



V6.09 Training Manual



General Ledger



Find the freedom to focus on what matters with Nimbus

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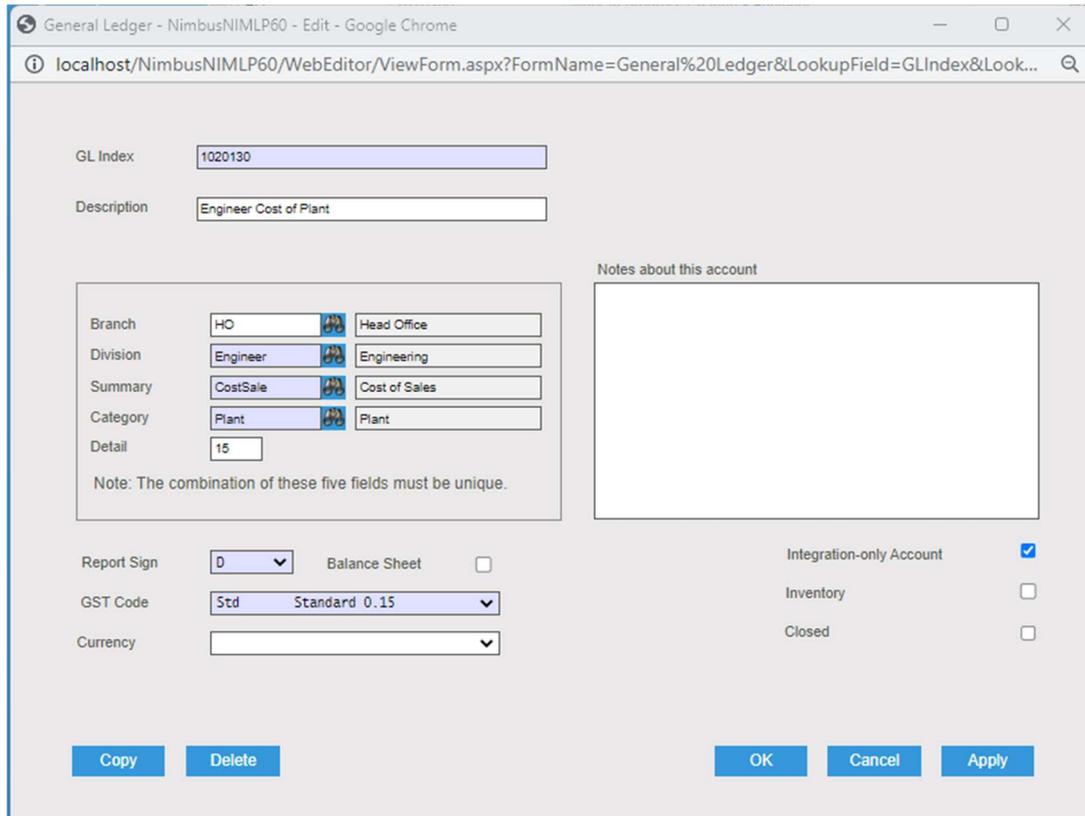
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General Ledger Accounts

In Nimbus, the General Ledger form is used to set up the ledger accounts. The components of this form are explained below.



Identifiers

Branch

This field identifies the branch the transactions posted to this ledger account will be sent to. Assuming your organisation has three branches (e.g. Auckland, Christchurch and Dunedin), the entry in this field will determine which branch records are updated. Where branch reporting is not required, leave this field blank.

Division

This field determines organisational Divisions within your company and also identifies the financial elements. Ledger accounts that are not part of a Profit Centre's Trading Division may have an Administration, Appropriation, Assets or Liabilities divisional identifier for example.

Summary

This field determines where in a financial report each account is summarised and grouped within the above division. For example, Assets (division level) can be broken down into 'Current Assets' or 'Fixed Assets', these two being set at the summary level and all accounts being flagged with these will be grouped together accordingly.

Category

This field allows for a further breakdown of the summary category above. For example, an account with a division of 'Asset' and a summary of 'Current' can be further broken down

by category such as Bank, Debtors, Stock, WIP etc. This allows for more meaningful grouping in financial reports.

Detail

This field is used to make the combination of Branch + Division + Summary + Category unique and is also used for report ordering. The combination of Branch + Division + Summary + Category + Detail must be unique. Where Branch + Division + Summary + Category is the same for several ledger accounts it will be Detail field that will be different. For example:

Ledger Account	Branch	Division	Summary	Category	Detail
Current Bank Account	Auckland	Asset	Current	Bank	10
Debtors	Auckland	Asset	Current	Debtors	20
Stock on Hand	Auckland	Asset	Current	Stock	30
Stock on Transfer	Auckland	Asset	Current	Stock	40

Note that the Detail identifier also has another purpose. The number entered in this field determines the reporting order when the Financial Reports are prepared.

Report Sign

All ledger accounts have a debit or credit nature. The 'Report Sign' field identifies the nature of the ledger account being created and/or viewed.

Balance Sheet Ledger Accounts

Denotes a Balance Sheet account, i.e. those accounts where the balances are not closed off at the end of the financial year. Income and expense accounts are closed off at the end of the year, but Balance Sheet accounts are not. The 'Carried Forward' field identifies whether the balances held in the account being created/viewed will be carried forward into the next financial year or not. This field is also used to identify which accounts will appear in which financial reports i.e. Balance Sheet or Profit & Loss.

Integration Only Ledger Accounts

Transactions cannot be posted to accounts that are flagged 'Integration Account Only'. This is because integration only accounts are used by Nimbus for the GL Integration, i.e. for automated transactions such as Stock, Debtors, and Creditors. To protect the integrity of the General Ledger, the ledger account is flagged 'Integration Account Only' and this will stop users accidentally posting transactions to these accounts. (NOTE: Nimbus Software Ltd will not be held responsible for data integrity if you remove the tick!)

Inventory Accounts / Closed Accounts

The 'Inventory Account' field identifies whether the ledger account being created and/or viewed is an inventory account or not, i.e. will the transactions posted to this account come from the purchase and sales of inventory items? ('Inventory' is defined as those stock items sitting on a shop and/or warehouse shelf until they are sold to a customer.) Similarly, the 'Closed Account' field identifies whether the ledger account being viewed has been closed or not.

Create a New General Ledger Account

1. From the **Finance** menu, click on the **Setup Accounts** menu item.
 - a. Click on the **New Account** header link to open the General Ledger form.

GL Accounts Setup : Chart of Account - integration details of the GL accounts

Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

GLIndex	Division	Summary	Category	Detail	Description	Integrate Count	Bal Sheet	Report Sign	GST Code	Integr. Only	Inven...	Closed	Opened By	Date Opened	AssetTag	RptOrder
1030200	Engineer	Expenses	Vehicles		Vehicle Expenses		N	D	Std	0	0	False	Wayne	10/10/2007	False	
1040100	Admin	Expenses	Communic	File			N	D	Std	0	0	False		16/05/2014	False	-045-008-001-000
1010100	Engineer	Income	Jobbing	0	Engineer Sales	1	N	C	Std	1	0	False		20/08/2007	False	HO-001-002-001-000
1010110	Engineer	Income	Contract	15	Engineer Contract Sales	1	N	C	Std	1	0	False		02/11/1999	False	HO-001-002-074-015
1010200	Engineer	Income	WIP	10	Work in Progress Change - Engineer		N	D	N/A	0	0	False		20/08/2007	False	HO-001-002-086-010
1020120	Engineer	CostSale	Plant	15	Engineer Cost of Plant	2	N	D	Std	1	0	False		20/08/2007	False	HO-001-004-000-015
1020100	Engineer	CostSale	Labour	0	Engineer Cost of Labour	2	N	D	Std	1	0	False		20/08/2007	False	HO-001-004-001-000

2. Enter an account name or number in the **GL Index** field, e.g. ASB00. The GL Index must be unique.
3. Enter an account description in the **Description** field, e.g. ASB Cheque Account. The description is used for reporting purposes so make this brief but meaningful.
4. If the **Branch** field exists on the form, enter the Branch this ledger account will report to in this field. Click the search button to open the branch lookup and then select the branch by double-clicking on it. This action will display the selected branch in the **Branch** field. Note that your organisation may not use Branch. This can be left blank or removed from the form.
5. Enter the **Division** name this account will be posted to by clicking on the search button and then double-clicking one of the items held in the lookup.

Examples of P&L Statement Division Items	Examples of Balance Sheet Division Items
Profit Centres Admin	Assets Appropriation Liabilities

6. Enter the **Summary** name this account will report under by clicking on the search button and then double-clicking one of the items held in the lookup.

Examples of P&L Statement Summary Items	Examples of Balance Sheet Summary Items
Income Cost of Sales Expenses Recovery	Current Fixed GST

7. Enter the Category name this account will report under by clicking on the search button and then double-clicking one of the items held in the lookup.

Summary Item	Categories belonging to this Summary Item
Income	Financial, General, Sales, Contracts
Cost of Sales	Plant, Labour, Materials, Outwork
Expenses	Communication, Computer, Disbursements, Financial, General, Insurance, Marketing, Personnel, Plant, Premises
Current	Bank, Debtors, Stock, Work in Progress
Fixed	Term Liabilities

8. Enter a unique number in the **Detail** field. (Refer to the Chart of Accounts report to determine the numbers that exist already for the combination you have selected.)
9. From the drop-down box select D (debit) or C (credit) for this account in the Report Sign field. Check with your accountant if you are not sure about the nature of the account you are creating.
10. Tick the Carried Forward field if the account you are creating will report to the Balance Sheet.

11. Use the drop-down list in the **GST Code** field to enter the GST Code for this account. Check with your accountant if you are not sure about the GST Code for the account you are creating.
12. If the transactions held in this account need to be converted to local currency, select the Foreign Currency that applies for the conversion from the drop-down list in the **Currency** field. Leave this field blank if transactions do not need to take place.
13. Enter any notes about this ledger account in the **Notes** field.
14. Integration only accounts are used by Nimbus for the GL Integration. If any additional integration only accounts are required, your Nimbus Consultant will usually set these up. Leave this field blank unless you have been trained in General Ledger integration work.
15. A tick in the Inventory Account field will allow the GL Integration application to link a Stock Group to a ledger account; the ledger account the Stock Group is to be linked to MUST be flagged as an inventory account. Once the ledger account is flagged as an inventory account, users will not be able to post directly to this account.

General Ledger Account Enquiries

To view the transactions held in a ledger account:

1. From the **Finance** menu, click on the **GL Enquiry** menu item. This action opens a report listing all ledger accounts held in the General Ledger.

GL Accounts : Lists general ledger accounts.
Filter : Closed contains 0

Branch	GLIndex	Description	Category	Division	Summary	GST Code	Balance Sheet	Balance	Balance Last Year
HO	1010100	Engineer Sales	Jobbing	Engineer	Income	Std	N	\$0.00	\$0.00
HO	1010110	Engineer Contract Sales	Contract	Engineer	Income	Std	N	\$0.00	\$0.00
HO	1010200	Work in Progress Change - Engineer	WIP	Engineer	Income	NA	N	\$0.00	\$0.00

2. Use the filters to find your **Bank** Account.
3. Click on the **GL Index** code for the ledger account. This action takes you to a report listing and totalling all transactions that have been posted to your Bank ledger account.

GL Enquiry History : Lists all general ledger transactions
Filter : GL Index equals 9010110

GL Index	Period	Trans Date	Ref Number	Ledger	Trans Type	Amount	GST	Incl Amount	Currency	Y... Old	M... Old	M... Old	Transaction Text	Account Description
'9010														
9010110	FP:2019-11	28/02/2019	1	Creditor		\$1.00	\$0.00	\$1.00		4	11	43		Current Bank Account
9010110	FP:2015-10	30/01/2015	1	Debtor		-\$149,847.00	\$0.00	-\$149,847.00		8	10	92		Current Bank Account
9010110	FP:2015-10	30/01/2015	1	GL		\$45,430.50	\$0.00	\$45,430.50		8	10	92		Current Bank Account
9010110	FP:2015-10	30/01/2015	1	Creditor		\$204,108.55	\$0.00	\$204,108.55		8	10	92		Current Bank Account
9010110	FP:2015-09	28/12/2014	1	Debtor		-\$743.48	\$0.00	-\$743.48		8	09	93		Current Bank Account
9010110	FP:2015-09	28/12/2014	1	GL		\$12,897.00	\$0.00	\$12,897.00		8	09	93		Current Bank Account
9010110	FP:2015-08	28/11/2014	1	Debtor		-\$19,170.60	\$0.00	-\$19,170.60		8	08	94		Current Bank Account
9010110	FP:2015-08	28/11/2014	1	Creditor		\$342,176.75	\$0.00	\$342,176.75		8	08	94		Current Bank Account
9010110	FP:2015-08	28/11/2014	1	GL		\$27,653.40	\$0.00	\$27,653.40		8	08	94		Current Bank Account
9010110	FP:2015-07	30/10/2014	1	Debtor		-\$108.97	\$0.00	-\$108.97		8	07	95		Current Bank Account
9010110	FP:2015-07	30/10/2014	1	GL		\$19,863.00	\$0.00	\$19,863.00		8	07	95		Current Bank Account

If you require a breakdown of an item for a period click on the Amount link.

- Enter 'Debtor' in the **Ledger** filter and then press **Tab**. This action filters the same report so that only those items coming to the **Bank** ledger account from the **Debtors** Ledger will be displayed.

GL Index	Period	Trans Date	Ref Number	Ledger	Trans Type	Amount	GST	Incl Amount	Currency	Y... Old	M...	M... Old	Transaction Text
=9010				debt									
9010110	FP:2015-10	30/01/2015	1	Debtor		-\$149,847....	\$0.00	-\$149,847....		8	10	92	
9010110	FP:2015-09	28/12/2014	1	Debtor		-\$743.48	\$0.00	-\$743.48		8	09	93	
9010110	FP:2015-08	28/11/2014	1	Debtor		-\$19,170.60	\$0.00	-\$19,170.60		8	08	94	
9010110	FP:2015-07	30/10/2014	1	Debtor		-\$108.97	\$0.00	-\$108.97		8	07	95	

General Ledger Integration

Overview

In Nimbus, there are two ways of posting to a ledger account: (1) **Integrated Posting**, and (2) **Direct Posting**.

Integrated Posting is automated so that users are not aware of the postings that are being made to the ledgers. The integration required for all transactions is set up in the Integration application. Transactions using the **Integrated Posting** method will often post to and update many ledgers at the same time, e.g. the sale of a stock item will post to the General Ledger, the Stock Ledger and the Job Cost Ledger. Once integration has been set up correctly, the method is hassle free; i.e. the system will enter the debit and credit entries and check that the ledgers balance.

Direct Posting is not automated, but it can be semi-automated. For this reason the user must provide additional information. This information is General Ledger based therefore only users that understand General Ledger postings should use **Direct Posting** methods.

The screenshot below is an example of a form where **Direct Posting** is required. Note the **GL Account** column. **Direct Posting** will always occur when a form requires the user to enter the name of the ledger account to post to, i.e. the user must enter a ledger account name or number in the **GL Account** field.

Debtor Invoice - NimbusNIMLP60 - New - Google Chrome
localhost/NimbusNIMLP60/WebEditor/ViewForm.aspx?FormName=Debtor%20Inv

Debtors Ledger Transaction

Transaction Type: Debtor Invoice

Debtor Details		GL Account Details		Total Amount Details	
Debtor	<input type="text"/>	Name	<input type="text"/>	GST Excl Amount	<input type="text" value="0.00"/>
Group	<input type="text"/>	Division	<input type="text"/>	GST Amount	<input type="text" value="0.00"/>
		Summary	<input type="text"/>	GST Incl Amount	<input type="text" value="0.00"/>
		Category	<input type="text"/>		

Trans Date	Debtor	GL Account	Description	Ref Number	GST Excl Amt	GST Amt	GST In
15-Sep-2022					0.00	0.00	

The name of the ledger account to post to is required in this column. This is known

Batch Total

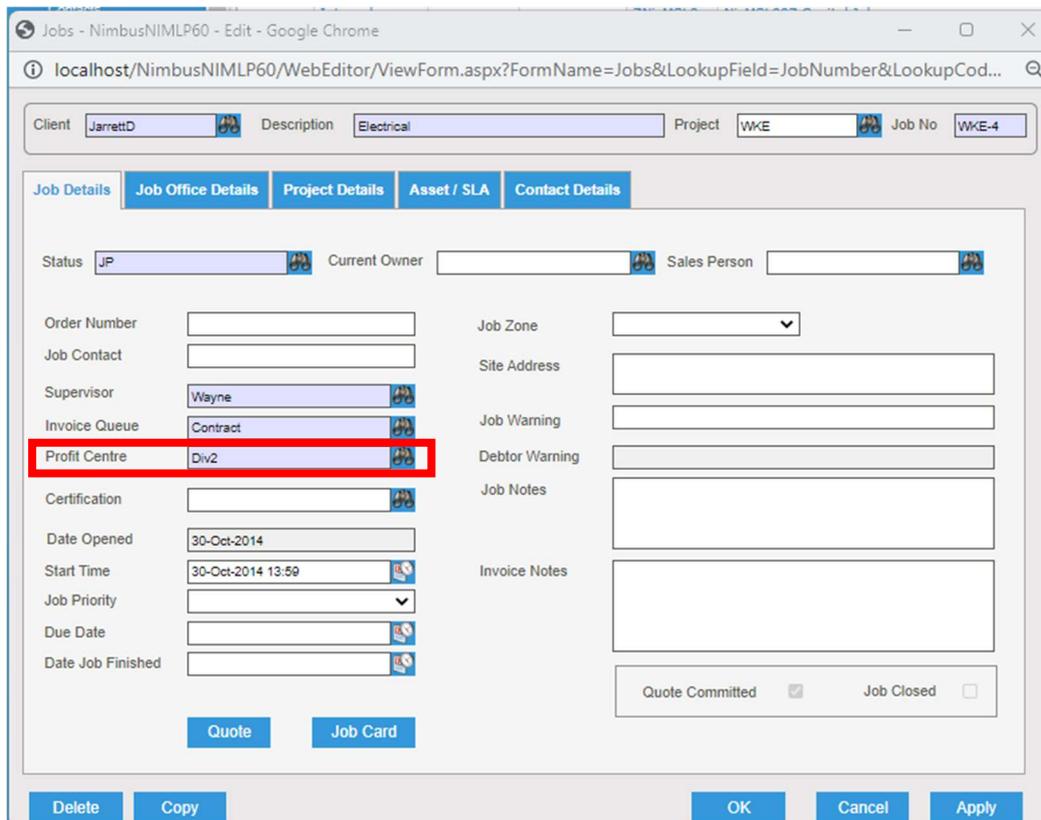
Direct Posting can however be partially integrated. For example, when using the form above, the system will always post the credit leg to the Debtors ledger account no matter what is entered in the **GL Account** field. This means that the entry in the **GL Account** field is used by the system to post the debit leg. At the same time the Debtors Ledger and the General Ledger will be updated. Partial integration means that users who are not trained in debits and credits can use most of the Direct Posting transaction types. However, not all Direct Posting is partially integrated; there are non-integrated transaction types, e.g. the 'Journal Entry' transaction type which updates the General Ledger directly. Nimbus can only check that the transaction balances when processing a non-integrated transaction type.

Integrated Posting

As explained above, **Integrated Posting** is automated so that users are not aware of the postings that are being made to the ledgers.

For this method of posting to the various ledgers, integration is by 'Profit Centre' and/or by 'Stock Group'.

Without realising it, users set the integration by 'Profit Centre' method when completing the **Profit Centre** field in the **Job** form, as shown below.



The entry in the **Profit Centre** field determines the specific integration instructions. There can be many integration instructions by 'Profit Centre' therefore the user's selection will determine which set of instructions will be used. The integration instructions are set in the **Integration** application.

Also without realising it, users call on the integration by 'Stock Group' method when using a Code in a transaction, e.g. when completing the **Code** field in the **Purchase Order** application. The most common codes used are for stock/inventory items, non-stock items (e.g. freight), labour items (e.g. charge-out rates), and plant items (e.g. truck charge-out rates). When each of these items is set up, they are linked to an existing 'Stock Group' integration method. Again, there can be many integration instructions by 'Stock Group' and these are also set up in the **Integration** application.

To summarise the integration process, it can be said that each time a transaction is recorded, Nimbus will:

1. Look for the job number used in the transaction, so that it can get the 'Profit Centre' integration method.
2. Look for the code used in the transaction, so that it can get the 'Stock Group' integration method.

When the integration methods have been established, Nimbus looks to the **Integration** application to obtain the instructions for the selected methods. Nimbus then carries out the instructions.

Direct Posting

The **Transaction Posting** application is used when posting directly to the Debtors Ledger, Creditors Ledger or General Ledger. The Transaction Posting application uses direct posting methods through the use of transaction types, as shown below.

Trans Posting List : List of transposting types available to your User Group
 Filter : Ledger equals GL
 UserGroup : NAdmin

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Ledger	TranType	Description	Detailed Description
=GL			
GL	JnlAR	Auto Reversing Journal	Use this transaction type at period end when you want to post a transaction in the period specified, and then you want it automatically reversed in the following period.
GL	Jnl	Journal Entry	Use this transaction type when wanting to enter a journal entry. In the grid, debit entries
GL	Pay	Payments	Use this transaction type for purchases of goods and services that you do not want to pro
GL	DepTrans	REC/PAY for Deposit a/c	Use this transaction type for receipts or payments to/from the Deposit Account. This form is NOT
GL	Rec	Receipts	Use this transaction type for direct income receipts that include GST from your deposit account.
GL	TBank	TF Current to Deposit	Use this transaction type for direct income receipts that do not want to process through the G
GL			Use this transaction type for transferring amounts from the Current to the

The transaction type you want to use is selected from the list here.

Once the ledger and transaction type has been selected, a Transaction... The grid in the form is used to enter transaction details. Some of the... will have a **GL Account** column; where this is the case users will need to enter a ledger account so that Nimbus will know where to post the transaction to. Note that when you are choosing a ledger account to post to, you can only choose those accounts that do NOT have the 'Integration Only' tick in their setup. When the transaction is being recorded Nimbus will update the selected ledger. If the Debtors or Creditors ledger was selected, the same transaction will also update the General Ledger.

General Ledger Transaction types

The normal channels for entering and posting transactions should always be used in preference to Direct Posting methods. This is because the normal channels (e.g. via Purchase Orders, Job Posting, Debtor Receipts, etc.) have been set up to use Integrated Posting methods which are automated. However, this being said, there will always be transactions that don't fit into the normal channels of entering and posting. On these occasions an alternative method is needed and the General Ledger transaction types used in the **Transaction Posting** application have been designed for this purpose. This section shows users how to use these transaction types.

Note that the General Ledger transaction types require users to enter the name or number of the ledger account to post the transaction to. When you are choosing a ledger account to post to, you can only choose those accounts that do NOT have the 'Integration Only' tick in their setup.

The available transaction types that can be used to post directly to the General Ledger are:

Journal Entry	Use this transaction type when wanting to enter a journal entry. The grid requires two entries of equal value, one a debit, the other a credit. Credit amounts are entered as a negative in Nimbus. (It is not recommended you use this transaction type unless you know your debits from your credits.)
Auto Reversing Journal	Use this transaction type at period end when you want to post a transaction in the period specified, and then you want it automatically reversed in the following period. Example: WIP Accruals.

<u>Payments</u>	Use this transaction type for purchases of goods and services that you do not want to process through the Purchase Order application and pay through the Pay Creditors application, e.g. bank fees, interest paid, petrol, wages, petty cash payments. This transaction type will automatically update the Bank Reconciliation application.
<u>Receipts</u>	Use this transaction type for direct income that you cannot process through the Debtors Receipt application because an invoice does not exist, e.g. interest received. This transaction type will automatically update the Bank Reconciliation application.
<u>TF Current to Deposit</u>	Use this transaction type for transferring amounts from the 'Current' bank account (usually a cheque account) to the 'Deposit' bank account (usually a higher interest earning bank account such as a Term Deposit Account or a Savings Account). This transaction type can also be used to transfer amounts from the 'Deposit' bank account to the 'Current' bank account. The Bank Reconciliation application will be automatically updated when using this transaction type.
<u>REC/PAY for Deposit a/c</u>	Use this transaction type to process any receipts or payments to/from the 'Deposit' bank account, e.g. bank fees paid or interest amounts received. This transaction type will automatically update the Bank Reconciliation application for the Deposit Account. Please note that no GST is accounted for when using this transaction type. You will need to make a new transaction type if you want to process receipts and/or payments that include GST.

Journal Entry Transaction Type

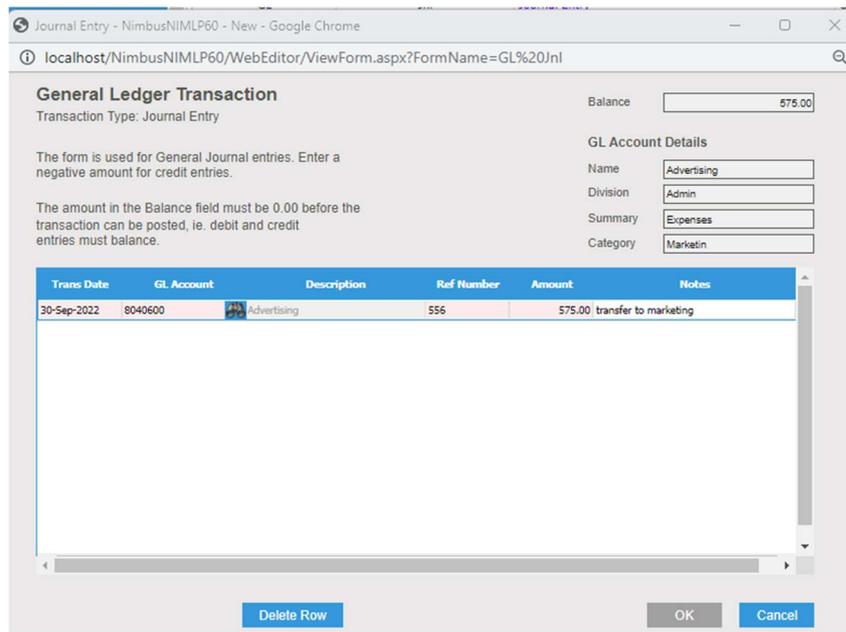
This transaction type is used for a General Ledger Journal entry. The grid requires two entries of equal value, one a debit, the other a credit. Do NOT use this transaction type unless you know your debits from your credits.

To enter a General Ledger Journal transaction:

1. From the **Finance** menu, click on the **Trans Posting** menu item.

Ledger	TranType	Description	Detailed Description
=GL			
GL	JnlAR	Auto Reversing Journal	Use this transaction type at period end when you want to post a transaction in the period specified, and then you want it automatically reversed in the following period.
GL			Use this transaction type when wanting to enter a journal entry. In the grid, debit entries must equal credit entries. Credit entries are entered with a negative amount.
GL	Pay	Payments	Use this transaction type for purchases of goods and services that you do not want to process through Creditors or Purchase Orders modules. This transaction type will au
GL	DepTrans	REC/PAY for Deposit a/c	Used to process any receipts or payments to/from the Deposit Account. This form is NOT to be used for transferring balances between bank accounts. Please note that no
GL	Rec	Receipts	Use this transaction type for direct income that you do not want to process through the Debtors module. This transaction type will automatically update the Bank Reconcil
GL	TF	TF Current to Deposit	Use this transaction type for transferring amounts from the Current Bank Account to the Deposit Bank Account and vice versa. This transaction type will automatically upda

2. Select the **Journal Entry** transaction type from the drop-down list, as shown in the screenshot above, to open the Journal Entry form.
3. Enter the date of the transaction in the **Trans Date** field. Press **Tab** to follow tab order.
4. As this transaction is being posted directly to the General Ledger, enter the ledger account name or number this transaction will be posted to in the **GL Account** field. A lookup is available, if required. Note that once the account name/number has been entered, the set up details for the selected account are displayed in the **GL Account Details** section in the form header. Press **Tab** to follow tab order.



5. If applicable, enter a reference in the **Ref Number** field. Press **Tab** to follow tab order.
6. Enter the transaction amount in the **Amount** field; a debit is entered as a positive amount and a credit is entered as a negative amount.
7. If applicable, enter any notes in the **Notes** field.
8. Repeat the above steps until the transaction is balanced, i.e. debits equal credits.
9. As this is a General Ledger Journal transaction, debits must equal credits. Check the **Balance** field in the header; this field records the difference between the debit and credit entries. It should record 0.00 before proceeding, as only balanced journal entries can be posted. If the **Amount** field does not record a 0.00 balance, Nimbus will alert you with an error message.
10. Click **OK** to post. This action posts the transaction to the General Ledger.
11. Note that you cannot use this transaction type to post to an 'Integration Only' ledger account. If your Journal Entry is attempting to post to any 'Integration Only' ledger account, Nimbus will warn you when you click the **OK** button. The only option is to cancel the transaction as you will not be able to post it.

Auto Reversing Journal Transaction Type

This transaction type is used at the end of a financial period. It is only used when you want a transaction to be automatically reversed at the start of the new financial period, e.g. WIP accruals.

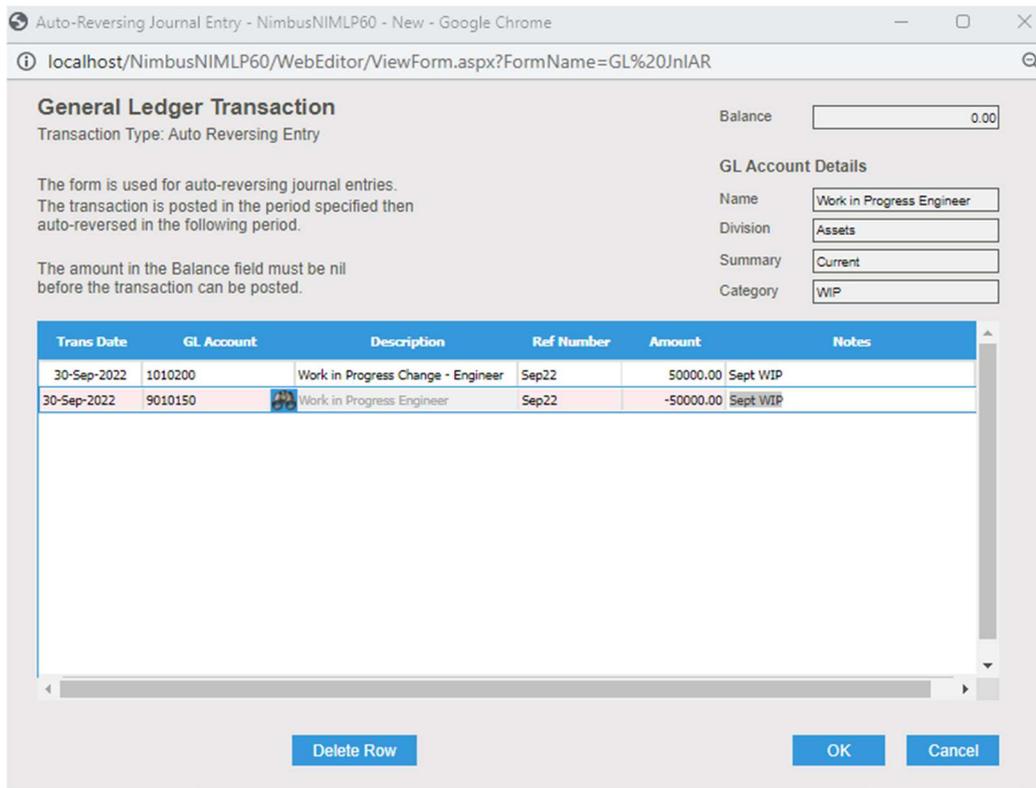
To enter an auto-reversing journal entry:

1. From the **Finance** menu, click on the **Trans Posting** menu item.

Ledger	TranType	Description	Detailed Description
=GL			
GL	JnlAR	Auto Reversing Journal	Use this transaction type at period end when you want to post a transaction in the period specif
GL	Jnl	Journal Entry	
GL			Use this transaction type when wanting to enter a journal entry. In the grid, debit entries must
GL	DepTrans	REC/PAY for Deposit a/c	Use this transaction type for purchases of goods and services that you do not want to process tl
GL	Rec	Receipts	Used to process any receipts or payments to/from the Deposit Account. This form is NOT to be i
GL	TBank	TF Current to Deposit	transaction type if you make payments that include GST from your deposit account.
			Use this transaction type for direct income that you do not want to process through the Debtors
			Use this transaction type for transferring amounts from the Current Bank Account to the Depos

2. Select the **Auto Reversing Journal** transaction type from the drop-down list, as shown in the screenshot above to open the Auto Reversing form.
3. Enter the date of the transaction in the **Trans Date** field. Press **Tab**.
4. As this transaction is being posted directly to the General Ledger, enter the ledger account name or number this transaction will be posted to in the **GL Account** field. Press **Tab** to follow tab order.
5. If applicable, enter a reference in the **Ref Number** field. Press **Tab** to follow tab order.
6. Enter the transaction amount in the **Amount** field; a debit is entered as a positive amount and a credit is entered as a negative amount.
7. If applicable, enter any notes in the **Notes** field.
8. On the next line, repeat the above steps until the auto-reversing journal entry is balanced, i.e. debits equal credits. An example of an auto-reversing journal entry is shown on the next page.
9. As this is a General Journal transaction, debits must equal credits. Check the **Balance** field in the header; this field records the difference between the debit and credit entries. It should record NIL before proceeding as only balanced journal entries can be posted. If the **Amount** field does not record a NIL balance, Nimbus will alert you with an error message.
10. Click **OK** to post. This action posts the auto-reversing journal entry to the General Ledger.
11. Note that the purpose of the **Auto Reversing Journal** transaction type is to post a transaction into a particular period and then automatically reverse the transaction in the next period. The rules relating to period control with regard to auto-reversing journals are:
 - a. If the transaction period is open then the reversal is done in the next period, even if it is not open.
 - b. If the transaction period has to be corrected because it is closed, then the reversal period is the corrected period plus one, even if it is closed.

An example of a WIP accrual auto-reversing journal entry:



General Ledger Transaction
Transaction Type: Auto Reversing Entry

Balance: 0.00

The form is used for auto-reversing journal entries. The transaction is posted in the period specified then auto-reversed in the following period.

The amount in the Balance field must be nil before the transaction can be posted.

GL Account Details:
Name: Work in Progress Engineer
Division: Assets
Summary: Current
Category: WIP

Trans Date	GL Account	Description	Ref Number	Amount	Notes
30-Sep-2022	1010200	Work in Progress Change - Engineer	Sep22	50000.00	Sept WIP
30-Sep-2022	9010150	Work in Progress Engineer	Sep22	-50000.00	Sept WIP

Buttons: Delete Row, OK, Cancel

Payment Transaction Type

This transaction type is used to pay amounts that are not required to be processed through the **Pay Creditor** application, e.g. bank fees, interest paid, petty cash. A payment results in a decrease in funds held in the bank account, therefore this transaction type automatically updates the **Bank Reconciliation** application at the same time.

To process an amount that will not be paid through the **Pay Creditor** application:

1. From the **Finance** menu, click on the **Trans Posting** menu item.

Ledger	TranType	Description	Detailed Description
=GL			
GL	Jnl	Auto Reversing Journal	Use this transaction type at period end when you want to post a transaction in the
GL	Jnl	Journal Entry	Use this transaction type when wanting to enter a journal entry. In the grid, debit
GL	Pay	Payments	Use this transaction type for purchases of goods and services that you do not want
GL	Rec	Receipts	Used to process any receipts or payments to/from the Deposit Account. This form i
GL	TBank	TF Current to Deposit	transaction type if you make payments that include GST from your deposit account
GL			Use this transaction type for direct income that you do not want to process throug
GL			Use this transaction type for transferring amounts from the Current Bank Account

2. Select the **Payments** transaction type open the Payment form.
3. Enter the date of the transaction in the **Trans Date** field. Press **Tab**.
4. As this transaction is being posted directly to the General Ledger, enter the ledger account name or number this transaction will be posted to in the **GL Account** field. A lookup is available, if required. Press **Tab** to follow tab order.
5. If applicable, enter a reference in the **Ref Number** field. Press **Tab** to follow tab order.

6. Enter the GST exclusive amount in the **GST Excl Amt** field. Press **Tab**. This action causes Nimbus to calculate the GST and GST inclusive amounts, and to enter these amounts in the appropriate fields.
7. If applicable, enter any notes in the **Notes** field.
8. Click **OK** to post. This action posts the transaction to the General Ledger.

Received Transaction Type

This transaction type is used to enter income amounts that cannot be processed through the **Debtor Receipts** application because an invoice does not exist, e.g. interest received. An amount received results in an increase in funds held in the bank account and so this transaction type automatically updates the **Bank Reconciliation** application.

To process an amount that will not be processed through the **Debtor Receipts** application:

1. From the **Finance** menu, click on the **Trans Posting** menu item.

Ledger	TranType	Description	Detailed Description
=GL			
GL	JnlAR	Auto Reversing Journal	Use this transaction type at period end when you want to post a transaction in the
GL	Jnl	Journal Entry	Use this transaction type when wanting to enter a journal entry. In the grid, debit
GL	Pay	Payments	Use this transaction type for purchases of goods and services that you do not want
GL	Deptrans	Receipts for Deposit	Used to process any receipts or payments to/from the Deposit Account. This form
GL	Rec	Receipts	transaction type if you make payments that include GST from your deposit account
GL			Use this transaction type for direct income that you do not want to process through
GL			Use this transaction type for transferring amounts from the Current Bank Account:

2. Select the **Receipts** transaction type from the drop-down list to open the Receipts form.
3. Enter the date of the transaction in the **Trans Date** field. Press **Tab**.
4. As this transaction is being posted directly to the General Ledger, enter the ledger account name or number this transaction will be posted to in the **GL Account** field. A lookup is available, if required. Press **Tab** to follow tab order.
5. If applicable, enter a reference in the **Ref Number** field. Press **Tab** to follow tab order.
6. Enter the GST exclusive amount in the **GST Excl Amt** field. Press **Tab**. This action causes Nimbus to calculate the GST and GST inclusive amounts, and to enter these amounts in the appropriate fields.
7. If applicable, enter any notes in the **Notes** field.
8. Click **OK** to post. This action posts the transaction to the General Ledger.

Transfer Current to Deposit Transaction Type

This transaction type is used to transfer amounts between the 'Current' Account (usually your cheque account) and the 'Deposit' Account (usually a Savings or Term Deposit bank account). Before using this transaction type, it is important to establish exactly which account is being transferred from, and which account is being transferred to. Get this clear in your mind before you proceed.

To transfer an amount from one bank account to another:

- From the **Finance** menu, click on the **Trans Posting** menu item.

Ledger	TranType	Description	Detailed Description
=GL			
GL	JnlAR	Auto Reversing Journal	Use this transaction type at period end when you want to post a transaction in the
GL	Jnl	Journal Entry	Use this transaction type when wanting to enter a journal entry. In the grid, debit
GL	Pay	Payments	Use this transaction type for purchases of goods and services that you do not want
GL	DepTrans	REC/PAY for Deposit a/c	Used to process any receipts or payments to/from the Deposit Account. This form i
GL	Rec	Receipts	transaction type if you make payments that include GST from your deposit account
GL	TBank	TF Current to Deposit	Use this transaction type for direct income that you do not want to process through
			Use this transaction type for transferring amounts from the Current Bank Account:

- Select the **TF Current to Deposit** transaction type from the list to open the Transfer form.
- The **TF Current to Deposit** transaction type is used to transfer money from the 'Current' bank account to the 'Deposit' bank account, or vice versa. Integration is set for General Ledger and Bank Reconciliation updates. Complete the form as follows:
 - Enter the date of the transfer in the **Trans Date** field.
 - If applicable, enter any reference in the **Ref Number** field.
 - Enter the amount that has been transferred in the **Amount** field following the rules for entry:

To transfer from:	To transfer to:	Enter amount:
Current Bank Account	Deposit Bank Account	As a positive, e.g. 1000,00
Deposit Bank Account	Current Bank Account	As a negative, e.g. -1000.00

- If applicable, enter any notes about this transfer in the **Notes** field.
- Note that there is no GST to account for when transferring an amount from one bank account to another, therefore **GST** columns do NOT exist in this form.
 - Click the **OK** button to post the transaction. The Bank Reconciliation application will be automatically updated with the entry for both bank accounts.

Rec/Pay for Deposit Account Transaction Type

This transaction type is used to process any transaction for the bank account that acts as the 'Deposit' bank account. It does NOT transfer balances between bank accounts. Also, note that this transaction type does not account for GST. This means that any transaction that must account for GST cannot be entered using this transaction type.

To process a transaction for the 'Deposit' bank account:

- From the **Finance** menu, click on the **Trans Posting** menu item.

Ledger	TranType	Description	Detailed Description
=GL			
GL	JnlAR	Auto Reversing Journal	Use this transaction type at period end when you want to post a transaction in the
GL	Jnl	Journal Entry	Use this transaction type when wanting to enter a journal entry. In the grid, debit
GL	Pay	Payments	Use this transaction type for purchases of goods and services that you do not want
GL	DepTrans	REC/PAY for Deposit a/c	Used to process any receipts or payments to/from the Deposit Account. This form i
GL	Rec	Receipts	transaction type if you make payments that include GST from your deposit account
GL	TBank	TF Current to Deposit	Use this transaction type for direct income that you do not want to process through
			Use this transaction type for transferring amounts from the Current Bank Account:

2. Select the **REC/PAY for Deposit a/c** transaction type from list to open the Rec/Pay for Deposit Account form.
3. Enter the date of the transaction in the **Trans Date** field. Press **Tab**.
4. As this transaction is being posted directly to the General Ledger, enter the ledger account name or number this transaction will be posted to in the **GL Account** field. A lookup is available, if required. Press **Tab** to follow tab order.
5. If applicable, enter a reference in the **Ref Number** field. Press **Tab** to follow tab order.
6. Enter the transaction amount in the **Amount** field according to the following rules:
 - a. If the transaction is income such as Interest Received, enter a positive amount.
 - b. If the transaction is an expense such as Bank Fees or RWT, enter a negative amount.
7. If applicable, enter any notes in the **Notes** field.
8. Click **OK** to post. This action posts the transaction to the General Ledger. It also automatically updates the Bank Reconciliation application for the 'Deposit' bank account.

General Ledger reports

The objectives of the General Ledger reporting process is to provide information to assess the organisation's financial performance, financial position and cash flow situation. As part of this assessment, general enquiries also need to be made. Some of the General Ledger reports that Nimbus provides are listed below in four different categories.

Formal Financial Reports

1. **Statement of Financial Performance** (also known as the Profit & Loss Statement)
 - From the **Finance** menu, click on the **Performance** menu item. Choose the type of Statement of Financial Performance required when the report loads choose the period and run the report

Report Name	RSPath
'Profit and Loss'	
GL Profit and Loss 6Monthly Rolling	/NimbusMarketingDemo/GL Profit and Loss 6Monthly Rolling
GL Profit and Loss By Division	/NimbusMarketingDemo/GL Profit and Loss By Division
GL Profit and Loss By Month	/NimbusMarketingDemo/GL Profit and Loss By Month
GL Profit and Loss Detail By Division	/NimbusMarketingDemo/GL Profit and Loss Detail By Division
GL Profit and Loss Quarterly Rolling	/NimbusMarketingDemo/GL Profit and Loss Quarterly Rolling
GL Profit and Loss Statement	/NimbusMarketingDemo/GL Profit and Loss Statement
GL Profit and Loss Summary 5Yr	/NimbusMarketingDemo/GL Profit and Loss Summary 5Yr
GL Profit and Loss Summary 5YrC	/NimbusMarketingDemo/GL Profit and Loss Summary 5YrC
GL Profit and Loss SummaryD	/NimbusMarketingDemo/GL Profit and Loss SummaryD

← → ↻ ⚠ Not secure | nimdemo01/ReportServer/Pages/ReportViewer.as

Period Division

- (Select All)
- Admin
- Apprtn
- Engineer
- Plumbing

2. Statement of Financial Position (also known as the Balance Sheet)

- From the **Finance menu**, click on the Position menu item. Enter the period for which the Statement of Financial Position is required and then view the report.

[View Report](#)

Nimbus Optimum

GL Balance Sheet as at: 30 Sep 2022

Item	Year To Date		
	This Year	Last Year	
Assets			
Current			
Bank	9010110 Current Bank Account	(\$113,499)	(\$507,045)
	Sub Total	(\$113,499)	(\$507,045)
Contracts	9010180 Less Contract Retentions	(\$125,628)	(\$17,348)
	Sub Total	(\$125,628)	(\$17,348)
Debtors	9010130 Debtors	\$1,476,904	\$160,934
	Sub Total	\$1,476,904	\$160,934
Stock	9010140 Stock on Hand	\$52,033	\$74,415
	Sub Total	\$52,033	\$74,415
WIP	9010150 Work in Progress Engineer	\$3,350	\$3,350
	Sub Total	\$3,350	\$3,350
Current Total		\$1,544,417	(\$250,997)
Fixed			
Fixed	9011100 Fixed Assets	\$333,579	\$333,579
	9011110 Provision for Depreciation Fixed Assets	\$16,757	\$16,757
	Sub Total	(\$316,822)	(\$316,822)
Fixed Total		\$316,822	\$316,822
Total Assets		\$1,861,239	\$65,825

15/09/2022

Page 1 of 3

Informal Financial Reports

1. **Summarised Performance** – a quick P&L report showing actual profit amounts up to last month and comparing these with budget amounts. Includes year to date. Useful from the point of view that the report can be accessed at any time to see how things are going. Note that these reports are 'informal' because amounts can change due to EOM reconciliation work.
 - From the **Finance** menu, click on the **QuickPL** menu item.
2. **Summarised Position** – a quick report showing Balance Sheet account balances as at today. The total amount is the Retained Earnings figure.
 - From the **Finance** menu, click on the **QuickBS** menu item.
3. **Working Capital** – a quick report showing the current working capital situation. Working capital is defined as Current Assets less Current Liabilities. The total amount given in this report is the working capital amount; a positive working capital amount means there are more current assets than current liabilities which is a financially healthier situation to be in.
 - From the **Finance** menu, click on the **Working Capital** menu item.

4. **Rolling P&L** – a quick report showing the balances of each ledger account for the last twelve months.
 - From the **Finance** menu, click on the **Rolling P&L** menu item.
5. **Rolling P&L by Category** – a quick P&L report showing the balances of each General Ledger Category for the last twelve months.
 - From the **Finance** menu, click on the **Reports** menu item and then click on **GL Rolling Category**.

Supporting General Ledger Reports

1. **Trial Balance** - From the Finance menu, click on the Trial Balance menu item. Enter the period for which the Trial Balance is required and then click the MS Access button.
2. **Work-in-Progress Reports** – shows the quoted amounts, costed amounts and invoiced amounts for all outstanding jobs as at the end of the last Period. This report is used to process WIP journals at the end of each month.
 - From the **Finance** menu, click on the **WIP Reports** menu item. This shows the WIP amount for outstanding jobs as at the last period.
 - Click on the **WIP Actual** header link to see **WIP** as at right now.
3. **Forecast Report** – shows 12 months of figures for P&L accounts. With the actual figures being used up until last month and for the future months budget figures are used.
 - From the **Finance** menu, click on the **Forecast** menu item.
4. **Posting Audit** – a report giving an audit trail of all amounts that have been posted to the General Ledger.
 - From the **Finance** menu, click on the **Posting Audit** menu item.

GL Postings : Audit trail of all amounts posted to the General Ledger.
Filter : No Filter

Branch	Batch No	Period	Trans Date	DateTime Posted	Posted by	Ledger	Trans Type	GL Account	Ref No	Amount	Notes
HO	7	31/10/2014	30/10/2014	01/11/2014 23:01	Brian		Pay	8040910	1245	\$750.00	
HO	7	31/10/2014	28/10/2014	01/11/2014 23:01	Brian		Pay	8040110	456	\$840.00	
HO	7	31/10/2014	12/10/2014	01/11/2014 23:01	Brian		Pay	8040930	2345	\$1,600.00	
HO	7	31/10/2014	15/10/2014	01/11/2014 23:01	Brian		Pay	8040100	4242	\$400.00	
HO	7	31/10/2014	15/10/2014	01/11/2014 23:01	Brian		Pay	8040420	3232	\$750.00	
HO	6	31/10/2014	20/10/2014	01/11/2014 22:55	Brian		Pay	1030110	PR1	\$14,950.00	Payroll
HO	5	31/10/2014	30/10/2014	01/11/2014 22:52	Brian		Jnl	1010200	1	-\$6,700.00	
HO	5	31/10/2014	30/10/2014	01/11/2014 22:52	Brian		Jnl	9010150	1	\$6,700.00	
HO	4	31/10/2014	30/10/2014	01/11/2014 22:50	Brian		Jnl	1010200	01	\$3,350.00	WIP for April
HO	4	31/10/2014	30/10/2014	01/11/2014 22:50	Brian		Jnl	9010150	01	-\$3,350.00	WIP for April
HO	34	31/01/2015	25/01/2015	26/01/2015 10:40	Brian.Po		Pay	8040575	75022	\$1,360.00	
HO	34	31/01/2015	25/01/2015	26/01/2015 10:40	Brian.Po		Pay	8040910	23232	\$1,780.00	
HO	34	31/01/2015	25/01/2015	26/01/2015 10:40	Brian.Dn		Devt	8040930	23245	-\$1,780.00	

As a default within Nimbus, all **Transaction Posting** types are setup to automatically allocate a **refnum** when posting transactions, so you can easily see all transactions for a **Batch** in this **Posting Audit** report.

General Ledger Enquiry Reports

1. **GL Accounts** – lists all general ledger accounts, their setup and balances.
 - From the **Finance** menu, click on the **GL Enquiry** menu item.

GL Accounts : Lists general ledger accounts.
 Filter : Closed contains 0

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	GLIndex	Description	Category	Division	Summary	GST Code
HO	1010100	Engineer Sales	Jobbing	Engineer	Income	Std
HO	1010110	Engineer Contract Sales	Contract	Engineer	Income	Std
HO	1010200	Work In Progress Change - Engineer	WIP	Engineer	Income	NA
HO	1020100	Engineer Cost of Labour	Labour	Engineer	CostSale	Std
HO	1020110	Engineer Cost of Sub Contractors	Outwork	Engineer	CostSale	Std
HO	1020120	Engineer Cost of Materials	Material	Engineer	CostSale	Std
HO	1020130	Engineer Cost of Plant	Plant	Engineer	CostSale	Std
HO	1030100	Engineer Time Cost Recovery	Labour	Engineer	Recovery	NA
HO	1030110	Engineer Wages Actual	Labour	Engineer	Recovery	Exempt

2. **GL Enquiry History** – lists all General Ledger transactions.
 - From the **GL Enquiry** menu, click on the **GL Index** number to display the **GL Enquiry History** for that particular account.

Account Details

GLID	1467	Summary	Income
GLIndex	1010100	Category	Jobbing
Branch	HO	CarriedForward	False
Division	Engineer	IntegrationOnly	1
Description	Engineer Sales		

GL Enquiry History : Lists all general ledger transactions
 Filter : GL Index equals 1010100

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

GL Index	Period	Trans Date	Ref Number	Ledger	Trans Type	Amount	GST	Incl Amount	Currency	Y... Old	M... Old	Transaction Text	Account Description
=1010													
1010100	FP:2015-10	30/01/2015	1	Jobcost		\$15,896.79	\$0.00	\$15,896.79		8	10	92	Engineer Sales
1010100	FP:2015-09	28/12/2014	1	Jobcost		\$6,358.09	\$0.00	\$6,358.09		8	09	93	Engineer Sales
1010100	FP:2015-08	28/11/2014	1	Jobcost		\$3,002.04	\$0.00	\$3,002.04		8	08	94	Engineer Sales
1010100	FP:2015-07	30/10/2014	1	Jobcost		\$1,339.76	\$0.00	\$1,339.76		8	07	95	Engineer Sales

3. **Stock Check** – reconciles the GL stock account with the stock ledger
 - From the **Finance** menu click on the **Stock Check** menu item.

Inventory Check : To check that the Inventory GL Integration is correct. Also shows In Transit amounts.
 Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Stock Group	GLIndex	In Transit	Stock Value	Balance Sheet Value	Discrepancy
	Stock	9010140	\$302.54	\$77,948.83	\$77,948.83	\$0.00

Click on the amounts to see the items that make up each total.

4. **Stock Adjustments** – a report listing all stock adjustments that have been posted to the General Ledger.
 - From the **Finance** menu, click on the **Reports** menu item and then click on **Stock Adjustments**.

Stock Adjustments : All stock adjustment made that affect the GL accounts, eg. edits, write-offs, rounding.
 Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Edit Type	Date Edited	Period	Stock Group	Quantity	Avg Cost Change	Qty Change	Avg Cost	Value Change	Code	Description	Edited by	GL Debit Account	GL Credit Account
	POAdj	09/09/2019	30/09/2019	Stock	175	\$0.00	0	\$3.01	\$0.75	1452127	125 x 50 mm Douglas Fir S&G RS	Loma,Mu	2020200	9010140
	StkTake	28/11/2014	30/11/2014	Stock	555	\$0.00	-5	\$1.47	-\$7.35	1255298	50 x 25 mm Rad Dressing DR MS I	Brian	2020200	9010140
	StkTake	28/11/2014	30/11/2014	Stock	280	\$0.00	-2	\$12.00	-\$24.00	20109091	CABLE TPS 16 MM 3CORE	Brian	2020200	9010140
	StkTake	28/11/2014	30/11/2014	Stock	140	\$0.00	-2	\$4.00	-\$8.00	PDL144	144 Flush Box PDL	Brian	2020200	9010140
	StkTake	28/11/2014	30/11/2014	Stock	78	\$0.00	-2	\$20.90	-\$41.80	123456	Galvanised Nails	Brian	2020200	9010140

Appendix - Work In Progress Journal

Monitoring Work In Progress reports at month end is an important part of managing projects/jobs and ensuring the General Ledger reflects the income vs. cost accurately. The purpose of the Work In Progress report is to identify when a particular project or job has been under or over invoiced for a particular period. If this is the case, then an auto-reversing journal is required to adjust the Profit & Loss accordingly.

WIP to Last Period: Work in progress up to the end of Last Period, providing Financial WIP after finished Invoicing
 Filter: No Filter - 34 records match

Run Report

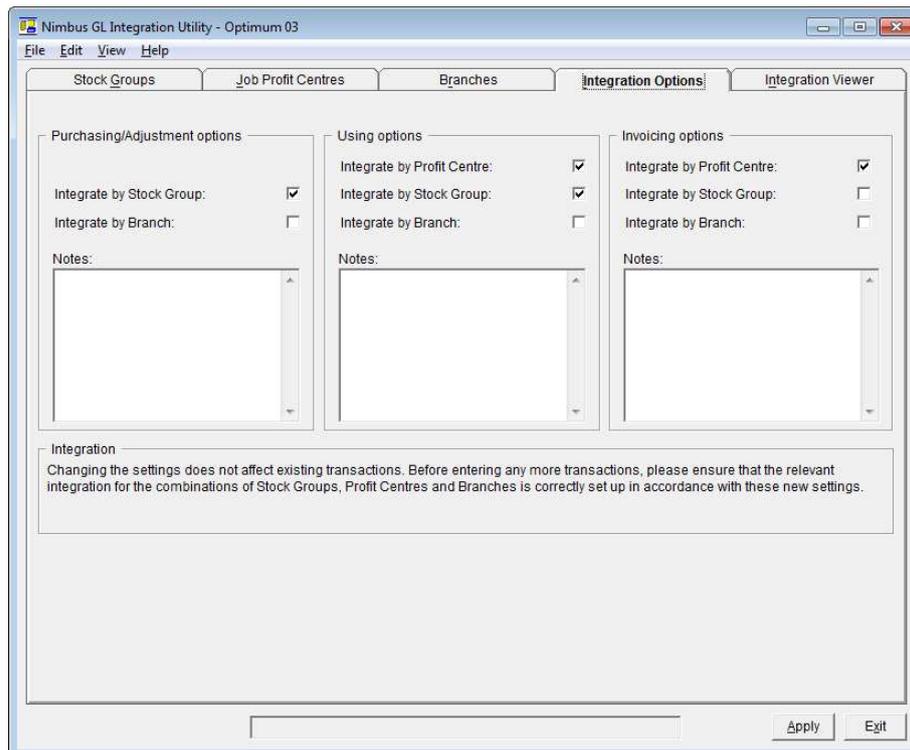
Branch	Profit Centre	Client	Project	Job No ↓	Supervisor	Description	WIP Type	Percent Complete	Quoted Sell Amount	Costed Sell Amount	Costed at Cost	Invoiced Amount	WIP at Sell Amount	Write-off to Sell Amount	Gain to Sell Amount	Quoted Costs
	Retain	JarrettD	WKE	WKE-Z	Wayne	Retentions	Contract	-0.05	\$0.00	\$0.00	\$0.00	-\$2,142.50	\$2,142.50			\$0.00
	Div3	JarrettD	WKE	WKE-5	Wayne	Plumbing	Contract		\$11,639.97	\$2,504.13	\$1,562.50	\$0.00				\$8,631.91
	Div2	JarrettD	WKE	WKE-4	Wayne	Electrical	Contract		\$9,541.26	\$0.00	\$0.00	\$0.00				\$7,204.60
	Div2	JarrettD	WKE	WKE-3	Wayne	Portals	Contract		\$86,420.50	\$32,651.37	\$23,498.55	\$22,000.00				\$67,892.12
	Div2	JarrettD	WKE	WKE-2	Wayne	Slab	Contract		\$28,671.83	\$23,459.18	\$17,338.31	\$15,000.00				\$21,225.06
	Div2	JarrettD	WKE	WKE-1	Wayne	Prelim & General	Contract		\$13,200.00	\$5,395.00	\$3,375.00	\$3,850.00				\$12,000.00
	Retain	Irish Green	SPA	SPA-Z	Julia	Retentions	MVRates		\$0.00	-\$2,841.34	\$0.00	-\$2,841.34	\$0.00			\$0.00
	Div3	ADCInt	SPA	SPA-V01	Adam	Variation-Garage	MVRates		\$14,598.00	\$8,329.39	\$3,222.20	\$8,329.39	\$0.00			\$9,732.50

Appendix – Integration Set Up

Integration is normally set up by an a Nimbus Consultant therefore Nimbus Users will not need to know more about this topic than the information given above.

To view the integration settings for your organisation’s system:

1. From the **Setup** menu, click on the **Setup Apps** menu item.
2. Enter ‘integration’ in the **Description** filter.
3. From the list displayed, click on the **GL Integration Utility** link; this action opens the **Integration** application.
4. To view the integration settings by ‘Profit Centre’, click on the **Job Profit Centres** tab.
5. To view the integration settings by ‘Stock Group’, click on the **Stock Groups** tab.
6. To view the purchasing and invoicing integration options, click on the **Integration Options** tab. For example, using the screenshot below, the purchasing integration option is by ‘Stock Group’ and the invoicing integration option is by ‘Profit Centre’.



7. To view a summary of all integration settings held in the database, click on the **Integration Viewer** tab. Note the **GLAccount** column. This column lists the ledger accounts that transactions using the integration method will be posted to.