

# NAVISION XAL®

The General Ledger in Navision XAL provides all of the calculation and evaluation functions of a high-performance financial administration system.

## General Ledger Module

### Totals

When the chart of accounts is created in the General Ledger, special accounts can be defined to summarize totals for specific account intervals. By setting up pointers for each account, the same result can be achieved across the chart of accounts. Totals can be viewed on the chart of accounts screen, as well as on reports.

### Dimensions

In addition to account numbers, the General Ledger uses three dimensions:

- Department
- Cost Center
- Purpose

The user decides whether use of one or more dimensions is mandatory, and a specific dimension can be entered on each account. This dimension will always be suggested when entering transactions.

When printing balances for individual departments, the accounts can be specified in a specific sequence, in order of importance. The user can create these account definitions as required. If dimensions are defined as being required in the account, their availability is checked for automatic transactions, even if other modules have generated the transactions.

### Data Entry



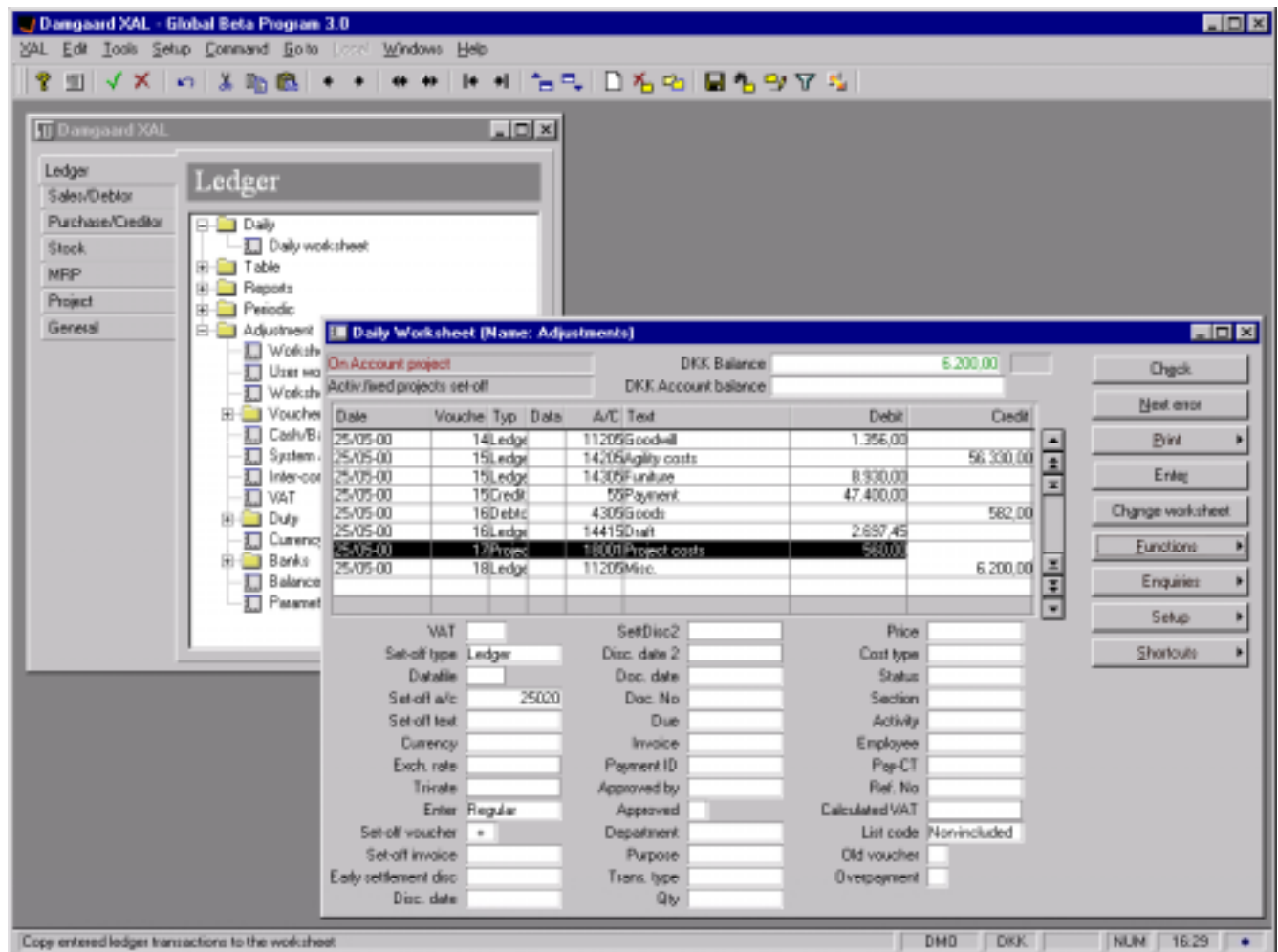
**NAVISION®**  
The Way to Grow



Finance

Manual entries are not stored directly in the ledger transaction database, but are entered in ledger worksheets. The transactions first are entered in the

worksheets with individual voucher number groups, and the system can be set up to automatically check that voucher numbers have not previously been used.



Worksheets are used for data entry before posting. This provides a high level of security and enables approval routines to be set up.

worksheet in order to make sure they are validated properly before final posting. After entering transactions in the worksheet, the General Ledger then checks the transactions. If no errors are found, the list of transactions is printed and the entries are made.

Daily cash worksheets are used for registering cash vouchers and other manual entries in ledger accounts. Each user can have an unlimited number of

There are a number of Help functions available in the worksheets. The user, for instance, can create a table with any number of text modules for transaction texts. If transfers need to be made, vouchers can also be copied. Direct access to the Debtor Module, the Creditor Module and the Project Module is provided when making entries in the General Ledger. A special Ledger worksheet is available for recurring entries.

**NAVISION®**  
*The Way to Grow*

The user specifies in intervals of days or months how often the transaction should reoccur.

### **User-defined Worksheets**

Worksheets can be customized to users or functions via the use of templates. This will help making daily routines, typically data entry, much more efficient. You can enter default values, define the order of fields in the worksheet, field lengths, or hide fields.

### **Budgets**

Budgets can be created in any number of versions, e.g. as sub-budgets or as budgets that are only valid under certain conditions. For instance, sub-budgets can be created from the budgets in the Inventory Module or Project Module. The budget function is extensive and contains an operation for automatic repetition of budget figures (by day/week/month/-quarter/year).

### **Budget Simulation**

With the Budget module the user can initiate allocations on the basis of budget figures, which can result in a periodic adjustment of entries to the accounts in question. Budget simulation takes place within the parameters of a user-defined simulation, whereby it can be determined that a specific number of required distribution steps are to be carried out. By repeating the distribution process several times, amounts that were allocated to a particular account in an earlier distribution step can be reallocated.

### **Budget Balancing**

Using the simulation referred to above, a budget can be balanced with the extended budget definition. Criteria and rules can be specified for each account; the estimated balance is used for the complete or partial transfer of this balance. This function enables a minimum level to be budgeted, periodic VAT to be calculated, or transfers to be carried out between cash accounts. The budget distribution function together with the budget balancing function enables the user to perform liquidity budgeting without a spreadsheet.

### **Periods**

Accounting periods can be created and modified as required, e.g. after a restructuring of the company. The General Ledger Module creates a special period for balances carried forward from the prior year and a special year-end period for each business year, meaning that the user can distinguish between normal transactions and carried forward/annual transactions.

### **Accruals**

When you enter one line in the ledger worksheet, the entry can be split into several future entry lines placed in another worksheet.

An example is that you pay the rent in December for the three months of January, February and March. In one action you can book the rent as deferred charges in December and split the charges over the rent accounts for January, February and March.

When using accruals, for each account you can specify the number of periods, the offset and accruals

**NAVISION®**  
*The Way to Grow*



Finance

accounts, dimensions, first period, updating type (when do you want accruals to be updated), new voucher number, and text.

### **Value Added Tax**

The VAT rates are linked directly with the VAT advance returns and will be assigned date-dependent percentage rates. The VAT advance return is made in accordance with VAT periods.

### **VAT Groups**

You can use differentiated VAT rates on sales and purchase orders. For example, you can invoice the same customer using different VAT rates on individual order lines, or you can sell the same items using different VAT rates for different customers.

In a VAT table for debtors and creditors, you can determine the VAT code for the individual lines in the sales and purchase orders. The VAT table is a matrix of VAT groups for stock and debtor/creditor, allowing VAT codes to be indicated for each possible combination.

### **Split Transactions**

You can specify various VAT codes for the same transaction in the ledger worksheet.

When dividing the posting on various VAT codes, totals for the split-up are automatically calculated, giving you a continuous status of the division. You can immediately see whether part of the amount is VAT free, the set-off balance for each VAT code, and the name of the current ledger account.

### **Consolidation**

The General Ledger can consolidate any number of a set of books. Different accounts can be consolidated in a single account. The user specifies the consolidated account for each account in each set of books, which should be transferred to the consolidated set of books.

### **Yearly Settlement**

An enhanced electronic accounting sheet is available for annual settlements. Corrected balances can be compared on screen with the original, uncorrected balances. Before the entries are transferred and registered, the sheet is printed for documentation purposes. The sheet contains columns for transfers, accounting, balance and capital, as well as for differences (account balances that were not linked with the corresponding columns when the chart of account was created).

### **User Defined Reports**

The General Ledger has a high-performance tool for creating balance sheets; any number of variants with any number of columns can be created. Calculations between the columns are also possible.

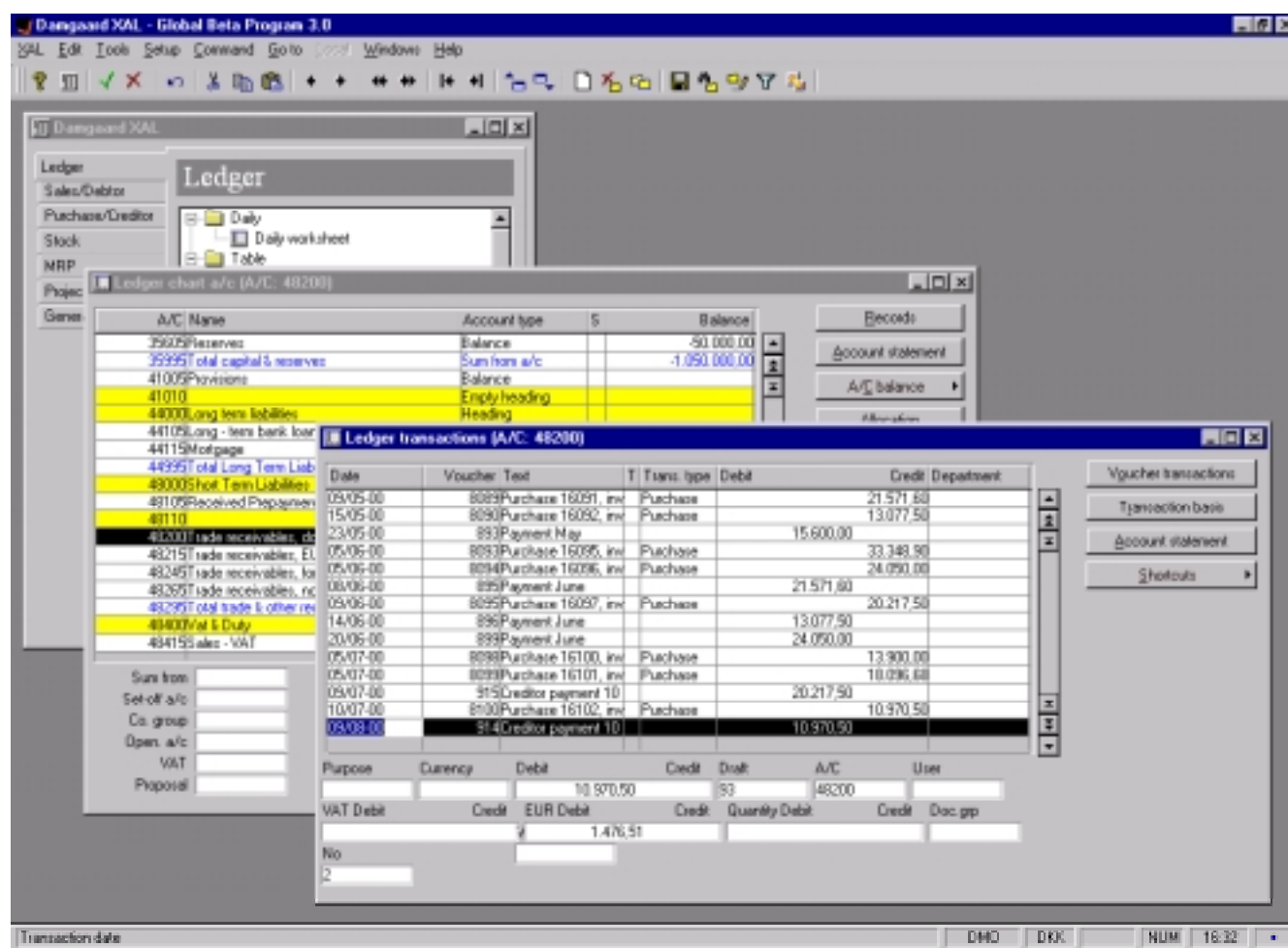
### **Advanced Reporting**

The Extended Ledger Module supports advanced reporting functions, which allow the user to flexibly define, design and edit reports. The reporting tool makes it possible for the user to design and print reports exactly as they should be presented in-house,

**NAVISION®**  
*The Way to Grow*



Finance



The chart of accounts is the backbone of Navision XAL.

to the board of directors or even stockholders. The system allows the user to make a selection of reports, sub-reports and notes, to be printed with a cover sheet and table of contents.

## Cost Allocation

In the chart of accounts, the user defines criteria and rules for the allocation of transaction amounts for individual accounts. If entries are made using the worksheets, an amount or a percentage of the entered amount can become one or more entries in other accounts. The user can allocate amounts not only to

accounts, but also to dimensions (department, cost center and purpose).

## Inter-company Accounting

Transactions referring to another set of books within the same group of legal entities can be entered directly in the Ledger worksheet. The relevant accounts for inter-company accounting are set up in advance by the user. When entering the transaction, it is not necessary to specify the accounts for an individual set of books, just the Navision XAL identification of the company. The Ledger module

**NAVISION®**  
The Way to Grow



Finance

takes care of the balancing of the implied legal entities.

If the same consolidation account is set up for all accounts used for inter-company accounting, the elimination of group company trade is shown in one single account as a net amount in the consolidated set of books.

### **Packaging Duty**

In a number of countries, it is mandatory to settle a packaging duty to Customs and Excise. Navision XAL lets you print out a report of the duty for a specified period, extracted by duty group, duty code, and duty transaction respectively.

### **Audit Trail**

Navision XAL contains a complete audit trail between the ledger module and all other modules that goes both ways. The audit trail is maintained using the voucher number and the entry date of the ledger transaction. In general, the function used in a field with a voucher number will show the ledger transactions of the voucher.

Listed below is a selection of reports available in the General Ledger:

- Transaction basis and transaction journals
- VAT reports
- Account statements with VAT
- Balance sheets with a column per period
- Balance sheets with a column per dimension
- Freely-definable balance sheets

### **List of Functions**

- Audit trail
- Extensive tracking by voucher number and posting basis across all modules
- Individual voucher series
- Postings to Debtor, Creditor and Project
- Cash flow planning
- Automatic error check and error retrieval
- Account statement including VAT
- Balance sheets with a column for each period or for each dimension
- Complete track to transactions to/from sub modules
- Department, cost center and purpose are included in all entries
- Totals for accounting intervals
- Pointers for freely-definable totals
- Text code for transaction entry
- Any number of cash/bank accounts
- Transaction information
- VAT periods
- Account distribution
- Budget distribution and settlement, budget simulations and budget balancing
- Inter-company postings
- Separate, extended financial report generator
- Cost allocation

**NAVISION<sup>®</sup>**  
*The Way to Grow*



Finance

## Navision XAL – An Integrated Business

### Solution

All modules of Navision XAL are tightly integrated, and work together to form the heartbeat of your company. The ledger module links to all other modules – as minimum via the extensive audit trail as described above.

Functionality described in this fact sheet is contained in the following modules:

- General Ledger
- Extended Ledger
- Budget
- Packaging duty

For more information on Navision XAL integrated business solution, please also see the other brochures.

Copyright © 2001 Navision a/s (NavisionDamgaard a/s), CBR No. 76 24 72 18. The trademarks referenced herein and marked with either <sup>TM</sup> or ® belong to Navision a/s (NavisionDamgaard a/s) or Navision Development a/s. The names of actual companies and products mentioned herein may be the trademarks of their respective owners. No part of this document may be reproduced or transmitted in any form or by any means, whole or in part, without the prior written permission of Navision a/s. Information in this document is based on Navision XAL version 3.0 and subject to change without notice. All rights reserved.

### Address:

**[www.navision.com](http://www.navision.com)**

**NAVISION<sup>®</sup>**  
*The Way to Grow*