

General Ledger Consolidation Utility Procedures

The utility consolidates the general ledger accounts from multiple selected companies into a separate consolidation company and allows reports to be printed for the period being consolidated.

By using a separate user login you can attach the companies to be consolidated. When the consolidation runs only the companies attached to this login are processed and you also get the option to include or exclude companies.

The reports to be printed as a result of the consolidation are printed directly from the consolidation run and **NOT** from the standard reports menus.

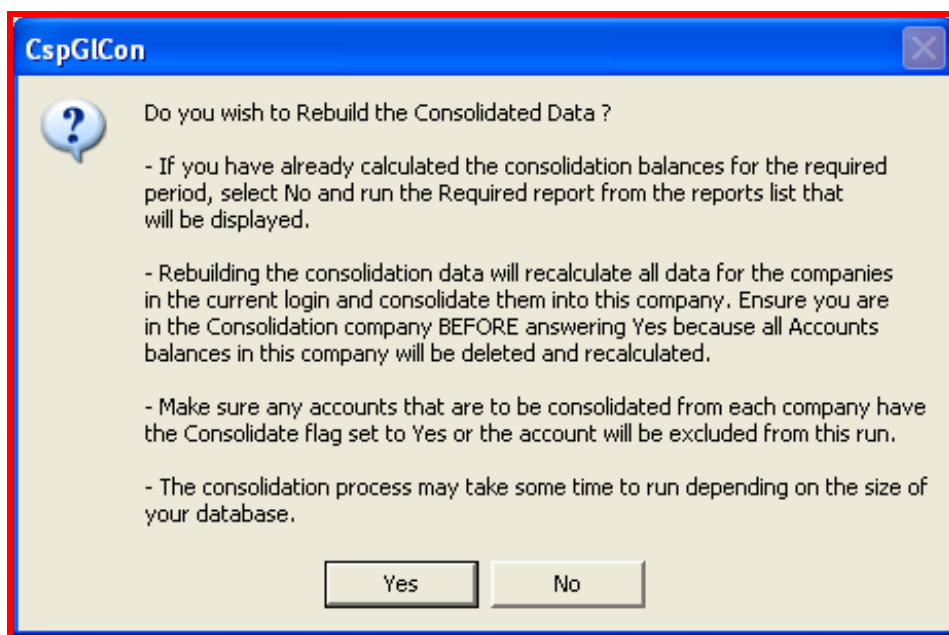
You can have as many sets of consolidation companies as required by simply adding a separate login.

There are 2 fields on each Ledger Account that allow additional control over the process. These fields are stored as user fields in Accounts. The first field "Consolidate" must be ticked for an account to be included in a consolidation. This allows you to exclude specific accounts if required.

The second field "Consol Acc" allows an account to be "Mapped" to an alternate account code in the consolidate company. If this is not set then the same account is used in the consolidation company.

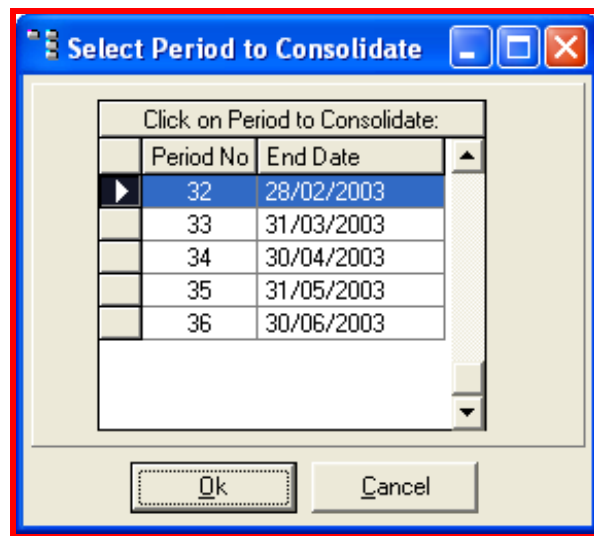
Rebuild Consolidation

When the consolidation is started you will be asked if a recalculation is required. If you answer YES then the balances will be recalculated. If you answer No the balances currently on file will be used to reprint the reports and the list of existing reports available will be displayed. Please read the notes and warnings displayed before proceeding with a consolidation.



Select Period to Consolidate

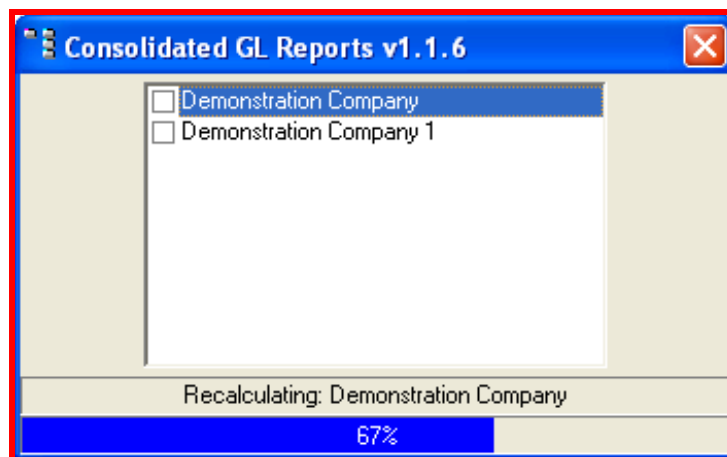
You can select the period you want to consolidate. This will calculate balances from each company up to the selected period end date. Each company to be consolidated MUST have the same period end dates as the consolidation company.



Progress Screen

This screen is the progress screen for the consolidated company you have chosen.

As each company is processed, the menu of the company is highlighted and when this company has been processed it will be ticked as done.



Select Report to Run

A list of currently available consolidation reports will be displayed after a recalculation or when NO is selected at the Rebuild option. Highlight the report you require and click Print to print the selected report direct to the printer or Preview to display the report to the screen.

