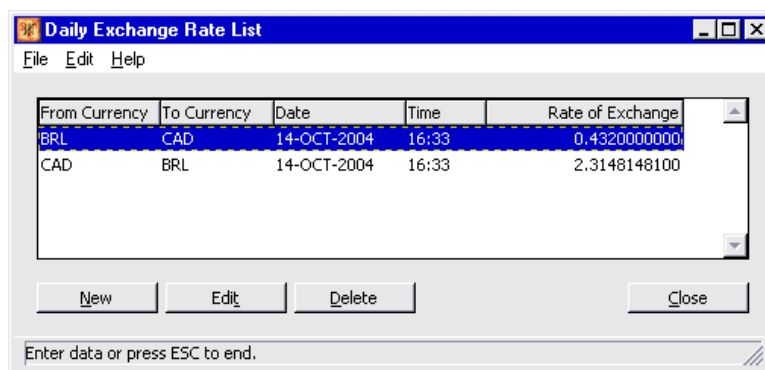
$$\frac{\text{rate for your base currency to USD}}{\text{rate for the other currency to USD}}$$

### 2.3.1 Entering, Editing and Deleting Daily Exchange Rates

To enter, edit or delete a Daily Exchange Rate, follow these steps:

1. Select Set Up and then Daily Exchange Rate, then the *Daily Exchange Rate List Screen* appears:

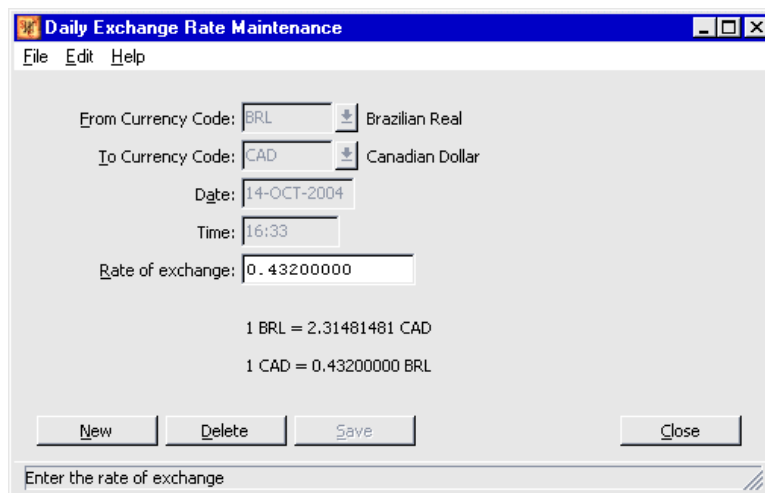
Figure 2-7 Daily Exchange Rate Screen



From Currency	To Currency	Date	Time	Rate of Exchange
BRL	CAD	14-OCT-2004	16:33	0.432000000
CAD	BRL	14-OCT-2004	16:33	2.3148148100

2. Select **New** to input a rate. To edit an existing rate, highlight it and select **Edit**. (To delete a rate, see the end of this section.) The *Daily Exchange Rate Maintenance Screen* appears:

Figure 2-8 Daily Exchange Rate Maintenance Screen



3. The **From Currency Code** should be the other currency and the **To Currency Code** should be your base currency for your ledger. Once you know the abbreviation for the currency you can enter this code, or you can choose it from the drop-down list.
4. Then enter the **Date** for which the rate applies. When you enter the date you can just enter the last two digits for the year. The time of input is automatically generated by the system.
5. Enter the **Rate of Exchange**.
6. Use the <Tab> key to view and check your rate.
7. Then select **Save** when all details have been entered correctly.

The formula used for the conversion rate is:

$$\text{Rate} = \frac{\text{From currency}}{\text{To currency}}$$

For example, ICH conversion factors give (to USD):

UK (GBP) = 1.60

French Franc (FRF) = 0.150

So, from GBP to FRF =  $1.60/0.150 = 10.66$

### Deleting A Rate

You cannot amend or delete a rate which is being used by the system. If the rate is wrong then you must add a new rate, or do a correcting journal.

To delete a rate, follow these steps:

1. On the *Daily Exchange Rate List Screen*, highlight that rate and then select Delete.
2. You are prompted to confirm that you want to delete the rate, select Yes and the rate will be deleted.

## 2.3.2 Importing Daily Exchange Rates

There is a facility in PETRA to import exchange rates from another file into the PETRA system. Firstly, you must create the Import File in the correct format and then you must transfer the file into PETRA.

### Creating the Import file

To create the Import File, follow these steps:

1. Use Excel or another Spreadsheet package to create your file
2. The spreadsheet must have the following columns in this order:  
**Currency From | Currency To | Date | Rate to divide by**
3. Then save as text or csv format.

### Importing the File

To import the file into PETRA, follow these steps:

4. From the *Corporate Exchange Rate List Screen*, from the menu at the top select File then Import.
5. Then follow the steps in section 4.11.3, Importing a File into PETRA, page 87.

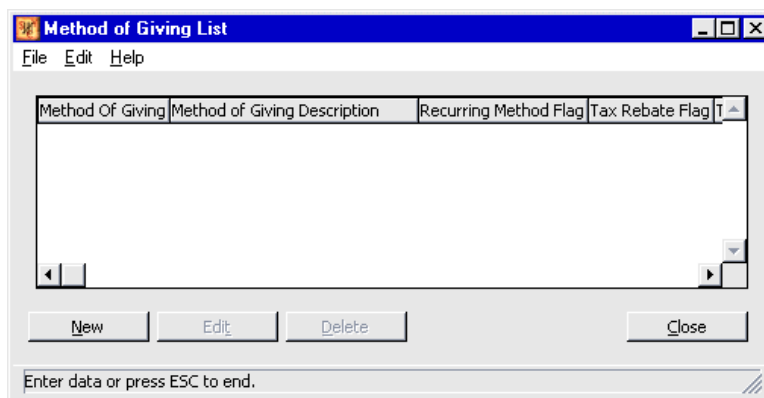
## 2.4 Method of Giving

When you enter a gift into PETRA you may wish to record the details of the method of giving. For example, you may wish to link a gift with the particular brochure which initiated the gift. The different methods need to be set up in a table, and can be selected from this table when entering the gift.

To set up a method of giving, follow these steps:

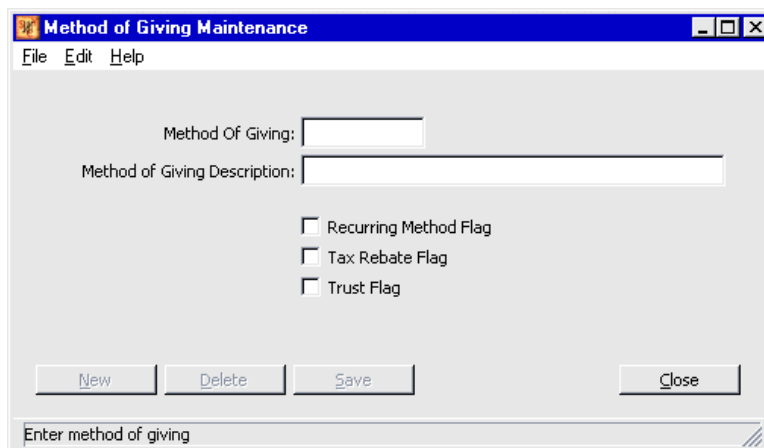
1. Select Setup then Method of Giving. The *Method of Giving List Screen* appears:

Figure 2-9 Method of Giving List Screen



2. Select **New**. The *Method of Giving Maintenance Screen* appears:

Figure 2-10 Method of Giving Maintenance Screen



3. Enter data as follows.

**Method of Giving** Enter the code for this method, up to 12 characters.

**Method of Giving Description** Enter a full description of this method

**Recurring Method Flag** Tick this box if this method is likely to recur. For example tick for direct debit, but not for cheque. *[This is not currently used.]*

**Tax Rebate Flag** Tick this box if a tax rebate applies to this method of giving

**Trust Flag** Tick this box if this method is usually restricted to trusts

4. Select **Save**. You can then add further methods by selecting **New**.
5. Select **Close** when finished.

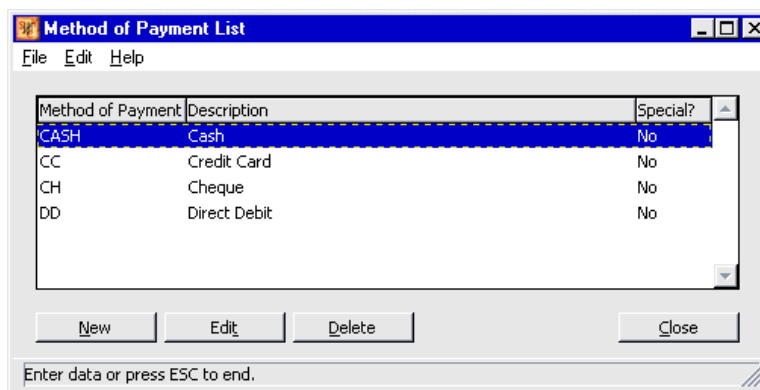
## 2.5 Method of Payment

When you enter a gift into PETRA you may wish to record the different methods of payment of the gift through the gift receipting system, for example cash, cheque, credit card. These details are kept for information purposes and are used in customised report writing.

To set up a method of payment, follow these steps:

1. Select Setup then Method of Payment. The *Method of Payment List Screen* appears:

Figure 2-11 Method of Payment List Screen



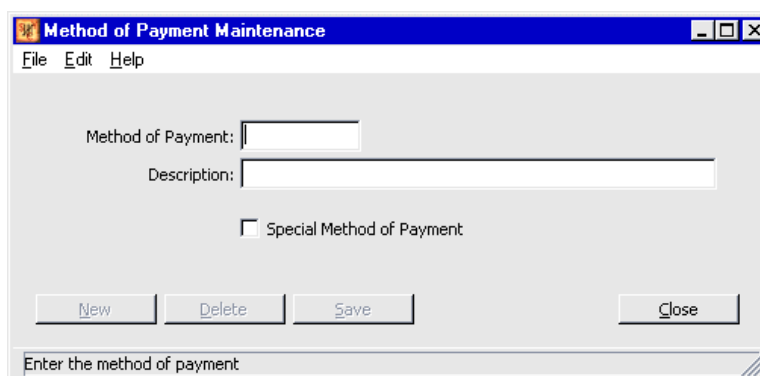
Method of Payment	Description	Special?
CASH	Cash	No
CC	Credit Card	No
CH	Cheque	No
DD	Direct Debit	No

Buttons: New, Edit, Delete, Close

Enter data or press ESC to end.

2. Select **New**. The *Method of Payment Maintenance Screen* appears:

Figure 2-12 Method of Payment Maintenance Screen



Method of Payment:

Description:

☐ Special Method of Payment

Buttons: New, Delete, Save, Close

Enter the method of payment

3. Enter data as follows
  - Method of Payment** Enter the code for this method, up to 12 characters.
  - Description** Enter a full description of this method
  - Special Method of Payment** Do not tick this box; this field is for future development and is not in use yet.
4. Select **Save**. You can then add further methods by selecting **New**.
5. Select **Close** when finished

## 2.6 Analysis Types

This option allows different categories on which accounts may be analysed to be added to the system. An analysis type can only be deleted from the system if it is not being referenced anywhere else in the system. See 3.4.3, page 47, for comprehensive instructions on Analysis Types.

## 2.7 Form Design

The Form Design facility allows various reports to be customised to meet the needs of individual offices. Only a limited number of reports are able to be designed in this way primarily so that they line up correctly on pre-printed stationery. The type of data that is to be printed on these reports is fairly limited and so will be defined within PETRA. Total flexibility is given over the positioning of these fields.

Currently only Receipts and Remittances are available as a design option, though others will be added as necessary, e.g. Invoices, Cheque Printing etc.

Default examples of each form are supplied so that a user can either modify it or use it to understand how they should set up their form. If more than one form is defined then PETRA will prompt the user to select the form to use just prior to printing.

## 2.7.1 Element Types

Each form contains a number of elements. An element is a value that is to be displayed somewhere on the form. For example - gift amount, text, date

Most of the element types are treated exactly as you would expect. However there are some exceptions which are detailed below.

The following tables show a list of all element types available for each form type.

ELEMENTS AVAILABLE FOR RECEIPTS		
ELEMENT	DETAILS	Default Length
ADJUSTMENT	This gift was adjusted Specify the text to be displayed. This must be a detail line for non-standard receipts.	10
BOLDON	Set Bold Type On	1
BOLDOFF	Set Bold Type Off	1
CLOSINGTEXT	Closing Text Enter the formality required in the literal text area.	20
CONFIDENTIAL	Confidential Flag Enter a value which is to be displayed if this gift is confidential. For example, "C" or "Confidential"	1
CUMTOT	Cumulative Gift Total	19
CUMTOTNTXD	Cumulative total of non-tax-deductible gifts	19
CUMTOTTXD	Cumulative total of tax deductible gifts	19
CUMTOTBASE	Cumulative Gift Total (Base)	19
CURRENCY	Transaction Currency	3
CURRENCYBASE	Base Currency	3
DATEFROM	Start of range for gifts	11
DATEFROMLOC	Start of range for gifts (Local Language)	11
DATETO	End range of gifts	11
DATETOLOC	End range of gifts (Local Language)	11
DETAILNO	Gift Detail Number	2
DONORKEY	Donor Key	10
DONORNAD	Donor Name & Address The donor name and address can use up to 9 lines on the report. Specify the element type for each line that is to be printed on. PETRA will put the appropriate part of the address on each line.	40
DONORNAM	Donor Name	30
DONORNAMLOC	Donor Name (Local)	30
DUPLICATE	Duplicate Receipt	1
FIRSTDON	First donation Indicator Enter a value in the Text field which is to be displayed if this gift is a first donation from a donor. For example "N" or "First Donor"	1
FORMLETTERBODY	This element inserts the Body of the Form Letter specified during Gift Entry (in the Letter Code field) into the receipt. Field inserts in the Form Letter Body will be processed in the same way as for Form Letters. Text inserts are ignored. If no Letter Code is given during Gift Entry, or the Body cannot be found, then the "Literal	1

ELEMENTS AVAILABLE FOR RECEIPTS		
ELEMENT	DETAILS	Default Length
	Text" for the element will be used.	
GIFTAMOUNT	Gift Amount	19
GIFTAMOUNTBASE	Gift Amount in Base Currency	19
GIFTAMOUNTTEXT	Gift Amount in words. The language that is used is determined by the users language.	50
GIFTAMOUNTTEXTBASE	Gift Amount in Base Currency in words	50
GIFTCOMMENT	Gift Comment 1 This is only printed if Donor or Both is specified on the entry screen. If it is not printed or is blank then the line is used for the next gift detail.	80
GIFTCOMMENT1	Same as GIFTCOMMENT	80
GIFTCOMMENT2	Gift Comment 2 This is only printed if Donor or Both is specified on the entry screen. If it is not printed or is blank then the line is used for the next gift detail.	80
GIFTCOMMENT3	Gift Comment 3 This is only printed if Donor or Both is specified on the entry screen. If it is not printed or is blank then the line is used for the next gift detail.	80
GIFTDATE	Date of Gift	11
GIFTDATELOC	Date of Gift (local language)	11
GIFTMONTH	Month Gifts Made	15
GIFTMONTHLOC	Month Gifts Made (Local Language)	15
GIFTREF	Gift Reference	10
GIFTTYPE	The type of gift, whether it is Gift, Gift in kind or Other	11
GIFTYEAR	Year Gifts Made	4
GRANDTOT	Grand Gifts Total	19
GRANDTOTBASE	Grand Gift Total (Base)	19
GRANDTOTBASETEXT	Grand Gift Total in words (Base)	50
GRANDTOTNTXD	Grand total of non-tax-deductible gifts	19
GRANDTOTTEXT	Grand Gifts Total in words	50
GRANDTOTTXD	Grand total of tax-deductible gifts	19
LITERAL	Literal	8
LITERALBLOCK	This element takes the "Literal Text" entered for the element and formats it into a block of text which may spread over a number of lines. The first line of text will be on the given row. The left margin of the block of text is the given column, and the length to display field is used to calculate the right margin. Only the first line may be overlaid with other design elements. If an insufficient number of lines are allowed for the block of text then subsequent lines on the receipt will be not be on the row specified. This is corrected by suppressing blank lines on the receipt.	1
MAILINGCODE	Mailing code	8
MAILINGDESC	Mailing Description	16
METHGIV	Method of Giving Description	30
METHGIVCODE	Method of Giving Code	10
METHPAY	Method of Payment Description	30
METHPAYCODE	Method of Payment Code	10
MOTDETAIL	Motivation Detail Description Will only be displayed if the gift is a local project gift (ie. the	20

ELEMENTS AVAILABLE FOR RECEIPTS		
ELEMENT	DETAILS	Default Length
	recipient is 0) unless the Literal Text is set to <i>ALWAYS</i> .	
MOTDETAILLOC	Motivation Detail Description (Local) Will only be displayed if the gift is a local project gift (ie. the recipient is 0) unless the Literal Text is set to <i>ALWAYS</i> .	20
MOTDETCODE	Motivation Detail Code If the text field is blank then this will be the Motivation Detail Code. Alternatively you can specify what to display for Personal/Support, Field and Project Gifts. Enter the values separated by commas in the above order. For example, 1,3,5 would display a 1 for Personal/Support gifts, 3 for Field gifts and 5 for any other gifts.	8
MOTDETSHORTCODE	Motivation Detail Short Code	19
MOTGROUP	Motivation Group Description	20
MOTGROUPLOC	Motivation Group Description (Local)	20
MOTGRPCODE	Motivation Group Code	8
MOTIVATION	Motivation Group & Detail Description Will only be displayed if the gift is a local project gift (ie. the recipient is 0) unless the Literal Text is set to <i>ALWAYS</i> .	20
MOTIVATIONLOC	Motivation Group & Detail Description (Local) Will only be displayed if the gift is a local project gift (ie. the recipient is 0) unless the Literal Text is set to <i>ALWAYS</i> .	20
NOPOST	Text to print when no post wanted The text will be printed on the receipt if the “Send Mail” is not checked. Partners who have requested not to receive unsolicited mail can thus be identified and if extra mail is sent out with the receipts you can ensure that they do not get it. If it is also necessary to identify those who have the “send mail” checked then insert a comma followed by the text to be displayed. For example, “No mail, send mail” would display “No mail” if “Send Mail” is not checked and “send mail” if it is.	20
PAGE	Page Number	3
PAGEGIFTTOT	Page Gift Total	19
PAGEGIFTTOTBASE	Page Gift Total (Base)	19
PAGEGIFTTOTBASETEXT	Page Gift Total in words (Base)	50
PAGEGIFTTOTTEXT	Page Gift Total in words	50
PAGEOVERALL	Page Number within whole print job	10
PARTNERINACTIVE	Text to print for inactive partner This will identify the status of a partner on the receipt. If no literal text is entered then the status will be printed if the status of the partner is not “Active”. If a literal text is entered then the text will be printed if the status of the partner is not “Active”. Insert a comma followed by the text to be displayed for Active partners if necessary.	20
RECEIPTNO	Receipt Number	8
RECIPFIELD	Recipient Field Name	48
RECIPFIELDLOC	Recipient Field Name (Local)	48
RECIPKEY	Recipient Key	10
RECIPNAM	Recipient Name	48
RECIPNAMLOC	Recipient Name (Local)	48
REPLACE	Replace suppressed blank lines	2

ELEMENTS AVAILABLE FOR RECEIPTS		
ELEMENT	DETAILS	Default Length
SALUTATION	Salutation/Greeting Enter the formality in the literal text area.	40
SUPPRESS	Suppress blank lines	2
SUPPRESS-END	End suppressing blank lines	2
TODAY	Today's date	11
TODAYLOC	Today's date (Local Language)	11
TOTPAGES	Total Number of Pages	3
USERTEXT	User Text defined in setup	25
YTDTOTAL	Year-to-date gift total	19
YTDTOTALNTXD	Year-to-date total of non-tax-deductible gifts	19
YTDTOTALTXD	Year-to-date total of tax-deductible gifts	19

ELEMENTS AVAILABLE FOR REMITTANCES		
ELEMENT	DETAILS	Default Length
APYEAR	Year of Accounts Payable	4
BOLDON	Set Bold Type On	1
BOLDOFF	Set Bold Type Off	1
CUMTOT	Cumulative Payment Total	19
CUMTOTBASE	Cumulative Payment Total (Base)	19
CURRENCY	Transaction Currency	3
CURRENCYBASE	Base Currency	3
INVOICECODE	Invoice Code	15
INVOICEREF	Invoice Reference	15
GRANDTOT	Grand Payment Total	19
GRANDTOTBASE	Grand Payment Total (Base)	19
LITERAL	Literal	8
PAGE	Page Number	3
PAGEPAYTOT	Page Payment Total	19
PAGEPAYTOTBASE	Page Payment Total (Base)	19
PAYAMOUNT	Payment Amount	19
PAYAMOUNTBASE	Payment Amount (Base)	19
PAYDATE	Date Payment Made	11
PAYREF	Payment Reference	8
SUPPKEY	Supplier Key	10
SUPPNAD	Supplier Name & Address	40
SUPPNAM	Supplier Name	30
TODAY	Today's date	11
TOTPAGES	Total Number of Pages	3

ELEMENTS AVAILABLE FOR CHEQUES		
ELEMENT	DETAILS	Default Length
AMOUNT	Payment Amount	19
AMOUNTINWORDS	Payment Amount in words	50
BOLDON	Set Bold Type On	1
BOLDOFF	Set Bold Type Off	1

ELEMENTS AVAILABLE FOR CHEQUES		
ELEMENT	DETAILS	Default Length
CURRENCY	Payment Currency	3
DATE	Payment Date	11
DATELOC	Payment Date in Local Language	11
LITERAL	Literal	8
NOSOLICITATIONS	Put in some form of literal text (for example \) to be printed on the receipt so that no other leaflets are sent with this receipt. This literal text will be printed if the No solicitations box on the Partner screen is ticked.	
PAYREF	Payment reference	10
PAYEEKEY	Payee Partner key	10
PAYEENAD	Payee name and address	40
PAYEENAME	Payee name	30
TODAY	Today's date	11

With numeric values, if you need to change the length of any numeric value then you will need to set the skip amount. The skip and the length values should add up to the default length which is displayed when an element type is first selected. For example, <GIFTAMOUNT> has a length of 19 characters. If you only wish to display 10 of these then set the length to 10 and the characters to skip to 9.

In the detail lines on the receipt, both Recipient details (<RECIPNAM><RECIPFIELD>) and Motivation details (<MOT...>) should be defined, because if the gift was for a project then there will not be a partner key for the recipient. This will result in "UNKNOWN" being printed. PETRA has been set up to use the Motivation Description instead of "UNKNOWN" in these cases.

## 2.7.2 Refresh Element Types

When a new element type is introduced then you need to run this procedure. To refresh the Element Types, follow these steps:

1. Select Setup then Form Design. The *Form List Screen* appears:

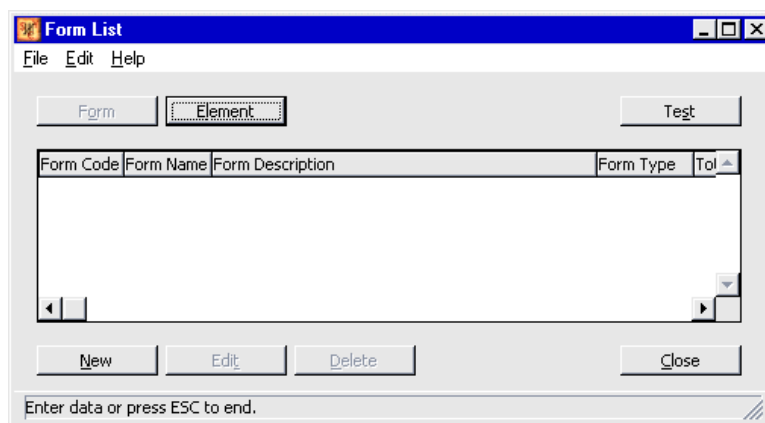


Figure 2-13 Form List Screen

2. Select File then Refresh Element Types so that the new elements introduced are recognised by the system.

## 2.7.3 Loading Default Forms

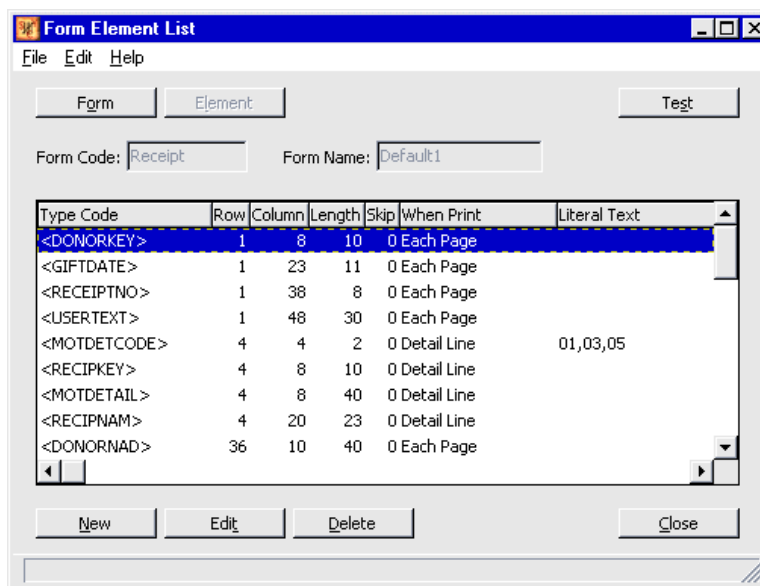
This procedure to load the default forms must be run before you can work on Form Design. The default forms currently available are the Standard Gift Receipt and the Yearly Gift Receipt.

To load the default forms, from the *Form List Screen* select **File** then **Load Default Forms**.

## 2.7.4 Adding or Editing a Form Element

To add a new form element or amend an existing one, follow these steps:

1. Select the form on the *Form List Screen* and select **Element** to take you to the *Form Element List Screen*:



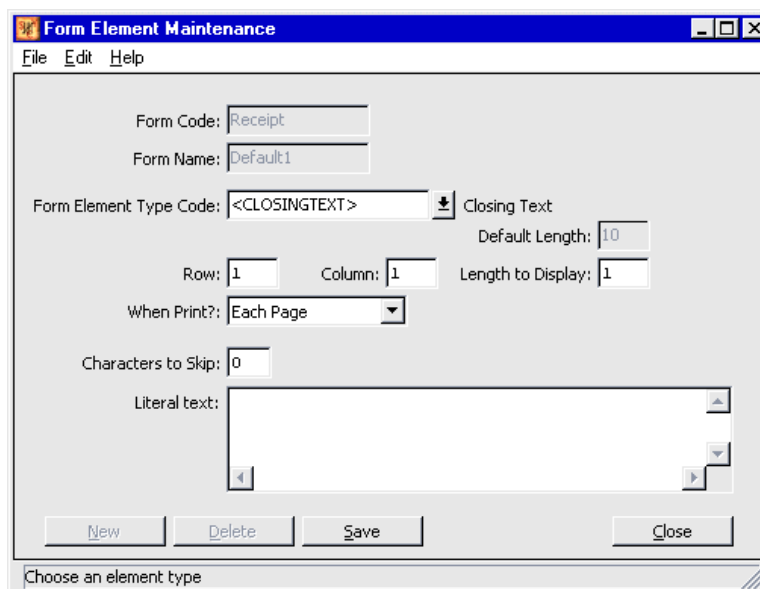
The **Form Element List** window shows a table of form elements for the form 'Receipt' (Form Name: Default1). The table has columns: Type Code, Row, Column, Length, Skip, When Print, and Literal Text.

Type Code	Row	Column	Length	Skip	When Print	Literal Text
<DONORKEY>	1	8	10	0	Each Page	
<GIFTDATE>	1	23	11	0	Each Page	
<RECEIPTNO>	1	38	8	0	Each Page	
<USERTEXT>	1	48	30	0	Each Page	
<MOTDETCODE>	4	4	2	0	Detail Line	01,03,05
<RECIPKEY>	4	8	10	0	Detail Line	
<MOTDETAIL>	4	8	40	0	Detail Line	
<RECIPNAM>	4	20	23	0	Detail Line	
<DONORNAD>	36	10	40	0	Each Page	

Buttons at the bottom: New, Edit, Delete, Close.

Figure 2-14 Form Element List Screen

2. To enter a new form element select **New**; to edit an existing one, highlight it in the list, and click **Edit**. The *Form Element Maintenance Screen* appears:



The **Form Element Maintenance** window is used to configure a form element. It displays the Form Code (Receipt) and Form Name (Default1). The Form Element Type Code is set to <CLOSINGTEXT>. The Closing Text field is empty. The Default Length is 10. The Row is 1, Column is 1, and Length to Display is 1. The When Print? dropdown is set to Each Page. The Characters to Skip is 0. The Literal text field is empty.

Buttons at the bottom: New, Delete, Save, Close.

Choose an element type

Figure 2-15 Form Element Maintenance Screen

3. The **Form Code** and **Form Name** of the form that is being worked on will be displayed on the screen.
4. Select the **Form Element Type Code** from the list.
5. Enter the **Row**, **Column** and **Length** of this element type.
6. Decide **When** you want to print the element type from the options:

Each Page

Printed on every page

Detail Line	This is part of the repeating information to be printed on a page
First Page	Printed on the first page only
Last Page	Printed on the last page only for example, grand total
Not First Page	Printed on all pages except the first
Not Last Page	Printed on all pages except the last
Summary Detail Line	All gift details printed again on the same page

Note that in practice the first and last pages could be the same page

7. If **Characters to Skip** is greater than zero then that number of characters will be cut from the beginning of the field prior to printing. For example, if "Receipt" is to be printed and skip is 3 then "eipt" will actually be output.

This is useful, for instance, if you have a description that needs to be split over 2 lines. You would print the element type on both lines, the first with a length of say 20, the second with a skip of the same - 20. It will also be useful when printing numbers, as many characters have been allocated to number fields.

8. **Literal Text** - If the element type is <LITERAL> then you can enter the literal text here. Partner Form Letter Inserts can now be put into the <LITERAL> text. This will result in the details for the Recipient being placed on any detail lines and the donor anywhere else.
9. Select  and  when finished.

### 2.7.5 New Form

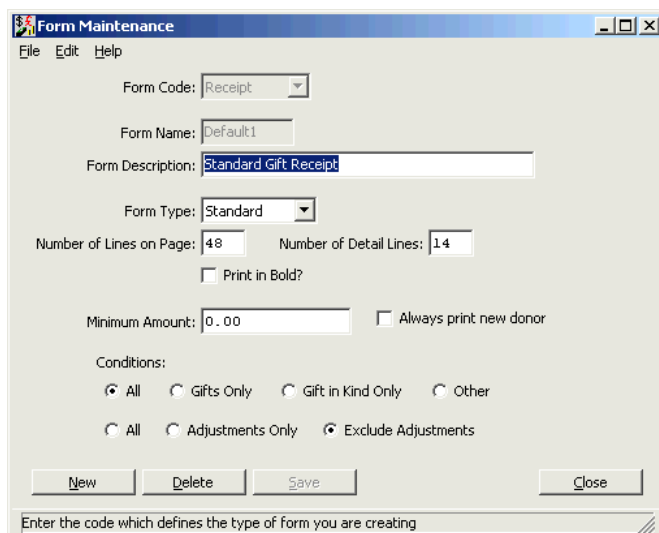
To design a new form, follow these steps:

1. Select **Setup** then **Form Design**. The *Form List Screen* appears.
2. If you want to base your new form on an existing form, then from the menu bar select **Edit** then **Copy**. Enter the name for your copy. You can then edit this copy of the form to your new requirements. Otherwise select **New** to create a completely new form.
3. Select the **Form Code** according to the form you are designing. For example, Receipt
4. Enter the **Form Name** and **Description** you want to use for the form.
5. Select a **Form Type** from the list of types available for the form. For Receipting this will be Standard or Annual. Generally only standard will be available.
6. Enter the **Number of Lines** available on the page
7. Enter the maximum **Number of Detail Lines** to be printed on a page.
8. If you want the form data to be printed in **Bold Type** then tick the 'bold' check box.
9. Select  and  when finished

### 2.7.6 Amending a Form

To amend a form, follow these steps:

1. From the *Form List Screen*, highlight the form you want to amend.
2. Then select . The *Form Maintenance Screen* appears:



The screenshot shows the 'Form Maintenance' window. It contains the following fields and options:

- Form Code:** A dropdown menu with 'Receipt' selected.
- Form Name:** A text box containing 'Default1'.
- Form Description:** A text box containing 'Standard Gift Receipt'.
- Form Type:** A dropdown menu with 'Standard' selected.
- Number of Lines on Page:** A text box containing '48'.
- Number of Detail Lines:** A text box containing '14'.
- Print in Bold?** An unchecked checkbox.
- Minimum Amount:** A text box containing '0.00'.
- Always print new donor:** An unchecked checkbox.
- Conditions:** A group of radio buttons:
  - ☒ All
  - ☐ Gifts Only
  - ☐ Gift in Kind Only
  - ☐ Other
  - ☐ All
  - ☐ Adjustments Only
  - ☒ Exclude Adjustments
- Buttons:** 'New', 'Delete', 'Save', and 'Close'.
- Footer:** A text box with the prompt 'Enter the code which defines the type of form you are creating'.

Figure 2-16 Form Maintenance Screen

3. Edit the details you wish to amend.

**Minimum Amount** Enter the minimum amount you want to print a receipt for. This amount is in your base currency. This will prevent a receipt from being printed if the value is less than this amount, positive or negative.

**Always print new donor** Tick this if you want new donors to always be receipted, even if they gave below the minimum amount.

**Conditions** These only applies to Form Type **Receipt**. Select whether you want all gifts included or just those of a particular type (when a gift batch is entered you can specify whether it is a **Gift**, a **Gift in Kind** or **Other**). Select whether **Adjustments** should be included or excluded. An adjustment is a gift which is in the system but has later been corrected. Normally you only want the newly corrected gift to be receipted, not the original gift that was entered incorrectly, in which case select **Exclude Adjustments**).

4. Select **Save** and **Close** when finished.

### 2.7.7 Printing a Test Version of the Form

You can print out 2 pages of the form so that you can see how it will look. The field names will be inserted to allow you to check that it is aligned. The first and the last page of the form will be printed.

To print a test version of your form, follow these steps:

1. From the *Form List Screen*, highlight the form you want to print
2. Then select **Test**

From the *Form Element List Screen* you can also select **Test** to produce the two page sample of the form.

### 2.7.8 Printing Form Elements

You can print the form elements you have defined to help you in setting up the report. This print function gives you a detailed layout of the form and will be useful for technical support.

To print the form elements, on the menu bar of the *Form Element List Screen*, select **File** then **Print**.

## 2.8 Define Email Destination

This procedure allows you to set up different email destinations and link them to particular functions. You can define the email destination for a report just once and then the file will be automatically sent to that destination when the file is created.

### 2.8.1 Setting up an email destination

To define an email destination, follow these steps:

1. Select Setup then Define Email Destination. The *Email Destination List Screen* appears:

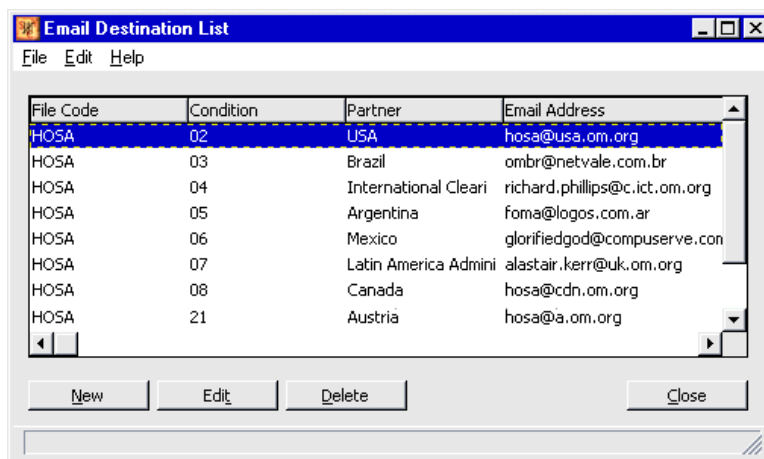


Figure 2-17 Email Destination List Screen

2. Select **New**. The *Email Destination Maintenance Screen* appears:

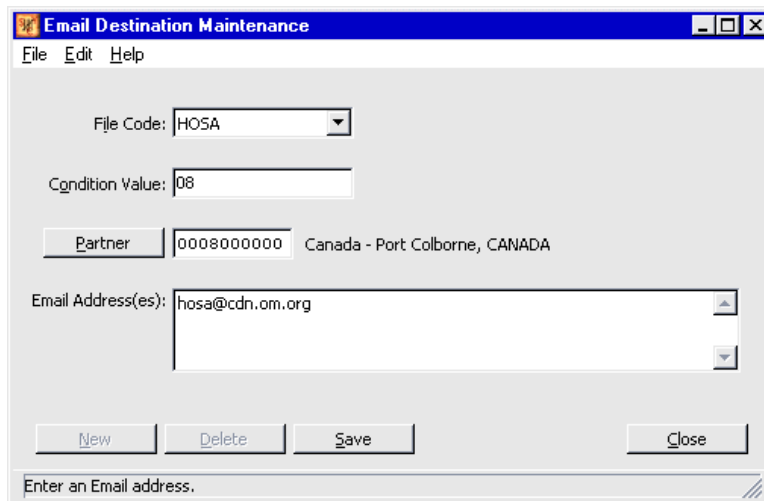


Figure 2-18 Email Destination Maintenance Screen

3. Enter data as follows, referring to the options in the table below where appropriate.

**File Code** select from the list.

**Condition Value** this is a freeform text entry, and is used if there are multiple destinations possible for the report or file.

File Code	Details	Condition Value
AFO	For emailing the consolidation to your Area Finance Officer	disabled
BRANCH	For fields which operate with different offices, for emailing month end reports	disabled

File Code	Details	Condition Value
HOSA	For sending HOSAs to other OM fields	Enter the fund number, for example, 02 for the USA, 12 for France
STEWARDSHIP	For emailing your Stewardship Report, multiple email addresses can be specified, separated by commas	disabled
ICH	Used by ICH for sending out the ICH Statements	Enter the fund number
GIFT STATEMENT	To email a gift statement automatically to a recipient, see section 7.3, Gift Reports, page 134.	Enter the motivation group and detail, separated by a comma

**Partner** Enter the Partner key for the fund or person, or select the Partner button to take you to the Partner module where you can select a Partner. This entry is optional, but if an email address has been entered for the partner, it will then appear for you. For HOSA the email destination will default to hosa@ ; the local postmaster at the receiving site should have set up this destination, so that the email goes to the appropriate finance person.

**Email Address** to send the report to. You can enter many addresses, by separating each address with a comma (,).

4. Select  and then .

## 2.8.2 Printing a List of Email Destinations

To print a list of all the email destinations you have defined, follow these steps:

1. Select **Setup** then **Define Email Destination**. The *Email Destination List Screen* appears.
2. From the menu select **File** and then **Print**.

## 2.8.3 Email Destination Find

You can find a particular email destination that you have set up using the find facility.

To find an email destination, follow these steps:

1. From the *Email Destination List Screen* select **Edit** and then **Find**.
2. Input the criteria you want to search to find.
3. Then select **Start Search**. All email destinations satisfying the given conditions will be displayed.
4. Select  when finished.

----- End of Chapter 2 -----



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## Chapter 3 General Ledger System Set-up

### 3.1 File Menu

In many cases you will only run PETRA with one ledger installed, this will usually be your own fund. If you want to run more than one ledger then you can install several ledgers under PETRA.

If you are running only one ledger then this will automatically open when you enter your Finance system.

If you are running more than one ledger then you can define your default ledger from the Main PETRA Screen by selecting **Edit** then **User defaults**.

In System Manager you can restrict the access to a Ledger. When you as a user create a ledger then you are the only one who is allowed to access that ledger. Therefore if you try to access a ledger that you do not have authority to access then you will see an error message and you will have to contact your System Manager if you require access to that ledger. See the System Manager User Guide for full details of this function.

If you are running more than one ledger, to select the ledger you want to use, follow these steps:

1. Select **File** then **Select Ledger**. The *Select Ledger Screen* appears:

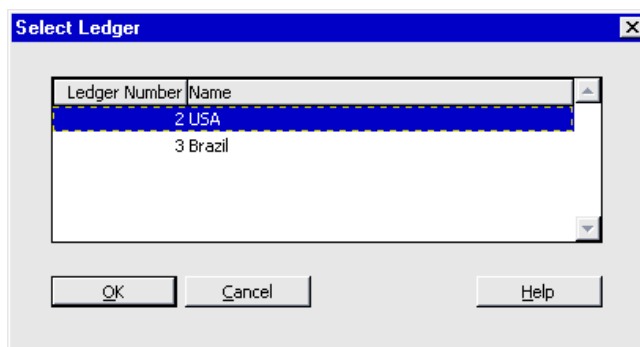


Figure 3-1 Select Ledger Screen

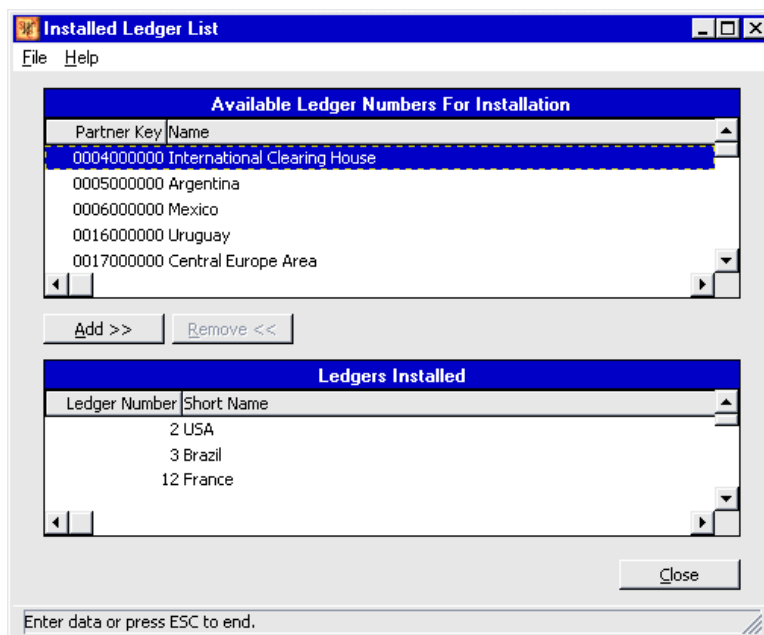
2. Highlight the ledger you wish to use. Then select **OK**.

#### 3.1.1 Adding a New Ledger

If you want to run another ledger under your system, follow these steps:

1. Select **File** then **New Ledger**. The *Installed Ledger List Screen* appears:

Figure 3-2 Installed Ledger List Screen



2. In the top box on the screen highlight the ledger you want to install.
3. Select **Add>>**
4. When adding a ledger you will be asked the question: Do you want your ICH Balance to be an asset?  
 If you answer Yes then the ICH balance will be shown in your Balance Sheet as a debtor.  
 If you answer No then the ICH balance will be shown in your Balance Sheet as a creditor.
5. Some ledger parameters will be set up for you:
 

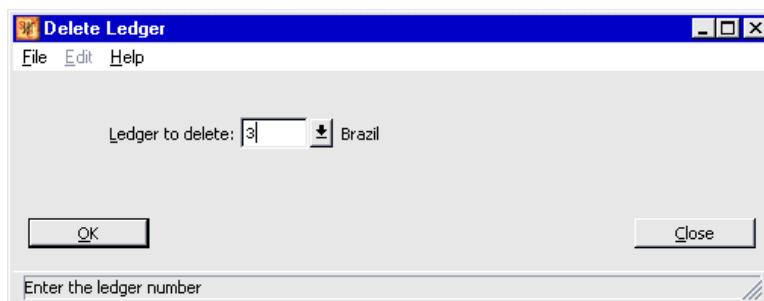
International currency =	USD
Currency revaluation =	5300
Calendar mode =	Monthly
6. A message box will appear to tell you that the ledger has been created successfully.

### 3.1.2 Deleting a Ledger

You can only delete a ledger if no transactions have been posted to the ledger. To delete a ledger:

1. From the menu bar of the main *Finance Screen*, select **File** then **Delete Ledger**. The *Delete Ledger Screen* will then appear:

Figure 3-3 Delete Ledger Screen



2. Select the **Ledger to delete** by selecting the down arrow and then highlighting the ledger.
3. Then select **OK**. A message box asks you to confirm the deletion. Select **Yes** and then **Close** when the process is complete.

## 3.2 Setting Up Your Ledger

Before the General Ledger or any of the other associated sub-systems can be used to process transactions the individual ledger needs to be set up to reflect the structure and functions it needs to support.

During ledger set up the ledger options are not available until the base currency and start date have been selected. These are the minimum requirements for a ledger to be used.

You must take great care when you are changing any of the Setup options on an existing ledger.

1. From the main menu select **Ledger** then select **Set Up**.

The following menu options are available: **Parameters**

**Tables**

**Cost Centres**

**Accounts**

2. These are described in the following sections of this chapter.

**Tip - Use the Shepherd** It is possible to set up a ledger by selecting all the different items from the menus, one at a time. However, to make it simpler, the New Ledger Shepherd leads you through all the necessary stages in a single operation. Chapter 10, page 177, explains how to use the Shepherds.

## 3.3 Setting Ledger Parameters

Selecting **Parameters** will then provide you with the alternatives listed below. When a new ledger is set up these parameters need to be supplied to define the environment of the ledger.

Ledger Name

Base Currency

International Currency

Calendar

Tax System

Start Date

Currency Revaluation

Suspense Account Usage

Budget Control

Forward Posting

Branch Processing

Report Text

Data Retention

### 3.3.1 Ledger Name

Choosing this option takes you to the Partner system where the ledger has been set up as a partner. See the Partner section of this manual for details. The Special Type needs to be set up as "Ledger".

### 3.3.2 Base Currency

This option assigns a base currency to the ledger. The currency must already exist as a currency in the system. You cannot change the base currency for the ledger once transactions have been entered for that ledger.

When you select this option then the *Set Up Base Currency Screen* appears:

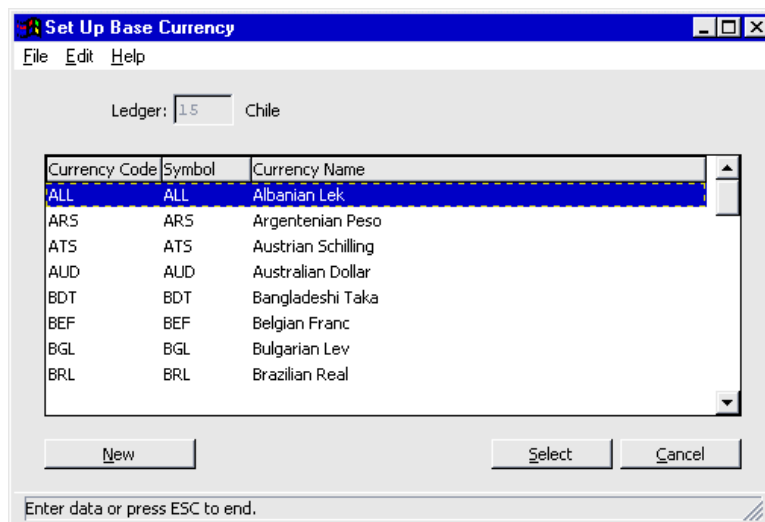


Figure 3-4 Set up Base Currency Screen

1. Highlight the base currency you wish to use for the ledger. Then select the **Select** button.
2. If you want to input a new currency, select **New**, which will take you to the *Currency Maintenance Screen*.

### 3.3.3 International Currency

#### OM POLICY:

US Dollars is used as the International Currency for consolidation purposes.

US Dollars will automatically be set up for you as the International Currency when you create your new ledger.

To change the International Currency for your ledger, follow these steps

1. Select Ledger then Setup then Parameters then International Currency. The *Modify International Currency Screen* appears:



Figure 3-5 Modify International Currency Screen

2. Highlight the currency you wish to use as your International Currency and select the **Select** button.

### 3.3.4 Calendar

#### OM POLICY:

The calendar will usually be set up as follows:

12 calendar months

Beginning of the financial year is 1st January

This option sets up the number of accounting periods within the financial year for the ledger, it can be defined as a number of periods or months.

The system is limited to 20 periods. An option is given to automatically set up a calendar by month or in discrete periods (for example, 4 weekly). The system will however ensure that the last period cannot go beyond a year from the start date.

The period dates can only be changed for periods still in the future, you cannot change the start or end of a period when that period has been closed off. However, a period description can be changed at any time.

To set up your Calendar follow these steps:

1. Select Ledger then Setup then Parameters then Calendar.
2. The *Calendar Setup Screen* will then appear:

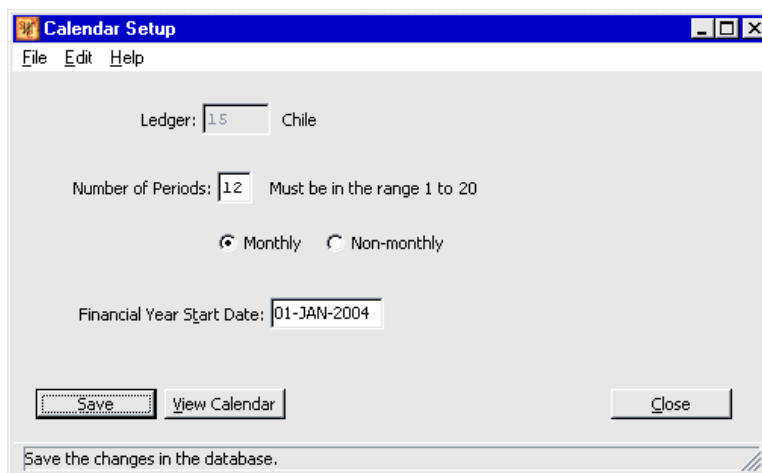


Figure 3-6 Calendar Setup Screen

3. Enter the **Financial Year Start Date**. Enter the first day of the current financial year, for example 01/01/04.
4. Select **Save**.
5. Select **View Calendar** to see the current set up of the accounting periods.

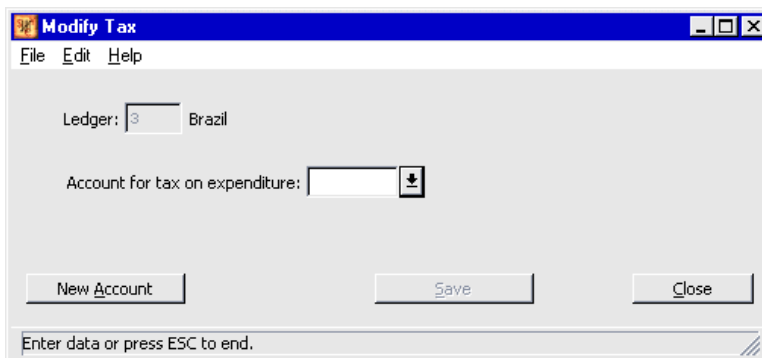
By marking the **Non-monthly** box you can amend the description or dates of the periods.

You can define whether the calendar is monthly or non-monthly on initial set up, but this cannot be changed once the system is in use.

### 3.3.5 Tax Account Set-up

This option allows you to set up the ledger account that you want your tax to be posted to. To set up your tax account, follow these steps:

1. Select Ledger then Setup then Parameters then Tax System. The *Modify Tax Screen* appears:



The **Modify Tax** window has a menu bar with **File**, **Edit**, and **Help**. It contains a **Ledger:** field with the value **3** and the text **Brazil**. Below it is an **Account for tax on expenditure:** field with a dropdown arrow. At the bottom are three buttons: **New Account**, **Save**, and **Close**. A status bar at the very bottom says "Enter data or press ESC to end."

Figure 3-7 Modify Tax Screen

2. **Account for Tax on Expenditure** Select the account you want to use for your tax, input the account code or select it from the list
3. Select **Save**.
4. Selecting **New Account** will take you to the *Account Master Screen* for you to create a new account.
5. Select **Close** when finished.

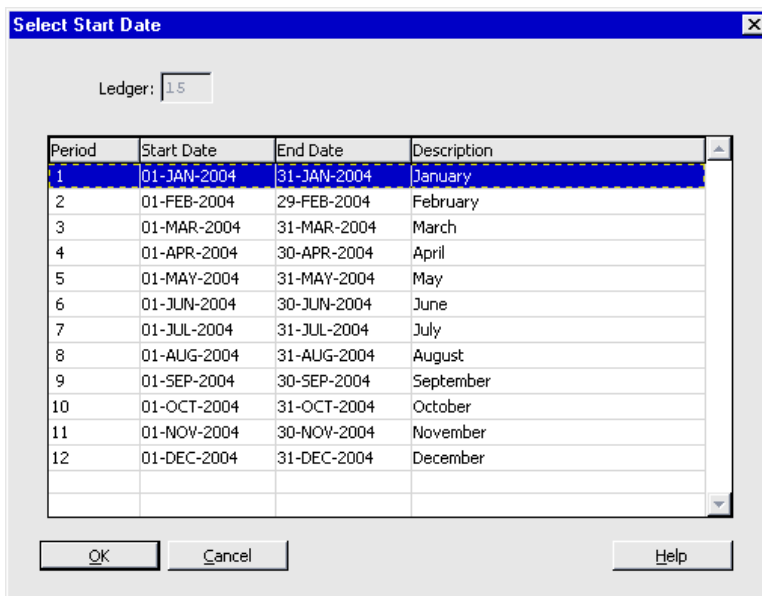
### 3.3.6 Start Date

The Start Date determines the date from which the ledger will start, so that you do not have to begin using PETRA at the beginning of a the financial year.

This will normally be set up for you on installation of your PETRA system.

To set up your start date, follow these steps:

1. Select **Ledger** then **Setup** then **Parameters** then **Start Date**. The *Select Start Date Screen* appears:



The **Select Start Date** window has a **Ledger:** field with the value **15**. It contains a table with 4 columns: **Period**, **Start Date**, **End Date**, and **Description**. The table lists 12 periods for the year 2004. At the bottom are three buttons: **OK**, **Cancel**, and **Help**.

Period	Start Date	End Date	Description
1	01-JAN-2004	31-JAN-2004	January
2	01-FEB-2004	29-FEB-2004	February
3	01-MAR-2004	31-MAR-2004	March
4	01-APR-2004	30-APR-2004	April
5	01-MAY-2004	31-MAY-2004	May
6	01-JUN-2004	30-JUN-2004	June
7	01-JUL-2004	31-JUL-2004	July
8	01-AUG-2004	31-AUG-2004	August
9	01-SEP-2004	30-SEP-2004	September
10	01-OCT-2004	31-OCT-2004	October
11	01-NOV-2004	30-NOV-2004	November
12	01-DEC-2004	31-DEC-2004	December

Figure 3-8 Select Start Date Screen

2. Highlight the first period for which you wish to enter data.
3. Select **OK**.

### 3.3.7 Suspense Account Usage

This option determines whether the system will use Suspense accounts. Suspense accounts are reported on at the end of each month to prompt you to clear out the transactions posted to these accounts to where they rightly belong. At the year end all suspense accounts must have a balance of zero before the year end closing program is run.

To use suspense accounts, follow these steps:

1. Select Ledger then Setup then Parameters then Suspense Account Usage. The *Usage of Suspense Accounts Screen* will then appear:

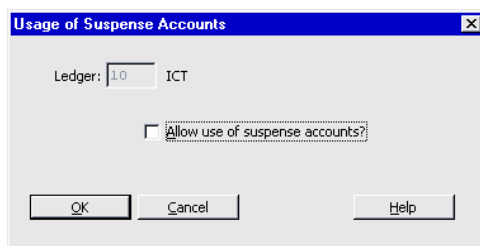


Figure 3-9 Usage of Suspense Accounts Screen

2. Click the box to allow use of suspense accounts, and select **OK**
3. Then set up accounts individually as suspense accounts (see section 3.4.5, Suspense Accounts, page 51).

### 3.3.8 Budget Control

This determines whether the system should be alerted when posting to an account which has exceeded its budget. Each account where you want to use this feature must also be designated to use Budget control, by clicking the Budget Control box on the *Account Master Screen*.

To set up Budget control follow these steps:

1. Select Ledger then Setup then Parameters then Budget Control
2. The *Budget Control Setup Screen* appears:

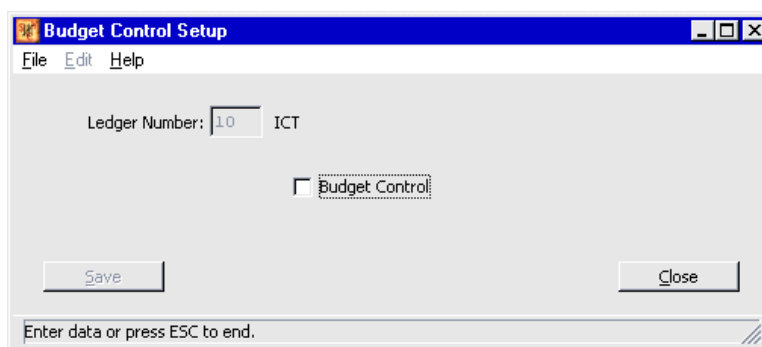


Figure 3-10 Budget Control Setup Screen

3. Click the box and select **Save** to initiate budget control.
4. Then select **Close**.

### 3.3.9 Forward Posting

Forward Posting Control determines how many periods in advance the ledger will allow posting to take place.

The system default can be overwritten but it is limited to the difference between the maximum number of periods allowed by the system and the number of periods the particular ledger uses for one

financial year. For example, if the system limit is 20 and if the ledger has 12 periods, posting could take place for 8 periods into the future.

To set up the number of periods for forward posting, follow these steps:

1. Select **Ledger** then **Setup** then **Parameters** then **Forward Posting**. The *Forward Period Posting Control Screen* appears:

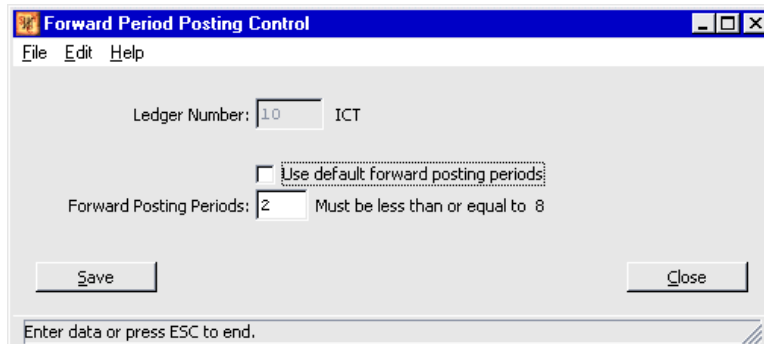


Figure 3-11 Forward Period Posting Control Screen

2. **Forward Posting Periods** Enter the number of forward periods you require.
3. **Default** The system default is 2 periods in advance. If you want to use the default setting of 2 periods, you can just check this box.
4. Select **Save** and then **Close**.

### 3.3.10 Branch Processing

This option must be enabled if you operate as a branch of a field and your reports need to be consolidated with those of other offices in the same field. If you enable branch processing then at the year end all income and expense accounts will be cleared to the individual cost centres, not to the standard cost centre. Enabling this option will also allow you to produce a Balance Sheet for each cost centre. To set up Branch Processing, follow these steps:

1. Select **Ledger** then **Setup** then **Parameters** then **Branch Processing**. The *Branch Processing Setup Screen* appears:

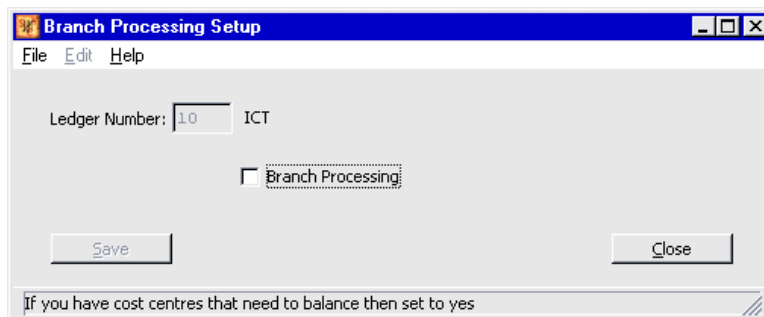


Figure 3-12 Branch Porcessing Setup Screen

2. Select the box to show **4** if you wish to enable branch processing
3. Select **Save** and then **Close**.

### 3.3.11 Report Text

This option allows you to input text which will appear on reports. The following reports can have this text:

Recipient Gift Statement  
Donor Gift Statement

Home Office Statement of Account

Donor Receipt

ICH Stewardship Report

To input your text, follow these steps:

1. Select **Ledger** then **Setup** then **Parameters** then **Report Text**. The *Maintain Report Text Screen* appears:

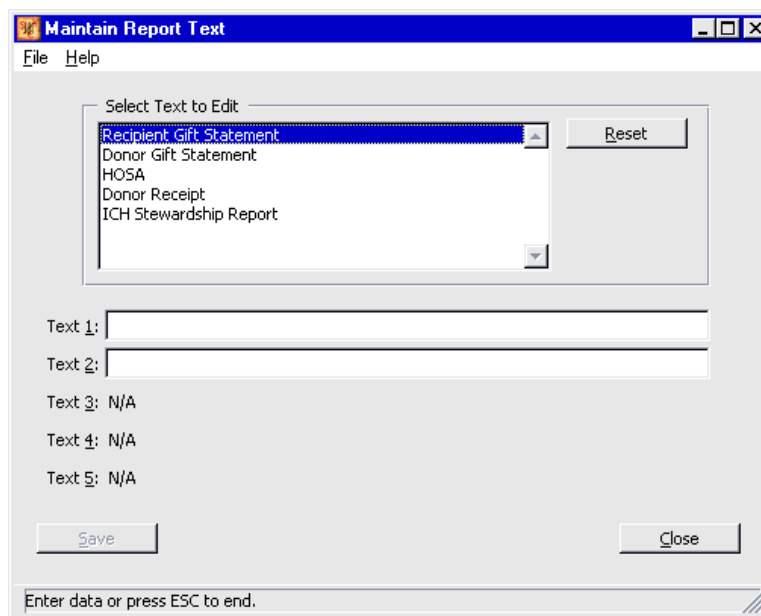


Figure 3-13 *Maintain Report Text Screen*

2. Highlight the **Report** you wish to change the text for.
3. Enter the **Text** you require in the boxes (maximum 130 characters).
4. Select **Save** when you have entered all your required text.
5. Select **Close** when finished.

The report text can be changed as often as you wish using this screen.

If you change a report text but want to undo your changes before you have saved them, then select **Reset** and the text will be restored to your original text.

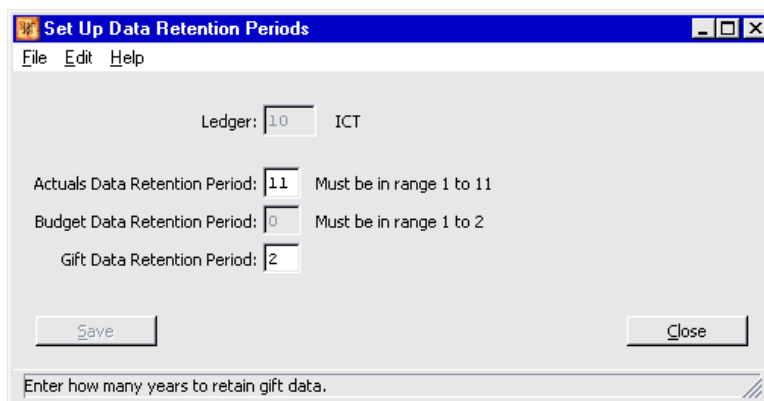
### 3.3.12 Data Retention

This option specifies the number of years for which full transaction details should be retained on the system. You can specify separate retention periods for GL transactions, and for Gift transactions. It is not currently possible to set the Budget retention period.

To determine the number of years your data should be retained, follow these steps:

1. Select **Ledger** then **Setup** then **Parameters** then **Data Retention**. The *Setup Data Retention Periods Screen* appears:

Figure 3-14 Setup Data Retention Periods Screen



2. **Actuals Data Retention Period** Enter the number of years you want full GL transaction data to be retained on the system. The default setting is 11 as that is the legal requirement for some countries.
3. **Gift Data Retention Period** Enter the number of years you want full gift details to be retained on the system.
4. Select **Save** and then **Close**.

## 3.4 Tables

Tables are lists of the various options that you can select for various entries in PETRA. Selecting Ledger then Setup then Tables will provide you with the following alternatives:

- Transaction Types
- System Interfaces
- Analysis Attribute Setup (Shepherd) See section 10.2, page 182 for details of this facility.
- Analysis Attributes
- Analysis Attribute Values
- Cost Centre Types
- Suspense Accounts
- Foreign Currency Accounts
- Foreign Ledgers
- Admin Grants Payable
- Admin Grants Receivable

### 3.4.1 Transaction Types

This is the process to set up a transaction type for a particular ledger. The option is not available to input your own transaction types. Do not change anything here.

### 3.4.2 System Interfaces

This allows you to determine which sub-systems are to be used. The General Ledger will be included by default. The Gift Receipting and Accounts Payable Systems must be added. As modules are released they need to be added through this screen.

To add a subsystem, follow these steps:

1. Select Ledger then Setup then Tables then System Interfaces. The *System Interface Screen* will then appear:

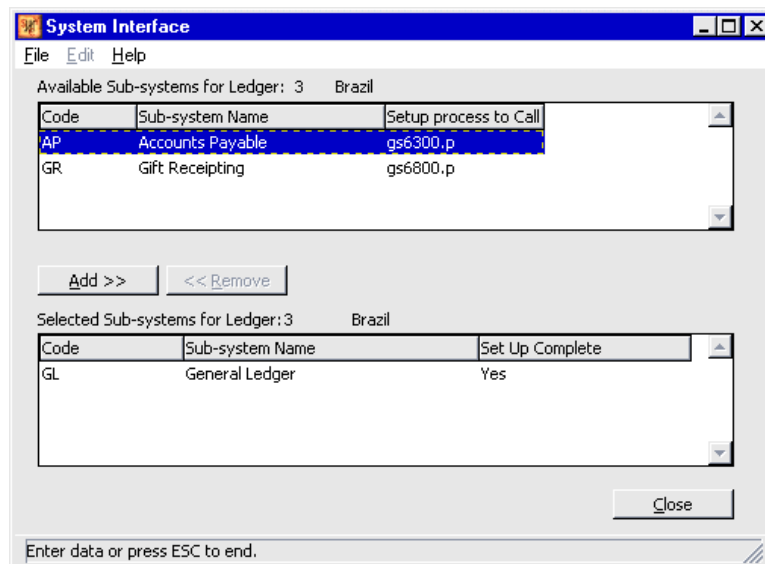


Figure 3-15 System Interface Screen

2. In the top box highlight the subsystem you want to add.
3. Select Add. The subsystem will then be set up for you.
4. If you select the Gift Receipting System to interface then the *Select Starting Gift Receipt Number Screen* appears:

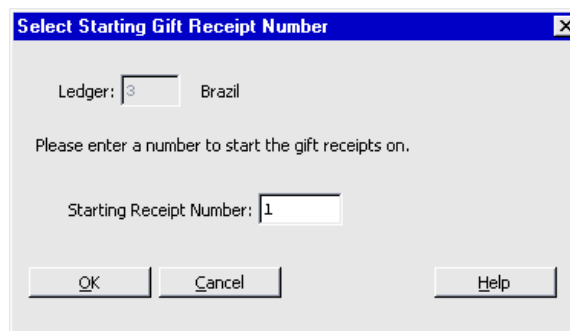


Figure 3-16 Select Starting Gift Receipt Number Screen

5. Enter the number you wish your receipts to start at, and then select **OK**.

### 3.4.3 Analysis Attributes

An Analysis Attribute is the extra information which is associated with a particular account and is requested each time you enter a transaction to the account.

For example: In your vehicle maintenance account you wish to record which vehicle the maintenance was for. You can set up the vehicle registration number as an Analysis Attribute and every time you post a transaction to the vehicle maintenance account you will be asked to select the vehicle registration number. A list of all vehicle registration numbers is input, and you choose one of these.

You cannot use Analysis Attributes with the Gift Receipting System, you can only use them for posting transactions to the General Ledger.

You can produce a detailed report for the account giving all the analysis attribute details. This is very useful for management reporting purposes. The analysis attribute information is included in the description field.

For each Analysis Attribute, all possible values must be set up in a table, they cannot be entered at the time the transaction is entered.

The setting up of an Analysis Attribute is a 3-stage process:

1. Create the values associated with attribute.

2. Define which account has the attribute applying to it.
3. So, to continue the above example, you may want to track the costs for each vehicle for fuel, maintenance and insurance. First of all create the Analysis Type = Vehicle maintenance. Then input all your vehicle registration numbers. Thirdly attach the Analysis Attribute to the ledger accounts for fuel, maintenance and insurance.

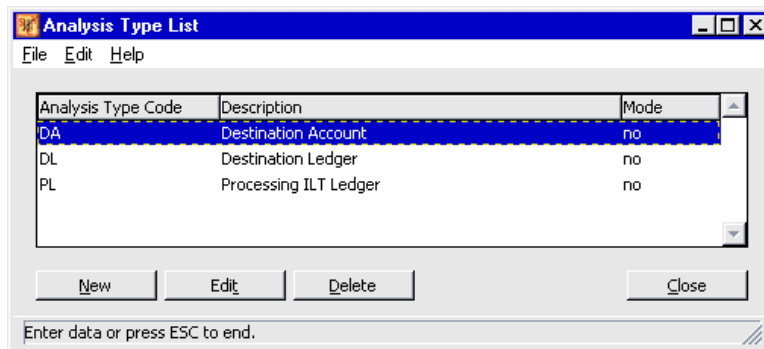
You can set up Analysis Attributes using the Shepherd. (See section 10.2, page 182, for full instructions.)

### 3.4.3.1 Creating an Analysis Type

To create an Analysis Type, follow these steps:

1. Select Setup then Analysis Types. The *Analysis Type List Screen* appears:

Figure 3-17 Analysis Type List Screen



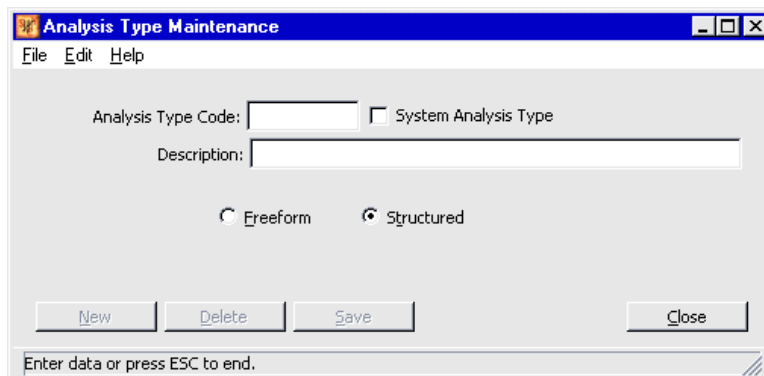
Analysis Type Code	Description	Mode
DA	Destination Account	no
DL	Destination Ledger	no
PL	Processing ILT Ledger	no

Buttons: New, Edit, Delete, Close

Enter data or press ESC to end.

2. Select **New**. The *Analysis Type Maintenance Screen* appears:

Figure 3-18 Analysis Type Maintenance Screen



Analysis Type Code:  ☐ System Analysis Type

Description:

☐ Freeform ☒ Structured

Buttons: New, Delete, Save, Close

Enter data or press ESC to end.

3. Enter the **Analysis Type Code**, maximum 7 characters
4. Enter the **Description**, maximum 32 characters
5. The system analysis types are not yet functional
6. Click the **Freeform** box. This is the only possibility currently available
7. Select **Save**.

.For example: If you want to record the vehicle registration number for all vehicle maintenance expenditure, set up an attribute with:

Analysis Type Code = VEH\_REG

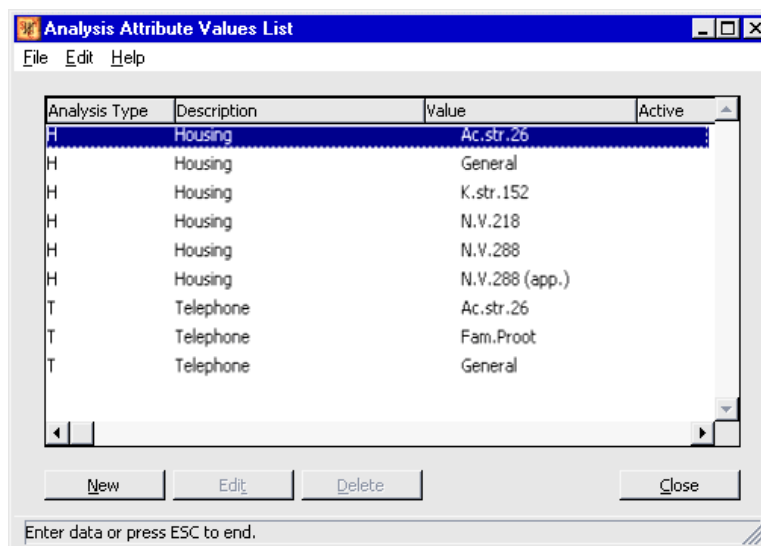
Description = Vehicle Registration Number

### 3.4.3.2 Analysis Attribute Values

This is a list of values which a particular analysis attribute may have. All values must be input here, for example, all team member names if you wish to record personnel expenses according to the person incurring the expense. Attributes cannot be random values; they must all be selected from a list.

To enter the values of an Analysis Attribute, follow these steps:

1. Select **Ledger** then **Setup** then **Tables** then **Analysis Attribute Values**. The *Analysis Attribute Values List Screen* appears:



Analysis Type	Description	Value	Active
H	Housing	Ac.str.26	
H	Housing	General	
H	Housing	K.str.152	
H	Housing	N.V.218	
H	Housing	N.V.288	
H	Housing	N.V.288 (app.)	
T	Telephone	Ac.str.26	
T	Telephone	Fam.Proot	
T	Telephone	General	

Figure 3-19 Analysis Attribute Values List Screen

2. Select **New**. The *Analysis Attribute Values Maintenance Screen* appears:

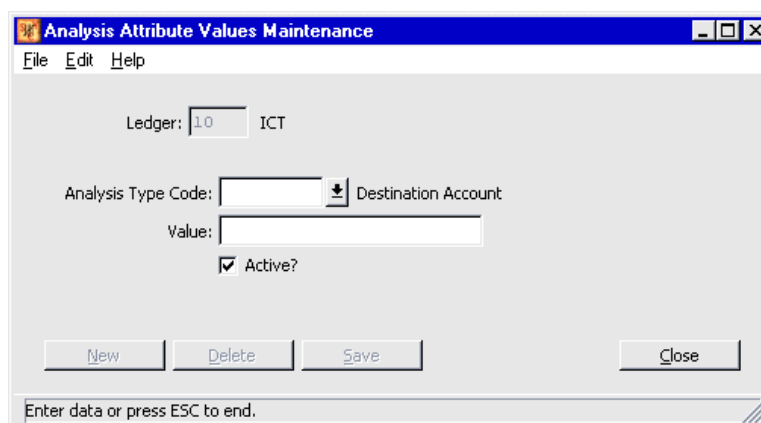


Figure 3-20 Analysis Attribute Values Maintenance Screen

3. Select the **Analysis Type Code** for which you want to enter some values.
4. Then enter the **Value** for the Analysis Attribute.
5. Select **Save**. Then select **New** to enter further values.
6. Select **Close** when you have entered all your values

The *Analysis Attribute Values List Screen* appears showing the values you have input.

### 3.4.3.3 Defining the account which has the attribute applying to it

To define the account to which the attribute applies, follow these steps:

1. Select **Ledger** then **Setup** then **Accounts** then **Attributes**.
2. The *Account Master List Screen* appears. Highlight the **Account** to which you are assigning the Analysis Attribute, and select **Edit**.

3. The *Account Master Screen* will then appear. Click the **Analysis Attributes Box**.
4. Then select **Save**.
5. Then you will be asked if you want to add Analysis Attributes. Select **Yes**.
6. The *Analysis Attribute Screen* appears:

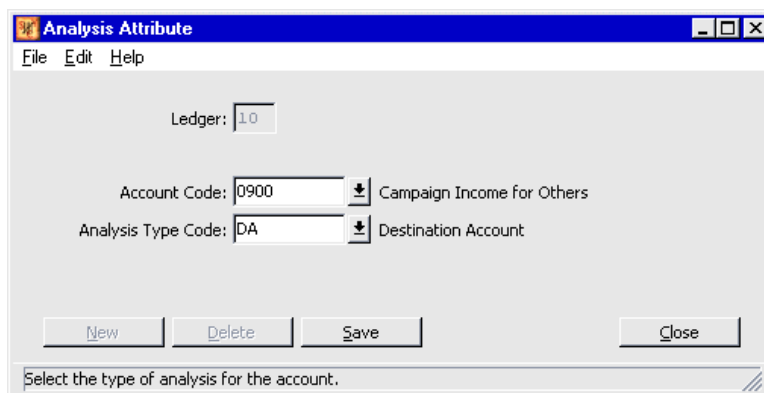


Figure 3-21 Analysis Attribute Screen

7. Select the **Account Code** you want your attributes to apply to. This will default to the account to which you have just added the Analysis Attribute flag.
8. Select the **Analysis Type Code** from the list. You will already have defined your analysis type code in the step above.
9. Select **Save**.

#### 3.4.3.4 Removing Analysis Attributes

An analysis attribute can only be deleted for a given ledger if it is not being used anywhere in that ledger. You cannot delete the attribute when there are posted transactions using the attribute. If you want to stop using an attribute then deselect the attribute box on the *Account Master Screen*.

If you remove the Analysis Attribute flag from an account, on the *Account Master Screen*, then the attributes will be ignored when entering transactions to this account.

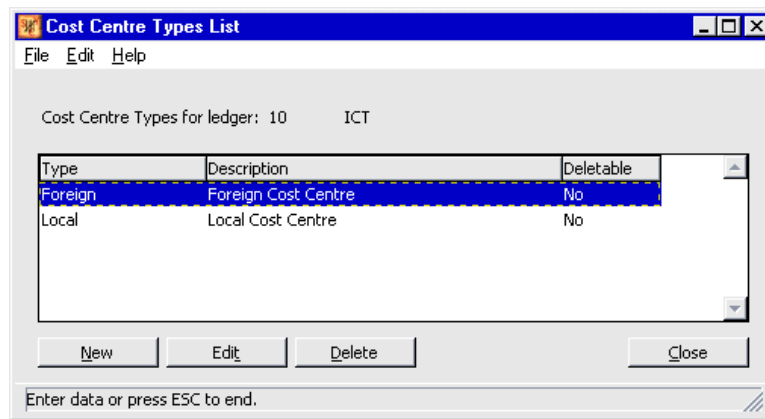
#### 3.4.4 Cost Centre Types

This screen allows you to set up new types of cost centre. Local and Foreign are two types that are already available in the system. When you are creating an account and a cost centre then you must select the cost centre type. This type must be selected from a list, and it is here that you can create these cost centre types.

To create a new Cost Centre Type, follow these steps:

1. Select **Ledger** then **Setup** then **Tables** then **Cost Centre Types**. The *Cost Centre Types List Screen* appears:

Figure 3-22 Cost Centre Types List Screen



Cost Centre Types for ledger: 10      ICT

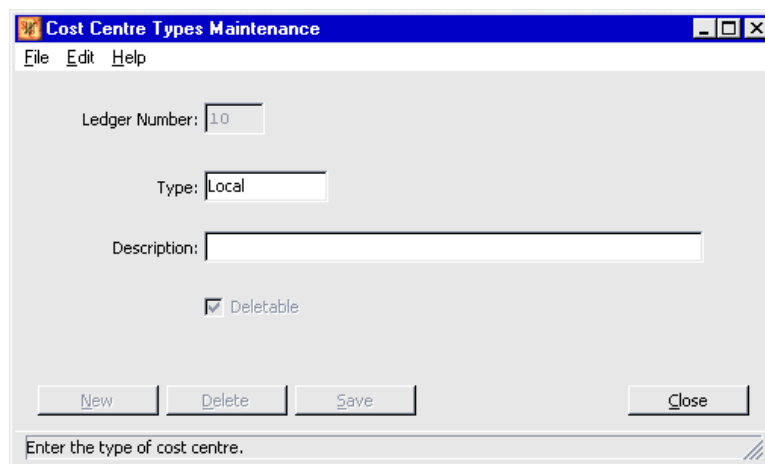
Type	Description	Deletable
Foreign	Foreign Cost Centre	No
Local	Local Cost Centre	No

Buttons: New, Edit, Delete, Close

Enter data or press ESC to end.

2. Select **New**. The *Cost Centre Types Maintenance Screen* appears:

Figure 3-23 Cost Centre Types Maintenance Screen



Cost Centre Types Maintenance

Ledger Number: 10

Type: Local

Description:

☒ Deletable

Buttons: New, Delete, Save, Close

Enter the type of cost centre.

3. **Type** Enter the name of the new type you wish to add.
4. **Description** Enter a description of this cost centre type
5. **Deletable** any cost centre type which you create yourself will be deletable, Local and Foreign cost centre types will not be deletable
6. Select **Save** and then **Close** when finished.

### 3.4.5 Suspense Accounts

When an account is flagged as a suspense account a report can be produced at the end of each month indicating that an amount is still in that account which needs to be moved to the correct account.

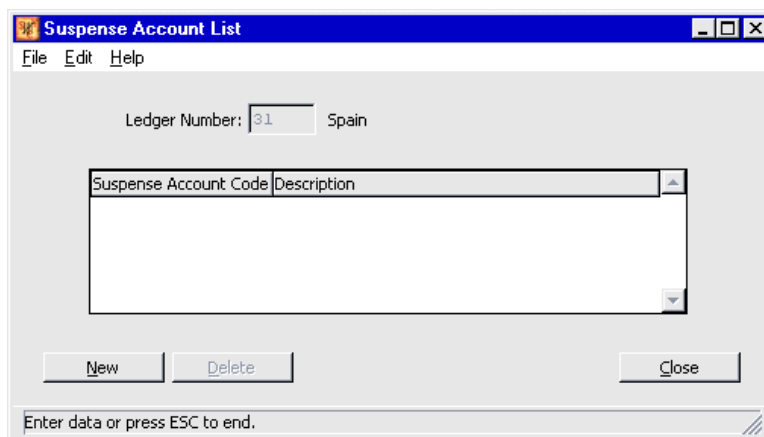
An account must already exist before it can be defined as a suspense account.

At the year end all suspense accounts must have a balance of zero before the year end closing program can be run.

To define an account as a suspense account, follow these steps:

1. Select Ledger then Setup then Tables then Suspense Accounts. The *Suspense Account List Screen* appears:

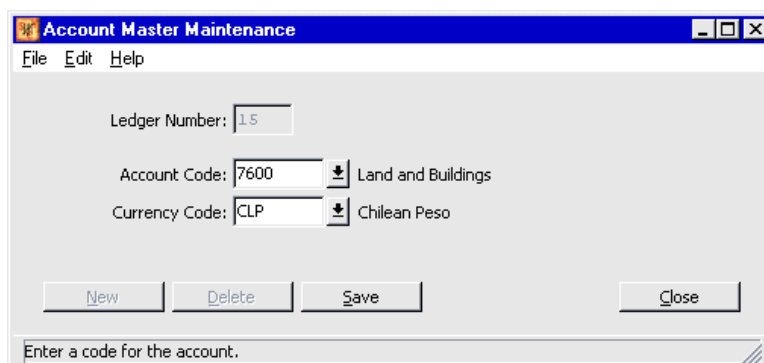
Figure 3-24 Suspense Account List Screen



The screenshot shows the 'Suspense Account List' window. At the top, there's a menu bar with 'File', 'Edit', and 'Help'. Below it, 'Ledger Number' is set to '31' and 'Spain' is selected. A table with two columns, 'Suspense Account Code' and 'Description', is currently empty. At the bottom, there are three buttons: 'New', 'Delete', and 'Close'. A status bar at the very bottom says 'Enter data or press ESC to end.'

2. Select **New**. The *Suspense Account Maintenance Screen* appears:

Figure 3-25 Account Master Maintenance Screen



The screenshot shows the 'Account Master Maintenance' window. It has a menu bar with 'File', 'Edit', and 'Help'. 'Ledger Number' is set to '15'. Below that, 'Account Code' is '7600' with a dropdown arrow, and 'Land and Buildings' is selected. 'Currency Code' is 'CLP' with a dropdown arrow, and 'Chilean Peso' is selected. At the bottom, there are four buttons: 'New', 'Delete', 'Save', and 'Close'. A status bar at the bottom says 'Enter a code for the account.'

3. In the **Suspense Account Code** box enter the account you want to define as a suspense account.
4. Select **Save**, then **New** to enter another account or **Close** to finish.
5. The *Suspense Account List Screen* appears showing all the accounts defined as suspense accounts. An account assigned to a ledger as a suspense account can be de-selected as a suspense account, but a warning will indicate if it has a non zero balance on it. To de-select an account as a suspense account, on the *Suspense Account List Screen* highlight the account and select **Delete**.

### 3.4.6 Foreign Currency Accounts

This table shows those accounts which are stored in both your base currency and a foreign currency. These accounts are not restricted to bank accounts. An account can be designated as a foreign currency account if it exists in that ledger and is an asset or liability.

Transactions entered into this account need to be in the foreign currency. For example, for a Euro bank account held in the UK where your base currency is GB Pounds, the transactions must be entered in Euros.

The foreign currency accounts use the Daily Exchange Rates, not the Corporate Exchange Rates.

A foreign currency account can only be created for accounts that have not been used previously. This means that if you delete the foreign currency account, then you cannot use this account again.

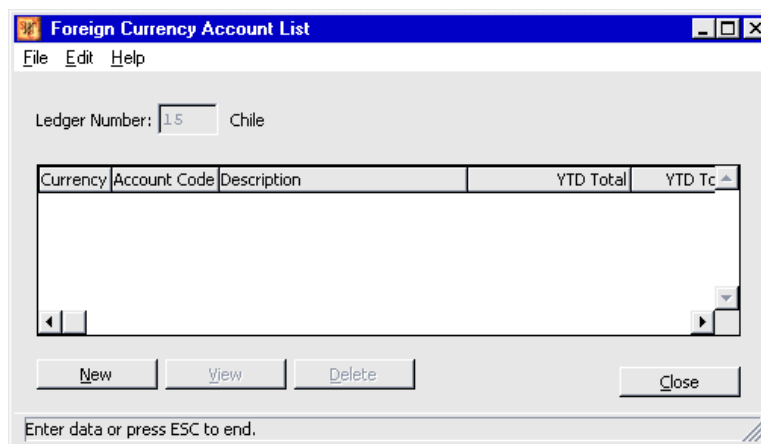
You cannot set your ICH Clearing Account (8500) as a foreign currency account because the monthly ICH Clearing Batch is automatically posted to account 8500 in your base currency.

#### 3.4.6.1 Adding a Foreign Currency Account

To set up an account as a foreign currency account, follow these steps:

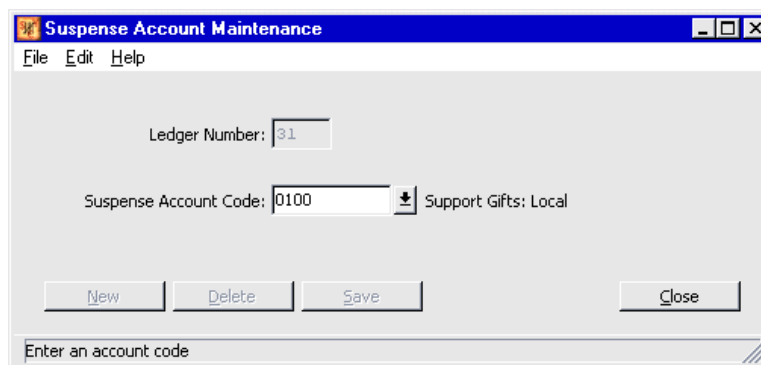
1. Ensure that the account already exists or create a new account, using **Ledger , Setup , Accounts , Attributes**. (See section 3.6.5, page 65.)
2. Select **Ledger then Setup then Tables then Foreign Currency Accounts**. The *Foreign Currency Account List Screen* appears:

Figure 3-26 Foreign Currency Account List Screen



3. Select **New**. The *Foreign Currency Account Maintenance Screen* appears:

Figure 3-27 Suspense Account Maintenance Screen



4. **Account Code** Enter the code for the account you want to define as a foreign currency account.
5. **Currency Code** Enter the code for the currency you want to assign to this account.
6. Select **Save** and then **Close**.

### 3.4.6.2 Viewing balances on Foreign Currency Accounts

If at any time you want to see the balance on the account in the foreign currency, then select **Ledger then Setup then Tables then Foreign Currency Accounts** and in the *Foreign Currency Account List Screen* scroll to the right.

### 3.4.7 Foreign Ledgers

Foreign Ledgers are those cost centres which are used for transactions on behalf of other OM funds.

A Foreign Ledger should be set up for every other fund in OM. When a new fund comes into existence then a new foreign ledger must be added to this table.

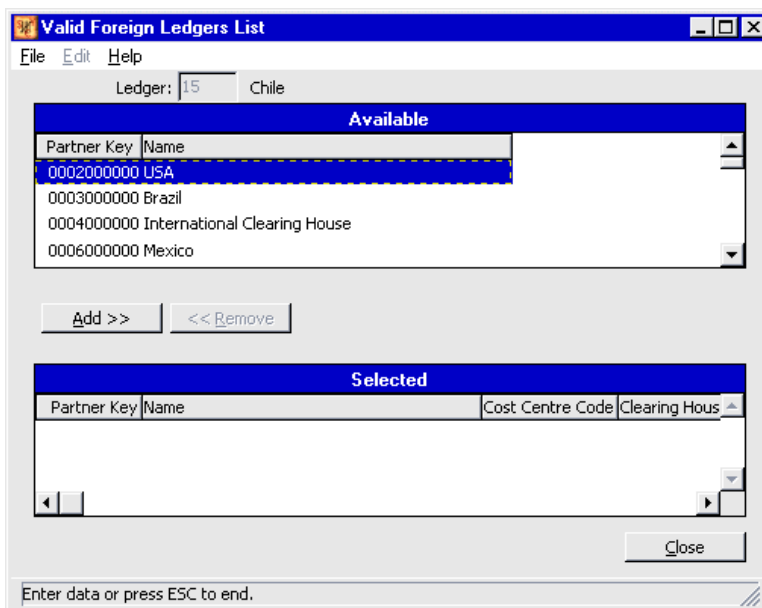
When you add a Foreign Ledger here, the cost centre is automatically created to allow you to post transactions to this foreign fund.

When the Gift Receipting System is interfaced, all OM funds are automatically created as foreign ledgers.

To add a Foreign Ledger, follow these steps:

1. Select **Ledger** then **Setup** then **Tables** then **Foreign Ledgers**. The *Valid Foreign Ledgers List Screen* appears:

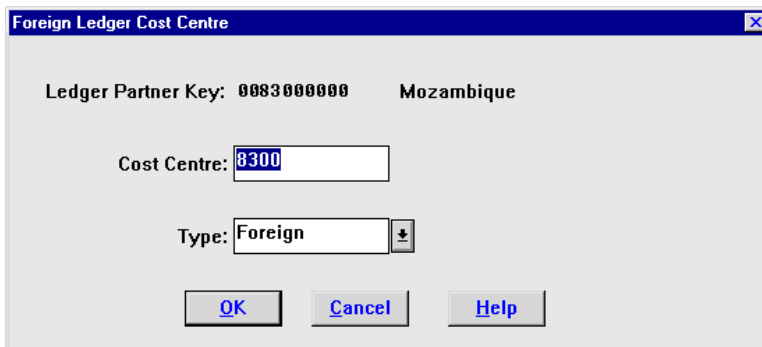
Figure 3-28 Valid Foreign Ledgers List Screen



The screenshot shows the 'Valid Foreign Ledgers List' window. At the top, there's a menu bar with 'File', 'Edit', and 'Help'. Below it, a 'Ledger:' field is set to '15' and a country dropdown is set to 'Chile'. The main area is divided into two sections: 'Available' and 'Selected'. The 'Available' section contains a table with columns 'Partner Key' and 'Name', listing four entries: '0002000000 USA', '0003000000 Brazil', '0004000000 International Clearing House', and '0006000000 Mexico'. The 'Selected' section is currently empty, with columns 'Partner Key', 'Name', 'Cost Centre Code', and 'Clearing Hous'. Between the sections are 'Add >>' and '<< Remove' buttons. At the bottom right is a 'Close' button. A status bar at the very bottom says 'Enter data or press ESC to end.'

2. Highlight the **Ledger** in the top box and select **Add>>** .
3. The *Foreign Ledger Cost Centre Screen* will then appear to prompt you to add a new foreign cost centre.

Figure 3-29 Foreign Ledger Cost Centre Screen



The screenshot shows the 'Foreign Ledger Cost Centre' window. It has a title bar with a close button. The main area displays 'Ledger Partner Key: 0003000000' and 'Mozambique'. Below this, there's a 'Cost Centre:' label followed by a text box containing '8300'. Underneath is a 'Type:' label followed by a dropdown menu set to 'Foreign'. At the bottom are three buttons: 'OK', 'Cancel', and 'Help'.

4. **Cost Centre** is the cost centre you want these gifts to be posted to.
5. **Type** is the Cost Centre type, either Local or Foreign.  
If Local then the summary cost centre will be your main ledger. If Foreign then the summary cost centre will be the ILT cost centre. If you are setting the cost centre up as Foreign then this must be approved by the ICH Manager.
6. Select **OK**. The ledger will then move from the top to the bottom box.
7. Select **Close** when finished.

To see that the Foreign Ledgers are included as Cost Centres, select **Ledger** , **Setup** , **Cost Centres** , **Attributes**. The *Cost Centre List Screen* will appear showing these ledgers.

To remove a ledger, highlight the ledger in the bottom box, select **<< Remove**. A Foreign Ledger can only be deleted if there are no transactions for that ledger in the current or the previous financial year.

### 3.4.8 Adding a New OM Fund

When a new OM fund comes into existence, the fund will be created as a Partner by a software patch to PETRA. The new Partner details will be automatically created for you. You will need to add the Foreign Ledger using the procedure in the section above.

### 3.4.9 Admin Grants Payable

Use this option for setting the charges which will be levied on gifts, this is the admin. grant which is paid on all gifts received locally by your fund. Many different fees can be defined.

To define an Admin Grant, input the details of the fee here and then attach these details to a Motivation Detail. See section 5.2, page 92 for full details of Motivation Codes.

#### OM POLICY:

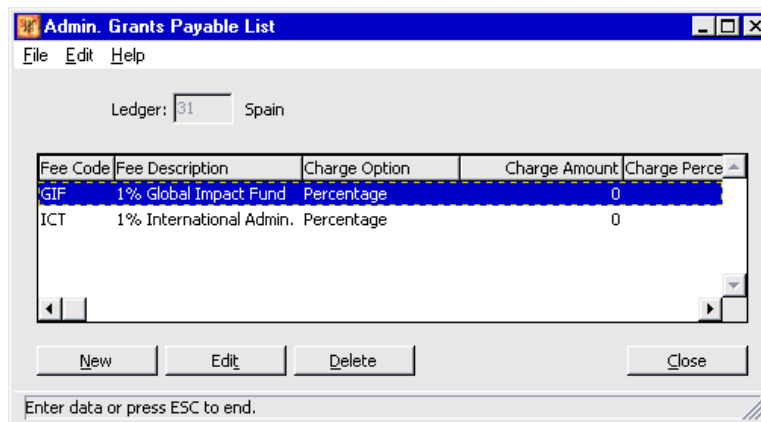
For each gift received locally by your fund, 1% of the gift is credited to ICT Carlisle (fund 1000) for international administration costs and 1% to the Global Impact fund (fund 9500) for development and emergencies in OM.

These sums are known as Administrative Grants (AG).

Admin Grants Payable can be a percentage of the gift or a fixed amount. When setting a percentage, a minimum or a maximum level can also be set. The 1% for International Administration and the 1% for Global Impact Fund will automatically be created for you.

To see the Admin Grants Payable which have been set up on your system, follow these steps:

1. Select Ledger then Setup then Tables then Admin Grants Payable
2. The *Admin Grants Payable List Screen* appears:



Fee Code	Fee Description	Charge Option	Charge Amount	Charge Perce
GIF	1% Global Impact Fund	Percentage	0	
ICT	1% International Admin.	Percentage	0	

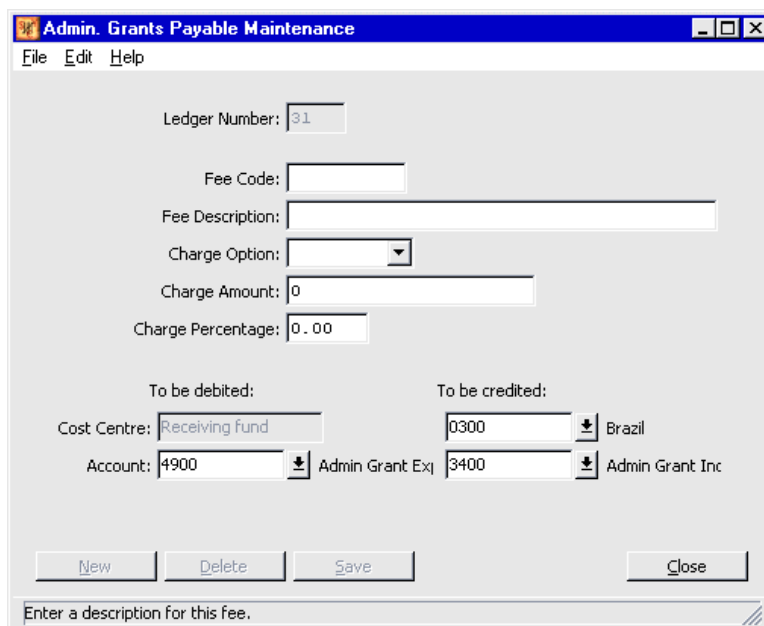
Figure 3-30 Admin Grants Payable List Screen

#### 3.4.9.1 Adding Admin Grants Payable

To add an Admin Grant Payable, follow these steps:

1. Select Ledger then Setup then Tables then Admin Grants Payable. The *Admin Grants Payable List Screen* appears.
2. Select **New**. The *Admin Grants Payable Maintenance Screen* appears:

Figure 3-31 Admin Grants Payable Maintenance Screen



The screenshot shows the 'Admin. Grants Payable Maintenance' window. It contains the following fields and controls:

- Ledger Number:** 31
- Fee Code:** (empty text box)
- Fee Description:** (empty text box)
- Charge Option:** (dropdown menu)
- Charge Amount:** 0
- Charge Percentage:** 0.00
- To be debited:**
  - Cost Centre:** Receiving fund
  - Account:** 4900
- To be credited:**
  - Cost Centre:** 0300 (with a dropdown arrow) and Brazil
  - Account:** 3400 (with a dropdown arrow) and Admin Grant Inc
- Buttons:** New, Delete, Save, Close
- Status Bar:** Enter a description for this fee.

- Enter data as follows:

**Fee code** is the name you want to give to this fee.

**Fee description** is a brief description of the fee, maximum 22 characters

**Charging Option:** there are 4 charging options available:

Fixed - a fixed amount to charge, e.g. a flat fee of £100

Percentage - a percentage of the gift amount received, e.g. 1% of the gift

Minimum - a percentage with a fixed minimum charge, e.g. 0.5% with a minimum of £10

Maximum - a percentage with a fixed maximum charge, e.g. 2% to a maximum of £1,000

**Amount** Enter the **Amount** for a fixed amount, or for a maximum or minimum amount.

**Percentage** If there is a **Percentage** to be charged, enter the percentage.

**To be Debited** The account to be debited with the charge, usually the receiving fund, account 4900 OM Admin Grant.

**To be Credited** Enter the cost centre and account to be credited with the income.

- Select **Save** when all information has been entered.

### 3.4.10 Admin Grants Receivable

This is the admin grant which is deducted by your office as the receipting fund, to cover your administration costs.

It is your admin. grant on gifts you receive locally for other OM funds.

When you enter a gift for your own ledger, PETRA will recognise that the ledger to be credited and debited with the Admin Grants Receivable is the same, and will not calculate any fees in this case.

If you do wish to deduct Admin Grants from your local cost centres then set up the Admin Grant as an Admin Grant Payable.

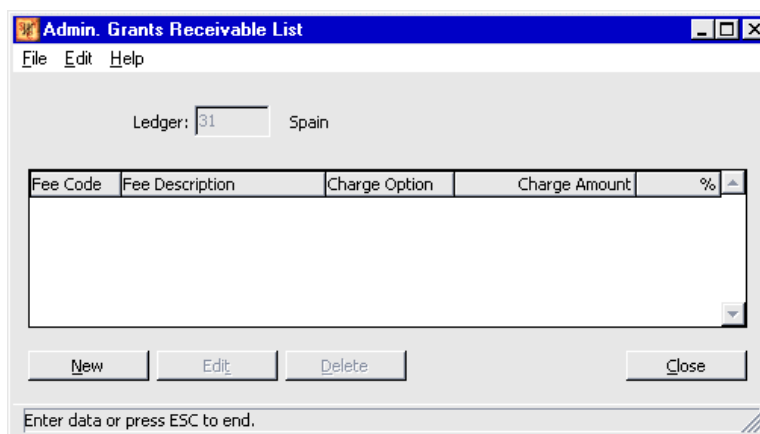
#### OM POLICY:

For each gift received locally by your fund, your office may retain up to 10% of the total gift to cover the administration costs you incur in the processing of the gift.

To define an Admin Grant Receivable, follow these steps:

1. Select Ledger then Setup then Tables then Admin Grants Receivable. The *Admin Grants Receivable List Screen* appears:

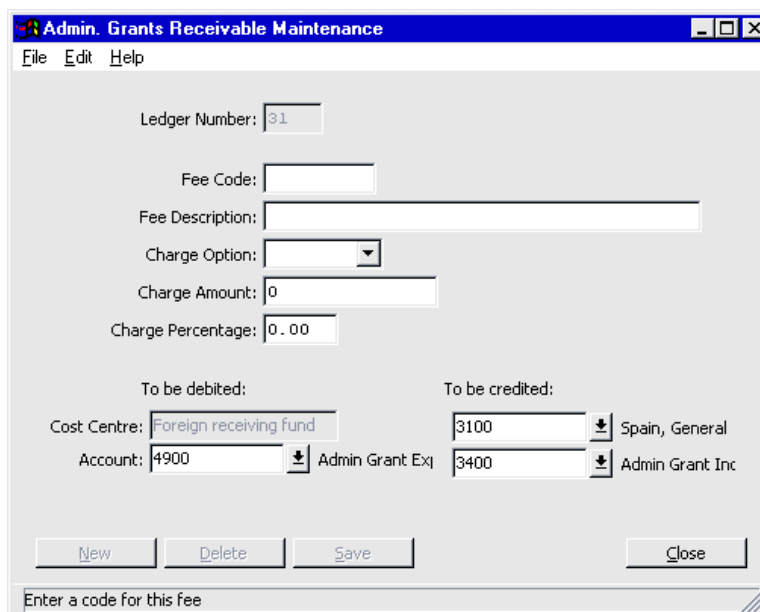
Figure 3-32 Admin Grants Receivable List



The screenshot shows the 'Admin. Grants Receivable List' window. At the top, there's a menu bar with 'File', 'Edit', and 'Help'. Below it, a label 'Ledger:' is followed by a text box containing '31' and the word 'Spain'. A table with five columns is visible: 'Fee Code', 'Fee Description', 'Charge Option', 'Charge Amount', and '%'. The table is currently empty. At the bottom, there are four buttons: 'New', 'Edit', 'Delete', and 'Close'. A status bar at the very bottom says 'Enter data or press ESC to end.'

2. Select **New**. The *Admin Grants Receivable Maintenance Screen* appears:

Figure 3-33 Admin Grants Receivable Maintenance Screen



The screenshot shows the 'Admin. Grants Receivable Maintenance' window. It has a menu bar with 'File', 'Edit', and 'Help'. The form contains several input fields: 'Ledger Number:' with '31', 'Fee Code:' (empty), 'Fee Description:' (empty), 'Charge Option:' (dropdown menu), 'Charge Amount:' with '0', and 'Charge Percentage:' with '0.00'. Below these, there are two sections: 'To be debited:' and 'To be credited:'. Under 'To be debited:', 'Cost Centre:' is 'Foreign receiving fund' and 'Account:' is '4900'. Under 'To be credited:', there are two rows: the first row has '3100' and 'Spain, General', and the second row has '3400' and 'Admin Grant Inc'. At the bottom, there are four buttons: 'New', 'Delete', 'Save', and 'Close'. A status bar at the bottom says 'Enter a code for this fee'.

3. Enter data as follows:

**Fee code** is the name you want to give to this fee.

**Fee description** is a brief description of the fee, maximum 22 characters

**Charging Option** Enter the charging option; there are 4 charging options available:

- Fixed - a fixed amount to charge
- Percentage - a percentage of the gift amount received
- Minimum - a percentage with a fixed minimum charge
- Maximum - a percentage with a fixed maximum charge

**To Be Debited** Enter the account to be debited with the charge, usually the foreign receiving fund, account 4900 OM Admin Grant.

**To Be Credited** Enter the **Cost Centre** and **Account** combination to be credited with the income.

4. Select **Save** when all information has been entered.

## 3.5 Cost Centres and Accounts

### 3.5.1 Introduction

This is the key to the entire system in terms of its flexibility. Neither the cost centre nor chart of accounts structure is static as is the case in most conventional accounting systems. Rather it is built on a relationship basis, so a relationship between two entities can be established or broken to represent reality.

However, you should not change your accounts structure without reference to your Area Finance Officer, as OM has strict policies on the accounts structures to be used by OM funds.

Two pieces of information are needed when data is entered into the system:

- For whom is the transaction intended? This is the Cost Centre.
- What is the nature of the transaction? This is the Account Code

Each cost centre and account is either summary or posting.

Summary means that it contains totals. No transactions can be posted to a summary account. Summary accounts have the suffix S. These are not really accounts by any technical accounting definition, and are just a device to enable PETRA's flexible reporting structure to operate.

Posting means that transactions are posted to it. A posting account cannot have another account reporting into it. Each posting account reports into a summary account.

For example, 4400S is a summary account for travel, 4403 is a posting account for vehicle maintenance, and 4403 reports into 4400S.

Transactions can only be posted to a valid combination of a cost centre and an account.

Cost centres and accounts can be a "parent" or a "child" or both. This is rather like people! A summary account is a parent to its posting accounts. A posting account is a child of its summary account. A summary account can be both a parent and a child. A posting account can only be a child.

- The following types of structural changes can take place:
  - a cost centre or account can be summarised into a different "parent"
  - a cost centre or account can be deleted

Once a cost centre or an account has been created, you cannot change its Posting or Summary status.

A cost centre may be another OM fund or it may be a department within your own ledger.

You can only enter a cost centre which has a parent cost centre.

The top level cost centre is the cost centre code, which is the same as the ledger number. This ensures that a parent will exist from the start so that when the cost centre structure is created it will have the necessary parent to report into and force the construction of the structure from the top down.

ILT (Inter Ledger Transfer) has been set up as a summary cost centre on the PETRA system. All foreign cost centres have this ILT cost centre as their parent. This is to enable the monthly reporting to ICH to take place.

When creating a new cost centre it is important that you follow the rules below for your cost centre codes:

1. Use alpha characters in your cost centre code, or
2. If you are using numeric cost centre codes then use no more than 2 digits after your own ledger number. For example, for Belgium, OM fund number 23, use cost centre codes 2301, 2320, etc.

Following these rules will prevent any problems when OM expands its Funds List beyond 99 into the 100s range.

### 3.5.2 Printing a List of Cost Centres

To print a list of Cost Centres, follow these steps:

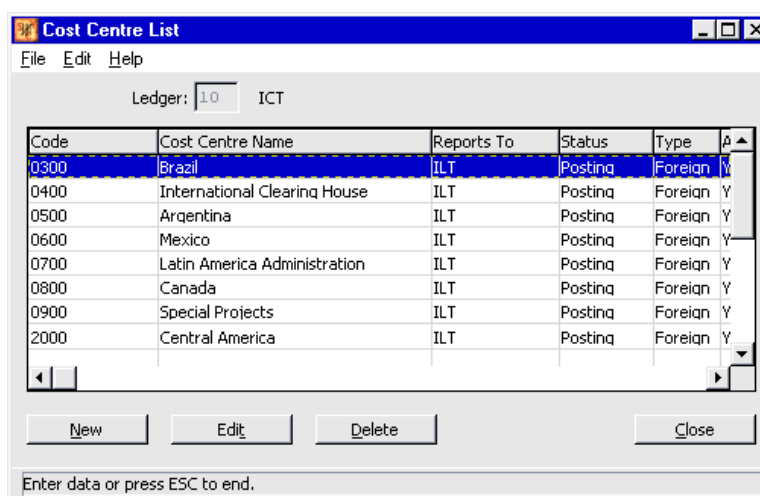
1. Select Ledger then Setup then Cost Centres then Attributes
2. From the Menu bar select File and then Print.
3. You will then be asked if you want to print the Active Cost Centres only. Select ☐ Yes or ☐ No as appropriate.

### 3.5.3 Adding a New Cost Centre

To add a new cost centre, follow these steps:

1. Select Ledger then Setup then Cost Centres then Attributes. The *Cost Centre List Screen* appears:

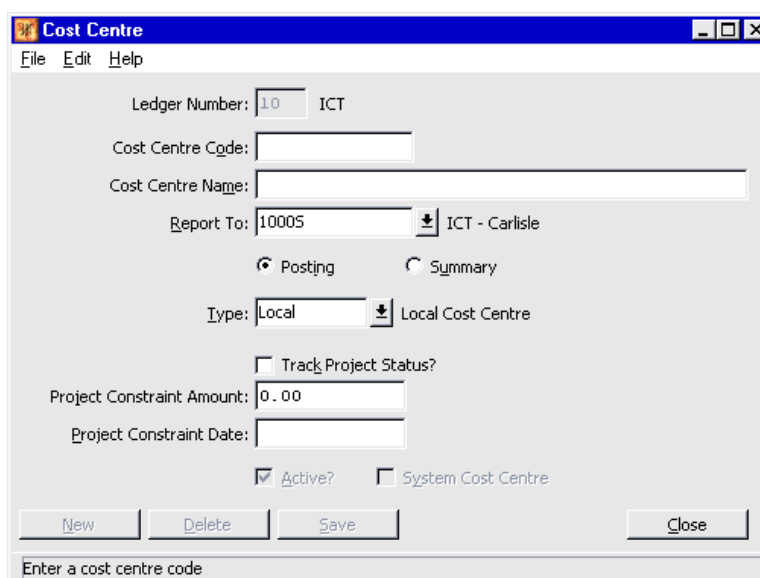
Figure 3-34 Cost Centre List Screen



Code	Cost Centre Name	Reports To	Status	Type	
0300	Brazil	ILT	Posting	Foreign	Y
0400	International Clearing House	ILT	Posting	Foreign	Y
0500	Argentina	ILT	Posting	Foreign	Y
0600	Mexico	ILT	Posting	Foreign	Y
0700	Latin America Administration	ILT	Posting	Foreign	Y
0800	Canada	ILT	Posting	Foreign	Y
0900	Special Projects	ILT	Posting	Foreign	Y
2000	Central America	ILT	Posting	Foreign	Y

2. Select ☐ New. The *Cost Centre Screen* appears:

Figure 3-35 Cost Centre Screen



Ledger Number: 10 ICT

Cost Centre Code:

Cost Centre Name:

Report To: 10005 ICT - Carlisle

☒ Posting ☐ Summary

Type: Local Local Cost Centre

☐ Track Project Status?

Project Constraint Amount: 0.00

Project Constraint Date:

☒ Active? ☐ System Cost Centre

3. **Cost Centre Code** is the code you want to use for this cost centre, this can be alpha or numeric
4. **Cost Centre Name** is the name of the fund or department
5. Enter the Cost centre to **Report To** - the parent of this cost centre
6. Enter whether the cost centre is **Posting** or **Summary** (see above for definitions)

7. Enter the **Type** for the cost centre. This is useful if you want to restrict postings to certain account and cost centre combinations. It makes sure that the account is valid for the cost centre. See section 3.6.5, page 65, Creating a New Account, for further details.
8. If you want to place a spending limit upon a cost centre, for example if you are establishing this cost centre for a specific purpose, then click the **Track Project Status** box.
9. Then input the **Project Constraint Amount** this is the spending limit you want to impose. If this limit is exceeded then a message will be generated by the system, when you attempt to post the transaction which puts the expenditure over the limit.
10. **Project Constraint Date** -you may also want to input a date when your project will end. Transactions posted after that date will then generate a warning message.
11. Select .

EXAMPLE:

France is OM Fund number 12. Its summary cost centre is 1200S. France has cost centres or departments 1200, 1201 and 1202.

1200, 1201 and 1202 report to 1200S. You cannot post transactions to 1200S.

Foreign funds 2300, 2400, 2700 report to the ILT Summary Cost Centre.

To add a new OM fund see section 3.4.8, page 55.

### 3.5.4 Deleting a Cost Centre

A cost centre can only be deleted for a given ledger if it is not being referenced anywhere else on that ledger. This means that there should be:

- no transaction posted to it
- no recurring transactions using it as a posting cost centre
- no cost centres reporting into it
- no budgets associated with it.
- no motivation groups or details associated with it
- no fees using this cost centre
- no accounts payable using this cost centre

However, it can be flagged as inactive so that a warning message will appear if further postings are made to this cost centre.

A cost centre which has been defined by the system cannot be edited or deleted.

To delete a cost centre, in the *Cost Centre List Screen*, highlight that cost centre and select .

Removing a cost centre from the Valid Foreign Ledgers List or Link to Partner List will attempt to delete the cost centre unless other foreign ledgers or partners use the cost centre.

### 3.5.5 Editing a Cost Centre

To edit the cost centre details, follow these steps:

1. On the *Cost Centre List Screen*, highlight the cost centre you wish to edit.
2. Select .
3. The *Cost Centre Screen* will then appear. You can now edit any of the cost centre details, except the cost centre code and whether it is summary or posting.
4. When you have finished amending the cost centre details, select  and then .

You cannot edit the details for a system generated cost centre.

### 3.5.6 Rename a Cost Centre

This option is used to change the cost centre code. To amend the cost centre name, see section 3.5.5, above. Only local, non-system cost centres can be renamed.

To rename a cost centre, follow these steps:

1. Select Ledger then Setup then Cost Centres then Rename. The *Rename Cost Centres Screen* appears:

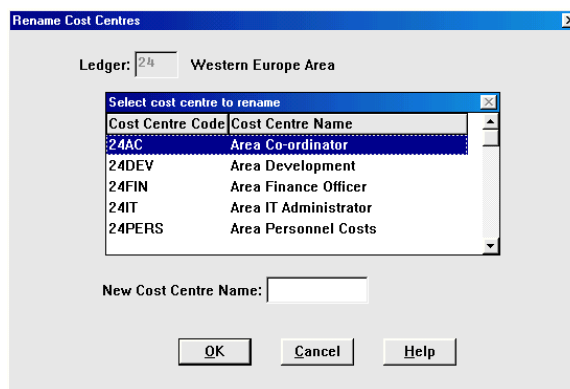


Figure 3-36 Rename Cost Centres Screen

2. Select the cost centre you wish to rename, by highlighting that cost centre.
3. **New Cost Centre Name** –enter the new code you wish to use.
4. Then select **OK**.

### 3.5.7 Cost Centres - Link to Partner

This facility can be used to determine the cost centre that gifts for a particular OMer or department should be posted to. For example, the OMer may be at home on furlough and you may wish to post their support gifts to your home fund instead of to their usual field of service, or you may want to post gifts for OMers to particular departments in your ledger.

This procedure will create the cost centre if it does not already exist.

#### 3.5.7.1 Linking an OM Family to a Cost Centre

When you enter gifts with this Partner key, the gifts will be posted to the cost centre you have defined.

To link an OM Family to a cost centre, follow these steps:

1. In the Partner record for the OM family select the **Special Type** as Cost Centre. The family must already be allocated to a field, but the cost centre you input will override the field.
2. Then select Ledger then Setup then Cost Centres then Link to Partner. The *Link Partner to Cost Centre Screen* appears.

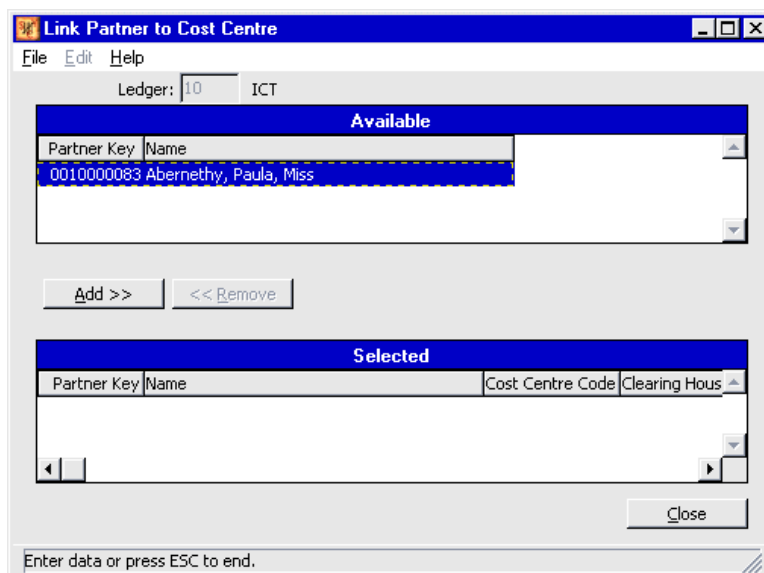


Figure 3-37 Link Partner to Cost Centre Screen

3. The OM family should then appear in the top box of this screen. Select the family and then select Add. The *Partner Cost Centre Screen* appears:

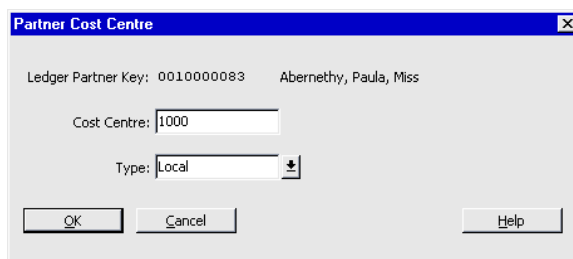


Figure 3-38 Partner Cost Centre Screen

4. **Cost Centre** is the cost centre you want these gifts to be posted to.
5. **Type** is the Cost Centre type. You will usually insert Local.
6. Then select **OK**. The cost centre will then be created for you and will appear in the Selected box at the bottom of the screen.

### 3.5.7.2 Linking a Department to a Cost Centre

To link a department to a cost centre, follow these steps:

1. Create your cost centre in the Partner module with Partner Class = Unit; note that the class is selected on the first screen when you are creating a new partner, the *New Partner Screen*.
2. When you create the partner, assign the parent unit for this new unit. You will receive a message which will prompt you to do this. Select your fund as the Parent Unit. See the PARTNER USER GUIDE for full details.
3. In the Partner module, assign this cost centre with **Special Type** = Cost Centre and **Special Type** = Ledger.
4. Then return to the Finance module and select Ledger then Setup then Cost Centres then Link to Partner. The *Link Partner to Cost Centre Screen* appears.
5. The new cost centre will then appear in the top box of this screen. Select the cost centre and then select Add. The *Partner Cost Centre Screen* appears.
6. **Cost Centre** add your new cost centre; this does not already need to exist as a cost centre, you can create it here. If your cost centre does already exist then type it in here.
7. **Type** select Local

8. Then select **OK**. The cost centre will then be added for you (if it did not already exist) and will appear in the Selected Ledgers box at the bottom of the *Link Partner to Cost Centre Screen*.

### 3.5.7.3 Removing a Cost Centre Linked to a Partner

You can remove the link between a cost centre and a partner. This will also remove the cost centre if there are no transactions posted to the cost centre. To remove a Cost Centre Linked to a Partner, follow these steps:

1. Select **Ledger** then **Setup** then **Cost Centres** then **Link to Partner**.
2. The *Link Partner to Cost Centre Screen* appears. In the **Selected** box highlight the cost centre you wish to remove
3. Select **Remove**. The cost centre will then move to the Available box.
4. Select **Close**.

## 3.6 Accounts

### 3.6.1 Setting up the accounts table

The PETRA system automatically has the following accounts structure:

LEDGER CODE								
BAL SHT Balance Sheet								
RET EARN Retained Earnings	ASSETS Total Assets					LIABS Total Liabilities		
PL  Profit or Loss	BANK  Cash and Bank	DRS  Debtors	STOCK	FA  Fixed Assets	LOAN REC  Loans receivable	CRS  Creditors	ILT Inter Ledger transfer total	LOAN PAY  Loans Payable

PL Profit or Loss				
INC Total Income				EXP Total Expenditure
GIFT Gift Income	STC INC Short term campaign income	LIT SALES Literature sales	OTH INC Other Income	OTH EXP Other Expenditure

### 3.6.2 Viewing the Chart of Accounts in List View

To view a simple list of Accounts, follow these steps:

1. Select **Ledger** then **Setup** then **Accounts** then **Attributes**. The *Accounts Master List* screen appears:

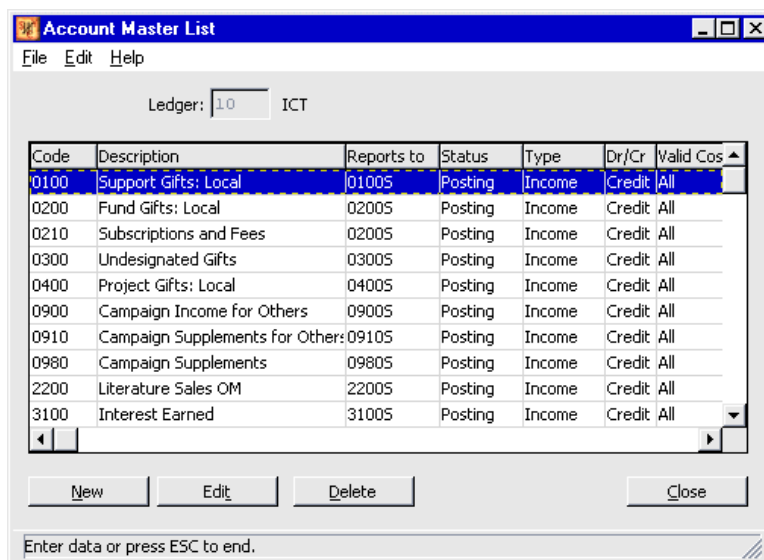


Figure 3-39 Account Master List Screen

- This screen lists all the accounts currently on the ledger, giving brief details of each account. See following for details of these columns.

### 3.6.3 Viewing the Chart of Accounts in Hierarchy View

It is possible to view the Chart of Accounts in a hierarchical view which indicates more clearly the summarisation relationships. To do this follow these steps:

- Select Ledger then Setup then Accounts then Hierarchy. The following screen appears:

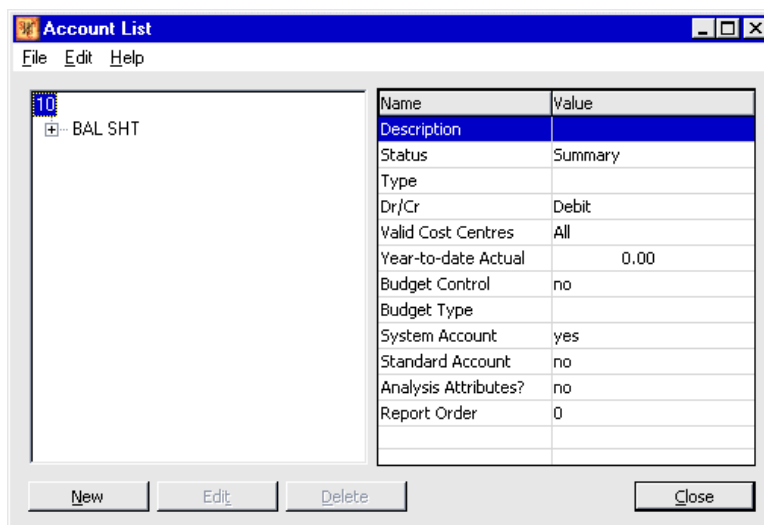
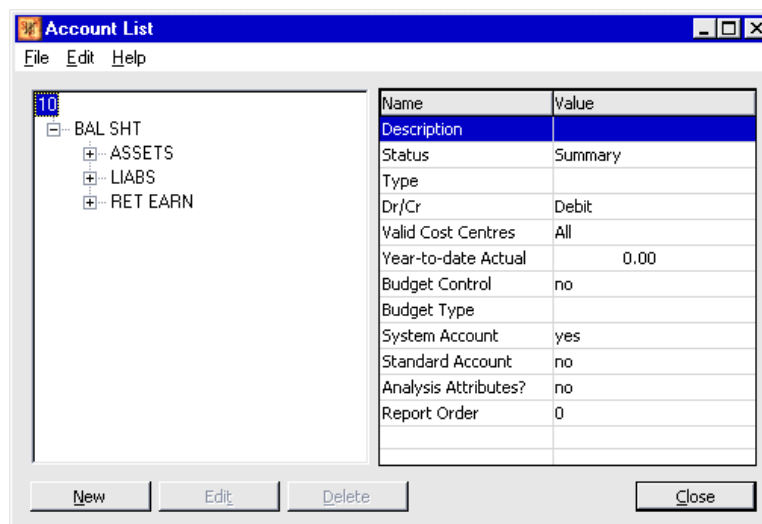


Figure 3-40 Account List Screen

- The Accounts displayed are the top two levels in the summarisation hierarchy. To explore the next level down the hierarchy click on the [+] symbol.
- The next level of the hierarchy will now be displayed:

Figure 3-41 Account List Screen, showing expanded list



Name	Value
Description	
Status	Summary
Type	
Dr/Cr	Debit
Valid Cost Centres	All
Year-to-date Actual	0.00
Budget Control	no
Budget Type	
System Account	yes
Standard Account	no
Analysis Attributes?	no
Report Order	0

4. You can now explore further down the hierarchy by click on any of the [+] symbols. For example, to see the top level of Asset summary accounts click on the [+] symbol beside ASSETS.
5. You can hide any part of the hierarchy by clicking on the [-] symbol. For example to hide everything under BAL SHT click on the [-] symbol next to BAL SHT.

### 3.6.4 Printing a List of Accounts

To print a list of Accounts, follow these steps:

1. Select **Ledger** then **Setup** then **Accounts** then either **Attributes** or **Hierarchy**.
2. From the menu select **File** and then **Print**.
3. You will then be asked if you want to print the standard Chart of Accounts or to define your own query.

Select **Yes** for the Standard Chart of Accounts. The *Start Print Job Screen* appears.

Select **No** for your own query. As screen allows you to select the order the column order your require. You can tick the box to print only active accounts. Click **OK**, and the *Start Print Job Screen* appears.

### 3.6.5 Creating a New Account

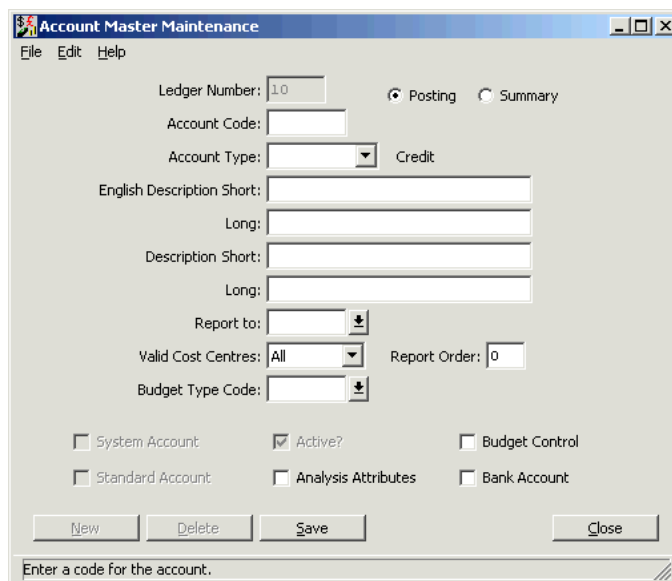
To create a new account, follow these steps:

1. Select **Ledger** then **Setup** then **Accounts** then either **Attributes** or **Hierarchy**. The *Account Master List Screen* appears

This screen lists all the accounts currently on the ledger, giving brief details of each account. See following for details of these columns.

2. Select **New**. The *Account Master Screen* appears:

Figure 3-42 Account Master Maintenance Screen



3. Input the following details:
4. Is the account **Posting** or **Summary**? (see previous section for a definition of these terms)
5. **Account Code** may be alpha or numeric or a combination of both. You must use the account codes in the format agreed by OM policy. Contact your Area Finance Officer if you are in any doubt.
6. **Account Type** - you must specify whether this account is to be used for income, expenses, asset, liability or equity. At the year end the income and expense accounts will be cleared out. Once you have created an account you cannot change the account type.
7. **English Short Description** - up to 32 characters for the description of the account
8. **English Long Description** - up to 80 characters for a longer description of the account
9. The other two **Description** boxes are for your local language description. These will be used in certain reports and screens instead of the English description.
10. Account code to **Report To** - the parent account.
11. **Valid Cost Centres** This will usually default to All. The options available are:
  - All - every cost centre can use this account
  - Local - this account can be used by local cost centres only
  - Foreign - this account can be used by foreign cost centres only
 These options are useful if you want to restrict postings to certain account and cost centre combinations.
 

You can also create your own codes. For example, if you want to keep all your staff costs in a particular cost centre, define your cost centre with type = STAFF and define all staff accounts with valid cost centres = STAFF. The system will then prohibit you from posting staff costs to any other cost centre.
12. **Report Order** usually you will not input anything here. This only applies to Balance Sheet and Income and Expense Statements, use a numerical sequence if you want to impose a particular order on the reporting of the accounts.
13. **Budget Type Code** - this is the method of budgeting to be used on this account. See section 6.1 Budget Types for details of these terms. When you set up a budget type here, on the *Budget Maintenance Screen* the budget type code will default to the code you entered.
14. **System Account** – a system account is used by PETRA for its processing and cannot be changed by the user.

15. **Standard Account** – this account is from the standard OM Chart of Accounts.
16. Whether the account is **Active**. An account should usually be marked as active, meaning that you can post transactions to it. De-selecting this box means that if you enter transactions for this account then you will get a message saying that this account is not active and do you really want to use it.
17. Do you want **Analysis Attributes** on this account? Clicking here brings up the *Analysis Attributes Screen*, see section 3.4.3 Analysis Attributes.
18. **Budget Control** - if this is activated then when you post to this account, the system will check whether the amounts posted for the period so far are within budget. You will be alerted if the budget has been exceeded.
19. **Bank Account** – tick this to indicate that this account is a Bank Account (the Accounts Payable module uses this to restrict payment of invoices to be made from valid bank accounts only).
20. Then select .
21. You will then be prompted with a message asking whether you want to set this account as a foreign currency account. Select **Yes** if this account is to be in a foreign currency (not your base currency), and otherwise select **No**. If you select **Yes** then you will go the *Foreign Currency Account Maintenance Screen*. See section 3.4.6, Foreign Currency Accounts, page 52.

### 3.6.6 Deleting an Account

To delete an account, follow these steps:

1. Select **Ledger** then **Setup** then **Accounts** then **Attributes**. The *Account Master List Screen* will then appear.
2. Highlight the account you want to delete, select .
3. A message asks you to confirm that this account should be deleted.

You cannot delete a system account. An account can only be deleted for a given ledger if it is not being referenced anywhere else on that ledger. This means that all the following conditions should be fulfilled:

- no transactions posted to it
- no recurring transactions using it as a posting account
- no accounts reporting into it
- no budget exists

### 3.6.7 Editing Account Details

To edit account details, follow these steps:

1. Select **Ledger** then **Setup** then **Accounts** then **Attributes**. The *Account Master List Screen* appears.
2. Highlight the account you want to edit, then select .
3. The *Account Master Screen* will appear. Amend the details you wish to change.
4. Select  to accept the changes.
5. Select  when you have finished editing.

An account can also be deleted at this point by selecting .

### 3.6.8 Rename an Account

This option allows you to change the account code for an account.

To rename an account, follow these steps:

1. Select Ledger then Setup then Accounts then Rename. The *Ledger Maintenance Screen* appears:

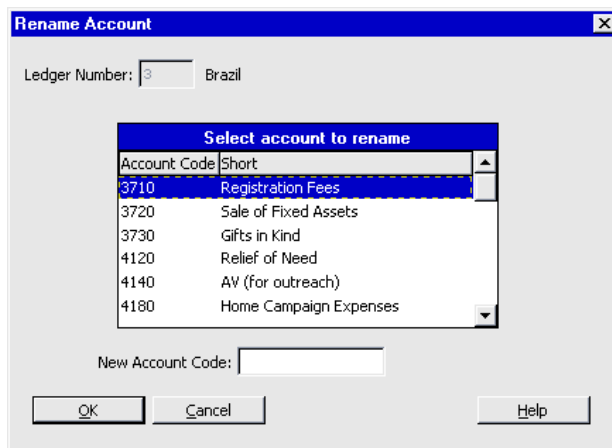


Figure 3-43 Rename Account List Screen

2. Select the account you wish to rename by highlighting the account.
3. Enter the new account code in the box
4. Then select **OK**.
5. A message box will appear to confirm that the rename is complete.

----- End of Chapter 3 -----

## Chapter 4 General Ledger Transactions

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### 4.1 Overview of the General Ledger

All transactions except gifts should be entered here. This includes cash and bank payments, month end journals, ICH transactions, petty cash transactions, etc.

All transactions are entered in batches. A batch is made up of one or more journals and a journal is made up of two or more transactions. Each journal in a batch must balance before it can be posted to the ledger.

This can be shown:

Batch	{	Journal	
	{	Journal	
	{	Journal	{ Transaction
			{ Transaction
			{ Transaction

You can process a batch for the next month before closing the current month end. You can enter a batch for future periods, depending upon how your system parameters have been defined.

A batch cannot be modified or deleted if it has already been posted. For a deleted batch, the header is only flagged as cancelled but not physically removed.

You can print an existing batch, journal or transaction both before and after it has been posted. If a summary report is requested it just gives batch header details.

In a batch all dates must be within the same accounting period (usually a month).

Dates are displayed in the international format with the month in letters. In the System Manager function you can set up the months in different languages. You can enter the dates in a variety of formats, for example for 9<sup>th</sup> November you can enter 0911, 091199, 9-11, 9/11 or 9.11. For today you can enter =. You can enter +n for n days after today and -n for n days before today.

All gifts must be entered using the Gift Receipting System for the administration charges to be applied.

If you select Ledger then GL Batch you are then presented with the following menu options:

Current - Entries in the current accounting period or future periods for forward posting

**Previous Periods** - Transactions for closed previous periods in this financial year.

Transactions cannot be modified once a period has been closed. A batch or journal from a previous period can be reversed, but the reversal will be in the current period.

**Previous Years** - Transactions in previous financial years which are still held in the system (this will depend on the data retention period set for the ledger). The same principles apply to previous years as to the previous period once it has been closed off.

**Recurring** - This option allows you to create a template batch to generate batches which are repeated regularly.

**Import** - To import files into PETRA

**Export** - To export files from PETRA

### 4.1.1 List GL Screens

This screen has three different views: *List GL Batch Screen*, *List GL Journal Screen* and *List GL Transaction Screen*.

From the *List GL Batch Screen* you can see the batches available for:

**Posting** - The unposted batches which are ready to be posted, that is they are balanced and the total matches the hash total.

**Editing** - All unposted batches.

**All** - Every batch including those which are posted or cancelled.

To move to a journal within a batch, highlight the batch and then select **Journals**.

To see the individual transactions, highlight the batch and then select **Trans**.

In the *Journal* and *Transaction Screens* you can use the < and > buttons to move through the batches and journals without returning to the previous screen.

When you are in the *List GL Journal Screen* then the totals refer to the batch and when you are in the *List GL Transaction Screen* then the totals refer to the journal.

### 4.1.2 Multi-Currency Accounting

You can enter a batch which has journals which are in different currencies. Each journal must balance in its own currency. For example, a batch may have 3 journals, one in GB Pounds, one in French Francs and one in US Dollars.

## 4.2 Entering a GL Batch

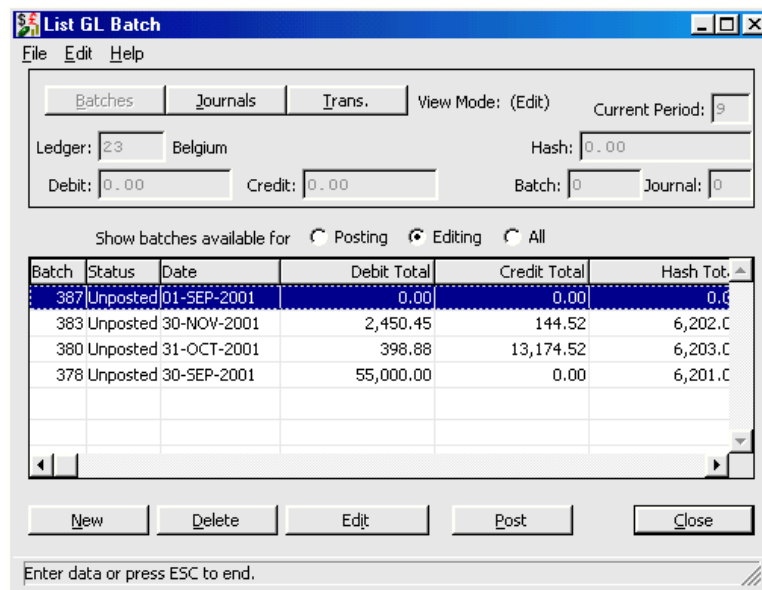
Before entering a batch it is good accounting practice to calculate the total of all the debits and the total of all the credits, this is called the batch hash total. This hash total acts as a check to ensure that you have entered the amounts of the transactions correctly.

A batch may be entered in any currency, and different currencies may be mixed in one batch, but all transactions in a journal must be entered in the same currency. The hash total in a mixed currency batch would simply be the total of the numbers.

### 4.2.1 Creating a GL Batch

To enter a batch, follow these steps:

1. Select **Ledger** then **GL Batch** then **Current**. The *List GL Batch Screen* appears.



**List GL Batch**

File Edit Help

Batches Journals Trans. View Mode: (Edit) Current Period: 9

Ledger: 23 Belgium Hash: 0.00

Debit: 0.00 Credit: 0.00 Batch: 0 Journal: 0

Show batches available for ☐ Posting ☒ Editing ☐ All

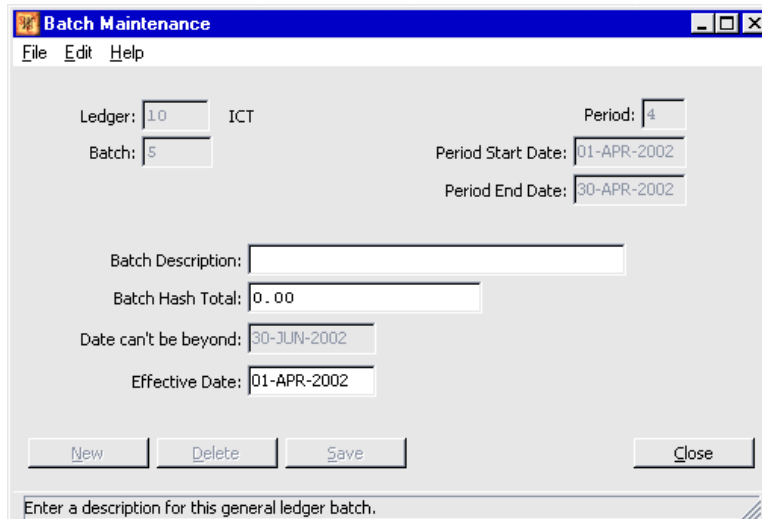
Batch	Status	Date	Debit Total	Credit Total	Hash Tot.
387	Unposted	01-SEP-2001	0.00	0.00	0.00
383	Unposted	30-NOV-2001	2,450.45	144.52	6,202.C
380	Unposted	31-OCT-2001	398.88	13,174.52	6,203.C
378	Unposted	30-SEP-2001	55,000.00	0.00	6,201.C

New Delete Edit Post Close

Enter data or press ESC to end.

Figure 4-1 List GL Batch Screen

2. Select **New select**. The *Batch Maintenance Screen* appears:



**Batch Maintenance**

File Edit Help

Ledger: 10 ICT Period: 4

Batch: 5 Period Start Date: 01-APR-2002

Period End Date: 30-APR-2002

Batch Description:

Batch Hash Total: 0.00

Date can't be beyond: 30-JUN-2002

Effective Date: 01-APR-2002

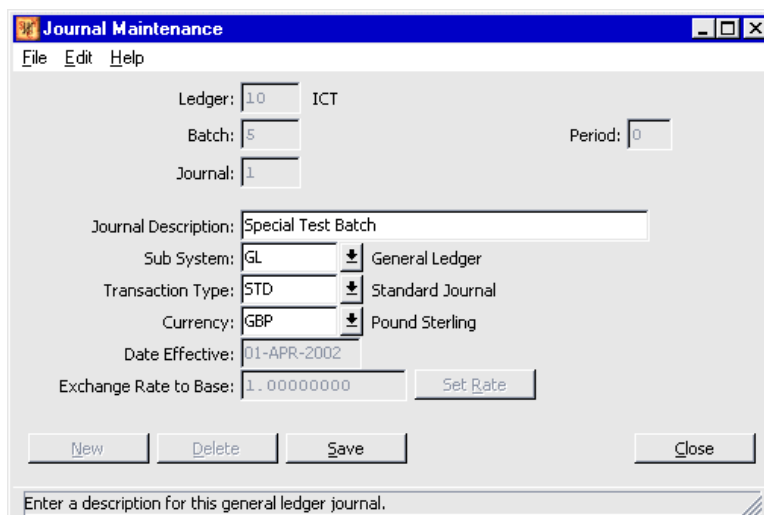
New Delete Save Close

Enter a description for this general ledger batch.

Figure 4-2 Batch Maintenance Screen

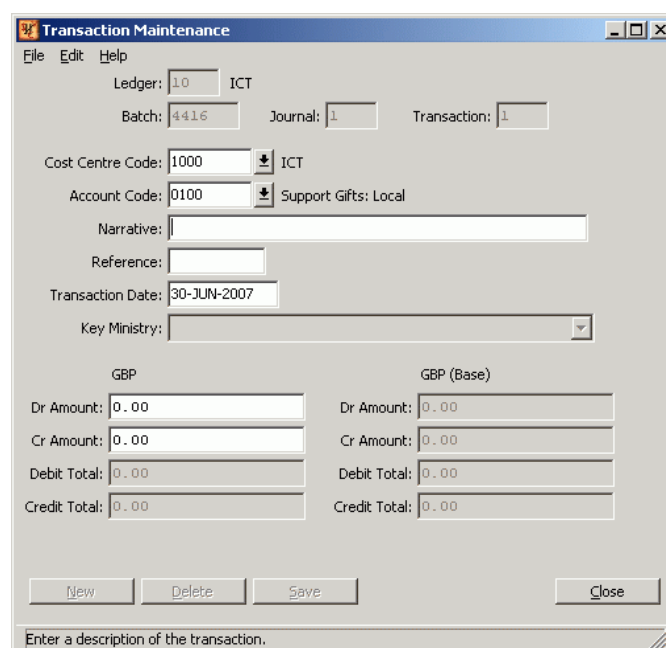
3. Enter the **Batch Description**, maximum number of characters is 80.
4. Enter the **Batch Hash Total**. If you leave the total as zero then the checks will not be carried out.
5. Enter the **Effective Date**, this is the date for the batch. You cannot enter fictitious dates, all dates must be a valid calendar date. The date defaults to the current day.
6. Select **Save**. The *Journal Maintenance Screen* appears:

Figure 4-3 Journal Maintenance Screen

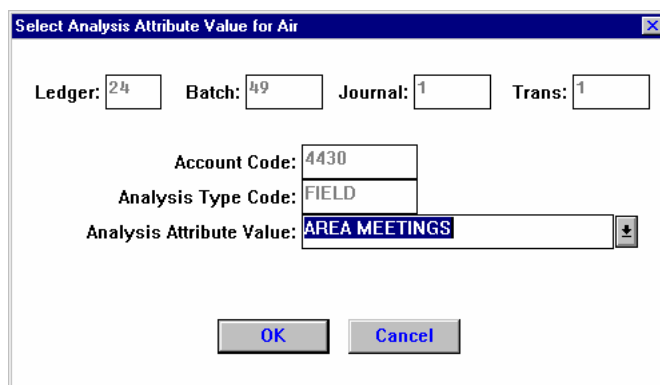


7. The batch description is entered automatically as the **Journal Description**, but you may change it if you wish, to more accurately reflect the particular journal you are entering.
8. The **Subsystem** should be GL for General Ledger
9. The **Transaction Type** can be any of the following:
  - STD - Standard journal - this is the default and will be used in most cases
  - ALLOC - Allocation journal
  - REALLOC - Reallocation journal
  - REVAL - Foreign exchange revaluation
 Select STD; the other three options are explained later in this chapter
10. Select the **Currency** for the journal. This will default to your base currency. You will be asked to enter an exchange rate if the journal is not in your base currency and there is not an existing exchange rate entered on the system for the journal date. To enter a rate, select Set Rate. The *Enter Daily Exchange Rate Information Screen* appears for you to enter the rate. If a daily rate has been entered a message will appear giving you the latest rate of exchange, and asking if you want to use this rate. If you select No then the *Enter Daily Exchange Rate Information Screen* appears for you to input the rate.
11. Select **Save**. The *Transaction Maintenance Screen* appears:

Figure 4-4 Transaction Maintenance Screen



12. Enter the **Cost Centre Code** for this transaction. It will default to your main ledger number. You can type in the number or select it from the list by clicking on the arrow.
13. Enter the **Account Code**. You can type in the number or select it from the list.
14. Enter the **Narrative** for the transaction, you have a maximum of 80 characters.
15. Enter the **Reference** for your transaction. The referencing system to use is laid down in the accounting procedures for your office. The reference allows you to trace the transaction to its source document. You have up to 8 characters for this reference. This field is mandatory.
16. Enter the **Transaction Date**. In a batch, all the dates must be within the same accounting period.
17. Enter a **Key Ministry**, if appropriate. This field will only be enabled if you have specified a foreign Cost Centre and Account 3300 ("Grants from other OM funds"). It will display all Key Ministries associated with the foreign fund specified. This enables fund-to-fund gifts to be tracked on Caleb (otherwise such gifts would be missed as they do not go through the gift receipting sub-system).
18. Enter the **Debit or Credit Amount**.
19. Select **Save**.
20. If there is an Analysis Attribute attached to this account then you will now be prompted to enter the attribute. The *Select Analysis Attribute Screen* will then appear:



The screenshot shows a window titled "Select Analysis Attribute Value for Air". It contains several input fields: "Ledger:" with value "24", "Batch:" with value "49", "Journal:" with value "1", and "Trans:" with value "1". Below these are "Account Code:" with value "4430" and "Analysis Type Code:" with value "FIELD". The "Analysis Attribute Value:" field has a dropdown menu showing "AREA MEETINGS". At the bottom are "OK" and "Cancel" buttons.

Figure 4-5 Select Analysis Attribute Value Screen

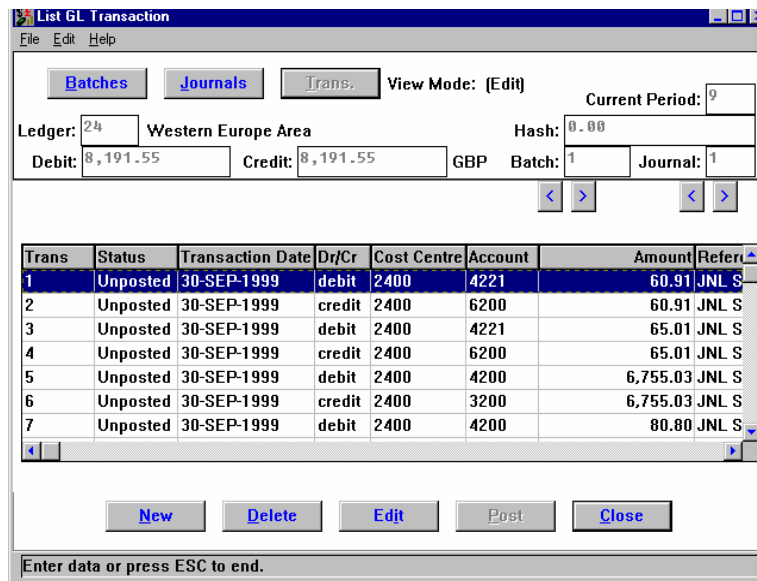
21. Select the **Analysis Attribute Value** for this transaction. Select **OK**.
22. The *Transaction Maintenance Screen* is then refreshed so that you can enter the rest of the transaction in the journal. Repeat the above steps until you have entered all your transactions.
23. Select **Close**.

### 4.2.2 Adding Transactions to an Existing Batch

If a batch has been created, but not posted, you may add further transactions to the batch. You must remember to amend the batch hash total.

To add transactions to a batch, follow these steps:

1. From the *List GL Batch Screen* highlight the batch to which you want to add transactions.
2. Select **Transactions**. The *List GL Transaction Screen* appears:



Trans	Status	Transaction Date	Dr/Cr	Cost Centre	Account	Amount
1	Unposted	30-SEP-1999	debit	2400	4221	60.91 JNL S
2	Unposted	30-SEP-1999	credit	2400	6200	60.91 JNL S
3	Unposted	30-SEP-1999	debit	2400	4221	65.01 JNL S
4	Unposted	30-SEP-1999	credit	2400	6200	65.01 JNL S
5	Unposted	30-SEP-1999	debit	2400	4200	6,755.03 JNL S
6	Unposted	30-SEP-1999	credit	2400	3200	6,755.03 JNL S
7	Unposted	30-SEP-1999	debit	2400	4200	80.80 JNL S

Figure 4-6 List GL Transaction Screen

3. Select **New**.
4. Follow the steps in the previous section to enter your transactions. Select **Close** when finished.

### 4.2.3 Entering an Allocation Journal

An allocation journal is used to automatically split a transaction over several ledger accounts. You can allocate on a percentage basis or by amount. An example of when you might use this facility is when you are entering an invoice which is to be split over several accounts or cost centres.

To enter an allocation journal follow these steps:

1. In the *Journal Maintenance Screen*, select Transaction Type **ALLOC** for Allocation Journal. Ensure the other journal header details are entered correctly.
2. Select **Save**. The *Enter Allocation Journal Information Screen* appears

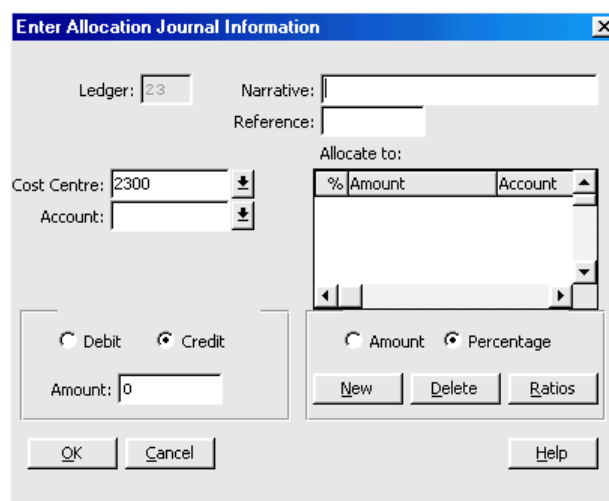


Figure 4-7 Enter Allocation Journal Information Screen

3. Enter the transaction **Narrative**. If you leave this field blank then the system will automatically generate the narrative for you.
4. Enter the **Reference** for this transaction. The reference allows you to trace the transaction to its source document.
5. Enter the **Cost Centre** and **Account** you want one side of the transaction to be posted to.
6. Select **Debit** or **Credit** according to what posting should occur to this account.

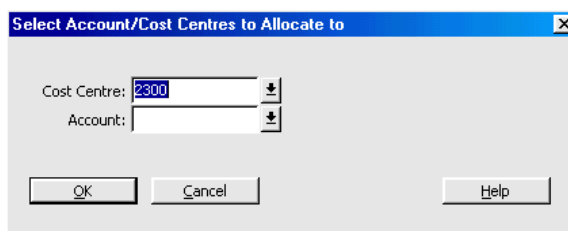
7. Enter the **Amount** to be transferred out.
8. Then select **Amount** or **Percentage** according to the basis upon which the amount is to be allocated. To continue, go to the appropriate sub-heading below.

### Allocating on the basis of Amount

To allocate on the basis of amount, after the above procedure, follow these steps:

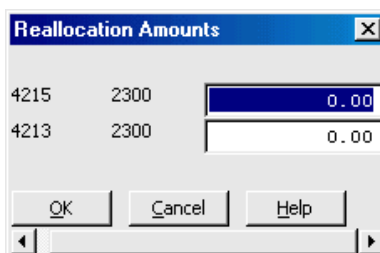
1. Select **Amount**, and then the **New** button. The *Select Account/Cost Centres to Allocate to Screen* appears:

Figure 4-8 Select Account/Cost Centre to Allocate to Screen



2. Enter the **Cost Centre** and **Account** codes. Select **OK**.
3. Select **New** again and enter the next account and cost centre.
4. Continue until all accounts have been selected.
5. Select the **Amounts** button.
6. The *Reallocation Amounts Screen* appears:

Figure 4-9 Reallocation Amounts Screen



4215	2300	0.00
4213	2300	0.00

7. Enter the amounts to be allocated to each account.
8. Select **OK** when done.
9. If the amounts entered do not match the total amount of the allocation, then an error message box appears. Amend the amounts as appropriate.
10. Select **OK** when finished. The *Journal Maintenance Screen* appears for you to enter further journals in the batch.
11. If you select **Close** and then look at the *List GL Transaction Screen* for the transaction you have just entered you will see how the transaction has been created for you.

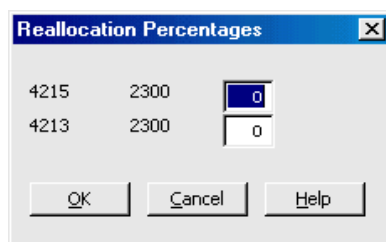
### Allocating on the basis of Percentage

To allocate on the basis of percentage, follow the steps in the section 4.2.3 above, then follow these steps:

1. Select **Percentage** and then **New**. The *Select Account/Cost Centres to Allocate to Screen* appears.
2. Enter the **Cost Centre** and **Account** codes. Select **OK**.
3. Select **New** again and enter the next account and cost centre.
4. Continue until all accounts have been selected.

- Then select the **Ratios** button. The *Reallocation Percentages Screen* appears:

Figure 4-10 Reallocation Percentages Screen



The screenshot shows a window titled "Reallocation Percentages" with a close button (X). It contains two rows of data. The first row has "4215" in the first column, "2300" in the second column, and a text box containing "0" in the third column. The second row has "4213" in the first column, "2300" in the second column, and a text box containing "0" in the third column. At the bottom, there are three buttons: "OK", "Cancel", and "Help".

- Enter the **Percentages** to be allocated to each account, you can only enter whole numbers.
- Select **OK** when done.
- If the percentages entered do not add up to 100%, then an error message box appears. Amend the percentages as appropriate.
- In the **Allocate to** box on the *Enter Allocation Journal Information Screen* you will then see the allocation.
- Select **OK** when finished. The *Journal Maintenance Screen* appears for you to enter further journals in the batch.
- If you select **Close** and then look at the *List GL Transaction Screen* for the transaction you have just entered you will see how the transaction has been created for you.

### Deleting an Account to Allocate to

It may be that you have incorrectly entered an account to allocate to, so to delete this account, follow these steps:

On the *Enter Allocation Journal Information Screen*:

- In the **Allocate To** box highlight the account
- Select **Delete**. The account then disappears from the list

## 4.2.4 Entering a Reallocation Journal

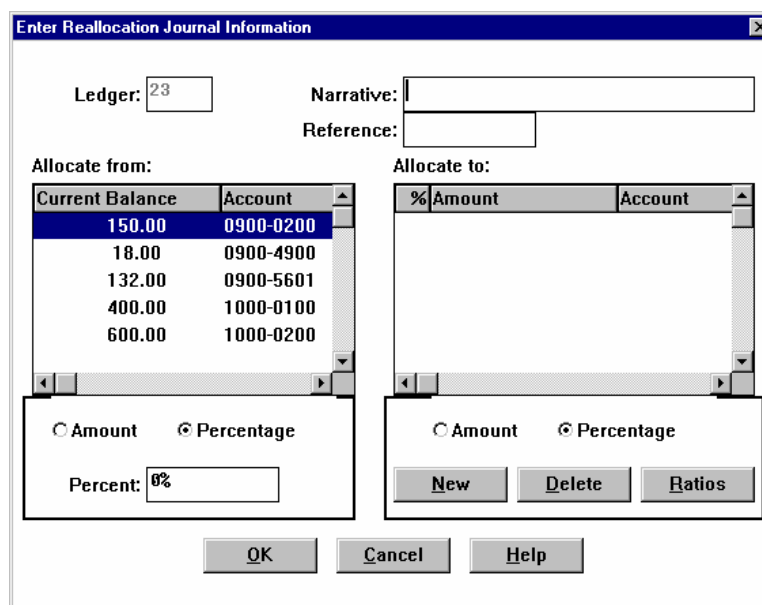
You can re-allocate a given amount or percentage from the current balance of a cost centre or account to one or more cost centres or account combinations. The amount for reallocation can then be re-allocated either by amount or percentage.

You would use this journal type to transfer transactions already posted, from one account to another. For example, clearing out your suspense account at the end of the month.

To enter a reallocation journal, follow these steps:

- On the *Journal Maintenance Screen*, enter the transaction type as **REALLOC - Reallocation Journal**
- Ensure that all other journal header details are entered correctly.
- Select **Save** and then the *Enter Reallocation Journal Information Screen* appears:

Figure 4-11 Enter Reallocation Journal Information Screen



4. Enter the **Narrative** for this journal. If you do not enter a description then the system will automatically insert one for you.
5. Enter the **Reference** for the transactions.
6. On the left hand side of the screen in the **Allocate from** box all accounts with a current balance are listed. Highlight the account which you wish to reallocate.
7. Then select **Amount** or **Percentage** according to how you want to reallocate to other accounts  
**Amount** - allocates a particular amount  
**Percentage** - allocates a percentage of the current balance
8. If you select **Amount**, enter the amount for reallocation. If you select **Percentage**, enter the percentage you want to reallocate.
9. Then select **New** to select the accounts you want to allocate to. The *Select Account / Cost Centres to Allocate to Screen* appears.
10. Enter the **Cost Centre** and **Account**.
11. Then select **New** to add further cost centre and account combinations.
12. Then select **Amount** or **Percentage** according to how you want to reallocate the amount.
13. If on a **Percentage** basis, when you have entered all the accounts, select **Ratios**. The *Reallocation Percentages Screen* appears. Enter the percentages and select **OK** when finished.  
 If on an **Amount** basis, when you have entered all the accounts, select **Amounts**. The *Reallocation Amounts Screen* appears. Enter the amounts and select **OK** when finished.
14. Select **OK** when the reallocation has been entered.

If you need to delete an account to be reallocated to, then simply highlight the account and select **Delete**.

### 4.2.5 Foreign Exchange Revaluations

This journal type can only be used if the currency revaluation account has been set up and initialised. The purpose of this journal type is to revalue a foreign currency account and then debit or credit the currency revaluation account with the amount of the revaluation.

As each foreign currency transaction for a foreign account is processed it will store the amount in the foreign and the base currency.

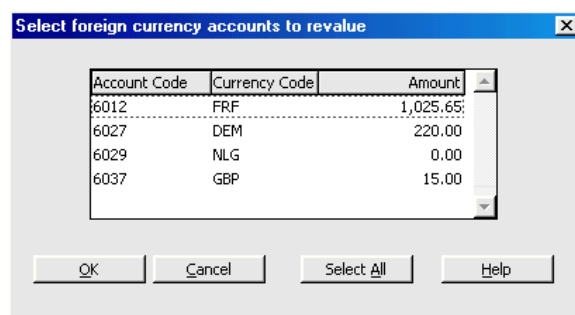
Where accounts are held in a foreign currency the posting is made in both base and foreign currency. Where a discrepancy between the two balances exists at a prevailing rate, a revaluation on the account needs to take place. The necessary transactions are created which will update the balances when the journal is eventually posted.

If this process is being run as part of the month end, the transactions will be posted immediately.

To enter a Foreign Exchange Revaluation follow these steps:

1. From the *Journal Maintenance Screen*, select transaction type REVAL - Foreign Exchange Revaluation
2. Enter all other journal header details, the currency should be your base currency.
3. Select **Save**.
4. The *Select Foreign Currency Accounts to Revalue Screen* appears:

Figure 4-12 Select Foreign Currency Accounts to Revalue Screen



Account Code	Currency Code	Amount
6012	FRF	1,025.65
6027	DEM	220.00
6029	NLG	0.00
6037	GBP	15.00

Buttons: OK, Cancel, Select All, Help

5. Highlight the account you want to revalue or select **Select All** to revalue all foreign currency accounts.
6. Then select **OK**. The *Select the Cost Centre for this Revaluation Screen* appears:

Figure 4-13 Select Cost Centre for this Revaluation Screen

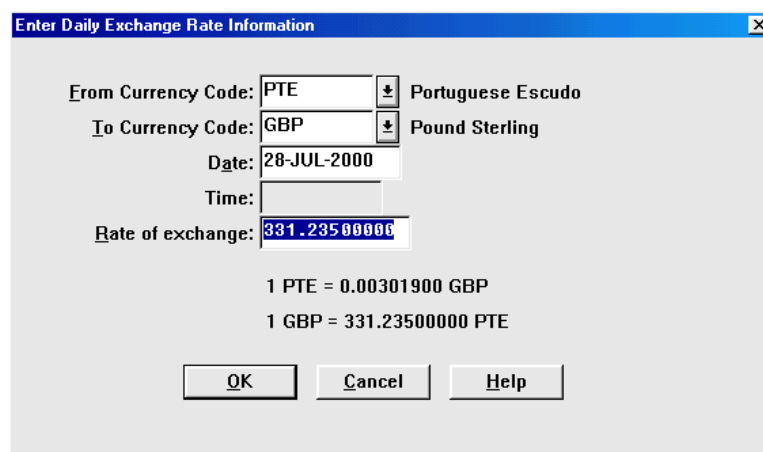


Cost Centre: 2300 Belgium, General

Buttons: OK, Cancel, Help

7. Select the **Cost Centre**, this will be a department in your own ledger.
8. Then select **OK**. If a daily exchange rate for that currency has not been input then the *Enter Daily Exchange Rate Information Screen* appears:

Figure 4-14 Daily Exchange Rate Information Screen



From Currency Code: PTE Portuguese Escudo

To Currency Code: GBP Pound Sterling

Date: 28-JUL-2000

Time:

Rate of exchange: 331.23500000

1 PTE = 0.00301900 GBP

1 GBP = 331.23500000 PTE

Buttons: OK, Cancel, Help

9. Enter the **Rate of Exchange**. If a daily rate has been entered then a message will appear giving you the latest rate of exchange, and asks if you want to use this rate.

If you select No then the *Enter Daily Exchange Rate Information Screen* appears for you to input the rate.

If you select Yes then the journal is created.

10. Select **Save** then **Close**
11. The journal for the revaluation is then created for you.

## 4.3 Editing a Batch

A batch can be edited at any time until it has been posted.

### 4.3.1 Editing a Batch Header

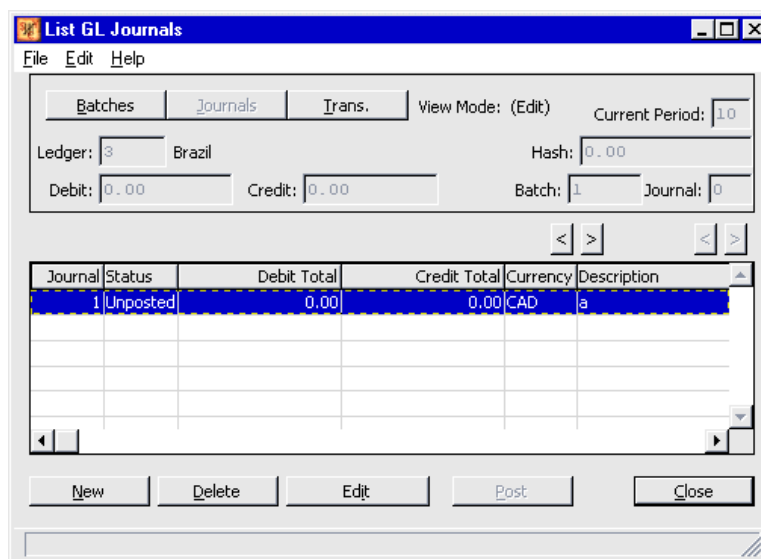
To edit the batch header details, follow these steps:

1. From the *List GL Batch Screen*, highlight the batch you want to edit. Select **Edit**.
2. The *Batch Maintenance Screen* will then appear. You can then change the batch description, the hash total or the batch date.
3. To accept your changes select **Save**.

### 4.3.2 Editing a Journal Header

To edit the journal header details, follow these steps:

1. From the *List GL Batch Screen* highlight the batch you want to edit.
2. Select **Journals**. The *List GL Journal Screen* appears:



Journal	Status	Debit Total	Credit Total	Currency	Description
1	Unposted	0.00	0.00	CAD	a

Figure 4-15 List GL Journal Screen

3. Highlight the Journal you want to edit and select **Edit**
4. The *Journal Maintenance Screen* appears. You can then amend the description, subsystem, transaction type or currency.
5. Select **Save** to accept your changes, and **Close**.

### 4.3.3 Editing a Transaction

To edit a transaction, follow these steps:

1. From the *List GL Transaction Screen* highlight the transaction you want to edit, and Select **Edit**
2. You can then amend the details you want to change
3. Select **Save** to accept your changes.
4. Select **Close** .

If you want to edit another transaction, without returning to the *List GL Transaction Screen*, you can select:

PgUp	For the previous record
PgDn	For the next record
Ctrl & PgUp	For the first record
Ctrl & PgDn	For the last record

This applies also in the *Journal Maintenance Screen* and the *Batch Maintenance Screen*.

## 4.4 Adding Transactions to an Existing Batch

To add transactions to an existing batch, follow these steps:

1. From the *List GL Batch Screen* highlight the unposted batch you want to add to. Select **Trans.**
2. The *List GL Transaction Screen* appears. Select **New**.
3. Enter the transaction details, and select **Save**.
4. Enter the rest of the transactions, saving them as you go.
5. Select **Close** when you have finished.
6. When you add transaction to an existing batch you may need to amend the batch hash total. For details of how to amend the batch hash total in the batch header see 4.3.1 above.

## 4.5 Posting a Batch

A batch is checked for valid dates at the time of entry and at the month end any unposted batches are highlighted. Before posting the batch will be re-checked for a valid date.

PETRA will not allow you to post a batch which does not balance or where the hash total does not agree with the total of the debits and credits.

The month end procedures cannot be run until all unposted batches with a date in the month being processed have been posted.

When you have completed the entry of a batch and are satisfied that it has been entered correctly, then post the batch, following these steps:

1. From the *List GL Batch Screen* , highlight the batch you want to post. Select **Post** .
2. A message will appear to ask you to confirm that you do want to post the batch. Select **Yes**.
3. If the batch total does not match the hash total then an error message will appear. You should then amend the hash total or the transactions in the batch, whichever is wrong.
4. The Transaction Posting Register will then be printed for the posted batch.

## 4.6 Deleting a Batch

You cannot delete a batch once it has been posted. The way to correct a posted batch is to enter another batch.

To delete an uposted batch, follow these steps:

1. From the *List GL Batch Screen*, highlight the batch you want to delete.
2. Select **Delete**.
3. A message box will appear asking you to confirm the deletion.
4. The batch will then be deleted and the status of the batch will be shown as cancelled.

## 4.7 Recurring Batches

A recurring batch can be used when the same transactions need to be entered regularly. You can change some of the details, and the dates will always be different, but many of the details remain the same each month, for example payroll, salaries, taxes.

First of all you create a recurring batch, then you generate an ordinary batch from the recurring batch. Once you have created a recurring batch you may copy this batch at any time to the ordinary batch file. In PETRA this copying is called "Submit".

A recurring batch can contain several journals. When submitted to the General Ledger this recurring batch will still have several journals.

Recurring batches can use accounts which have Analysis Attributes attached. These Analysis Attributes will be copied to the General Ledger when submitted.

If you submit a recurring batch to an inactive account or cost centre, then a message will ask if you still want to use the inactive code. If you answer No, then the submit is cancelled. If you say Yes, then the inactive account is used.

### 4.7.1 Creating a Recurring Batch

To create a recurring batch follow these steps:

1. Select Ledger then GL Batch then Recurring. The *List Recurring Batch Screen* appears:

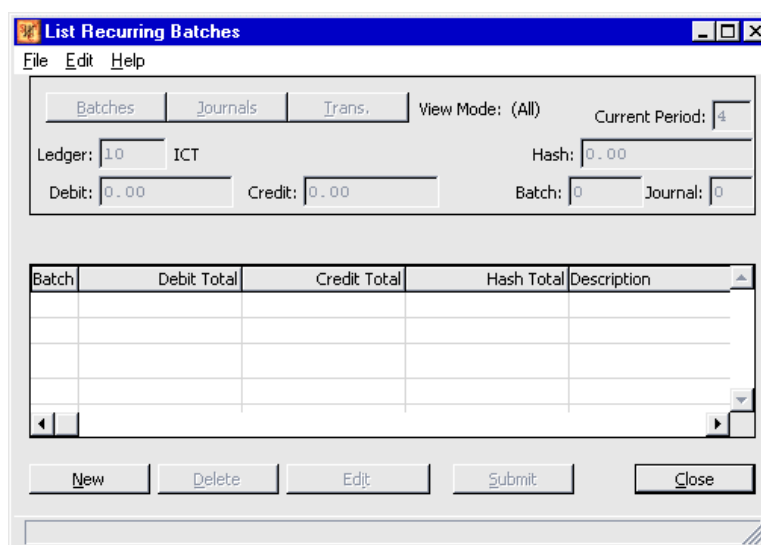
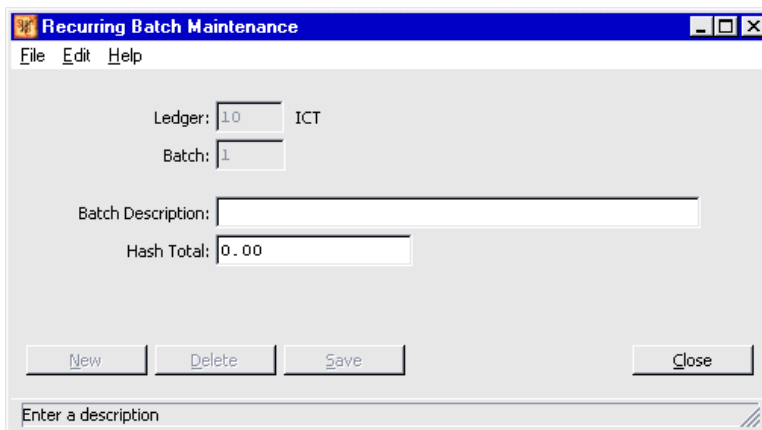


Figure 4-16 List Recurring Batch Screen

2. Select **New**. The *Recurring Batch Maintenance Screen* appears:

Figure 4-17 Recurring Batch maintenance Screen



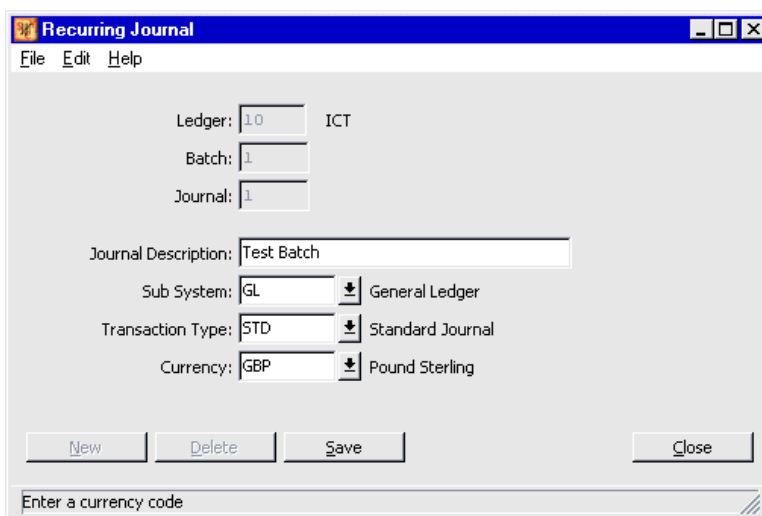
The screenshot shows the 'Recurring Batch Maintenance' window. It has a menu bar with 'File', 'Edit', and 'Help'. The main area contains the following fields:

- Ledger: 10 ICT
- Batch: 1
- Batch Description: (empty text box)
- Hash Total: 0.00

At the bottom, there are four buttons: 'New', 'Delete', 'Save', and 'Close'. Below the buttons is a status bar that says 'Enter a description'.

3. Enter the **Batch Description** and the **Hash Total**. Then select **Save**.
4. The *Recurring Journal Screen* appears:

Figure 4-18 Recurring Journal Screen



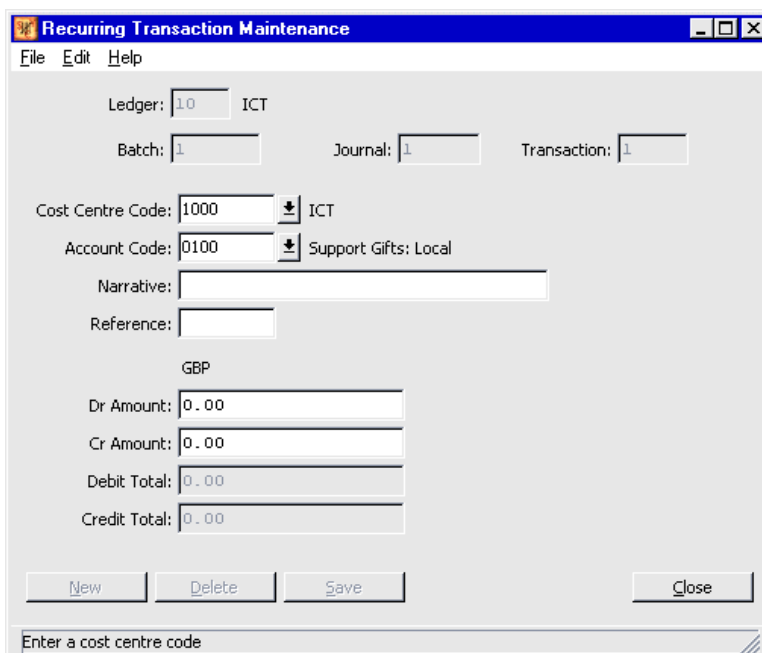
The screenshot shows the 'Recurring Journal' window. It has a menu bar with 'File', 'Edit', and 'Help'. The main area contains the following fields:

- Ledger: 10 ICT
- Batch: 1
- Journal: 1
- Journal Description: Test Batch
- Sub System: GL (dropdown arrow) General Ledger
- Transaction Type: STD (dropdown arrow) Standard Journal
- Currency: GBP (dropdown arrow) Pound Sterling

At the bottom, there are four buttons: 'New', 'Delete', 'Save', and 'Close'. Below the buttons is a status bar that says 'Enter a currency code'.

5. Enter the **Journal Description**, the **Subsystem**, the **Transaction Type** and the **Currency**.
6. Select **Save**. The *Recurring Transaction Maintenance Screen* appears:

Figure 4-19 Recurring Transaction Maintenance Screen



The screenshot shows the 'Recurring Transaction Maintenance' window. It has a menu bar with 'File', 'Edit', and 'Help'. The main area contains the following fields:

- Ledger: 10 ICT
- Batch: 1
- Journal: 1
- Transaction: 1
- Cost Centre Code: 1000 (dropdown arrow) ICT
- Account Code: 0100 (dropdown arrow) Support Gifts: Local
- Narrative: (empty text box)
- Reference: (empty text box)
- GBP
- Dr Amount: 0.00
- Cr Amount: 0.00
- Debit Total: 0.00
- Credit Total: 0.00

At the bottom, there are four buttons: 'New', 'Delete', 'Save', and 'Close'. Below the buttons is a status bar that says 'Enter a cost centre code'.

7. Enter the **Cost Centre, Account Code, Narrative and Reference**.
8. Enter the **Transaction Amount** under debit or credit as appropriate.
9. Select .
10. Then select  to enter the rest of the transactions in this batch. Select  after each entry.
11. Select  to delete a transaction if required.
12. Check that the total of the debits is equal to the total of the credits, this is shown in the two boxes at the bottom on the left side of the screen.
13. Select  when finished.

### 4.7.2 Submitting a Recurring Batch to the GL

To submit a recurring batch to the GL follow these steps:

1. From the *List Recurring Batch Screen* highlight the batch you want to submit.
2. Select Submit.
3. The *Enter the General Ledger Batch Date to Use Screen* appears:

Figure 4-20 General Ledger Batch Date to Use Screen



4. Enter the **Date** you want to use. Select .
5. A message box will appear to confirm that the submit process has been completed. Select .
6. Select  to exit from this screen. PETRA then takes you to the main *Finance Screen*.
7. Select **Ledger** then **GL Batch** then **Current**.
8. The *List GL Batch Screen* appears. The recurring batch will be shown in the list of batches as unposted.
9. You can view the journals or transactions by highlighting the batch and then selecting **Journals** or **Trans**.
10. You can edit, delete or post this batch as normal. See earlier sections of this chapter for full details.

## 4.8 Reversing a Batch or a Journal

This function is used to reverse a posted batch or a journal. It may be that you have entered a journal wrongly and want to reverse it out, or maybe you want to reverse a batch of accrued expenses or prepayments, etc.

For all transactions belonging to the journal being reversed, a new transaction is created with a new journal key. All details of the original transaction are copied to the new transaction, the old journal key is moved to the narrative field. The debit or credit indicator is reversed.

Once you have reversed a batch, post it and then enter a new GL batch with the correct transactions.

### 4.8.1 Reversing a Batch

To reverse a batch which has been posted, follow these steps:

1. From the *List GL Batch Screen* highlight the batch you want to reverse
2. From the menu at the top of the screen, select **Edit**, then **Reverse Batch**
3. The *Enter the Date Screen* appears. Enter the date you want to use.
4. Select **OK**. PETRA then creates a batch with the transactions reversed from the selected batch. This batch automatically appears for you in the *List GL Batch Screen*
5. Then post this batch.

### 4.8.2 Reversing a Journal

To reverse a journal which has been posted, follow these steps:

1. From the *List GL Journal Screen* highlight the journal you want to reverse
2. From the menu at the top of the screen, select **Edit**, then **Reverse Journal**
3. The *Enter the Date Screen* appears. Enter the date you want to use.
4. Select **OK**. PETRA then creates a journal with the transactions reversed from the selected journal. This batch then automatically appears for you in the *List GL Batch Screen*
5. You can edit this batch and post as normal

## 4.9 Find Batches or Transactions

### 4.9.1 Finding Batches

1. Go to the appropriate *List GL Batch Screen*, depending on whether you want to search batches from current periods, previous periods or previous years.
2. From the menu bar of the *List GL Batch Screen* select **Edit** then **Find**. The *Batch Find Screen* appears:

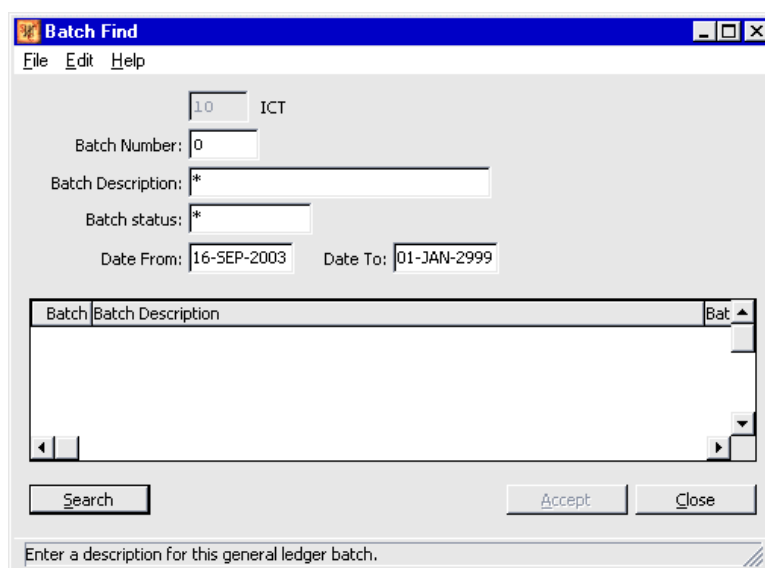


Figure 4-21 Batch Find Screen

3. You can search using one or more of the fields, Batch Number, Batch Description, and Batch Status, and/or a date range. The \* wildcard can be used to refer to any number of characters. So,

for example, if we entered `fee*` in the Batch Description box it would search for all batches with a description starting with “fee”. Once you have entered your search criteria click the Search button.

4. To go to a particular batch so that you can view or edit it, select the batch in the list and select Accept.

## 4.9.2 Finding Journals

1. Go to the appropriate *List GL Batch Screen*, depending on whether you want to search journals from current periods, previous periods or previous years.
2. Select Journals.
3. From the menu bar, select Edit then Find. The *Journal Find Screen* appears.
4. This screen works in the same way as the *Batch Find Screen*.

## 4.9.3 Finding Transactions

1. Go to the appropriate *List GL Batch Screen*, depending on whether you want to search transactions from current periods, previous periods or previous years.
2. Select the Trans. button.
3. From the menu bar select Edit then Find. The *Transaction Find Screen* appears:

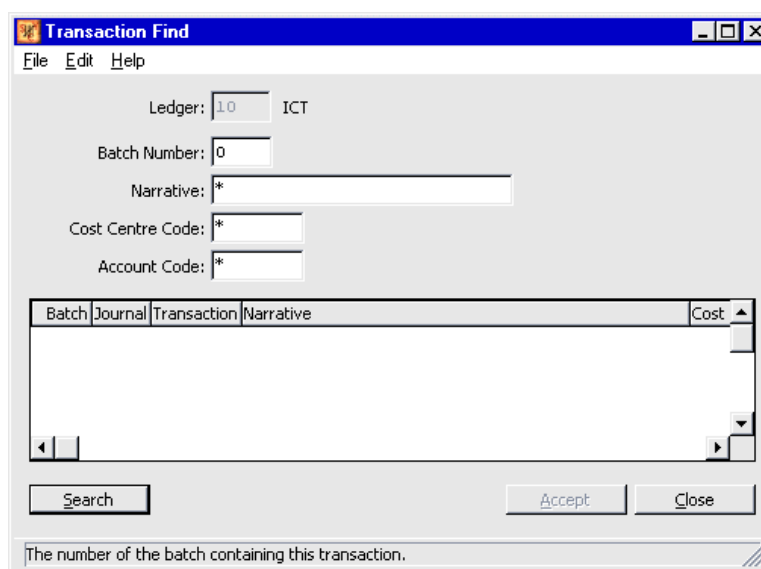


Figure 4-22 Transaction Find Screen

4. This Find Screen works in the same way as the *Batch Find screen* but here you can search by Batch Number, Narrative, Cost Centre Code, and/or Account Code.

## 4.10 Printing Batch Details

### 4.10.1 Reprinting a Posting Register

When you post a batch the General Ledger Transaction Posting Register will automatically be printed. To reprint a Posting Register, follow these steps:

1. In the *List GL Batch Screen*, highlight the batch you want to reprint.
2. From the menu at the top of the screen, select File then Reprint Posting Register

### 4.10.2 Printing Details of a Journal

To print out the details of a journal, follow these steps:

1. From the *List GL Batch Screen*, select **All**, to show all the batches entered into the system.
2. Highlight the batch which contains the journal you want to print.
3. Select **Journals**.
4. Highlight the Journal you wish to print.
5. Select **Trans.** The *List GL Transaction Screen* appears.
6. From the menu bar, select **File** then **Print**

### 4.10.3 Printing a List of all Batches

To print a list of all batches on the system, follow these steps:

1. From the *List GL Batch Screen* select whether you want to print the batches available for Posting, Editing or All
2. From the menu, select **File** then **Print**

## 4.11 Importing Transactions

There is a facility in PETRA to import transactions from another file into the PETRA system.

Firstly, you must create the Import File in the correct format and then you must transfer the file into PETRA.

### 4.11.1 Creating the Transactions Import file

To create the Import File, follow these steps:

1. Use Excel or another Spreadsheet package to create your file
2. The spreadsheet must have the following columns in this order:
  - a Cost Centre
  - b Account Code
  - c Narrative
  - d Reference
  - e Transaction Date – The date must be entered in the same format as you would enter it on the screens. The slashes (/) are optional.
  - f Debit Amount - The amounts should be entered as a normal numeric including the decimal point if applicable. E.g. 200, 200.00 or 200.87 are all valid, for GBP 200 enter 200 or 200.00
  - g Credit Amount
  - h Analysis Type (if applicable)
  - i Analysis Value (if applicable)

Any fields that are not required can be left blank. The spreadsheet will save a blank as two commas, one directly after the other.

3. Repeat steps h and i, adding additional entries, as many times as necessary, for each Analysis Attribute associated with the account. The import will fail if this data is missing where it needs to be included.
4. Then save as text or csv format.

For example, your Spreadsheet should be similar to the following:

2400	4405	Fuel Expenses	PDB	24/01/98	250		REGNO	E583 UNA
2400	6200	Fuel Expenses	PDB	24/01/98		250		

This will be the Resulting File in the comma delimited format:

2400,4405,Fuel Expenses,PDB,24/01/98,250,,REGNO,E583 UNA

2400,6200,Fuel Expenses,PDB,24/01/98,,250

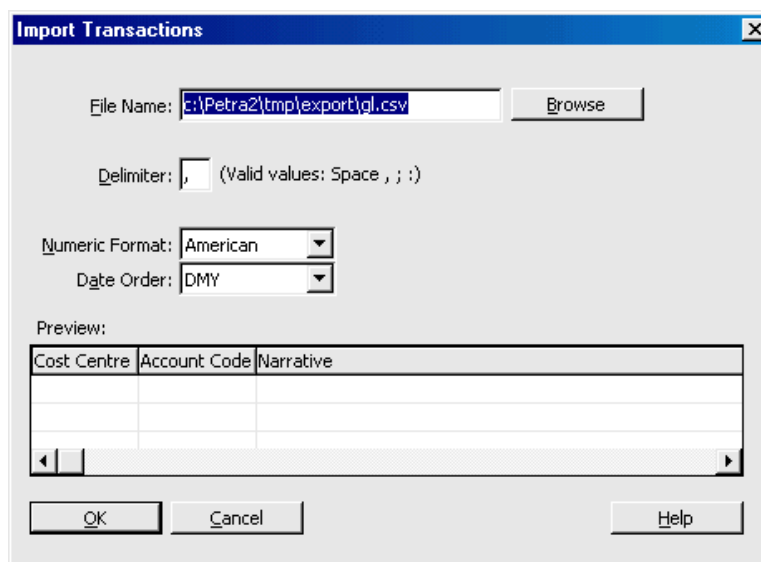
(Dates are shown in day/month/year order for this example).

### 4.11.2 Importing a File of GL Transactions into PETRA

To import a file of GL Transactions, from the *List GL Transaction Screen*, from the menu, select *File* then *Import*. Then follow the steps in the next section.

### 4.11.3 Importing a File into PETRA

1. To import a file into PETRA, when you select the appropriate option, the *Import Transactions Screen* appears:



The screenshot shows the 'Import Transactions' dialog box. It has a title bar with 'Import Transactions' and a close button. Inside, there is a 'File Name' field with the text 'c:\Petra2\tmp\export\gl.csv' and a 'Browse' button. Below this is a 'Delimiter' field with a dropdown arrow and the text '(Valid values: Space , ; :)'. Then there are two dropdown menus: 'Numeric Format' set to 'American' and 'Date Order' set to 'DMY'. A 'Preview' section contains a table with three columns: 'Cost Centre', 'Account Code', and 'Narrative'. The table is currently empty. At the bottom are three buttons: 'OK', 'Cancel', and 'Help'.

Figure 4-23 Import Transactions Screen

2. Enter the **File Name** or select *Browse* to select a file through the graphic interface.
3. Enter the field **Delimiter** value. Valid values are comma (,), colon (:), semi-colon (;), space. If a space is used then all character fields need to be enclosed in quotes (").
4. **Numeric Format** select either American or European number formats. American is xx,xxx.xx (a comma is the thousands separator and a full stop is the decimals separator). European is xx.xxx,xx (a full stop is the thousands separator and a comma is the decimals separator). This is determined by how your computer has been set up, see your *Regional Settings* for numbers.
5. **Date Order** Select from the list the date format in your imported file. The choice is either *DMY* for DD-MM-YYYY or *MDY* for MM-DD-YYYY.
6. The first line of the import file will be previewed so that you can verify that it is the right file.
7. Select **OK** to commence the import.
8. A message box will appear to say that the import has been completed successfully.

You can then edit these transactions as normal.

The normal validation rules will be followed. The validation will fail if an analysis type and value are required and have not been supplied on the file.

If the validation does fail for any reason then the error and record number will be notified. All of the records on the import file will be rejected. The error will need to be corrected and the import started again from the beginning.

If either the cost centre or the account is marked as inactive then you will be asked if you still want to import these transactions.

If a cost centre or account code in the import file is not recognised, PETRA will first try to see if it should have an initial 0. If so, you will be asked if you want to accept this new value and continue, accept this value and perform any other conversions without further prompting, or cancel the import.

## 4.12 Importing Batches

There is a facility in PETRA to import batches from another file into the PETRA system. First you must create the Import File in the correct format and then you must transfer the file into PETRA. Your input file must contain the batch header, journal header and transaction details in the correct format.

The import routine will accept comments in the Import File. A comment is a line beginning with a # (hash) character, or /\* (forward-slash asterisk).

### 4.12.1 Creating the Import file

To create the Import File, follow these steps:

1. Use Excel or another Spreadsheet package to create your file
2. In the spreadsheet the first column must be either B, J or T.
  - B = Batch information
  - J = Journal information
  - T = Transaction information
3. For a Batch information the columns must be in the following order:

B	Batch description	Batch hash total	Effective date for the batch
---	-------------------	------------------	------------------------------

For a Journal information the columns must be in the following order:

J	Journal description	Sub system	Transaction type	Currency	Exchange rate to base	Effective date for the journal
---	---------------------	------------	------------------	----------	-----------------------	--------------------------------

For a Transaction information the columns must be in the following order (see notes below):

T	Cost centre	Account code	Narrative	Reference	Transaction Date	Debit Amount	Credit Amount	Analysis Type (if applicable)	Analysis Value (if applicable)
---	-------------	--------------	-----------	-----------	------------------	--------------	---------------	-------------------------------	--------------------------------

**Cost Centre** - This must be a character field so that 0500 is on the file and not 500

**Account Code** - This must be a character field.

**Transaction Date** – The date must be entered in the same format as you would enter it on the screens. The slashes (/) are optional.

**Debit Amount** or **Credit Amount** - The amounts should be entered as a normal numeric including the decimal point if applicable. E.g. 200, 200.00 or 200.87 are all valid. For GBP 200 enter 200 or 200.00

**Analysis Type and Analysis Value** Enter the Analysis Type and Value. Repeat these entries, adding additional pairs of columns, as many times as necessary, for each Analysis Attribute associated with the account. The import will fail if this data is missing where it needs to be included.

Any fields that are not required can be left blank. The spreadsheet will save this as two commas one directly after the other.

4. Then save as text or csv format.

For example, your Spreadsheet should be similar to the following:

B	Foreign Cash	1,000.00	20/08/98				
J	FF cash	GL	STD	FRF	9.97	20/08/98	
T	2300	0200	Donation received	FF Cash	20/08/98		1,000.00
T	2300	4410	Public transport bus fares	FF Cash	20/08/98	345.00	
T	2300	4350	Food	FF Cash	20/08/98	243.90	
T	2300	4100	Sketchboard materials	FF Cash	20/08/98	120.00	
T	2300	6001	Cash movement	FF Cash	20/08/98	291.10	

### 4.12.2 Importing the Batches into PETRA

To import a Batch File into PETRA, select **Ledger** then **GL Batch** then **Import**. Then follow the steps from the section 4.11.3, page 87, above.

## 4.13 Exporting Batches

You can export batches to another file for transmission to another accounting site. You can export every transaction in the batch or a summary of the transactions posted to each cost centre and account combination.

To export a batch, follow these steps:

1. Select **Ledger** then **GL Batch** then **Export**. The *Export Batches Screen* appears:

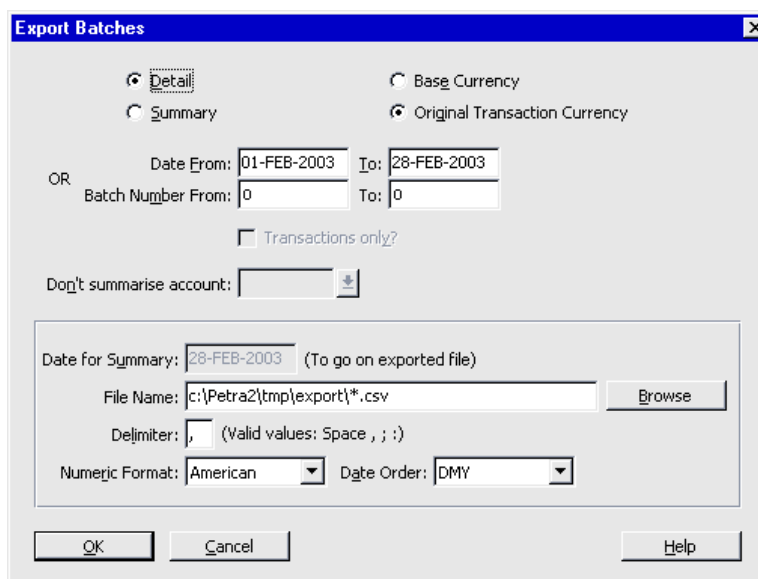


Figure 4-24 Export Batches Screen

2. Select **Detail** or **Summary** **Detail** will export all transaction details, including the original transaction date. **Summary** will export only cost centre and account totals, and the date will be the user defined date. If you select Summary, then all the transactions will be in one journal, unless the original batch had many journals in different currencies, in which case the original journals will be preserved.
3. Select whether you want the batch to be exported in the **Base Currency** or the **Original Transaction Currency**.
4. If you selected Summary above, enter the **Date for Summary** you want to be exported, this defaults to the end of the current period.
5. Select the **Dates** for the batches you want to export. This is the original batch date entered into your system.
6. Alternatively, select the **Batch Number** of the batches you want to export. Either the date range or the batch number range should be entered, not both. Type ? (a question mark) to clear the dates.
7. Then click the **Transactions only** box if you only want to export the transactions, not the batch and journal header details. You can export the Transactions only if you are exporting in the base currency.
8. **Don't summarise account** – You can select one account which will be exported in detail, while the rest of the accounts will be exported in summary.
9. **Date for summary** – input the date for the exported file.
10. Then enter the **Filename** to be used for your export. PETRA will default to a filename, select Browse to change this.
11. Then input the appropriate **Delimiter** value for your file.
12. Then input the **Numeric Format**, whether you want American (xxx,xxx.xx) or European (xxx.xxx,xx).
13. **Date Order** Select from the list the date format in your imported file. The choice is either DMY for DD-MM-YYYY or MDY for MM-DD-YYYY.
14. Select  when finished.

----- End of Chapter 4 -----

## Chapter 5 Gift Entry

### 5.1 Overview of Gift Receipting

An important administrative function of OM is the processing of gifts.

A gift can be made to any partner within the PETRA System, for example a field, project, or individual.

A gift can be designated for a specified purpose, for example Personal Support, Field Gift, Personal Gift, a gift for a particular project, etc.

In order to use the Gift Receipting System you must be familiar with the Partner section of PETRA. Full instructions for the use of the Partner system is in another section of this manual and will not be repeated here.

All gifts must be entered using the Gift Receipting System for the administration charges to be applied.

All gifts are entered in batches. A batch is made up of one or more gift transactions.

You can process a batch for the next month to prevent delays before closing the current month.

You can have any number of unposted batches at any time.

In a batch all dates must be within the same accounting period.

A batch total must match your hash total before the batch can be posted to the ledger. A hash total is a total of all the items you will be entering together.

A batch cannot be modified or deleted if it has already been posted. For a deleted batch, the header is only flagged as cancelled but not physically removed.

You can print a batch, both before and after it has been posted. If a summary report is requested it just gives batch header details.

When you post a gift batch to the Gift System it is automatically posted to the General Ledger system.

A history of giving for each donor and each recipient is available.

You can enter a gift with a negative value, or you can adjust or reverse transactions automatically. If you input a negative gift then a negative admin. grant will also be calculated.

#### 5.1.1 List Gift Screen

This screen has two different views: Batch and Transaction.

From the *List Gift Batch Screen* you can see the batches available for:

- Posting - The unposted batches which are ready to be posted, that is, the total matches the hash total.
- Editing - All unposted batches.
- All - Every batch including those which have been posted or cancelled.

To see the individual transactions, highlight the batch and then select *Gift Trans.*

In the *List Gift Screen* you can use the < and > buttons to move through the batches without returning to the previous screen.

## 5.1.2 Entering Other Receipts in a Gift Batch

You can enter other amounts received in the middle of a gift batch by setting up a specific motivation group for this income. See below for details.

## 5.1.3 Find Facility for Gifts

PETRA has a powerful search facility to enable you to find a gift that has been input into your system.

### 5.1.3.1 Finding a Gift Batch

To find a gift batch, follow these steps:

1. Select **Ledger** then **Gift Receipting** then **Gift Batch**. The *List Gift Batch Screen* appears.
2. From the menu bar, select **Edit** and then **Find**. The *Gift Batch Find Screen* appears
3. Select your criteria to search on.
4. Then select **Search**. All gift batches satisfying your selected criteria will be displayed.

### 5.1.3.2 Finding a Gift

To find a particular gift, follow these steps:

1. Select **Ledger** then **Gift Receipting** then **Gift Batch**. The *List Gift Batch Screen* appears.
2. Select **Gift Trans**. The *List Gift Screen* appears.
3. From the menu bar, select **Edit** and then **Find**. The *Gift Detail Find Screen* appears.
4. Select your criteria to search on.
5. Then select **Search**. All gifts satisfying your selected criteria will be displayed.

## 5.2 Motivation Codes

The motivation code determines the administration charges which are levied on the gift, and also determine the cost centre and account to which the income is posted.

Each motivation group contains motivation details, examples are shown in the following table:

Motivation Group	Motivation Detail
Gift	Personal Support Field
Sales	Literature Video Clothing
Ships	Fuel 10 million children Literature
Non Gift	ICH Transfer Cash from bank

See section 3.4.9, Admin Grants Payable, page 55 and section 3.4.10, Admin Grants Receivable, page 56 for details of how to set up the admin. charges to be applied.

The steps to be followed are:

1. Set up your Fees Payable and Fees Receivable
2. Then create the Motivation Group
3. Then create the Motivation Detail.

Each combination of motivation group and detail will have its own combination of admin. grants associated with it. Some combinations, for example ICH transfer, may have no associated admin. grants.

The admin. grants are calculated when the gift batch is posted to the gift system. Therefore the fees can be amended before the batch is posted, but not afterwards.

Only when the Motivation Group = Gift will there be a link to a recipient Partner. For any other Motivation Groups this link is not established, unless the recipient is a Key Ministry.

For any Motivation Detail it is possible to link it to a particular Key Ministry. If you do this then when you enter a gift to that Motivation the recipient will automatically be set to the appropriate Key Ministry. This helps simplify gift entry.

The Motivation Group Gift will already be created in your system, and within this group the following Motivation Details have been created:

	<b>Account Code</b>
Field	0200
Personal	0100
Support	0100
Undesignated	0300
Key Ministry	0400

To each of these Motivation Details the Fees Payable for International Administration and to Global Impact Fund have already been set up. You can edit all these details if required.

## 5.2.1 Print a list of Motivation Groups or Details

To Print a list of Motivation Groups or Details, follow these steps:

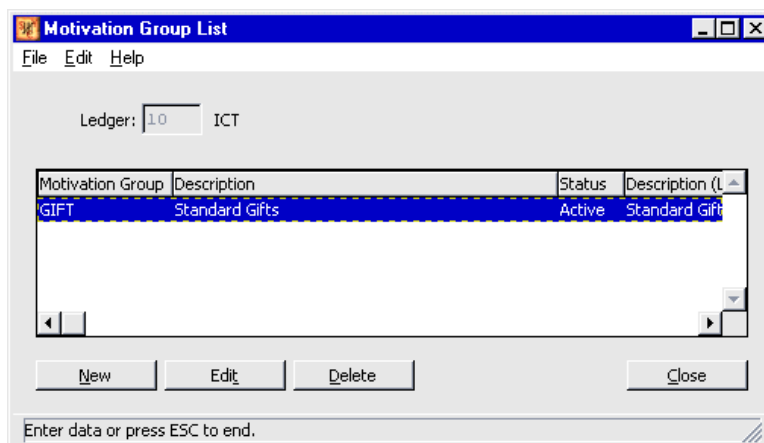
1. Select **Ledger** then **Gift Receipting** then **Motivation Group or Detail**. The *Motivation Group List Screen* appears.
2. From the Menu select **File** and then **Print**.
3. You will be given the option to print only active ones or all.

## 5.2.2 Setting Up a Motivation Group

To set up a Motivation Group, follow these steps:

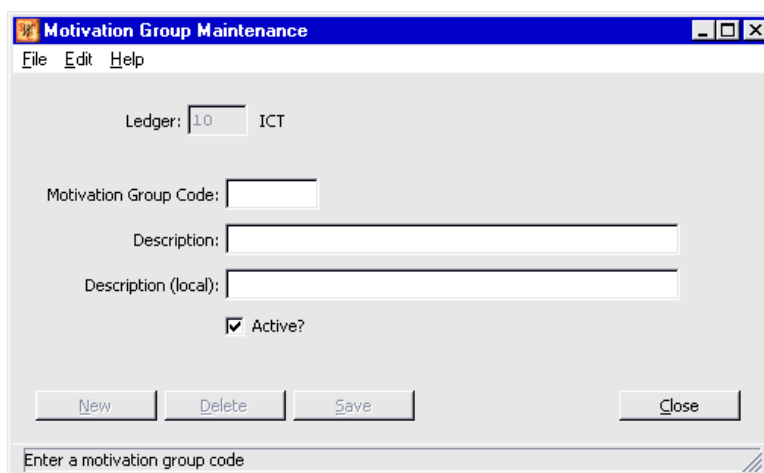
1. Select **Ledger** then **Gift Receipting** then **Motivation Group**. The *Motivation Group List Screen* appears:

Figure 5-1 Motivation Group List Screen



2. Select **New**. The *Motivation Group Maintenance Screen* appears:

Figure 5-2 Motivation Group Maintenance Screen



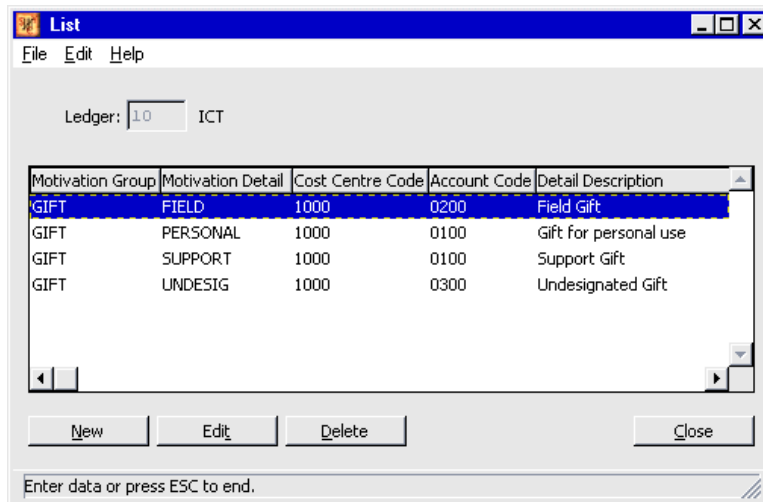
3. Enter the **Motivation Group Code**, maximum 8 characters
4. Enter the **Description** of the Group
5. **Description Local** – enter the description in your local language
6. **Active** if this box is selected then this group can be used. When a group is marked as Inactive then the group cannot be selected when inputting a gift.
7. Select **Save** .
8. Select **New** to enter more codes, **Delete** to remove a code, or **Close** to finish.

### 5.2.3 Adding, Editing or Deleting a Motivation Detail

To add, edit or delete a new Motivation Detail, follow these steps:

1. Select Ledger then Gift Receipting then Motivation Detail. The *Motivation Detail List Screen* appears:

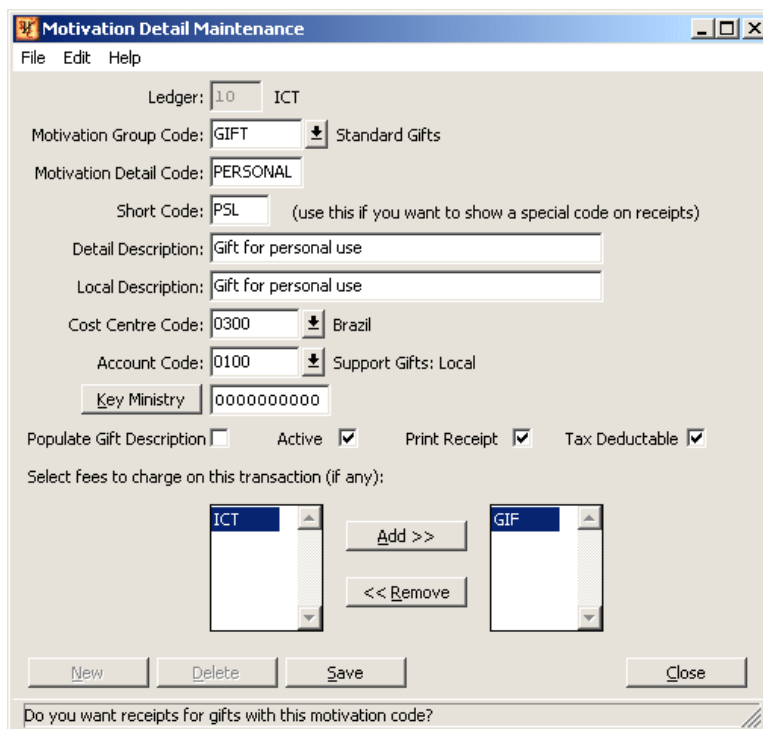
Figure 5-3 Motivation Detail List Screen



Motivation Group	Motivation Detail	Cost Centre Code	Account Code	Detail Description
GIFT	FIELD	1000	0200	Field Gift
GIFT	PERSONAL	1000	0100	Gift for personal use
GIFT	SUPPORT	1000	0100	Support Gift
GIFT	UNDESIG	1000	0300	Undesignated Gift

- To enter a new motivation detail, select **New** . To edit an existing one, highlight the group and detail combination that you require, and select the **Edit** button. (To delete a motivation detail, see the note at the end of this section.) The *Motivation Detail Maintenance Screen* appears:

Figure 5-4 Motivation Detail Maintenance Screen



- Select the **Motivation Group** to which this detail belongs.
- Motivation Detail Code** is the code for this motivation detail. The **Short Code** below it allows you to specify a very short code that can be printed on receipts.
- Enter a detailed **Description** for this Motivation Detail
- Description Local** – enter the description in your local language
- Select the **Cost Centre** and **Account Code** to which the gift transactions will be posted
- Enter a **Key Ministry** (you can enter the key manually or click on the button to find it) if you want to link this Motivation to a particular Key Ministry. If you do this then when you enter a gift you can select the Motivation without entering a recipient and the recipient will automatically be set to the Key Ministry that the Motivation is linked to.

9. If you click the **Populate Gift Description** box to show **X**, then the system puts the Detail Description entered in step 7 above in the Comments box on the *Gift Maintenance Screen* when that detail code is chosen.
10. If you want a Motivation Detail not to be used in future then click the **Active** box so that the check is removed and it will be marked as inactive. You cannot delete a Motivation Detail if it is being used anywhere on the system.
11. For some Motivation Details you may wish not to print a receipt. If this is the case then de-select the **Print Receipt** box. So a tick means that a receipt will be printed.
12. Select the **Fees to be Charged** on this transaction. Insert in the Right Hand Box all the Admin Grants to be charged on this combination. Highlight a fee and select Add to insert it. If you want to remove a grant, highlight the fee and select Remove.
13. Select **Save** when you have finished.

### Delete Motivation Detail

To delete a Motivation Detail, follow these steps:

1. From the *Motivation Detail List Screen* highlight the group and detail combination you want to delete.
2. Select **Delete**. You will be unable to delete this Motivation Detail if it is currently being used by the system.
3. Select **Close** when finished.

## 5.3 Entering a Gift Batch

Before entering a gift batch it is good accounting practice to calculate the total of all the gifts to be entered, this is called the batch hash total. This hash total acts as a check to ensure that you have entered the amounts of all the gifts correctly.

### 5.3.1 Entering a New Batch of Gifts

To enter a new batch of gifts, follow these steps:

1. Select Ledger then Gift Receipting then Gift Batch. The *List Gift Batch Screen* appears:

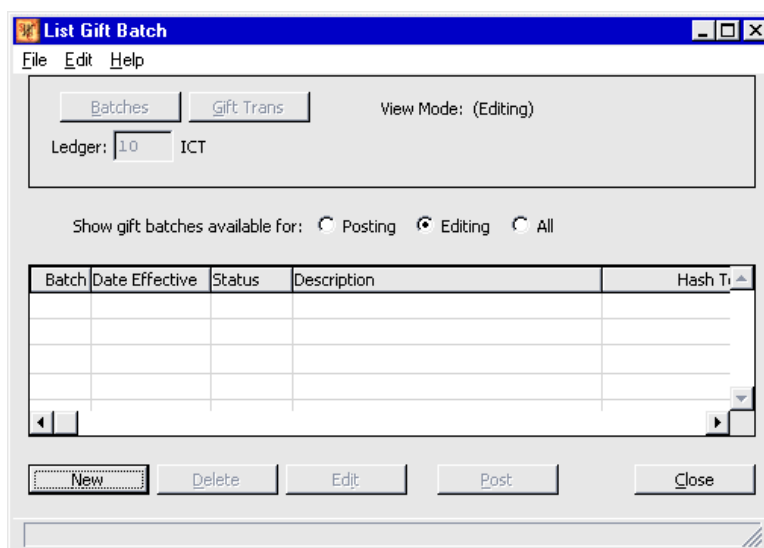
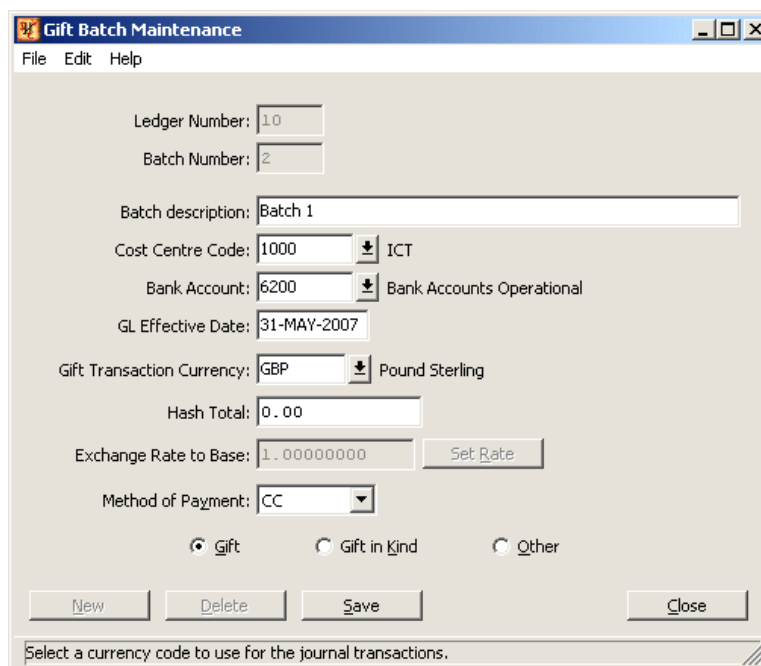


Figure 5-5 List Gift Batch

2. Select **New**. The *Gift Batch Maintenance Screen* appears:

Figure 5-6 Gift Batch Maintenance Screen



3. Enter or edit data as required.

#### Batch Description

**Cost Centre Code** – enter here the cost centre code for the bank account where the gifts will be deposited

**Bank Account Code** Enter the account code for the bank account where the gifts will be deposited. If you are entering a gift in kind then any account can be specified, not just a bank account.

**GL Effective Date** This is the date of the transaction, usually the date of the supporting documentation. The date defaults to the current day.

**Gift Transaction Currency** Enter the currency for your gift batch

**Hash Total.** If you leave the total as zero then the checks will not be carried out.

**Method of Payment** If a whole batch of gifts uses the same method of payment, then this can be set by selecting the method here. If this is done, then it is not necessary (or possible) to set the method for individual gifts (see below.)

Select the type of gift. All gifts in the batch must be of the same type. The options are:

#### Gifts

**Gifts in kind** (not cash but goods such as a vehicle)

**Other** (for example, reimbursements, fees)

4. Select **Save**. The *Gift Maintenance Screen* appears, so you can now enter the first gift:

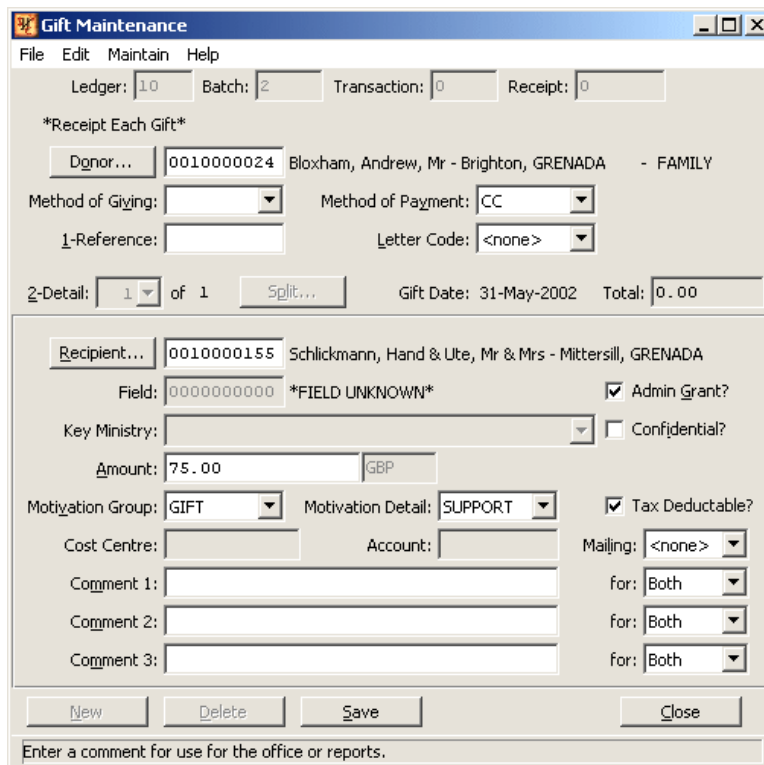


Figure 5-7 Gift Maintenance Screen

- The top line on the screen shows the Ledger you are using, the gift batch number, the transaction number and the receipt number. The receipt number is not allocated to the transaction until the batch is posted. Enter additional data as appropriate for the first gift.

Enter the **Donor** key. If you do not know the donor key, select Donor and this brings up the *Partner Find Screen*. Enter part of the name and then select Find to bring up all the matching possibilities, highlight the donor or enter the new donor. When you have selected your donor the system will automatically bring up the recipient details of the last gift given by this donor.

**Method of Giving** Select from this list the reason that the gift was received. This field is optional. See section 2.4, page 23, details of how to set up the Method of Giving. If the method of giving has already been set for the batch (see above) it cannot be changed here.

**Method of Payment** Select from the list the method of payment by the donor. This field is optional.

**Reference** - for your own use, such as the donor's cheque number or bank account number.

**Letter Code** This determines which letter should be sent to the donor. See the PARTNER USER GUIDE for further information about how to set up and edit these Form Letters.

**Recipient** Enter the recipient for this gift, by entering the key or clicking the Recipient button for a Find Screen. If the recipient is a new recruit see the following section. The recipient must either be OM-FAM (OMer or ExOMer types) or a UNIT (an OM fund or Key Ministry).

The **Field** where the gift will be posted to will be shown. If the recipient's field is incorrect then you can amend it in the Partner or Personnel system, see the relevant user guide for instructions of how to do this.

**Key Ministry** If the recipient entered was either a Field then this pick-list will be enabled. It will contain a list of all the active Key Ministries for the field specified. If a Key Ministry is selected from this list then the recipient key will change to the correct key for that Key Ministry.

**Admin Grants** Ensure this box is ticked. If this box is blank then only the ICT and GIF Admin Grants will be deducted from this gift; no other Admin Grants will be deducted. Only the highest level finance user has access to amend this box.

**Amount** Enter the amount of the gift. You can enter a negative amount if you need to correct a previous entry.

**Confidential** Click the box to show **X**, if the donor wishes the gift to be confidential. This will mean that the gift will be shown as “Anonymous” on the recipient’s gift report. On the donor’s report the gift will be marked “C”. On the gift receipt the gift will be marked as confidential. The full gift details will remain on the PETRA system. The recipient will not know who the gift was received from.

You can set the Anonymous donor flag on the Partner’s Finance Details Screen and then whenever a donor is selected, the confidential flag will be set automatically.

**Motivation Group and Detail.** The system default is *Gift*. The two boxes underneath will show the cost centre and account to which the gift will be posted.

**Tax deductible** Check this box if the tax can be reclaimed on this gift. The mechanism for this is different in different countries. Gifts marked as tax deductible here can be identified separately in receipts, etc.

**Mailing** – select from this list the particular mailing which led to the giving of this gift. Publications are added to this list in the Partner system, in Maintain Tables, Mailings.

**Comment** – there are 3 boxes for you to add extra information about the gift, for example there may have been instructions from the donor regarding the gift.

**For** - enter who is to see the comment; this could be donor, recipient, both donor and recipient, or office use only. This will determine on which reports the comment will appear. The setting needs to be “Office” if you do not want a receipt to print both the Motivation Detail and the Comment.

6. Click Save. If this is a new donor then you will be prompted with a message asking if you want to add subscriptions for the donor. Subscriptions are regular contributions to prayer letters or news sheets. You may ask the donor for a contribution to cover the cost of the production or postage of these mailings, or you may send this out free of charge.

If you want to add a subscription, then select **Yes**. If not, select **No**.

If you do not wish this question to come up in your ledger you may de-activate this from the *Gift Maintenance Screen* by selecting from the menu **Maintain** then **New Donor Warning**. Select the item again to re-activate it.

7. If you selected **Yes** then the *Subscription List Screen* appears. This is a screen from the Partner Module of PETRA, so see the PARTNER USER GUIDE for details of how to enter subscriptions.
8. Select **Save** and then select **New** to continue adding the batch of gifts.

### 5.3.2 Split Gifts

If there is another part to this gift from the donor, select **Split**. The donor details will be the same as for the gift just entered. Repeat the steps above for the next part of the gift. Continue until all parts of the gift from the donor have been entered.

If the last gift was a split, then the option to create all of the splits will be offered.

If an Omer’s field has changed since the previous split gift was entered then the updated field will be entered.

### 5.3.3 Entering Gifts for a New Recruit

It could be that you have received a gift for someone who has not yet joined OM. If this is the case then follow these steps:

1. Input the new recruit as a Partner.
2. Enter their field in the *Partner Edit Screen* as your office.
3. Their support can be posted to a suspense account in your own ledger until their field of service is known. Set up a Motivation Detail specifically for such cases.
4. When their field is known, enter a GL journal to transfer the amounts from your suspense account to their field. Alternatively you can amend with a gift adjustment batch.

### 5.3.4 Amending the Batch Hash Total

When changing the amount of a gift in an existing batch, you must remember to amend the batch hash total. To amend the batch hash total, follow these steps:

1. From the *List Gift Batch Screen* highlight the unposted batch you want to add to.
2. Select **Edit**
3. Amend the batch hash total
4. Select **Save**, then **Close**.

### 5.3.5 Adding Further Gifts to an Existing Gift Batch

If a batch of gifts has been created, but not posted, you may add further transactions to the batch. To add gifts to an existing batch, follow these steps:

1. From the *List Gift Batch Screen* highlight the unposted batch to which you want to add gift transactions.
2. Select **Gift Trans.**
3. Select **New**. The *Gift Maintenance Screen* appears.
4. Enter the gift transaction details.
5. Select **Save**.
6. Enter the rest of the transactions and select **Close** when finished.

### 5.3.6 Finding the Donor History

PETRA will display the history of giving for a particular donor, giving details of all gifts the partner has given to date, sorted in reverse order.

1. To look at the history of a donor, follow these steps:
2. Select **Ledger** then **Gift Receipting** and then **Donor History**. The *Gift List Screen* appears:

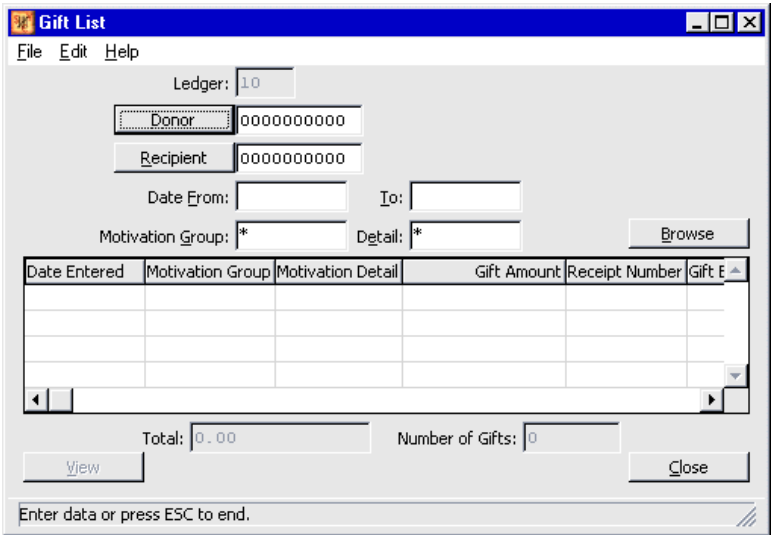


Figure 5-8 Gift List Screen

3. Enter the Partner key for the donor, or select Donor to take you to the *Partner Find Screen*.
4. You can enter the donor, the recipient, the dates and the motivation group or detail. If you do not enter these criteria then all gifts will be shown.
5. Select Browse when you have defined your criteria.
6. The *Gift Detail List Screen* shows the details of all gifts. Scroll to the right to see the full details for each gift.

If you want to look at the full details of an individual gift, select View and then you will see the *Gift Maintenance Screen* for that gift, in read-only mode.

You can also access the *Gift List Screen* from the *Gift Maintenance Screen* or the *Recurring Gift Maintenance Screen*. To do this, from the menu select Edit then Donor History.

### 5.3.7 Finding the Recipient History

PETRA will display the history of giving to a particular recipient, giving details of all gifts the partner has received to date, sorted in reverse order. To look at the history of a recipient, follow these steps:

1. Select Ledger then Gift Receipting and then Recipient History. The *Gift Detail List Screen* appears:

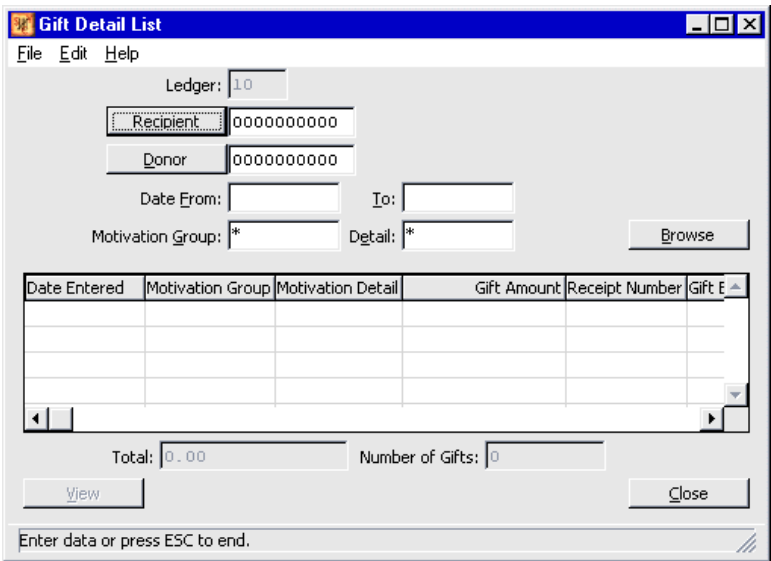


Figure 5-9 Gift Detail List Screen

2. Enter the Partner key for the recipient, or select *Recipient* to take you to the *Partner Find Screen*.
3. You can enter the recipient, the donor, the dates and the motivation group or detail. If you do not enter these criteria then all gifts will be shown.
4. Select *Browse* when you have defined your criteria.
5. The *Gift Detail List Screen* shows the details of all gifts, scroll to the right to see the full details for each gift.

If you want to look at the full details of an individual gift, select *View* and then you will see the *Gift Maintenance Screen* for that gift, in read-only mode.

You can also access the *Gift List Screen* from the *Gift Maintenance Screen* or the *Recurring Gift Maintenance Screen*. To do this, from the menu select *Edit* then *Recipient History*.

### 5.3.8 Donor Finance Details

To edit the Donor Finance Details whilst you are in the *Gift Maintenance Screen*, follow these steps:

1. In the *Gift Maintenance Screen* from the menu select *Maintain* then *Donor Finance Details*
2. This then takes you to the *Finance Related Details Screen* in the Partner Module, see the Partner User Guide for full details of this screen.

### 5.3.9 Donor Subscriptions

To edit the Donor Subscriptions whilst you are in the *Gift Maintenance Screen*, follow these steps:

1. In the *Gift Maintenance Screen* from the menu select *Maintain* then *Donor Subscriptions*.
2. This then takes you to the *Subscription List Screen* in the Partner Module. See the PARTNER USER GUIDE for full details of this screen.

## 5.4 Editing a Gift Batch

A batch of gifts can be edited at any time until it has been posted.

### 5.4.1 Editing a Gift Batch Header

To edit the gift batch header details, follow these steps:

1. From the *List Gift Batch Screen*, highlight the batch you want to edit. Select Edit.
2. The *Gift Batch Maintenance Screen* will then appear. You can then change the batch description, the bank account code, the hash total or the batch date.
3. To accept your changes select Save.

### 5.4.2 Editing a Gift Transaction

To edit a gift transaction, follow these steps:

1. From the *List Gift Batch Screen* highlight the batch you want to edit.
2. Select *Gift Trans*
3. The *List Gift Screen* appears. Highlight the transaction you want to edit. Select Edit

4. The *Gift Maintenance Screen* appears. You can then amend the details you want to change
5. Select **Save** to accept your changes, then **Close** .

If you want to edit another transaction, without returning to the *List Gift Batch Screen*, you can select:

Page Up	For the previous record
Page Down	For the next record
Control & Page Up	For the first record
Control & Page Down	For the last record

This applies also in the *Batch Maintenance Screen*.

## 5.5 Posting a Gift Batch

A gift batch is checked for valid dates at the time of entry and at the month end any unposted batches are highlighted. Before posting the batch is re-checked for a valid date.

PETRA will not allow you to post a batch where the hash total does not agree with the total of the debits and credits.

The month end procedures cannot be run until all unposted batches with a date in the current month have been posted or cancelled.

You will see that on the Gift Batch Detail report there is a column on the right marked “CNX”, this tells you whether the gift is Confidential, from a New donor or from an eX OMer.

### 5.5.1 Posting the Batch

When you have completed the entry of a gift batch and are satisfied that it has been entered correctly, then post the batch, following these steps:

1. From the *List Gift Batch Screen* , highlight the batch you want to post.
2. Select **Post**. A message will appear asking you to confirm that you do want to post the batch.
3. If the batch total does not match the hash total then an error message will appear. You should then amend the hash total or the transactions in the gift batch, whichever is wrong.
4. If the batch date is in a period later than the current period of the ledger then a message will appear which warns you that the batch date is not within the current accounting period, but is within the system limits. Select Yes or No as appropriate.
5. The batch will be posted to the General Ledger, and the Posting Register will be printed.
6. The Gift Batch Detail Report will then be printed.
7. Then the receipts and letters for this batch will be produced.

### 5.5.2 Printing Receipts

1. You do not have to print the gift receipts immediately. If you select **Cancel** from the *Start Print Job Screen* then the reports will be held in the Receipt Control table. See section 5.14, page 114, on Receipt Control.
2. The receipts are printed as one print job. No printing starts until all the receipts have been generated by the system. A status display of how the processing is going is given throughout the process. If the printing is interrupted, it can be restarted by specifying the page number to restart from.
3. If the donor does not have a current valid address then no receipt will be printed.

## 5.6 Deleting a Gift Batch

You cannot delete a batch once it has been posted.

To delete an unposted batch, follow these steps:

1. From the *List Gift Batch Screen*, highlight the batch you want to delete.
2. Select **Delete**.
3. A message box will appear asking you to confirm the deletion. after confirmation, the batch will then be deleted and the status of the batch will be shown as cancelled.
4. The way to correct a posted batch is to enter another batch. To do this you could use the export and import facility to help you in the creation of the new batch.

## 5.7 Recurring Gift Batches

A recurring batch can be used when the same set of gifts are entered regularly. You can change some of the details, and the dates will always be different, but many of the details remain the same each month. This function is particularly useful for regular standing orders, etc.

First of all you create a recurring gift batch then you generate an ordinary gift batch from the recurring gift batch. Once you have created a recurring gift batch you may copy this batch at any time to the ordinary gift batch file. In PETRA this copying is called "Submit".

### 5.7.1 Creating a Recurring Gift Batch

To create a recurring gift batch, follow these steps:

1. Select Ledger then Gift Receipting then Recurring Gift Batch. The *List Recurring Gift Batch Screen* appears:

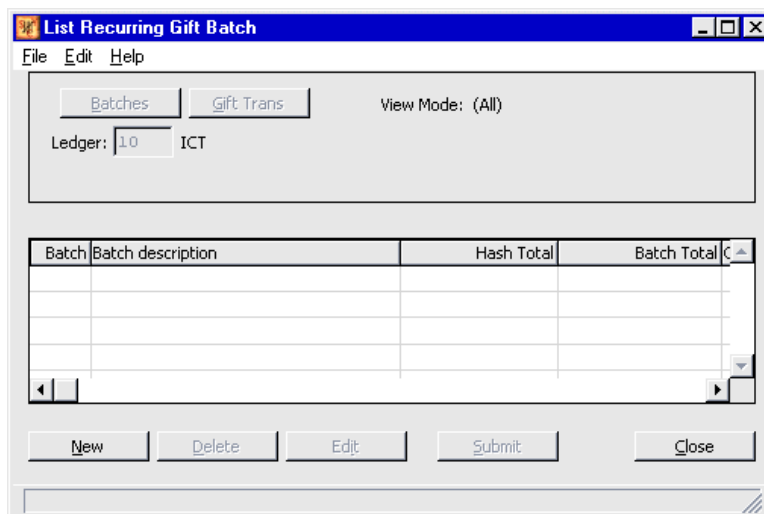
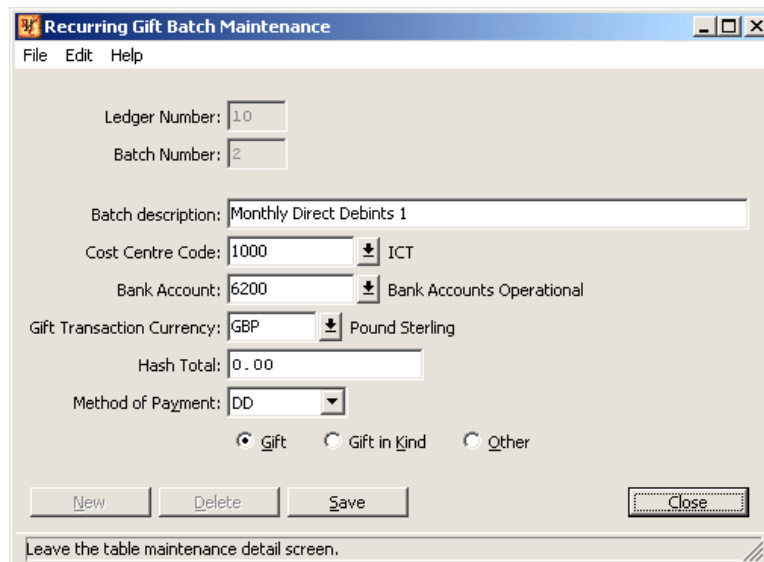


Figure 5-10 List Recurring Gift Batch Screen

2. Select **New**. The *Recurring Gift Batch Maintenance Screen* appears:

Figure 5-11 Recurring Gift Batch Maintenance Screen

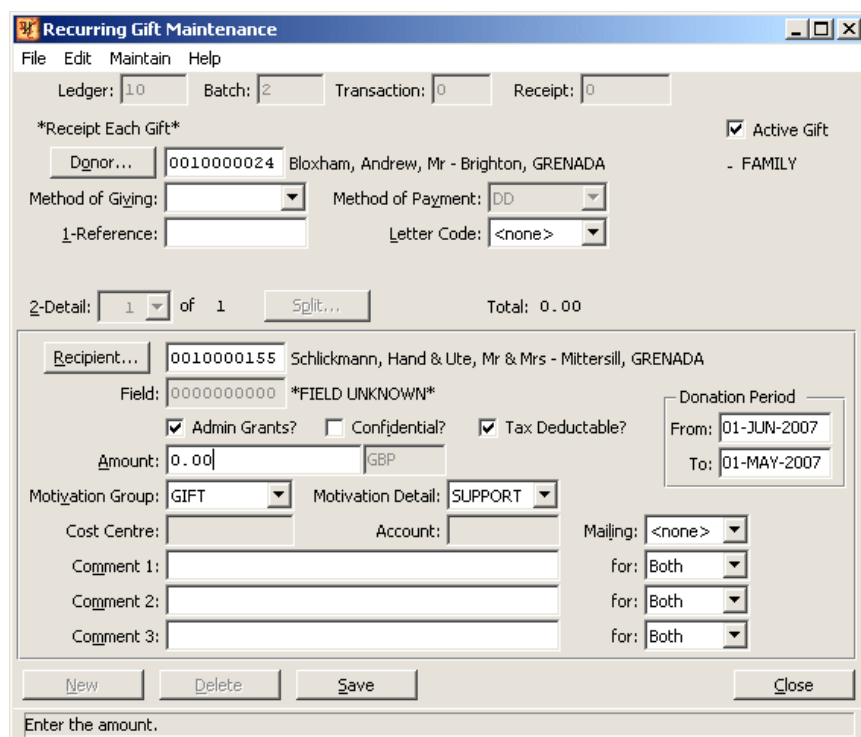


The screenshot shows the 'Recurring Gift Batch Maintenance' window. It contains the following fields and controls:

- Ledger Number:** 10
- Batch Number:** 2
- Batch description:** Monthly Direct Debits 1
- Cost Centre Code:** 1000 (dropdown arrow) ICT
- Bank Account:** 6200 (dropdown arrow) Bank Accounts Operational
- Gift Transaction Currency:** GBP (dropdown arrow) Pound Sterling
- Hash Total:** 0.00
- Method of Payment:** DD (dropdown arrow)
- Radio buttons:** ☒ Gift, ☐ Gift in Kind, ☐ Other
- Buttons:** New, Delete, Save, Close
- Status bar:** Leave the table maintenance detail screen.

3. Enter the **Batch description**, the account code for the **Bank Account** where the gifts will be deposited, the batch **Hash Total**, the **Gift Transaction Currency** and, if the same for the whole batch, the **Method of Payment**..
4. Select **Save**. The *Recurring Gift Maintenance Screen* appears:

Figure 5-12 Recurring Gift Maintenance Screen



The screenshot shows the 'Recurring Gift Maintenance' window with detailed gift entry information:

- Menu:** File, Edit, Maintain, Help
- Fields:** Ledger: 10, Batch: 2, Transaction: 0, Receipt: 0
- \*Receipt Each Gift\*:** ☒ Active Gift
- Donor...** 0010000024 Bloxham, Andrew, Mr - Brighton, GRENADA - FAMILY
- Method of Giving:** (dropdown), **Method of Payment:** DD (dropdown)
- 1-Reference:** (text), **Letter Code:** <none> (dropdown)
- 2-Detail:** 1 of 1, **Split...** button, **Total:** 0.00
- Recipient...** 0010000155 Schlickmann, Hand & Ute, Mr & Mrs - Mittersill, GRENADA
- Field:** 0000000000 \*FIELD UNKNOWN\*
- Checkboxes:** ☒ Admin Grants?, ☐ Confidential?, ☒ Tax Deductable?
- Amount:** 0.00 (text), GBP (dropdown)
- Donation Period:** From: 01-JUN-2007, To: 01-MAY-2007
- Motivation Group:** GIFT (dropdown), **Motivation Detail:** SUPPORT (dropdown)
- Cost Centre:** (text), **Account:** (text)
- Comments:** Comment 1, Comment 2, Comment 3 (text areas)
- Mailing:** <none> (dropdown), for: Both (dropdown), for: Both (dropdown), for: Both (dropdown)
- Buttons:** New, Delete, Save, Close
- Status bar:** Enter the amount.

5. This screen almost is the same as the *Gift Maintenance Screen*. See the section above, 5.3.1 Entering a New Batch of Gifts, for details of what to enter on this screen. However, there are two additional fields on the right that allow the **Donation Period** to be specified.
6. Select **Save** when all details have been input correctly
7. Then enter the rest of the transactions for this batch. Select **Save** after each entry.
8. Select **Close** when finished.

### 5.7.2 Submitting a Recurring Gift Batch to the Gift System

To submit a recurring gift batch to the gift system, follow these steps:

1. From the *List Recurring Gift Batch Screen* highlight the batch you want to submit.
2. Select **Submit**.
3. Enter the date for this batch. Select **OK**.
4. A message box will appear to confirm that the submit process has been completed. Select **OK**.
5. Select **Close** to exit from this screen. PETRA then takes you to the main *Finance Screen*.
6. Select **Ledger** then **Gift Receipting** then **Gift Batch**
7. The *List Gift Batch Screen* appears. A copy of the recurring batch will be shown in the list of batches as **unposted**.
8. You can view the transactions by highlighting the batch and then selecting **Gift Trans**.
9. You can now edit, delete or post this batch as normal. See earlier sections of this chapter for full details.

### 5.7.3 Editing a Recurring Gift Batch

This option is used when permanent changes are made to a recurring batch.

To change some details in a recurring batch, follow these steps:

1. Select **Ledger** then **Gift Receipting** then **Recurring Gift Batch**.
2. The *List Recurring Gift Batch Screen* appears, offering you the following choices.

#### Editing a Recurring Gift Batch Header

To edit a recurring gift batch header, follow these steps:

1. From the *List Recurring Gift Batch Screen* select **Edit**. The *Recurring Gift Batch Maintenance Screen* appears.
2. Edit the batch description, the bank account, the hash total or the currency.
3. Select **Save** and then **Close** when finished.

#### Editing Recurring Gift Batch Transactions

To edit the transactions in a recurring gift batch, follow these steps:

1. From the *List Recurring Gift Batch Screen* highlight the batch you want to edit.
2. Select **Gift Trans**. The *List Recurring Gift Screen* appears:

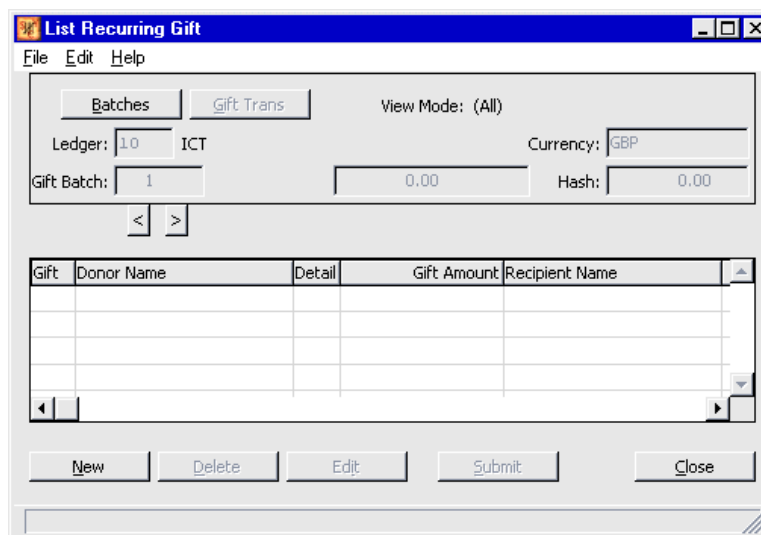


Figure 5-13 List Recurring Gift Screen

3. Select **Edit**. The *Recurring Gift Maintenance Screen* appears. Amend the details you want to change.
4. Select **Save** and then **Close** when finished.

### 5.7.4 Importing Recurring Gifts

Recurring gifts can be imported in the same way as ordinary gifts. See section 5.12, Importing Gift Transactions, for full details.

To import recurring gifts, in the *List Recurring Gift Screen*, from the menu bar select **File** then **Import**.

## 5.8 Reversing a Gift Transaction

You can reverse a gift transaction once it has been posted. It is also possible to reverse all the transactions in a particular batch.

You would use this option when you want to remove a gift from the system, for example if the bank has returned the cheque receipt.

You can select a batch to add this reversal to, or you can create a new batch containing this reversal.

Another way to reverse a gift is to enter a negative amount for a gift.

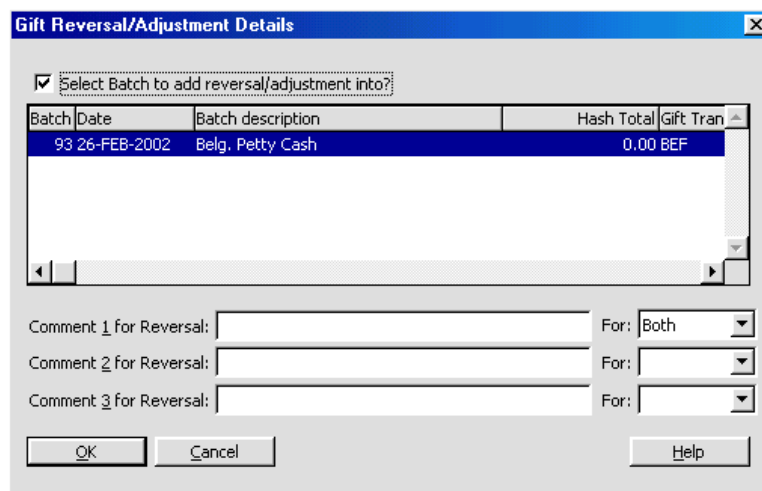
Using the reversal function creates a debit to the gift account and a credit to the bank account.

### 5.8.1 Adding the reversal to an existing batch

To reverse a gift entry, and add the transactions to an existing batch follow these steps:

1. Select **Ledger** then **Gift Receipting** then **Gift Batch**.
2. The *List Gift Batch Screen* appears. Highlight the relevant batch and then select **Gift Trans**.
3. The *List Gift Screen* appears, highlight the gift you want to reverse.
4. From the menu select **Edit** then **Reverse Gift**. If you want to reverse all gifts in the batch then select **Edit** then **Reverse Gifts**.
5. The *Gift Reversal/Adjustment Details Screen* appears:

Figure 5-14 Gift Reversal/Adjustment Details Screen



Batch	Date	Batch description	Hash Total	Gift Tran
93	26-FEB-2002	Belg. Petty Cash	0.00	BEF

6. Tick the box to add this reversal to an existing batch.
7. All unposted batches will appear in the box, highlight the batch to which you want to add this transaction.
8. **Comment for Reversal** You can add comments or edit the comments for the reversal. The comment will default to the comment on the original gift.
9. **For** Enter who is to see the comment, Donor, Recipient, Both donor and recipient or Office.
10. Then select **OK**. A message will then confirm that the gift reversal has been created.

### 5.8.2 Creating a New Batch for the Reversal

1. If you want to create a new batch for the reversal follow steps 1 to 5 from the section above, then follow these steps:
2. Do not tick the box to add this reversal to an existing batch.
3. **Comment for Reversal** You can add a comment or edit the comment for the reversal. The comment will default to the comment on the original gift.
4. **For** Enter who is to see the comment, Donor, Recipient, Both donor and recipient or Office.
5. Then select **OK**. The *Enter Date for the Reversal Screen* will then appear.
6. Enter a date for the reversal, and then select **OK**.
7. A message box will appear to say that the Gift Reversal Batch has been created. A new batch will have been created with just this transaction reversed. The description will be Reverse Gift and the batch will have unposted status.
8. Edit and post this batch as normal.

You cannot reverse a gift transaction once you have already reversed or adjusted that transaction. To amend this gift further you need to correct the reversed or adjusted transaction rather than the original.

## 5.9 Adjusting a Gift Transaction

You can adjust an individual transaction once it has been posted. This does not alter the original batch, but creates two new transactions, one reversing the original transaction and another transaction which copies the original for you to amend as required.

You would use this option for amending a donor or a recipient. No General Ledger batch will be created if the donor is adjusted, but a General Ledger batch will be created if the recipient's field is changed.

If you need to change the OMers field, and this applies to several gifts, then rather than adjusting all the gifts, you can also enter a negative gift for the recipient to the old field and add a positive gift for the same amount to the new field. This would however, mean that you would lose the donor and receipt information.

Reversing a split gift reverses all the parts of the gift. Adjusting a split gift just adjusts one part of the split gift.

### 5.9.1 Adding the adjustment to an existing batch

To adjust a gift entry, and add the transactions to an existing batch follow these steps:

1. Select Ledger then Gift Receipting then Gift Batch
2. The *List Gift Batch Screen* appears. Highlight the relevant batch and then select Gift Trans
3. The *List Gift Screen* appears. Highlight the gift you want to adjust.
4. From the menu select Edit then Adjust Gift.
5. The *Gift Reversal/Adjustment Details Screen* appears:
6. Tick the box to add this adjustment to an existing batch.
7. All unposted batches will appear in the box, highlight the batch to which you want to add these transactions.
8. **Comment for Adjustment** You can add a comment or edit the comment for the adjustment. The comment will default to the comment on the original gift.
9. **For** Enter who is to see the comment, Donor, Recipient, Both donor and recipient or Office.
10. Then select .
11. Then the *Gift Maintenance Screen* will appear for the new transaction for you to edit as required.
12. There is one difference from the normal *Gift Maintenance Screen*. There is a check-box labelled "Do not print on receipt". Tick this box if you want to make sure that the newly adjusted gift does not appear on any periodic receipts. You might want to do this if the old gift was entered in a previous year and the annual receipt for that year has already been sent out, to avoid having the same gift receipted twice.

### 5.9.2 Creating a New Batch for the Adjustment

1. If you want to create a new batch for the adjustment follow steps 1 to 5 from the section above, then follow these steps:
2. Do not tick the box to add this adjustment to an existing batch.
3. **Comment for Adjustment** You can add a comment or edit the comment for the adjustment. The comment will default to the comment on the original gift.
4. **For** Enter who is to see the comment, Donor, Recipient, Both donor and recipient or Office.
5. Then select . The *Enter Date for the Adjustment Screen* will then appear.
6. Enter a date for the adjustment, and then select OK.
7. Then the *Gift Maintenance Screen* will appear for the new transaction for you to edit as required.
8. A new batch will be created with the transaction adjusted. The description will be Gift Adjustment and the batch will have unposted status.
9. Edit and post this batch as normal.

You cannot adjust a gift transaction once you have already reversed or adjusted that transaction. To amend this gift further you need to correct the reversed or adjusted transaction rather than the original.

## 5.10 Adjusting Gifts after a Field Change

A family could have changed their field of service without informing your office. When you do discover this relocation you may want to change all their gifts from a certain date to their new field.

To create a gift batch to move the gifts to the new field, follow these steps:

1. You must first change their field to the new field either in the *Partner Edit Screen* or through the Personnel module.
2. Then select **Ledger** then **Gift Receipting** then **Gift Batch**
3. The *List Gift Batch Screen* appears. From the menu select **Edit** then **Field Change Adjustment**.
4. The *Gift Change Following Field Move Screen* appears:

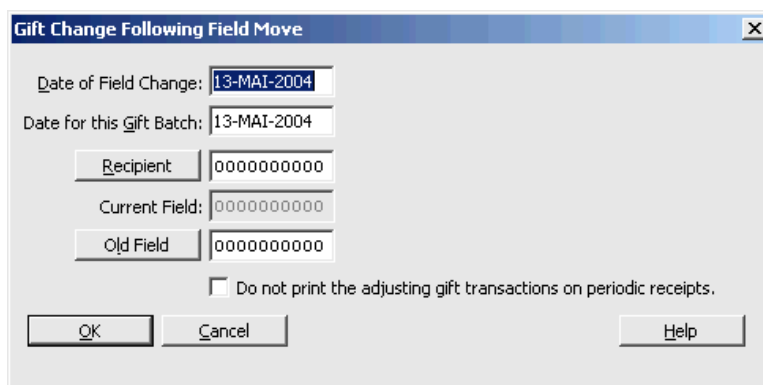


Figure 5-15 Gift Change Following Field Move Screen

5. Enter the date the field should have changed.
6. Enter the date for this gift batch.
7. Enter the Recipient Partner Key or select **Recipient** to find the Partner.
8. The current field will be displayed. Check that this is the new field.
9. Check the box labelled “Do not print the adjusting gift transactions on periodic receipts” if you want to make sure that the newly adjusted gifts do not appear on the periodic gift receipts. The most likely situation where you might want to do this is where the gift that you are adjusting was in the previous year and has already been included on the annual gift receipt for that year. In that case you would not want the newly adjusted gift to be included on this years annual receipt or the person would get receipted twice for the same gift.
10. Enter the old field, or select **Old Field** to look up the Partner key.
11. Then select **OK**
12. The *Confirm Change Screen* will then appear. This will list all gifts since the Date of the Field change.
13. Select **OK** if you want to create a gift batch to adjust all these gifts.
14. The *Gift Reversal / Adjustment Details Screen* appears. Tick the box to select the batch to add the adjustments to. If you do not select this then a new batch will be created for the adjustment.
15. If any of the batch details, such as bank account, currency or gift type, are different then a separate gift batch will be created for you.

## 5.11 Printing Gift Batch Details

### 5.11.1 Printing a Gift Batch Detail

To print a gift batch, whether or not it has been posted, follow these steps:

1. From the *List Gift Batch Screen*, highlight the batch you want to print
2. Select `Gift Trans`
3. From the menu, select `File` then `Print`
4. The usual *Start Print Job Screen* appears.

### 5.11.2 Printing a List of all Batches

To print a list of batches on the system, follow these steps:

5. Select `Ledger` then `Gift Receipting` then `Gift Batch`
6. The *List Gift Batch Screen* appears.
7. Select whether you want to print the batches available for Posting, Editing or All
8. From the menu, select `File` then `Print`

## 5.12 Importing Gift Transactions

There is a facility in PETRA to import gift transactions from another file into the PETRA system.

Firstly, you must create the Import File in the correct format and then you must transfer the file into PETRA.

### 5.12.1 Creating the Gift Import file

To create the Import File, follow these steps:

1. Use Excel or another Spreadsheet package to create your file
2. The spreadsheet must have the following columns in this order:
 

a	Donor Key
b	Donor Name
c	Method of Giving
d	Method of Payment
e	Reference
f	Letter Code – this can be alpha or numeric format or both.
g	Recipient Key
h	Recipient Name
i	Amount - The amounts should be entered as a normal numeric including the decimal point if applicable. E.g. 200, 200.00 or 200.87 are all valid.
j	Confidential – Yes or No
k	Motivation Group
l	Motivation Detail
m	Comment 1
n	Who Comment For – donor, recipient, both or office
o	Mailing Code
p	Comment 2
q	Who Comment For – donor, recipient, both or office

- r Comment 3
- s Who Comment For – donor, recipient, both or office

The donor and recipient name are not used by PETRA but enter them to help you to understand the spreadsheet. You can then check that the keys have been entered correctly and that PETRA shows the same name.

Any fields that are not required can be left blank. The spreadsheet will save this as two commas one directly after the other.

Below is an example of a spreadsheet:

Figure 5-16 Example of Spreadsheet for Importing

	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Mike Clark		SO 100		0038000000	LUKE		123	No	Gift	Field	For Petra installation	Both	
2	Taylor		SO 101		0040000000	Portugal		200	No	Gift	Field		Both	
3	Taylor		SO 102		0032000001	Magnusson		20	No	Gift	Support		Both	
4														
5														
6														
7														
8														
9														

3. Then save as text or csv format.

You can put comments in the Import File. A comment is a line beginning with a # (hash) character, or /\* (forward-slash asterisk).

### 5.12.2 Importing the Gift Transactions into PETRA

To import the file into PETRA, from the *List Gift Screen*, or the *Gift Maintenance Screen* when you are inputting a new batch, from the menu, select **File** then **Import**. Then follow the steps in section 4.10.3 Importing a File into PETRA.

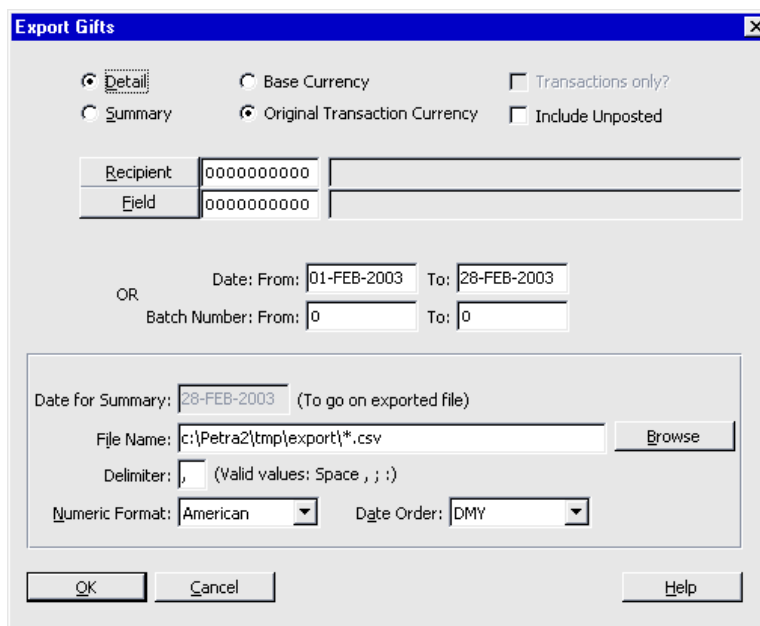
Expect to wait for around 1 minute per 20 records. This will depend on the power of your system. Also expect to wait a similar amount of time after an error message has been displayed to allow PETRA to 'undo' all of the changes.

## 5.13 Exporting Gifts

You can export gifts to another file for transmission to another accounting site. You can export every transaction in the batch or a summary of the transactions.

To export gifts, follow these steps:

1. Select **Ledger** then **Gift Receipting** then **Export**. The *Export Gifts Screen* appears:



The 'Export Gifts' dialog box contains the following elements:

- Buttons: ☒ Detail, ☐ Summary, ☐ Base Currency, ☒ Original Transaction Currency, ☐ Transactions only?, ☐ Include Unposted.
- Fields: Recipient (0000000000), Field (0000000000).
- OR separator.
- Date Range: Date: From: 01-FEB-2003 To: 28-FEB-2003.
- Batch Range: Batch Number: From: 0 To: 0.
- Summary Section:
  - Date for Summary: 28-FEB-2003 (To go on exported file)
  - File Name: c:\Petra2\tmp\export\\*.csv (with a Browse button)
  - Delimiter: , (Valid values: Space , ; :)
  - Numeric Format: American (dropdown)
  - Date Order: DMY (dropdown)
- Buttons: OK, Cancel, Help.

Figure 5-17 Export Gifts Screen

2. Select **Detail** or **Summary**

Detail will export all transaction details, including the original transaction date

Summary will export the total gifts for each Recipient. The donor details will not be included, as you would not wish to receipt the gifts again. In the donor field will be the name of the office where the gift was received.

3. Select whether you want the batch to be exported in the **Base Currency** or the **Original Transaction Currency**.

4. If you selected Summary above, enter the **Date for Summary** you want to be exported, this defaults to the end of the current period.

5. **Recipient** will export all the gifts for this recipient, enter the Partner key for the OM family you require, or select Recipient to take you to the Partner system

6. **Field** will export all the gifts for this field, enter the Partner key for the field you require, or select Field to take you to the Partner system.

7. Select the **Date** for the batches you want to export. This is the original batch date entered into your system.

8. Alternatively, select the **Batch Number** of the batches you want to export. Either the date range or the batch number range should be entered, not both. Type ? (a question mark) to clear the dates.

9. Then click the **Transactions only** box if you only want to export the transactions, not the batch and header details. You can export the Transactions only if you are exporting in the base currency.

10. Then enter the **Filename** to be used for your export. PETRA will default to the previous filename used, select Browse to change this.

11. Then input the appropriate **Delimiter** value for your file.

12. Then input the **Numeric Format**, whether you want American (xxx,xxx.xx) or European (xxx.xxx,xx).

13. Select  when finished.

## 5.14 Receipt Control

The *Receipt Control Screen* shows all the gifts which are eligible to be receipted where the receipt has not yet been printed. The receipts may not have been printed for several reasons:

- the user may have selected **Cancel** when the *Start Print Job Screen* appeared
- the Donor may have been changed from “No” receipt to “Yes” for receipt

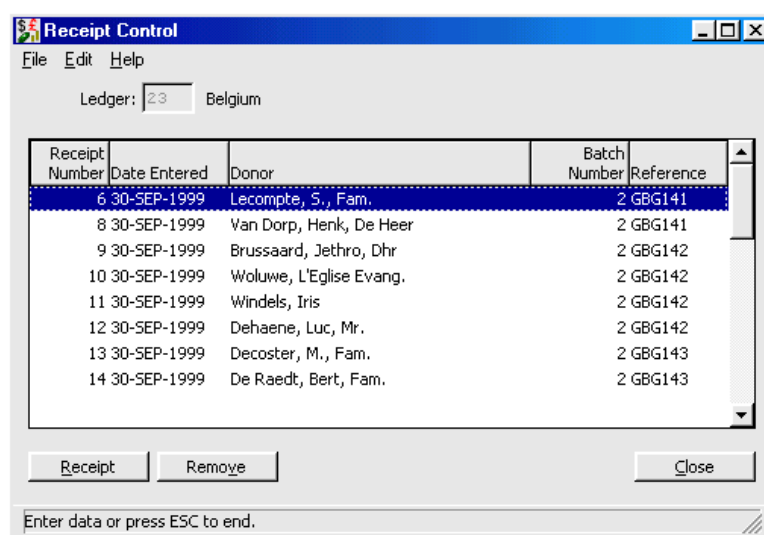
the Motivation Group may have changed to “Print Receipts”.

You can either print the individual receipt or print the receipts for a whole batch.

### 5.14.1 Printing an Individual Receipt

To print an individual receipt, follow these steps:

1. Select **Ledger** then **Gift Receipting** then **Receipt Control**
2. The *Receipt Control Screen* appears:



Receipt Number	Date Entered	Donor	Batch Number	Reference
6	30-SEP-1999	Lecompte, S., Fam.	2	GBG141
8	30-SEP-1999	Van Dorp, Henk, De Heer	2	GBG141
9	30-SEP-1999	Brussaard, Jethro, Dhr	2	GBG142
10	30-SEP-1999	Woluwe, L'Eglise Evang.	2	GBG142
11	30-SEP-1999	Windels, Iris	2	GBG142
12	30-SEP-1999	Dehaene, Luc, Mr.	2	GBG142
13	30-SEP-1999	Decoster, M., Fam.	2	GBG143
14	30-SEP-1999	De Raedt, Bert, Fam.	2	GBG143

Figure 5-18 Receipt Control Screen

3. Highlight the Receipt you want to print. You can select several receipts by using the Shift or Ctrl keys with the mouse.
4. Then select **Receipt**
5. The usual screen appears for you to select your form to use to print the receipts.

### 5.14.2 Removing Receipts

Receipts can be removed from the *Receipt Control Screen* without having to print them.

To remove a receipt from the list, follow these steps:

1. From the *Receipt Control Screen* highlight the receipt you want to remove. You can select more than one receipt.
2. Select **Remove**.
3. A message then asks you to confirm that you do want to remove the receipts. Select **Yes**.

### 5.14.3 Changing Receipt Numbers

The next receipt number to be used can be changed if you need to. If no gifts have been posted then this number can be set at whatever value you require. Otherwise the lowest receipt number that can be selected has to be greater than the last receipt number used.

To change the next receipt number, follow these steps:

1. From the *Receipt Control Screen*, from the menu select **Edit** and then **Change Receipt Number**.
2. The *Modify Receipt Number Screen* appears:

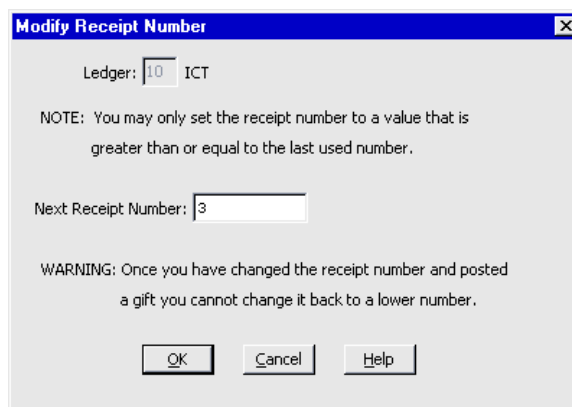


Figure 5-19 Modify Receipt Number Screen

3. **Next Receipt Number** Enter the next receipt number you wish to use.
4. Then select **OK**.

### 5.14.4 Printing Receipts for a Batch

To print the receipts for a batch of gifts that has already been posted, follow these steps:

1. Select **Ledger** then **Gift Receipting** then **Gift Batch**
2. The *List Gift Batch Screen* appears
3. From the menu select **File** then **Print Receipts**

## 5.15 Periodic Receipts

This facility enables you to produce receipts to cover a certain time period.

Receipts can be processed for any frequency for a donor. The receipts can be printed for all partners with that receipt frequency defined, for an extract of partners or for just one partner selected.

The receipt letter frequency is maintained in the Finance Details for a partner, and to amend these details you must go into the Partner module. One way to do this is from the *Gift Maintenance Screen* to select from the menu **Maintain** and then **Donor Finance Details**. See the Partner User Guide for further details.

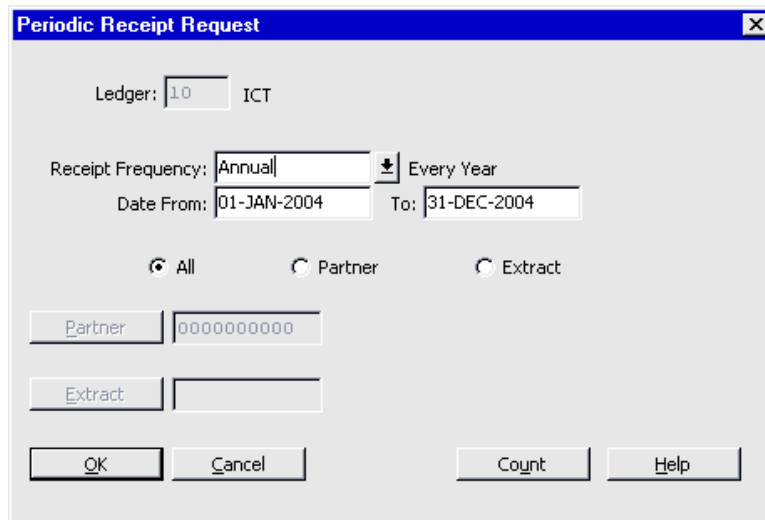
The frequency must be defined in the Partner Frequency Table.

A new finance form is required for each frequency used, you can use the copy facility to help you when setting up these forms.

To print the receipts, follow these steps:

1. Select **Ledger** then **Gift Receipting** then **Periodic Receipts**. The *Periodic Receipt Request Screen* appears:

Figure 5-20 Periodic Receipt Request Screen



The dialog box titled "Periodic Receipt Request" contains the following fields and controls:

- Ledger:** A text box containing "10" followed by the label "ICT".
- Receipt Frequency:** A dropdown menu showing "Annual" with a small arrow icon to its right.
- Every Year:** A checkbox that is currently unchecked.
- Date From:** A text box containing "01-JAN-2004".
- To:** A text box containing "31-DEC-2004".
- Selection Radio Buttons:** Three radio buttons labeled "All", "Partner", and "Extract". The "All" radio button is selected.
- Partner Field:** A text box labeled "Partner" containing "0000000000".
- Extract Field:** A text box labeled "Extract" which is currently empty.
- Buttons:** At the bottom are four buttons: "OK", "Cancel", "Count", and "Help".

2. **Receipt Frequency** Select which type of receipt you wish to print. This should correspond to the frequencies you have defined in the Partner system. For example, if you select Annual then the form type "Annual" will be used. If more than one type of form exists with that name ,then you will get a choice of which form you want to use.
3. **Date From and To** Select the period you want your receipts to cover. The date range does not have to correspond to the form being used. For example, you could select the Annual form to be used as the layout, but the dates could cover a 6 week period.
4. Select whether you want to produce receipts for:
  - All** – All partners set up with the frequency you have defined
  - Partner** – for one partner, regardless of the frequency that is defined for this particular partner
  - Extract** – for every partner included in the extract, regardless of the frequency that is defined for these partners
5. Then if you selected Partner, enter the partner key or select the Partner button to take you to the *Find Screen*. If you selected Extract, enter the extract name or select the Extract button to take you to the *Extract Master Find Screen*.
6. Select the Count button to see a count of the number of receipts that meet the criteria entered so that you have some idea how many will be printed before starting. However, please note that this is only an approximate count because if there is a Minimum Amount set up for the receipt then donor's who have given less than this amount will still be included in the count even though a receipt will not be printed for them.
7. Select **OK** when finished.

----- End of Chapter 5 -----

## Chapter 6 Budgeting

Any posting account for income and expenditure may have a budget associated with it.

A summary account cannot have a budget.

The budget is usually prepared once a year, and can be done either from a zero base or automatically generated using the year to date figures as a base and then forecasting the remaining months using either the current year budgets or last year actuals.

Budgeting can take place for the following year whilst still in the ledger for the current year.

A budget should not be changed once it has been approved.

### 6.1 Budget Types

Each account has a budget type associated with it, to ensure the quickest and most accurate way of setting a budget. The budget types are as follows:

<b>Ad hoc</b>	A separate amount is budgeted for each period of the financial year, and for some periods this may be zero.
<b>Same amount each period</b>	Each period in the financial year has a budget of the same amount.
<b>Split annual total</b>	One amount is entered for the year and it is divided into equal amounts for each period. The final period will pick up any residual amounts which will be due to roundings.
<b>Inflating off base amount</b>	A base amount for period 1 is entered and each subsequent period is calculated by applying a percentage increase or decrease to the previous period.
<b>Inflating off base amount after a given period</b>	A base amount for period 1 is entered. This amount is maintained until a specified period, whereafter the amount is changed by applying a percentage increase or decrease to the initial figure, and will remain at this new amount for the rest of the year.

### 6.2 Inputting Budgets

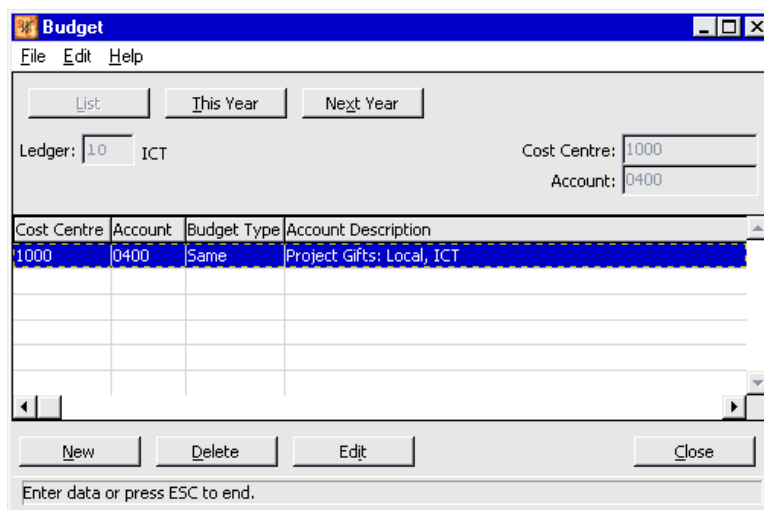
Budgets can be created and modified for the current year or the next year. Only a high level finance user can access the Budget module.

#### 6.2.1 Creating a Budget

A budget can only be created or modified for a valid posting cost centre and account combination. Each account has a budget type associated with it.

To create a budget on an account, follow these steps:

1. Select **Ledger** then **Budget** then **Maintain**
2. The *Budget Screen* appears:

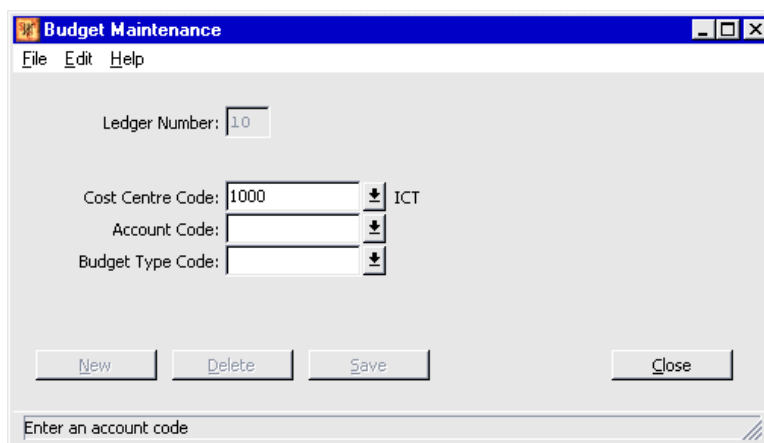


The Budget Screen is a window with a menu bar (File, Edit, Help) and buttons for List, This Year, and Next Year. It contains input fields for Ledger (10), Cost Centre (1000), and Account (0400). Below these is a table with columns: Cost Centre, Account, Budget Type, and Account Description. The first row is highlighted with a blue dashed border and contains the values 1000, 0400, Same, and Project Gifts: Local, ICT. At the bottom are buttons for New, Delete, Edit, and Close, and a status bar that says "Enter data or press ESC to end."

Cost Centre	Account	Budget Type	Account Description
1000	0400	Same	Project Gifts: Local, ICT

Figure 6-1 Budget Screen

3. If the account does not exist in the list on the screen, then it must be added, so select **New**.
4. The *Budget Maintenance Screen* appears:



The Budget Maintenance Screen is a window with a menu bar (File, Edit, Help). It contains input fields for Ledger Number (10), Cost Centre Code (1000), Account Code, and Budget Type Code. Each code field has a dropdown arrow. To the right of the Cost Centre Code field is the text "ICT". At the bottom are buttons for New, Delete, Save, and Close, and a status bar that says "Enter an account code".

Figure 6-2 Budget Maintenance Screen

5. Input the **Cost Centre Code** and the **Account Code**.
6. **Budget Type Code** will default to that which is shown on the *Account Master Screen*; you may change it if you wish.
7. Select **Save**.
8. Select **New** to enter further cost centre and account combinations.
9. Select **Close** when finished.
10. Then to input the budget for this year or next year, in the *Budget Screen*, highlight the account and select **This Year** or **Next Year** as appropriate.
11. Follow the next appropriate section according to the Budget Type for the account.

### 6.2.1.1 Ad Hoc Budget Type

If your budget type is Ad Hoc, then the *Budget for This Year Screen* will appear as follows:

Figure 6-3 Budget for This Year Screen

1. Enter the budget for each **Period**.
2. Select **Save** when all amounts are input correctly.
3. Select **List** to return to the *Budget List Screen* or **Close** to return to the *Finance Screen*.

### 6.2.1.2 Same - Annual Budget Type

If your budget type is Same, then the *Budget for This Year Screen* will appear as follows:

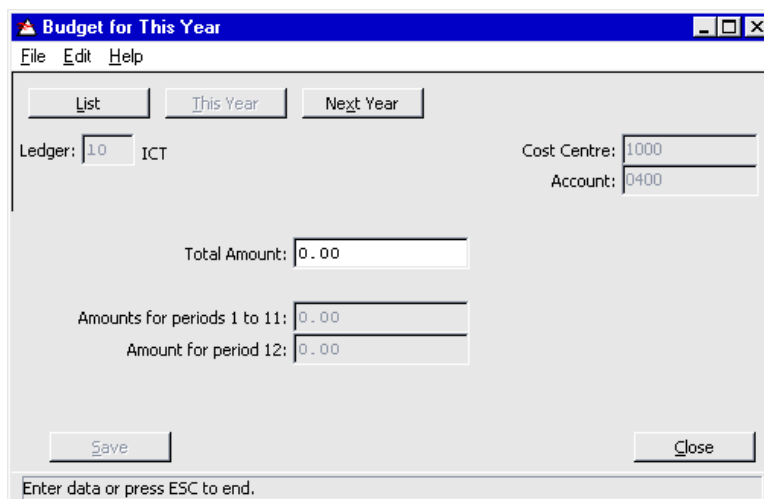
Figure 6-4 Budget Screen - Budget Type Same Amount for Each Period

1. Enter the **Amount**, which will be the same, for every period.
2. Select **Save**.
3. Select **List** to return to the *Budget List Screen* or **Close** to return to the *Finance Screen*.

### 6.2.1.3 Split - Annual Budget Type

If your budget type is Split, then the *Budget for This Year Screen* will appear as follows:

Figure 6-5 Budget Screen - Split Budget

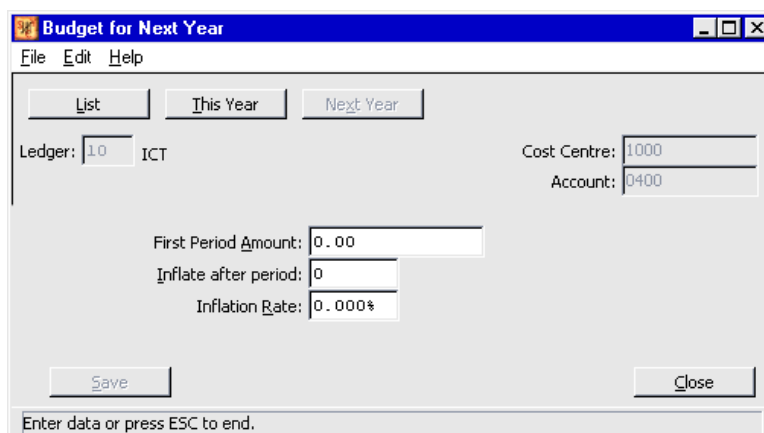


1. Enter the **Total Amount** for the year.
2. Select **Save**.
3. Select **List** to return to the *Budget List Screen* or **Close** to return to the *Finance Screen*.

#### 6.2.1.4 Inflate after n periods - Annual Budget Type

If your budget type is Inflate after n periods, then the *Budget for This Year Screen* will appear as follows:

Figure 6-6 Budget Screen - Inflate after n Periods



4. **First Period Amount** is the amount for the first period.
5. Then enter the **Period** after which you want the increase to be applied. This new amount will be fixed for each period remaining in the year.
6. **Inflation Rate** is the percentage increase to be applied.
7. Select **Save** when all values are input correctly.
8. Select **List** to return to the *Budget List Screen* or **Close** to return to the *Finance Screen*.

For example: Your budget is 200 for periods 1 to 6 and 300 for periods 7 to 12.

Enter the following details:

First Period Amount:	200
Inflate after period:	6
Inflation rate:	50.00

### 6.2.1.5 Inflate off base amount

If your budget type is Inflate off Base amount, then the *Budget for This Year Screen* will appear as follows:

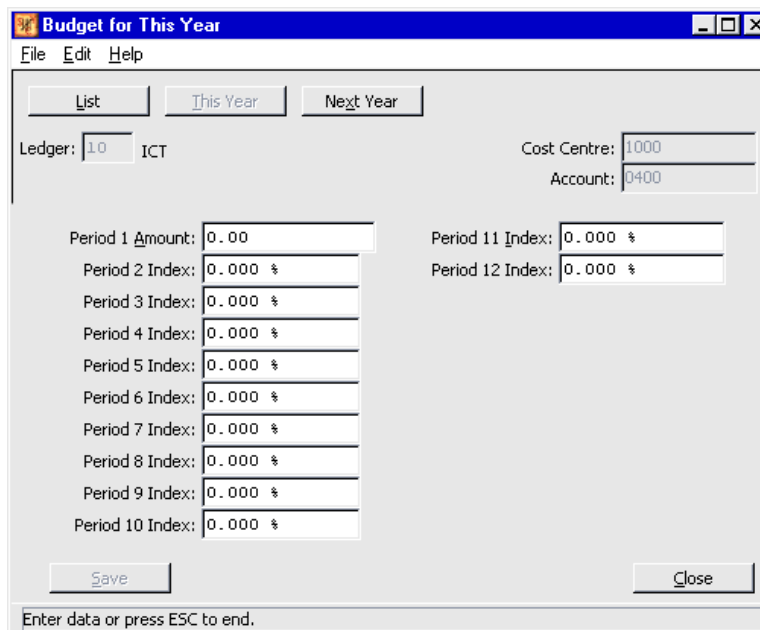


Figure 6-7 Budget Screen - Inflate off Base Amount Type

1. **Period 1 Amount** is the budget amount for the first period.
2. **Index** is the percentage increase or decrease to be applied each month. This percentage will be applied to the previous period. A zero value will mean that the budget for that period is the same as for the period before.
3. Select **Save** when all amounts are input correctly.
4. Select **List** to return to the *Budget List Screen* or **Close** to return to the *Finance Screen*.

### 6.2.2 Finding a Budget

To find a budget that has previously been set up follow these steps:

1. Select **Ledger** then **Budget** then **Maintain**.
2. The *Budget Screen* appears.
3. Select **Edit** then **Find**.
4. The *Budget Find Screen* appears. Enter your search criteria and select **Start Search**. To select the budget you want highlight it in the list and click **Accept**.

### 6.2.3 Editing a Budget Amount

To edit a budget amount, follow these steps:

1. From the *Budget List Screen*, highlight the budget account you want to edit.
2. Select **This Year** or **Next Year**.
3. The budget will then appear. Amend as appropriate.
4. Select **Save** and then **List** to return to the *Budget List Screen*.
5. You can enter PgDn or PgUp to take you to the next or previous budget in the list.

### 6.2.4 Deleting a Budget

A budget entry can be deleted. To delete a budget, follow these steps:

1. From the *Budget List Screen*, highlight the budget you want to delete.
2. Select .
3. A message box will ask you to confirm the deletion. Select .
4. If budget figures have been entered for this account, you cannot delete it at this point. To delete the budget you must change all the budgeted amounts to zero and then you may delete it.

### 6.2.5 Editing an Account Budget Type

This procedure is used to modify the budget type of an account. If the Budget Type is changed to Ad hoc amounts, then the system keeps the existing values and just allows changes to be made. For all other methods, the existing values are deleted and new values recalculated.

To amend the Budget Type for an account, follow these steps:

1. From the *Budget List Screen*, highlight the account you want to edit.
2. Select .
3. The *Budget Maintenance Screen* appears. Amend the budget type code.
4. Select  and then .

## 6.3 Consolidating Budgets

This must be run before you can produce any budget reports. All budgets to posting accounts are totalled into their summary accounts.

To consolidate your budgets select **Ledger** then **Budget** then **Consolidate**

## 6.4 Generating Budgets Automatically

The Auto Generate procedure enables the budget for next year to be automatically created. It is useful for giving a base to work from where changes can then be made.

An auto budget can only be set up for the next year so there is no danger of overwriting the budget for this year.

The forecasts for next year will be based upon:

- for all closed periods in this year, actuals for this year
- the other periods will be based on either this year's budget or last year's actuals.

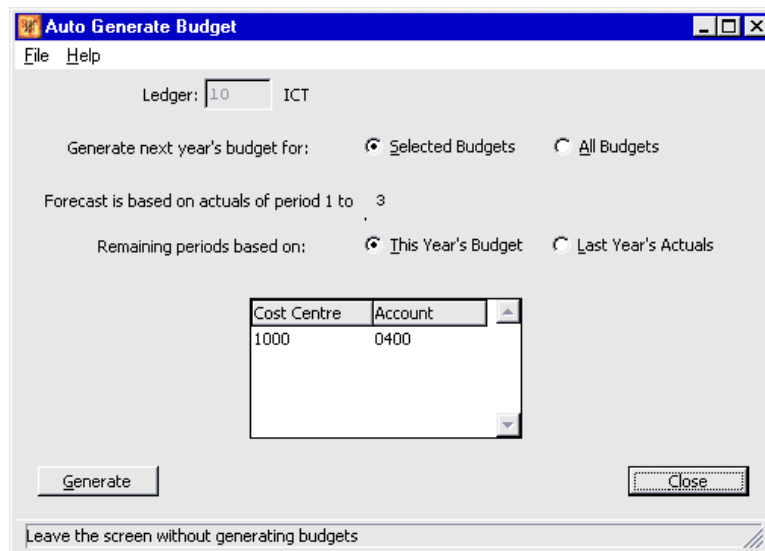
You can auto generate budgets for some accounts or all accounts.

### 6.4.1 Auto Generating Budgets for Next Year

To Auto Generate the budgets for next year, follow these steps:

1. Ensure that you have consolidated your budgets, see previous section.
2. Select **Ledger** then **Budget** then **Auto Generate**.
3. The *Auto Generate Budget Screen* will then appear:

Figure 6-8 Auto-Generate Budget Screen



Cost Centre	Account
1000	0400

4. Then choose whether you are generating **Selected Budgets** or **All Budgets**. For selected budgets highlight the accounts in the bottom box.
5. Then choose whether the remaining periods for next year will be based on **This Year's Budget** or **Last Year's Actuals**.
6. Select Generate

### 6.4.2 Editing an Auto Generated Budget

To edit an Auto Generated Budget, follow these steps:

1. Select **Ledger** then **Budget** then **Maintain**
2. The *Budget Screen* appears, highlight the account you want to edit.
3. Then select **Next Year**
4. You can then edit the budget for next year.

## 6.5 Budget Reports

The main report produced by the budget system is the Income and Expense Statement. You can produce budget reports for the current, next or previous year.

Ensure that you have consolidated your budgets after inputting any budget changes. If you do not run Consolidate then your reports will be based on the old data.

### 6.5.1 Printing a Budget Report

To print a Budget Report, follow these steps:

1. Select **Ledger** then **Budget** then **Reports**
2. The *Generate Income and Expense Statement Screen* will then appear.
3. See section 7.2.3, Income and Expense Statement, page 130, for details of this screen and report.

### 6.5.2 Printing the Budget for one account

To print the budget for one account, with a monthly analysis, follow these steps:

1. Select **Ledger** then **Budget** then **Maintain**. The *Budget Screen* appears.
2. Highlight the account you want to print.
3. Select **This Year** or **Next Year**
4. The *Budget For This Year Screen* or the *Budget For Next Year Screen* appears for this account.
5. From the menu bar select **File** then **Print**. The *Start Print Job Screen* appears.

### 6.5.3 Printing a Summary of the Budget Types

The Budget List report will only have posting cost centre and account combinations. This report can be used for checking the input of the budget types.

To print a summary of the budgeting methods used for every account, follow these steps:

1. Select **Ledger** then **Budget** then **Maintain**. The *Budget Screen* appears.
2. From the menu select **File** then **Print**. The *Start Print Job Screen* appears.

## 6.6 Importing Budget Files

You can import the Budgets for **This Year** or for **Next Year** from a spreadsheet file. No budget figures must exist for the year. The account may exist in the *Budget Screen*, but does not have to.

### 6.6.1 Creating the Import File

Budgets can be imported from a .TXT or a .CSV file. Each record in the file must have one of the following formats:

Cost Centre, Account Code, "Adhoc", Year, Period 1 Amt, . . . Period n Amt

Cost Centre, Account Code, "Same", Year, Amount

Cost Centre, Account Code, "Split", Year, Total Amount

Cost Centre, Account Code, "Inf. Base", Year, Period 1 Amt, Period 2 %, . . . period n %

Cost Centre, Account Code, "Inf. n", Year, Period 1 Amt, Inf. after period n, Inf. %

The Cost Centre and Account Codes must have leading zeros if applicable, for example, 0500 not 500.

**Year** is either **This** or **Next**

Data for an existing budget can only be imported if it is of the same Type and is for a year that currently does not have any data.

The import routine will accept comments in the Import File. A comment is a line beginning with a # (hash) character, or /\* (forward-slash asterisk).

An example of a Budget Import Spreadsheet is shown below:

Figure 6-9 Example of Budget Spreadsheet for Importing

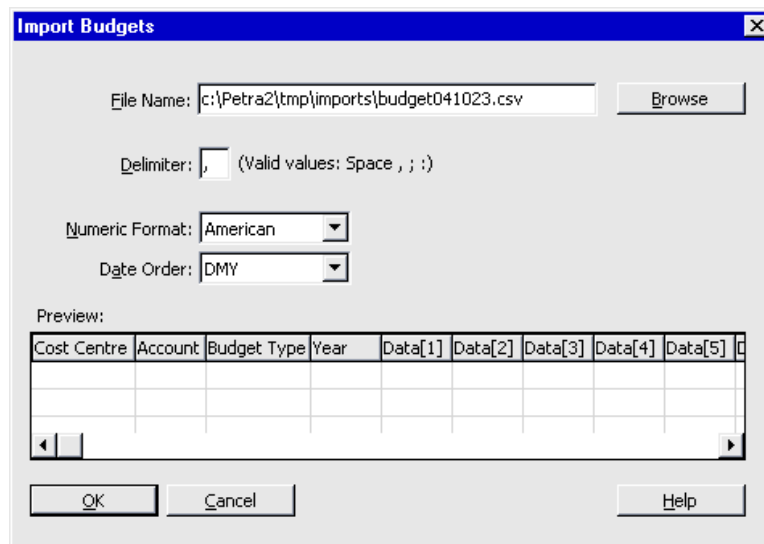
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	24AC	4100	Split	Next	120											
2	24AC	4202	Same	Next	40											
3	24AC	4203	Adhoc	Next			50						50			
4	24AC	4221	Same	Next	80											
5	24AC	4223	Same	Next	40											
6	24AC	4230	Same	Next	10											
7	24AC	4231	Same	Next	30											
8	24AC	4232	Same	Next	30											
9	24AC	4300	Adhoc	Next				100								
10	24AC	4400	Adhoc	Next	440	60	60	60	60	60	60	60	60	60	60	60
11	24AC	4410	Adhoc	Next				50					50			
12	24AC	4421	Split	Next	1,000											
13	24AC	4422	Adhoc	Next			160			300		50			340	
14	24AC	4423	Split	Next	1,550											
15	24AC	4430	Split	Next	3,650											
16	24AC	4431	Split	Next	700											
17	24AC	5100	Adhoc	Next							200		200			
18																
19																

### 6.6.2 Importing the Budget File

To Import the Budget File, follow these steps:

1. Select Ledger then Budget then Maintain. The *Budget Screen* appears.
2. From the menu select File and then Import. The *Import Budgets Screen* appears:

Figure 6-10 Import Budgets Screen



The **Import Budgets** dialog box contains the following fields and controls:

- File Name:** A text field showing the path `c:\Petra2\tmp\imports\budget041023.csv` and a **Browse** button.
- Delimiter:** A dropdown menu currently set to `,` with a note "(Valid values: Space , ; :)".
- Numeric Format:** A dropdown menu currently set to `American`.
- Date Order:** A dropdown menu currently set to `DMY`.
- Preview:** A table with columns: Cost Centre, Account, Budget Type, Year, Data[1], Data[2], Data[3], Data[4], Data[5]. The table is currently empty.
- Buttons:** **OK**, **Cancel**, and **Help** buttons at the bottom.

3. Select **Browse** to pick your Import File.
4. Then select **OK**.

See section 4.11.3, page 87 for further details of importing files into PETRA.

----- End of Chapter 6 -----

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## Chapter 7 Reports

PETRA can generate a number of standard finance reports, and these are available by selecting **Reports** from the menu bar of the *Finance Screen*, or from within each finance subsystem itself.

In addition to the standard reports, the reporting facility within PETRA is being upgraded to allow much more flexibility. A number of such reports are already available, and these are described in a new section at the end of this chapter, section 7.7, page 142. These are currently known as “Extended Reports”.

### 7.1 Printing, Sending and Receiving Reports

#### 7.1.1 Start Print Job Screen

For each report when you have selected your criteria, the *Start Print Job Screen* will appear, follow these steps to print the report:

1. **Report** Select whether this is a new report or a reprint of an existing report. If it is a reprint then choose **Select Report**, and the *Select Report Screen* will appear allowing you to choose the previous report version you want. You will only be able to see the reports that you as a user have generated. You cannot see reports generated by other users.
2. **Run Mode** Select the Run Mode according to whether you want the report to be run immediately or held as a batch job for printing at a later time.
3. **Number of Copies** Select the number of copies of the report you require.
4. **Page Range** Enter the page numbers you want to print, select **All** if you want the whole report printed. If you put 0 in the **To** box then the report will be printed to the end.
5. Then select your output destination.
6. Select **OK** when finished. Your report will now be printed or queued for printing.
7. Some reports allow the <Esc> (Escape) key to be pressed to abort the process. If this key is pressed during the production of a report then PETRA will still print the data that has been processed so far.

#### 7.1.2 Sending a Report by Email

If you are sending reports by email, use the email print option. The report file will be attached to the email.

To send a report by email, follow these steps:

1. From the *Start Print Job Screen* select Email as the print destination. The *Select Email Addresses Screen* appears:

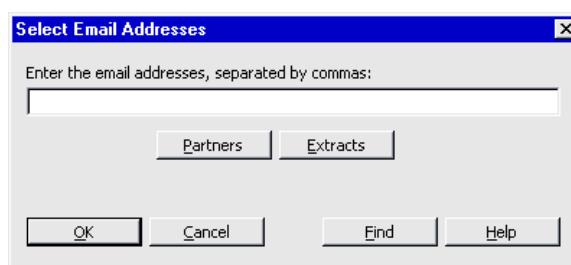


Figure 7-1 Select Email Addresses Screen

2. Enter the email addresses you want to send your report to.  
**Partners** – if you select this button then a list of all email addresses set up as Partners on your system appears.  
**Extract** – if you select this option then a list of all Extracts defined on your system appears.
3. Then select **OK**. The report will then be sent as an attachment to an email.

### 7.1.3 Receiving a PETRA report by email

If you receive a report produced by PETRA which has been output to email, then the file will be produced as plain text and the layout may be lost. If you can change the font to a non-proportionally spaced font, such as Courier New, you can print directly from your email program. Alternatively you can copy the file to another format, using one of the following operations.

#### Copying a File from an Email into Word

To print out the report in Word, with formatting, follow these steps:

1. In the email package highlight the report and cut it from the email
2. Go into your word processing package and paste the report.
3. Highlight the report and change to a non-proportionally spaced font (e.g. Courier New font in Word).
4. Reduce the font size accordingly, size 6 or 7 works well, and adjust the margin widths to 2 cm or less, or change to landscape format.
5. Edit your document to improve the layout and then print.

#### Copying a File from an Email into Excel

If you receive a PETRA report which has been attached to an email, then to import the report into Excel, follow these steps:

1. In the email package, save the file onto your disk, with extension .TXT.
2. Then go into Excel and open this file
3. Use the Text Import Wizard to fix the column breaks
4. Then you can edit and print this sheet as normal in Excel

#### Receiving a HOSA by Email

When you receive a HOSA by email, you can edit this file and then import the file into your General Ledger. In the file you receive, the date will be stored in the format dd/mm/yyyy. To edit and then import the file, follow these steps:

1. In the email package highlight the report and copy it from the email
2. Go into Excel and paste the report
3. Use the Text Import Wizard to fix the column breaks (or use the Data, Text to Columns option to do this).
4. Then you can edit this sheet as normal in Excel. You will need to change the cost centre and account codes and the dates. Ensure that the columns are in the correct order: cost centre, account, narrative, reference, date, debit amount, credit amount.
5. Then save the file in csv format.
6. Then create the GL journal in PETRA and import the HOSA.

7. To import the file, from the *List GL Transaction Screen*, from the menu, select File then Import. Follow the steps in section 4.10.2 Importing a File of GL Transactions into PETRA. You will need to create the GL batch and then import each HOSA into a separate journal.

### Printing a HOSA received by Email

To print the HOSA report from Pegasus Mail in a readable format, the procedure is as follows:

1. Select Print.
2. Change the font (Font button) to Courier New and size 6 (you can change the size if a bigger value is still OK on your printer). Do not reformat long lines to fit on the page. If you don't want the email header then select none for 'Print which message headers?'.

### 7.1.4 Reprinting a Report

To reprint a report you have already produced, follow these steps (See GENERAL USER GUIDE for more detail):

3. Go to the PETRA Main Menu (not the Finance Main Menu)
4. From the menu bar, select File then Reprint Report
5. Highlight the report you want to reprint
6. Then select .

## 7.2 General Ledger Standard Reports

PETRA generates the following GL standard reports:

- Balance Sheet
- Income and Expense Statement
- Other Reports:
  - Account Detail
  - Trial Balance
  - Analysis Attributes
  - Internal Transfer
  - Expense Account Detail
  - Extract Suspense
  - HOSA Reprint
  - AFO Report
- Suspense Accounts
- Balance on Accounts (on-screen viewing only)

You can print some reports in the International Currency of US Dollars. For the Income and Expense Statement and Balance Sheet these reports will convert from your base currency to the International Currency at the rate set for that month.

One useful feature in PETRA is that the Balance Sheet and Income and Expense Statement reports remember the last settings input by a user.

The Balance Sheet and Income and Expense Statement display the calendar year at the top of the column to make the reporting period clear.

### 7.2.1 Update Data

When a transaction is posted, the summary accounts are not updated. Selecting this option will update all summary accounts. This procedure occurs automatically when a report is run, except when running the Balance on Accounts option.

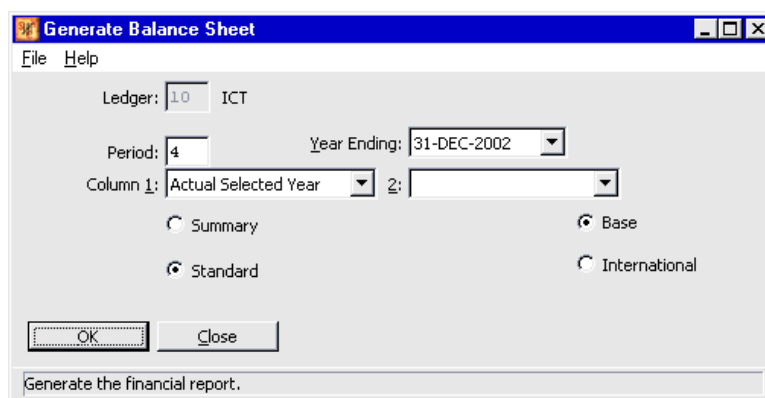
To run Update Data, select **Ledger** then **Reports** then **Update Data**.

### 7.2.2 Balance Sheet

To print a Balance Sheet, follow these steps:

1. Select **Reports** then **GL Standard** then **Balance Sheet**
2. The *Generate Balance Sheet Screen* appears:

Figure 7-2 Generate Balance Sheet Screen



3. Select the options you want to include in the report:

**Year Ending:** select the year you want to produce the balance sheet for

**Period:** this is the latest period you want to be included in the report

Select your options for **Column 1** and **Column 2** of the report, these may be:

Actual Selected Year

Actual Previous Year

Actual End of Previous Year

**Summary** Report or **Standard** Report – Summary shows only the top level of accounts, Standard shows the next level down.

**Base** or **International** currency

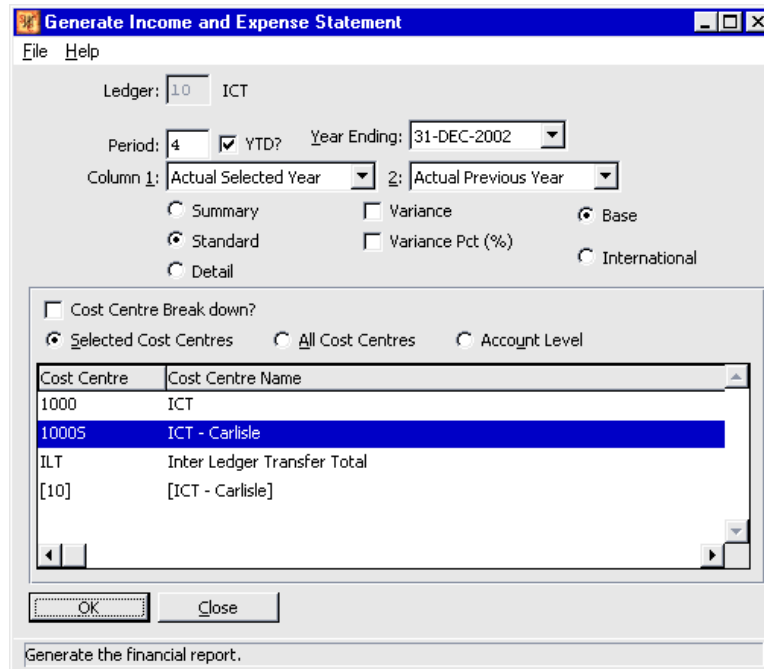
4. Select **OK** when finished.
5. The usual *Start Print Job Screen* appears.
6. If you wish to produce a Balance Sheet for a cost centre in your ledger, then you need to enable the Branch Processing feature, see section 3.3.10, page 44 for details.
7. You can run a Balance Sheet for the current year without having closed the previous accounting year. To do this you simply select the current period, e.g. period 13 if you are operating 12 financial periods in your year. The only thing you will find is that the balance brought forward on your Retained Equity is that at the beginning of the previous year (not yet closed), and the surplus for last year and this year will be added together until you close your old year.

### 7.2.3 Income and Expense Statement

To print an Income and Expense Statement follow these steps:

1. Select Reports then GL Standard then Income and Expense Statement
2. The *Generate Income and Expense Statement Screen* appears:

Figure 7-3 Generate Income and Expense Statement Screen



3. Select the options you want to be included in the report:

**Year Ending:** select the year you want to produce the report for

**Period:** this is the latest period you want to be included in the report

**YTD** Do you want **Year To Date (YTD)** figures or just the period? For year to date, click the box.

**Column 1 and Column 2** Select your options for the report. These may be any of:

- actual end of selected year
- actual previous year
- actual selected year
- budget previous year
- budget selected year
- budget next year

Actual previous year will refer to the appropriate period this year when reporting on a forward period. For example, if you have 12 periods in your financial year and you are reporting on Period 13 of the current year, then "Actual last year" would be Period 1 of the financial year not yet closed.

If you want to produce a report for a new year, before closing off the old year, then select the current year and columns Actual Selected Year and Budget Selected Year and a period in your new year.

**Variances** can be calculated; this is the difference between the two columns. Variances can be shown in percentage terms, click the **Variance Pct (%)** box if you want percentage

**Summary, Standard or Detail:**

- Summary shows only the top level summary accounts
- Standard shows the next level down
- Detail shows every account.

**Base or International** currency

**Cost Centre Breakdown** – if you check this box then you will have a Statement produced where each account is analysed further by the cost centres you select.

**Auto Email** If you check this box then for each selected Cost Centre the I&E report will be Emailed to the Partner who is associated with that Cost Centre (if you have a Cost Centre link to Partner set up and the Partner has a secure Email address entered). After all the Cost Centres have been processed, a list of any that could not be emailed will be displayed, so that they can be printed and distributed.

**Cost Centres** Select the **Cost Centres** you want to be included.

The usual option to choose will be **Selected Cost Centres**.

If you choose **All Cost Centres** then you will get a report for every local cost centre.

If you select **Account Level** then you will get totals which include every OM fund, that is, all local and foreign cost centres.

4. Select  when finished. The *Start Print Job Screen* appears.

## 7.2.4 Other Reports

When you select this option the following reports can be printed:

- **Account Detail** - This report shows all the transactions posted to an account for the year and period(s) selected. You can sort this report in a number of different ways:

You can request this report for a range of dates, not just by period

You can also request the transactions to be shown on this report in the currency in which they were originally entered.

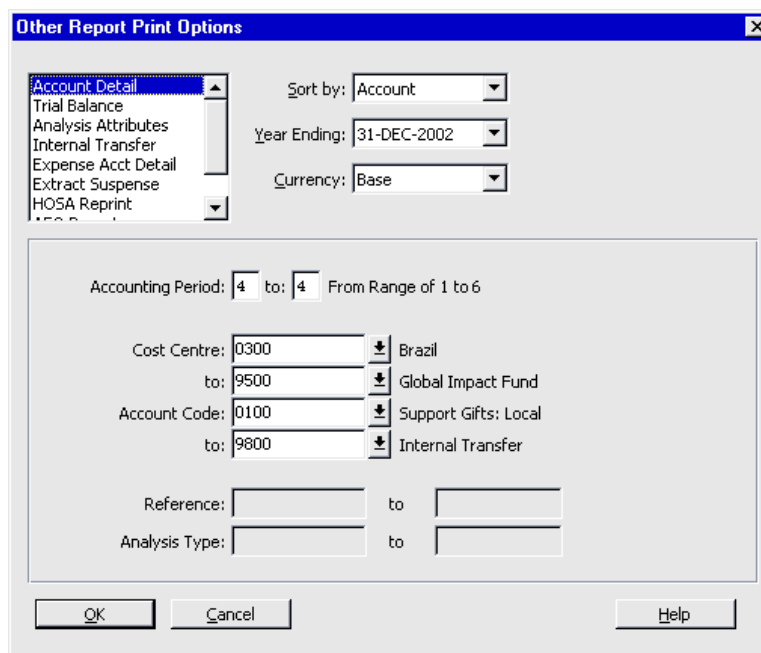
When you request this report by Analysis Type then all the transactions will be grouped by Analysis Attribute type and value. The report will only show accounts that have Analysis Attributes attached.

If you have Cost Centre Links to Partners set up then you can automatically Email an Account Detail report for each Cost Centre to the Partner associated with that Cost Centre.

- **Trial Balance** - A list of account balances for all or part of a ledger or cost centre. Sub totals and a net balance are shown on the report.
- **Analysis Attributes** - This report is similar to the Account Detail report and includes also the Analysis Attribute Details for each transaction. The report will print for all accounts you select, regardless of whether the account has any Analysis Attributes attached to it.
- **Internal Transfer** - The Account Details for account 9800, the Internal Transfers Account.
- **Expense Account Detail** - The Account Details for one cost centre, for all accounts defined as Expense accounts.
- **Extract Suspense** - The Account Detail for any account set up as a Suspense Account.
- **HOSA Reprint** - A reprint the Home Office Statement of Account for one foreign cost centre. If you want to reprint All HOSAs, then see section 8.3.2 HOSA for full details.
- **AFO Report** - The monthly report to be sent to your Area Finance Officer
- **Executive Summary** – Key financial information for the year to date.

All these options use the same screen. To produce one of these reports, follow these steps:

1. Select Reports then GL Standard then Other Reports.
2. The *Other Report Print Options Screen* will then appear:



The dialog box titled "Other Report Print Options" contains the following fields and controls:

- Report Selection:** A list box on the left with "Account Detail" selected. Other options include Trial Balance, Analysis Attributes, Internal Transfer, Expense Acct Detail, Extract Suspense, HOSA Reprint, and HOSA.
- Sort by:** A dropdown menu set to "Account".
- Year Ending:** A dropdown menu set to "31-DEC-2002".
- Currency:** A dropdown menu set to "Base".
- Accounting Period:** Two input boxes with "4" in each, followed by "to:" and "From Range of 1 to 6".
- Cost Centre:** Two input boxes with "0300" and "9500", followed by "to:" and a list of cost centres: Brazil, Global Impact Fund, Support Gifts: Local, and Internal Transfer.
- Account Code:** Two input boxes with "0100" and "9800", followed by "to:" and a list of account codes: Support Gifts: Local and Internal Transfer.
- Reference:** Two empty input boxes followed by "to:".
- Analysis Type:** Two empty input boxes followed by "to:".
- Buttons:** "OK", "Cancel", and "Help" at the bottom.

Figure 7-4 Other Report Print Options Screen

3. Select the report you want to produce.
4. Not all options are available for each report. Make the following selections based upon those available and the criteria you want for your report:

**Sort by:** Choose whether to sort by **Account**, by **Cost Centre**, by **Department**, by **Reference**, or by **Analysis Type**

**Year Ending:** Select a **Year** or a **Date Range**

**Currency:** Select **Base**, **International** or **Transaction** Currency.

**Accounting Periods** you want to include

**Cost Centres** you want to include

**Account Codes** you want to include

**Reference** If you are sorting the Account Detail Report by Reference then enter your range of references to be included.. Otherwise do not enter anything here. If you leave this blank then all references will be included in your Account Detail Report.

**Analysis Type** If you select the Account Detail Report and the By Analysis Type option then you can input the Analysis Types you want to be included in your report.

**Auto Email** If you check this box then for each selected Cost Centre the report will be Emailed to the Partner who is associated with that Cost Centre (if you have a Cost Centre link to Partner set up and the Partner has a secure Email address entered). After all the Cost Centres have been processed, a list of any that could not be emailed will be displayed, so that they can be printed and distributed.

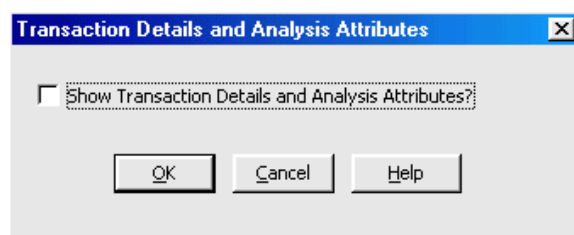
5. When your choices are made, select **OK**. The *Start Print Job Screen* appears.

## 7.2.5 Suspense Accounts

To print the details of all accounts defined as suspense accounts, follow these steps:

1. Select **Reports** then **GL Standard** then **Suspense Accounts**. The *Transaction Details and Analysis Attributes Screen* appears:

Figure 7-5 Transactions Details and Analysis Attributes Screen



2. Click the box if you want to include **Transaction Details and Analysis Attributes**, otherwise you will just get the balance on the account.
3. Select **OK**. The *Start Print Job Screen* appears.

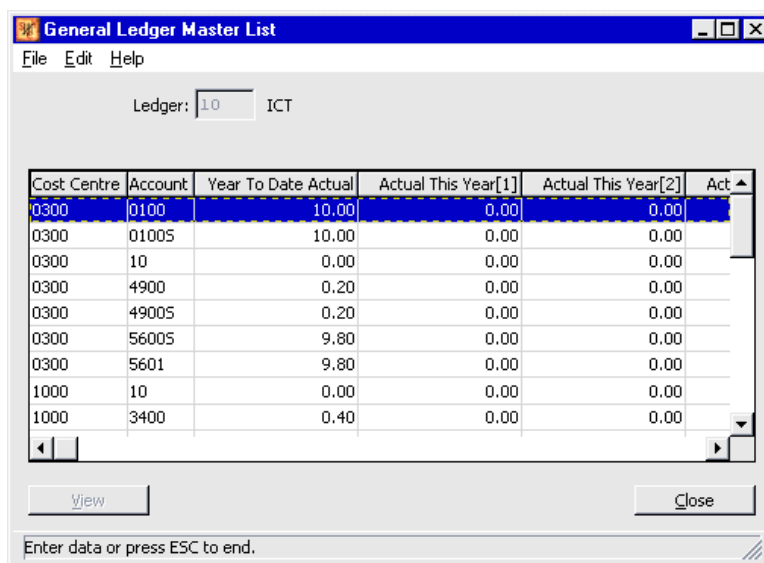
## 7.2.6 Balance on Accounts

This report shows the current balance on all ledger accounts, including all posting and summary accounts. You can only view this report on screen.

To view this report, follow these steps:

1. Select Ledger then Reports then Update Data
2. Then select Ledger then Reports then Standard then Balance on Accounts
3. The *General Ledger Master List Screen* appears:

Figure 7-6 General Ledger Master List Screen



This screen shows the actual year to date figures and the balance at the end of each period.

## 7.3 Gift Reports

The following reports are available for the Gift System:

- |  |                                       |
|--|---------------------------------------|
| Recipient Gift Statement               | Donor Gift Summary to Selected Fields |
| Recipient Gift Statement (Gifts only)  | Donor Gift Totals                     |
| Recipient Gift Statement (Donors only) | One Year Monthly Gift Report          |
| Recipient Gift List                    | Total Giving for Selected Recipients  |
| Recipient Gift Email                   | Field Gift Totals                     |
| Recipient Gift Totals                  | Field Leader Gift Summary             |
| Donor Gift Statement                   | Field Leader Gift Summary (2)         |
| Donor Gifts to Selected Fields         | Total Gifts through Field             |

### 7.3.1 Printing a Gift Report

This section explains how to start printing any Gift Report. The following sections explain how to complete the operation for the different types of report. To produce a gift report, follow these steps:

1. Select **Ledger** then **Gift Receipting** then **Reports**, or select **Reports** then **Gift**.
2. The *Print Gift Screen* appears:

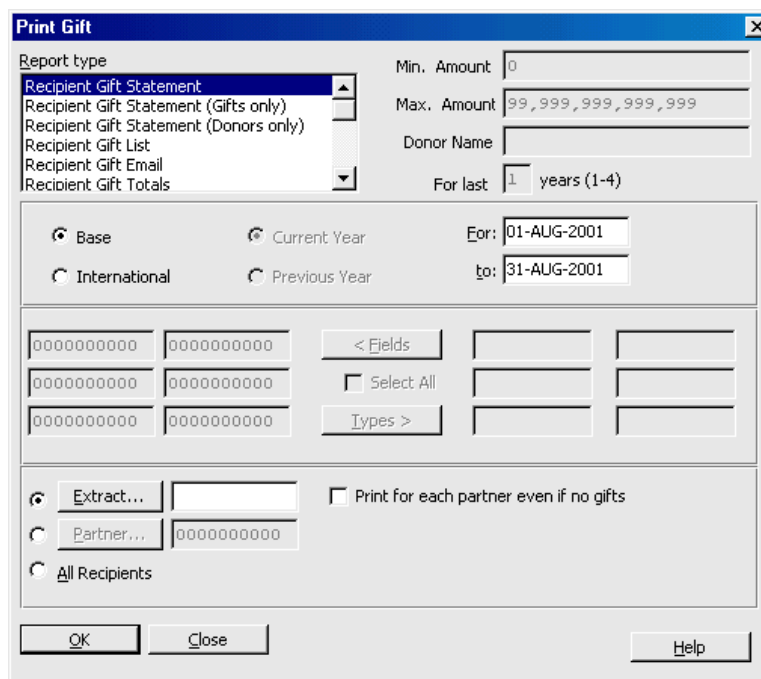


Figure 7-7 Print Gift Report Screen

3. Select the report you want to print and the conditions you want to report on. The following sections explain the different items required for the different reports, but the items below apply to all the reports.

**Extract Name** If you select **Extract Name**, then in the box you can select one of the Extract reports already set up in the Partner system. This will produce the selected report for the selected extract of Partners. See the PARTNER USER GUIDE for details of how to create an Extract.

**All Partners** The report will only include partners that have given or received gifts for the selected period, unless you tick the box to include all partners in the extract even if there are no gifts.

4. Refer to the following sections for the particular report.

### 7.3.2 Recipient Gift Statement

This report shows all the gifts received during a specific period. The report prints as a single print job rather than one for each statement. The page numbering is reset for each recipient. If you need to reprint part of this report then the page number to print from will have to be estimated.

The International currency can be selected as the currency shown in this report.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

1. Select the **Dates** you want your report to cover
2. Select the **Partner Key** for the recipient. Either input the key or select **Partner Key** to bring up the *Partner Find Screen*.
3. You can click the **All Recipients** box to show **X** if you want to include all gift recipients.

4. When asked whether you want to sort the report by field order, select ☐ Yes or ☐ No as appropriate.

### 7.3.3 Recipient Gift Statement (Gifts Only)

This report shows all the gifts received during a specific period. The information produced is just the Partner Keys, the date of the gift and the amount of the gift, with a total.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

1. Select the **Dates** you want your report to cover
2. Select the **Extract**, one **Partner** or **All**. For one Partner, either input the key or select Partner Key to bring up the *Partner Find Screen*.
3. If you selected All then you will be asked whether you want to sort the report by field order. Select ☐ Yes or ☐ No as appropriate.

### 7.3.4 Recipient Gift Statement (Donors Only)

This report is often produced in conjunction with the above report. For each recipient the information produced is a list of the donors in the period selected with their Partner keys, names and addresses.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

1. Select the **Dates** you want your report to cover
2. Select the **Extract**, one **Partner** or **All**. For one Partner, either input the key or select Partner Key to bring up the *Partner Find Screen*.
3. If you selected All then you will be asked a question whether you want to sort the report by field order, select ☐ Yes or ☐ No as appropriate.

### 7.3.5 Recipient Gift List

This report is an abbreviated form of the Recipient Gift Statement. It only gives partner keys, not names. So the report is suitable for printing to an HTML file and publishing on a web site.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

1. Select Extract, Partner key or All Recipients.
2. Select the dates you want to cover
3. Then select .

### 7.3.6 Recipient Gift Email

This option automatically emails recipients with their portion of the Recipient Gift List (described above). For security reasons, the header is not included.

To allow a recipient to get the email, set the Email Gift Statement checkbox on the *Finance Related Details screen* of their partner record. This flag can also be set or cleared using an extract, from the Update Partners menu of the *Extract Master List screen*.

This is useful for the Financial Development personnel to receive details of gifts that have been received for a particular project.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

1. Select **Extract, Partner key** or **All Recipients**. All will generate emails for all those you have set up on the Email Destination list and all partners that have the appropriate flag set.
2. Select the details you want to cover

- Then select

### 7.3.7 Recipient Gift Totals

This report is a summary of gifts on a monthly basis for the last 4 years.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

- Input the **Key** for the recipient or click the **All Recipients** box to show **X** if you want to include all gift recipients.
- Select

### 7.3.8 Donor Gift Statement

This report shows all gifts from a particular donor for a specified period.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

- Select the dates you want your report to cover.
- Select the **Partner Key** for the donor. Either input the key or select **Partner Key** to bring up the *Partner Find Screen*.
- Click the **All Donors** box to show **X** for the report to cover every donor on the system.
- Select

### 7.3.9 Donor Gifts to Selected Fields

This report shows the gifts from a particular donor to selected fields. The report can be run by Field and by Extract at the same time, and the Extract of Partners will restrict the donors to those you select.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

- Select the **Maximum** and **Minimum Amounts** for the gifts you want to include in your report.
- Select the **Donor Name**. If you leave this blank you will get all donors.
- Select the **Dates** you want your report to cover
- Choose the **Recipient Fields** you want to include. Click the **Select All** box if you want to include all fields. If you click the **Fields** box then the *Selection Screen* appears:

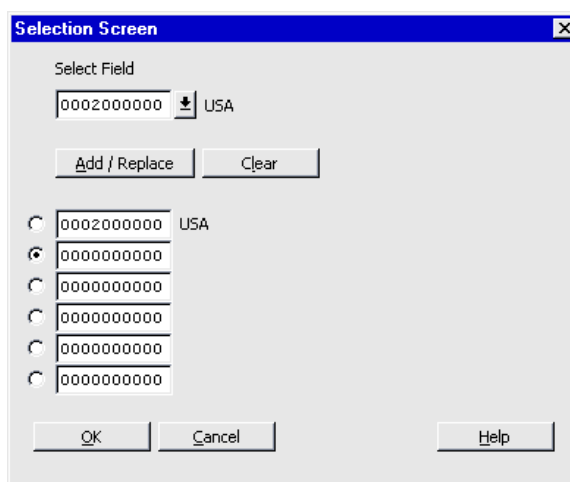


Figure 7-8 Field Selections Screen

- In the **Select Field** box, click on the arrow to display the list of fields.
- Highlight the field you want to select. Then select . This field code will then appear on the list.

7. To de-select a field code, click on that box and then select .
8. Select  when all your fields have been added.

### 7.3.10 Donor Gift Summary to Selected Fields

This report is the Donor Gifts to Selected Fields with just a summary total for each donor. The individual gifts are not listed.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

Select the report and then follow the above steps for printing the Donor Gifts to Selected Fields.

### 7.3.11 Donor Gift Totals

This report gives a total amount received from a particular donor for each month in the last 4 years.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

1. Select the **Donor** you want this report for by entering their key in the **Partner Key** box or select Partner Key to bring up the *Partner Find Screen*.
2. Select .

### 7.3.12 One Year Monthly Gift Report

This report gives a summary for an OMer of all the gifts they have received in a particular year, listing each donor and their monthly giving.

This report does not print recipients if they have not had any gifts unless asked to do so (that is, they are included in an extract or the partner key is specified).

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

1. Select Current Year or Previous Year
2. Select the **Partner Key** for the OMer.
3. Select .

### 7.3.13 Total Giving for Selected Recipients

This report shows the total giving for each of the last 4 years for some fields and/or for various special types set up in the Partner module.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

1. Specify the Fields and the Types you wish to report on.
2. If you select the  box then the *Selection Screen* appears for you to select the type:

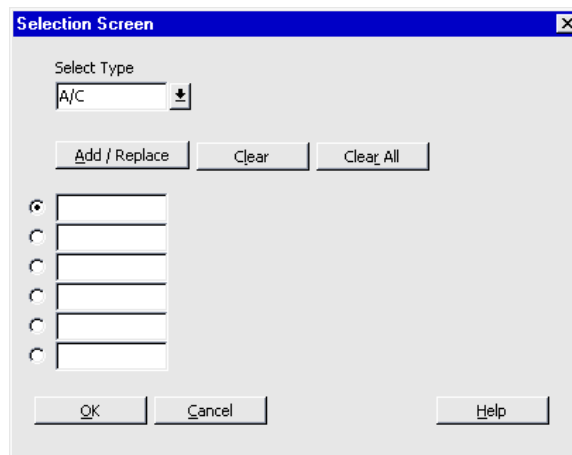


Figure 7-9 Selection Screen

3. Select a **Type** and then select **Add/Replace**.
4. To remove a type, select that type and then select **Clear**.
5. To remove all types, select **Clear All**.
6. When you have selected the criteria for your report, select **OK**.

### 7.3.14 Field Gift Totals

This report shows all the total gifts received in your office by month. The report gives the gifts for OMers, gifts for fields and the totals. You can print for all fields or for selected fields only.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

1. Select how many **Years** you want your report to cover
2. Select **OK**.

### 7.3.15 Field Leader Gift Summary

This report is for your local cost centres only, and prints the gift information which is found on the HOSAs for foreign ledgers. It lists all the people on your field with their total gifts for this period, the previous year and current year, and is sorted alphabetically.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

1. Select the **Dates** you want your report to cover.
2. Select **OK**.

### 7.3.16 Field Leader Gift Summary (2)

This report shows the income posted to all your Local cost centres, in account order. Each recipient or Motivation Detail is listed separately.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

1. Select the **Dates** you want your report to cover.
2. Select **OK**.

### 7.3.17 Total Gifts Through Field

This report gives a summary of all gifts which have been entered through your gift receipting system, both for your own field and for other fields. The report shows the gifts for OMers and the gifts for

Fields, analysed by month, by amount and quantity, with totals. You can produce this report for up to the last 12 years.

To print this report, open the *Print Gift Screen* as in section 7.3.1, above. Then continue as follows.

1. Select the number of **Years** you want your report to cover.
2. Select **OK**.

## 7.4 Motivation Response Report

This report gives details of gifts received for specified Motivation Groups and Details.

To produce the Motivation Response Report, follow these steps:

1. Select **Reports** then **Motivation**. The *Motivation Response Criteria Screen* appears:

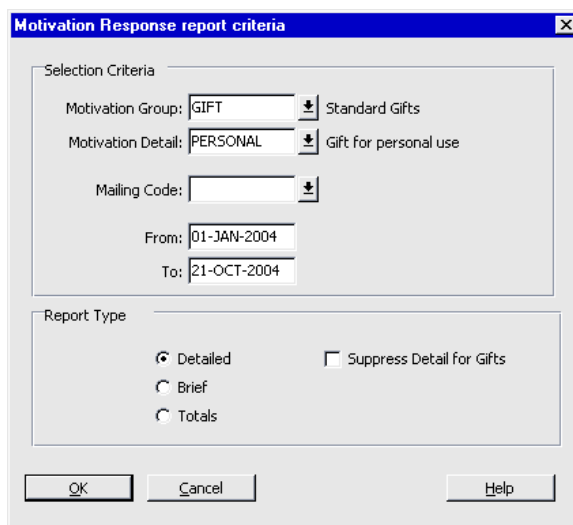


Figure 7-10 Motivation Response Criteria Screen

2. Enter the **Motivation Group** and then the **Motivation Detail** you want to report on. If you leave these fields blank then you will get every group or detail included.
3. Enter the **Dates** you want your report to cover. The date used is the Gift Batch date.
4. Then select one of:
  - Detailed** – for every gift
  - Brief** – for a total of the gifts per donor
  - Totals** – for a total of each group and detail
5. **Suppress Detail for Gifts** Tick this box if you wish to suppress the full details of the gifts, otherwise the detail will be shown in the report.
6. Select **OK**.

## 7.5 OMSS Reports

Here is a summary of the OMSS General Ledger Reports and the equivalent report in PETRA.

OMSS REPORT		PETRA REPORT Name of report and how to get the report
GLACPR	Account Master	Chart of Accounts
GLCHPR	Chart of Accounts/ Format Code	Ledger, Setup, Accounts, Attributes, then from the <i>Account Master List Screen</i> select File, Print, Yes

OMSS REPORT		PETRA REPORT Name of report and how to get the report
GLGUPR	Currency Code	Currency Setup, Currency, File, Print
GLGRPR	Administrative Grants	Admin Fee Calculations Ledger, Period End, Calculate Admin. Grants
GLHOPR	Home Office Statement of Account	Home Office Statement of Account Reports, GL Standard, Other Reports, HOSA Reprint
GLITPR	Transfers Reconciliation	Internal Transfer Reports, GL Standard, Other Reports, Internal Transfer
GLREPR	R&E Comparison with Prior Year	Income and Expense Statement Reports, GL Standard, Income and Expense Statement, then select Actual this Year, Actual Last Year, Variance, Standard and Selected Cost Centres
GLREP1	R&E Comparison with Budget	Income and Expense Statement Ledger, Budget, Reports, then select Actual this Year, Budget this Year, Variance, %, Standard and Selected Cost Centres
GLREPT	Report Utility Program GLFSO	Balance Sheet and Income and Expense Statement Reports, GL Standard, then Income and Expense Statement and then Balance Sheet
GLREPT	Report Utility Program GLAFO	AFO Report Reports, GL Standard, Other Reports, AFO Report
GLSRPR	Stewardship Report	ICH Stewardship Balance Report Ledger, Period End, ICH Stewardship Report
GLTBP1	Trial Balance by Source	Account Detail Reports, GL Standard, Other Reports, Account Detail then select By Reference
GLTBP2	Trial Balance by Account	Account Detail Reports, GL Standard, Other Reports, Account Detail then select By Account
GLTBP3	Trial Balance by Fund	Account Detail Reports, GL Standard, Other Reports, Account Detail then select By Cost Centre
GLTBP4	Trial Balance Across Departments	Account Detail Reports, GL Standard, Other Reports, Trial Balance then select By Department
GLTBP6	Trial Balance Across Ledgers	Account Detail Reports, GL Standard, Other Reports, Account Detail then select By Cost Centre, and select all cost centres

## 7.6 Reprinting a Report

To reprint a report you have already produced, follow these steps (See GENERAL USER GUIDE for more detail):

1. Go to the PETRA Main Menu (not the Finance Main Menu)
2. From the menu bar, select File then Reprint Report

3. Highlight the report you want to reprint. Then select Print.

## 7.7 Extended Reports

As mentioned at the start of this section, A new style of flexible report is being introduced into PETRA. This section explains the key concepts of the Finance Extended Reports. the key features of the new reports are as follows:

- Options for formatting the amounts: (1) for the details not to clutter the bigger picture, you can drop the decimals; (2) to save space, you can choose only to display the thousands.
- Simple export to CSV format for use in a spreadsheet.
- Preview of the page which show how the report will look like on the paper
- Options to define what items should be listed in columns, order and width of columns, etc.
- Ability to store and reuse the settings once you have set them up.
- In some cases, graphical output for the I&E statement (just examples, showing what is possible in the future)

### 7.7.1 Features of Finance Extended Reports

Specific New features for Finance reports are as follows.

**Different Financial Year** This new feature allows, in all finance reports, a different financial year, that is, ending in a different month than the default Petra finance calendar. For details see “Different Financial Year Option”, page 145.

**Multi-Ledger** You now can compare several ledgers, that are available in the same database. Each column can display data from a different ledger, and there is the option of adding ledgers up in one column, by selecting more than one ledger.

**Multi-Period** The Income & Expense Statement is now able to print the data of the 12 periods of a financial year into 12 columns, and a final overall figure in the last column.

**Alternative Account Hierarchy / Charter of Accounts** Some countries need an alternative account hierarchy, often for local legal requirements. Now the Reporting Tool allows to run reports against both the Standard account hierarchy and to any local account hierarchies. The generation of an alternative account hierarchy is not a part of PETRA yet, but those offices who need it most can get special help to import their hierarchy.

### Modifications to existing Reports

In addition to the general points mentioned above, the individual finance extended reports offer the follow new options, compared with the previous versions.

- Balance Sheet – Report Type “Detail” has been added (only "Standard" and "Summary" before)
- Income & Expense Statement – new column for Budget Whole Selected Year; Multi-period report, showing 12 months in one report; and graph to illustrate figures.
- Both Inc&Exp Statement and Balance Sheet – Account variances, to display percentages; sum of Costcentres.
- Account Detail – possible to select accounts and cost centres individually

## 7.7.2 Setting up an Extended Report

Although each report is different, the principles are the same. To illustrate the principles, one example will now be given. This section explains how to set up a report, and to save the settings to reuse them. The next section explains how to generate, print and export the report.

To set up an extended report:

1. From the menu bar of the *Finance Screen*, select **Reports > Extended Reports** and then the option that you require. For this example we will use **Balance Sheet > Multi-Ledger**. The Report Screen appears.

Control buttons >  
Tabs >

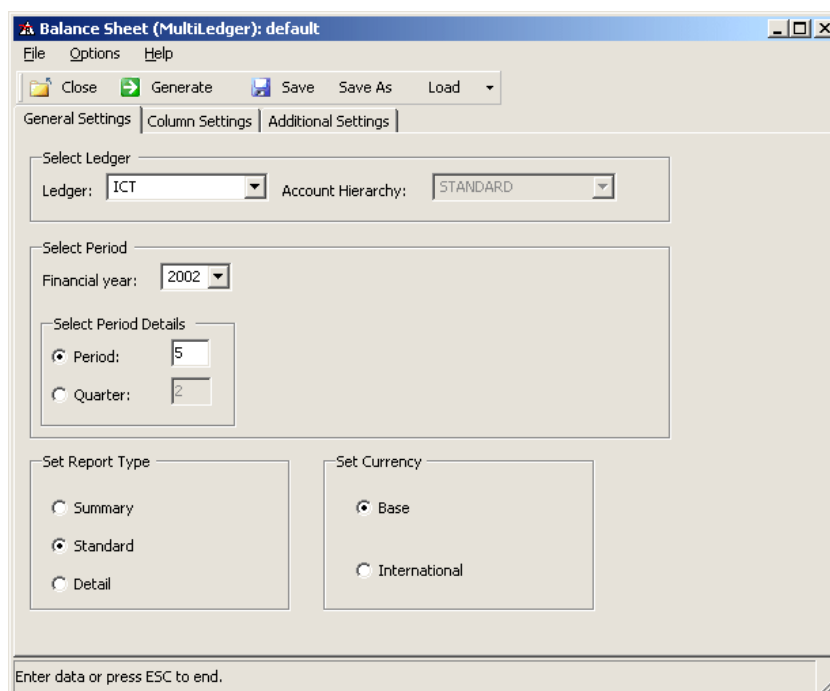


Figure 7-11 Report Screen, with General Settings Tab selected

2. The screen has three Tabs, which allow you to set up the content and layout of the report you require. (To reuse settings that you have previously saved see “Saving and Reusing Report Settings”, page 144.)
3. **General Settings Tab** Use this tab to select the main parameters for the report, **Ledger**, **Period**, **Report Type**, etc.
4. Select the **Column Settings Tab**. This allows you to add, delete or rearrange columns.

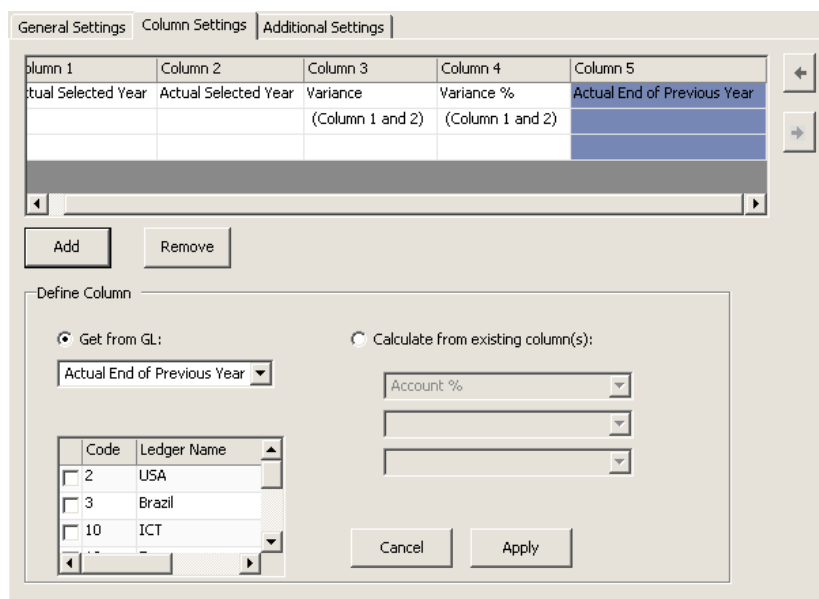



Figure 7-12 Report Screen, with Columns Settings Tab selected

- The figure shows the screen after the **Add** button has been clicked, to add a new Column 5 at the right. The contents of the new column can now be defined in the lower part of the screen. In this case it is possible either to include data from one or more ledgers, or to perform a calculation on the data in existing columns, and include the result in the new column.

**Get from GL** If you select this option, you can then select one or more ledgers in the list below. This data will be inserted into the new column.

**Calculate from existing column(s)** This option allows you to set up a calculation based on the figures in one or two of the previous columns, so that the result is placed in the new column. The calculation options are as follows:

Variance	Absolute difference between two columns
Variance %	The relative difference in percentage between two columns
Account %	The percentage of an account towards the next account above it in the account hierarchy.
Account % INC/EXP	The percentage of an account towards the INC or EXP account, depending on the type of the account.

- Click **Apply** before doing anything else.
- To move the new column to the left, first click on it to highlight it, and then click the arrow button at the right , to move the column to the left. Again, click **Apply**. If you need to remove a column, highlight and click **Remove**.
- Use the **Additional Settings Tab** to adjust the number format. Options are provided to round the numbers, and so exclude either the decimal places, or even just to show thousands.
- The report is now ready to run (see next section). However, if you are likely to want to run the same report again, you can save the settings for reuse, as described next. Otherwise, to generate and print the report, see section 7.7.3, page 145.

## Saving and Reusing Report Settings

- Once you have adjusted the settings to what you require, you can save them using the control buttons shown in Figure 7-11. Normally you should **Save As** to bring up a dialogue box asking for a name for these settings. If you click **Save**, this will override the settings that are currently loaded; however, it is not possible to overwrite the default settings.

To **reuse** settings for another report, then use the **Load** button with its drop-down box to select the required settings that you have previously saved. When you run a report, it will normally open with the last used settings loaded automatically. The settings name is shown in the window title bar.

To **delete** settings that are no longer required, on the menu bar select **File > Maintain Settings**. Select the name of the settings no longer required, and click **Delete**.

You can also **give** your settings to other offices or Standalone machines: you need to use the Windows Explorer, and go to:

- \* on the Network version: I:\petra\reports\settings
- \* on the Standalone version: c:\petra2\reports\settings

There you will find several subdirectories, one for each report. Inside those directories, there are files with the extension ".xml", and you should recognise the names of the files to be the names of your settings. You can send one or more of these files to your colleague, so that she or he can run the same reports as you. Your colleague needs to copy your file in the appropriate settings directory of the report, that this setting is for.

## Different Financial Year Option

This option has been disabled by default, because it will only be used by a little number of offices. To enable or to disable this option, you can switch the menu item in the Options menu, called "Allow Different Financial Year". When you have enabled it, you should see, a dropdown field for the selection of the month the financial year should end in.

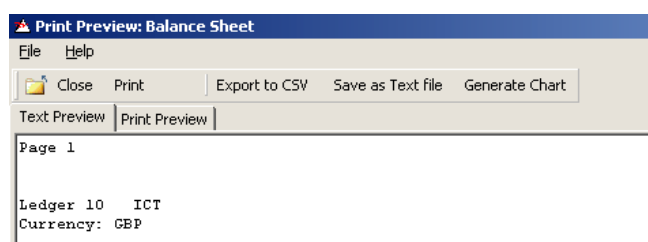
By default, the last month might be March, because your financial year calendar in PETRA is set up to start in April and to finish in March. In order to produce reports, that you or your Area Finance Officer can compare to other fields, you can set the last financial period to December. Then the report will look like as if it was run on a system with a standard financial year calendar.

### 7.7.3 Printing and Exporting Extended Reports

Once the report has been set up, as described in the previous section, the control buttons (Figure 7-11, page 143) can be used as follows.

11. Click the **Generate** button. The report then appears on the screen. At the top there are a number of menu buttons as shown in the figure.

Figure 7-13 Top part of Extended Report Print Preview Screen, showing options



There are a number of options, as follows.

12. Click **Text Preview** or **Print Preview** to select how the data is displayed. The difference is as follows.

**Text Preview** The data is displayed using Courier New font (non-proportional). This may be useful for cutting and pasting into a different application. This preview shows all data, no matter how many columns there are.

**Print Preview** This displays the data as it will be printed to paper, in Arial, 8pt font. This allows more data to be fitted onto a row. If there is too much data, the layout will automatically switch to landscape format. If there is still too much data, then this view makes it possible to see which items of data will not be printed.

13. To **print** the report, click  .

14. Alternative operations are as follows:

Click  if you wish to save the file in this format. A dialogue box will ask you for a file name and destination.

Click  if you wish to save the data in CSV format, for use in a spreadsheet such as Microsoft Excel or OpenOffice. If you have Microsoft Excel on your computer, the file will be opened automatically in this, and it is necessary to Save As CSV in Excel.

For a very few reports,  will allow a graphical view of the data.

15. When you have finished, click .

----- End of Chapter 7 -----

## Chapter 8 Month End and Year End Closing

### 8.1 Transactions for Other OM Funds

To make a recharge to a Foreign fund, you debit the appropriate expense account for the fund you are charging. This will then be included in your next Stewardship Report and will be debited to the other fund through ICH. If you receive income for a foreign fund, you credit that fund with the full amount of the income received, and calculate the admin. grant due on that gift.

#### OM PROCEDURE:

Each OM office that receives a gift for another fund is entitled to up to 10% of that gift as a contribution towards administrative costs, and 1% is credited to ICT Carlisle for international administration costs and 1% to the Global Impact fund for development and emergencies in OM. These sums are known as Administrative Grants (AG). On all gifts your fund receives for itself 1% is payable to ICT Carlisle and 1% to GIF.

At the end of each month the following procedures must occur:

Calculate the Admin. Grant on all gifts received by your fund, then debit 4900 for these admin. grants and credit admin. grant income (3400) or, for the amounts due to ICT Carlisle and GIF, the accounts credited are 1000-3400 (ICT Carlisle) or 9500-3400 (GIF).

For all accounts which have transactions for the month for other funds, the total net debit or credit is posted to account 5601 ICH Settlement Transfers for each fund. The resulting total is posted to your ICH account, 8500.

These transactions remain on the account for the whole year, they are cleared out as part of the year end procedures. If all accounts for each fund are taken together, the net result will be a zero balance at the end of each month, after the stewardship has been calculated.

The Home Office Statement of Account (HOSA) informs the receiving fund of the transactions you processed through your system for them during the month. These HOSAs should be produced and sent to the International Clearing House for distribution.

The net posting to 8500 will be the amount receivable from or payable to ICH by your fund, for that month.

### 8.2 ICH Stewardship Calculation

This procedure calculates the admin. grants on the gifts received in the month, and creates the batch to automatically post the grants to the ledger.

When transactions are posted to foreign funds, you must run this procedure in order to include them in your Stewardship Report. The calculation looks at one accounting period, and will pick up all the transactions for foreign ledgers posted during that accounting period.

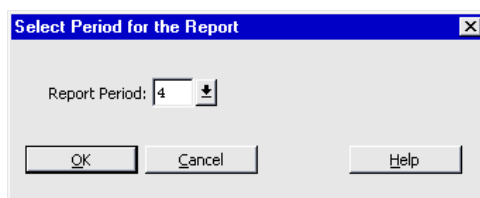
The procedure creates the ICH Stewardship batch and posts it automatically to the ledger. The batch that is generated when the calculation is performed will only contain any new transactions since the stewardship was last calculated during the month. It is possible therefore to calculate the Stewardship more than once in one month.

This procedure must be run before you can produce any of the ICH reports.

To run the ICH Stewardship Calculation, follow these steps:

1. Select Ledger then Period End then ICH Stewardship Calculation. The *Select Period for the Report Screen* appears:

Figure 8-1 Selected Period for the Report Screen



The dialog box titled "Select Period for the Report" has a title bar with a close button. It contains a "Report Period:" label followed by a dropdown menu showing the number "4". Below the dropdown are three buttons: "OK", "Cancel", and "Help".

2. Select the Report Period and then **OK**
3. A batch will be automatically generated, posting the admin. grants to the appropriate accounts.
4. The ICH batch is then automatically generated and posted.
5. A message box appears when the ICH Stewardship calculation is completed. The *Stewardship Output Selection Screen* appears (see below).

## 8.3 ICH Stewardship Reports

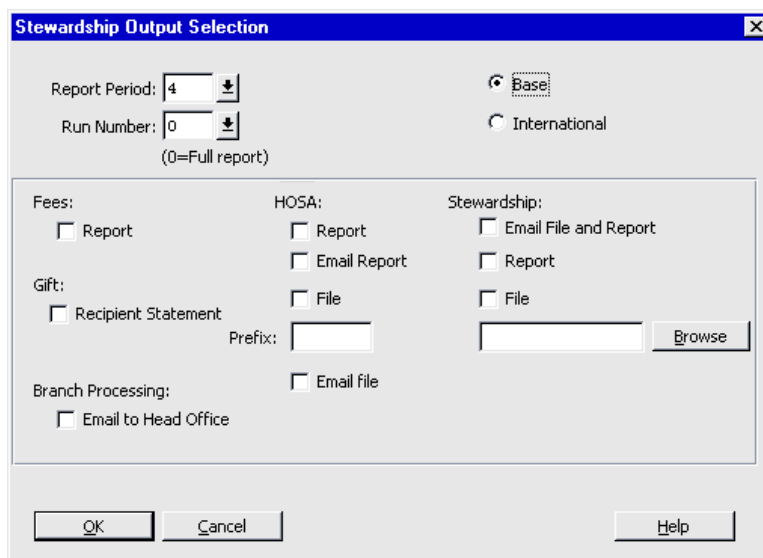
### 8.3.1 Producing ICH Stewardship Reports

When you run the ICH Stewardship Calculation above, PETRA allocates a run number to the calculation. You can run more than one Stewardship Report for a period. Run number 0 will include everything for that period. If there are no foreign transactions for the period a nil report will be produced.

To produce the ICH Stewardship Reports, follow these steps:

1. Select Ledger then Period End then ICH Stewardship Reports
2. The *Stewardship Output Selection Screen* appears:

Figure 8-2 Stewardship Output Selection Screen



The dialog box titled "Stewardship Output Selection" has a title bar with a close button. It contains several fields and checkboxes:

- Report Period:** A dropdown menu showing "4".
- Run Number:** A dropdown menu showing "0". Below it, the text "(0=Full report)" is displayed.
- Base:** A radio button that is selected.
- International:** A radio button that is not selected.
- Fees:** A checkbox labeled "Report" which is not selected.
- HOSA:** Two checkboxes: "Report" (not selected) and "Email Report" (not selected).
- Stewardship:** Three checkboxes: "Email File and Report" (not selected), "Report" (not selected), and "File" (not selected).
- Gift:** A checkbox labeled "Recipient Statement" which is not selected.
- Prefix:** A text input field.
- Branch Processing:** A checkbox labeled "Email to Head Office" which is not selected.
- Email file:** A checkbox which is not selected.
- Browse:** A button next to a text input field.

At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Help".

3. **Report Period** defaults to the current period
4. **Run Number** defaults to 0, which will include everything for that period. You can select the run number and the date that the ICH Calculation was performed.
5. **Base or International Currency** select which currency you want your report to be shown in

6. Select the reports you want to produce, using the check boxes. The following sections describe the different reports.

**Reports and Files** A **Report** is a text document which can be printed, giving the required data. Reports also include headings and many <space> characters, so that data items are printed in columns and the report is easy to read. A report can be saved as a text or .txt file. However, the **Files** referred to in the Stewardship Report screens are different. These contain the key items of data from a report, separated by commas, but with no headings or additional spaces. The items of data may be numbers, alphanumeric codes, or short phrases of text, such as a name. An example might be:

1020,56.20,GBP,"Smith, John"

These files of 'raw data' can be imported into PETRA or spreadsheet applications. Because the items of data are separated by commas (,) these are called "Comma Separated Variable" or CSV files. Usually both **reports** and **files** should be produced and sent to the people who need them.

### 8.3.2 Fees Report

To produce a Fees Report, select this on the screen shown in Figure 8-2, page 148. This report produces a summary of the Admin. Fee Calculations. It shows the total gifts and the fees deducted for each foreign ledger.

### 8.3.3 Home Office Statement of Account (HOSA)

To produce HOSA Reports, select the required options on the screen shown in Figure 8-2, page 148. These are described below. You would normally select options 1 and 4, to send both the Report and the File by email to the receiving fund.

1. **Email Report** produces a HOSA Report and emails it to the destination you have defined (see section 2.8, page 34. The recipient will then be able to print out the HOSA Report in the report format.
2. **Print Report** If you select this box then all the HOSAs are printed and the usual *Start Print Job Screen* appears for you to select your output destinations (printer, screen, etc). However, on the *Start Print Job Screen* do not select the option to print to file as only one file will be created and PETRA will keep overwriting this file.
3. **File** creates a file in a format that the receiving field can import into their ledger (see box above). This file will be stored in your tmp directory. You must enter a **Prefix** for the file name, a maximum of 5 characters. You will find that in your tmp directory the file is in csv format, with the name of the file as prefix you entered, followed by the fund number. The recommended format for the Prefix is H followed by the year and then the month. For example, H9910, for the HOSA for October 1999.
4. **Email file** creates the HOSA files, as in File option, and emails them to pre-defined email destinations. See section 2.8, page 34, for how to set up these destinations. If a destination does not exist for a foreign ledger, then a message will appear to tell you that the file has not been sent.

If you want to print one individual HOSA then select Reports then GL Standard then Other Reports then HOSA Reprint. This HOSA will be for the whole accounting period.

### 8.3.4 Stewardship Report

To produce HOSA Reports, select the required options on the screen shown in Figure 8-2, page 148. These are described below. You would normally select options 1 and 2, to send both the Report and the File by email to ICH, and to print the Report, which can then be signed before being sent to ICH.

1. **Email file and report** – if you select this box then the Stewardship Report and the file (CSV format) are automatically emailed to the Email destination you have defined as Stewardship. See

section 2.8, page 34, on how to define an email destination. You do not also have to select the **File** option to create the file, since it will be created automatically.

2. **Report** will mean the usual *Start Print Job Screen* will appear for you to select your print destination. You must print a report, get it signed by an authorised signatory and mail it to ICH.
3. **File** will produce the CSV-format file which contains the data in your Stewardship Report, in a form which can be read into PETRA or a spreadsheet. You need to enter where to save the file.

Click the **Browse** button to see your file directories and select the folder where you want this report saved. PETRA will remember the last file you set up for this and will default to this file, so you can easily alter the name of the file.

### 8.3.5 Gift Recipient Statement

If you select this report then you will print all the Recipient Gift Statements for the period, for every recipient. The period and the currency will both be as displayed on the screen. The report will be produced in field order. The run number will be ignored for this report.

### 8.3.6 Branches

If a ledger is set up for branch processing then an option appears on the *ICH Stewardship Reports Screen* **Email to Head Office**. This will create an export file of all gifts in the system, all general ledger entries (except for period end processing entries and those generated by the gift system), and all donor and recipients that have been created or changed since the start of the period being processed.

These reports will be automatically emailed to the person in the main office that is responsible for consolidating all the branch data. They will be able to import all of the data without modification (except if there are transfers between branches, where some modification may be required).

To use this option you must set up an email destination for **BRANCH** with the appropriate email address, see section 2.10.

## 8.4 Month End Closing

This procedure must be run as soon after the month end as possible. This will prevent any further posting of transactions for the month. Once you have closed your month you can enter no further transactions for that month, so before you run Month End, print the Account Details report for your local cost centres and check that all your postings are correct.

The month end processing performs the following functions:

- Checks that all batches have been posted.
- If you have not already run the Stewardship Calculations then these procedures will be run automatically.
- Prints out suspense accounts. If an account has been defined as being a suspense account it is printed at this time so that you can reconcile the balance.
- Checks whether you have run an end-of-month foreign currency revaluation. If not it will ask if you want to continue with the month-end or stop so that you can run a revaluation. (NB. In previous versions of PETRA the revaluation was run as part of the month-end but it is now a separate operation).
- Prints the details of transactions to each ledger account - the Account Details Report
- Produces a full set of financial reports
- Rolls over the dates into the next month

- Carries forward balances into the new month for balance sheet items

### 8.4.1 Running the Month End

To run the Month End, follow these steps:

1. Select Ledger then Period End then Month End Closing
2. You will get a message to ask if you want to proceed. Select Yes to continue.
3. All the batches in the month must have been posted. If this is not the case then you will be prompted to post them.
4. If you have Suspense Account Usage activated then a message will ask whether you want to print and check suspense account details before proceeding. You should reconcile all these accounts each month. Select Yes or No.

If you select Yes then a printout of all suspense and bank accounts is produced. Then the month end procedure will be stopped and you will restart the procedure at step 1 above.

If you select No then the month end calculations begin.

5. You may be given a warning that you have not run a foreign currency revaluation, and asked if you wish to continue. If you wish to perform a revaluation then you will need to click No to end the month-end so that you can run the revaluation first.
6. PETRA will then check that there are no further Admin. Grants to calculate and no further ICH transactions.
7. The balances will be carried forward to next month.
8. When the process is complete a message will appear to say that the Month End has been completed successfully.
9. You will then be asked if you wish to print all the Period End Closing Reports to the same destination. If you select Yes then all reports will be produced one after the other without user intervention. If you select No then you will be asked for a Print destination for each report.
10. The following reports will be generated:
  - Admin. Fee Calculations
  - ICH Stewardship Report
  - Month End Account Details for the transactions for the month, all accounts, all ledgers
  - Home Office Statements of Account
  - Balance Sheet at month end
  - Income and Expense Statement for the year to date
  - Current Accounts Payable
  - Executive Summary
  - AFO Report

### 8.4.2 Project Gift Summary

You can produce a summary of project gifts which have come in through your office by printing a Motivational Response Report. A separate page will be printed for each motivational detail. This should then be mailed to the recipient office. See section 7.5 Motivation Response Report for full details.

## 8.5 Year End Closing

Year end closing is similar to the Month End closing with the additional procedures needed to set up the ledger for a new financial year.

The year end closing performs the following functions:

- Processes the final month end for the financial year
- A batch is generated which closes off the income and expense accounts for the year, and the surplus or deficit for the year is transferred to the equity account
- Transfers current year's actuals to last year's actuals for the entire financial year
- Transfers next year's budget to this year's budget
- Any transactions, balances and exchange rates which are not within your Actuals Data Retention period will be deleted from the system and saved away onto separate files for management information. For example, if your data retention is set to 5 years then all data older than 5 years will be deleted from the system and saved to file.
- The calendar for the new financial year is updated

This procedure must be run as soon after the year end as possible. This will prevent any further posting of transactions for the year.

When you are running the Year End Closing Program, this process will delete all your gifts which are not within your Data Retention Period for gifts. If your Years to Keep Gift Data is set for 2 years, then all gifts over 2 years old will be deleted from your system. See section 3.3.13 for details of how to change your Data Retention Periods.

To run the Year End, follow these steps:

1. Select Ledger then Period End then Year End Closing.
2. You will get a message to ask if you want to proceed. Select Yes to continue.
3. All months in the year must have been closed. If the Month End procedure for the last month in the year has not been run, then it will be run automatically.
4. When the process is finished a message will appear to say that the Year End has been completed successfully.

## 8.6 Revalue Foreign Currency Accounts

This will revalue any of your foreign currency accounts which need it. A foreign currency account needs to be revalued if the base currency balance no longer matches the foreign currency balance at the current exchange rate. For each account which needs to be revalued a pair of transactions will be generated, one to adjust the balance of the foreign currency account and the other to update the Currency Revaluation account (5003). All these transactions are placed in a single batch which is then automatically posted.

Please note that you can perform a revaluation at any time on one or more foreign currency accounts using a REVAL journal. This option is really intended as a quick way to automatically revalue all your foreign currency accounts at month-end.

To revalue your Foreign Currency Accounts, follow these steps:

1. Select Ledger then Period End then Revalue Foreign Currency Accounts
2. A message box appears asking you to confirm you want to do this. Select Yes.
3. You will then be asked to enter the Daily Exchange Rate for each foreign currency that you have an account for. Enter the current rate for each one.
4. The revaluation batch will be automatically generated and posted. You will then get a chance to print the *Transaction Posting Register*.

## 8.7 Revalue International Currency

This will revalue the International Currency for the current year. PETRA will recalculate the Opening Balances and then restate the amounts from all posted transactions following that date. If you are working in a forward period then this would mean restating of all periods since the last year end close was performed.

To revalue your International Currency, follow these steps:

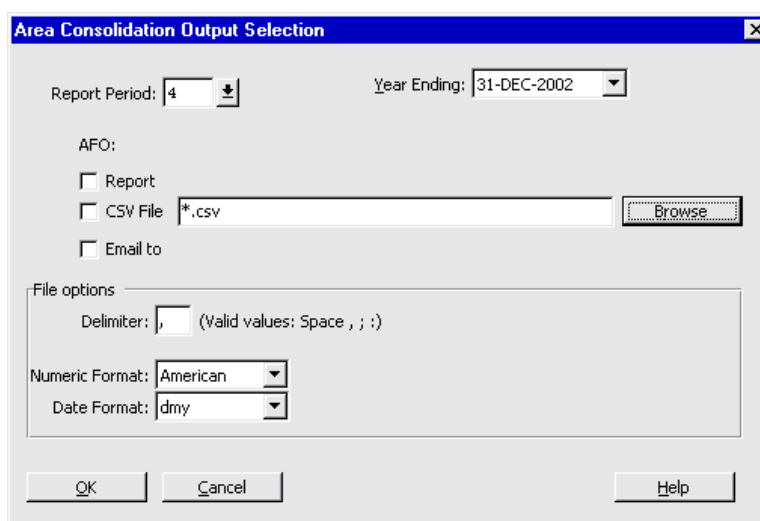
1. Select Ledger then Period End then Revalue International Currency.
2. A message box appears asking you to confirm you want to do this. Select Yes.
3. The *Enter Daily Exchange Rate Information Screen* appears.
4. Enter the revised exchange rate you wish to use for the International Currency.
5. Then select **OK**. A message will appear to confirm the completion of the processing.

## 8.8 Consolidations

The consolidation option allows you to produce a file which contains your figures for international consolidation. This report should be sent on a monthly basis to your Area Finance Officer.

To produce the consolidation file, follow these steps:

1. Select Consolidations then Consolidation Output. The *Area Consolidation Output Selection Screen* appears:



The screenshot shows the 'Area Consolidation Output Selection' dialog box. It contains the following fields and options:

- Report Period:** A dropdown menu currently showing '4'.
- Year Ending:** A dropdown menu currently showing '31-DEC-2002'.
- AFO:** A section with three checkboxes:
  - ☐ Report
  - ☐ CSV File: Next to it is a text field containing '\*.csv' and a 'Browse...' button.
  - ☐ Email to
- File options:** A section with three fields:
  - Delimiter:** A dropdown menu currently showing ',' with a note '(Valid values: Space , ; :)'.
  - Numeric Format:** A dropdown menu currently showing 'American'.
  - Date Format:** A dropdown menu currently showing 'dmy'.
- At the bottom are three buttons: **OK**, **Cancel**, and **Help**.

Figure 8-3 Area Consolidation Output Selection Screen

2. Select your **Report Period** and then select the **Year** that you want to report on.
3. Select the options you require:
  - Report** – if you want the report in a printed format, the usual *Print Job Screen* will appear
  - CSV file** – if you want to produce a file to send attached to an email. Name the file in the format ffmmyy, where ff is your fund number, mm is the month, and yy is the year. For example, 230600 for Belgium for June 2000.
  - Email to** – if you want the report to be automatically emailed to the destination you have defined. (See section 2.10)
4. Then set your **File options** for the format of the file:
  - The appropriate **Delimiter** value for your file.
  - The **Numeric Format**, whether you want American (xxx,xxx.xx) or European (xxx.xxx,xx).

**Date Format** Select from the list the date format in your imported file. The choice is either DMY for DD-MM-YYYY or MDY for MM-DD-YYYY.

5. Then select

In the csv file produced, if the account is shown as “Dr” but the figure is a negative figure, then the balance is a credit balance.

----- End of Chapter 8 -----

## Chapter 9 Accounts Payable

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### 9.1 Introduction to Accounts Payable

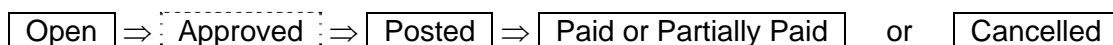
The Accounts Payable system has the goal of providing an efficient way of entering, paying and managing of suppliers and invoices from those suppliers. The system allows you to enter and maintain suppliers in the system. Invoices received from these suppliers can then be entered into the system, which will then take the invoice through a process of approval, posting and paying.

#### 9.1.1 Suppliers

Partners (normally organisations) who are suppliers of goods or services are now set up as Suppliers. Invoices are entered for a supplier and payments are made to them. The Accounts Payable system allows you to enter and maintain partners as suppliers. Suppliers are first entered as partners (normally class organisation) in the Partner Module. The accounts payable system then allows them to be set up as Suppliers, with the various data needed, such as discount terms, accounts, etc.

#### 9.1.2 Invoice/Credit Note Processing Steps

A credit note can be considered as an invoice with a negative value. In this chapter, all references to invoices should be taken to apply equally to credit notes. An invoice or credit note can go through different stages, or states in within the system, as follows:



**Open** This is an invoice that has just been entered into the system. All new invoices will have this status. When an invoice is entered into the system, nothing is done in the General Ledger.

**Approved** This is an optional status, which can be disabled (though still used) by setting the appropriate option in the *Accounts Payable Defaults* (see section 9.9, page 176). This is mainly used to indicate if the invoice is approved and ready to be posted. Approving an invoice also does not alter the General Ledger in any way. If this status is not disabled, an invoice will be blocked from being posted if it is not yet approved.

Invoice detail lines also play a part in the approval of an invoice since each detail can be approved individually. This is useful for situations where there is a dispute over one of the detail lines of an invoice. Once all the invoice details are approved, the invoice will automatically be marked as approved, and if an invoice is approved as a whole, all details will be approved as well.

**Posted** Posting an invoice creates the first entry into the General Ledger and has the following effect on the General Ledger:

*Expense account is Debited*  
*Accounts Payable (AP) account is Credited.*

The expense account is specified separately for each invoice detail line, and the AP account is specified for the supplier.

**Paid or Partially Paid** When an invoice has been posted, it is ready to be paid. In general, payments are made to a supplier, which implies that any number of invoices can be paid together, and also that some invoices may only be paid partially. When an invoice is paid, the second entry is made into the General Ledger for the invoice. (Normally it would be the final entry, but in the case of partially paid invoices, there will naturally be more “second” entries in the General Ledger for a given invoice.) Paying an invoice – be it partially or fully – has the following effect on the General Ledger:

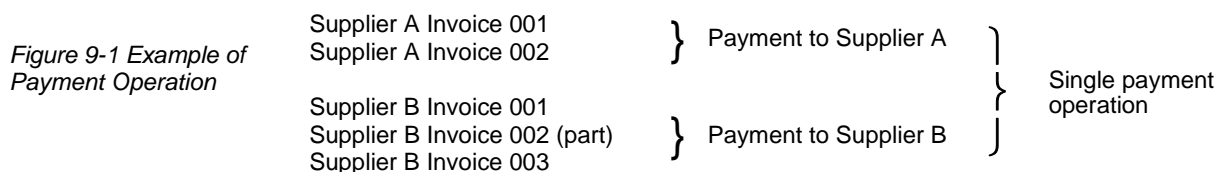
*Accounts Payable (AP) account is Debited*  
*Bank account is Credited.*

The AP account is the same one used for posting an invoice and the bank account is specified when the payment is made.

**Cancelled** If you reverse an open invoice, the invoice will be marked as cancelled. A cancelled invoice is similar to a deleted invoice, and is not editable in any way.

### 9.1.3 Payments

Payments are made to suppliers. Any number of invoices can be paid by a single payment, and an invoice can be partially paid if required. Even though each payment can only be made to a single supplier, PETRA provides a way to make several payments at the same time to different suppliers.



PETRA allows for three **Payment Types** for invoices: cash, cheque and transfer. These are as follows:

**Cash Payment** A cash payment is a payment in its simplest form: to make the necessary database changes and keep the general ledger balanced. You generally use this kind of payment if an invoice was entered into the system, and was paid with cash, or by some other means, and you want the invoice to be marked as paid in PETRA.

**Cheque Payment** This type is used when a payment is to be made by means of a bank cheque.

**Transfer Payment** Payment by transfer means that the invoice is transferred to another supplier. This forms the basis for credit card payments, which will be implemented in the near future. Basically it does the same a Cash payment, except that it creates a new invoice that contains all the information of the payment for a given supplier.

Say, for example, we want to pay three invoices with a credit card supplied by Visa. Firstly, you must make sure the credit card supplier is entered into the system as a supplier - in our case it would be VISA. When we now pay these three invoices, apart from doing all the necessary transactions in the general ledger, a new invoice will be created for supplier VISA and the three invoice that were paid will be marked to be PAID or PARTIALLY PAID – whichever applies. This new invoice will be of the total value of the payment, and will have three detail lines – one for each of the invoices that were paid. In essence, then, payment by transfer applies when invoices are paid in such a way that it will cause you to get an invoice from a different supplier.

### 9.1.4 Currency and Exchange Rates

All invoices from a certain supplier must be in the same currency. The currency is stored as part of the Supplier data, and all invoices will automatically be in that currency.

The rate of exchange is entered at the time that the invoice is input into PETRA. The rate of exchange may be altered at any time until the invoice is posted to the General Ledger. There are two different exchange rates: the **invoice exchange rate**, which are used for posting the invoice to the general ledger, and the **payment exchange rate**, which is used when the invoice is paid.

Both of the exchange rates are saved in the Daily Exchange rates table, and can be maintained as described in section 2.3, Daily Exchange Rates, page 21.

The difference between the two base currencies (which will result from two exchange rates) will be taken care of automatically with the next General Ledger Revaluation.

### 9.1.5 Tax Account

The expenditure tax account can be set up for the ledger and the tax element of the invoice is posted to this account. See section 3.3.5, page 41, for details of how to set up the tax account. You can only set up one tax account.

## 9.2 Opening the Accounts Payable System

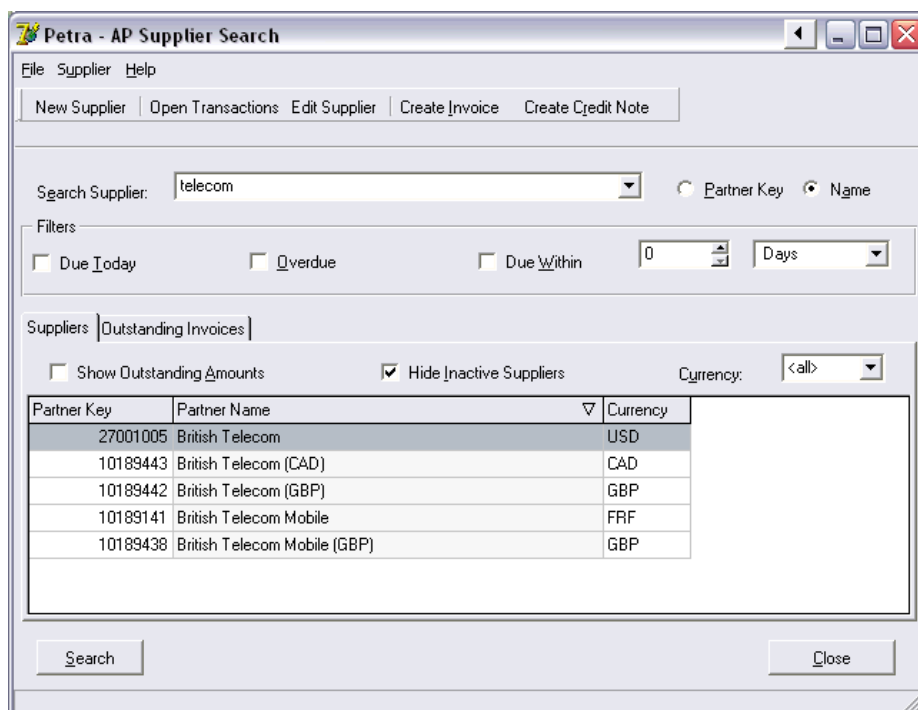
Before the Accounts Payable system can be used it must be interfaced. To interface the subsystem select Ledger then Setup then Tables then System Interfaces. See section 3.4.2, System Interfaces, page 46, for further details of interfacing a new sub-system.

### 9.2.1 The Accounts Payable Main Screen

To use the Accounts Payable module, go to the *Finance Module Screen* in the PETRA, and from the menu bar select Ledger then Accounts Payable then Suppliers and Invoices. The *Accounts Payable* main screen will be displayed. This will be as shown in Figure 9-2, except that list screen in the lower part will be blank. This screen is the starting point for all operations using the Accounts Payable module.

This section introduces the main views possible from this screen. More detail is provided in later sections which describe specific tasks using the Accounts Payable module.

Figure 9-2 Accounts Payable Screen, showing the Suppliers View, as selected by the Suppliers Tab.



Partner Key	Partner Name	Currency
27001005	British Telecom	USD
10189443	British Telecom (CAD)	CAD
10189442	British Telecom (GBP)	GBP
10189141	British Telecom Mobile	FRF
10189438	British Telecom Mobile (GBP)	GBP

## 9.2.2 Accounts Payable Screen Views

The main *Accounts Payable Screen* can take on two forms, the *Suppliers View* or the *Outstanding Invoices View*, depending on which of the Tabs is selected (the tabs are circled in Figure 9-2, which shows the *Suppliers View*). An example of the *Outstanding Invoices View* is shown in Figure 9-7, page 164. In each case the top part of the screen is similar, and forms a Search screen, to find Suppliers. The key uses of the two different views are as follows.

**Suppliers View** The *Suppliers* view allows you to search for a specific supplier and to get a first-glance overview of suppliers that have outstanding payments. From this screen you can (1) create a new supplier or edit supplier details, or (2) create a new invoice. In addition, once you have found a supplier, you can move on to the *Suppliers Transactions View*, from which you can view all transactions for that supplier (including past payments).

**Outstanding Invoices View** This view provides a convenient way of searching for all outstanding invoices from all suppliers, not just one at a time, and processing them on to payment. The various search filter options allow you to control which outstanding invoices are displayed. This view allows you to process invoices from several suppliers in a single operation, but only outstanding invoices.

Some operations can be carried out from either starting point, but in this chapter, the operations will be described according to their main use, as follows:

Suppliers View	To set up or edit details of a supplier To create or edit an invoice from a supplier (Through Suppliers Transactions View) To view all transactions for a supplier, including past invoices and payments
Outstanding Invoices View	To process outstanding invoices (approve, post and pay)

The remainder of section 9.2 gives a brief overview of the Accounts Payable Screen. Later sections explain how it is used to carry out specific operations.

## 9.2.3 Finding a Supplier

The upper part of the *Accounts Payable Screen* (Figure 9-2) is similar to other Find Screens in PETRA. To use it, enter the appropriate criteria in the upper part of the screen and click the **Search** button. The filters can be very powerful for quick access to any suppliers that needs attention, and can also provide a simple, yet effective reporting system. Typical uses are as follows:

**All Suppliers** To see all suppliers, click **Search**, with the Search field and Filter boxes clear.

**Individual Supplier** To search for a particular supplier, or a group of suppliers with similar names, enter the name or part of the name in the Supplier Search box. Only suppliers with this name will be found. A partner key can also be used, by selecting **Partner Key** in place of **Name**.

**Suppliers with outstanding invoices** Leave the name field empty. Choose the required 'filter' option as follows:

**Due Today:** Show suppliers for which there are invoices that is due today.

**Overdue:** Show suppliers with overdue invoices

**Due Within Future:** Show all the suppliers with invoices due within the time chosen by the user. (Note that this starts with 'tomorrow', so for a full view of invoices due within, say 30 days, check both this box and the **Due Today** box.)

Other additional filter options include:

- **Hide Inactive Suppliers:** If this checkbox is checked, only active suppliers will be displayed.
- **Currency:** This allows you to only view suppliers with a certain currency.

If any of the filters **Due Today**, **Overdue** or **Due Within Future** have are used, then the **Show Outstanding Amounts** box is enabled. If this is checked, then additional columns will be added to the

list of results showing the values of the outstanding invoices. For example, if the checkbox **Due Today** is checked, then the result-set will be filtered to only show suppliers that have invoices that are due today. If the **Show Outstanding Amounts** checkbox is checked as well, then an extra column will be added to the list to display the total amount due today for every supplier that is displayed. The same applies for the other 'date due' filters as well. Note that using this option will only add an extra column for each amount filter that is active, so if no amount filter is active, no columns will be added.

A history of the last few searches can be found by opening the dropdown list.

**Tip** It can happen that no suppliers appear in the list of results. If this happens, try broadening the search criteria. For example, if you entered the full name of the supplier and searched for that, it could be that there is a spelling mistake, so try searching for just a part of the supplier's name. If, after a number of attempts, the supplier is still not found, it is probably because the supplier has not yet been added to the database. To add a new supplier, please see section 9.3, page 159.

## 9.3 Creating or Editing a Supplier

### 9.3.1 Creating a New Supplier

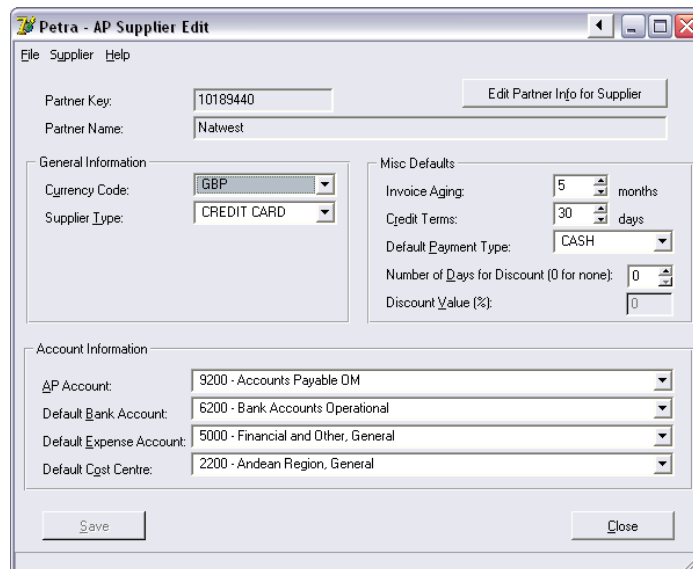
Before an organisation can be set up as a supplier in the Accounts Payable system, it must exist as a partner in PETRA. However, if required, a new partner can be entered as part of the first step in the following process. To create a new supplier, follow these steps:

1. In the *Accounts Payable* main screen, click the **New Supplier** button (or from the menu bar select *Supplier* then *New Supplier*). The *Partner Find* screen will appear. Do a search in this screen to find the partner to make a supplier. If the supplier is not yet a partner in PETRA, you can click on the **New** button on that screen, which will allow you to enter a new partner. The PARTNER USER GUIDE gives more information on how to add a new partner.
2. Highlight the desired partner in the list of the *Partner Find* screen, and click the **Accept** button. The *Supplier Edit Screen* will now appear, as shown in Figure 9-3.
3. Enter the supplier data for the new supplier as described in section 9.3.2, step 3.

### 9.3.2 Viewing or Editing Supplier Details

The *Supplier Edit Screen* is used for entering supplier data (for both new and existing suppliers), and also for viewing supplier information. You can reach this screen from the Accounts Payable main screen as follows:

1. Click the *Suppliers* tab of the *Accounts Payable* main screen, and search for and select the supplier you want to edit (as described in section 9.2.3, Finding a Supplier, page 158).
2. Click the *Supplier Edit* button. This will open the *Supplier Edit Screen*.



The screenshot shows the 'Petra - AP Supplier Edit' window. It has a menu bar with 'File', 'Supplier', and 'Help'. Below the menu bar, there are fields for 'Partner Key' (10189440) and 'Partner Name' (Natwest), with an 'Edit Partner Info for Supplier' button to the right. The main area is divided into three sections: 'General Information' with 'Currency Code' (GBP) and 'Supplier Type' (CREDIT CARD); 'Misc Defaults' with 'Invoice Aging' (5 months), 'Credit Terms' (30 days), 'Default Payment Type' (CASH), 'Number of Days for Discount' (0), and 'Discount Value (%)' (0); and 'Account Information' with 'AP Account' (9200 - Accounts Payable OM), 'Default Bank Account' (6200 - Bank Accounts Operational), 'Default Expense Account' (5000 - Financial and Other, General), and 'Default Cost Centre' (2200 - Andean Region, General). At the bottom are 'Save' and 'Close' buttons.

Figure 9-3 Supplier Edit Screen

- The data that can be entered for a supplier can be divided into three groups: General Information, Miscellaneous Defaults and Account Information. Enter the required data as follows:

#### General Information:

**Currency Code:** Each supplier can only have invoices in one currency, and this is where you set what currency that should be.

**Supplier Type:** This is used to distinguish a normal supplier from a credit card supplier. Credit card suppliers are mainly useful for credit cards, which will usually be the target supplier when paying invoices by transfer. This will usually just remain NORMAL.

#### Miscellaneous Defaults

**Invoice Aging:** The number of months that a closed invoice will remain visible in invoice lists.

**Credit Terms:** The credit terms that will be used by default for new invoices. This is only a default value and will be changeable in the invoice.

**Default Payment Type:** Specifies the default type of payment to use when creating a new payment.

**Number of Days For Discount:** Specifies the time available to pay an invoice such that an early payment discount is available. This is only a default and is changeable for each invoice.

**Discount Value:** If there is an early discount available, this field specifies the value of the discount (for example 20% of the invoice value).

#### Account Information

**AP Account:** This is the AP (Accounts Payable) account that should be used for this supplier. This account is not changeable and is fixed for all invoices for this supplier.

**Default Bank Account:** The Bank Account to default to when creating a new payment.

**Default Expense Account:** The Expense account to default to for Invoice details.

**Default Cost Centre:** The Cost Centre to default to for Invoice details.

- Click **Save**, then **Close**.

To edit the partner data for the supplier, you can click on the button on the top right labelled **Edit Partner Info for Supplier**. This will open the *Partner Edit Screen*, which is discussed in the PARTNER USER GUIDE.

## 9.4 Creating a New Invoice

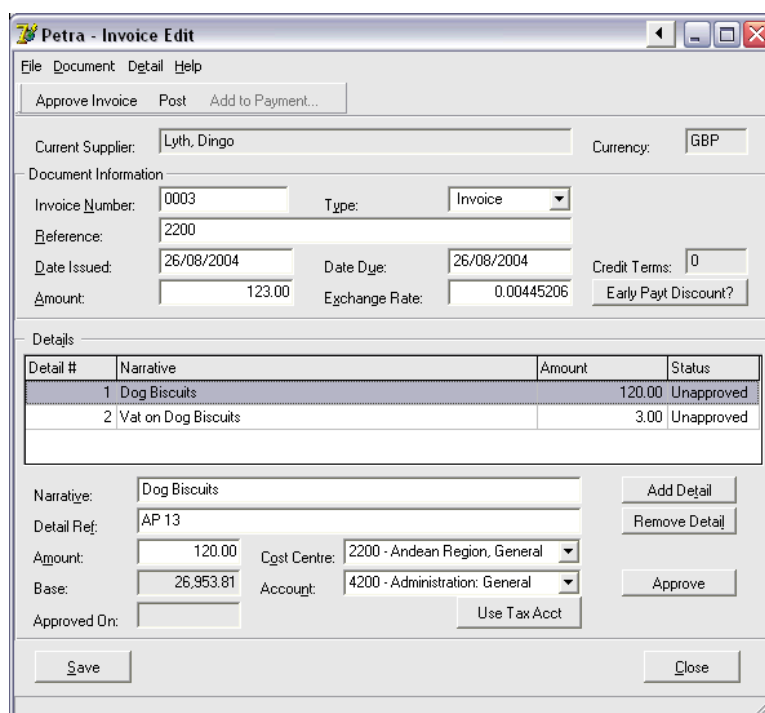
A new invoice needs to be created when an invoice is received from a supplier. When you enter an invoice, the process involves the following steps:

- Select **Supplier** who issued the invoice
- Enter **General Invoice Data** (Reference No, Dates, Total Value, etc.)
- Enter **Detail Lines** for each item in the invoice (description, value, cost centre, account, etc.)
- Enter **Analysis Attributes** for each Detail Line

To create a new invoice or credit note, follow these steps:

- In the *Accounts Payable* main screen, do a search for the supplier who sent the invoice (see section 9.2.3, Finding a Supplier, page 158).
- Highlight the supplier and click the **Create Invoice** button. The *Invoice Edit Screen* appears.

Figure 9-4 Invoice Edit Screen



**General Invoice Data**

Current Supplier: Lyth, Dingo Currency: GBP

Document Information

Invoice Number: 0003 Type: Invoice

Reference: 2200

Date Issued: 26/08/2004 Date Due: 26/08/2004 Credit Terms: 0

Amount: 123.00 Exchange Rate: 0.00445206 Early Payt Discount?

**Detail Lines**

Detail #	Narrative	Amount	Status
1	Dog Biscuits	120.00	Unapproved
2	Vat on Dog Biscuits	3.00	Unapproved

Narrative: Dog Biscuits Add Detail

Detail Ref: AP 13 Remove Detail

Amount: 120.00 Cost Centre: 2200 - Andean Region, General

Base: 26,953.81 Account: 4200 - Administration: General

Approved On: Use Tax Acct Approve

Save Close

It is first necessary to enter the General Invoice information in the upper portion of the screen, and then the individual detail lines if required in the lower portion.

- Enter the general invoice information as follows. This information will generally be available on the invoice received from the supplier.

**Invoice Number:** This is the invoice number (or invoice code) that can be found on the invoice itself. This number is enforced to be unique per supplier. In other words, it is guaranteed that there will be only one invoice code “0003” for supplier “Lyth, Dingo”.

**Type:** The type is either *Invoice* or *Credit Note*. The two are in essence the same thing, except that a credit note will have the opposite effect on the general ledger.

**Reference:** This reference can be anything that the user wants to use as reference for the invoice as a whole. This reference is not allowed to be blank when the invoice is posted since it is used in a number of Finance reports.

**Date Issued:** This is the date when the invoice date was issued, also called Invoice Date on some invoices.

**Date Due:** This is the date when the invoice is due to be paid. Next to the Date Issued text field, you will see another fields saying what the credit terms are. This is automatically calculated from the values of Date Issued and Date Due.

**Amount:** The total amount of the invoice.

**Exchange Rate:** The exchange rate between the supplier currency (thus invoice currency) and the ledger currency. This exchange rate is automatically loaded from the Daily Exchange rate table in PETRA. This exchange rate can be changed in this window if necessary. If the exchange rate is changed, the program will ask if you want to save this exchange rate as the latest Daily Exchange Rate between the supplier currency and that of the ledger. Note that if the Supplier Currency is the same as that of the ledger, then the exchange rate is 1.0, and the text field will be read-only.

**Early Payt Discount:** A lot of suppliers offer a discount if the invoice is paid within a certain number of days. If you click on this button, a dialog box will appear (Figure 9-5). Enter the number of days for which the discount is valid, and the discount itself, as a percentage that will be subtracted from the invoice total amount when paying the invoice. Click **OK**.

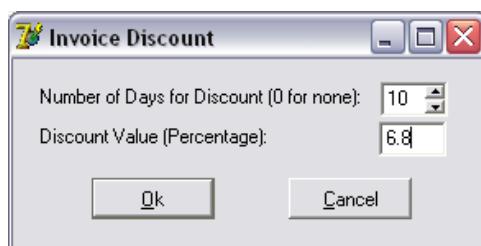


Figure 9-5 Invoice Discount Screen

4. **Detail Lines** It is now possible to enter the Details Lines for the invoice.

The bottom half of the screen is grouped into two parts: a list of invoice details, and controls (data fields and buttons) for editing the selected detail line. The control buttons on the right, just below the list, relate to the detail *that is currently highlighted* in the list. If you select another detail line, you will notice the values in the controls change accordingly. If you edit the narrative for example, you will also notice the data change in the highlighted list as well.

The first invoice detail line (#1) is already highlighted, so enter the following:

**Narrative:** This can be any sentence describing the detail, as found on the invoice.

**Detail Ref:** An extra field for reference purposes. If you leave this field blank, it will automatically be given the value “AP 1234”, where 1234 is the AP number of the invoice.

**Amount:** The amount of the detail item. The amount of the detail in base (ledger) currency is also displayed in the **Base** field.

**Cost Centre:** The cost centre to use for the detail.

**Account:** The expense account to use for the detail. If you wish to use the Tax account for the ledger, click the **Tax Acct** button, to automatically select the Tax account as the expense account.

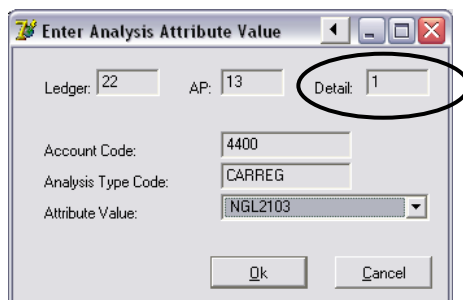
The first Detail Line is now complete. Additional detail lines can be added as follows.

5. To add a second detail line, click the **Add Detail** button. A new detail line appears. For convenience, the Detail Narrative field is copied from the previous detail narrative, but it will have the whole text selected. So if you want the narrative of the next detail to be the same, you don't have to type it in again, but if you want to change it, you can just start typing and the old values will disappear.
6. Continue adding detail lines until the invoice is complete. If you need to remove a detail line, highlight it and click the **Remove Detail** button.

It is also possible to approve a detail line as soon as you enter it. To approve a detail, highlight the required detail and click the **Approve Detail** button. The date of approval will then be shown in the **Approved On** field.

7. When all detail lines have been filled in, click **Save**.
8. **Analysis Attributes** Whenever you save an invoice, and there exists a detail line for that invoice that uses an expense account that has AP Analysis Attributes set up for it, a dialog box will appear for each of these details asking for a value for these attributes.

Figure 9-6 Enter Analysis Attribute Value Screen, for setting the Attribute Value for Detail Line 1



When this dialog box appears, simply select the correct **Attribute Value** the analysis attribute for the detail shown in the **Detail** box (see figure), and click **OK**.

9. The invoice has now been entered. Details of how to process it are explained in section 9.5, The Invoice Payment Process, page 163.

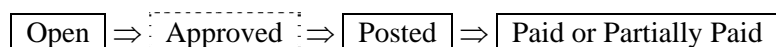
**Additional Notes on this Screen** This screen can also be used to Approve or Post the invoice displayed or to add it to the next Payment, using the buttons near the top of this screen. Normally these operations will be carried out on a batch of invoices as described later (section 9.5, page 163), but these buttons provide an alternative way of carrying out these processes for an individual invoice.

New invoices can also be created from the *Supplier Transactions Screen* (see section 9.6, page 168).

## 9.5 The Invoice Payment Process

### 9.5.1 Overview of the Payment Process

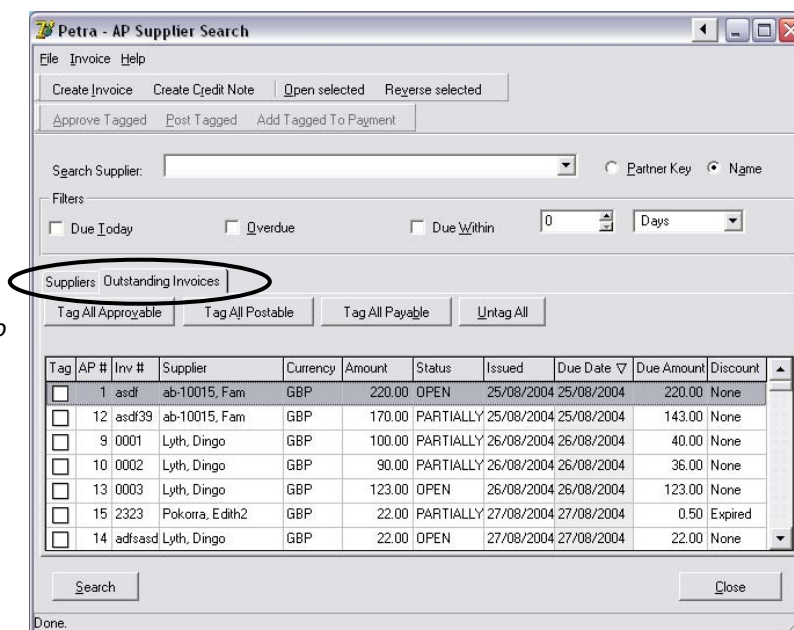
The various stages from creating an invoice (status 'open') are shown below (for a fuller explanation, see the introduction section 9.1.2, Invoice/Credit Note Processing Steps, page 155).



The most useful starting point for processing invoices is the Outstanding Invoices View of the *Accounts Payable Screen*. To see this:

1. Go to the *Finance Module Screen* in the PETRA, and from the menu bar select **Ledger** then **Accounts Payable** then **Suppliers and Invoices**. The *Accounts Payable* main screen will be displayed.
2. Select the **Outstanding Invoices Tab**, so see this view of the screen. This is as shown in Figure 9-7, except that initially the list will be blank.

Figure 9-7 Outstanding Invoices View of AP Supplier Search Screen, showing the tab to select this view.



**Petra - AP Supplier Search**

File Invoice Help

Create Invoice Create Credit Note Open selected Reverse selected

Approve Tagged Post Tagged Add Tagged To Payment

Search Supplier:  Partner Key Name

Filters

☐ Due Today ☐ Overdue ☐ Due Within 0 Days

Suppliers Outstanding Invoices

Tag All Approvable Tag All Postable Tag All Payable Untag All

Tag	AP #	Inv #	Supplier	Currency	Amount	Status	Issued	Due Date ▾	Due Amount	Discount
<input type="checkbox"/>	1	asdl	ab-10015, Fam	GBP	220.00	OPEN	25/08/2004	25/08/2004	220.00	None
<input type="checkbox"/>	12	asdl39	ab-10015, Fam	GBP	170.00	PARTIALLY	25/08/2004	25/08/2004	143.00	None
<input type="checkbox"/>	9	0001	Lyth, Dingo	GBP	100.00	PARTIALLY	26/08/2004	26/08/2004	40.00	None
<input type="checkbox"/>	10	0002	Lyth, Dingo	GBP	90.00	PARTIALLY	26/08/2004	26/08/2004	36.00	None
<input type="checkbox"/>	13	0003	Lyth, Dingo	GBP	123.00	OPEN	26/08/2004	26/08/2004	123.00	None
<input type="checkbox"/>	15	2323	Pokorra, Edith2	GBP	22.00	PARTIALLY	27/08/2004	27/08/2004	0.50	Expired
<input type="checkbox"/>	14	adfsasd	Lyth, Dingo	GBP	22.00	OPEN	27/08/2004	27/08/2004	22.00	None

Search Close

Done.

- To view invoices, select the search criteria in the upper (Supplier Search) part of the screen and click the Search button. This operation is explained more fully in section 9.2.3, page 158.

This view consists of a list of all invoices that match the filter and search conditions, that are outstanding, i.e. that is either cancelled or not yet fully paid. It should display all the information necessary to get a quick overview of which invoices needs what kind of attention. If, for example you want to know which invoices needs urgent attention (due today, or even overdue), you can do a search on all suppliers (nothing in the *Search Supplier* search box), and then order the list by due date (by clicking on the *Date Due* column header) so that the earliest date is at the top. This will show you, in order, which invoices needs to be paid. Many other general jobs can also be done with this view.

## Tagging Invoices for Processing

The first column of the list contains a checkbox. The checkbox can be checked, or unchecked by clicking on it, or by selecting an invoice and pressing the spacebar. If the checkbox is checked, then we say the invoice is tagged.

All the main operations from this screen follow the same procedure:

- Tag the invoices that you want to process.
- Select the operation that you require by clicking the appropriate button near the top of the screen.

The tagging of invoices is used to select invoices for processing in a batch. For example, you can tag all the invoices that should be posted to the general ledger, and then click the **Post Tagged** button. All the tagged invoices will then be posted in one go.

If you want to select a whole group of invoices, say all invoices that can be posted to the general ledger, you can simply click on the button labelled **Tag All Postable** (just above the list) and all postable invoices will be tagged. Other similar buttons allow other operations.

## 9.5.2 Approving Invoices for Posting

To approve a group of invoices:

- Tag all the invoices to approve, or click on **Tag All Approvable** to approve all open invoices.
- Click the **Approve Tagged** button near the top of the screen. A message box will be displayed with a list of invoices that will be approved. Check if the list is correct, and click **OK**.

An invoice can also be approved individually from the *Invoice Edit* screen (see Additional Notes, page 163).

### 9.5.3 Posting Invoices to the General Ledger

To post a group of invoices to the general ledger:

1. Tag all the invoices to post, or click on **Tag All Postable** to post all invoices ready for posting.
2. Click the **Post Tagged** button. A message box will show with a list of invoices that will be posted. Check if the list is correct, and click **OK**.
3. A *wait-window* will now appear while PETRA completes the posting routine. When the posting is complete, the *Print Dialog* will appear to ask where the posting register should be sent to (printer, screen, email, etc.)
4. Select where the posting register should be sent to, and click **OK**. This will print the posting register, and return to the *Outstanding Invoices* view with a message that the posting was successful.

An invoice can also be posted individually from the *Invoice Edit* screen (see Additional Notes, page 163).

### 9.5.4 Paying Invoices

Since PETRA 2.1 is supplier driven, a payment is bound to a certain supplier. Any number of invoices can be paid in one payment, but all those invoices must be from the supplier that is being paid.

In the user interface however, you can handle all these payments as one when making the payment. In other words, you will be able to pay all the invoices for a number of different suppliers in one go. The program will create different payments for each supplier though, and if you want to view a payment later on; it will only contain the information for one supplier.

To add invoices to a payment, do the following:

1. Tag all the invoices you want to add to a payment by going through the list and clicking on the first column to tag the item, or by clicking on the **Tag All Payable** button to tag all the invoices that are ready to be paid.
2. Click on the **Add Tagged to Payment** button, or hit the *F8* key to add all tagged invoices to a payment. The *Payment Screen* appears. This is described in the following paragraph, after which instructions continue on how to use the screen to make the payment.

---

#### The Payment Screen

The payment window is the central place where payments will be made from. This screen contains all the appropriate invoices for every supplier that is to be paid. It will be opened as soon as you add the first invoices to a payment, and will be closed when you either cancel the operation, or actually make the payment.

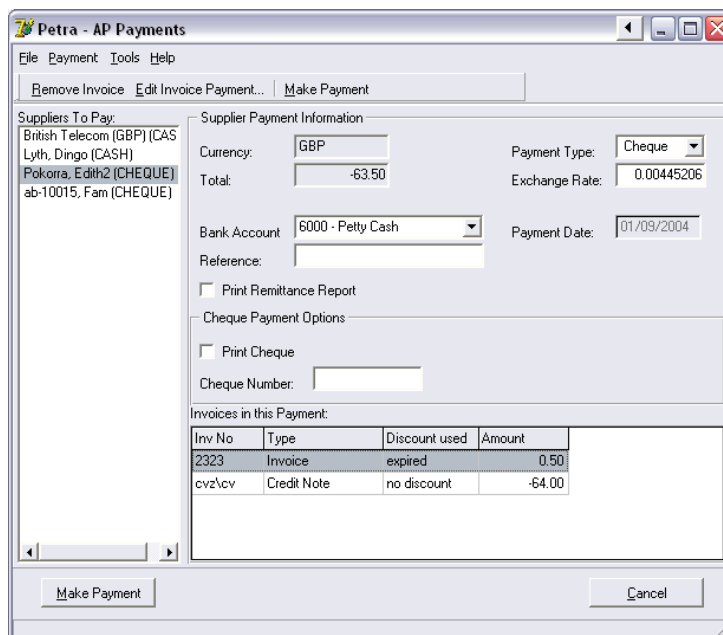


Figure 9-8 AP Payments Screen

The *AP Payments Screen* keeps track of all the different payments that are to be made. On the left is a list of all the suppliers that will be paid. This list contains the supplier's partner name and the payment type for that supplier in brackets after the name, and one of the suppliers is highlighted.

The right hand part of the screen shows all the invoices to be paid, for the supplier who is highlighted in the left hand list. The upper part of the right hand portion shows basic data for the payment to that supplier, and the lower part is the list of invoices.

3. Check details for the first supplier. Highlight the first supplier in the left-hand list and check that the data is as expected. Some items can be altered here.

**Currency:** The currency for the supplier - invoices and payment will all be in this currency.

**Total:** The total amount that will be paid for the supplier. This is the total *balance*, that is the (sum of invoices) minus (sum of credit notes). If you need to reduce this amount (to make a partial payment) see the following step, where this is explained.

**Payment Type:** This specifies the type of payment to make to this supplier. The options are: Cash, Cheque or Transfer. Currently Cheque is the most commonly used option. Transfer means that the invoice is transferred to another supplier, such as a credit card company. Payment Type is explained in more detail in section

**Exchange Rate:** The current daily exchange rate between the currency of the payment and the base (ledger) currency.

**Bank Account:** The bank account to use when posting the payment to the GL. This will be automatically set to the default of the supplier if one is set up (see section 9.3, page 159.)

**Reference:** PETRA needs a reference for the payment in order to post it to the GL. For cheque payments, the cheque number will be appended to anything entered in this field, and for transfer payments, the supplier to which the invoices are to be transferred to will be appended to the reference. See the note Tools Menu, page 167, for how to assign automatic values for the reference.

**Print Remittance Report:** To print a remittance report after the payment is made, check this checkbox.

**Print Cheque and Cheque Number** If you have selected Payment Type Cheque, these fields appear. If you check the **Print Cheque** box, then PETRA will print a cheque when the screen is closed. Cheque Number allows you to enter the number of the cheque to be

printed. See the note Tools Menu, page 167, for information on how to assign sequential cheque numbers for all the supplier payments.

4. **Invoices List.** If required, adjust the amount to be paid for an invoice as follows.

The Invoices List on the screen shows all the invoices, including the totals and discount that will be paid for the selected supplier. The amount to be paid for the invoice will be automatically calculated as the full outstanding amount, minus the value of the discount if the invoice has one that is still valid. To change the amount that should be paid, first highlight the invoice. You can then either click on the *Edit Invoice Payment*, or double-click on the invoice. A dialog box opens:

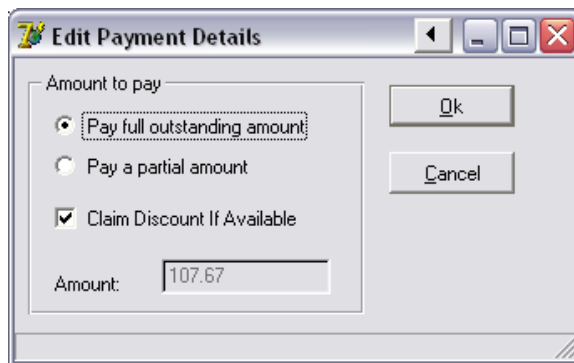


Figure 9-9 *Edit Payment Details Screen*

5. The dialog shows the current setting for the payment (in the example shown, the full outstanding amount, plus a claim to the discount.) If you do not want to claim the discount for some reason, first clear the **Claim Discount** checkbox, and you will see the amount is changed to the selected amount without the discount value. To only pay a part of the full amount, change the selection to **Pay a partial amount**. The amount field will become editable for you to specify the amount you want to pay. You can enter any amount in here. While you can choose to claim the discount when paying just a partial amount, the only effect this will have is to check if the amount that is entered is not more than the full amount minus the discount. It will have no other effect, so you will be able to still claim the discount when the invoice is paid in full later on.
6. Click **OK** to close the *Edit Payment Details Screen*.
7. Select the second supplier in the list on the left. Repeat steps 3 to 6 for all suppliers.
8. **Making the Payment** When everything is set up the way it should be, and you are ready to make the payment, simply click on **Make Payment**.
9. This will bring up a little window saying that PETRA is busy making the payment, and then asking you where to send the various reports to. A payment will always have at least two reports: the posting register, which show the transactions and journals that was created during the payment, and the payment report, that reports on what has been paid. Other printouts can include cheques and remittance reports. Select the required option, and the payment is complete.

When everything is completed, the payment window will be closed automatically, and all the invoices will be marked to either PARTIALLY PAID or PAID.

## Tools Menu

The Tools menu (see menu bar at the top of the Payment Screen, Figure 9-8, page 166) provides two options which can be selected to control the payment to the suppliers shown. These are as follows:

**Incremental Cheque Numbers** This causes all the cheques to suppliers in this operation to have sequential numbers. A dialogue opens asking you which cheque number to start with.

**Global Reference** This allow you to enter a single reference which will be used for all the payments to different suppliers in this operation.

**Global Bank Account** This allows you to enter a single bank account which will be used for all the payments to different suppliers in this operation.

**Single Invoice per Payment** Select this option if you have multiple invoices to be paid for one supplier but need them to be processed as separate payments.

### 9.5.5 Reversing an Invoice or Payment

The meaning of *reversing an invoice* depends on the status of the invoice. For unpaid invoices it means that the invoice status is reverted to the previous one, for example, a POSTED invoice is reversed to APPROVED. For paid invoices, it means that the transfer of money should be reversed.

#### Reversing Unpaid Invoices

Unpaid invoices include all invoices with a status of OPEN, APPROVED or POSTED and the effect of reversing these invoices is as follows:

OPEN	The invoice status will be CANCELLED and the invoice will not be usable any more.
APPROVED	The invoice status will be reverted back to OPEN.
POSTED	The invoice status will be reverted back to APPROVED. Reversing a POSTED invoice will also reverse the batch that was created in the general ledger for the posting.

To reverse an unpaid invoice, do the following:

1. Select the invoice you want to reverse in the list of invoices. (The selected invoice is the one that is highlighted)
2. Click on the *Reverse Selected* toolbar button, or hit the *F5* key to reverse the invoice. If the invoice that is being reversed is POSTED, then PETRA will print out a posting register since it will reverse the entries that was made in the General Ledger when the invoice was posted.

#### Reversing Payments

Reversing a payment will result in the creation of a negative payment to effectively reverse the payment, the creation of a credit note to effectively reverse the invoice, and the re-creation and posting of the original invoice. The result is to return you to the point prior to the submission of the payment. There will be 3 GL batches generated, corresponding to each of these steps.

To reverse a payment, do the following:

1. Select the payment you want to reverse in the list of transactions.
2. Click on the *Reverse Selected* toolbar button, or hit the *F5* key to reverse the payment.
3. Enter the date at which to apply the reversal. The generated GL batches will be posted with this date. Posting registers will be printed for each GL batch (as always you can choose not to print them by clicking Cancel when the print screen comes up).

## 9.6 Viewing/Editing a Supplier's Transactions

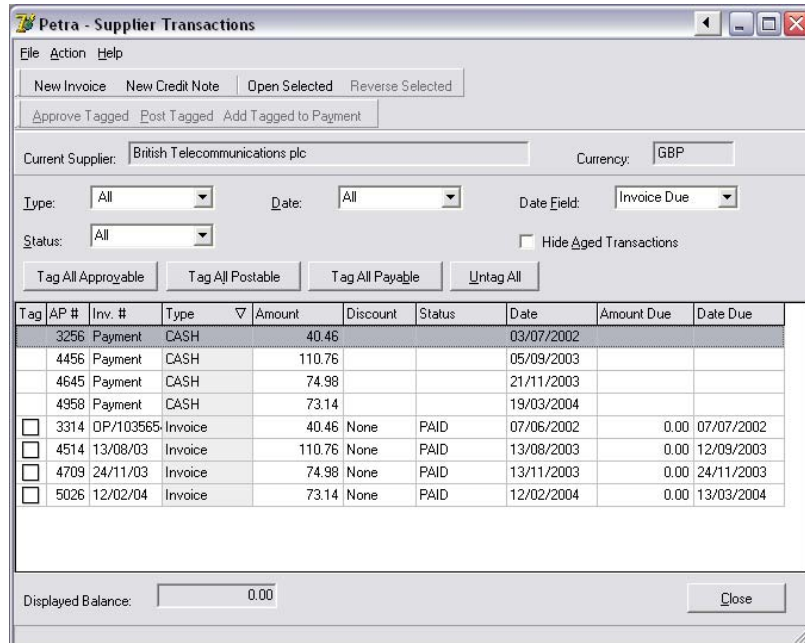
The Outstanding Invoices View is the most convenient way of processing **outstanding** invoices or credit notes, since the total picture can be seen for all suppliers. However, an alternative screen, the *Transactions View Screen*, allows **all** the transactions for a selected supplier to be viewed, including invoices and credit notes and payments made to the supplier in the past. It also allows the reprinting of cheques, remittance and payment reports, and provides an alternative way of processing outstanding transactions.

### 9.6.1 Viewing Transactions for a Supplier

To view transactions for a supplier:

1. From the main *Accounts Payable Screen*, select the *Suppliers View Tab*, and then find the supplier you want to view, as described in section 9.2.3, page 158.
2. Highlight the supplier (if your list shows more than one supplier) and click the **Open Transactions** button on the toolbar near the top of the screen. The *Supplier Transactions View Screen* appears. This will now be described, since is the starting point for the operations in the rest of this section.

Figure 9-10 Supplier Transactions Screen



Search Filters

Trans. List

Tag	AP #	Inv. #	Type	Amount	Discount	Status	Date	Amount Due	Date Due
	3256		Payment	CASH	40.46		03/07/2002		
	4456		Payment	CASH	110.76		05/09/2003		
	4645		Payment	CASH	74.98		21/11/2003		
	4958		Payment	CASH	73.14		19/03/2004		
<input type="checkbox"/>	3314	OP/103565	Invoice	40.46	None	PAID	07/06/2002	0.00	07/07/2002
<input type="checkbox"/>	4514	13/08/03	Invoice	110.76	None	PAID	13/08/2003	0.00	12/09/2003
<input type="checkbox"/>	4709	24/11/03	Invoice	74.98	None	PAID	13/11/2003	0.00	24/11/2003
<input type="checkbox"/>	5026	12/02/04	Invoice	73.14	None	PAID	12/02/2004	0.00	13/03/2004

Displayed Balance: 0.00

Close

### Using the Supplier Transactions Screen

This window initially displays a list of all the invoices and credit notes that have been entered into the system for the selected supplier, as well as all the payments that have been paid to the supplier. The three main sections of this screen are the header (which identifies the supplier and the currency used), the filters (which control what transactions are displayed), and the list of transactions itself.

The list contains *all* transactions for the supplier that comply with the current filter settings. This list will show both invoices/credit notes and payments in the same list. The columns are designed to give the user as much information as possible at a glance. For invoices this means that you can see the basic invoice information, as well as if there is a discount available, the status of the invoice, how much money is still outstanding on that invoice and when the invoice is due. For payments it displays the payment type, the amount that was paid, and the date the payment was made.

The filters offer great flexibility to the user about what data to actually displayed in the list. The different filtering options available are as follows:

- **Type:** Allows the user to only view transactions of the given type – Invoices, Credit Notes, Payments, etc. **Note:** If the type is set to *Payments*, all the other filter options will be disabled.
- **Status:** This filter allows the user to view all invoices of a specific status, such as POSTED.
- **Date and Date Field:** These two filters go together. The **Date** filter gives a list of date ranges to choose from, and the **Date Field** determines which Date field this date range should be applied to. For example, you can view all invoices that are due in the coming week that needs attention.
- **Hide Aged Transactions:** This refers to the *Invoice Aging* field for a supplier. If this field is set to, say five months, then if this checkbox is checked, all invoices or payments that are more than five months old will be hidden and not displayed.

At the bottom of the screen, just below the list, you will find a field for the **Displayed Balance**. This field will show the balance of all the transactions *that are in the list*. The way this is calculated is as follows:

*The sum of all invoice amounts, minus the sum of all credit note amounts, minus the sum of all payments.*

Note that a payment can be negative if, for example, a payment consisted of only a credit note.

### 9.6.2 Finding an invoice from the AP Number

The normal way of finding an invoice is as described above, using the search and filtering features of the Supplier Transactions Screen. However, PETRA offers a simple facility to find an invoice if you only know the AP Number of the invoice.

The *Find Invoice* function is only available from the *Accounts Payable* main screen and is useful mainly if you are looking for an invoice of which only the AP number is known. It can be accessed by choosing **Find** then **Find Invoice** from the main menu, or by pressing *Ctrl-F*. This will bring up a small dialog asking for the AP number of the invoice in question. If the AP number is found the *Invoice Edit* screen will be shown with the requested invoice's data.

### 9.6.3 Viewing or Editing an Invoice

Whether or not an invoice is editable depends entirely on the status of that invoice. Furthermore, some fields may be editable for an OPEN invoice, but not, for example, for a POSTED invoice. The basic rules of what is editable for each invoice status are as follows:

Invoice Status	Possibilities of Editing
OPEN	Equivalent to a new invoice, everything is editable for this type of invoice.
APPROVED	As with an OPEN invoice, everything is still editable.
POSTED	Only fields relevant to the payment of the invoice are still editable. These fields are the due date, and the early payment discount.
PARTIALLY PAID	Only fields relevant to the final payment of the invoice are still editable. This is also the due date, and the early payment discount.
PAID	Nothing should be editable any more.
CANCELLED	Nothing should be editable any more.

To view or edit an invoice:

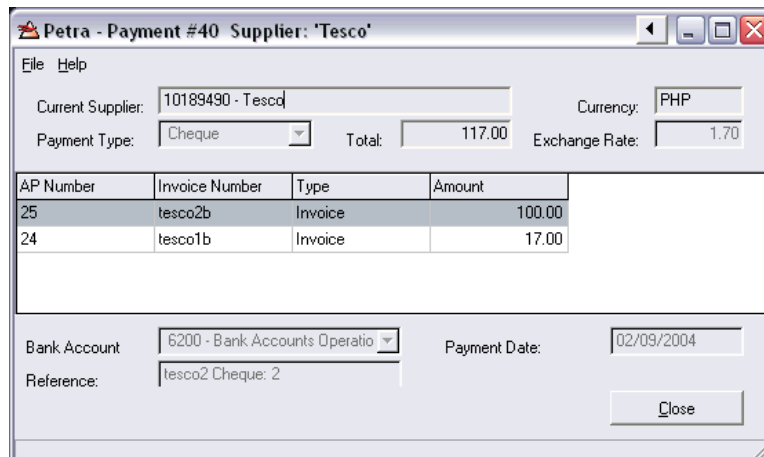
1. On the *Supplier Transactions View Screen* (Figure 9-10, page 169) select the invoice you want to view or edit by clicking on the invoice in the list. (Short cut: Double-click to open the required invoice directly.)
2. Click the **Open Selected** button. This will open the *Invoice Edit* screen. Edit items as required, as described in creating an invoice (see description following Figure 9-4, page 161.)

### 9.6.4 Viewing a Payment

To view a payment:

1. On the *Supplier Transactions View Screen* (Figure 9-10, page 169) select the payment in the list.
2. Select the **Open Selected** button. This will open the *Payment Viewing* screen. This screen will show you a single payment to the supplier. This payment may be for several different invoices, which are listed in the screen.

Figure 9-11 Payment View Screen



**Petra - Payment #40 Supplier: 'Tesco'**

File Help

Current Supplier: 10189490 - Tesco Currency: PHP

Payment Type: Cheque Total: 117.00 Exchange Rate: 1.70

AP Number	Invoice Number	Type	Amount
25	tesco2b	Invoice	100.00
24	tesco1b	Invoice	17.00

Bank Account: 6200 - Bank Accounts Operatio Payment Date: 02/09/2004

Reference: tesco2 Cheque: 2

Close

### 9.6.5 Reprinting Cheques, Remittance and Payment Report

When a payment is made, you can choose to print:

- A cheque for a cheque payment
- Remittance Advice for the payment

A Payment report will also be printed automatically when a payment is made.

It is possible to reprint these for an individual payment and also to reprint the payment report for a group of payments.

#### Reprinting for a single transaction

To reprint any of these items, do the following:

1. On the *Supplier Transactions View Screen* (Figure 9-10, page 169) select the payment in the list that needs something reprinted.
2. Select File then Reprint Remittance Advice, or Reprint Cheque, or Reprint Payment Report.

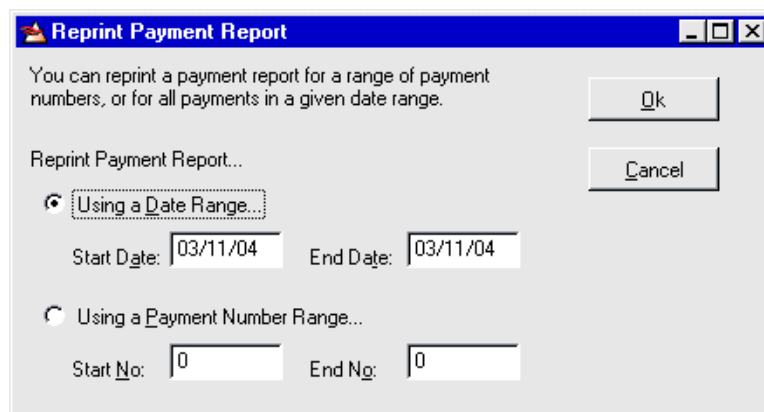
These printouts can also be made from the Payment View screen.

#### Reprinting a Payment Report for Multiple Payments

To reprint the payment report for a number payments

1. From the menu bar of the main Accounts Payable Screen, select File, then Reprint Payment Report. The *Reprint Payment Report Screen* appears.

Figure 9-12 Reprint Payment Report Screen



**Reprint Payment Report**

You can reprint a payment report for a range of payment numbers, or for all payments in a given date range.

Reprint Payment Report...

☒ Using a Date Range...

Start Date: 03/11/04 End Date: 03/11/04

☐ Using a Payment Number Range...

Start No: 0 End No: 0

Ok Cancel

2. Select the **Date Range** or the **Payment Number Range** that you require, and click . The report will be printed. This will include all the relevant payments on one sheet.

### 9.6.6 Approving, Posting, Paying or Reversing of invoices

All these operations can be performed on an invoice very easily. To approve, post or pay invoices:

1. On the *Supplier Transactions View Screen* (Figure 9-10, page 169) tag the invoice you want to be processed.
2. Select the required action by clicking the appropriate toolbar button.

To reverse an invoice:

3. Select the invoice you want to reverse.
4. Select Action then Reverse Selected to complete the process.

These operations are discussed in detail in the section 9.5, The Invoice Payment Process, page 163.

## 9.7 Importing/Exporting Transactions from/to a File

You can import transactions from another file into the Accounts Payable system or export transactions to a file. When importing, you must first create the Import File in the correct format and then import the file into PETRA. This section describes how to (1) create an import file, (2) carry out an import and (3) export to a file.

### 9.7.1 Creating the Import file

Each record in the import file will have at least 2 lines, the first for the Invoice and the second for the Detail. There may be one or more detail lines for each invoice.

To create the Import File, follow these steps:

1. Use Excel or another Spreadsheet package to create your file
2. The spreadsheet must have the following columns in this order:

- |   |                               |
|---|-------------------------------|
| a | I for Invoice                 |
| b | Supplier partner key          |
| c | Name of supplier              |
| d | Invoice code                  |
| e | Reference                     |
| f | Invoice date                  |
| g | Yes or No for discounted      |
| h | Credit Terms                  |
| i | Due Date                      |
| j | Invoice total                 |
| k | Currency code                 |
| l | Exchange rate to base         |
| m | Accounts Payable Account Code |
| n | Bank Account Code             |

3. Then on the next line:

- |   |                  |
|---|------------------|
| a | D for Detail     |
| b | Cost Centre Code |
| c | Account Code     |
| d | Narrative        |
| e | Reference        |

- f Amount
- g Analysis Type (if applicable)
- h Analysis Value (if applicable)

Any fields that are not required can be left blank. The spreadsheet will save a blank entry as two commas, one directly after the other.

Add extra entries as in steps g and h as many times as necessary, for each Analysis Attribute associated with the account. The import will fail if this data is missing where it needs to be included.

4. Then save as text or csv format.

When importing accounts payable details from a CSV file, PETRA will replace a blank item reference with the accounts payable number, for example AP99. It also checks that the account and cost centre combination is valid and that they are active.

For example, your Spreadsheet should be similar to the following:

Figure 9-13  
Example of  
Spreadsheet  
Data for  
Importing into  
PETRA

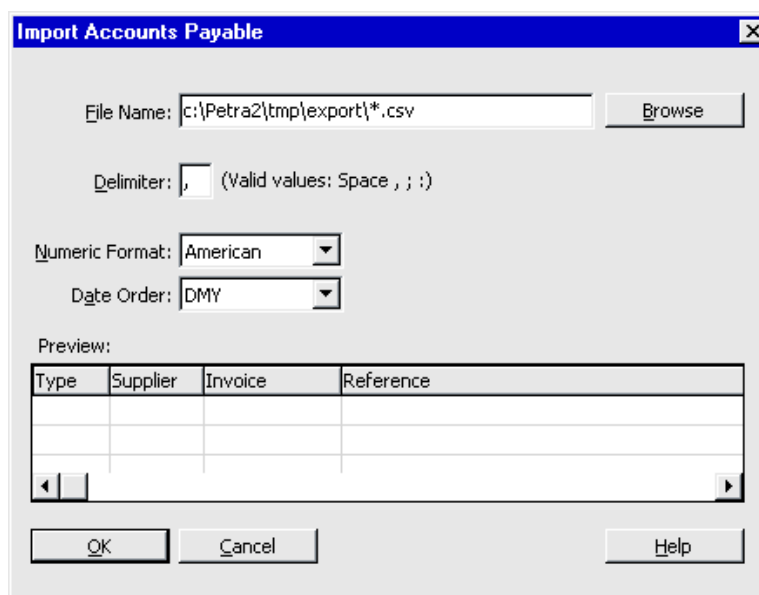
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	I	0024000011	Good News	TAY	8820	12/12/98	No	0	12/12/98	250	GBP	1	9100	6200
2	D	2400	4400	Air Fare to Belgium	IAP001	250								
3	I	0024000011	Good News	KIR	8821	12/12/98	No	0	12/12/98	300	GBP	1	9100	6200
4	D	2400	4400	Air Fare to France	IAP002	300								
5	I	0024000011	Good News	SMI	8823	15/12/98	No	0	15/12/98	505	GBP	1	9100	6200
6	D	2400	4400	Air Fare to Spain	IAP003	505								

## 9.7.2 Importing the File into PETRA

To import the file into PETRA, follow these steps:

1. Select **Ledger** then **Accounts Payable** then **Import**. The *Import Accounts Payable Screen* appears:

Figure 9-14 Import Accounts  
Payable Screen



2. Then follow the steps in section 4.11.3, page 87, for importing a file into PETRA.

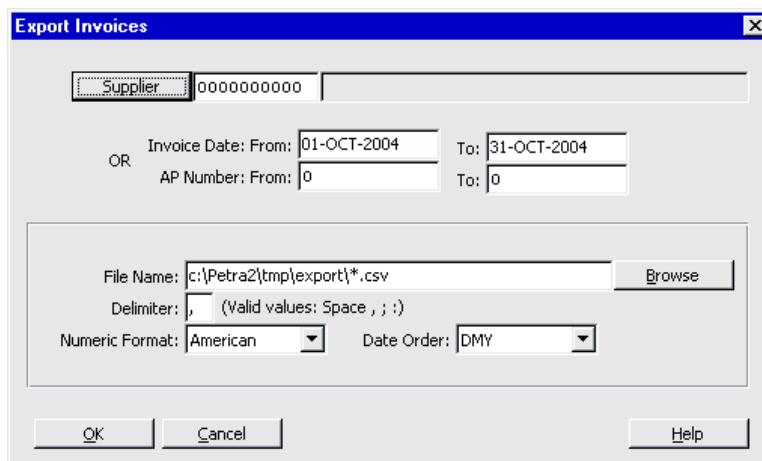
## 9.7.3 Exporting Accounts Payable

You can export Accounts Payable invoices to a file. You can choose to export all invoices or only those for just one supplier.

To export Accounts Payable, follow these steps:

1. Select Ledger then Accounts Payable then Export. The *Export Invoices Screen* appears:

Figure 9-15 Export Invoices Screen



2. Select the data to export.

**Supplier** - Select the supplier you require or leave blank for all suppliers.

**Dates or AP Number** (Not both!) Select the dates for the invoices you want to export. This is the original invoice date entered into your system. Alternatively, select the **AP Numbers** of the invoices you want to export. Either the date range or the AP number range should be entered, not both. To clear a date, type "?" (question-mark) in the field.

3. Select the details of the export file.

**Filename:** The filename to be used for your export. PETRA will default to a filename, which can be changed by selecting **Browse**.

**Delimiter:** This is the appropriate **Delimiter** character to be used in the export file (possible characters are: space, comma, semi-colon or colon ( <space> or , or ; or : )

**Numeric Format:** Select American (xxx,xxx.xx) or European (xxx.xxx,xx).

**Date Order:** Select from the list the date format in your imported file. The choice is either DMY for DD-MM-YYYY or MDY for MM-DD-YYYY.

4. Select **OK** when finished.

In the export file if the item reference is specific to the Accounts Payable invoice (for example, AP 20) then this will be replaced by a blank reference on the output file.

## 9.8 Accounts Payable Reports

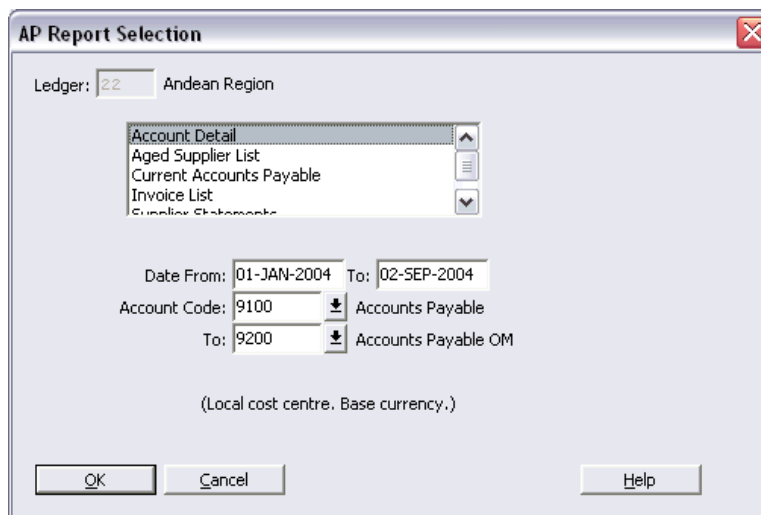
This section describes the Accounts Payable Reports. This does not include Payment Reports or Remittance Reports which are produced as part of the payment process. For how to reprint these reports, see section 9.6.5, page 171. The following Accounts Payable Reports are available:

- **Account Detail** – This is the equivalent of a normal Account Detail report, just for the AP accounts in particular.
- **Aged Suppliers List** – This is a list of all unpaid invoices analysed by age according to the Due Date. The invoices are analysed as follows:
  - Overdue 30+ - Invoices more than 30 days overdue
  - Overdue – Invoice that are overdue (less than 30 days)
  - Due – Invoices due in the next 30 days
  - Due 30+ - Invoices due in 30 to 60 days
  - Due 60+ - Invoices due in more than 60 days
  - Total Due – Total amount of invoices due.

- **Current Accounts Payable** – This shows invoices that are currently awaiting payment. That is, they have been approved and posted to the General Ledger.
- **Invoice List** – This is a list of all invoices, ordered by Invoice Date. You can show all detail lines and also include payment details.
- **Supplier Statements** – This is a summary of invoices and payments analysed by Supplier. Normally you would include all details in this report.

To Print a Report, follow these steps:

1. Select **Ledger** then **Accounts Payable** then **Reports**.
2. The *Accounts Payable Reports Selection Screen* appears:



The screenshot shows the 'AP Report Selection' dialog box. At the top, 'Ledger: 22 Andean Region' is displayed. Below this is a list box containing 'Account Detail', 'Aged Supplier List', 'Current Accounts Payable', 'Invoice List', and 'Supplier Statements'. The 'Account Detail' option is selected. Below the list box are date fields: 'Date From: 01-JAN-2004' and 'To: 02-SEP-2004'. There are also account code fields: 'Account Code: 9100' and 'To: 9200', with dropdown arrows next to them. To the right of these fields are labels: 'Accounts Payable' and 'Accounts Payable OM'. At the bottom, there is a note '(Local cost centre. Base currency.)' and three buttons: 'OK', 'Cancel', and 'Help'.

Figure 9-16 Accounts Payable - Report Selection Screen, showing fields for the Account Detail report

3. In the upper box, select the report you wish to produce.
4. The remaining fields on the screen differ, depending upon which report you produce. Select the fields as appropriate:
  - Details?** - If you check this box, all detail lines will be printed too, not just the invoice.
  - Payments?** - If you check this box, then the details of payments made will be included.
  - Date for Report** – input the report date that you require
  - Invoices** - for the Aged Supplier List, this will include the individual invoice amounts, as well as the total for each supplier.
  - Invoice Date** - input the invoice dates **To** and **From** that you require, if you leave these blank then All dates will be included
  - Due Date** - input the due dates **To** and **From** that you require, if you leave these blank then All dates will be included
  - Due within** –Enter the number of days. You can enter negative figures for overdue amounts.
  - Discounted Only?** - Check this box to include only those invoices that contain a discount. This will remind you to pay these invoices before the Due Date.
  - Supplier** – Enter the Partner key for the supplier, or select **Supplier** to take you to the Partner system
  - Invoice Code** – Enter an invoice code to produce a report just for one invoice. This is helpful if the only details you have are an invoice code for a supplier.
  - Invoice Status** – You can select to include All, Open or Shut invoices.
5. Select  when all your criteria have been input. The usual *Start Print Job Screen* will appear.

## 9.9 Accounts Payable Defaults

It is possible to set some options which control how the Accounts Payable module behaves, to suit your particular requirements. The *Accounts Payable Defaults* screen can be reached from two places.

1. From the *Finance Module* main screen, select **Ledger** then *Accounts Payable* then **AP Defaults**, or,

From the *Accounts Payable* main screen, select **File** then **AP Defaults**. The *Accounts Payable - User Defaults Screen* appears.

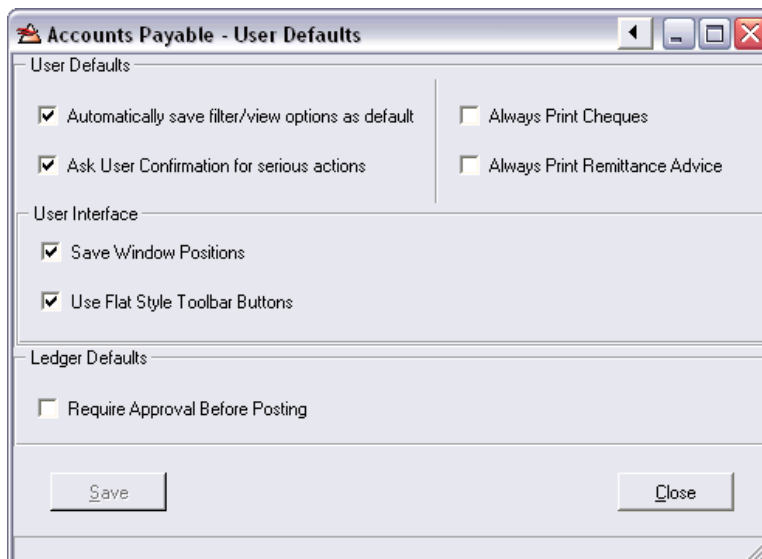


Figure 9-17 Accounts Payable - User Defaults Screen

2. Set your preferred defaults for working with the *Accounts Payable* system.

**Automatically save filter/view options as default:** If this option is set, filters, etc. will be saved for each screen, and will then be reloaded next time you enter that screen. This can be useful if you use the same filter options over and over again.

**Ask user confirmation for serious actions:** If this option is not set, PETRA will proceed with any action the user starts without confirmation. It is strongly recommended to keep this option set.

**Always Print Cheques:** If this option is set, all cheque payments will automatically be set to print the cheque when a payment is made.

**Always print remittance advice:** If this option is set, PETRA will automatically print a remittance advice when a payment is made.

**Save window positions:** If this option is set, PETRA will remember window positions for all the different AP windows.

**Use flat style toolbar buttons:** A normal toolbar button looks just like any other button, except that there are a few of them together in a group. Flat style toolbar buttons on the other hand appear flat, and appear raised only when the mouse moves over the button. If this option is unset, PETRA will not show the default flat style buttons.

**Require approval before posting:** This option is actually a ledger default, and specifies whether an invoice should be blocked from being posted if it is not yet approved.

----- End of Chapter 9 -----

## Chapter 10 Shepherds

A Shepherd is a step by step guide to a procedure, aimed at making the process a little easier. So far two shepherds are included in the Finance module, for setting up a New Ledger and for setting up Analysis Attributes.

### 10.1 New Ledger Shepherd

If you want to add a ledger, follow these steps:

1. From the main *Finance Screen* select **File** then **New Ledger**. The *Installed Ledger List Screen* appears:

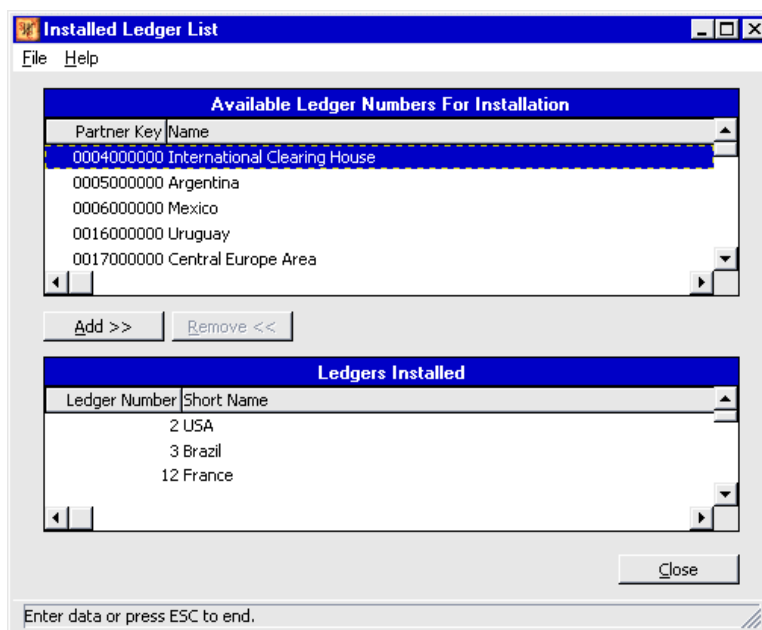


Figure 10-1 Installed Ledger Screen

2. In the top box on the screen highlight the ledger you want to install. Select **Add**
3. You will then be asked the question: Do you want your ICH Balance to be an asset?  
If you answer Yes then the ICH balance will be shown in your Balance Sheet as a debtor.  
If you answer No then the ICH balance will be shown in your Balance Sheet as a creditor.
4. Certain ledger parameters will be set up for you:  
International currency = USD  
Currency revaluation = 5003  
Calendar mode = Monthly
5. A message will appear to say that the ledger has been created successfully.
6. You will then be asked whether you want to run the Ledger Setup Shepherd at this time. If you select **No** then the ledger is set up but no extra parameters will be defined. If you select **Yes** then you will be asked to define some of the parameters for your ledger.

### Using the Shepherd

The Shepherd takes you through a number screens, asking you to enter the relevant data. It therefore makes it easy to set the parameters in a single operation. To select each parameter as it

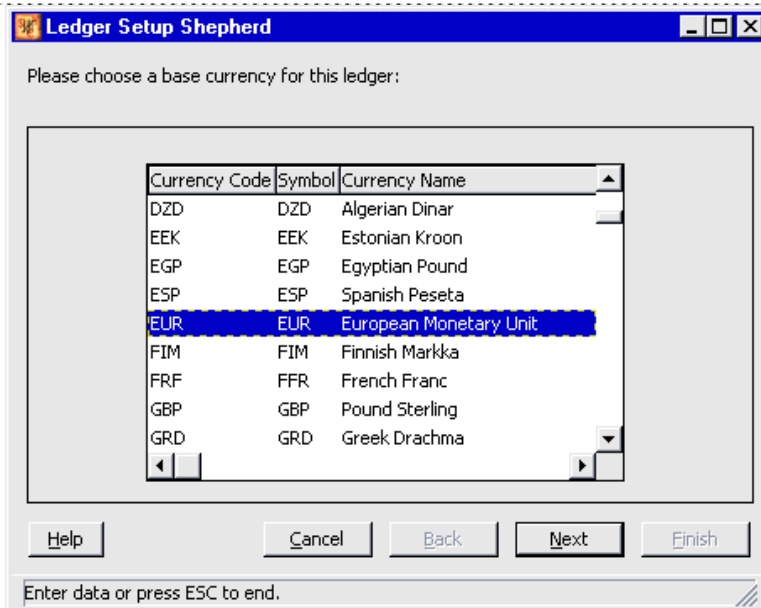
appears, highlight it and select **Next** to move on to the next parameter. If you want to exit the Shepherd at any time, select **Cancel**. If you want to re-do any of your steps, select **Back** to go back to the previous screen.

### Base Currency

This screen assigns a base currency to the ledger. The currency must already exist as a currency in the system. You cannot change the base currency for the ledger once transactions have been entered for that ledger.

Highlight the Currency that you require.

Click **Next**.



Currency Code	Symbol	Currency Name
DZD	DZD	Algerian Dinar
EEK	EEK	Estonian Kroon
EGP	EGP	Egyptian Pound
ESP	ESP	Spanish Peseta
<b>EUR</b>	<b>EUR</b>	<b>European Monetary Unit</b>
FIM	FIM	Finnish Markka
FRF	FFR	French Franc
GBP	GBP	Pound Sterling
GRD	GRD	Greek Drachma

### Calendar 1

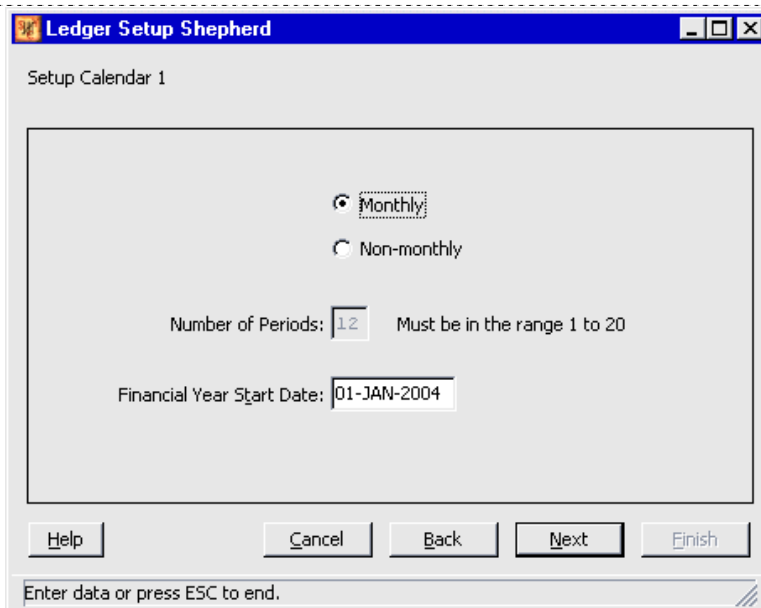
Set up the accounting periods within the financial year for the ledger.

OM POLICY: The calendar will usually be set up for 12 calendar months, with the financial year starting on 1st January.

Select monthly or non-monthly (for example 4-weekly periods). The system will ensure that the last period cannot go beyond a year from the start date.

Enter the Financial Year Start Date, for example 01/01/2005.

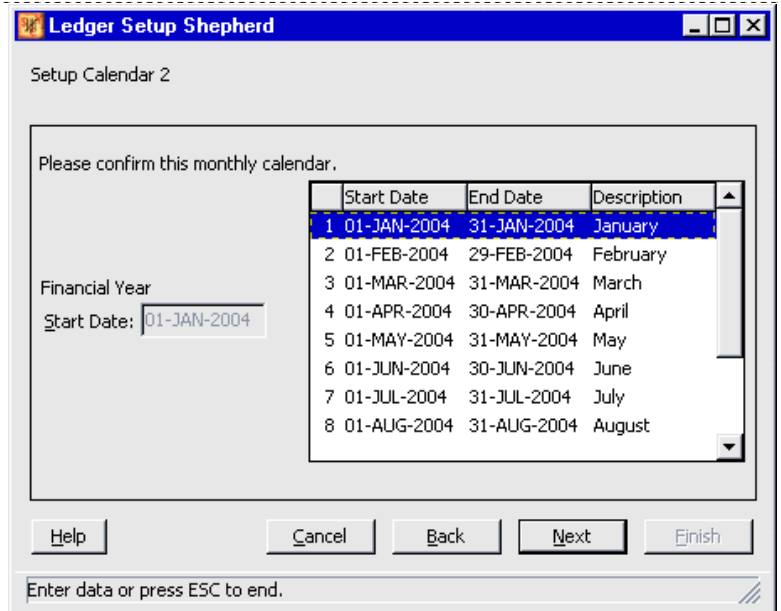
Select **Next**.



## Calendar 2

This screen shows the calendar that you have selected. Check that it is as you wish.

Select **Next**.



Setup Calendar 2

Please confirm this monthly calendar.

	Start Date	End Date	Description
1	01-JAN-2004	31-JAN-2004	January
2	01-FEB-2004	29-FEB-2004	February
3	01-MAR-2004	31-MAR-2004	March
4	01-APR-2004	30-APR-2004	April
5	01-MAY-2004	31-MAY-2004	May
6	01-JUN-2004	30-JUN-2004	June
7	01-JUL-2004	31-JUL-2004	July
8	01-AUG-2004	31-AUG-2004	August

Financial Year  
Start Date: 01-JAN-2004

Help Cancel Back Next Finish

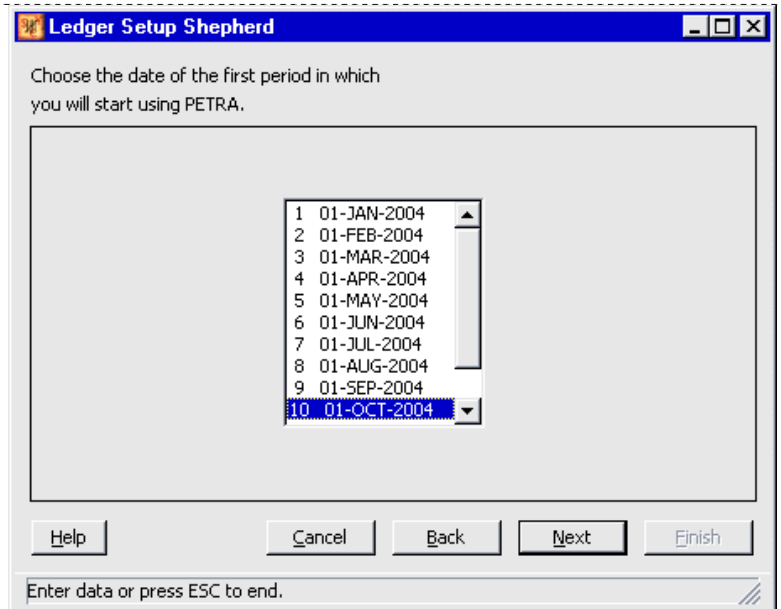
Enter data or press ESC to end.

## Start Date

The Start Date determines the date from which the ledger will start, so that you do not have to begin using PETRA at the beginning of a financial year.

Highlight the first period for which you wish to enter data.

Select **Next**.



Choose the date of the first period in which you will start using PETRA.

1	01-JAN-2004
2	01-FEB-2004
3	01-MAR-2004
4	01-APR-2004
5	01-MAY-2004
6	01-JUN-2004
7	01-JUL-2004
8	01-AUG-2004
9	01-SEP-2004
10	01-OCT-2004

Help Cancel Back Next Finish

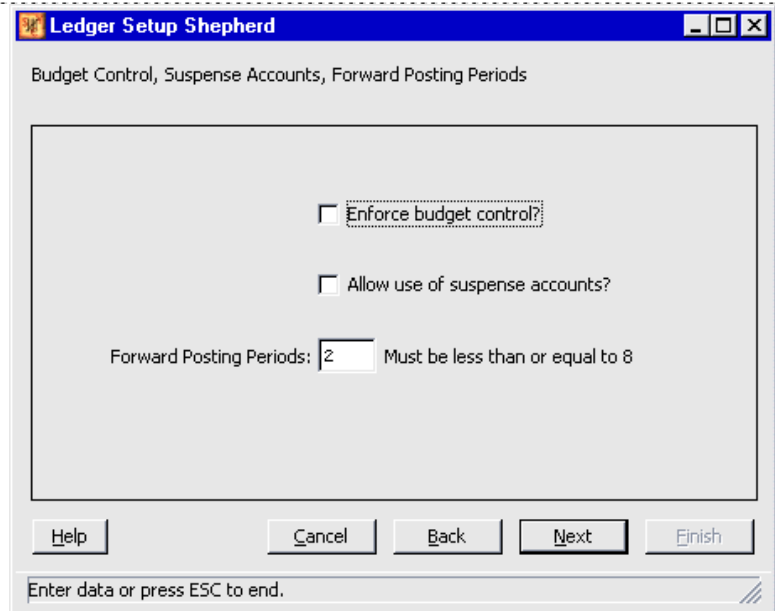
Enter data or press ESC to end.

### Budget Control, Suspense Accounts, Forward Posting Periods

If you wish to initiate budget control, check the box. Budget Control determines whether the system should be alerted when posting to an account which has exceeded its budget. Each account where you want to use this feature must also be designated to use Budget control, by clicking the Budget Control box on the *Account Master Screen*.

Suspense accounts are reported on at the end of each month to prompt you to clear out the transactions posted to these accounts to where they rightly belong. At the year end all suspense accounts must have a balance of zero before the year end closing program is run.

Forward Posting Control determines how many periods in advance the ledger will allow posting to take place. The system default can be overwritten but it is limited to the difference between the maximum number of periods allowed by the system and the number of periods the particular ledger uses for one financial year. For example, the system limit is 20 and if the ledger has 12 periods, posting could take place for 8 periods into the future. The system default is 2 periods in advance. Enter the number of forward periods you require if it is different to this.



**Ledger Setup Shepherd**

Budget Control, Suspense Accounts, Forward Posting Periods

☐ Enforce budget control?

☐ Allow use of suspense accounts?

Forward Posting Periods:  Must be less than or equal to 8

Help Cancel Back Next Finish

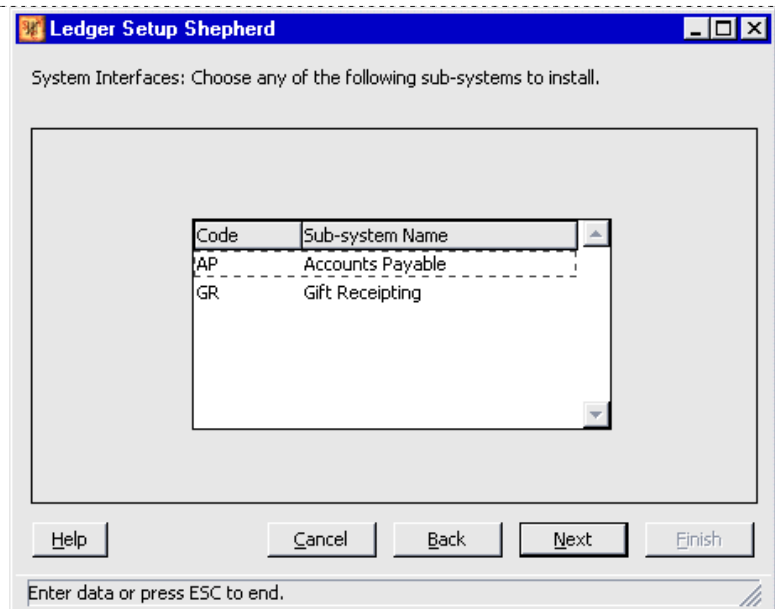
Enter data or press ESC to end.

### System Interfaces

This allows you to determine which sub-systems are to be used. The General Ledger will be included by default. The Gift Receipting and Accounts Payable Systems should be added if required.

Highlight the sub-systems you wish to add.

Click **Next**.



**Ledger Setup Shepherd**

System Interfaces: Choose any of the following sub-systems to install.

Code	Sub-system Name
AP	Accounts Payable
GR	Gift Receipting


Help Cancel Back Next Finish

Enter data or press ESC to end.

## Data Retention

Enter the number of years you want Actuals data to be retained on the system and the number of years you want full gift details to be retained.

Click **Next**.



## Fees Receivable

This is the fee which is taken by your office as the receipting office for gifts, to cover your administration costs. It is your admin. grant on gifts you receive locally for other OM funds. When you enter a gift for your own ledger, PETRA will recognise that the ledger to be credited and debited with the fees receivable is the same, and will not calculate any fees in this case.

**OM POLICY:** For each gift received locally by your fund, your office may retain up to 10% of the total gift to cover the administration costs you incur in the processing of the gift.

**Fee code** is the name you want to give to this fee.

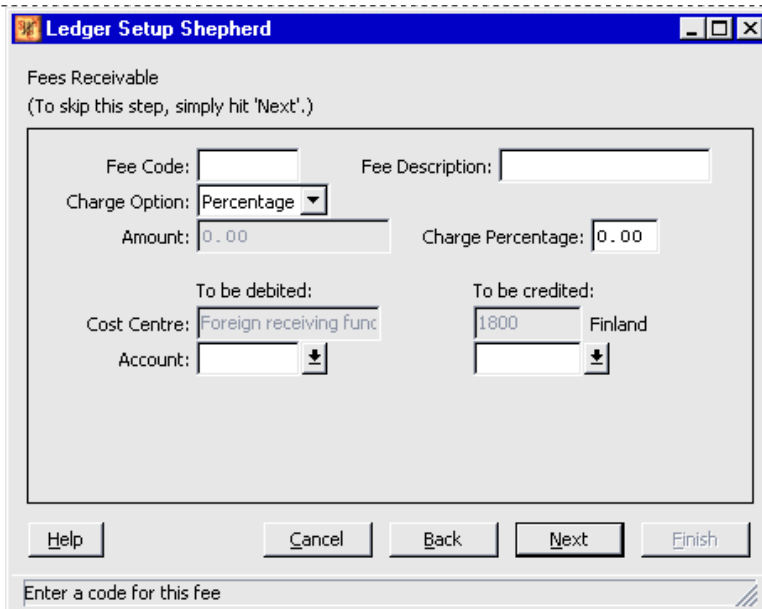
**Fee description** is a brief description of the fee, maximum 22 characters

Enter your **Charging Option**; there are 4 charging options available:

- Fixed - a fixed amount to charge
- Percentage - a percentage of the gift amount received
- Minimum - a percentage with a fixed minimum charge
- Maximum - a percentage with a fixed maximum charge

Enter the **Account To Be Debited** with the charge, usually the foreign receiving fund, account 4900 OM Admin Grant.

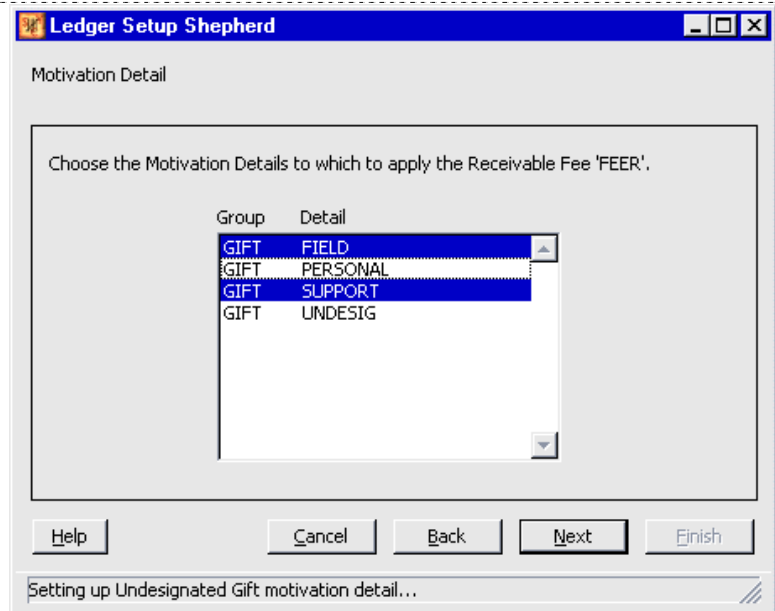
Enter the **Cost Centre** and **Account** combination to be credited with the income.



### Motivation Detail

Select the motivation details to which the receivable fee may be applied.

Click **Next**.



### Summary

A summary of all the information that you have entered appears.

If you wish to alter anything, select **Back** to move back to previous screens.

If the information is correct, select **Finish**.

7. If you selected the Gift Receipting System to interface then the *Select Starting Gift Receipt Number Screen* appears:

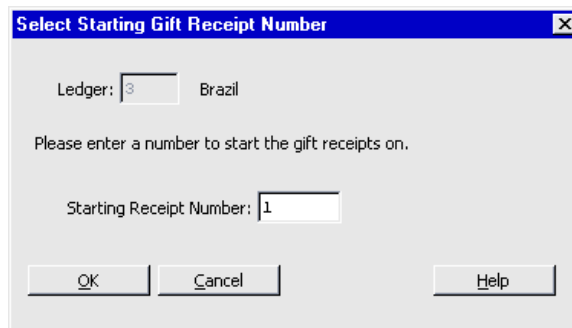


Figure 10-2 Select Starting Gift Receipt Number Screen

8. Enter the number you wish your receipts to start at.
9. Then select **OK**.

The Shepherd has now completed the procedure. To edit any details further use the **Ledger Setup** options as described in Chapter 3 of this User Guide.

## 10.2 Analysis Attributes Shepherd

An Analysis Attribute is the extra information which is associated with a particular account and is requested each time you enter a transaction to the account. You can produce a detailed report for the account giving all the analysis attribute details. This is very useful for management reporting purposes. The analysis attribute information is included in the description field.

For each Analysis Attribute, all possible values must already be set up, they cannot be entered at the time the transaction is entered.

To set up Analysis Attributes, follow these steps:

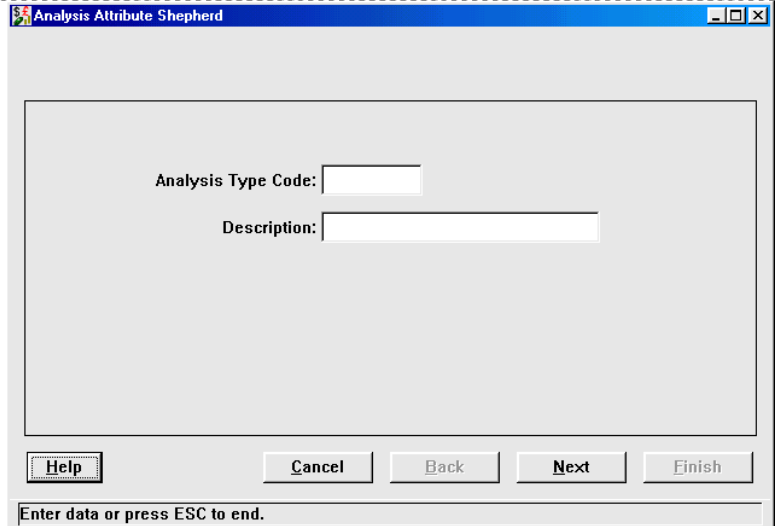
1. Select **Ledger** then **Setup** then **Tables** then **Analysis Attribute Setup** (Shepherd).
2. The first *Analysis Attribute Shepherd* Screen appears. Follow the Shepherd to set up the Analysis Attributes.

### Analysis Type Code

Enter the **Analysis Type Code** (maximum 7 characters).

Enter the **Description** (maximum 32 characters)

Click **Next**.



The screenshot shows the 'Analysis Attribute Shepherd' window. It has a title bar with the window name and standard OS controls. The main area contains two input fields: 'Analysis Type Code:' and 'Description:'. Below these fields are four buttons: 'Help', 'Cancel', 'Back', and 'Next'. At the bottom, there is a status bar that says 'Enter data or press ESC to end.'

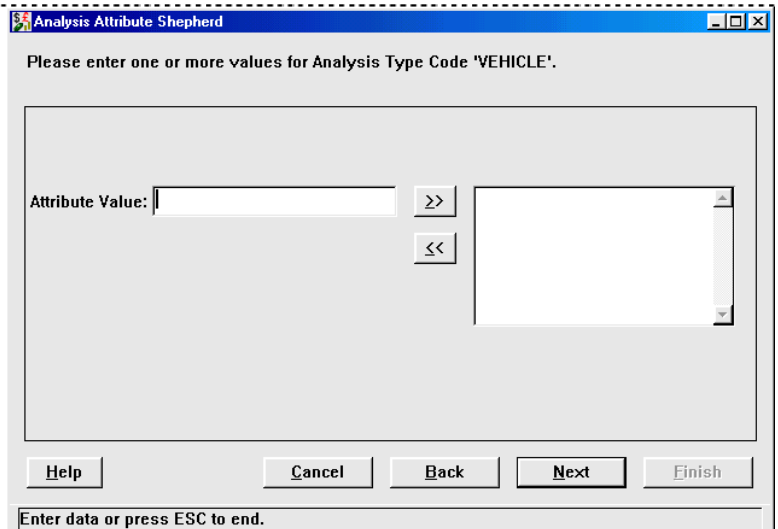
### Attribute Values

Enter the **values** which a particular analysis attribute may have.

Enter the first value and click **>>**.

Select **>>** to add a value to the list; select **<<** to remove a value from the list, or to edit a value.

Click **Next**.



The screenshot shows the 'Analysis Attribute Shepherd' window. The title bar is the same. The main area has a message: 'Please enter one or more values for Analysis Type Code 'VEHICLE'.' Below this is an input field for 'Attribute Value:' followed by '>>' and '<<' buttons. To the right of these buttons is a list box. At the bottom are the same four buttons: 'Help', 'Cancel', 'Back', and 'Next'. The status bar says 'Enter data or press ESC to end.'

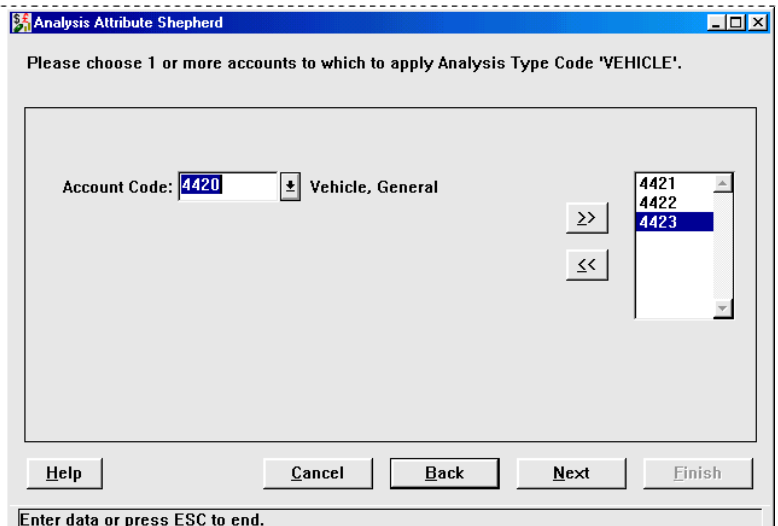
### Select Accounts

You must now define the accounts to which the attribute applies. Select the **Account Code** you want your attributes to apply to; you can type in the code or select it from the list using the drop-down list.

Select **>>** to add the account to the list, select **<<** to remove the account from the list.

Continue until all accounts have been selected.

Click **Next**.



The screenshot shows the 'Analysis Attribute Shepherd' window. The title bar is the same. The main area has a message: 'Please choose 1 or more accounts to which to apply Analysis Type Code 'VEHICLE'.' Below this is an input field for 'Account Code:' with a dropdown arrow, showing '4420' and 'Vehicle, General'. To the right of this field are '>>' and '<<' buttons. Further right is a list box containing '4421', '4422', and '4423'. At the bottom are the same four buttons: 'Help', 'Cancel', 'Back', and 'Next'. The status bar says 'Enter data or press ESC to end.'

**Summary**

A summary will appear showing the information entered.

If you need to change anything, select .

If all is well, click .

----- End of Chapter 10 -----

# Chapter 11 International Clearing House

## 11.1 Introduction

Ledger 4 operates as the OM International Clearing House (ICH).

The base currency is USD in this ledger and consequently there is no international currency.

This ledger operates in a similar way to any other ledger in PETRA except for the Clearing House functions. In Ledger 4 when you select Ledger and then Clearing House then the following options are available to you:

- Import Stewardship File
- Reports

These options are disabled with any other ledger.

## 11.2 Stewardship File from a Fund to ICH

A file can be produced by each fund which is processed centrally and loaded into the ICH ledger.

The file to be imported will be in the following format:

- A header row which gives:
  - Accounting Period
  - Sending Fund Number
  - Date of creation of file
  - Currency
- Detail lines, each giving:
- Recipient Foreign Cost Centre
- Income for the period
- Expense for the period
- Direct Transfers

In the ICH ledger these will be processed in one of two ways depending on whether or not the balance due has been paid.

If paid then the entries will be:

	<b>Credit</b>	<b>Debit</b>
Income	Recipient fund-1900	Sending fund-8520
Expenses	Sending fund -8520	Recipient fund -5400
Direct Transfer	Recipient fund -8540	Sending fund -5600

If unpaid then the entries will be:

	<b>Credit</b>	<b>Debit</b>
Income	Recipient fund-84ss	Sending fund-8300
Expenses	Sending fund -8300	Recipient fund -84ss
Direct Transfer	Recipient fund -8540	Sending fund -5600

Where “ss” is the code for the sending ledger.

It must be ensured that in the ICH ledger the required accounts have been created.

If a field is entered as paid and is later found to be significantly underpaid then the original batch should be reversed and re-entered as unpaid.

## 11.3 Importing the Stewardship Files

To import a Stewardship file, follow these steps:

1. Select **Ledger** then **Clearing House** then **Import Stewardship File**
2. The *Import ICH Statement Screen* appears:

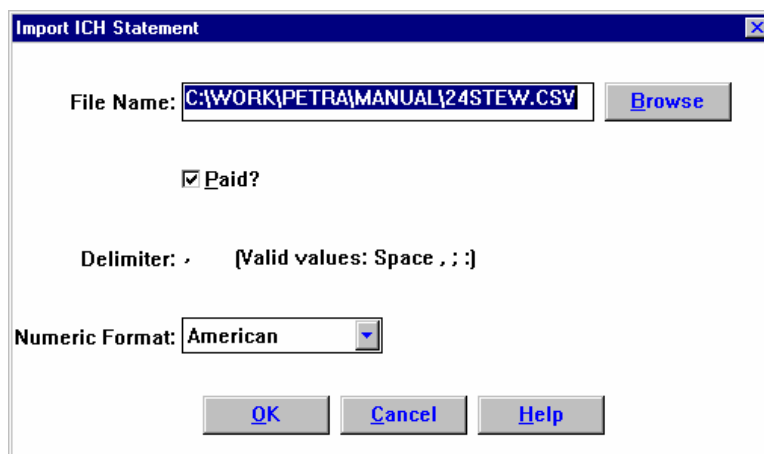


Figure 11-1 Import ICH Statement Screen

3. Select **Browse** to find the file you want to import.
4. **Paid?** – Ensure that this box is ticked if the fund has sent the required bank transfer to accompany the Stewardship Report. If this box is not ticked then the balance will be marked as Unpaid.
5. Ensure that the Delimiter and Numeric Formats are appropriate for your computer system. See section 4.10.3 of this User Guide for details. All ledgers create this in the same format, so there should rarely be any need to change these settings.
6. Then select **OK**
7. When the import file has been imported successfully a General Ledger batch will be created containing these transactions. You can edit and post this batch as normal.

## 11.4 Fund Balance Report

This report shows, for each fund (in alphabetical order):

- Final balance from the previous month
- Deposits this month with ICH, from account 8540
- Withdrawals this month from ICH, from account 8530
- Stewardship for the month
- The latest balance analysed by Debit or Credit in columns

All figures are shown in the base currency for the ledger of US Dollars.

A new print destination of HTML file has been provided which will help to produce this report in a format for putting straight onto the Intranet.

To produce the Fund Balance Report, follow these steps:

1. Select **Ledger** then **Clearing House** then **Reports** then **Fund Balance**
2. The *Select Period for the Report Screen* appears.
3. Select the period you require. Then select **OK**.
4. When the calculations are completed the usual *Start Print Job Screen* appears.

## 11.5 ICH Statement

This report is the ICH Statements which are sent out monthly to each OM Fund from ICH. Details are given of the transactions processed by other ledgers for each OM Fund, and also shows Unpaid Balances and the Final Balance for each fund. The Statement is printed for all cost centres except for 0100.

### 11.5.1 ICH Statement for every fund

To produce the ICH Statements for every fund, follow these steps:

1. Select **Ledger** then **Clearing House** then **Reports** then **ICH Statement**
2. The *Select Period for the Report Screen* appears:

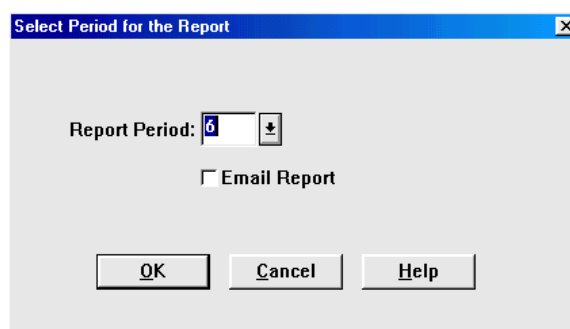


Figure 11-2 Selection Period for Report Screen

3. Select the **Period** you require.
4. If you tick the box for **Email Report** then the ICH Statements will be emailed to the destinations you have defined. See section 2.10 on how to Define Email destinations.
5. Then select **OK**.
6. The usual *Start Print Job Screen* appears.

### 11.5.2 ICH Statement for one fund

To produce the ICH Statements for one fund, follow these steps:

1. Select **Reports** then **GL Standard** then **Other Reports**.
2. The *Other Report Print Options Screen* appears.
3. Select **ICH Statement**.
4. Make the following selections based upon the criteria you want for your report:

**Current Year** or **Last Year**

**Base** or **International** Currency

**Accounting Periods** you want to include

**Cost Centre** you require

5. When your choices are made, select
6. The usual *Start Print Job Screen* appears.

----- End of Chapter 11 -----

## Appendix A Changing the Ledger Base Currency

### A1 Introduction

The introduction of a single European currency, called the Euro, has made it necessary to provide the facility to change the base currency of a ledger. The program that performs this operation is based on the idea that one currency will no longer be used from the point of conversion. This means that, for example, recurring gifts in the old currency will be converted to the new currency.

The main problem with performing a conversion like this is to do with rounding differences that occur during the conversion process. This means that having converted to your new currency it is not possible to run the conversion process again to convert back to the old currency and guarantee the same results. For this reason it is necessary to plan the conversion very carefully and to make backups of your database. Plan what reports will be run to ensure that the conversion has correctly converted your data.

### A2 What happens during the conversion?

1. All database tables that refer to the base currency amount are changed so that the amount is now reflected in the new currency. In most cases this is just a straight conversion using the rate that is supplied in the daily exchange rate table.
2. It is necessary to be able to track the actual amount that was originally posted. This is done by using the transaction currency. Any transactions that were posted in the old base currency will have the original amount in that currency as the transaction amount and the base amount for the transaction will be converted to the new currency.
3. One of the main, unavoidable, problems that is encountered when performing a conversion of this nature is that rounding differences can occur. Simply stated, converting a summarised figure will not result in the same result as totalling the converted individual amounts that make up that summary. For example:

	EUR1=DEM 1.93805	DEM	EUR
Item #1		100,000.00	51,598.26
Item #2		100,000.00	51,598.26
Item #3		100,000.00	51,598.26
Item #4		100,000.00	51,598.26
Total		400,000.00	206,393.04
Check		400,000.00	206,393.02
Difference		0.00	0.02

4. To ensure that this does not affect the integrity of the PETRA accounting system all amounts are taken from the source sub-system and re-summarised where necessary. So gifts will be converted first and then the General Ledger posting will be recalculated from the appropriate gifts. The summary reporting data will be recalculated from the transactions.
5. All transaction data is summarised to the General Ledger Master table during posting. The conversion process will effectively need to re-post all of the transactions in the ledger. The year end process zeroes out your income and expense accounts. The conversion will simulate a year end with the new amounts to ensure that this is still the case.
6. In some cases it may not be possible to go back to the source of the transaction. This will result in some minor discrepancies in the general ledger. These amounts will be reallocated to a 'loss on

base currency/Euro conversion' account. Your bank accounts will most probably contain a different amount to that which PETRA has calculated. You will need to correct this in a similar way.

## A3 Audit Issues

If there is a requirement to produce reports in the currency prior to conversion then you will need to retain access to your old system somehow. Talk to your local administrator and the PETRA support team regarding the best way to do this. Reports are available that can be run against the original transaction currency but if posting was in more than one currency then this is limited.

During the conversion PETRA will write out what changes have been made to a log file (gl2710.log). This file is intended to aid investigation of these changes rather than allow for a reversal of the process.

## A4 Preparing for the Conversion

Before you attempt to run the conversion it is important that you take a full back-up of the PETRA Database. It is also necessary to be familiar with the procedures that need to be followed to restore this back-up should the need arise. When you are satisfied that you have a good backup of the database you are ready to proceed.

You should plan to allow enough time for the conversion to run and avoid unnecessary inconvenience to other PETRA users. In a large office you can expect the conversion to take several hours to run (even a full day). In tests the program converted gifts at a rate of 20,000 per hour and General Ledger transactions at around 30,000 per hour. Re-posting transactions does take the most time though.

There are a few other considerations that are needed prior to the conversion.

Think carefully about what reports you might need to produce as these most probably cannot be produced out of PETRA once the base currency has been converted.

If no international currency is used then you will need to consider whether you require your current base currency to become the international currency for the ledger. If this is the case then a new program will be necessary which will be written if requested.

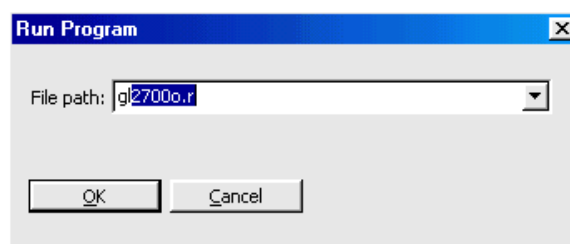
Assuming that you do have an international currency set up then you will need to enter a Corporate Exchange rate to convert from the new base currency in to the international currency for the current period. This is used by one of the routines during the conversion and the conversion cannot be run unless this is set up.

When PETRA changes any data a record of this fact is made in an area called the 'Locking Table'. When PETRA is started the number of changes (locks) allowed at any one time is set. This is usually about 25,000 for large offices and referred to the maximum number of locks allowed. Before running the conversion you need to get your Systems Administrator to check that this parameter (-L in petra.pf) is set to 25,000 or higher. (when processing the gifts and transactions all locks are released after every 10,000 processed). Ask your Systems Administrator to make sure that there is enough room for writing a log file of all of the changes made. Around 10% of the petra.db file size should be sufficient. This file will be placed in the Petra temporary directory. It is also important that the database is not shutdown for backup for the period that the conversion is running.

## A5 Performing the Conversion

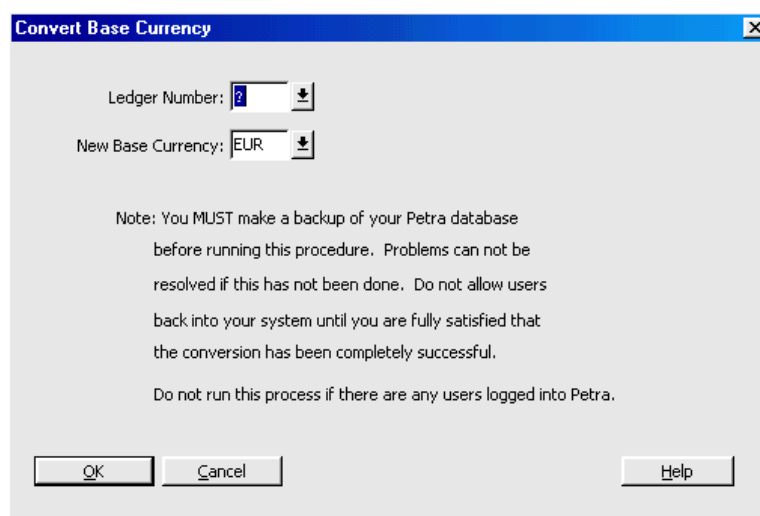
Make sure that there are no users logged into PETRA except for the user who will perform the conversion. This user must have System Manager access privileges.

Figure 11-3 Convert Base Currency Screen



7. From the System Manager menu select File then Run.
8. **File path** - Enter gl2700o.r Select **OK**.
9. The conversion screen is then displayed. When you have selected the ledger number and new base currency the conversion process will be initiated.

Figure 11-4 Convert Base Currency Screen



10. The conversion process has been broken down into smaller chunks so that if any unforeseen problems, such as a power failure, occur only a small amount of the processing time is lost. If this does happen then you can just follow the above steps and the program will continue from the point that it had reached when the problem occurred.
11. If any errors do occur during the process, carefully note down what the message says and report it to the PETRA Support team.

## A6 After the Conversion

Having successfully completed the conversion it is now necessary to ensure that all finance data is correct before allowing other users into the system. You should run some reports to satisfy yourself that the conversion has worked as expected. If you are suspicious of anything then this should be investigated before allowing other users to do their normal work in PETRA.

Check the log file for any error messages, particularly at the end. A search for the word "error" is also a good idea.

If you use an amount rather than a percentage for your Administration Fees then you will need to check and possibly change this figure.

If you have set a minimum amount figure for your Finance forms then you will need to also check that this is what you would expect. The figure is converted with the assumption that it is a base currency amount. You might want to round the new figure to a whole number.

----- End of Appendix 1 -----



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## Index to Finance User Guide

**Tip** If using Acrobat Reader to view on line, you can jump to the page. Find the item in the index, click once in the box at the bottom of the Reader screen to highlight the field, type the page number you want, and then press the <Enter> or <Rtn> key. This takes you immediately to the page.



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