

TEMPLATES

Application	Chreos Client
Module	Clients
Access	“General Ledger Templates”
Minimum service pack	SP44
This document	General Ledger Templates Ref 6.10 Release 2 Published August 2009

Overview

General Ledger Templates allows the details of a processed journal to be created into a template that new journals can then be based on. This is useful for journal entries that are frequently entered that are the same or similar every time, for example wages. This information sheet covers all of the areas in Chreos that deal with templates.

To Create a Template

- Select the menu option “General Ledger | General Ledger management”.
- Select the required account from the ‘Account’ page.
- Select the journal that the template is to be based on from the ‘Transactions’ page and open the ‘Documents’ page.
- Click the [Create Template] button on the ‘Documents’ page.
- The ‘Template setup’ screen will appear. Enter the ‘Name’ of the template.
- Select whether the template is ‘Manual’ or ‘Automatic’ template and click the [Next] button.

Manual Templates

- Select whether the GL period date will be used when a journal is created using the template and click the [Next] button.
 - If ‘Yes’ is selected the next screen will display a summary of the template. Click the [Save] button.
 - If ‘No’ is selected the next screen will require the date to be used to be entered. Select either ‘Days from beginning’ or ‘Days from end’ and enter the number of days. Click the [Next] button.

The following screen will display a summary of the template. If happy with the Template as listed click the [Save] button otherwise go back via the [<<Previous] button to make any corrections.

Automatic Templates

- Select which date is to trigger the creation of a journal from the template and click the [>>Next] button.
- Select the frequency of the journal and click the [>>Next] button.
- If a number of months is chosen then the next screen will require the date to be used to be entered.
- Select either 'Days from beginning' or 'Days from end' and enter the number of days.
- Click the [Next] button. The next screen will display the Next transaction due date.
- Click the [>>Next] button.
- If a number of days is chosen then the next screen will require the Next transaction due date to be entered.
- Click the [>>Next] button.

The following screen will display a summary of the template. If happy with the Template as listed click the [Save] button otherwise go back via the [<<Previous] button to make any corrections.

Related Issues

- If there is any tax content on one or more lines of a manual template the journal that it is based on should be tax exclusive. This is because calculation movement between inclusive and exclusive is not always accurate to the last cent. For example
 - \$40.00 inclusive is \$35.56 with \$4.44 tax.
 - \$35.56 exclusive generates a tax line of \$4.45.
- If the template is processed it will always do the processing from an exclusive perspective.

To Use a Template

Manual Templates

- Select the menu option "General Ledger Journals".
- Enter the 'Date', 'Ref', 'Details' and 'Type'. Refer to "General ledger journals (6.3)".
- Select the required template from the 'Template' combo and click the [Template] button.
- The grid will display the details of the journal that the template was based on.

- Add to or edit the details as required.
- Once all of the journal lines balance, click the [Process] button. Note: The [Process] button will only be activated when the totals of the debit and credit columns of the grid are equal, and not zero.

Automatic Templates

An automatic template will automatically create and process a journal on the date specified in the “Template setup” screen. To edit this refer to “To Edit a Template” on this information sheet. To delete an automatic template refer to “To Delete a Template” on this information sheet.

To Edit a Template

- Select the menu option “General Ledger | Templates”.
- Select the required template from the ‘Transaction templates’ grid. The details of that journal will be displayed on the ‘Transaction lines’ grid.
- Click the [View template description] button to view the date that the journal is created and processed if it is an automatic template.
- Click the [View transaction lines] button to then view the grid ‘Transaction lines’ again.
- Click the [Edit template] button. The “Template setup” screen will appear. This is the same screen as when a template is created.
- Click on [<<Start] in order to edit the required details. Refer to “To Create a Template” on this information sheet.
- Click the [Refresh] button once changes are made to update the details on the grids.

To Delete a Template

- Select the menu option “General Ledger | Templates”.
- Select the required template from the ‘Transaction templates’ grid. The details of that journal will be displayed on the ‘Transaction lines’ grid.
- Click the [Delete] button.
- A confirmation screen will ask if the template is really to be removed. Click the [Yes] button.

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