

Karavan Help
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10.01 Entry Screen Overview [Up one level](#)
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The Entry Screen is used to enter new accounting data. Data are entered one [journal](#) at a time, each journal consisting of any number of debit or credit entries.

Before or during entry, the user may close the screen without saving and return to the Switchboard at will. Any data entered will be lost.

Once a journal has been completed, the user additionally has the options of:

- saving the completed journal and closing the screen, or
- saving the completed journal and opening a new journal.

10.01 Entry Screen Overview Up one
02 Journals and Records level

A **journal** consists of at least one debit entry and at least one credit entry. There is no limit to the number of debit and credit entries which a journal may contain.

A **record** contains the data for a single debit or credit entry.

A journal thus consists of at least two records, one for a debit entry and one for a credit entry. It may consist of any number of records.

10.01 Entry Screen Overview [Up one](#)
03 Entry Screen modes [level](#)

In Karavan Accounts, translation rates are not entered into the accounting records as a rule. Translations into base-currency are made when a translated General Purpose Report or Trial Balance is produced. For this reason, when the Entry Screen opens, no fields are shown for translation rates or base-currency equivalents.

Exceptionally, it may be necessary to enter the translation rate for a specific transaction. In this case, the necessary fields are opened by clicking the

 Open/Close Transaction Rates

toolbar button. Clicking the button again closes the fields and resets the screen to its normal mode. Translation rate data entered, although no longer displayed, is not lost.

10.02 Entry Screen Layout
01 Menu Bar

[Up one
level](#)

Menu has a single command. Depending on the position of the cursor, the command either [undoes text](#) or [deletes](#) the current record.

Help has two commands. These are explained in the chapter [How to use Karavan Help](#).

10.02 Entry Screen Layout 02 Toolbar

Up one
level

When the Entry Screen is opened normally from the Switchboard, the toolbar has thirteen buttons. Six of these are not available when the screen is opened from the [Allocation Screen](#), but one new button is added.

Previous Record

Moves back one record.

Next Record

Moves forward one record.

New Record

Moves to a filled [new record](#).

Delete Record

[Deletes](#) the current record.

Open/Close Transaction Rates

Opens or closes the fields used to enter translation rates and equivalents.

Save and open blank New Journal

[Saves](#) a completed journal and opens a new, blank journal.

Save and open filled New Journal

[Saves](#) a completed journal and opens a new journal filled with values copied from the journal just saved.

Save and Close

Not available during allocation.

[Saves](#) a completed journal and exits to the Switchboard.

Close without Saving

Not available during allocation.

Exits to the Switchboard without saving data entered.

New Currency

Not available during allocation.

May be password protected.

Opens the Currencies Screen so that a new currency may be added to the Currencies Library. The Entry Screen is not closed and no data is lost. On return to the Entry Screen, the new currency is listed in the [Currency Code Combo](#) and is available for use.

New Account

Not available during allocation.

May be password protected.

Opens the Accounts Screen so that a new account may be added to the Accounts Library. The Entry Screen is not closed and no data is lost. On return to the Entry Screen, the new account is listed in the [Account Code Combo](#) and the [Account Caption Combo](#) and is available for use.



New Analysis Code

Not available during allocation.

May be password protected.

Opens the Analysis Codes Screen so that a new analysis code may be added to the Analysis Codes Library. The Entry Screen is not closed and no data is lost. On return to the Entry Screen, the new analysis code is listed in the [Analysis Code Combo](#) and is available for use.



New Description

Not available during allocation.

May be password protected.

Opens the Descriptions Screen so that a new description may be added to the Descriptions Library. The Entry Screen is not closed and no data is lost. On return to the Entry Screen, the new description is listed in the [Description Combo](#) and is available for use.



Allocation Screen

Available during allocation only.

Returns to the Allocation Screen. The Entry Screen is not closed and no data is lost.

10.02 Entry Screen Layout
03 Header : Field Key

Up one
level

The Header provides a visual key to the fields in each record. It also contains one active control during normal operations, and a further two active controls when transaction rates fields are opened.

Journal Number Display

Clicking on the **Description** label displays the next available journal number. The display resets after ten seconds.

When a journal is saved and a new journal opened, the Description control displays the Journal Number with which the journal was saved. As before, the display resets after ten seconds.

Equivalent Fields

When transaction rates fields are opened, the Debit Amount and Credit Amount labels change to boxes which display the base-currency equivalent of the amount entered on the current record. The boxes may also be used for the entry of equivalent amounts directly from the keyboard.

10.02 Entry Screen Layout Up one
04 Data : Records level

Data is entered [record](#) by record. The data band has space to display up to six records. When there are more than six, a vertical scroll bar appears to the right.

In Karavan Accounts, each record initially comprises 15 fields, not all of which are displayed in the Data band on the Entry Screen.

[Journal Number](#)
[Record Number](#)
[Entry Date](#)
[Document Reference](#)
[Due Date](#)
[Account Code](#)
[Account Caption](#)
[Analysis Code](#)
[Currency Code](#)
[Description](#)
[Debit Amount](#)
[Credit Amount](#)
[Transaction Rate](#)
[Base-currency Debit Amount](#)
[Base-currency Credit Amount](#)

At a later stage two allocation fields are added:

[Allocation Code](#)
[Allocation Number](#)

These fields are discussed in:

[Chapter 12](#) [Search Engine](#)
[Chapter 14](#) [Allocation Screen](#)
[Chapter 27](#) [Allocation](#)

10.02 Entry Screen Layout Up one
05 Footer : Combos and Display level

The Footer is divided into three rows of unlabelled combos and display boxes.

Top row

[Description Combo.](#)

Middle row

[Account Code Combo](#)
[Account Caption Combo](#)
[Debit Hash-total Display](#)
[Credit Hash-total Display](#)

Bottom row

[Analysis Code Combo](#)
[Currency Code Combo](#)
[Currency Total Combo](#)
[Debit Currency Total Display](#)

[Credit Currency Total Display](#)

10.03 Records
01 Display and entry of record fields

Up one
level

Each [record](#) consists of fifteen fields. On the Entry Screen these are displayed and entered as follows.

Journal Number [Displayed on request](#). Entered by system when journal is saved.

Record Number Not displayed. Entered by system when journal is saved.

Entry Date Displayed. Entered from keyboard.

Document Reference Displayed. Entered from keyboard.

Due Date Displayed. Entered from keyboard.

Account Code Displayed. Entered from Account Code Combo, Account Caption Combo or from keyboard.

Note The system code **X-C**, referring to **Cross-Currency Account**, may be entered from a combo only.

Account Caption Displayed for current record only by Account Caption Combo. Selected and entered by system.

Analysis Code Displayed. Entered from Analysis Code Combo or from keyboard.

Currency Code Displayed. Entered from Currency Code Combo or from keyboard.

Description Displayed. Entered from Description Combo or from keyboard.

Debit Amount Displayed. Entered from keyboard.

Credit Amount Displayed. Entered from keyboard.

Transaction Rate Displayed when transaction rates fields are opened by clicking on the **Open/Close Transaction Rates** toolbar button. Entered from keyboard or calculated by system when Base-currency Debit Amount or Credit Amount is entered.

Base-currency Debit Amount When transaction rates fields are open, displayed by [Header](#) field for current

record only. Entered from keyboard or calculated by system when Transaction Rate is entered.

Base-currency Credit Amount When transaction rates fields are open, displayed by [Header](#) field for current record only. Entered from keyboard or calculated by system when Transaction Rate is entered.

10.03 Records

02 Required and optional record fields

Up one level

Of the fifteen fields in each record, some cannot be entered by the user, some must be entered by the user and some may optionally be entered by the user or left blank.

Journal Number	Entered by system when journal is saved.
Record Number	Entered by system when journal is saved.
Entry Date	Required.
Document Reference	Optional.
Due Date	Normally, optional. When Date Validation is in force, required.
Account Code	Required.
Account Caption	Entered and displayed by system when Account Code is entered.
Analysis Code	Optional. If this field is not entered, however, the system fills the field with system code 0 standing for No Analysis .
Currency Code	Required.
Description	Optional.
Debit Amount and Credit Amount	Of these two fields, one must be entered and the other left blank (i.e. with value zero). Note If one field holds an amount and a second amount is then entered in the other field, the system automatically resets the first field to zero.
Transaction Rate	Optional.
Base-currency Debit Amount and Credit	Of these two fields, one may optionally be entered with an amount.

Amount

Note 1 The system will permit entry in these fields only after an amount has been entered in either the Debit Amount or the Credit Amount field.

Note 2 If an amount has been entered in the Debit Amount field, the system will permit the entry of an amount in the Base-currency Debit Amount field, but not in the Base-currency Credit Amount field, and vice versa.

10.03 Records

03 Record field formats and illegal entries

[Up one level](#)

In general, entries into a field must respect the field's format. Typing the word **hello** into the Debit Amount field, for example, produces a message informing the user that the value entered is inappropriate. Specifics are given below.

Journal Number	Not applicable as entered by system.
Record Number	Not applicable as entered by system.
Entry Date	Format Two digits for each of day, month and year in the order specified in Regional Settings in the Windows Control Panel. System requirement Normally none, that is any date may be entered. When Date validation is in force, the date must fall within a stipulated period.
Document Reference	Format 20 alpha-numerical characters. System requirement None.
Due Date	Format Two digits for each of day, month and year in the order specified in Regional Settings in the Windows Control Panel. System requirement Normally none, that is any date may be entered. When Date validation is in force, the date must fall within a stipulated period.
Account Code	Format Minimum 3, maximum 12 numerical characters. System requirement Only Account Codes listed in the Accounts Library may be entered.
Account Caption	Not applicable as entered by system.
Analysis Code	Format 8 alpha-numerical characters.

System requirement Only Analysis Codes listed in the Analysis Codes Library may be entered.

Currency Code **Format** 3 alphabetical characters.
System requirement Only Currency Codes listed in the Currencies Library may be entered.

Description **Format** 100 alpha-numerical characters.
System requirement None.

Debit Amount and Credit Amount **Format** Number with two decimal places.
System requirement Positive value not exceeding 999,999,999,999.99.

Transaction Rate **Format** Number with six decimal places.
System requirement Value must be positive.

Base-currency Debit Amount and Credit Amount **Format** Number with two decimal places.
System requirement Positive value not exceeding 999,999,999,999.99.

10.03 Records

04 Moving between record fields

Up one level

Navigate between record fields by using the Enter or Tab key to move forward, and the Shift + Enter or Shift + Tab keys to move back.

10.03 Records
05 Undoing text

Up one
level

When text has been entered into a field, and before leaving the field, the entry may be undone by pressing Ctrl + Z or by choosing the Undo command from the Menu.

Warning The use of Ctrl + Z is related to the use of the Esc key and the Delete Record toolbar button. When entering a new record, and before the record has been saved by moving to another record, Ctrl + Z acts like the Esc key and deletes the entire record.

10.03 Records
06 New records

Up one
level

After completing a record, the user may choose between moving to a blank new record or to a new record with data copied from a record already completed.

To move to a blank new record, click

T Next Record

the required number of times, or click on the last record on the screen (always blank).

To move to a filled new record, press

T New Record.

This copies down the data from the last current or updated record. To select the record to be copied, click on it before using the New Record button.

10.03 Records
07 Moving between records

[Up one level](#)

To move from one completed record to another, use either

T Previous Record or

T Next Record

or click on the record to which you wish to move.

Movement **away from** a record with blank or incorrectly entered [required](#) fields is not permitted by the system.

10.03 Records
08 Deleting records

Up one
level

While a journal is being entered, each record is saved to a temporary table as and when it is completed. Until that moment, an incomplete record is held in computer memory only. In appearance on the screen there is no visible difference between saved and unsaved records. Only the record currently being entered may be unsaved, however.

A record is automatically saved when the user moves to another record or to a new blank record.

The process of deleting a saved record is different from the process of deleting a current, unsaved record.

Deleting saved records

Move to the record to be deleted by using

T Previous Record and/or

T Next Record

or by clicking on the record, and then press

T Delete Record.

The deleted record disappears and the remaining record(s) move up.

Deleting current, unsaved records

If all [required](#) fields have been entered on a new record, then the Delete Record toolbar button will work as it does with saved records. However, until all required fields have been entered, pressing the button only produces a notice telling the user that a required field has not been entered.

An incomplete record may be deleted in one of three ways.

- 1 Choosing the Undo Current Field/Record command from the Menu.
- 2 Pressing the Ctrl + Z keys.
- 3 Pressing the Esc key.

These options are not available until at least one field has been entered on the new record.

10.03 Records
09 Date validation

Up one
level

Normally, any date may be entered in the two date fields in each record: [Entry Date](#) and [Due Date](#). However, the **Date Validation** utility permits the user to restrict the range of entry and/or due dates which may be posted in a new journal.

Date Validation is set in the [Date Validation dialog box](#), which may be opened by choosing [Date Validation](#) from the Switchboard **Karavan** menu.

For both entry and due dates, the permitted period is fixed by setting an earliest and a latest date. These two dates, and the dates falling in between, are thereafter permitted, while dates falling outside the period are not. If the earliest and latest dates are the same, the effect is to limit permitted dates to a single day.

Thereafter, if an illegal date is entered while a new journal is being prepared on the Entry Screen, a message appears telling the user that the date is prohibited by date validation. Unless and until the date is corrected, the system will not permit the user to move to another record or to save the journal.

Note that, when Date Validation is in force for the Due Date field, an entry in the field is required instead of being optional.

10.04 Multi-currency entries
01 Double entry in Karavan Accounts

Up one
level

In base-currency accounting systems, double entry integrity is maintained in one currency alone, i.e. the books balance in base-currency only. In Karavan Accounts, each currency used is independent of the other currencies, and double entry integrity is maintained alike in each and every currency.

Karavan Accounts thus functions like so many independent single-currency accounting systems operating in parallel. The records in each currency are translated and integrated when a translated General Purpose Report or Trial Balance is produced, but stored data is not thereby affected.

The accounting records for each currency are linked by a special control account with code **X-C** and caption **Cross-Currency A/c**. The account is always present in the Accounts Library and may not be deleted. As with all other accounts, amounts may be posted to Cross-Currency A/c in any currency entered in the Currencies Library.

When a report or trial balance is produced, without translation, accounts posted in more than one currency show more than one balance. Entries and balances are shown for each currency posted to each account, including Cross-Currency A/c.

[Outline of system](#)

[Account balances](#)

[The effect of allocation on account balances](#)

[Setting the default translation method to be used for each account](#)

[Schema of translation for Full Trial Balances](#)

[Schema of translation for Closing Rate Trial Balances](#)

[Schema of translation for General Purpose Reports](#)

Outline of system

In Karavan Accounts as a rule, transactions are booked in the currency in which they occur and in that currency only. When a translated General Purpose Report or Trial Balance is produced, translations into base-currency are made by reference to stored translation rate tables. Translation rate tables are of two kinds.

Closing Rate tables store a single translation rate for each currency and are used to translate balances at trial balance date.

Average Rate tables store translation rates by currency, by month and by year and are used to translate balances for reports and trial balances.

In addition to this general system, a translation rate and base-currency equivalent may be entered for any individual transaction. Such **transaction rates** and equivalents are entered on the Entry Screen and stored together with the other data pertaining to the transaction.

When translations are produced, transaction rates and equivalents take precedence over calculated translations. No translation is calculated, that is, whenever a transaction rate and equivalent is present.

Account balances

Account balances are not stored in Karavan Accounts data files. The balance on an account at any given moment is the sum of the entries on the account.

The effect of allocation on account balances

In Karavan Accounts, items may be allocated against each other if they are entered on the same account in the same currency. Allocated items are not deleted from the accounting records by the process of allocation, and the entries on accounts may be viewed with allocated items filtered out or with allocated items left in.

The balance on any one account in any one currency is evidently the same whether all entries are summed or unallocated entries alone are summed. When it comes to translations, however, the two sums are not conceptually identical because items allocated against each other as equal in the currency in which they were booked, may have carried base-currency equivalents which were different.

Setting the default translation method to be used for each account

The default translation method to be used for each account is registered in the Accounts Library. Accounts marked **A** in the library's **Translation** field are translated by reference to Average Rates tables by default. Accounts marked **C** or left blank are translated by reference to Closing Rates tables.

In either case, when translations are produced, transaction rates and equivalents, if present, take precedence over calculated translations.

Schema of translation for Full Trial Balances

Full Trial Balances make use of the translation system in its entirety and are intended to provide the basis for financial statements. Translation rate tables must hold all the rates required, although the system will permit the production of Full Trial Balances which incorporate errors due to missing rates.

Stage 1 Unallocated items alone are selected, i.e. allocated items are filtered out.

Stage 2 Items entered in base-currency are summed without translation.

Stage 3 For currency items entered with base-currency equivalents, the equivalents are summed without translation.

Stage 4 The remaining currency items on accounts designated to be translated at closing rates are summed and the totals translated at closing rates.

Stage 5 The remaining currency items on accounts designated to be translated at average rates are summed by month and year, and the monthly totals translated at average rates.

Stage 6 With the exception of Cross-Currency A/c, translated account balances are the sum of the totals produced at stages 2 to 5. For Cross-Currency A/c, the overall balance is the sum of the exchange differences generated by translation.

Schema of translation for Closing Rate Trial Balances

Closing Rate Trial Balances make abbreviated use of the translation system and are intended to provide approximate information. Their advantage is that only one translation rate per currency is required for their preparation.

Stage 1 Unallocated items alone are selected, i.e. allocated items are filtered out.

Stage 2 Items entered in base-currency are summed without translation.

Stage 3 For currency items entered with base-currency equivalents, the equivalents are summed without translation.

Stage 4 The remaining currency items on all accounts are summed and the totals translated at closing rates.

Stage 5 With the exception of Cross-Currency A/c, translated account balances are the sum of the totals produced at stages 2 to 4. For Cross-Currency A/c, the overall balance is the sum of the exchange differences generated by translation.

Schema of translation for General Purpose Reports

Translated General Purpose Reports show accounting entries, one by one, grouped and summed as selected. Translations may be produced in one of two ways.

Calculated Translations

For each entry, the currency amount and method of translation is shown. The schema of translation is as follows.

T Amounts in base-currency

T No translation. The base-currency amount is used.

T Currency amounts with base-currency equivalents

T The base-currency equivalent is used.

T Currency amounts without base-currency equivalents

T Calculated translation at either average rates or closing rates, depending on the translation rates table selected.

Totals are sums of the base-currency figures.

Custom Translations

In this case, the system outlined above is bypassed. The resulting schema of translation is as follows.

T Amounts in base-currency

T The base-currency amount is used.

T Currency amounts with base-currency equivalents

T The base-currency equivalent is used.

T Currency amounts without base-currency equivalents

T The base-currency column on the report shows blank.

Totals are sums of the base-currency figures actually present.

Comparison of the two systems

To obtain calculated translations, the application must be attached to a translation rates file. This is not necessary for custom translations.

10.04 Multi-currency entries
03 Entering base-currency equivalents for individual transactions

Up one
level

[How to enter base-currency equivalents](#)
[Considerations in using base-currency equivalents](#)

How to enter base-currency equivalents

To open the translation rate fields on the Entry Screen, use the

T **Open/Close Transaction Rates**
toolbar button.

There are three fields. The Rate field is included in each record. The fields for base-currency debit and credit equivalents are incorporated in the screen's header and relate to the record currently selected only.

Base-currency equivalents may be entered either by entering a rate, in which case the equivalent is calculated by the system, or by entering the equivalent, in which case the rate is calculated.

The rate to be entered is the number of currency units equivalent to one base-currency unit. If the currency amount is 100.00, for example, and a rate of 2.0000 is entered, the base-currency amount is calculated at 50.00.

Considerations in using base-currency equivalents

Base-currency equivalents must not be imagined to be part of the double entry structure of the accounting records. They are simply equivalents to be used in the translation of such records into base-currency.

Accounting principles accepted in many jurisdictions, to take an example, require that fixed assets purchased in foreign currency be translated at the rate ruling at the date of purchase (**transaction** or **historic** rate). Bank account balances, on the other hand, are required to be translated at the rates ruling at balance sheet date (**closing** rates). Given the structure of Karavan Accounts, as explained in [Translations in Karavan Accounts](#), in the case of a fixed asset purchase paid by cheque drawn on a foreign currency bank account, it would be an error to record a transaction rate and equivalent for the credit entry. The error would give rise to a mistranslation of the bank account balance at next closing date. (For a discussion of the treatment of the debit entry, see [Using cross-currency entries to enter material transactions](#).)

In short, transaction rates and equivalents should be used exclusively for the entry of values required to be translated at transaction rates. In **most such cases**, however, it is in fact **not necessary** to use transaction rates and equivalents as accounting principles accepted in many jurisdictions permit the use of approximations (**average** rates), particularly for revenue and expense items, and this greatly reduces labour.

In many cases in which transactions are individually so material as to warrant individual translation, it may nevertheless be advantageous to make use of an alternative technique available in Karavan Accounts. This is discussed in [Using cross-currency entries to enter material transactions](#).

10.04 Multi-currency entries

[Up one](#)

04 Making entries in more than one currency

[level](#)

Entries may be made in any number of currencies in a single journal as long as debit and credit totals balance in each currency. In such cases, the result is a composite journal which could equally well have been split into so many mono-currency journals.

For transactions with debit and credit entries in different currencies, however, the situation is radically different. A typical case might be the purchase of dollars paid for in yen. Here, [cross-currency entries](#) are required to link the two sides of the double entry and to maintain double entry integrity in each of the currencies.

10.04 Multi-currency entries
05 Cross-currency entries

Up one
level

In a journal with debits and credits in different currencies which correspond to each other, the entries in each currency must nevertheless balance. There must be, in other words, a balancing set of entries in each currency, and each such set will consist of at least one debit and at least one credit entry.

In the simplest cross-currency transaction, where a single debit in one currency corresponds to a single credit in another currency, the debit represents one half of the double entry in its currency and lacks a balancing credit. Similarly, the credit lacks a balancing debit in its currency. To complete the journal, two cross-currency entries are required, a credit in the first currency and a debit in the second.

As with all cross-currency entries, the two cross-currency entries required in this case are made to the same account, namely to **Cross-Currency A/c**, account code **X-C**, which is a special control account maintained by the system. The account is always present in the Accounts Library and associated combos and may not be deleted. As with all other accounts, amounts may be posted to Cross-Currency A/c in any currency entered in the Currencies Library.

Cross-currency entries are made just like all other entries, their only distinguishing feature being the account to which they are posted.

In the simple case discussed above, because the two balancing cross-currency entries are posted to opposite sides of the same account, albeit in different currencies, they do, in principle, offset each other and balance out to zero. In fact, if a base-currency Trial Balance is taken out immediately, and the real rates of exchange obtaining in the transaction just accounted are used, the resulting balance in base-currency on Cross-Currency A/c will be seen to be zero, and the two accounts posted will be seen to balance each other in base-currency.

10.04 Multi-currency entries
06 Cross-currency example 1 : two entries

Up one
level

Suppose we keep a bank account in German marks and another in Japanese yen. We wish to register a transaction in which we buy German marks against Japanese yen, the marks being paid into our German mark bank account and the yen being taken from our Japanese yen bank account.

Initially, this gives us the following two entries.

Debit	Account	DEM Bank A/c
	Currency	DEM
	Amount	The amount of DEM actually received
Credit	Account	JPY Bank A/c
	Currency	JPY
	Amount	The amount of JPY actually paid

These entries are made to balance, in both DEM and JPY, by adding the following cross-currency entries.

Debit	Account	Cross-Currency A/c
	Currency	JPY
	Amount	The amount of JPY actually paid
Credit	Account	Cross-Currency A/c
	Currency	DEM
	Amount	The amount of DEM actually received

The completed journal thus consists of four entries, a debit and a credit in each of the two currencies.

10.04 Multi-currency entries

07 Cross-currency example 2 : more than two entries

Up one
level

To take Cross-currency example 1 a little further, suppose again that we keep a bank account in German marks and another in Japanese yen. As before, we wish to register a transaction in which we buy German marks against Japanese yen, the marks being paid into our German mark bank account and the yen being taken from our Japanese yen bank account. This time, however, the bank charges us commission on the transaction in Japanese yen and debits our Japanese yen bank account.

Initially, this gives us the following entries.

Debit	Account	DEM Bank A/c
	Currency	DEM
	Amount	The amount of DEM actually received
Debit	Account	Bank Commissions Expense A/c
	Currency	JPY
	Amount	The amount of commission charged
Credit	Account	JPY Bank A/c
	Currency	JPY
	Amount	The total amount of JPY actually expended (the sum of the cost in JPY of the DEM purchased and of the JPY commission charged)

These entries are made to balance, in both DEM and JPY, by adding the following cross-currency entries.

Debit	Account	Cross-Currency A/c
	Currency	JPY
	Amount	The cost in JPY of the DEM purchased (the total amount expended in JPY less the JPY commission charged)
Credit	Account	Cross-Currency A/c
	Currency	DEM
	Amount	The amount of DEM actually purchased (as in example 1)

The completed journal thus consists of five entries, a debit and a credit in DEM (as in example 1), and two debits and one credit in JPY.

It can be seen from this example that, in accounting cross-currency transactions, only one cross-currency entry is needed per currency involved, no matter how many other entries are recorded in the currency.

If, in our example above, instead of keeping all the German marks purchased, we had used some to pay one supplier, some to pay another supplier and kept the rest, then initially we would have had these entries.

Debit	Account	First Supplier A/c
	Currency	DEM
	Amount	The amount of DEM paid to the supplier
Debit	Account	Second Supplier A/c
	Currency	DEM
	Amount	The amount of DEM paid to the supplier

Debit	Account	DEM Bank A/c
	Currency	DEM
	Amount	The amount of DEM paid into the account
Debit	Account	Bank Commissions Expense A/c
	Currency	JPY
	Amount	The amount of commission charged
Credit	Account	JPY Bank A/c
	Currency	JPY
	Amount	The total amount of JPY actually expended (the sum of the cost in JPY of the DEM purchased and of the JPY commission charged)

The cross-currency entries required to balance the journal, in both DEM and JPY, would not change. The completed journal would now consist of seven entries, three debits and one credit in DEM, and two debits and one credit in JPY.

10.04 Multi-currency entries
08 Using cross-currency entries to enter material transactions

Up one level

[Description of the technique](#)
[Considerations in using the technique](#)

Description of the technique

As an alternative to booking material transactions, required to be translated at transaction rate, in the transaction currency with base-currency equivalent, as discussed in [Entering base-currency equivalents for individual transactions](#), cross-currency entries may often be used to advantage.

In synthesis, a cross-currency entry is used to book one side of the transaction directly in base-currency, even though the entire transaction occurred in some other currency.

The book-keeping entries required are the same as those required for real (rather than conventional) cross-currency transactions. A fixed asset purchased in German marks and paid for in German marks by a company with the United States dollar as its reporting currency, for example, will typically give rise to the following entries.

Debit	Account	Fixed Asset A/c
	Currency	USD
	Amount	The equivalent of the DEM actually paid translated at the exchange rate ruling at the date of purchase
Credit	Account	Bank A/c
	Currency	DEM
	Amount	The amount of DEM actually paid
Debit	Account	Cross-Currency A/c
	Currency	DEM
	Amount	The amount of DEM actually paid
Credit	Account	Cross-Currency A/c
	Currency	USD
	Amount	The equivalent of the DEM actually paid translated at the exchange rate ruling at the date of purchase

These entries contrast with the following normal entries.

Debit	Account	Fixed Asset A/c
	Currency	DEM
	Amount	The amount of DEM actually paid
	Equivalent	The DEM actually paid translated at the exchange rate ruling at the date of purchase
Credit	Account	Bank A/c
	Currency	DEM
	Amount	The amount of DEM actually paid

Considerations in using the technique

Because cross-currency journals require extra records (the Cross-Currency A/c entries), such journals require fractionally more time to enter. This is a slight disadvantage.

As far as the translation of the asset value is concerned, there is no difference in either principle or practice between the two methods.

The difference between the two methods arises in the treatment of depreciation or amortization. Here again, the two methods are identical in principle. In practice, however, if the asset is maintained in transaction currency, with base-currency equivalent, annual depreciation charges and accumulated depreciation account will have to be entered using the original translation rate applying to the asset. This rate is readily available on asset account, it is true, but the process of obtaining and using it is inefficient nevertheless. Additionally, because of the individual translation rates, depreciation charges will have to be calculated asset by asset, whereas depreciation of assets entered in base-currency can frequently be calculated and entered for groups of assets taken together in a single calculation.

10.05 Journals
01 Requirements for saving
journals

Up one
level

A journal may not be saved unless it balances, that is unless the sum total of the debit entries exactly equals the sum total of the credit entries.

In Karavan Accounts, entries may be made in more than one currency in the same journal. In such cases, a journal may not be saved unless it balances in each currency.

10.05 Journals Up one
02 Checking that journals balance level

At the bottom of the Entry Screen, on the right, are two pairs of display boxes.

The upper pair are the Debit Hash-total Display and the Credit Hash-total Display boxes. These show the sum totals of all amounts entered, regardless of currency.

The lower pair (on the bottom row of the Entry Screen) are the Debit Currency Total Display and the Credit Currency Total Display boxes. These show the sum totals of all amounts entered in the currency selected with the Currency Total Combo (which is the combo immediately to the left).

To check that the journal balances, follow these steps:

1. On completion of the last record, save the record by clicking on any other record. This updates the display boxes so that they show the sum totals for the entire journal.
2. Check that the two hash-totals balance.
3. Select each currency used in the journal in turn with the Currency Total Combo. Check that the sum totals for each currency balance.

Note that this procedure is a facility, not a requirement. If the user tries to save a journal without saving the last record, or without checking that the journal balances, the journal will nevertheless be saved successfully if it balances in each currency. If the hash-totals do not agree, a notice appears telling the user so. If the hash-totals do agree but the journal does not balance in each currency, a notice appears listing the currencies in which the journal is out of balance.

10.05 Journals
03 Saving journals

Up one
level

A journal which has been correctly completed may be saved in one of three ways.

Save and Close

Pressing

T Save and Close

saves the journal and exits to the Switchboard.

Save and open blank New Journal

Pressing

T Save and open blank New Journal

saves the journal and opens a new, blank journal. This is equivalent to using

T Save and Close

and then reopening the Entry Screen from the Switchboard.

Save and open filled New Journal

Pressing

T Save and open filled New Journal

saves the journal and opens a new journal with some fields of the first record already filled.

The data is copied from the last current or updated record of the preceding journal. Before saving a journal, any record may be selected for copying to the next journal by clicking on it.

10.05 Journals
04 Journal numbers

Up one
level

When a journal is saved, but not before, the system allocates a journal number to it. Journal numbers are consecutive, starting at 1.

To display the next available journal number, click on the Description control in the [screen header](#) (where the caption reads: **Click here for current journal number**). The display resets after ten seconds.

When using Karavan Accounts on a stand-alone machine, the user may be certain that the next available journal number is indeed the number that will be allocated to the current journal.

In a multi-user environment, no such certainty exists. Another user may take the next available journal number by saving a journal first. The user may be almost certain of the journal number which will be allocated by checking the next available journal number immediately before saving a journal. If a user saves a journal and exits from the Entry Screen, however, the only way of being absolutely certain of the journal number used is to view the saved journal.

If the user does not exit from the Entry Screen, however, but saves the journal and opens a new one, the Description control displays the journal number with which the journal was saved. The display resets after ten seconds.

10 Entry Screen
06 The Entry Screen during allocation

Up one level

[Overview](#)
[Entering journals during allocation](#)
[Leaving the Entry Screen](#)

Overview

The Entry Screen is used in tandem with the Allocation Screen during the process of allocation. The way the two screens are used together is described in [Chapter 27 : Allocation](#).

The Entry Screen used during allocation differs from the normal Entry Screen in having a different toolbar, but in no other respect. Just as the Allocation Screen toolbar has a button which permits the user to pass direct to the Entry Screen, so the Entry Screen allocation toolbar has a button which permits the user to return direct to the Allocation Screen. During the process of allocation, the Entry Screen does not have to be separately opened or closed by the user.

Entering journals during allocation

The processes which occur on the Entry and Allocation Screens are quite separate. On the Entry Screen journals are entered in the normal way. On the Allocation Screen records are allocated. The link between the two screens makes it possible for entry and allocation to proceed contemporaneously, first entry, then allocation, then entry and so on. The link between the screens does not blend the entry and allocation processes together.


On completion of a journal, it is saved by pressing either the

 **Save and open blank New Journal**

or the

 **Save and open filled New Journal**

toolbar button. The

 **Save and Close**

toolbar button is not available on the Entry Screen toolbar during allocation.

Leaving the Entry Screen

To exit from the Entry Screen, use the

 **Allocation Screen**


toolbar button. Buttons on the Allocation Screen toolbar permit the user to exit to the Switchboard or to return to the Search Engine.


Description Combo

Holds the entries saved in the Descriptions Library.

Inserts a saved description into the Description field or displays text typed into the Description field from the keyboard.

New descriptions are added to the Descriptions Library via:

 the Descriptions Library button on the Switchboard, or

 the *DES button on the Entry and Edit Journal Screen toolbars.

Account Code Combo

Holds the entries saved in the Accounts Library.

Inserts a saved Account Code into the Account Code field or displays a code typed into the Account Code field from the keyboard.

New accounts are added to the Accounts Library via:

T the Accounts Library button on the Switchboard, or

T the *ACC button on the Entry and Edit Journal Screen toolbars.

Note: The Account Caption Combo, which holds the same data in caption order, may equally be used to enter the Account Code field.

Account Caption Combo

Holds the entries saved in the Accounts Library.

Inserts a saved Account Code into the Account Code field or displays the Account Caption corresponding to the code typed into the Account Code field from the keyboard.

New accounts are added to the Accounts Library via:

T the Accounts Library button on the Switchboard, or

T the *ACC button on the Entry and Edit Journal Screen toolbars.

Note: The Account Code Combo, which holds the same data in code order, may equally be used to enter the Account Code field.

Debit Hash-total Display

Shows the total of all Debit Amounts entered, regardless of currency.

Note: The total for each currency may be displayed in the Debit Currency Total Display box.

Credit Hash-total Display

Shows the total of all Credit Amounts entered, regardless of currency.

Note: The total for each currency may be displayed in the Credit Currency Total Display box.

Analysis Code Combo

Holds the entries saved in the Analysis Codes Library.

Inserts a saved Analysis Code into the Analysis Code field or displays a code typed into the Analysis Code field from the keyboard.

New analysis codes are added to the Analysis Codes Library via:

T the Analysis Codes Library button on the Switchboard, or

T the *ANL button on the Entry and Edit Journal Screen toolbars.

Currency Code Combo

Holds the entries saved in the Currencies Library.

Inserts a saved Currency Code into the Currency Code field or displays a code typed into the Currency Code field from the keyboard.

New currency codes are added to the Currencies Library via:

T the Currencies Library button on the Switchboard, or

T the *CUR button on the Entry and Edit Journal Screen toolbars.

Currency Total Combo

Holds the entries saved in the Currencies Library.

Activates the Debit and Credit Currency Total Display boxes.

The Currency Total Display boxes show the totals of Debit and Credit Amounts entered in the currency selected with the Currency Total Combo.

Debit Currency Total Display

Shows the total of Debit Amounts entered in the currency selected with the Currency Total Combo.

Credit Currency Total Display

Shows the total of Credit Amounts entered in the currency selected with the Currency Total Combo.

Journal Number Field

Entry Entered by system when journal is saved.

Required Not applicable as entered by system.

Format Consecutive numbers starting at 1.

System requirement None.

Display Journal numbers are allocated only when a completed journal is saved. To display the next available journal number, click on the Description label in the Entry Screen header, where the caption reads [Click here for current journal number](#).

Record Number Field

Entry Entered by system when journal is saved.

Required Not applicable as entered by system.

Format Consecutive numbers starting at 1.

System requirement None.

Display Not displayed on Entry Screen.

Entry Date Field

Entry Keyboard.

Required Yes.

Format Two digits for each of day, month and year in the order specified in Regional Settings in the Windows Control Panel.

System requirement Normally none, that is any date may be entered. When Date Validation is in force, the date must fall within a stipulated period. Consult [10.03.09 Date validation](#).

Display Displayed in each record.

Document Reference Field

Entry Keyboard.

Required Yes.

Format 20 alpha-numerical characters.

System requirement None.

Display Displayed in each record.

Due Date Field

Entry Keyboard.

Required Normally, no. When Date Validation is in force, yes. Consult [10.03.09 Date validation](#).

Format Two digits for each of day, month and year in the order specified in Regional Settings in the Windows Control Panel.

System requirement Normally none, that is any date may be entered. When Date Validation is in force, the date must fall within a stipulated period. Consult [10.03.09 Date validation](#).

Display Displayed in each record.

Account Code Field

Entry Entered from Account Code Combo, Account Caption Combo or from keyboard. **Note** The system code **X-C**, referring to **Cross-Currency Account**, may be entered from a combo only.

Required Yes.

Format Minimum 3, maximum 12 numerical characters.

System requirement Only Account Codes listed in the Accounts Library may be entered.

Display Displayed in each record.

Account Caption Field

Entry Selected and entered by system.

Required Not applicable as entered by system.

Format 49 alpha-numerical characters.

System requirement None.

Display Displayed for current record only by Account Caption Combo.

Analysis Code Field

Entry Entered from Analysis Code Combo or from keyboard.

Required No. If this field is not entered, however, the system fills the field with system code 0 standing for **No Analysis**.

Format 8 alpha-numerical characters.

System requirement Only Analysis Codes listed in the Analysis Codes Library may be entered.

Display Displayed in each record.

Currency Code Field

Entry Entered from Currency Code Combo or from keyboard.

Required Yes.

Format 3 alphabetical characters.

System requirement Only Currency Codes listed in the Currencies Library may be entered.

Display Displayed in each record.

Description Field

Entry Entered from Description Combo or from keyboard.

Required No.

Format 100 alpha-numerical characters.

System requirement None.

Display Displayed in each record.

Debit Amount Field

Entry Keyboard.

Required Of the two fields, Debit Amount and Credit Amount, one must be entered and the other left blank (i.e. with value zero).

Format Number with two decimal places.

System requirement Positive value not exceeding 999,999,999.99.

Display Displayed in each record.

Credit Amount Field

Entry Keyboard.

Required Of the two fields, Debit Amount and Credit Amount, one must be entered and the other left blank (i.e. with value zero).

Format Number with two decimal places.

System requirement Positive value not exceeding 999,999,999.99.

Display Displayed in each record.

Transaction Rate Field

Entry Entered from keyboard or calculated by system when Base-currency Debit Amount or Credit Amount is entered.

Required No.

Format Number with six decimal places.

System requirement Value must be positive.

Display Displayed in each record when transaction rates fields are opened by clicking on the [Open/Close Transaction Rates](#) toolbar button.

Base-currency Debit Amount Field

Entry Entered from keyboard or calculated by system when Transaction Rate is entered.

Required No.

Format Number with two decimal places.

System requirement Positive value not exceeding 999,999,999,999.99.

Display When transaction rates fields are opened by clicking on the **Open/Close Transaction Rates** toolbar button, displayed by Header for current record only

Base-currency Credit Amount Field

Entry Entered from keyboard or calculated by system when Transaction Rate is entered.

Required No.

Format Number with two decimal places.

System requirement Positive value not exceeding 999,999,999,999.99.

Display When transaction rates fields are opened by clicking on the **Open/Close Transaction Rates** toolbar button, displayed by Header for current record only

04 Currencies Screen Up one
Contents level

- 04.01 [Overview](#)
- 04.02 [Screen Layout](#)
- 04.03 [Data entry](#)
- 04.04 [Moving between records](#)

Related Topics

- 03.02 [Currencies Library button](#)
- 17 [Library Listings](#)
- 23 [User Access](#)
- 24 [Libraries and their use](#)

04 Currencies Screen Up one
01 Overview level

- 04.01.0 [Purpose of Screen](#)
- 1
- 04.01.0 [Saving Data](#)
- 2

04.01 Currencies Screen Overview Up one
01 Purpose of Screen level

The Currencies Screen is used to enter new currencies into the [Currencies Library](#), and to change or delete existing entries.

For Karavan Accounts to function, at least one currency must be entered in the Currencies Library.

The currency to be used as base-currency must be entered in the Currencies Library before it may be designated base-currency.

04.01 Currencies Screen Overview [Up one level](#)

02 Saving Data

While the Currencies Screen is open, new entries, changes and deletions are saved to a temporary table. When the screen is closed, the new data is either permanently saved or discarded, according to the method of exit chosen.

Clicking on the toolbar button

T Save and Close

permanently saves new entries, changes and deletions and exits from the Currencies Screen. If, instead, the

T Close without Saving

toolbar button is used, all new entries, changes and deletions are discarded.

In this Help chapter, references to **saving** are normally to **temporary** saving while the Currencies Screen is open.

04 Currencies Screen
02 Screen Layout

Up one
level

04.02.0 Menu Bar

1

04.02.0 Toolbar

2

04.02.0 Saved List

3

04.02.0 Record fields

4

04.02.0 Reference List

5

04.02 Currencies Screen Layout
01 Menu Bar

Up one
level

Menu has a single command. Depending on the position of the cursor, the command either undoes text or deletes the current record.

Help has two commands. These are explained in the chapter [How to use Karavan Help](#).

04.02 Currencies Screen Layout Up one 02 Toolbar level

The Currencies Screen toolbar has eight buttons.

First Record

Moves to the first record in the Currencies Library. This may or may not be the first record in the [Saved List](#), which is ordered by Currency Code. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

Last Record

Moves to the last record in the Currencies Library. This may or may not be the last record in the [Saved List](#), which is ordered by Currency Code.

New Record

Moves to a blank new record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

Delete Record

Deletes the current record.

Save and Close

[Permanently saves](#) new entries, changes and deletions and exits.

Close without Saving

Discards new entries, changes and deletions and exits.

04.02 Currencies Screen Layout Up one
03 Saved List level

The Saved List displays the records in the Currencies Library. The display is updated as new entries are made or existing records are edited or deleted. If the records exceed the number of lines which may be displayed, a vertical scroll bar appears.

Clicking on a line in the Saved List moves display to that record.

Temporary and permanent data

When the Currencies Screen is opened, the Saved List displays the records which have already been permanently stored in the Currencies Library. As new entries, changes and deletions are made, these are saved to a temporary table and the Saved List updated accordingly. New entries, changes and deletions are only **permanently** stored in the Currencies Library, however, if the Currencies Screen is closed by pressing the

I Save and Close
toolbar button. If, instead, the

I Close without Saving
toolbar button is used, all new entries, changes and deletions are discarded.

04.02 Currencies Screen Layout Up one
04 Record fields level

Records in the Currencies Library comprise two fields. On the Currencies Screen, the fields are placed between the upper Saved List and the lower Reference List. The fields are:

- T** [Currency Code](#)
- T** [Currency Caption](#)

The screen displays a single record at a time.

04.02 Currencies Screen Layout Up one
05 Reference List level

The Reference List provides a listing of major currencies with their standard codes and captions. Clicking on a line in the list automatically enters the currency into the Currencies Library. The new entry appears in the [Saved List](#).

The Reference List may not be edited.

04 Currencies Screen
03 Data entry

Up one
level

04.03.0 New Entries

1

04.03.0 Editing Records

2

04.03.0 Deleting Records

3

04.03 Data Entry
01 New Entries

Up one
level

New entries are made from the keyboard or, alternatively, by clicking on a currency appearing in the Reference List. This automatically enters that currency into the Currencies Library.

New entries entered from the keyboard are [saved](#) by moving to another record or to a blank new record. Closing the Currencies Screen also [saves](#) a new entry if it meets the system validation tests.

New entries which duplicate an existing record, in either field, generate an error message and may not be [saved](#) without amendment. The error message does not appear if the attempt to [save](#) the invalid new entry is made by closing the Currencies Screen. In this case the new entry is lost without warning.

New entries which have been [saved](#) successfully appear in the Saved List.

04.03 Data Entry
02 Editing Records

Up one
level

Records are changed from the keyboard. Changes are [saved](#) by moving to another record or to a blank new record. Closing the Currencies Screen also [saves](#) an edited record if it meets the system validation tests. If it does not, the changes are lost without warning.

Changes which have been [saved](#) successfully appear in the Saved List.

04.03 Data Entry
03 Deleting Records

Up one
level

New entries which have just been [saved](#) are deleted by using the command on the Menu or by keypress Ctrl + Z.

Other records are deleted by pressing the

 **Delete Record**
toolbar button.

The deleted records disappear from the Saved List.

04 Currencies Screen Up one
04 Moving between records level

There are two ways of moving between records.

Using toolbar buttons

The following toolbar buttons move to records.

T First Record

Moves to the first record in the Currencies Library. This may or may not be the first record in the [Saved List](#), which is ordered by Currency Code. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

▶ Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

▶ Last Record

Moves to the last record in the Currencies Library. This may or may not be the last record in the [Saved List](#), which is ordered by Currency Code.

Using the Saved List

Clicking on a line in the [Saved List](#) moves display to that record.

Currency Code Field

Entry Keyboard, or by clicking on a line in [Reference List](#).

Required Yes.

Format 3 alphabetical characters.

System requirement Must be unique. Duplicates of codes already entered in the Currencies Library are not accepted by the system.

Display Displayed for the current record only. All records, including the current record, are listed in the [Saved List](#) in Currency Code order.

Currency Caption Field

Entry Keyboard, or by clicking on a line in [Reference List](#).

Required Yes.

Format 49 alpha-numerical characters.

System requirement Must be unique. Duplicates of captions already entered in the Currencies Library are not accepted by the system.

Display Displayed for the current record only. All records, including the current record, are listed in the [Saved List](#) in Currency Code order.

24 Libraries and their use
Contents

Up one
level

- 24.01 [Overview of libraries](#)
- 24.02 [Design of Karavan Accounts](#)
- 24.03 [The effect of changes to libraries](#)

Related Topics

- 03.14 [Edit Data File button](#)
- 03.15 [Edit Data File dialog box](#)
- 03.17 [Library Listing button](#)
- 03.31 [Copy Libraries menu commands](#)
- 03.32 [Copy Libraries dialog box](#)
- 04 [Currencies Screen](#)
- 05 [Accounts Screen](#)
- 06 [Analysis Codes Screen](#)
- 07 [Descriptions Screen](#)
- 08 [Headers Screen](#)
- 09 [Footers Screen](#)
- 17 [Library Listings](#)
- 26 [Editing data files](#)

24 Libraries and their use
01 Overview of libraries

Up one
level

Karavan Accounts makes use of six libraries. Four of these are used in data entry and retrieval:

- [T Currencies](#)
- [T Accounts](#)
- [T Analysis Codes](#)
- [T Descriptions](#)

and two are used to personalise [General Purpose Reports](#):

- [T Headers](#)
- [T Footers](#).

The libraries are, in effect, reference tables. The values stored in the Currencies and Accounts Libraries are necessary to the system which cannot operate without currency and account codes. The use of the other four libraries is optional but greatly enhances operations.

Location of the Libraries

Karavan Accounts consists of three elements: the application itself and the data files and transaction rate files with which it works.

Each data file constitutes a separate book of account and different files are typically used for different corporations and different financial years. Although only one data file may be linked to the application at any one time, there is no limit to the number of data files with which the application may work.

Libraries reside in data files, not in the application. Currencies, accounts, analysis codes and so on may thus be tailored to the specific requirements of each book of account. However, a facility exists for [copying](#) libraries from one data file to another.

24 Libraries and their use
02 Design of Karavan Accounts

Up one
level

Although Karavan Accounts is a relational database, in part it is designed as though it were not. In particular, the four libraries ([Currencies](#), [Accounts](#), [Analysis Codes](#) and [Descriptions](#)) which are used to enter new accounting records are not related to those records once they have been entered. In other words, a change to one of these libraries affects ability to enter new accounting records and may affect ability to retrieve or use accounting records already entered, but it has no actual effect on the state of the existing accounting records.

The result of the partially non-relational design is that the data stored in the libraries may be freely edited and deleted.

The effect of making changes to libraries is discussed in depth in the following section.

24 Libraries and their use
03 The effect of changes to libraries

Up one
level

24.03.0 [Overview of changes](#)

1

24.03.0 [Changes to Currencies](#)

2

24.03.0 [Changes to Accounts](#)

3

24.03.0 [Changes to Analysis Codes](#)

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24.03.0 [Changes to Descriptions](#)

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24.03.0 [Changes to Headers and Footers](#)

6

24.03 The effect of changes to libraries
01 Overview of changes

Up one
level

New codes and captions may be entered into, edited and deleted from libraries at any time without restriction.

In general, the effect of making a new entry is to make the new item available to the system.

In general, the effect on **data entry** of editing or deleting an item is that it becomes no longer possible to use that item, that is new entries may not be made using the item as before.

In all cases, the effect of editing or deleting an item on **stored accounting records** is nil. Codes and captions deleted from libraries, or altered, nevertheless remain unchanged in the accounting records. Consequently, the general effect of changes or deletions on **data retrieval** is only to reduce the system facilities available for finding and selecting in the accounting records the item which has been changed or deleted in the library. Depending on the library, the degree of impairment in facilities ranges from minimal (in the case of descriptions, for example) to nearly absolute (currencies).

The effect on **allocation** of editing or deleting a currency is considerable and is discussed in [Changes to Currencies](#). The effect on allocation of editing or deleting other library items is slight or nil.

The effect on **trial balances** of deleting or editing a library item, other than an account, is slight or nil. The effect on a **translated** trial balance of deleting an account is considerable, as is the effect on all trial balances of editing account captions. These points are discussed in [Changes to Accounts](#).

For account codes and captions and analysis codes, special facilities are available for [editing data files](#). Changes to libraries and to accounting records may thus be harmonised at user's option.

Specifics for each library are given in the following sections.

24.03 The effect of changes to libraries
02 Changes to Currencies

Up one
level

New entries

The effect of entering a new currency in the Currencies Library is to make it possible to post amounts in that currency to any account.

Deletions Dat Makes it impossible to post amounts in the
a entry deleted currency.

Data retrieval As the [Equals operator](#) alone is available for
finding currencies, deletion makes it virtually
impossible to find and select amounts posted in
the deleted currency.

Allocation As the [Equals operator](#) alone is available for
finding currencies, deletion makes it impossible
to allocate amounts posted in the deleted
currency.

Trial balances Deletions have no effect.

Editing Currency Codes

The effect of changing a Currency Code is the same as deleting an old currency and entering a new one.

Editing Currency Captions

Changing a Currency Caption has virtually no effect.

Introduction

If the design of Karavan Accounts were fully relational, Account Codes would be stored in accounting records but not Account Captions. If an Account Caption were needed, it would be retrieved by relating the code to the caption stored in the Accounts Library. Account Captions would thus be stored once only, in the Accounts Library, instead of being stored countless times over in accounting records. This is, in fact, the system used for the captions relating to Currency Codes and to Analysis Codes, because these captions are of very limited practical importance and appear on few screens and reports.

Account Captions are used so universally, by contrast, on virtually every screen and in every report, that a significant gain in retrieval speed is obtained by storing the captions in the accounting records alongside the Account Code. The gain in speed, albeit at the expense of slightly larger data files, is the primary motive for this non-relational aspect of Karavan Account's design.

Secondary effects are not insignificant, however. While it would be exceptional to use as many as twenty different currencies, for example, charts or plans of account can become very large, often listing hundreds of accounts. The more accounts there are, the less easy the plan of accounts is to use, and as time goes on, new accounts are continually added while old accounts tend to fall into disuse. This clogs the system generally. Combo boxes listing all accounts, in particular, become clogged with entries which are seldom used.

The design of Karavan Accounts makes it possible both to delete old accounts and to edit them, using the same codes over and over again for new and different purposes. This is explained in more detail below.

New entries

The effect of entering a new account in the Accounts Library is to make it possible to post amounts to that account in any currency listed in the Currencies Library.

Deletions Makes it impossible to post amounts to the a entry deleted account.

Data retrieval As both [Equals and Like operators](#) are available for finding Account Codes, ability to find and select items already posted to the deleted account is only somewhat reduced. Difficulties are greater if the deleted account is sought in combination with other accounts.

Allocation The loss of the [Equals operator](#) caused by deletion has virtually no effect on allocation.

Trial balances Deletions have no effect on a Multi-Currency Trial Balance. For translated trial balances, the default method of translation for each account is determined by the value shown in the Translation field in the Accounts Library. Deleting the account from the library means that this information is not available, with the result that the default method of translation (at closing rate) is applied. Consult [Chapter 25 : Translations in Karavan Accounts](#) generally, and [25.02.01 Setting the default translation method for each account](#) in particular.

Editing Account Codes alone

The effect of changing an Account Code, but not the Caption, is the same as deleting an old account and entering a new one.

Editing Account Captions alone Data entry

Data retrieval As data retrieval uses the Account Code and not the Caption, the change in itself has no effect. Searching for the Account Code will find records with both old and new captions without making any distinction between them.

Allocation As allocation likewise uses the Account Code and not the Caption, the change in itself has no effect. Items may be allocated against each other if entered on an account with the same Account Code, even if the items to be allocated are registered under different Account Captions.

Trial balances **Trial balances treat each combination of Code and Caption as a separate account.** Totals, naturally, may be obtained. **Note** that translated trial balances eliminate allocated items whereas a Multi-Currency Trial Balance does not. Items registered under different Account Captions which have been allocated will give rise to differences in the gross (but not the net) figures shown by the Multi-Currency Trial Balance and the translated trial balances.

Editing both Account Codes and Captions

The effect of changing Account Code and Caption together is the same as deleting an old account and entering a new one.

Using multiple Account Captions

Suppose we wish to record sales for each month on a different account. Nothing prevents us, but by doing so we add twelve accounts and twelve lines to account combos. If, instead, we use one Account Code and change the Caption each month, we add one line to our combos instead of twelve.

As far as trial balances are concerned, the effect is the same. We are given twelve balances in both cases.

As far as selecting data is concerned, the effect is slightly different. If we have twelve accounts, we can select each one individually in the Search Engine. If we have only one account, the Search Engine will not permit us to distinguish between the different Account Captions. On the the View Screen, however, we can use the filter facility to select whichever Account Caption we choose so the net effect is much the same.

Clearly, a technique such as this should only be used when economy in the number of accounts is a paramount consideration.

24.03 The effect of changes to libraries
04 Changes to Analysis Codes

Up one
level

New entries

The effect of entering a new analysis code in the Analysis Codes Library is to make it possible to post amounts with that analysis code.

Deletions Makes it impossible to post amounts with the a entry deleted analysis code.

Data retrieval As both [Equals and Like operators](#) are available for finding Analysis Codes, ability to find and select the deleted code is hardly affected.

Allocation The loss of the [Equals operator](#) caused by deletion has virtually no effect on allocation.

Trial balances Trial balances sorted by Analysis Code will show Analysis Codes present in accounting records even if they have been deleted from the Analysis Codes Library. The caption corresponding to the Analysis Code will be lost, however.

Editing Analysis Codes

The effect of changing an Analysis Code is the same as deleting an old code and entering a new one.

Editing Analysis Captions

Changing an Analysis Caption has no practical effect.

24.03 The effect of changes to libraries
05 Changes to Descriptions

Up one
level

New entries

The effect of entering a new description in the Descriptions Library is to make the description available from the Descriptions Combo during data entry.

Deletions Makes it impossible to enter the description
a entry from the Descriptions Combo. Any description
may always be entered from the keyboard,
however.

Data retrieval As both [Equals and Like operators](#) are available
for finding descriptions, ability to find and select
the deleted description is hardly affected.

Allocation The loss of the [Equals operator](#) caused by
deletion has virtually no effect on allocation.

Trial balances Not applicable.

Editing Descriptions

The effect of changing a Description is the same as deleting an old description and entering a new one.

24.03 The effect of changes to libraries
06 Changes to Headers and Footers

Up one
level

Headers and Footers play no role in data entry and retrieval. They are used exclusively to personalise [General Purpose Reports](#).

Once a Header has been deleted from the Headers Library it may no longer be used with the General Purpose Report. Footers, by contrast, may always be entered from the keyboard.

Currencies Library

Karavan Accounts is a multi-currency accounting system. There is no maximum limit to the number of currencies used, but the system cannot operate unless at least one currency is listed in the Currencies Library.

Accounting entries may be made in any currency which is listed in the Currencies Library at the moment of entry, and may not be made in any other currency.

Accounts Library

There is no maximum limit to the number of accounts which may be used with Karavan Accounts. Account codes and captions are stored in the Accounts Library.

Accounting entries may be posted to any account which is listed in the Accounts Library at the moment of entry, and may not be posted to any other account.

The library includes a special control account with code **X-C** and caption **Cross-Currency A/c**. The account is always present in the Accounts Library and may not be deleted. Its purpose and use is explained in [10.04 Multi-currency entries](#).

Analysis Codes Library

The use of Analysis Codes is optional. Whenever accounting entries are made without an Analysis Code, however, the system enters the system code **0** (zero) standing for **No Analysis** in the appropriate field.

For Analysis Codes to be available for use, they must first be entered in the Analysis Codes Library. Accounting entries may be coded with any Analysis Code listed in the library at the moment of entry.

Descriptions Library

The Descriptions Library stores standard texts available for entry into the Descriptions Field of accounting records.

Use of the library is optional as descriptions may always be entered manually from the keyboard. However, the use of combos listing standard descriptions stored in the Descriptions Library greatly facilitates accuracy of data entry. This, in turn, facilitates data retrieval.

Headers Library

The Headers Library stores standard headers available for use with [General Purpose Reports](#).

Headers consist of up to six lines of text, each line a maximum of 60 characters in length. Headers are typically used for a name and address and appear at the top of a General Purpose Report.

The use of headers and the Headers Library is optional. Unlike footers, however, headers may not be entered into a General Purpose Report from the keyboard. Only those headers stored in the Headers Library may be used.

Footers Library

The Footers Library stores standard footers available for use with [General Purpose Reports](#).

Footers consist of one paragraph of text containing up to 255 characters. Footers appear at the end of a General Purpose Report and are typically used to add a demand or request, for example as to payment.

The use of footers and the Footers Library is optional. Unlike headers, which cannot be used unless first entered in the Headers Library, footers may be manually entered into a General Purpose Report from the keyboard.

Equals and Like Operators

The use of operators in finding and retrieving data is discussed in [12.04.02 Operators](#). Generally, however, the Equals operator is used to select a specific item (such as the account having Account Code 12300001) whereas the Like operator is used to select all items matching a pattern (such as all accounts with Account Codes commencing 123). The Like operator can nevertheless be used to find a single item (because, for example, only one Account Code is like 12300001).

Deleting an item from a library renders the Equals operator inoperative, but has no effect on the Like operator. As the Equals operator alone is available for finding currencies, to take a specific case, when a currency is deleted from the Currencies Library it makes it virtually impossible to find items already posted in that currency. Account Codes, on the other hand, may be found using the Like operator, so loss of the Equals operator does not have much effect.

05 Accounts Screen Up one
Contents level

05.01 Overview
05.02 Screen Layout
05.03 Data entry
05.04 Moving between records

Related Topics
03.03 Accounts Library button
17 Library Listings
23 User Access
24 Libraries and their use

05 Accounts Screen Up one
01 Overview level

05.01.0 Purpose of Screen
1
05.01.0 Saving Data
2

05.01 Accounts Screen Overview Up one
01 Purpose of Screen level

The Accounts Screen is used to enter new accounts into the [Accounts Library](#), and to change or delete existing entries.

Note The system account with code **X-C** and caption **Cross-Currency A/c** is stored in the Accounts Library and not be edited or deleted. Its purpose and use is explained in [10.04 Multi-currency entries](#).

05.01 Accounts Screen Overview [Up one level](#)
02 Saving Data

While the Accounts Screen is open, new entries, changes and deletions are saved to a temporary table. When the screen is closed, the new data is either permanently saved or discarded, according to the method of exit chosen.

Clicking on the toolbar button

T Save and Close

permanently saves new entries, changes and deletions and exits from the Accounts Screen. If, instead, the

T Close without Saving

toolbar button is used, all new entries, changes and deletions are discarded.

In this Help chapter, references to **saving** are normally to **temporary** saving while the Accounts Screen is open.

05 Accounts Screen Up one
02 Screen Layout level

05.02.0 Menu Bar

1

05.02.0 Toolbar

2

05.02.0 Saved List by Code

3

05.02.0 Record fields

4

05.02.0 Saved List by Caption

5

05.02 Accounts Screen Layout Up one
01 Menu Bar level

Menu has a single command. Depending on the position of the cursor, the command either undoes text or deletes the current record.

Help has two commands. These are explained in the chapter [How to use Karavan Help](#).

05.02 Accounts Screen Layout Up one
02 Toolbar level

The Accounts Screen toolbar has eight buttons.

T First Record

Moves to the first record in the Accounts Library. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Last Record

Moves to the last record in the Accounts Library.

T New Record

Moves to a blank new record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Delete Record

Deletes the current record.

T Save and Close

[Permanently saves](#) new entries, changes and deletions and exits.

T Close without Saving

Discards new entries, changes and deletions and exits.

05.02 Accounts Screen Layout Up one
03 Saved List by Code level

The Saved List by Code displays the records in the Accounts Library in Account Code order. The display is updated as new entries are made or existing records are edited or deleted. If the records exceed the number of lines which may be displayed, a vertical scroll bar appears.

Clicking on a line in the list moves display to that record.

Temporary and permanent data

When the Accounts Screen is opened, the two Saved Lists display the records which have already been permanently stored in the Accounts Library. As new entries, changes and deletions are made, these are saved to a temporary table and the Saved Lists updated accordingly. New entries, changes and deletions are only **permanently** stored in the Accounts Library, however, if the Accounts Screen is closed by pressing the

T Save and Close
toolbar button. If, instead, the

T Close without Saving
toolbar button is used, all new entries, changes and deletions are discarded.

05.02 Accounts Screen Layout Up one
04 Record fields level

Records in the Accounts Library comprise six fields. On the Accounts Screen, the fields are placed between the upper Saved List by Code and the lower Saved List by Caption. The fields are:

- [T Account Code](#)
- [T Account Caption](#)
- [T Translation](#)
- [T Group Level 1](#)
- [T Group Level 2](#)
- [T Group Level 3.](#)

The screen displays a single record at a time.

05.02 Accounts Screen Layout Up one
05 Saved List by Caption level

The Saved List by Caption displays the records in the Accounts Library in Account Caption order. The display is updated as new entries are made or existing records are edited or deleted. If the records exceed the number of lines which may be displayed, a vertical scroll bar appears.

Clicking on a line in the list moves display to that record.

Temporary and permanent data

When the Accounts Screen is opened, the two Saved Lists display the records which have already been permanently stored in the Accounts Library. As new entries, changes and deletions are made, these are saved to a temporary table and the Saved Lists updated accordingly. New entries, changes and deletions are only **permanently** stored in the Accounts Library, however, if the Accounts Screen is closed by pressing the

T Save and Close
toolbar button. If, instead, the

T Close without Saving
toolbar button is used, all new entries, changes and deletions are discarded.

05 Accounts Screen Up one
03 Data entry level

05.03.0 New Entries

1

05.03.0 Group Level Fields

2

05.03.0 Editing Records

3

05.03.0 Deleting Records

4

05.03 Data Entry Up one
01 New Entries level

New entries are made from the keyboard and are [saved](#) by moving to another record or to a blank new record. Closing the Accounts Screen also [saves](#) a new entry if it meets the system validation tests.

New entries which duplicate an existing record, in either the Account Code or Account Caption field, generate an error message and may not be [saved](#) without amendment. The error message does not appear if the attempt to [save](#) the invalid new entry is made by closing the Accounts Screen. In this case the new entry is lost without warning.

New entries which have been [saved](#) successfully appear in the two Saved Lists.

05.03 Data Entry
02 Group Level Fields

Up one
level

The accounts appearing in trial balances may be grouped by the first digit of their Account Code (Group Level 1), by the first two digits (Group Level 2) or by the first three digits (Group Level 3). A caption may be registered for each level in the Accounts Library.

Group Level captions are shared by more than one account. For example, if a Group Level 1 caption is entered for an account with code 789001, that caption is shared by all accounts with codes commencing with 7. There are thus ten captions available at Group Level 1, one hundred captions available at Group Level 2, and one thousand captions at Group Level 3.

Captions do not have to be entered for each account. To continue with the above example, once captions have been entered for account 789001, all new accounts commencing with 7 will automatically display and share the Group Level 1 caption already entered for account 789001. Similarly, all new accounts commencing with 78 will display and share the Group Level 2 caption, and all new accounts commencing with 789 will display and share the Group Level 3 caption.

Note 1 Account Codes consist of a minimum of three, and a maximum of twelve, numerical characters.

Note 2 Captions may not be set for the system account, code X-C and caption Cross-Currency A/c.

Note 3 Captions are not deleted when an account is deleted. In the above example, even if all accounts commencing with 7, 78 and 789 are deleted, and then subsequently a new account commencing 789 is created, all three captions will automatically reappear.

05.03 Data Entry
03 Editing Records

[Up one
level](#)

Records are changed from the keyboard. Changes are [saved](#) by moving to another record or to a blank new record. Closing the Accounts Screen also [saves](#) an edited record if it meets the system validation tests. If it does not, the changes are lost without warning.

Changes which have been [saved](#) successfully appear in the two Saved Lists.

Note The system account with code **X-C** and caption **Cross-Currency A/c** may not be edited. Its purpose and use is explained in [10.04 Multi-currency entries](#).

05.03 Data Entry
04 Deleting Records

Up one
level

New entries which have just been [saved](#) are deleted by using the command on the Menu or by keypress Ctrl + Z.

Other records are deleted by pressing the

 **Delete Record**
toolbar button.

The deleted records disappear from the two Saved Lists.

Note 1 The system account with code **X-C** and caption **Cross-Currency A/c** may not be deleted. Its purpose and use is explained in [10.04 Multi-currency entries](#).

Note 2 The effect of deletions on Group Level captions is explained in [05.03.02 Group Level Fields](#).

05 Accounts Screen Up one
04 Moving between records level

There are two ways of moving between records.

Using toolbar buttons

The following toolbar buttons move to records.

T First Record

Moves to the first record in the Accounts Library. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Last Record

Moves to the last record in the Accounts Library.

Using the Saved Lists

Clicking on a line in either of the Saved Lists moves display to the selected record.

Account Code Field

Entry Keyboard.

Required Yes.

Format Minimum 3, maximum 12 numerical characters.

System requirement Must be unique. Duplicates of codes already entered in the Accounts Library are not accepted by the system.

Display Displayed for the current record only. All records, including the current record, are listed in the two Saved Lists.

Account Caption Field

Entry Keyboard.

Required Yes.

Format 49 alpha-numerical characters.

System requirement Must be unique. Duplicates of captions already entered in the Accounts Library are not accepted by the system.

Display Displayed for the current record only. All records, including the current record, are listed in the two Saved Lists.

Translation Field

Entry Keyboard.

Required No.

Format One character.

System requirement If a value is entered, it must be **A** standing for **Average Rates** or **C** standing for **Closing Rates**. The field may be left blank, in which case the system interprets the null value as **C**.

Once a value has been entered, however, the option of clearing the field to blank is lost.

Display Displayed for the current record only. All records, including the current record, are listed in the two Saved Lists.

Use The value entered determines the default translation method to be used for each account. Consult [Chapter 25 : Translations in Karavan Accounts](#).

Group Level Fields

Entry Keyboard.

Required No.

Format 49 characters.

System requirement None.

Display Displayed for the current record only.

Use Consult [05.03.02 Group Level Fields](#).

06 Analysis Codes Screen Up one
Contents level

- 06.01 [Overview](#)
- 06.02 [Screen Layout](#)
- 06.03 [Data entry](#)
- 06.04 [Moving between records](#)

Related Topics

- 03.04 [Analysis Codes Library button](#)
- 17 [Library Listings](#)
- 23 [User Access](#)
- 24 [Libraries and their use](#)

06 Analysis Codes Screen Up one
01 Overview level

- 06.01.0 [Purpose of Screen](#)
- 1
- 06.01.0 [Saving Data](#)
- 2

06.01 Analysis Codes Screen Up one
Overview level
01 Purpose of Screen

The Analysis Codes Screen is used to enter new analysis codes into the [Analysis Codes Library](#), and to change or delete existing entries.

Note The system analysis code 0 (zero) with caption **No Analysis** is stored in the Analysis Codes Library and may not be edited or deleted. The system enters the code in the Analysis Code Field whenever the field is left blank by the user.

06.01 Analysis Codes Screen Up one
Overview
02 Saving Data level

While the Analysis Codes Screen is open, new entries, changes and deletions are saved to a temporary table. When the screen is closed, the new data is either permanently saved or discarded, according to the method of exit chosen.

Clicking on the toolbar button

T Save and Close

permanently saves new entries, changes and deletions and exits from the Analysis Codes Screen. If, instead, the

T Close without Saving

toolbar button is used, all new entries, changes and deletions are discarded.

In this Help chapter, references to **saving** are normally to **temporary** saving while the Analysis Codes Screen is open.

06 Analysis Codes Screen Up one
02 Screen Layout level

06.02.0 Menu Bar

1

06.02.0 Toolbar

2

06.02.0 Saved List by Code

3

06.02.0 Record fields

4

06.02.0 Saved List by Caption

5

06.02 Analysis Codes Screen Up one
Layout level
01 Menu Bar level

Menu has a single command. Depending on the position of the cursor, the command either undoes text or deletes the current record.

Help has two commands. These are explained in the chapter [How to use Karavan Help](#).

06.02 Analysis Codes Screen Up one
Layout
02 Toolbar level

The Analysis Codes Screen toolbar has eight buttons.

T First Record

Moves to the first record in the Analysis Codes Library. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Last Record

Moves to the last record in the Analysis Codes Library.

T New Record

Moves to a blank new record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Delete Record

Deletes the current record.

T Save and Close

[Permanently saves](#) new entries, changes and deletions and exits.

T Close without Saving

Discards new entries, changes and deletions and exits.

06.02 Analysis Codes Screen Up one
Layout
03 Saved List by Code level

The Saved List by Code displays the records in the Analysis Codes Library in Analysis Code order. The display is updated as new entries are made or existing records are edited or deleted. If the records exceed the number of lines which may be displayed, a vertical scroll bar appears.

Clicking on a line in the list moves display to that record.

Temporary and permanent data

When the Analysis Codes Screen is opened, the two Saved Lists display the records which have already been permanently stored in the Analysis Codes Library. As new entries, changes and deletions are made, these are saved to a temporary table and the Saved Lists updated accordingly. New entries, changes and deletions are only **permanently** stored in the Analysis Codes Library, however, if the Analysis Codes Screen is closed by pressing the

T Save and Close
toolbar button. If, instead, the

T Close without Saving
toolbar button is used, all new entries, changes and deletions are discarded.

06.02 Analysis Codes Screen Up one
Layout
04 Record fields level

Records in the Analysis Codes Library comprise two fields. On the Analysis Codes Screen, the fields are placed between the upper Saved List by Code and the lower Saved List by Caption. The fields are:

- T** [Analysis Code](#)
- T** [Analysis Caption](#)

The screen displays a single record at a time.

06.02 Analysis Codes Screen Up one
Layout
05 Saved List by Caption level

The Saved List by Caption displays the records in the Analysis Codes Library in Analysis Caption order. The display is updated as new entries are made or existing records are edited or deleted. If the records exceed the number of lines which may be displayed, a vertical scroll bar appears.

Clicking on a line in the list moves display to that record.

Temporary and permanent data

When the Analysis Codes Screen is opened, the two Saved Lists display the records which have already been permanently stored in the Analysis Codes Library. As new entries, changes and deletions are made, these are saved to a temporary table and the Saved Lists updated accordingly. New entries, changes and deletions are only **permanently** stored in the Analysis Codes Library, however, if the Analysis Codes Screen is closed by pressing the

T Save and Close
toolbar button. If, instead, the

T Close without Saving
toolbar button is used, all new entries, changes and deletions are discarded.

06 Analysis Codes Screen
03 Data entry

Up one
level

06.03.0 New Entries

1

06.03.0 Editing Records

2

06.03.0 Deleting Records

3

06.03 Data Entry
01 New Entries

Up one
level

New entries are made from the keyboard and are [saved](#) by moving to another record or to a blank new record. Closing the Analysis Codes Screen also [saves](#) a new entry if it meets the system validation tests.

New entries which duplicate an existing record, in either the Analysis Code or Analysis Caption field, generate an error message and may not be [saved](#) without amendment. The error message does not appear if the attempt to [save](#) the invalid new entry is made by closing the Analysis Codes Screen. In this case the new entry is lost without warning.

New entries which have been [saved](#) successfully appear in the two Saved Lists.

06.03 Data Entry
02 Editing Records

Up one
level

Records are changed from the keyboard. Changes are [saved](#) by moving to another record or to a blank new record. Closing the Analysis Codes Screen also [saves](#) an edited record if it meets the system validation tests. If it does not, the changes are lost without warning.

Changes which have been [saved](#) successfully appear in the two Saved Lists.

Note The system analysis code **0** (zero) with caption **No Analysis** may not be edited. The system enters the code in the Analysis Code Field whenever the field is left blank by the user.

06.03 Data Entry
03 Deleting Records

Up one
level

New entries which have just been [saved](#) are deleted by using the command on the Menu or by keypress Ctrl + Z.

Other records are deleted by pressing the

 **Delete Record**
toolbar button.

The deleted records disappear from the two Saved Lists.

Note The system analysis code **0** (zero) with caption **No Analysis** may not be deleted. The system enters the code in the Analysis Code Field whenever the field is left blank by the user.

06 Analysis Codes Screen Up one
04 Moving between records level

There are two ways of moving between records.

Using toolbar buttons

The following toolbar buttons move to records.

T First Record

Moves to the first record in the Analysis Codes Library. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Last Record

Moves to the last record in the Analysis Codes Library.

Using the Saved Lists

Clicking on a line in either of the Saved Lists moves display to the selected record.

Analysis Code Field

Entry Keyboard.

Required Yes.

Format 8 alpha-numerical characters.

System requirement Must be unique. Duplicates of codes already entered in the Analysis Codes Library are not accepted by the system.

Display Displayed for the current record only. All records, including the current record, are listed in the two Saved Lists.

Analysis Caption Field

Entry Keyboard.

Required Yes.

Format 49 alpha-numerical characters.

System requirement Must be unique. Duplicates of captions already entered in the Analysis Codes Library are not accepted by the system.

Display Displayed for the current record only. All records, including the current record, are listed in the two Saved Lists.

07 Descriptions Screen Up one
Contents level

- 07.01 [Overview](#)
- 07.02 [Screen Layout](#)
- 07.03 [Data entry](#)
- 07.04 [Moving between records](#)

Related Topics

- 03.05 [Descriptions Library button](#)
- 17 [Library Listings](#)
- 23 [User Access](#)
- 24 [Libraries and their use](#)

07 Descriptions Screen Up one
01 Overview level

- 07.01.0 [Purpose of Screen](#)
- 1
- 07.01.0 [Saving Data](#)
- 2

07.01 Descriptions Screen Up one
Overview level
01 Purpose of Screen

The Descriptions Screen is used to enter new descriptions into the [Descriptions Library](#), and to change or delete existing entries.

07.01 Descriptions Screen Up one
Overview
02 Saving Data level

While the Descriptions Screen is open, new entries, changes and deletions are saved to a temporary table. When the screen is closed, the new data is either permanently saved or discarded, according to the method of exit chosen.

Clicking on the toolbar button

T Save and Close

permanently saves new entries, changes and deletions and exits from the Descriptions Screen. If, instead, the

T Close without Saving

toolbar button is used, all new entries, changes and deletions are discarded.

In this Help chapter, references to **saving** are normally to **temporary** saving while the Descriptions Screen is open.

07 Descriptions Screen
02 Screen Layout

[Up one level](#)

07.02.0 [Menu Bar](#)

1

07.02.0 [Toolbar](#)

2

07.02.0 [Saved List](#)

3

07.02.0 [Record field](#)

4

07.02 Descriptions Screen Layout [Up one level](#)

01 Menu Bar

[level](#)

Menu has a single command. Depending on the position of the cursor, the command either undoes text or deletes the current record.

Help has two commands. These are explained in the chapter [How to use Karavan Help](#).

07.02 Descriptions Screen Layout Up one
02 Toolbar level

The Descriptions Screen toolbar has eight buttons.

T First Record

Moves to the first record in the Descriptions Library. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Last Record

Moves to the last record in the Descriptions Library.

T New Record

Moves to a blank new record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Delete Record

Deletes the current record.

T Save and Close

[Permanently saves](#) new entries, changes and deletions and exits.

T Close without Saving

Discards new entries, changes and deletions and exits.

07.02 Descriptions Screen Layout Up one
03 Saved List level

The Saved List displays the records in the Descriptions Library in alphabetical order. The display is updated as new entries are made or existing records are edited or deleted. If the records exceed the number of lines which may be displayed, a vertical scroll bar appears.

Clicking on a line in the list moves display to that record.

Temporary and permanent data

When the Descriptions Screen is opened, the Saved List displays the records which have already been permanently stored in the Descriptions Library. As new entries, changes and deletions are made, these are saved to a temporary table and the Saved List updated accordingly. New entries, changes and deletions are only **permanently** stored in the Descriptions Library, however, if the Descriptions Screen is closed by pressing the

T Save and Close

toolbar button. If, instead, the

T Close without Saving

toolbar button is used, all new entries, changes and deletions are discarded.

07.02 Descriptions Screen Layout Up one
04 Record field level

Records in the Descriptions Library have a single field: [Description](#). On the Descriptions Screen, the field is placed at the foot of the screen below the Saved List.

The screen displays a single record at a time.

07 Descriptions Screen
03 Data entry

Up one
level

07.03.0 New Entries

1

07.03.0 Editing Records

2

07.03.0 Deleting Records

3

07.03 Data Entry
01 New Entries

Up one
level

New entries are made from the keyboard and are [saved](#) by moving to another record or to a blank new record. Closing the Descriptions Screen also [saves](#) a new entry if it meets the system validation tests.

New entries which duplicate an existing record generate an error message and may not be [saved](#) without amendment. The error message does not appear if the attempt to [save](#) the invalid new entry is made by closing the Descriptions Screen. In this case the new entry is lost without warning.

New entries which have been [saved](#) successfully appear in the Saved List.

07.03 Data Entry
02 Editing Records

[Up one
level](#)

Records are changed from the keyboard. Changes are [saved](#) by moving to another record or to a blank new record. Closing the Descriptions Screen also [saves](#) an edited record if it meets the system validation tests. If it does not, the changes are lost without warning.

Changes which have been [saved](#) successfully appear in the Saved List.

07.03 Data Entry
03 Deleting Records

Up one
level

New entries which have just been [saved](#) are deleted by using the command on the Menu or by keypress Ctrl + Z.

Other records are deleted by pressing the

 **Delete Record**
toolbar button.

The deleted records disappear from the Saved List.

07 Descriptions Screen Up one
04 Moving between records level

There are two ways of moving between records.

Using toolbar buttons

The following toolbar buttons move to records.

T First Record

Moves to the first record in the Descriptions Library. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Last Record

Moves to the last record in the Descriptions Library.

Using the Saved List

Clicking on a line in the Saved List moves display to the selected record.

Description Field

Entry Keyboard.

Required Yes.

Format 100 alpha-numerical characters.

System requirement Must be unique. Duplicates of descriptions already entered in the Descriptions Library are not accepted by the system.

Display Displayed for the current record only. All records, including the current record, are listed in the Saved List.

08 Headers Screen Up one
Contents level

- 08.01 [Overview](#)
- 08.02 [Screen Layout](#)
- 08.03 [Data entry](#)
- 08.04 [Moving between records](#)

Related Topics

- 03.06 [Headers Library button](#)
- 17 [Library Listings](#)
- 23 [User Access](#)
- 24 [Libraries and their use](#)

08 Headers Screen Up one
01 Overview level

- 08.01.0 [Purpose of Screen](#)
- 1
- 08.01.0 [Saving Data](#)
- 2

08.01 Headers Screen Overview Up one
01 Purpose of Screen level

The Headers Screen is used to enter new headers into the [Headers Library](#), and to change or delete existing entries.

08.01 Headers Screen Overview [Up one level](#)
02 Saving Data

While the Headers Screen is open, new entries, changes and deletions are saved to a temporary table. When the screen is closed, the new data is either permanently saved or discarded, according to the method of exit chosen.

Clicking on the toolbar button

T Save and Close

permanently saves new entries, changes and deletions and exits from the Headers Screen. If, instead, the

T Close without Saving

toolbar button is used, all new entries, changes and deletions are discarded.

In this Help chapter, references to **saving** are normally to **temporary** saving while the Headers Screen is open.

08 Headers Screen
02 Screen Layout

[Up one
level](#)

08.02.0 [Menu Bar](#)

1

08.02.0 [Toolbar](#)

2

08.02.0 [Saved List](#)

3

08.02.0 [Record fields](#)

4

08.02 Headers Screen Layout
01 Menu Bar

[Up one
level](#)

Menu has a single command. Depending on the position of the cursor, the command either undoes text or deletes the current record.

Help has two commands. These are explained in the chapter [How to use Karavan Help](#).

08.02 Headers Screen Layout Up one
02 Toolbar level

The Headers Screen toolbar has eight buttons.

T First Record

Moves to the first record in the Headers Library. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Last Record

Moves to the last record in the Headers Library.

T New Record

Moves to a blank new record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Delete Record

Deletes the current record.

T Save and Close

[Permanently saves](#) new entries, changes and deletions and exits.

T Close without Saving

Discards new entries, changes and deletions and exits.

08.02 Headers Screen Layout Up one
03 Saved List level

The Saved List displays the records in the Headers Library in alphabetical order. The display is updated as new entries are made or existing records are edited or deleted.

As the display cannot show all record fields simultaneously, a horizontal scroll bar appears as soon as the first record is [saved](#). If the records exceed the number of lines which may be displayed, a vertical scroll bar also appears.

Clicking on a line in the list moves display to that record.

Temporary and permanent data

When the Headers Screen is opened, the Saved List displays the records which have already been permanently stored in the Headers Library. As new entries, changes and deletions are made, these are saved to a temporary table and the Saved List updated accordingly. New entries, changes and deletions are only **permanently** stored in the Headers Library, however, if the Headers Screen is closed by pressing the

T Save and Close
toolbar button. If, instead, the

T Close without Saving
toolbar button is used, all new entries, changes and deletions are discarded.

08.02 Headers Screen Layout Up one
04 Record fields level

Records in the Headers Library have six identical fields, captioned [Line 1](#) to [Line 6](#). On the Headers Screen, the fields are placed at the foot of the screen below the Saved List.

The screen displays a single record at a time.

08 Headers Screen
03 Data entry

Up one
level

08.03.0 New Entries

1

08.03.0 Editing Records

2

08.03.0 Deleting Records

3

08.03 Data Entry
01 New Entries

Up one
level

New entries are made from the keyboard and are [saved](#) by moving to another record or to a blank new record. Closing the Headers Screen also [saves](#) a new entry if it meets the system validation tests.

New entries which duplicate an existing record in the Line 1 field generate an error message and may not be [saved](#) without amendment. The error message does not appear if the attempt to [save](#) the invalid new entry is made by closing the Headers Screen. In this case the new entry is lost without warning.

New entries which have been [saved](#) successfully appear in the Saved List.

08.03 Data Entry
02 Editing Records

[Up one
level](#)

Records are changed from the keyboard. Changes are [saved](#) by moving to another record or to a blank new record. Closing the Headers Screen also [saves](#) an edited record if it meets the system validation tests. If it does not, the changes are lost without warning.

Changes which have been [saved](#) successfully appear in the Saved List.

08.03 Data Entry
03 Deleting Records

Up one
level

New entries which have just been [saved](#) are deleted by using the command on the Menu or by keypress Ctrl + Z.

Other records are deleted by pressing the

 **Delete Record**
toolbar button.

The deleted records disappear from the Saved List.

08 Headers Screen Up one
04 Moving between records level

There are two ways of moving between records.

Using toolbar buttons

The following toolbar buttons move to records.

T First Record

Moves to the first record in the Headers Library. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Last Record

Moves to the last record in the Headers Library.

Using the Saved List

Clicking on a line in the Saved List moves display to the selected record.

Line Fields (Line 1 to Line 6)

Entry Keyboard.

Required An entry in the Line 1 field is required. Other fields may be left blank.

Format 60 alpha-numerical characters for each field.

System requirement Data in the Line 1 field must be unique. Duplicates of Line 1 data already entered in the Headers Library are not accepted by the system. Data in other fields need not be unique.

Display Displayed for the current record only. All records, including the current record, are listed in the Saved List.

09 Footers Screen Up one
Contents level

- 09.01 [Overview](#)
- 09.02 [Screen Layout](#)
- 09.03 [Data entry](#)
- 09.04 [Moving between records](#)

Related Topics

- 03.07 [Footers Library button](#)
- 17 [Library Listings](#)
- 23 [User Access](#)
- 24 [Libraries and their use](#)

09 Footers Screen Up one
01 Overview level

- 09.01.0 [Purpose of Screen](#)
1
- 09.01.0 [Saving Data](#)
2

09.01 Footers Screen Overview Up one
01 Purpose of Screen level

The Footers Screen is used to enter new footers into the [Footers Library](#), and to change or delete existing entries.

09.01 Footers Screen Overview [Up one level](#)
02 Saving Data

While the Footers Screen is open, new entries, changes and deletions are saved to a temporary table. When the screen is closed, the new data is either permanently saved or discarded, according to the method of exit chosen.

Clicking on the toolbar button

T Save and Close

permanently saves new entries, changes and deletions and exits from the Footers Screen. If, instead, the

T Close without Saving

toolbar button is used, all new entries, changes and deletions are discarded.

In this Help chapter, references to **saving** are normally to **temporary** saving while the Footers Screen is open.

09 Footers Screen
02 Screen Layout

[Up one level](#)

09.02.0 [Menu Bar](#)

1

09.02.0 [Toolbar](#)

2

09.02.0 [Saved List](#)

3

09.02.0 [Record field](#)

4

09.02 Footers Screen Layout
01 Menu Bar

[Up one level](#)

Menu has a single command. Depending on the position of the cursor, the command either undoes text or deletes the current record.

Help has two commands. These are explained in the chapter [How to use Karavan Help](#).

The Footers Screen toolbar has eight buttons.

T First Record

Moves to the first record in the Footers Library. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Last Record

Moves to the last record in the Footers Library.

T New Record

Moves to a blank new record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Delete Record

Deletes the current record.

T Save and Close

[Permanently saves](#) new entries, changes and deletions and exits.

T Close without Saving

Discards new entries, changes and deletions and exits.

The Saved List displays the records in the Footers Library in alphabetical order. The display is updated as new entries are made or existing records are edited or deleted. If the records exceed the number of lines which may be displayed, a vertical scroll bar appears.

Clicking on a line in the list moves display to that record.

Temporary and permanent data

When the Footers Screen is opened, the Saved List displays the records which have already been permanently stored in the Footers Library. As new entries, changes and deletions are made, these are saved to a temporary table and the Saved List updated accordingly. New entries, changes and deletions are only **permanently** stored in the Footers Library, however, if the Footers Screen is closed by pressing the

T Save and Close
toolbar button. If, instead, the

T Close without Saving
toolbar button is used, all new entries, changes and deletions are discarded.

09.02 Footers Screen Layout Up one
04 Record field level

Records in the Footers Library have a single field: [Footer](#). On the Footers Screen, the field is placed below the Saved List.

The screen displays a single record at a time.

09 Footers Screen
03 Data entry

Up one
level

09.03.0 New Entries

1

09.03.0 Editing Records

2

09.03.0 Deleting Records

3

09.03 Data Entry
01 New Entries

Up one
level

New entries are made from the keyboard and are [saved](#) by moving to another record or to a blank new record. Closing the Footers Screen also [saves](#) a new entry if it meets the system validation tests.

New entries which duplicate an existing record generate an error message and may not be [saved](#) without amendment. The error message does not appear if the attempt to [save](#) the invalid new entry is made by closing the Footers Screen. In this case the new entry is lost without warning.

New entries which have been [saved](#) successfully appear in the Saved List.

09.03 Data Entry
02 Editing Records

[Up one
level](#)

Records are changed from the keyboard. Changes are [saved](#) by moving to another record or to a blank new record. Closing the Footers Screen also [saves](#) an edited record if it meets the system validation tests. If it does not, the changes are lost without warning.

Changes which have been [saved](#) successfully appear in the Saved List.

09.03 Data Entry
03 Deleting Records

Up one
level

New entries which have just been [saved](#) are deleted by using the command on the Menu or by keypress Ctrl + Z.

Other records are deleted by pressing the

 **Delete Record**
toolbar button.

The deleted records disappear from the Saved List.

09 Footers Screen Up one
04 Moving between records level

There are two ways of moving between records.

Using toolbar buttons

The following toolbar buttons move to records.

T First Record

Moves to the first record in the Footers Library. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Last Record

Moves to the last record in the Footers Library.

Using the Saved List

Clicking on a line in the Saved List moves display to the selected record.

Footer Field

Entry Keyboard.

Required Yes.

Format 255 alpha-numerical characters.

System requirement Must be unique. Duplicates of footers already entered in the Footers Library are not accepted by the system.

Display Displayed for the current record only. All records, including the current record, are listed in the Saved List.

12 Search Engine Contents Up one level

- 12.01 [Search Engine Overview](#)
- 12.02 [Screen Layout](#)
- 12.03 [Import button](#)
- 12.04 [Input Lines, Operators and Wildcards](#)
- 12.05 [Regular Queries Mode](#)
- 12.06 [Allocation Mode](#)
- 12.07 [Ultra-Fast Allocations Mode](#)
- 12.08 [Journal Listing Mode](#)
- 12.09 [Account Listing Mode](#)
- 12.10 [Account Balances Mode](#)
- 12.11 [Allocation Listing Mode](#)

Related Topics

- 03.13 [Search Engine button](#)
- 12.06 [The Entry Screen during allocation](#)
- 13 [View Screen](#)
- 14 [Allocation Screen](#)
- 19 [Reports available from the Search Engine](#)
- 20 [General Purpose Report](#)
- 23 [User Access](#)
- 27 [Allocation](#)
- 29 [Importing and exporting Microsoft Excel files](#)

12 Search Engine 01 Overview Up one level

- 12.01.0 [Purpose of the Search Engine](#)
1
- 12.01.0 [The way the Search Engine works](#)
2
- 12.01.0 [Search Engine modes](#)
3

12.01 Search Engine Overview 01 Purpose of the Search Engine Up one level

The Search Engine is used to find and select data.

The purpose in finding and selecting the data may be:

- T** viewing the data on screen,
 - T** obtaining a General Purpose Report,
 - T** obtaining a Journal Listing,
 - T** obtaining an Account Listing,
 - T** obtaining an Account Balances Listing,
 - T** obtaining an Allocation Journal Listing,
- or it may be:
- T** preparing to open the Allocation Screen, or

T performing an Ultra-Fast Allocation.

The file from which data is selected is the data file to which the application is linked. Alternatively, a selection of data which has already been made and saved from the View Screen as a Microsoft Excel file may be re-imported.

The Search Engine also incorporates five utilities:

- T** Find last journal
- T** Find straddling journals
- T** Find last allocation
- T** Find straddling allocations
- T** Delete allocation

12.01 Search Engine Overview Up one
02 The way the Search Engine level
works

Karavan Accounts is a searchable database. The data is not contained in the application itself, but in the data file to which the application is attached. The data file is a collection of records, each of which has seventeen fields. The data is stored in the fields.

The Search Engine opens the data file to view. If the data file is opened without more ado, all of its records are displayed. Conducting a search means restricting the number of records to be displayed to a **selection**. Selections are made by setting criteria which the records to be displayed must satisfy or match. The criteria to be set relate to the contents of fields. In the Search Engine, criteria may be individually set for ten of the seventeen fields. On the Search Engine screen, each of the ten searchable fields has a corresponding **input line**.

The Search Engine has seven modes. Modes relate to the purpose for which data is selected. The way in which the selection is made does not vary from mode to mode. The purpose and use of the different modes is explained in the next section.

12.01 Search Engine Overview
03 Search Engine modes

Up one
level

The Search Engine has seven modes. The purpose and use of each mode is summarised below.

Regular Queries	<p>1 To select data to be viewed on the View Screen.</p> <p>2 To select data to be viewed and edited on the View Screen prior to the preparation of a General Purpose Report.</p> <p>3 To select data to be viewed and edited on the View Screen prior to export to a Microsoft Excel or text file.</p> <p>4 To use one of the Search Engine's utilities:</p> <p>T Find last journal Reports the last journal number used.</p> <p>T Find straddling journals Finds journals with entries which straddle a given date.</p> <p>T Find last allocation Reports the last allocation code and number used.</p> <p>T Find straddling allocations Finds allocations which straddle a given date.</p> <p>T Delete allocation Utility which deletes an allocation journal provided it is not coded with the Allocation Code END.</p>
Allocation	<p>To select items</p> <p>T entered in the same currency</p> <p>T on one or more accounts for allocation on the Allocation Screen.</p>
Ultra-Fast Allocations	<p>To allocate all items entered in any currency on a range of accounts.</p>
Journal Listing	<p>1 To obtain a listing of one or more journals.</p> <p>2 To find and obtain listings of journals which include items translated into base-currency.</p>
Account Listing	<p>To obtain a listing, with running balances, of entries appearing:</p> <p>T in the same currency</p> <p>T on one or more accounts</p> <p>T during a selected period.</p>

Account Balances To obtain a listing of balances on selected accounts:

T in all or a selection of currencies
T at a specific date, or alternatively,
T at a specific journal number.

Allocation Listing To obtain a listing of one or more allocation journals.

12 Search Engine Up one
02 Screen Layout level

12.02.0 Menu Bar

1

12.02.0 Toolbars

2

12.02.0 Input Lines

3

12.02.0 Import, Mode and Reset buttons

4

12.02 Search Engine Layout Up one
01 Menu Bar level

Menu has a single command which undoes text.

Help has two commands. These are explained in the chapter [How to use Karavan Help](#).

The Search Engine has seven modes. The Close button is present on the toolbar in all modes. Other toolbar buttons for each mode are shown below.

All modes



Close

Closes the Search Engine and exits to the Switchboard.

Regular Queries



Open View Screen

Closes the Search Engine and opens the View Screen. The records displayed on the View Screen are those selected by the Search Engine.



Find last Journal

Utility which reports the last journal number used.



Find straddling Journals

Utility which finds journals with entry dates coming before and after a specified date. A journal with a debit in March and a credit in May, for example, will be found by this utility if the date specified is in April. A journal with a debit on March 14th and a credit on March 15th will be found if the date specified is March 14th and ignored if the date specified is March 15th.



Find last Allocation

Utility which reports the last allocation code and number used.











Find straddling Allocations

Utility which finds allocation journals with entry dates coming before and after a specified date. A debit entered in March allocated against a credit entered in May, for example, will be found by this utility if the date specified is in April. A debit on March 14th allocated against a credit on March 15th will be found if the date specified is March 14th and ignored if the date specified is March 15th.



Delete Allocation

Utility which deletes an allocation journal provided it is not coded with the [Allocation Code END](#).

Allocation	 Open Allocation Screen Closes the Search Engine and opens the Allocation Screen. The records displayed on the Allocation Screen are those selected by the Search Engine.
Ultra-Fast Allocations	 Allocate Allocates all items entered in any currency on a range of accounts.
Journal Listing	 Journal (No page breaks) Opens a Journal Listing. The journals are those selected by the Search Engine and they are listed without a page break between one journal and the next. Totals are given, currency by currency, for each journal with summary totals at the end of the listing.
	 Journal (Page breaks) Opens a Journal Listing. Each journal starts on a new page. Summary totals are not given at the end of the listing.
	 Find last Journal Utility which reports the last journal number used.
Account Listing	 Account Listing Opens an Account Listing. The records listed are those selected by the Search Engine.
Account Balances Listing	 Account Balances Listing Opens an Account Balances Listing. The accounts for which balances are listed are those selected by the Search Engine. Similarly, the date or journal number at which the balances are struck is selected by the Search Engine.
Allocation Listing	 Allocation Journal (No page breaks) Opens an Allocation Journal Listing. The allocation journals are those selected by the Search Engine and they are listed without a page break between one journal and the next. Totals are given, currency by currency,

for each journal with summary totals at the end of the listing.

 **Allocation Journal (Page breaks)**

Opens an Allocation Journal Listing.

Each journal starts on a new page.
Summary totals are not given at the end of the listing.

 **Find last Allocation**

Utility which reports the last allocation journal number used.

12.02 Search Engine Layout
03 Input Lines

Up one level

In Karavan Accounts, each [record](#) consists of seventeen fields, fifteen for the accounting data plus two for allocation.

Data is selected and retrieved by the Search Engine in accordance with criteria set for the different fields. Ten fields may be searched individually or in combination. The input lines for the searchable fields occupy the main part of the Search Engine screen.

A summary of the seventeen fields, showing the degree to which each may be searched, is given below. All input lines are available in [Regular Queries Mode](#). In other modes, an appropriate selection of lines is available.

Journal Number	Fully searchable by number or by range.
Record Number	Not searchable. May be found, selected and filtered on View Screen.
Entry Date	Fully searchable by day or by period.
Due Date	Fully searchable by day or by period.
Currency	Searchable by one or more currency codes. Not searchable by pattern .
Document Reference	Fully searchable by individual reference or by pattern .
Description	Fully searchable by individual description or by pattern .
Account Code and Account Caption	Fully searchable by one or more account codes or by pattern .
Note	The Account input line searches for account codes only. No separate search facility is available for account captions.

[Analysis Code](#) Fully searchable by individual code or by [pattern](#).

Debit Amount and Credit Amount Not searchable. May be found, selected and filtered on View Screen.

Transaction Rate, Base-currency Debit Amount and Base-currency Credit Amount Records with values in these fields may be found from the Allocation Code input line. Individual rates and amounts are not searchable but may be found, selected and filtered on the View Screen.

[Allocation Code](#) Fully searchable by a range of options. Additionally, both allocated and unallocated records with values in the translation rate and base-currency amount fields may be found from this input line.

[Allocation Number](#) Fully searchable by number or by range.

12.02 Search Engine Layout [Up one](#)
04 Import, Mode and Reset buttons [level](#)

At the foot of the Search Engine screen is a line of six buttons.

The **Import button**, on the left, is used to import selections of data which have been saved as Microsoft Excel files. The utility imports the data, closes the Search Engine and opens the View Screen. It is available in all modes.

The **Reset button**, on the right, resets the Search Engine as though it had been closed and re-opened from the Switchboard. It is available in all modes.

The four principal **mode buttons**, Allocation, Journal Listing, Account Listing and Allocation Listing are available in Regular Queries Mode. Two further **mode buttons** are available: Ultra-Fast Allocations from Allocation Mode, and Account Balances from Account Listing Mode. In all cases, the **mode buttons** change the Search Engine mode.

12 Search Engine
03 Import button

[Up one
level](#)

The Import button, on the left at the foot of the Search Engine screen, is used to import selections of data which have been saved as Microsoft Excel files. The utility imports the data, closes the Search Engine and opens the View Screen. It is available in all modes.

Pressing the button launches the **Select MS Excel File** dialog box. The procedure to follow is explained in [29.04 Select MS Excel File dialog box](#).

Related Topics

29 [Importing and exporting Microsoft Excel files](#)

12 Search Engine Up one
04 Input Lines, Operators and level
Wildcards

12.04.0 [Introduction to Input Lines](#)

1

12.04.0 [Operators](#)

2

12.04.0 [Wildcards](#)

3

Input Lines

12.04.0 [Journal Number](#)

4

12.04.0 [Entry Date](#)

5

12.04.0 [Due Date](#)

6

12.04.0 [Currency](#)

7

12.04.0 [Doc Ref \(Document Reference\)](#)

8

12.04.0 [Description](#)

9

12.04.1 [Account](#)

0

12.04.1 [Analysis](#)

1

12.04.1 [Allocation Code](#)

2

12.04.1 [Allocation Number](#)

3

12.04 Search Engine Input Lines Up one

01 Introduction to Input Lines level

Karavan Accounts is a searchable database. As explained in [12.01.02 The way the Search Engine works](#), searches are conducted by setting criteria to be satisfied or matched.

Criteria are set field by field. In each case an **operator** is chosen which acts on a **value**. Of the five operators used by the Search Engine, four act on specific values and one acts on **patterns**.

The general procedure for using the Search Engine to find and select data is as follows:

- 1** Choose the field on which to test and select data and open the corresponding input line.
- 2** Choose an operator.
- 3** Choose or enter a value.
- 4** Close the input line and repeat the process with further input lines if required.

For example, to select records entered on journals numbers 5 to 10, the following procedure is required:

- 1** Open the Journal Number input line by pressing the **Set** button.
- 2** Press the **Between** operator button.
- 3** Enter **5** in the First box and **10** in the Last box.
- 4** Close the Journal Number input line by pressing Enter (on the keyboard).

Values may be absolute values, as in the example, or they may be patterns. To find records entered on accounts with codes beginning with 7, for example, the pattern **7*** is used. The asterisk is a wildcard standing for any number of characters of any kind.

Operators and wildcards are explained in more detail in the next two sections. Specifics for each input line then follow.

12.04 Search Engine Input Lines Up one 02 Operators level

The Search Engine makes use of five operators.

Equals (and Combo)

The Equals operator finds and selects values which are precisely equal to the search value stipulated.

If we stipulate document reference **ABC123**, the Equals operator will find all records with that reference, but will ignore ABC1234 and BC123.

Where search values are selected from a combo, the operator which applies is the Equals operator.

After

The After operator finds and selects values which come after the search value stipulated.

If we stipulate an entry date of **March 31st**, the After operator finds records entered from April 1st and ignores records entered on March 31st.

Before

The Before operator finds and selects values which come before the search value stipulated.

If we stipulate journal number **9**, the Before operator finds records entered on journals 1 to 8 and ignores those entered on journal number 9.

Between

The Between operator finds and selects values which fall within a range.

If we stipulate first the journal number **9** and last the journal number **12**, the Between operator finds records entered on journals 9, 10, 11 and 12. If we stipulate first the day **March 1st** and last the day **March 31st**, the Between operator finds all items in March and ignores those in February or April.

Like

The Like operator finds and selects values which match a pattern.

Wildcards must be used to search for patterns. Using the asterisk wildcard, which stands for any number of characters of any kind, if we stipulate account code **7***, the Like operator will find all accounts with codes beginning with 7. If, instead, we use the pound sign wildcard, which stands for any single numerical character, and we stipulate account code **7##**, the Like operator will find accounts 701 and 718, but will ignore account 7123.

If wildcards are not used, the Like operator acts in the same way as the Equals operator. Equals **701** and Like **701** achieve the same result.

Note that Like is the only operator which may be used with wildcards.

12.04 Search Engine Input Lines Up one 03 Wildcards level

Wildcards are characters which are used as placeholders for one or more other characters. As explained in the preceding section, wildcards are used with the Like operator. There are five wildcards.

*** Asterisk wildcard**

Stands for zero or more characters of any kind.

Example: `th*` matches `th`, `the`, `then`, `Thursday` and `TH123` but not `maths`. `*th*` matches `maths`.

? Question Mark wildcard

Stands for any single alphabetical character.

Example: `c?lt` matches `colt`, `Celt`, and `cult` but not `c7lt` and not `clt`.

Pound Sign wildcard

Stands for any single numerical character.

Example: `1#5` matches `105`, `115`, and `125` but not `1e5`, `15` and not `1775`.

[] Square Brackets wildcard

Stands for any single character of any kind which is listed within the brackets.

Example: `B[ae7]lt` matches `Balt`, `belt` and `B7lt` but not `bolt` and not `b5lt`.

Within the brackets, a hyphen may be used to denote a range of alphabetical or numerical (but not mixed) characters. To the left of the hyphen must be set the lower character and to the right the higher. `A-F` and `4-7` are both valid ranges. `z-p` and `8-5` are not valid.

Example: `B[c-p]lt` matches `belt` and `bolt` but not `Balt` and not `b5lt`.

[!] Negative Square Brackets wildcard

Stands for any single character of any kind which is **not** listed within the brackets after the exclamation mark. As with Square Brackets, a hyphen may be used to denote a range.

Examples: `[!0-9]` matches `a`, `B`, `&` and `~` but not `1` and not `6`. `a[!b-m]` matches `An`, `a$` and `a6` but not `ab`.

12.04 Search Engine Input Lines Up one
04 Journal Number level

Sequence of operation

- 1** Press Set button. The button's caption changes to Enter.
- 2** Press one of the operator buttons (Equals, After, Before, Between). The button's colour changes to white. With Equals, After and Before, a single text box is activated. With Between, both text boxes are activated.
- 3** Type a number into one or both text boxes. Press the Enter key (the keyboard Enter key, not the Enter button on the screen). The Enter button's caption changes to Clear and its colour changes to white.

Examples

To select journal number 44 :

- 1** Press Set button.
- 2** Press Equals button.
- 3** Type in: 44
- 4** Press Enter key.

To select journals 44 to 55 (inclusive) :

- 1** Press Set button.
- 2** Press Between button.
- 3** In the left-hand text box, type in: 44
- 4** Press Enter key to move to the right-hand text box.
- 5** In the right-hand text box, type in: 55
- 6** Press Enter key.

To correct the preceding example to select instead journals 44 to 56 (inclusive) :

- 1** Press Clear button to reset the Journal Number input line.
- 2** Press Set button.
- 3** Press Between button.
- 4** In the left-hand text box, type in: 44
- 5** Press Enter key to move to the right-hand text box.
- 6** In the right-hand text box, type in: 56
- 7** Press Enter key.

12.04 Search Engine Input Lines Up one
05 Entry Date level

Sequence of operation

- 1** Press Set button. The button's caption changes to Enter.
- 2** Press one of the operator buttons (Equals, After, Before, Between). The button's colour changes to white. With Equals, After and Before, a single text box is activated. With Between, both text boxes are activated.
- 3** Type a date into one or both text boxes. The date should be entered in mm dd yy, dd mm yy or yy mm dd format, according to current Regional Settings. Press the Enter key (the keyboard Enter key, not the Enter button on the screen). The Enter button's caption changes to Clear and its colour changes to white.

Examples with Regional Settings set to English (United States) (mm dd yy format)

To select records entered on March 20th, 1999 :

- 1** Press Set button.
- 2** Press Equals button.
- 3** Type in: 03 20 99
- 4** Press Enter key.

To select records entered in April, 1999 :

- 1** Press Set button.
- 2** Press Between button.
- 3** In the left-hand text box, type in: 04 01 99
- 4** Press Enter key to move to the right-hand text box.
- 5** In the right-hand text box, type in: 04 30 99
- 6** Press Enter key.

To correct the preceding example to select instead records entered in April, 1999, and the first ten days of May :

- 1** Press Clear button to reset the Entry Date input line.
- 2** Press Set button.
- 3** Press Between button.
- 4** In the left-hand text box, type in: 04 01 99
- 5** Press Enter key to move to the right-hand text box.
- 6** In the right-hand text box, type in: 05 10 99
- 7** Press Enter key.

Examples with Regional Settings set to English (British) (dd mm yy format)

To select records entered on March 20th, 1999 :

- 1** Press Set button.
- 2** Press Equals button.
- 3** Type in: 20 03 99
- 4** Press Enter key.

To select records entered in April, 1999 :

- 1** Press Set button.
- 2** Press Between button.
- 3** In the left-hand text box, type in: 01 04 99
- 4** Press Enter key to move to the right-hand text box.

- 5** In the right-hand text box, type in: 30 04 99
- 6** Press Enter key.

To correct the preceding example to select instead records entered in April, 1999, and the first ten days of May :

- 1** Press Clear button to reset the Entry Date input line.
- 2** Press Set button.
- 3** Press Between button.
- 4** In the left-hand text box, type in: 01 04 99
- 5** Press Enter key to move to the right-hand text box.
- 6** In the right-hand text box, type in: 10 05 99
- 7** Press Enter key.

12.04 Search Engine Input Lines Up one
06 Due Date level

Sequence of operation

- 1** Press Set button. The button's caption changes to Enter.
- 2** Press one of the operator buttons (Equals, After, Before, Between). The button's colour changes to white. With Equals, After and Before, a single text box is activated. With Between, both text boxes are activated.
- 3** Type a date into one or both text boxes. The date should be entered in mm dd yy, dd mm yy or yy mm dd format, according to current Regional Settings. Press the Enter key (the keyboard Enter key, not the Enter button on the screen). The Enter button's caption changes to Clear and its colour changes to white.

Examples with Regional Settings set to English (United States) (mm dd yy format)

To select records due on March 20th, 1999 :

- 1** Press Set button.
- 2** Press Equals button.
- 3** Type in: 03 20 99
- 4** Press Enter key.

To select records due in April, 1999 :

- 1** Press Set button.
- 2** Press Between button.
- 3** In the left-hand text box, type in: 04 01 99
- 4** Press Enter key to move to the right-hand text box.
- 5** In the right-hand text box, type in: 04 30 99
- 6** Press Enter key.

To correct the preceding example to select instead records due in April, 1999, and the first ten days of May :

- 1** Press Clear button to reset the Entry Date input line.
- 2** Press Set button.
- 3** Press Between button.
- 4** In the left-hand text box, type in: 04 01 99
- 5** Press Enter key to move to the right-hand text box.
- 6** In the right-hand text box, type in: 05 10 99
- 7** Press Enter key.

Examples with Regional Settings set to Swedish (yy mm dd format)

To select records due on March 20th, 1999 :

- 1** Press Set button.
- 2** Press Equals button.
- 3** Type in: 99 03 20
- 4** Press Enter key.

To select records due in April, 1999 :

- 1** Press Set button.
- 2** Press Between button.
- 3** In the left-hand text box, type in: 99 04 01
- 4** Press Enter key to move to the right-hand text box.

- 5** In the right-hand text box, type in: 99 04 30
- 6** Press Enter key.

To correct the preceding example to select instead records due in April, 1999, and the first ten days of May :

- 1** Press Clear button to reset the Entry Date input line.
- 2** Press Set button.
- 3** Press Between button.
- 4** In the left-hand text box, type in: 99 04 01
- 5** Press Enter key to move to the right-hand text box.
- 6** In the right-hand text box, type in: 99 05 10
- 7** Press Enter key.

Sequence of operation

- 1** Press Set button. The button's caption changes to Enter. The combo and text box are enabled.
- 2** Select a currency code from the combo. The code is shown in the text box.
- 3** Repeat operation 2 if more than one currency code is to be selected. The text box lists the codes.
- 4** Press the Enter button (the button on the screen, not the keyboard Enter key). The Enter button's caption changes to Clear and its colour changes to white.

Note There is a limit to the number of currencies which may be chosen. The limit is usually more than twenty but less than thirty, the exact number depending on how many other input lines are being used.. Exceeding the limit generates an error message.

Examples

To select the United States dollar :

- 1** Press Set button.
- 2** Select USD from the combo.
- 3** Press Enter button.

To select both the United States dollar and the German mark :

- 1** Press Set button.
- 2** Select USD from the combo.
- 3** Select DEM from the combo.
- 4** Press Enter button.

To correct the preceding example to select instead the United States dollar, the German mark and the Japanese yen:

- 1** Press Clear button to reset the Currency input line.
- 2** Press Set button.
- 3** Select USD from the combo.
- 4** Select DEM from the combo.
- 5** Select JPY from the combo.
- 6** Press Enter button.

12.04 Search Engine Input Lines [Up one](#)
08 Doc Ref (Document Reference) [level](#)

The Doc Ref input line may be used with either the (1) [Equals](#) or (2) [Like](#) operator.

(1) Sequence of operation : Equals

1 Press Set button. The button's caption changes to Enter. The line caption changes from Doc Ref (1)(2) to Doc Ref (1). The text box is enabled.

2 Enter a string of characters from the keyboard.

3 Press the Enter key (the keyboard Enter key, not the Enter button on the screen). The Enter button's caption changes to Clear and its colour changes to white.

(2) Sequence of operation : Like

1 Press Set button. The button's caption changes to Enter. The line caption changes from Doc Ref (1)(2) to Doc Ref (1). The text box is enabled.

2 Press Enter button. The button's caption does not change but the line caption changes from Doc Ref (1) to Doc Ref (2).

3 Enter a string of characters and [wildcards](#) from the keyboard.

4 Press the Enter key (the keyboard Enter key, not the Enter button on the screen). The Enter button's caption changes to Clear and its colour changes to white.

Examples

To select a document with the reference ABC123 :

1 Press Set button.

2 Type in ABC123 from the keyboard.

3 Press Enter key.

To select all documents with a reference beginning ABC and followed by three digits :

1 Press Set button.

2 Press Enter button.

3 Type in ABC### from the keyboard.

4 Press Enter key.

To correct the preceding example to select all documents with a reference beginning ABC1 and followed by two digits :

1 Press Clear button to reset the Doc Ref input line.

2 Press Set button.

3 Press Enter button.

4 Type in ABC1## from the keyboard.

5 Press Enter key.

12.04 Search Engine Input Lines [Up one level](#)
09 Description

The Description input line may be used in one of two ways: (1) [Combo](#) or (2) [Like](#).

(1) Sequence of operation : Combo

1 Press Set button. The button's caption changes to Enter. The line caption changes from Description (1)(2) to Description (1). The combo is enabled.

2 Choose a value from the combo.

Note The combo lists descriptions which have been entered in the [Descriptions Library](#). For other descriptions, Like must be used.

(2) Sequence of operation : Like

1 Press Set button. The button's caption changes to Enter. The line caption changes from Description (1)(2) to Description (1). The combo is enabled.

2 Press Enter button. The button's caption does not change but the line caption changes from Description (1) to Description (2). The combo disappears and is replaced by a text box.

3 Enter a string of characters and [wildcards](#) from the keyboard.

4 Press the Enter key (the keyboard Enter key, not the Enter button on the screen). The Enter button's caption changes to Clear and its colour changes to white.

Examples

To select records with the description **Bank Charges** (already entered in the Descriptions Library), with no leading or trailing additions :

1 Press Set button.

2 Choose **Bank Charges** from the combo list.

Note: Descriptions such as **Transaction bank charges** or **Bank charges on presentation of documents** will be ignored. **BANK CHARGES** and **bank charges** will both be selected, however, because the Equals operator is not case sensitive.

To select records with the description **Bank Charges** (not entered in the Descriptions Library), with no leading or trailing additions :

1 Press Set button.

2 Press Enter button.

3 Type in **Bank Charges** from the keyboard.

4 Press Enter key.

To select all documents with a description that includes the words **bank charges** :

1 Press Set button.

2 Press Enter button.

3 Type in ***bank charges*** from the keyboard.

4 Press Enter key.

To correct the preceding example to select all documents with a description that includes the words **bank charges** followed, somewhere in the description, by the words **letter of credit** :

1 Press Clear button to reset the Doc Ref input line.

- 2 Press Set button.
- 3 Press Enter button.
- 4 Type in ***bank charges*letter of credit*** from the keyboard.
- 5 Press Enter key.

12.04 Search Engine Input Lines Up one
10 Account level

The Account input line may be used in one of two ways: (1) [Combo](#) or (2) [Like](#).

Note The Search Engine works with Account Code and not with Account Caption. Account Caption may be used in the combo to find the required Account Code.

(1) Sequence of operation : Combo

1 Press Set button. The button's caption changes to Enter. The line caption changes from Account (1)(2) to Account (1). The combo is enabled. The button to the right of the combo is enabled and shows the caption By Code. The text box below the combo is enabled.

2 Choose an account from the combo. The account code selected is shown in the text box beneath the combo.

3 Repeat operation 2 if more than one account is to be selected. The text box lists the account codes.

4 Press the Enter button (the button on the screen, not the keyboard Enter key). The Enter button's caption changes to Clear and its colour changes to white.

Note 1 There is a limit to the number of accounts which may be chosen. The limit is usually more than twenty but less than thirty, the exact number depending on how many other input lines are being used. Exceeding the limit generates an error message.

Note 2 The button to the right of the combo is a switch which changes the order in which the accounts are listed in the combo. Initially this is By Code. It may be changed to By Caption by pressing the button. Pressing the button repeatedly toggles back and forth between the two sort orders.

(2) Sequence of operation : Like

1 Press Set button. The button's caption changes to Enter. The line caption changes from Account (1)(2) to Account (1). The combo is enabled. The button to the right of the combo is enabled and shows the caption By Code. The text box below the combo is enabled.

2 Press Enter button. The button's caption does not change but the line caption changes from Account (1) to Account (2). The combo and toggle button are disabled.

3 Enter a string of characters and [wildcards](#) from the keyboard.

4 Press the Enter key (the keyboard Enter key, not the Enter button on the screen). The Enter button's caption changes to Clear and its colour changes to white.

Note Like operates with account codes only.

Examples

To select an account with the code 5678 :

1 Press Set button.

2 Choose the account from the combo list. If the accounts are many, type 5 into the combo's text box to move down the list to the first code beginning with 5. Typing 56 moves down the list to the first code beginning with 56, and so on.

3 Press Enter button.

To select an account with the caption Petty Cash :

1 Press Set button.

2 Press toggle button. The caption changes from By Code to By Caption.

3 Choose the account from the combo list. If the accounts are many, type p into the combo's text box to move down the list to the first caption beginning with p. Typing pe moves down the list to the first caption beginning with pe, and so on.

4 Press Enter button.

To select two or more accounts :

1 Press Set button.

2 Choose the account from the combo list.

3 Repeat operation 2. for the second and subsequent accounts. The text box lists the codes of the accounts selected.

4 Press Enter button.

To select accounts with codes starting with the digits 56 :

1 Press Set button.

2 Press Enter button.

3 Type 56* from the keyboard.

4 Press Enter key.

To select accounts with codes ending with the digits 78 :

1 Press Set button.

2 Press Enter button.

3 Type *78 from the keyboard.

4 Press Enter key.

To select accounts with codes four digits long ending with 78 :

1 Press Set button.

2 Press Enter button.

3 Type ##78 from the keyboard.

4 Press Enter key.

To select accounts 5674, 5675, 5676, 5677 and 5678 :

1 Press Set button.

2 Press Enter button.

3 Type 567[4-8] from the keyboard.

4 Press Enter key.

To select the system account X-C Cross-Currency A/c :

1 Press Set button.

2 Choose the account from the combo list. It is always the last item. To move down the list, type X into the combo's text box.

3 Press Enter button.

or

1 Press Set button.

2 Press Enter button.

3 Type X-C from the keyboard.

4 Press Enter key.

12.04 Search Engine Input Lines [Up one level](#)
11 Analysis

The Analysis input line may be used in one of two ways: (1) [Combo](#) or (2) [Like](#).

Note The Search Engine works with Analysis Code and not with the associated caption.

(1) Sequence of operation : Combo

1 Press Set button. The button's caption changes to Enter. The line caption changes from Analysis (1)(2) to Analysis (1). The combo is enabled.

2 Choose an Analysis Code from the combo.

Note If no codes have been entered by the user in the [Analysis Codes Library](#), the combo will list only code 0 (zero) standing for No Analysis.

(2) Sequence of operation : Like

1 Press Set button. The button's caption changes to Enter. The line caption changes from Analysis (1)(2) to Analysis (1). The combo is enabled.

2 Press Enter button. The button's caption does not change but the line caption changes from Analysis (1) to Analysis (2). The combo disappears and is replaced by a text box.

3 Enter a string of characters and [wildcards](#) from the keyboard.

4 Press the Enter key (the keyboard Enter key, not the Enter button on the screen). The Enter button's caption changes to Clear and its colour changes to white.

Examples

To select records with the Analysis Code LC105:

1 Press Set button.

2 Choose LC105 from the combo list.

To select all documents with an Analysis Code that starts with the letters LC :

1 Press Set button.

2 Press Enter button.

3 Type in LC* from the keyboard.

4 Press Enter key.

To correct the preceding example to select all documents with an Analysis Code that starts with the characters LC1 :

1 Press Clear button to reset the Analysis Code input line.

2 Press Set button.

3 Press Enter button.

4 Type in LC1* from the keyboard.

5 Press Enter key.

12.04 Search Engine Input Lines Up one
12 Allocation Code level

The [Allocation Code](#) input line differs from all others on the Search Engine screen in that its value is preset. If nothing is done, the preset value **Mask all** takes effect. This excludes all allocated items from the recordset selected by the Search Engine.

Note Any value entered for Allocation Number will be ignored if the Allocation Code setting is left at **Mask all**.

Sequence of operation

- 1** Press Set button. The button's caption changes to Enter. The combo is enabled.
- 2** Choose a value from the combo.

Translation rate and base-currency amount fields

The Transaction Rate, Base-currency Debit Amount and Base-currency Credit Amount fields have no corresponding input line on the Search Engine. Records with values in these fields may be found by choosing one of the following lines in the Allocation Code Combo:

- T** Find all translations
- T** Find allocated translations
- T** Find unallocated translations

12.04 Search Engine Input Lines Up one
13 Allocation Number level

Sequence of operation

- 1** Press Set button. The button's caption changes to Enter.
- 2** Press one of the operator buttons (Equals, After, Before, Between). The button's colour changes to white. With Equals, After and Before, a single text box is activated. With Between, both text boxes are activated.
- 3** Type a number into one or both text boxes. Press the Enter key (the keyboard Enter key, not the Enter button on the screen). The Enter button's caption changes to Clear and its colour changes to white.

Note

In Regular Queries mode, Allocation Code is preset to **Mask all**. If this setting is left unchanged, any value entered for Allocation Number will be ignored.

Examples

To select allocation number 44 :

- 1** Press Set button.
- 2** Press Equals button.
- 3** Type in: 44
- 4** Press Enter key.

To select allocation numbers 44 to 55 (inclusive) :

- 1** Press Set button.
- 2** Press Between button.
- 3** In the left-hand text box, type in: 44
- 4** Press Enter key to move to the right-hand text box.
- 5** In the right-hand text box, type in: 55
- 6** Press Enter key.

To correct the preceding example to select instead allocation numbers 44 to 56 (inclusive) :

- 1** Press Clear button to reset the Journal Number input line.
- 2** Press Set button.
- 3** Press Between button.
- 4** In the left-hand text box, type in: 44
- 5** Press Enter key to move to the right-hand text box.
- 6** In the right-hand text box, type in: 56
- 7** Press Enter key.

12 Search Engine
05 Regular Queries Mode

Up one
level

The Search Engine opens in Regular Queries Mode. This mode is principally used to select data to be viewed on the [View Screen](#), but is also used:

T to select data to be viewed and edited on the View Screen prior to the preparation of a [General Purpose Report](#), and

T to select data to be viewed and edited on the View Screen prior to export to a [Microsoft Excel](#) or text file.

In addition, five utilities are available in this mode:

T Find last journal Reports the last journal number used.

T Find straddling journals Finds journals with entries which straddle a given date.

T Find last allocation Reports the last allocation code and number used.

T Find straddling allocations Finds allocations which straddle a given date.

T Delete allocation Utility which deletes an allocation journal provided it is not coded with the [Allocation Code](#) **END**.

Opening the View Screen

To open the View Screen, press the

T Open View Screen
toolbar button.

Selecting the data to be displayed on the View Screen

If the View Screen is opened without further ado, it displays the entire contents of the data file linked to the application. The sole exception is that records which have been [allocated](#) are excluded.

Entering criteria on the input lines has the effect of limiting the recordset displayed by the View Screen. This is explained in [12.04.01 Introduction to Input Lines](#).

Further opportunities for selection are presented by the View Screen itself which incorporates a filter facility.

12 Search Engine
06 Allocation Mode

Up one
level

Opening Allocation mode

The Search Engine is the point of departure in the process of [allocation](#) .Pressing the Allocation mode button at the foot of the Search Engine screen:

T changes the [toolbar](#),

T disables the Journal Number, Allocation Code and Allocation Number input lines, and

T replaces the mode buttons at the foot of the Search Engine screen with the Ultra-Fast Allocation mode button.

Selection of records to be displayed on the Allocation Screen

The input of criteria on the available input lines proceeds in the usual manner. Currency is a **required** line, however, and only one currency may be selected. This is because items in different currencies may not be allocated against each other.

Although six input lines, apart from Currency, are available, if [One-Step Allocation](#) is contemplated it is normally advisable to open the Allocation Screen using the Account input line alone.

Opening the Allocation Screen

To open the Allocation Screen, press the

T Open Allocation Screen
toolbar button.

Ultra-Fast Allocation Mode button

Pressing this button opens [Ultra-Fast Allocation Mode](#).

Resetting to Regular Queries mode

To reset the Search Engine to [Regular Queries mode](#), press the Reset button on the right at the foot of the Search Engine screen.

12 Search Engine [Up one](#)
07 Ultra-Fast Allocations Mode [level](#)

12.07.0 [Opening Ultra-Fast Allocations](#)

1 [mode](#)

12.07.0 [Use](#)

2

12.07.0 [Operation](#)

3

12.07 Ultra-Fast Allocations [Up one](#)

01 Opening Ultra-Fast Allocations [level](#)
mode

Pressing the Ultra-Fast Allocations mode button at the foot of the Search Engine screen:

T changes the [toolbar](#),

T disables all input lines except Account, and

T disables the Ultra-Fast Allocation mode button at the foot of the Search Engine screen.

12.07 Ultra-Fast Allocations 02 Use

Up one
level

Ultra-Fast Allocations are used to allocate items entered:

- T** in any currency,
- T** on one or more accounts.

Restrictions

Ultra-Fast Allocations may be used if the total of unallocated debit amounts exactly equals the total of unallocated credit amounts:

- T** in each currency,
- T** on each account selected.

If these conditions are met, the allocations are made in a single operation.

Application

In general, when making allocations, it is good practice to verify that the items being allocated not only agree in amount and currency, but also actually refer to each other. In Ultra-Fast Allocations this element is absent because batches of debits are allocated against batches of credits in a single operation.

Whenever caution permits, however, Ultra-Fast Allocations are an extremely efficient way of making allocations. A good example might be the clearing of suspense accounts which, by their very nature, lose their importance as a matter of record every time they balance out to zero.

Deletions

Note that Ultra-Fast Allocations, as all allocations, do **not** delete records. Allocated items are simply marked as allocated. Allocations may be reversed by the **Delete Allocation** utility available from the Regular Queries mode toolbar.


12.07 Ultra-Fast Allocations
03 Operation

[Up one
level](#)

Selection of accounts

Selection of accounts on the [Account](#) input line proceeds in the usual manner.

Making the allocation

To make an Ultra-Fast Allocation, press the  **Allocate** toolbar button.

Resetting to Regular Queries mode

To reset the Search Engine to [Regular Queries mode](#), press the Reset button on the right at the foot of the Search Engine screen.

12 Search Engine
08 Journal Listing Mode

Up one
level

Opening Journal Listing mode

Pressing the Journal Listing mode button at the foot of the Search Engine screen:

T changes the [toolbar](#),

T disables all input lines except Journal Number and Translation, and

T disables the mode buttons at the foot of the Search Engine screen.

Selection of journals

Selection of journals on the [Journal Number](#) input line proceeds in the usual manner.

The **Translations** input line is unique to Journal Listing mode. The combo on this line is preset to **Include translations**. If this setting is left unaltered, all journals selected on the Journal Number input line will be included in the Journal Listing. If, instead, the alternative setting **Find translations** is used, journals without at least one record showing an amount translated into base-currency will be excluded.

Sequence of operation : Translations input line

1 Press Set button. The button's caption changes to Enter. The combo is enabled.

2 Choose a value from the combo.

Opening the Journal Listing

To open the Journal Listing, press either the

T Journal (No page breaks)

or the

T Journal (Page breaks)

toolbar button.

In the first case, the journals are listed without a page break between one journal and the next, and pages are sequentially numbered. Totals are given, currency by currency, for each journal with summary totals at the end of the listing.

In the second case, each journal starts on a new page and pages are not numbered. Summary totals are not given at the end of the listing.

Resetting to Regular Queries mode

To reset the Search Engine to [Regular Queries mode](#), press the Reset button on the right at the foot of the Search Engine screen.

12 Search Engine
09 Account Listing Mode

Up one
level

Opening Account Listing mode

Pressing the Account Listing mode button at the foot of the Search Engine screen:

T changes the [toolbar](#),

T disables all Input Lines except Entry Date, Currency, Account, Analysis and Allocation Code, and

T replaces the mode buttons at the foot of the Search Engine screen with the Account Balances mode button.

Selection of data

The input of criteria on the available input lines proceeds in the usual manner. Currency and Account are **required** lines, however. If values are not set for these input lines, the Account Listing may not be opened.

No more than one currency may be chosen but there is no limit to the number of accounts. When more than one account is selected, the Account Listing combines the various accounts and displays them as though they were a single account.

Account Listings for more than one account

Taking out an Account Listing for more than one account is most useful in two circumstances.

1 Control groups.

Where accounts stand in a close relationship, such as a series of accounts for the same customer or for the same supplier, an Account Listing which includes the entire series of related accounts amounts to a detailed control account listing for the customer or supplier.

2 Currency groups.

Grouping accounts which are related only by currency denomination may be very useful. For example, accounts kept at different banks, but denominated in the same currency, may be listed together as if a single account. In this case, the running totals of the consolidated listing show the overall availability of funds in the selected currency on all bank accounts over the selected period.

Opening the Account Listing

To open the Account Listing, press the

T Account Listing
toolbar button.

Resetting to Regular Queries mode

To reset the Search Engine to [Regular Queries mode](#), press the Reset button on the right at the foot of the Search Engine screen.

12 Search Engine Up one
10 Account Balances Mode level

Opening Account Balances mode

Pressing the Account Balances mode button at the foot of the Search Engine screen:

T changes the [toolbar](#),

T disables all Input Lines except Journal Number, Entry Date, Currency and Account, and

T disables the Account Balances mode button at the foot of the Search Engine screen.

Selection of data

The input of criteria on the Currency and Account input lines proceeds in the usual manner.

On the Journal Number and Entry Date input lines, the usual range of options (Equals, After, Before, Between) is not available. Only a single journal number or a single date may be chosen. The balances to be listed will be those as at the journal number or date in question. As might be expected, this means that Journal Number and Entry Date are alternatives. Opening one of these input lines automatically clears any value which may already have been entered on the other.

Alternative way of obtaining a listing of account balances

An alternative way of obtaining a listing of account balances is described in [31.02 Obtaining a list of account balances](#).

Resetting to Regular Queries mode

To reset the Search Engine to [Regular Queries mode](#), press the Reset button on the right at the foot of the Search Engine screen.

12 Search Engine [Up one](#)
11 Allocation Listing Mode [level](#)

Opening Allocation Listing mode

Pressing the Allocation Listing mode button at the foot of the Search Engine screen:

T changes the [toolbar](#),

T disables all input lines except Allocation Number, and

T disables the mode buttons at the foot of the Search Engine screen.

Selection of allocation journals

Selection of allocation journals on the [Allocation Number](#) input line proceeds in the usual manner.

Opening the Allocation Journal Listing

To open the Allocation Journal Listing, press either the

**T Allocation Journal (No
page breaks)**

or the

T Allocation Journal (Page breaks)

toolbar button.

In the first case, the journals are listed without a page break between one journal and the next, and pages are sequentially numbered. Totals are given, currency by currency, for each journal with summary totals at the end of the listing.

In the second case, each journal starts on a new page and pages are not numbered. Summary totals are not given at the end of the listing.

Resetting to Regular Queries mode

To reset the Search Engine to [Regular Queries mode](#), press the Reset button on the right at the foot of the Search Engine screen.

31 Frequently Asked Questions Contents

Up one
level

- 31.01 [Meaning of the word **Account**](#)
- 31.02 [Obtaining a list of **account balances**](#)
- 31.03 [Account listings in more than one currency](#)
- 31.04 [Obtaining an **aged analysis** of debtors or creditors](#)
- 31.05 [Meaning of the word **Allocation**](#)
- 31.06 [The **audit trail** in Karavan Accounts](#)
- 31.07 [Meaning of the word **Base-currency**](#)
- 31.08 [Using more than one **base-currency** in Karavan Accounts](#)
- 31.09 [Control accounts in Karavan Accounts](#)
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- 31.19 [Exporting **HTML files** from Karavan Accounts](#)
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- 31.22 [Problems in **linking data and translation rates files**](#)
- 31.23 [Mistranslation of revenue and expense items](#)
- 31.24 [Partial Allocation in Karavan Accounts](#)
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- 31.31 [Trial balances out of balance](#)

31.01 Frequently Asked Question: Meaning of the word **Account**

Up one
level

In the [Accounts Library](#), account codes and captions must both be unique, that is a unique account code is always related to a unique account caption and vice versa. Search and selection facilities based on the Accounts Library always show the current Library entries.

In the accounting records, by contrast, a single account code may relate to more than one account caption, and a single account caption may relate to more than one account code. This can result from changes made to entries in the Accounts Library, or from changes made to the accounting records direct using the [Edit Data File](#) utility. As a general rule, duplications of this sort are to be avoided as tending to confusion, but there are circumstances in which multiple captions, particularly, may be made to serve a purpose. These are discussed in [24.02.03 Changes to Accounts](#).

In Karavan Accounts, selection of an account is usually made by reference to the account's account code only.

Allocation

As far as allocation is concerned, items may be allocated against each other if they are entered on the same account, the account being defined by reference to the account code only. If, in a data file, the account code 101, for example, sometimes corresponds to the caption **Pretty Cash** and sometimes to the caption **Petty Cash**, this is of no consequence. Any item posted to account code 101 may be allocated against any other item posted to account code 101, whatever the caption. If, on the other hand, the account caption **Petty Cash** sometimes corresponds to account code 101 and sometimes to account code 102, then **Petty Cash** items may be allocated against each other only if they are all posted to account code 101 or, alternatively, they are all posted to account code 102.

Trial Balances

The great exception to the principle described above concerns Trial Balances. On a Trial Balance, balances are listed separately for each combination of account code and caption.

To take the example used above, a Trial Balance would show two separate balances for accounts **101 Pretty Cash** and **101 Petty Cash**.

31.05 Frequently Asked Question:
Meaning of the word **Allocation**

Up one
level

Allocation is an accounting process, also known as application, whereby debits are matched against credits, with the consequent elimination of both.

When a sales invoice is raised, for example, it is posted to the debit of a debtor account, and forms part or all of the balance on that account. The subsequent receipt of funds in full settlement of the invoice gives rise to a credit entry on the debtor account which is equal and opposite to the original debit entry. Although both debit and credit entries now form part of the balance on the account, being equal and opposite they have no effect upon it. If the two items are allocated against each other, that is if they are both struck out of the account, the balance on the account remains unchanged, and the trial balance of the books of account likewise.

Allocation in Karavan Accounts

In Karavan Accounts, allocations do **not** delete records. Allocated items are simply marked as allocated. Allocations may be reversed by the **Delete Allocation** utility available from the Search Engine [toolbar](#).

31.24 Frequently Asked Question:
Partial Allocation in Karavan Accounts

Up one
level

In normal allocation, one or more debit amounts equal in total to one or more credit amounts are matched against each other, and eliminated from the books of account.

In partial allocation, the sum of the debits does not have to equal the sum of the credits. The system calculates the balance left outstanding by the elimination of the selected debits and credits and writes this balance back into the books of account with a suitable description.

In Karavan Accounts, automatic partial allocation is not possible. However, the result may easily be achieved manually by way of contra entries to split amounts, too large to be allocated, into their allocable and unallocable components.

Deletions

Note that in Karavan Accounts, allocations do **not** delete records. Allocated items are simply marked as allocated. Allocations may be reversed by the **Delete Allocation** utility available from the Search Engine [toolbar](#).

31.10 Frequently Asked Question: Data Files

Up one
level

Karavan Accounts consists of two main elements: the application itself and the data files with which it works. Each data file constitutes a separate Book of Account and different files are typically used for different corporations or financial years. Although only one data file may be linked to the application at any one time, there is no limit to the number of files with which the application may work.

Contents of a Data File

A data file holds eight elements:

- T** the six [libraries](#) used in Karavan Accounts:
- T** [Currencies](#)
- T** [Accounts](#)
- T** [Analysis Codes](#)
- T** [Descriptions](#)
- T** [Headers](#)
- T** [Footers](#)
- T** the accounting records, and
- T** the [Data File Settings](#) which identify the data file itself.

Contents of the accounting records

The accounting records are entered journal by journal.

A **journal** consists of at least one debit entry and at least one credit entry. There is no limit to the number of debit and credit entries which a journal may contain, but the debit and credit totals must balance.

A **record** contains the data for a single debit or credit entry. A journal thus consists of at least two records, one for a debit entry and one for a credit entry. It may consist of any number of records.

Data files thus consist of a series of records grouped as journals. Each record holds data in seventeen **fields**. These are listed below together with a description of the data held in each field.

Journal Number	Consecutive numbers beginning at 1.
Record Number	Consecutive numbers beginning at 1.
Entry Date	Date formatted as two digits for each of day, month and year in the order specified in Regional Settings in the Windows Control Panel.
Document Reference	20 alpha-numerical characters.
Due Date	Date formatted as two digits for each of day, month and year in the order specified in Regional Settings in the Windows Control Panel.

Account Code	Minimum 3, maximum 12 numerical characters.
Account Caption	49 alpha-numerical characters.
Analysis Code	8 alpha-numerical characters.
Currency Code	3 alphabetical characters.
Description	100 alpha-numerical characters.
Debit Amount	Number with two decimal places.
Credit Amount	Number with two decimal places.
Transaction Rate	Number with six decimal places.
Base-currency Debit Amount	Number with two decimal places.
Base-currency Credit Amount	Number with two decimal places.
Allocation Code	3 alphabetical characters.
Allocation Number	Consecutive numbers beginning at 1.

31.30 Frequently Asked Question:
Translation Rates Files

Up one level

Translation rates tables are used in the preparation of [Trial Balances](#) and translated [General Purpose Reports](#). The way in which the tables are used is explained in [Chapter 25 : Translations in Karavan Accounts](#).

Translation rate tables are of two kinds.

Closing Rate tables store a single translation rate for each currency and are used to translate balances at trial balance date.

Average Rate tables store translation rates by currency, by month and by year and are used to translate balances for reports and trial balances.

Translation Rates Files

Closing Rate and Average Rate tables are stored together in translation rates files. There is no limit to the number of tables that a single file may contain. In practice, however, it is convenient to use each file to store tables which refer to the same base-currency, and to that currency only. In this case, each file will contain a closing rate table for each closing date at which translated trial balances are required, plus a single average rates table spanning a number of years.

Use of Translation Rates Files with different data files

[Data files](#) constitute separate Books of Account. Different files are typically used for different corporations or financial years.

A user, keeping books of account for different corporations, is not obliged to enter translation rates for each corporation. Provided the reporting base-currency is the same in each case, a single translation rate file may be used for them all. Typically, therefore, a user will require one translation rates file for each base-currency in which accounts are kept. As with data files, only one translation rates file may be linked to the application at any one time, but there is no limit to the number of files with which the application may work.

31.07 Frequently Asked Question:
Meaning of the word **Base-currency**

Up one
level

A **base-currency** is the currency in which an entity such as a corporation is legally held, or chooses, to report its financial results. Base-currency is also commonly referred to as **reporting currency** or **local currency**.

A corporation's base-currency is often the currency of legal tender in the jurisdiction in which the corporation is domiciled. Likewise, a corporation's base-currency is usually the currency of the primary economic environment in which the corporation operates.

Insofar as a corporation undertakes transactions denominated in other currencies, the results of these transactions need to be translated into base-currency in order to be incorporated in the corporation's overall financial results. In many jurisdictions, rules apply to the way in which such translations are made.

31.31 Frequently Asked Question:
Trial balances out of balance

Up one
level

The ways in which a trial balance may be out of balance are discussed in [18.03 Opening a Trial Balance](#).

For rounding differences of a cent or so on totals of translated amounts, see [31.27 Rounding differences](#).

31.09 Frequently Asked Question:
Control accounts in Karavan Accounts

Up one
level

In Karavan Accounts there are no Control accounts as such. The equivalent is provided by the ability to select more than one account at the same time, and to view the combined result as if it were a single account.

This facility applies equally to all reports available from the Search Engine. The question of combining accounts in this way is discussed, however, in the Search Engine Help topic [12.09 Account Listing Mode](#) at the heading [Account Listings for more than one account](#).

31.03 Frequently Asked Question:
Account listings in more than one currency

Up one
level

An [Account Listing](#) obtained from the Search Engine may only show entries in one currency. This is because the report includes running totals which would be meaningless in more than one currency.

An Account Listing in more than one currency, but without running totals, may be obtained by using the [General Purpose Report](#) available from the View Screen.

31.06 Frequently Asked Question:
The **audit trail** in Karavan Accounts

[Up one level](#)

Although data may be edited and deleted, that is manipulated, more or less at will in Karavan Accounts, library listings, journal and allocation journal listings, account listings and trial balances will always faithfully present the contents of a data file. In other words, these reports are not susceptible to manipulation by the user.

To check that a trial balance has truly been generated from a particular data file, and that the data file has not been edited since the trial balance was taken out, preview a complete [journal listing](#) drawn from the data file in question. To do this, open the journal listing without selecting a journal number or range on the Search Engine [Journal Number input line](#). This selects **all** journals. Check that the report totals at the end of the journal listing agree with the overall totals shown at the foot of the trial balance.

31.11 Frequently Asked Question:
Data integrity in Karavan Accounts

Up one
level

Karavan Accounts data files store data and do nothing else. They consequently contain very little code. In addition, they may not be opened directly by the user. Taking these factors together, the chances of a data file being damaged are slim.

However, in some circumstances, principally an unexpected power outage, damage may occur. For this reason, backup copies of data files should be made regularly.

If a data file behaves unpredictably, that is if the data it presents is unexpected or peculiar, the first thing to do is to repair and compact the file using the [Compact File](#) utility. If the utility confirms that the data file was copied and compacted successfully, then it is almost inconceivable that the file should be at all damaged.

To conclusively prove that the data in a data file is integral, however, two things are necessary:

- 1** It must be possible to read each and every record in each and every table in the data file. By this is meant that it must be possible for the Karavan Accounts application to read, that is retrieve, each and every record contained in an attached data file.
- 2** No records must be missing from the data file.

Repairing a data file using the Compact File utility is a very good test of point 1. To conclusively prove point 1, however, the best procedure is to retrieve all the data a data file contains. This is not an alternative to using the Compact File utility but a complementary test.

Point 2 is very difficult to prove conclusively. In an accounting application, however, what point 2 really comes down to is proving that the books of account are in balance and this is not difficult to do.

The procedures indicated below are a suggestion for testing the two points stated. Different procedures may be used. The essential things are to retrieve **every** item of data and to check that the books balance.

Suggested program of data checking

To check the data in libraries: preview a [library listing](#) for each library.




To check the accounting records: preview a complete [journal listing](#). To do this, open the Journal Listing without selecting a journal number or range on the Search Engine [Journal Number input line](#). This selects **all** journals. Check that the report totals balance in every currency (total debits equal total credits).

To check data file settings: open the [Data File Settings dialog box](#) by clicking the Switchboard [Data File Settings button](#).

31.17 Frequently Asked Question:
Printing out the **General Ledger**

Up one
level

Follow these steps to obtain a print-out of the General Ledger.

- 1 On the Switchboard, click the [Search Engine button](#). The [Search Engine](#) opens in [Regular Queries mode](#).
- 2 Select **Mask none** on the [Allocation Code input line](#).
- 3 Open the [View Screen](#) by pressing the  **Open View Screen** toolbar button. When it opens, all records present in the attached data file are shown on the screen.
- 4 To print out the General Ledger as a report, press the  **Report** toolbar button. For assistance, consult [Chapter 20 : General Purpose Report](#).
- 5 To export the General Ledger as a Microsoft Excel file, press the  **Output xls (for MS Excel)** toolbar button.

31.12 Frequently Asked Question:
Day books in Karavan Accounts

Up one
level



With a normal Plan of Accounts, the production of a day book in Karavan Accounts should present no difficulty.

Day books are produced as a General Purpose Report, or exported as a Microsoft Excel file, the data being selected, as usual, in the Search Engine. The basic idea for selection is to choose entries posted to sales accounts for a Sales Day Book, and to purchases accounts for a Purchases Day Book, and to limit the selection to Document References and/or Descriptions which identify invoices, debit notes and credit notes and exclude other documents and transactions.

Sales Day Book Example

Suppose we use a Plan of Accounts in which all accounts with account codes beginning with the digit 7 are sales accounts, and no sales accounts have codes beginning with any other digit. Further, all sales invoices are posted with a document reference beginning with the letters **INV**, all debit notes issued are posted with a document reference beginning with the letters **DN**, and all credit notes issued are posted with a document reference beginning with the letters **CN**. Incoming invoices, debit notes and credit notes are given document references with different letters and none of these include the letter N as their second character.

To obtain the day book, in the Search Engine we will make use of two input lines:

-  on the Account Input Line we choose the **Like** operator and enter the value: **7***
-  on the Doc Ref Input Line we choose the **Like** operator and enter the value: **?N***

This will produce a Sales Day Book which includes all sales invoices, debit notes and credit notes posted to date and nothing else. If we wish to limit the period covered, this can be

done by entering appropriate criteria on the Entry Date or Due Date input lines.

Comments

If, in the example, we were to use the Doc Ref Input Line only, we would probably retrieve unwanted debit postings of invoices and debit notes along with the credit entries which rightly figure in the day book, as well as the credit postings of credit notes. By using the Account Input Line, we pick out the side of each double entry which we require.

If, on the other hand, we were to use the Account Input Line only, we might well produce the day book but at the risk of including unwanted items such as discounts or other adjustments posted to sales accounts.

For assistance in selecting data, consult the Search Engine topic [12.04 Input Lines, Operators and Wildcards](#).

31.13 Frequently Asked Question:
Keeping books of account for **different companies**

[Up one level](#)

Karavan Accounts consists of two main elements: the application itself and the data files with which it works. Each data file constitutes a separate Book of Account and different files are typically used for different corporations or financial years. Although only one data file may be linked to the application at any one time, there is no limit to the number of files with which the application may work.

Related Topics

03.23 [Attach Data File button](#)

03.24 [Attach Data File dialog box](#)

03.24.04 [New Data File](#)

31.10 [Data Files](#)

31.30 [Translation Rates Files](#)

31.21 Frequently Asked Question:
Missing **journals**

Up one
level

The [Deletions](#) utility deletes all allocated records from a linked data file.

The utility consolidates journals which are fragmented by the process by copying the records remaining on such journals into a single new journal. The old journals are then deleted entirely. References to the original source journal are added to the description field in each record copied into the new journal.

The sequence of journals and journal numbers in a data file from which allocated records have been deleted will therefore not be integral.

31.29 Frequently Asked Question:
Producing a **statement of account**

Up one
level

The [General Purpose Report](#) is designed with special facilities for the production of personalised statements of account. These comprise [headers](#) and [footers](#).

Example procedure

Suppose we wish to produce a statement of account for a customer who purchases items in several currencies. Terms of payment are recorded when invoices are posted (that is, the payment date is entered in the Due Date field). We wish to include in our statement all items due for payment by today.

A header exists for this customer in the Headers Library. The Footers Library includes a footer which sets out details of the bank at which we wish to receive payment by direct transfer.

1.
On the Switchboard, we click the Search Engine button. The Search Engine opens in Regular Queries mode.
2.
In the Search Engine, we enter criteria as follows.

2.1
On the [Account](#) input line, we press the Set button which selects data entry by Combo (Equals operator). Using the combo, we choose the account for the customer in question and press the Enter button (the button on the screen, not the keyboard Enter key).

If we use a chart of accounts with more than one account for each customer, we either choose the accounts required by repeatedly using the combo, or, having pressed the Set button, we press the Enter button to select the Like operator. Then, supposing all accounts for our customer to have account codes beginning with the digits 34, we enter a value such as 34[1-3] to select the required accounts, and press the keyboard Enter key (not the Enter button on the screen).

2.2
On the [Due Date](#) input line, we press the Set button and then the Before button. We type in tomorrow's date, and press the keyboard Enter key (not the Enter button on the screen).

3.
Having made our selections, we click the **T** button on the Search Engine toolbar. The View Screen opens.

4.
On the View Screen, we check the data we have selected.

For example, all allocated items have been excluded from our selection by the Search Engine's default setting **Mask all** on the Allocation Code input line. If we see items on the View Screen which should have been allocated and excluded from the statement we are preparing, we face a choice. We can suspend our preparation of the statement of account, and perform the required allocations. Alternatively, we can delete the redundant lines directly on the View Screen.

Similarly, we can edit records on the View Screen or add entirely new records. We might edit records which do not contain sufficient information, for example, or correct amounts which

we know to be wrong but for which the necessary correcting journals have not yet been entered. If invoices, debit notes or credit notes have been issued but not yet accounted, we can enter new records for them.

Note that changes made to data on the View Screen do not affect the underlying accounting records, that is no changes are made to the data stored in the data file currently attached to the application.

5.

Having checked our data, we click the **T** button on the View Screen toolbar. The [Format Report dialog box](#) opens.

6.

In the Format Report dialog box, we proceed as follows.

6.1

We leave the input line [Enter Report Caption](#) blank. This means that the default report caption, **Statement of Account**, will appear at the head of the General Purpose Report.

If we prefer, we enter a report caption such as **Statement of Account as at May 20th, 1999**. If we do this, the text we enter is automatically copied to the [Enter Page Caption](#) input line.

6.2

On the [Select Report Header](#) input line, we select the header for our customer from the combo.

6.3

On the [Enter Page Caption](#) input line, if necessary, we type in the page caption we wish to print at the top of the second and subsequent pages of our statement of account.

6.4

In the [Select Fields](#) panel, we deselect (uncheck) the fields which we do not wish to appear on the face of our report. As we are preparing a statement of account for a customer, in all likelihood, we will deselect the fields: Journal Number, Record Number, Account Code, Account Caption, Analysis Code, Allocation Code and Allocation Number. The fields we leave checked, and which will appear in the statement, are thus: Entry Date, Document Reference, Due Date and Description.

6.5

In the [Select Groups / Totals](#) panel, we choose the Entry Date combo and set the value to **1 : Entry Date / Sort only**. Next, we choose the Due Date combo and set the value to **2 : Due Date / Sort only**. This will produce a statement with entries sorted primarily into Entry Date order and, within that order, into Due Date order secondarily.

If no items other than invoices, debit notes and credit notes appear in our statement, that is if no receipts are shown because, for example, they have all been allocated, we may dispense with the Entry Date setting if we are sure that a Due Date has been entered for all documents.

6.6

On the [Enter Report Footer](#) input line, we select the Footer relating to the bank at which we wish to receive payment.

7.

We click the OK button to preview the report.

Related Topics

- 08 [Headers Screen](#)
- 09 [Footers Screen](#)
- 12.04 [Input Lines, Operators and Wildcards](#)
- 20 [General Purpose Report](#)

31.27 Frequently Asked Question:
Rounding differences

Up one
level

Although amounts are displayed with two decimal places in Karavan Accounts, translations are calculated to four decimal places.

Translated trial balances

This accuracy in translation usually means that the overall totals as they appear on translated trial balances agree to the cent. In some cases, however, this apparent agreement may be illusory. The actual totals of the figures displayed on the face of a trial balance may not agree in reality when the totals are checked.

The explanation, in such cases, is that the totals of the underlying amounts, expressed to four decimal places, do agree, whereas the totals of the amounts displayed, rounded to two decimal places, do not. To find such rounding differences, and to check translations generally, press the



Output xls (Check Translations)

button on the trial balance toolbar. This exports a Microsoft Excel file which gives full details of the translations performed. By formatting the amount columns to four decimal places in Microsoft Excel, the actual figures may be seen.

Other translations

Throughout Karavan Accounts, translations are made in the same way. One or more Microsoft Excel files are always available which permit translations to be checked and rounding differences to be found. Re-importable Microsoft Excel files are themselves rounded to two decimal places and may yield differences. The characteristics of the different files are given in [Chapter 22 : Microsoft Excel export files](#).

Amounts entered to more than two decimal places

Amounts may be entered into Karavan Accounts accounting records to three or four decimal places even though such amounts are always displayed truncated to two decimal places.

If, for example, a journal containing such amounts is saved, the verification procedures performed simply ensure that the journal balances, in each currency, to the fourth decimal place.

In these circumstances, differences may appear on the face of Karavan trial balances and reports which do no more than reflect the underlying data. The user may verify the position by exporting the data to Microsoft Excel and viewing amounts formatted to four decimal places.

31.18 Frequently Asked Question:
Missing **Group Level captions**

Up one
level

The use of Group Level captions is explained in [05.03.02 Group Level Fields](#).

When a trial balance using Group Level captions is taken out, it may be found that the Group Level caption relating to one or more accounts is missing. Usually, the explanation will be that the required caption has not been entered in the Accounts Library.

Alternatively, an account listed in the trial balance may not be registered in the Accounts Library at all. This possibility is explained in [Chapter 24 : Libraries and their use](#). Consult particularly [24.03.03 Changes to Accounts](#).

31.08 Frequently Asked Question: [Up one level](#)
Using more than one **base-currency** in Karavan Accounts

Only one base-currency may be set at any one time for a [data file](#), but the base-currency may be changed at any time at will. How to set base-currency is explained in [03.09.05 Base-Currency](#).

Karavan Accounts may easily be used to produce reports and trial balances translated into different base-currencies from the same data file. Moreover, any currency may be set as base-currency, even a currency which is not used in any of the transactions recorded in the data file.

Considerations in setting base-currency

For a base-currency to be used, translation rates must be available for that currency. Consult [Chapter 15 : Average Translation Rates Screen](#), [Chapter 16 : Closing Translation Rates Screen](#), [Chapter 25 : Translations in Karavan Accounts](#) and [31.30 Translation Rates Files](#).

Difficulties will arise if base-currency equivalents have been entered directly into the accounting records contained in a data file. This technique is discussed, together with the alternative of using cross-currency entries, in [25.03 The translation of individual transactions](#). The point here is that, because base-currency equivalents relate to one particular base-currency, such equivalents will have to be changed if base-currency is to be changed. In fact, there is never any real need in practice to enter base-currency equivalents, their use being entirely a question of convenience or bookkeeping style. If reports translated into more than one base-currency are required, the entry of base-currency equivalents into the accounting records should be avoided.

To determine whether base-currency equivalents have been entered into accounting records, and to find them, use the **Find all translations** setting of the Search Engine [Allocation Code](#) input line in [Regular Queries Mode](#). Alternatively, to review all journals containing base-currency equivalents, use the **Find translations** setting in [Journal Listing Mode](#).

31.04 Frequently Asked Question:
Obtaining an **aged analysis** of debtors or creditors

Up one
level

How to produce a statement of account is explained in [31.29 Producing a statement of account](#), together with an example procedure.

In the example, at step 6.5, the statement to be issued to a customer is sorted first by entry date and then by due date. To produce the same statement with the receivable items grouped and totalled by month, substitute the following procedure.

6.5

In the [Select Groups / Totals](#) panel, choose the Due Date combo and set the value to **1 : Due Date / Total by month**. This will produce a statement with records sorted into Due Date order and grouped and totalled by month.

In addition to sorting and grouping amounts in this way, an aged analysis of the total amounts due may be added at the foot of the statement, as described in [20.02.09 Age Analysis Settings](#).

Age analysis totals are produced for 30 day or 1 month periods, or multiples up to 120 days and 4 months. The number of analysis periods ranges from three to six. Thus the shortest available span is three periods of 30 days or 1 month, the longest span being six periods of 120 days or 4 months. To these totals are added a total for amounts not yet due, and another for amounts overdue before the earliest analysis period.

Statements are particularly effective when the records are grouped and totalled by month, with age analysis set to periods of one or more months by reference to a month-end date. In this case, group and age analysis totals agree precisely.

31.02 Frequently Asked Question:
Obtaining a list of **account balances**

[Up one level](#)

In Karavan Accounts, a list of account balances, without constituent detail, may be obtained in two ways.

The quicker and easier way is through the Search Engine and this route is described in [12.10 Account Balances Mode](#) and [19.06 Account Balances Listing](#). However, these listings may be obtained only in transaction currencies, that is without translation, and for accounts, that is without regard to analysis codes posted to accounts.

The second way of producing a list of account balances is by exporting a trial balance as a Microsoft Excel file, deleting unwanted lines and then reimporting the result to the View screen. This route offers a wider range of possibilities.

The available export files are listed, with characteristics, in [Chapter 22 : Microsoft Excel export files](#). Usually, the files required will be the **Long Re-importable** and **Short Re-importable** files available from the multi-currency trial balance print preview screen. The first lists all balances for each combination of account and analysis code, the second for accounts only, irrespective of analysis codes. Translated listings of balances may be obtained from the print preview screens of translated trial balances.

For the reimport operation, consult [29.05 Importing to the View Screen](#) and [12.03 Import button](#).

31.26 Frequently Asked Question:
Repetitive journals

Up one
level

Journals may be imported into Karavan Accounts using the [Import Journal](#) utility. Before making use of the utility, the user is advised to read [Chapter 29 : Importing and exporting Microsoft Excel files](#). In addition to general guidance, the chapter discusses errors which may occur in importing Microsoft Excel files.

Repetitive journals

When an identical or near identical transaction is repeated periodically, labour may be saved by exporting the journal booking the first such transaction, and then editing the journal in Microsoft Excel for repeated reimport. The labour saving is obviously proportionate to the length of the journal involved and the number of changes which need to be made on each new occasion. An example of a considerable saving might be the periodic payment of wages and salaries.

When the original journal is first exported, the columns should be reformatted in Microsoft Excel **before** changes are made. Guidelines are given in [29.10 Troubleshooting files used by import routines](#).

31.22 Frequently Asked Question:
Problems in **linking** data and translation rates files

[Up one level](#)

The [Attach Data File](#) and [Attach Rates File](#) utilities will only link valid Karavan Accounts [data](#) and [translation rates](#) files to the application. However, even valid files may not be linked in two circumstances: if the files are **read-only** or **locked**.

Read-only files

A file may be made read-only by right-clicking on the file on the desktop, or in Windows Explorer, clicking **Properties** on the shortcut menu, and then checking the **Read-only** attributes box. Similarly, unchecking the **Read-only** attributes box cancels the file's read-only status.

A file for which the read-only attribute has been set may not be linked to the Karavan Accounts application.

In practice, this problem should only arise if an attempt is made to link to a file on a CD, because all files on a CD are read-only. The problem may also arise when a file is copied from CD to hard disk. Because of the source, the copy may well have its read-only attribute set. This must be cleared before the file may be linked to Karavan Accounts.

Locked files

All manner of files may be locked by proprietary security software. Typically, such software requires the entry of a password for a locked file to be opened. A data or translation rates file which has been locked in this way may not be linked to the Karavan Accounts application unless it is first unlocked and the password removed.

Use of such software is, in fact, the recommended way of providing for the security of Karavan Accounts data files when this is required.

31.23 Frequently Asked Question:
Mistranslation of revenue and expense items

Up one
level

The way in which translations are performed in Karavan Accounts is explained in [Chapter 25 : Translations in Karavan Accounts](#).

Automated translations of account balances are made either at [closing](#) or at [monthly average](#) translation rates. Which rates are used to translate the balance for a particular account is determined by the value registered in the **Translation** field in the Accounts Library for that account. If no value is entered in the field, the default method of translation by reference to closing rates applies. This is fully discussed in [25.02.01 Setting the default translation method for each account](#).

In general, translation at closing rates is appropriate for balance sheet accounts, monthly average rates being used for revenue and expense accounts. As the use of closing rates is the default method, mistranslation of balance sheet accounts seldom arises. Mistranslation of a revenue or expense account will occur if either:

- T** the account is registered in the Accounts Library as translated by reference to closing rates; or
- T** the account is not present in the Accounts Library at all.

The effects of changes to, and deletions from, libraries generally is discussed in [Chapter 24 : Libraries and their use](#). The effects of changes and deletions in the Accounts Library is covered in [24.03.03 Changes to Accounts](#).

31.19 Frequently Asked Question:
Exporting **HTML** files from Karavan Accounts

Up one
level

HTML files may not be exported direct from Karavan Accounts. However, a wide range of data may be exported as Microsoft Excel files. The available files are listed in [Chapter 22 : Microsoft Excel export files](#).



From Microsoft Excel, the native xls files may be saved in a variety of spreadsheet and database formats, including Lotus 1-2-3, Quattro Pro and dBase. In addition, xls files may be saved as space, tab or comma delimited text files. Most database programs can import one or other of these text file formats.

A Microsoft Excel file may also be saved as an HTML file and previewed in Microsoft Internet Explorer or Microsoft Word.

31.15 Frequently Asked Question:
Producing **financial statements**

Up one
level

Karavan Accounts does not incorporate a report writer facility for the preparation of sophisticated financial statements. However, rudimentary financial statements may rapidly be produced by following these steps.

- 1 Open the print preview screen of a Full Trial Balance.
- 2 Press the  **Output xls (Finstats Re-importable)** toolbar button to export a re-elaborated version of the trial balance as a Microsoft Excel file. The characteristics of the file are given in [Chapter 22 : Microsoft Excel export files](#).
- 3 Open and save the file, without changes, in Microsoft Excel. The reason for this step is explained in [29.03 Importing](#).
- 4 [Import](#) the file to the View Screen.
- 5 Press the  **Report** toolbar button to open the [Format Report dialog box](#).
- 6 In the dialog box, enter appropriate [Report](#) and [Page](#) captions. In the [Select Fields](#) section, deselect all fields except **Account Code** and **Account Caption** which should be left checked. In the [Select Groups / Totals](#) section, open the **Analysis Code** combo and choose **1 : Analysis Code / Total by each value**. Open the **Account Code** combo and choose **2 : Account Code / Sort only**. Press the OK button to preview the report.

The report thus generated groups and totals balance sheet and profit and loss items separately. Accounts are included in the balance sheet group if registered in the Accounts Library as translated at closing rates by default. Accounts registered as translated at monthly average rates and Cross-currency account are included in the profit and loss group. Note that a cent or two rounding difference may occur in the totals. This may be corrected either in Microsoft Excel or on the View Screen.

31.28 Frequently Asked Question:
Data file **security**

Up one
level

Karavan data files may not be opened directly from Microsoft Access. They may, however, be opened by any copy of the Karavan Accounts application. Fundamentally, therefore, little or no data file security is afforded by the facility to set a password for individual copies of the application.

Users for whom data file security is a serious consideration should protect data files by using a file security utility. Such utilities are widely available on the Internet. Although security utilities usually offer quite a range of options, for the present purpose all that is required is the ability to lock individual files.

To find such utilities, visit one or other of the major software sites and look for **utilities**. Having downloaded a shareware or demo version, test the efficacy of locking data files by trying to open locked files from Karavan Accounts. A good program will make it impossible to attach a locked data file as well as making it impossible to work with a data file which is locked after it is attached.

31.14 Frequently Asked Question:
Problems with **display**

Up one
level

Karavan Accounts is designed for display at any colour setting. It is optimised for screen resolutions 640×480, 800×600 (small and large fonts) and 1024×768 (small and large fonts). For best display at higher resolutions, however, the Windows **Font Size** setting should be set to **Large Fonts**.

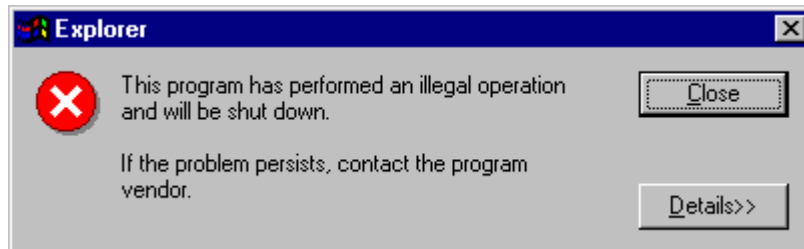
Although Karavan Accounts may be displayed with any colour setting, some VGA cards (fortunately very few) are unable to display correctly the toolbar button icons generated by Microsoft Access. With these cards, the icons appear very dark and it is difficult to distinguish one button from another. Lowering the Windows **Colors** setting to **16 Colors** solves the problem.

31.20 Frequently Asked Question:
Illegal operations

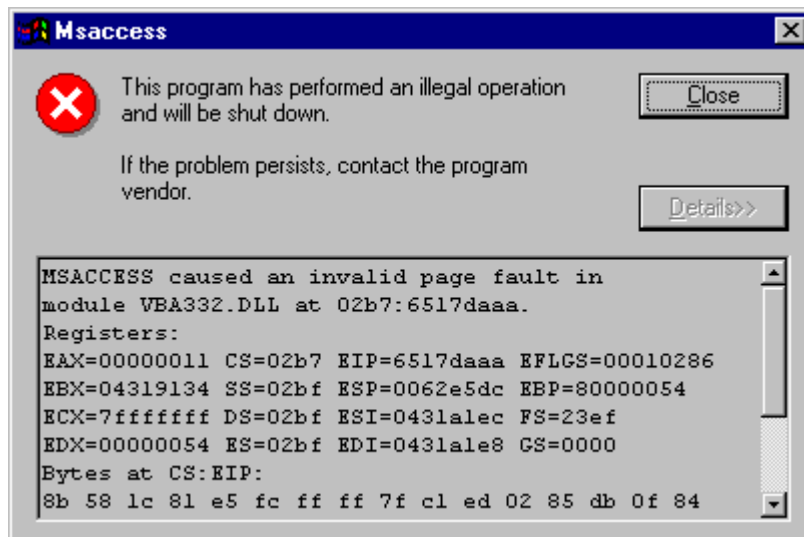
Up one
level

All programs running under the Microsoft Windows operating systems give problems from time to time and Microsoft Access is no exception.

One particularly annoying kind of problem is the **illegal operation** which shuts a program down. This is announced by a standard Windows dialog box looking like this example from a failure by Windows Explorer.



By clicking on the **Details** button, the initiated can gain some idea of the cause of the failure. In this example from Microsoft Access, the failure has occurred in the dynamic link library called **VBA332.DLL**.



Such failures are generally infrequent and they appear not to follow a pattern. Relaunching the program is usually all that is required. It is always worth the while, however, to see where the fault occurred by looking at the details. If a fault consistently occurs in the same place, typically a dynamic link library, then it may mean that the file concerned is an old or unsuitable edition, or that it has been damaged or some such thing. In these circumstances, expert assistance should be sought to diagnose and correct the problem.

31.25 Frequently Asked Question:
Previewing reports without a printer

Up one
level

In order to preview reports in Microsoft Access, and consequently in Karavan Accounts, a default printer must be set.

This does not mean that reports may not be previewed on a computer without a printer. Windows permits a printer to be installed, and to be chosen as default printer, even when the printer is not physically connected to the computer on which it is being installed.

To install a non-existent printer and select it as default printer, use the Windows **Add Printer Wizard**. Insert your Windows installation CD in your CD drive before commencing. Follow the steps given below.

- 1** Select **Settings** on the Windows Start menu. From the sub-menu, choose **Printers**. The Printers control panel opens.
- 2** Double click the **Add Printer** icon. The **Add Printer Wizard** opens.
- 3** Click the **Next>** button to move to the next screen.
- 4** **Local printer**, which is the correct setting, is selected by default, so change nothing and click **Next>** again.
- 5** A list of printers appears. Select any printer and click **Next>** again.
- 6** The wizard asks you to select a printer port. Select **LPT1: Printer Port** and click **Next>** again.
- 7** Leave the printer name unchanged. At the question: **Do you want your Windows-based programs to use this printer as the default printer?** select **Yes** and click **Next>** again.
- 8** The wizard asks if you would like to print a test page. Select **No** and click **Finish**.
- 9** The wizard loads the driver for the particular printer from the Windows installation CD.

31.16 Frequently Asked Question:
Problems with the **Replace** dialog box

[Up one level](#)

On the [View Screen](#), pressing the



Replace toolbar button opens the **Replace** dialog box.

This is a standard Microsoft Access utility and is similar to utilities of this sort provided by many Windows programs. As a rule, no problems should be encountered. There are two points to note, however.

Trying to replace blanks

The Microsoft Access **Find** dialog box may be used to find records with blank fields (ie records with no value at all entered in a particular field). The **Replace** dialog box may **not** be used to fill blank fields with a value, however.

Leaving the **Find What** box blank and entering a value in the **Replace With** box generally produces no effect or alternatively generates a system error. Unfortunately, blank fields must be filled manually.

Using wildcards

The wildcards which may be used with the Microsoft **Replace** dialog box are the same as those used by the Karavan Accounts Search Engine. They are documented in [12.04.03 Wildcards](#).

Problems may arise with the *** Asterisk wildcard**, which stands for zero or more characters of any kind, and it is consequently inadvisable to make use of this wildcard.

To give an example of the sort of problem which can occur, suppose we have the value **aaa** in a particular field on some records while all other records show blank in this field. We wish to replace **aaa** with **bbb**. Using the Asterisk wildcard in the **Find What** box and entering **bbb** in the **Replace With** box seems acceptably logical but, in practice, it will often lead Microsoft Access to attempt to fill the field in question with a great many **b** characters, instead of just three. In this example, if wildcards are to be used at all, the **Find What** box should be filled with **???**. As the **? Question Mark wildcard** stands for a single alphabetical character, this tells Microsoft Access to replace three characters and no more.

14 Allocation Screen Up one
Contents level

14.01 [Overview](#)
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Related Topics
03.39 [Deletions menu command](#)
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14 Allocation Screen Up one
01 Overview level

14.01.0 [Links](#)
1
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2

14.01 Allocation Screen Overview Up one
01 Links level

For an overview of allocation, consult:

27 **Allocation**
27.01 [Methods of allocation](#)
27.02 [The allocation mechanism](#)
27.03 [Sequence of operation](#)
27.04 [Allocation codes](#)
27.05 [Deleting allocations](#)

For guidance on how to open the Allocation Screen, consult:

12 **Search Engine**
12.06 [Allocation Mode](#)

For specifics on the behaviour of the Entry Screen during allocation, consult:

10 **Entry Screen**
10.06 [The Entry Screen during allocation](#)

14.01 Allocation Screen Overview Up one
02 Purpose of Allocation Screen level

The purpose of the Allocation Screen is to permit [allocations](#).

The Allocation Screen opens to display a set of unallocated items selected by the [Search Engine](#). If these include items which may be allocated against each other, the process of allocation may begin without further ado. If they do not, it will first be necessary to move to the Entry Screen to make the necessary entries. This is explained in [27.03 Sequence of operation](#).

14 Allocation Screen Up one
02 Screen Layout level

14.02.0 Menu Bar

1

14.02.0 Toolbar

2

14.02.0 Header : Field Key

3

14.02.0 Data : Records

4

14.02.0 Footer : Switches and Display

5

14.02 Allocation Screen Layout Up one
01 Menu Bar level

The **Help** menu has two commands. These are explained in the chapter [How to use Karavan Help](#).

14.02 Allocation Screen Layout [Up one level](#)

The Allocation Screen toolbar has nine buttons.

Close

Exits to the Switchboard.

Return to Search Engine

Exits to the Search Engine.

Find

Opens the Find dialog box. When the dialog box opens, it is set to search the field containing the cursor.

Sort Ascending

Sorts the records on the Allocation Screen in ascending order according to the values in the field containing the cursor.

Sort Descending

Sorts the records on the Allocation Screen in descending order according to the values in the field containing the cursor.

Remove Sort

Restores the order of the records on the Allocation Screen to that obtaining when the screen last opened.

Allocate

Allocates the items selected for allocation.

Allocate All

Allocates all items on the Allocation Screen, providing certain [conditions](#) are satisfied.

Entry Screen

May be password protected.

Switches from the Allocation Screen to the Entry Screen.

14.02 Allocation Screen Layout Up one
03 Header : Field Key level

The Header provides a visual key to the fields in each record. It contains no active controls.

14.02 Allocation Screen Layout Up one
04 Data : Records level

The data band has space to display up to six records. When there are more than six, a vertical scroll bar appears to the right.

In Karavan Accounts, each record comprises 17 fields, thirteen of which are displayed in the Data band on the Allocation Screen. In the first row of each record the following fields are shown:

Journal Number
Record Number
Allocation Code
Allocation Number
Entry Date
Document Reference
Due Date
Currency Code
Debit Amount

and in the second row:

Account Code
Analysis Code
Description
Credit Amount

For the current record only, two fields are shown in the Footer: Description (which is a duplication) and a fourteenth field, Account Caption.

The remaining three fields:

Transaction Rate
Base-currency Debit Amount
Base-currency Credit Amount

are not displayed on the Allocation Screen because base-currency equivalents play no part in allocation. For a discussion of this, see [The allocation of translated items](#) and [The effect of allocation on account balances](#).

Note that records on the Allocation Screen may not be edited. They may only be allocated.

14.02 Allocation Screen Layout [Up one](#)
05 Footer : Switches and Display [level](#)

The Footer is divided into three rows of display boxes and switches.

Top row

[Description Display.](#)

Middle row

[Account Caption Display](#)

[Allocation Debit Total Display](#)

[Allocation Credit Total Display](#)

Bottom row

[Allocation Code Switch](#)

[Allocated Records Display](#)

[Reset button](#)

[Allocation Balance Display](#)

14 Allocation Screen
03 Operation

Up one
level

The overall sequence of operations for the allocation process is described in [27.03 Sequence of operation](#). For the Allocation Screen, the detail of these operations is as follows.

Selection of items to be allocated

Selection is made by clicking on the background of the record to be included in the allocation. **Clicking on a record field produces no result.**

If the record shows an amount in debit, this is added to the total displayed in the [Allocation Debit Total Display](#). If, instead, the record shows an amount in credit, it is added to the total displayed in the [Allocation Credit Total Display](#). The new balance between the two displays is shown by the [Allocation Balance Display](#). The Record Number of the record selected is added to the list of numbers shown in the [Allocated Records Display](#).

Selection of Allocation Code

The Allocation Code is selected by clicking with the mouse on the [Allocation Code Switch](#).


Moving to the Entry Screen

The user may move to the Entry Screen by pressing the

 **Entry Screen**
toolbar button.


Allocation




Allocation is made by pressing the

 **Allocate**
toolbar button. The allocated records disappear from the screen.

Fast allocation

An abbreviated procedure, using the

 **Allocate All**
toolbar button, is available when:

-  all entries shown on the Allocation Screen are posted to the same account,
-  the sum of all the debit entries exactly equals the sum of all the credit entries, and
-  it is acceptable that all entries be allocated with the same Allocation Code and the same Allocation Number.

If these conditions are satisfied, all the items on the screen may be allocated by setting the required Allocation Code, and then pressing the Allocate All toolbar button.

Verification

If, when one or other of the allocation toolbar buttons are pressed, the verification procedures find that the conditions required for allocation are not satisfied, a message is displayed and no allocations are made. If the allocation succeeds, allocated items disappear from the screen.

Description Display

Shows the text entered in the Description field of the current record. This display, which duplicates the field display in each record, is provided because the field display cannot show all 100 characters which the field may contain.

Account Caption Display

Shows the Account Caption for the current record.

Allocation Debit Total Display

Shows the total of Debit Amounts selected for allocation.

Allocation Credit Total Display

Shows the total of Credit Amounts selected for allocation.

Allocation Code Switch

Allocations may be coded with one of three [Allocation codes](#): **PAY** (the default code), **CTA** and **ERR**. Clicking on the switch cycles through the codes.

Allocated Records Display

Shows the Record Numbers of the records selected for allocation.

The number of records selected may easily exceed the number which may be displayed. Clicking on the display produces a dialog box listing all record numbers selected.

Reset button

Initializes the Allocation Screen. Allocation Debit Total Display, Allocation Credit Total Display and Allocation Balance Display are all reset to zero and show blank fields, as does the Allocated Records Display. However, if the Allocation Code Switch has been set to CTA or ERR, it is not reset to the default value of PAY.

Allocation Balance Display

Shows the net balance between the sum of the Debit Amounts and the sum of the Credit Amounts selected for allocation. This is the same as the net balance between the totals shown by the Allocation Debit Total Display and the Allocation Credit Total Display.

For allocation to succeed, the sum of selected Debit Amounts must exactly equal the sum of selected Credit Amounts. Perfect balance is indicated by a value of 0.00 in the Allocation Balance Display.

27 Allocation Contents

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level

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- 27.03 [Sequence of operation](#)
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27 Allocation 01 Methods of allocation

Up one
level

In Karavan Accounts, there are three ways to perform [allocations](#): normal allocations, fast allocations and ultra-fast allocations.

Normal and fast allocations are both made on the [Allocation Screen](#) and the difference between them is that in fast allocations the procedure is abbreviated. In both methods, the procedure of allocation is subject to three restrictions. Debit and credit amounts may be allocated against each other if:

- T** they balance, that is if the total of debit amounts exactly equals the total of credit amounts,
- T** they are all denominated in the same currency, and
- T** they are all entered on the same [account](#).

Although these restrictions apply at the moment of allocation, the Allocation Screen may be opened to include items posted to different accounts, as long as they are all posted in the same currency.

[Ultra-fast allocations](#) are made from the Search Engine and use a completely different procedure. Although the same restrictions apply, account by account and currency by currency, ultra-fast allocations may be used to allocate items entered:

- T** in any currency,
- T** on a range of accounts, in a single operation.

No other restrictions, such as:

T nature of the account concerned, or
T nature of the transactions to be allocated,
apply to any method of allocation.

Limits to the number of items which may be allocated

There is a limit to the length and complexity of a process which Microsoft Access can handle in a single operation. In the case of normal allocations, this means that about one hundred items may be allocated at a time. The number may, in certain circumstances, be significantly lower. The limit for fast allocations is higher - approximately 400 items. For ultra-fast allocations there is no practical limit.

Partial allocations

From the above it will be seen that Karavan Accounts does not provide for automatic [partial allocation](#). Karavan Accounts does permit both one-step and two-step allocation, however.

One-step and two-step allocation

In two-step allocation, only items which have already been entered into the books of account may be allocated. The making of accounting entries is one step. Their allocation is a second step. In one-step allocation, items may be allocated as they are entered. Either process may be used in Karavan Accounts.

27 Allocation
02 The allocation mechanism

[Up one level](#)

In Karavan Accounts, allocated items are not deleted from the books of account.

Each record in the data files used by Karavan Accounts includes a field for Allocation Code and another for Allocation Number. The process of allocation consists of making entries in these fields. Thereafter, records may be selected with or without reference to the values entered for Allocation Code and Number. The [default Search Engine setting](#) is to ignore allocated items, that is to select unallocated items only.

Deletion of Allocations

Allocations may be deleted by using the Search Engine [Delete Allocation](#) utility. This restores the Allocation Code and Number fields to their original null values.

Deletion of Allocated Items

A separate [Deletions](#) utility is provided for the elimination of allocated items when carrying forward balances to a new accounting period or year.

27 Allocation
03 Sequence of operation

Up one
level

Normal and fast allocations are made on the Allocation Screen and the sequence of the operations involved is summarised here. Ultra-fast allocations follow a different procedure which is explained in [12.07 Ultra-Fast Allocations Mode](#).

Sequence of operations for normal and fast allocations

The point of departure in the process is the Search Engine. In brief, the Search Engine is used to select the account or accounts concerned and then the Allocation Screen is opened.

The Allocation Screen is linked to the Entry Screen. A button on the Allocation Screen toolbar takes the user to the Entry Screen, and a button on the Entry Screen toolbar takes the user back to the Allocation Screen. The user may thus travel between Allocation and Entry Screens at will.

Each time the Allocation Screen is reopened on return from the Entry Screen, the records to be displayed are reselected. This means that new entries posted to the account(s) open on the Allocation Screen are added to the records displayed.

To take an example, suppose we wish to allocate items on a customer account. With the Search Engine we select the account and currency in question. The Allocation Screen opens to show two records, each representing an unpaid sales invoice and thus with an amount in debit. Note that these two items are both unallocated. When opening the Allocation Screen, the Search Engine selection criteria are automatically set to exclude allocated items.

From the Allocation Screen we pass to the Entry Screen and enter a journal recording the receipt of funds in settlement of one of the outstanding invoices. The credit entry is to our customer account. Returning to the Allocation Screen we now find three records on the screen. In debit there are the two invoices which we had before, and in credit, the receipt that we have just recorded.

We next proceed to allocate the receipt against the corresponding sales invoice. When we press the toolbar allocation button, the two allocated records disappear from the screen. We are left with a single record representing the one outstanding sales invoice.

Fast allocations

Normal allocations are made by clicking in turn on each record to be allocated. If we can see that **all** items on an account may and should be allocated, the allocations may instead be made in a single operation.

Selection and reselection

When opening the Allocation Screen, account and currency must be stipulated. Optionally, other criteria may be added, for example as to the period of entry.

When the Allocation Screen is reopened on return from the Entry Screen, the records to be displayed are reselected in accordance with **all** of the original selection criteria.

To take an example, suppose we open a customer account for allocation and we limit entries to those made in January. From the Allocation Screen we pass to the Entry Screen to record funds received in payment of a January invoice. If we book the receipt in January, then on return to the Allocation Screen the new entry will be displayed in addition to the items we had before. If, instead, we book the receipt in February, the new entry will **not** be displayed on return to the Allocation Screen.

Viewing the result of an allocation

To view the result of the allocation made in the first example given above, from the Allocation Screen we return to the Search Engine. Here, we select the same account and currency but, this time, we stipulate that allocated records [should not be excluded](#) from our selection. Opening the View Screen, we find the sales invoice record and the receipt which we have just allocated. The two records each have a three-letter code in the Allocation Code field and a number in the Allocation Number field. The record for the unpaid sales invoice, which we did not allocate, shows blank in both of these fields.

Returning to the Search Engine, we again select the same account and currency but we leave the [default allocation setting](#) untouched, and thus set to exclude allocated items. Opening the View Screen, we find the single record for the unpaid, unallocated sales invoice.

Opening the Allocation Screen with more than one account

Although items on different accounts may not be allocated against each other, time may be saved by opening the Allocation Screen to show several accounts. Amounts may be allocated on first one account and then another, without having to return to the Search Engine each time to reselect the account required. In practice, a balance must be struck between the convenience of not returning to the Search Engine and the inconvenience of having many records on the Allocation Screen at the same time.

Two-step allocation

Although access to the Entry Screen from the Allocation Screen is always available, new entries do not have to be made. If allocable items have already been entered, and are displayed on the Allocation Screen, they may be allocated without further ado.

27 Allocation
04 Allocation codes

Up one
level

Karavan Accounts makes use of four Allocation Codes. On the Allocation Screen, the user is offered a choice of three:

PAY standing for PAYMENT,
ERR standing for ERROR, and
CTA standing for CONTRA.

The fourth code **END** is used by the system when [Opening and closing financial periods](#).

Although, from a technical point of view, it makes no difference which of the three codes is used in making an allocation, in practice the distinctions can be useful.

PAY code

Allocation is used primarily to allocate incoming payments to sales invoices and outgoing payments to purchase invoices. These are the operations for which the PAY code is intended.

There remains the question of credit notes. In allocating these, the user may choose between the PAY and CTA codes but, generally, the use of PAY for all commercial allocations will be found to be the more satisfactory choice.

ERR code

The ERR code is intended to be used in the correction of errors. After allocation, errors will be screened out from data selections by default.

CTA code

The CTA code is intended to be used for masking out contra entries where no error is involved. A typical example is suspense items and their reversal.

The code is also used by the [Ultra-Fast Allocations](#) utility.

The Allocation Code settings available in the Search Engine

The Search Engine offers a choice of Allocation Code settings. Primarily, it is possible to view accounts in allocated mode, that is with allocated items masked out, or in unallocated mode, that is with all entries shown. There are many other possibilities, however, such as viewing data in unallocated mode, with all entries shown except for errors masked out with the ERR code.

27 Allocation
05 Deleting allocations

Up one
level

A [Delete Allocation](#) utility is available from the Search Engine toolbar. The utility deletes allocations provided that they are not coded with the Allocation Code **END**.

This means that allocations made while [Opening and closing financial periods](#) may not be undone.

27 Allocation

Up one

06 The allocation of translated items

level

In Karavan Accounts, a translation rate and base-currency equivalent may be entered for any transaction booked in another currency. As far as allocation is concerned, the existence or absence of base-currency equivalents is irrelevant.

To take an example, suppose our base-currency is the United States dollar and we book items in German marks. One item is a debit for DEM 100.00 and we enter a base-currency equivalent of USD 58.50. Some time later we book another DEM 100.00 to the same account, this time in credit, and we enter an equivalent of USD 59.25. **The two items may be allocated against each other**, despite the different equivalents, because one hundred marks are always one hundred marks whatever happens to the dollar.

Such allocations may have an effect upon translations. Consult [25.01.02 The effect of allocation on account balances](#).

11 Edit Journal Screen Up one
Contents level

- 11.01 [Purpose of Edit Journal Screen](#)
- 11.02 [Comparison with Entry Screen](#)
- 11.03 [Menu bar](#)
- 11.04 [Toolbar](#)

Applicable Entry Screen topics

- 10.01 [Overview](#)
- 10.02 [Screen Layout](#)
- 10.03 [Records](#)
- 10.04 [Multi-currency entries](#)
- 10.05 [Journals](#)

Related Topics

- 03.16 [Edit Journal button](#)
- 23 [User Access](#)
- 26 [Editing data files](#)

11 Edit Journal Screen Up one
01 Purpose of Edit Journal Screen level

The Edit Journal Screen is used to re-enter a single [journal](#). The journal to be edited is not, in fact, changed in any way. Instead, the system creates a new journal reversing the old journal, allocates all records on both, and then enters a second new journal incorporating the changes made.

As far as the user is concerned, the process is simply one of editing the original journal. For each [record](#), the values in any field may be changed at will. New records may be added and existing records deleted.

Before or during editing, the user may close the screen without saving and return to the Switchboard at will. No changes are made to the existing journal and no new journals are created.

Once editing is complete, the user may save the changes and close the screen. The validation tests which the system performs before accepting the changes are the same as those which apply to a new journal entered on the Entry Screen. When the screen closes, a message announces the number of the reversing journal, the number of the allocation journal allocating all records on the original and the reversing journals, and the number of the new journal which has been created to incorporate the changes made.

11 Edit Journal Screen Up one
02 Comparison with Entry Screen level

The Edit Journal Screen is nothing other than a special edition of the Entry Screen. The two screens are identical except in two respects.

- 1** The Edit Journal Screen toolbar has no buttons for saving the current journal and opening a new journal.
- 2** [Date validation](#) does not apply to the Edit Journal Screen.

11 Edit Journal Screen
03 Menu bar

Up one
level

Menu has a single command which [undoes text](#).

Help has two commands. These are explained in the chapter [How to use Karavan Help](#).

11 Edit Journal Screen
04 Toolbar

Up one
level

T Previous Record

Moves back one record.

T Next Record

Moves forward one record.

T New Record

Moves to a filled [new record](#).

T Delete Record

[Deletes](#) the current record.

T Open/Close Transaction Rates

Opens or closes the fields used to enter translation rates and equivalents.

T Save and Close

Saves the changes to the journal and exits to the Switchboard.

T Close without Saving

Exits to the Switchboard without saving changes to the journal.

T New Currency

May be password protected.

Opens the Currencies Screen so that a new currency may be added to the Currencies Library. The Edit Journal Screen is not closed and no changes are lost. On return to the Edit Journal Screen, the new currency is listed in the [Currency Code Combo](#) and is available for use.

T New Account

May be password protected.

Opens the Accounts Screen so that a new account may be added to the Accounts Library. The Edit Journal Screen is not closed and no changes are lost. On return to the Edit Journal Screen, the new account is listed in the [Account Code Combo](#) and the [Account Caption Combo](#) and is available for use.

T New Analysis Code

May be password protected.

Opens the Analysis Codes Screen so that a new analysis code may be added to the Analysis Codes Library. The Edit Journal Screen is not closed and no changes are lost. On return to the Edit Journal Screen, the new analysis code is listed in the [Analysis Code Combo](#) and is available for use.

T New Description

May be password protected.

Opens the Descriptions Screen so that a new description may be added to the Descriptions Library. The Edit Journal Screen is not closed and no changes are lost. On return to the Edit Journal Screen, the new description is listed in the [Description Combo](#) and is available for use.

13 View Screen Up one
Contents level

- 13.01 [Overview](#)
- 13.02 [Screen Layout](#)
- 13.03 [Adding, deleting and editing records](#)
- 13.04 [Reports and export files](#)

- Related Topics**
- 12 [Search Engine](#)
- 12.03 [Import button](#)
- 12.05 [Regular Queries Mode](#)
- 20 [General Purpose Report](#)
- 22 [Microsoft Excel export files](#)
- 29 [Importing and exporting Microsoft Excel files](#)

13 View Screen Up one
01 Overview level

- 13.01.0 [Purpose of View Screen](#)
- 1
- 13.01.0 [Data sources](#)
- 2
- 13.01.0 [Editing data prior to use](#)
- 3

13.01 View Screen Overview Up one
01 Purpose of the View Screen level

The View Screen is used primarily to view data on screen.

The screen is also used to:

- T** obtain a General Purpose Report, and
- T** export data as a Microsoft Excel file.

Before a report is produced or data is exported, the data on the View Screen may be edited and filtered so as to produce the precise report or export file required.

13.01 View Screen Overview
02 Data sources

[Up one level](#)

The data displayed on the View Screen when it opens is either:

- T** data taken from the data file to which the application is attached, or
- T** data imported from a Microsoft Excel file.

In neither case is the data displayed on the screen the original data. It is a copy stored on a temporary table. The View Screen is not linked in any way to the original data source. **The data on the screen may therefore be edited at will** without modifying the original data or compromising its integrity.

Selection of data by the Search Engine

Whatever the source of the data displayed, the View Screen is filled by, and opened from, the [Search Engine](#).

13.01 View Screen Overview Up one
03 Editing data prior to use level

The data shown on the View Screen may be previewed and printed in a [General Purpose Report](#), or it may be exported as a Microsoft Excel file.

The data used both for the report and the export files is the data **displayed** by the View Screen. If the data on screen is filtered and then exported, the export file will contain only the filtered subset of records **actually visible** on the screen at the moment of export. By removing the filter and then applying a different filter, a different selection of records can be exported in a second export operation.

Similarly, the data on screen may be edited. The values in any field may be changed, records may be deleted and new records added. A report or export file will include the data as edited. The rule, quite simply, is that **the data you see on the View Screen is the data you get** in a report or export file.

The effect of filtering data shown on the View Screen may be removed by using the appropriate toolbar button. The only way to undo editing and deletions, however, is to return to the Search Engine and select the same data anew. The data on the View Screen, including all changes, additions and deletions, is discarded as soon as the screen is closed.

Editing data in Microsoft Excel

Data exported as a Microsoft Excel file may be edited in Microsoft Excel and reimported to the View Screen. This makes available the full power of Microsoft Excel, including the use of formulas to generate data or to change large tracts of data in few operations. For guidelines, consult [Chapter 29 : Importing and exporting Microsoft Excel files](#).

13 View Screen
02 Screen Layout

[Up one level](#)

13.02.0 [Menu Bar](#)

1

13.02.0 [Toolbar](#)

2

13.02.0 [Header : Field Key](#)

3

13.02.0 [Data : Records](#)

4

13.02.0 [Footer : Combos and Display](#)

5

13.02.0 [Scroll Bar : Record Number](#)

6

[Display](#)

13.02 View Screen Layout
01 Menu Bar

[Up one level](#)

Menu has a single command. Depending on the position of the cursor, the command either undoes text or deletes the current record.

Help has two commands. These are explained in the chapter [How to use Karavan Help](#).

13.02 View Screen Layout 02 Toolbar

[Up one level](#)

The Toolbar holds thirteen buttons:

Close

Exits to the Switchboard.

Return to Search Engine

Exits to the Search Engine.

Find

Opens the Find dialog box. When the dialog box opens, it is set to search the field in which the cursor appears.

Replace

Opens the Replace dialog box. When the dialog box opens, it is set to search the field in which the cursor appears.

When using this utility to change Debit or Credit Amounts, enter the Find box precisely, using commas as thousand separators, stop for the decimal separator and entering two digits after the stop. The value two thousand, for example, should be entered as **2,000.00**. In the Replace box, by contrast, enter the new value without commas and do not add the decimal separator unless really required. The same value two thousand, for example, should be entered as **2000**.

If problems are encountered using this utility, consult [31.16 Problems with the Replace dialog box](#).

Sort Ascending

Sorts the records on the View Screen in ascending order according to the values in the field containing the cursor.

Sort Descending

Sorts the records on the View Screen in descending order according to the values in the field containing the cursor.

Remove Sort

Restores the order of the records on the View Screen to that obtaining when the screen opened.

Filter by Selection

Applies a filter to the View Screen so that only certain records are displayed.

The filter value corresponds to a value selected (highlighted) in a record. Supposing, for example, that a record contains the description **Paid in cash**. Double clicking on the word **cash** and then pressing this toolbar button selects all records with the word **cash** in the Description field. No others are displayed.

Examples

To select records with a certain entry date: highlight the date and press the toolbar button.

To select records with an entry date falling in a certain month: highlight the two digits representing the month and press the toolbar button.

To select records entered on account code **1234**: highlight the code and press the toolbar button.

To select records entered on accounts with codes beginning **123**: highlight the first three digits of code **1234** and press the toolbar button.

To select records entered on accounts with codes containing the digits **23**: highlight the second and third digits of code **1234** and press the toolbar button.



Remove Filter

Removes the current View Screen filter so that all records are displayed.



Delete Record

Deletes the current record.



Open/Close Transaction Rates

Opens or closes the fields used to enter translation rates and equivalents.



Report

Opens the dialog box which leads to the [General Purpose Report](#).



Output xls (for MS Excel)

Exports the data displayed on the View Screen to a spreadsheet file in xls format. This is the format used by Microsoft Excel.

In addition to being opened and read in Microsoft Excel, xls files may also be imported into Microsoft Word documents or into Microsoft Access database tables. They may also be reimported into Karavan Accounts, as explained in [Chapter 29 : Importing and exporting Microsoft Excel files](#).

From Microsoft Excel, xls files may be saved as text files, in a variety of formats, and as an HTML file.

Note that, when opening the file for the first time in Microsoft Excel, column widths may require adjustment. This is usually true of the two date columns.

13.02 View Screen Layout
03 Header : Field Key

Up one
level

The Header provides a visual key to the fields in each record. It contains no active controls.

13.02 View Screen Layout
04 Data : Records

Up one
level

The data band has space to display up to six records. When there are more than six, a vertical scroll bar appears to the right.

In Karavan Accounts, each record comprises seventeen fields. Normally, only fourteen of these fields are displayed on the View Screen, the three translation fields being hidden. The translation fields may be opened and closed, however, by pressing the

T Open/Close Transaction Rates
toolbar button.

Normal Display

When the View Screen opens, thirteen of the seventeen fields are displayed in the Data band on the screen. In the first row of each record the following fields are shown:

Journal Number
Record Number
Allocation Code
Allocation Number
Entry Date
Document Reference
Due Date
Currency Code
Debit Amount

and in the second row:

Account Code
Analysis Code
Description
Credit Amount

For the current record only, two fields are shown in the Footer: Description (which is a duplication) and a fourteenth field, Account Caption.

Translation Fields Display

When the

T Open/Close Transaction Rates
toolbar button is pressed, the remaining three fields open:

Transaction Rate
Base-currency Debit Amount
Base-currency Credit Amount

The two base-currency fields take the place of the Debit and Credit Amount fields to the right of the screen. The Debit and Credit Amount fields are consolidated into a single field in the middle of the second row, debit amounts being shown in black and credit amounts in red with brackets. The Description field disappears but descriptions are still shown (for the current record only) in the screen Footer.

13.02 View Screen Layout Up one
05 Footer : Combos and Display level

The Footer is divided into three rows of combos and display boxes.

Top row

[Description Display.](#)

Middle row

[Account Caption Display](#)

[Debit Total Display](#)

[Credit Total Display](#)

Bottom row

[Currency Total Combo](#)

[Debit Currency Total Display](#)

[Credit Currency Total Display](#)

This set of controls is duplicated, to left and right. Totals for amounts in a maximum of two currencies may thus be displayed at the same time.

13.02 View Screen Layout Up one
06 Scroll Bar : Record Number level
Display

When more records are present than can be displayed, a scroll bar appears to the right of the View Screen. Left-clicking on the scroll bar's slide produces a message reporting the total number of records present, and the sequential number of the record currently at the top of the screen.

If, for example, there are twenty records and the sixth is currently at the top of the screen, the message will read: **Record: 6 of 20.**

13 View Screen
03 Adding, deleting and editing records

Up one
level

Adding Records


To add a record, scroll down to the blank record at the end of the records on the screen. Click on any one of the editable fields and type in new data. Navigate between fields with the Tab or Enter key.

Editing Records

To edit a record, click on a field to be edited. Text may be highlighted in the usual way and deleted with the Backspace key. Changes are automatically saved by moving to any other record. Multiple records may be edited by using the Replace utility available from the toolbar.

Deleting Records

To delete a record, click on the record and then press the

 **Delete Record** toolbar button. The record is deleted and the screen scrolls to the first record.

13 View Screen

04 Reports and export files

Up one
level

For details on how to obtain and format General Purpose Reports, consult [Chapter 20 : General Purpose Report](#).

For guidelines on exporting Microsoft Excel files, consult [Chapter 29 : Importing and exporting Microsoft Excel files](#).

Description Display

Shows the text entered in the Description field of the current record. This display is normally a duplication, but is nevertheless useful because the field display may not show all 100 characters which the field may contain. When translation fields are open, the Description field is removed, so that descriptions may be seen in this display only.

The Description field may be edited directly by typing into the field display in each record, or by typing into the footer display box. Similarly, in order to set a filter, description text may be highlighted in either display.

Account Caption Display

Shows the Account Caption for the current record. The caption may be freely edited.

Debit Total Display

Normally: shows the hash total of all Debit Amounts, regardless of currency. When translation fields are opened: shows the total of all Base-currency Debit Amounts.

Note: The totals for each currency may be displayed in the display boxes on the bottom row of the Footer.

Credit Total Display

Normally: shows the hash total of all Credit Amounts, regardless of currency. When translation fields are opened: shows the total of all Base-currency Credit Amounts.

Note: The totals for each currency may be displayed in the display boxes on the bottom row of the Footer.

Currency Total Combo

Holds the entries saved in the Currencies Library.

Activates the Debit and Credit Currency Total Display boxes.

The Currency Total Display boxes show the totals of Debit and Credit Amounts in the currency selected with the Currency Total Combo.

Debit Currency Total Display

Shows the total of Debit Amounts in the currency selected with the Currency Total Combo.

Credit Currency Total Display

Shows the total of Credit Amounts in the currency selected with the Currency Total Combo.

20 General Purpose Report Up one
Contents level

- 20.01 [Overview](#)
- 20.02 [Format Report dialog box](#)
- 20.03 [Print preview screen](#)

Related Topics

- 12 [Search Engine](#)
- 12.03 [Import button](#)
- 12.05 [Regular Queries Mode](#)
- 13 [View Screen](#)
- 13.01.0 [Editing data prior to use](#)
3
- 13.02.0 [Toolbar](#)
2
- 13.03 [Adding, deleting and editing](#)
25 [Translations in Karavan Accounts](#)
29 [Importing and exporting](#)
[Microsoft Excel files](#)
- 30.02 [Default Paper Size](#)
- 31.25 [Previewing reports without a](#)
[printer](#)

20 General Purpose Report Up one
01 Overview level

- 20.01.0 [Content of a GP Report](#)
1
- 20.01.0 [How to obtain a GP Report](#)
2
- 20.01.0 [How to obtain a translated GP](#)
3 [Report](#)

20.01 GP Report Overview Up one
01 Content of a GP Report level

A GP Report presents all or part of the accounting data contained in a [data file](#) attached to the application. Alternatively, it may present the accounting data contained in a [Microsoft Excel](#) file originally exported from Karavan Accounts and reimported.

Whatever the source of the accounting data, before formatting the GP Report for preview, the data itself may be [freely edited](#), with additions of new data from the keyboard and deletions of existing data. When the report is formatted, the data may be sorted and/or grouped, with or without totals and sub-totals. Age analysis totals may be added, showing amounts overdue relative to a specified date. The report may be produced in transaction currencies only or translated into base-currency.

In addition to the accounting data, the report may be personalised with report and page captions and with report headers and footers. [Headers](#) consist of up to six lines and are typically used for a name and address. [Footers](#) consist of a single line and are typically used to add a message to a statement, for example as to payment, or to add information about the report, such as the source of the data.

20.01 GP Report Overview [Up one](#)
02 How to obtain a GP Report [level](#)

The route to a GP Report begins with the Search Engine, passes from the Search Engine to the View Screen, from the View Screen to the Format Report dialog box, and from the dialog box to the report itself. The purpose of each stage is briefly summarised below.

Search Engine

In the [Search Engine](#), the user has two possibilities. In [Regular Queries Mode](#), data may be selected from the [data file](#) to which the application is attached. Alternatively, a [Microsoft Excel](#) file originally exported from Karavan Accounts may be reimported. Once the data has been selected, the View Screen is [opened](#).

View Screen

The [View Screen](#) displays the data selected by the Search Engine. **The data displayed on the View Screen is not the original data, however.** It is a copy stored on a temporary table and may therefore be [edited](#) at will. The values in any field may be freely changed, new records may be added and existing records deleted.

In addition to being edited, the data on the View Screen may be [filtered](#). If a filter is applied, only the filtered data appears in the GP Report. By removing the filter and then applying a different filter, a different selection of records can be previewed and printed as a GP Report without it being necessary to return to the Search Engine to reselect data.

When the data is ready, the Format Report dialog box is [opened](#).

Format Report dialog box

The data displayed on the View Screen is the data which will appear in the GP Report. The purpose of the [Format Report dialog box](#) is to permit the user to determine how the data should be presented.

The dialog box presents options for sorting and/or grouping the data, with or without totals. The report may be personalised with report and page captions and with report headers and footers chosen or entered in the dialog box. Further, the user has the option to produce the report in transaction currencies only, without translations, or with all amounts translated into base-currency.

When formatting is complete, the GP Report is opened for preview.

20.01 GP Report Overview [Up one](#)
03 How to obtain a translated GP [level](#)
Report

How to obtain a GP Report, translated into base-currency, is explained in [20.02.08 Select Translation Table](#).

20 General Purpose Report Up one
02 Format Report dialog box level

20.02.0 [Introduction](#)

1

20.02.0 [Enter Report Caption](#)

2

20.02.0 [Select Report Header](#)

3

20.02.0 [Enter Page Caption](#)

4

20.02.0 [Select Fields](#)

5

20.02.0 [Select Groups / Totals](#)

6

20.02.0 [Enter or Select Report Footer](#)

7

20.02.0 [Select Translation Table](#)

8

20.02.0 [Age Analysis Settings](#)

9

20.02.1 [OK, Reset and Cancel buttons](#)

0

20.02 Format Report dialog box Up one
01 Introduction level

The Format Report dialog box is divided into seven sections. The first three:

[Enter Report Caption](#)

[Select Report Header](#)

[Enter Page Caption](#)

deal with header information to be displayed at the start of the report and at the head of each page. The next two sections:

[Select Fields](#)

[Select Groups / Totals](#)

deal with content. The section:

[Enter or Select Report Footer](#)

deals with a message to be displayed at the end of the report, and the last section:

[Select Translation Table](#)

permits a report translated into base-currency to be obtained.

Note All of these settings are optional, that is the user is not obliged to set any of them in order to be able to preview a report.

20.02 Format Report dialog box Up one
02 Enter Report Caption level

The Report Caption is a single line of text which stands at the head of the report. It is entered from the keyboard and is automatically copied to the Page Caption field. If the text entered is too long to be displayed in the report, the excess is lost.

If the Report Caption field is left blank, the report bears the default caption: **Statement of Account.**

20.02 Format Report dialog box Up one
03 Select Report Header level

The Report Header consists of up to six lines of text and is displayed in the report immediately after the Report Caption.

The Report Header is selected from a combo which lists the first line of each of the headers entered in the [Headers Library](#). Report Headers may not be entered from the keyboard.

20.02 Format Report dialog box Up one
04 Enter Page Caption level

The Page Caption is a single line of text which stands at the head of each page of the report. Text entered in the Report Caption field is automatically copied to this field which may, however, be independently changed or entered from the keyboard.

20.02 Format Report dialog box Up one
05 Select Fields level

Currency Code, Debit Amount and Credit Amount are always shown, where appropriate, in a GP Report. If the report is translated into base-currency, Transaction Rate, Base-currency Debit Amount and Credit Amount are likewise shown.

The remaining fields are listed in the Select Fields section of the dialog, each with a corresponding check box. When the dialog opens, eight boxes are checked by default, four are unchecked. The boxes may be checked or unchecked by clicking on them. For each checked box, the corresponding field appears in the report; for an unchecked box, the field is not shown.

20.02 Format Report dialog box [Up one](#)
08 Select Translation Table [level](#)

On the left at the foot of the dialog box, the Translation Table combo allows the user to obtain a GP Report translated into base-currency.

Translated GP Reports may be obtained in two ways:

- 1** by translating currency amounts except where base-currency equivalents are present, or
- 2** by using base-currency equivalents only, without calculated translations.

In the first case, calculated translations are made by the system at either closing or average translation rates, depending on the translation rate table selected. For a full explanation of the different ways in which the translations are made, consult [25.02.04 Schema of translation for General Purpose Reports](#).

1 Calculated translations

The Translation Table combo lists all translation tables present in the [rates file](#) to which the application is attached. These tables all have a name beginning with the prefix **Average_** or with the prefix **Closing_**. To obtain calculated translations, a table must be selected from the combo.

2 Custom translations

In addition to translation tables, the Translation Table combo lists the choice **Custom**. Selecting this option from the combo produces a translated GP Report without calculated translations.

Customising translations

On the View Screen, the Transaction Rate, Base-currency Debit Amount and Credit Amount fields may be opened by pressing the

T **Open/Close Transaction Rates**
toolbar button. Their contents may be edited at will.

Alternatively, if the records concerned are many, it may be advantageous to export them as [a Microsoft Excel file](#). In Excel, the fields may be edited using the full power of the program to make multiple changes in few operations. For example, formulas may be used to calculate rates or base-currency equivalents. For guidelines, consult [Chapter 29 : Importing and exporting Microsoft Excel files](#).

Subsequently, the Microsoft Excel file may be [reimported](#) to the View Screen to be produced as a custom translated GP Report.

Age Analysis

To the right of the Translation Table combo are two controls used to obtain an age analysis of amounts listed in a GP Report. Age analysis is available only for a standard GP Report, however. If a translation table is chosen, to produce a translated GP Report, the age analysis controls are cleared and locked. Resetting the Translation Table combo to **None** unlocks the age analysis controls.

20.02 Format Report dialog box Up one
06 Select Groups / Totals level

A GP Report may be sorted by group to a depth of three levels, each level with or without corresponding totals.

Six fields are available for sorting and grouping. When the dialog box opens, the six combos each permit the selection of a field as the level 1 group. Once a field has been chosen, the remaining five combos each permit the selection of a field as the level 2 group, and so on to the third level.

Once a selection is made, the combo is locked. To undo this, the entire dialog box must be reset by pressing the Reset button. Values already entered or selected are lost.

The values by which each field may be sorted and grouped are listed in the combos. The **sort only** option is common to all fields and means that the report will be sorted into order by reference to the field but no corresponding totals will be shown. For all other options, the report shows the corresponding totals.

Note On the View Screen, data may be sorted as well as filtered. Unlike the effect of applying a filter, the sort order chosen on the View Screen is not carried forward automatically to the GP Report. This is because the sorting and grouping options available in the Format Report dialog box are more powerful and extensive than those available on the View Screen.

20.02 Format Report dialog box Up one
07 Enter or Select Report Footer level

The Report Footer is a message of up to 255 characters in length which may appear at the end of the report. The Report Footer may be entered from the keyboard or be chosen from the combo which lists the entries in the [Footers Library](#).

When a GP Report is being used to prepare a statement, Footers are typically used to add a request or message, for example as to payment. When, instead, the report is an internal document, Footers are typically used to add information, such as the path of the source file containing the data being presented.

20.02 Format Report dialog box Up one
09 Age Analysis Settings level

Two settings are required to produce an age analysis of the amounts listed in a GP Report.

Enter Age Analysis Date

This is the reference date relative to which amounts are analysed, the comparison being made with dates entered in the [Due Date](#) field. Amounts due after the date entered are analysed as not due; amounts due on or before the date entered are analysed as overdue.

The date should be entered from the keyboard with two digits for each of day, month and year in the order specified in Regional Settings in the Windows Control Panel.

Select Intervals

This combo presents options as to how the analysis is made. If, for example, the setting **3 periods of 1 month** is chosen, the amounts listed in the GP Report will be analysed into five totals:

- T** amounts not due,
- T** amounts overdue by up to 1 month,
- T** amounts 1-2 months overdue,
- T** amounts 2-3 months overdue,
- T** amounts overdue by more than 3 months.

The first and last of these totals (amounts due after the selected date and amounts due before the first analysis period) are included with all options.

Translated GP Reports

Age analysis is available only for a standard GP Report. If a [translation table](#) is chosen, to produce a translated GP Report, any values entered for age analysis are cleared and the date box and combo locked. Resetting the [Select Translation Table](#) combo to **None** unlocks the age analysis controls.

20.02 Format Report dialog box [Up one](#)
10 OK, Reset and Cancel buttons [level](#)

OK button

Once formatting is complete, pressing the OK button closes the Format Report dialog box and the View Screen and opens the GP Report for preview.

Data displayed on the View Screen is not lost. Returning from the report to the View Screen, the data may be edited further and the report previewed anew.

Reset button

The Reset button resets the Format Report dialog box completely, as though it had been closed and reopened.

Cancel button

The Cancel button closes the Format Report dialog box without opening a GP Report for preview.

20 General Purpose Report Up one
03 Print preview screen level

20.03.0 Menu bar

1

20.03.0 Toolbar

2

20.03 GP Report print preview Up one
screen level
01 Menu bar level

Menu has two commands: Page Setup and Print, which open standard Windows dialog boxes

Paper Size may be set in the Page Setup dialog box. A new setting applies only for the current print job, however. The default setting is changed by changing the paper size setting for the [default printer](#) in Windows, as explained in [Default paper size](#).

Help has one command: Karavan Help. This is explained in the chapter [How to use Karavan Help](#).

20.03 GP Report print preview screen
02 Toolbar

Up one
level

The Toolbar holds six buttons:

 **Close**

Exits to the Switchboard.

 **Return to View Screen**

Exits to the View Screen

 **Print**

Prints the report. If print setup is to be changed, choose Page Setup and Print from the Menu instead.

 **Save Snapshot**

Opens the **Output To** dialog box with which the report may be saved as a Snapshot file (extension **.snp**). For further information, consult [Chapter 21 : Snapshots and the Snapshot Viewer](#).

 **Zoom**

Toggles between different views set with Zoom Control.

Zoom Control

List box located to the right of Zoom which lists the available Zoom options.

When a translated GP Report is previewed, the Toolbar holds two further buttons:

 **Output xls (Check Translations)**

Exports the data included in the report to a spreadsheet file in xls format. This is the format used by Microsoft Excel.

In addition to the fields normally present in a Karavan Accounts data file, the xls file includes three additional translation fields: Entry_Month, Entry_Year and Rate_Type. The file includes all the information necessary to permit the translations to be viewed in Microsoft Excel and checked.

In its exported state, the xls file may not be reimported into Karavan Accounts. To make it re-importable, the three additional fields, which appear in Microsoft Excel as columns, must first be deleted.

 **Output xls (Re-importable)**

Exports the data included in the report to a spreadsheet file in xls format, but without additional translation fields. The file may therefore be reimported into Karavan Accounts without amendment.

02 Karavan Accounts Overview [Up one level](#)
Contents

02.01 [Map of Karavan Accounts](#)
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02 Karavan Accounts Overview [Up one level](#)
01 Map of Karavan Accounts

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02.01 Map of Karavan Accounts [Up one level](#)
01 Screens, dialog boxes and utilities

In the table below, the screens, dialog boxes and utilities to which [User access](#) may be restricted by password are marked with a red asterisk.

<u>Screen, Dialog Box or Utility</u>	<u>Location and caption of button, toolbar button or menu command giving access</u>
Currencies Screen *	Switchboard Currencies Library button Entry Screen New Currency toolbar button Edit Journal Screen New Currency toolbar button
Accounts Screen *	Switchboard Accounts Library button Entry Screen New Account toolbar button Edit Journal Screen New Account toolbar button
Analysis Codes Screen *	Switchboard Analysis Codes Library button Entry Screen New Analysis Code toolbar button Edit Journal New Analysis Code toolbar

[Screen](#) [button](#)

[Descriptions Screen](#) * [Switchboard](#) [Descriptions Library button](#)

[Entry Screen](#) [New Description toolbar button](#)

[Edit Journal Screen](#) [New Description toolbar button](#)

[Headers Screen](#) * [Switchboard](#) [Headers Library button](#)

[Footers Screen](#) * [Switchboard](#) [Footers Library button](#)

[Data File Settings Dialog](#) * [Switchboard](#) [Data File Settings button](#)

[Translation Rates Tables Dialog](#) * [Switchboard](#) [Translation Rates Tables button](#)

[Average Translation Rates Screen](#) * [Switchboard](#) [1 Translation Rates Tables button leading to](#)
[2 Translation Rates Tables Dialog](#)

[Closing Translation Rates Screen](#) * [Switchboard](#) [1 Translation Rates Tables button leading to](#)
[2 Translation Rates Tables Dialog](#)

[Entry Screen](#) * [Switchboard](#) [Entry button](#)
[Allocation Screen](#) [Entry Screen toolbar button](#)

[Search Engine](#) [Switchboard](#) [Search Engine button](#)

[Edit Data File Dialog](#) * [Switchboard](#) [Edit Data File button](#)

[Edit Journal Screen](#) * [Switchboard](#) [Edit Journal button](#)

Transfer Balances Dialog *	Switchboard Transfer Balances button
End of Period Closing Dialog *	Switchboard End of Period Closing button
Copy Libraries Dialog *	Switchboard Copy Libraries menu commands
Import Journal Utility *	Switchboard 1 Import Journal menu command leading to 2 Select MS Excel File Dialog
Import Translations Utility *	Switchboard 1 Import Translations menu command leading to 2 Select MS Excel File Dialog
Change Accounts Plan Utility *	Switchboard 1 Change Accounts Plan menu command leading to 2 Select MS Excel File Dialog
Change Analysis Codes Utility *	Switchboard 1 Change Analysis Codes menu command leading to 2 Select MS Excel File Dialog
Deletions Dialog *	Switchboard Deletions menu command
Find last Journal Utility	Search Engine Find last Journal toolbar button
Allocation Screen *	Search Engine Allocation mode button
Ultra-Fast Allocations Utility *	Search Engine 1 Allocation mode button leading to 2 Ultra-Fast Allocations mode button

Find last Allocation Utility	Search Engine	Find last Journal toolbar button
Delete Allocations Utility *	Search Engine	Delete Allocation toolbar button
View Screen	Search Engine	Open View Screen toolbar button
Import to View Screen Utility	Search Engine	Import button

02.01 Map of Karavan Accounts
02 Reports

[Up one level](#)

Report	Location and caption of button or toolbar button giving access	
Currencies Library Listing	Switchboard	1 Library Listing button leading to 2 Select Library dialog box
Accounts Plans	Switchboard	1 Library Listing button leading to 2 Select Library dialog box
Analysis Codes Library Listing	Switchboard	1 Library Listing button leading to 2 Select Library dialog box
Descriptions Library Listing	Switchboard	1 Library Listing button leading to 2 Select Library dialog box
Headers Library Listing	Switchboard	1 Library Listing button leading to 2 Select Library dialog box
Footers Library	Switchboard	1 Library Listing button

Listing		leading to 2 Select Library dialog box
Multi-Currency Trial Balance	Switchboard	1 Trial Balances button leading to 2 Trial Balance Settings dialog box
Closing Rate Trial Balance	Switchboard	1 Trial Balances button leading to 2 Trial Balance Settings dialog box
Full Trial Balance	Switchboard	1 Trial Balances button leading to 2 Trial Balance Settings dialog box
Journal Listing	Search Engine	Journal Listing mode button
Listing of Straddling Journals	Search Engine	Find straddling Journals toolbar button
Allocation Journal Listing	Search Engine	Allocation Listing mode button
Listing of Straddling Allocations	Search Engine	Find straddling Allocations toolbar button
Account Listing	Search Engine	Account Listing mode button
Account Balances Listing	Search Engine	1 Account Listing mode button leading to 2 Account Balances mode button
General Purpose Report	View Screen	1 Report toolbar button leading to 2 Format Report dialog box


02.01 Map of Karavan Accounts
03 Microsoft Excel export files

[Up one level](#)

For a complete edition of this table, consult [Chapter 22 : Microsoft Excel export files](#).


Accounting Records

Export screen [View Screen](#).

Toolbar button  Output xls (for MS Excel)


Accounting Records with translations (1)

Export screen General Purpose Report [print preview screen](#).

Toolbar button  Output xls (Check Translations)


Accounting Records with translations (2)

Export screen General Purpose Report [print preview screen](#).

Toolbar button  Output xls (Re-importable)


Average Translation Rates Table

Export screen [Average Translation Rates Screen](#).

Toolbar button  Output xls (for MS Excel)

Closing Translation Rates Table

Export screen [Closing Translation Rates Screen](#).

Toolbar button  Output xls (for MS Excel)

Multi-Currency Trial Balance (1)

Export screen Trial balance [print preview screen](#).

Toolbar button  Output xls (Long)

Multi-Currency Trial Balance (2)

Export screen Trial balance [print preview screen](#).

Toolbar button  Output xls (Short)


Multi-Currency Trial Balance (3)

Export screen Trial balance [print preview screen](#).

Toolbar button  Output xls (Long Re-importable)

Multi-Currency Trial Balance (4)

Export screen Trial balance [print preview screen](#).

Toolbar button  Output xls (Short Re-importable)

Translated Trial Balance (1)

Export screen Trial balance [print preview screen](#).

Toolbar button  Output xls (Check Translations)

Translated Trial Balance (2)

Export screen Trial balance [print preview screen](#).

Toolbar button  Output xls (Long Re-importable)

Translated Trial Balance (3)

Export screen Trial balance [print preview screen](#).

Toolbar button  Output xls (Short Re-importable)

Translated Trial Balance (4)

Export screen Trial balance [print preview screen](#).

Toolbar button  Output xls (Finstats Re-importable)

Accounts Plan

Export screen [Switchboard](#).

Menu command [Export Accounts Plan](#).

Analysis Codes

Export screen [Switchboard](#).

Menu command [Export Analysis Codes](#).

02.01 Map of Karavan Accounts

[Up one](#)

04 Application utilities

[level](#)

The Karavan Accounts application works with linked, but independent, [data](#) and [translation rates](#) files. Data input utilities modify the content of the data and translation rates files to which the application is currently linked. Data output utilities retrieve data from these files.

Four utilities for linking files and checking links are available from buttons at the foot of the Switchboard:

[Attach Data File](#)

[Check Data File Link](#)

[Attach Rates File](#)

[Check Rates File Link](#)

In addition, the following utilities, available from the Switchboard **Karavan** menu, do not act upon data and translation rates files, but upon the application itself.

[Application Password](#)

[Configure User Access](#)

[Date Validation](#)

[About Karavan Accounts](#)

[License](#)

[Read Registration Key](#)

[Enter Enabling Key](#)

[Exit](#)

02 Karavan Accounts Overview
02 Overview of main features

Up one
level

[02.02.0 Karavan Accounts is a Microsoft Access application](#)

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[02.02.1 Data entry not tied to exchange rates](#)

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[02.02.1 Fast and easy allocations](#)

2

[02.02.1 Editable journals and data files](#)

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[02.02.1 Imported journals](#)

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[02.02.1 Data transferable between data files](#)

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[02.02.1 Shared translation rates databases](#)

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[02.02.1 Configurable user access](#)

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[02.02.1 Automated period-end closings](#)

8

[02.02.1 Wide range of languages and keyboards](#)

9

02.02 Overview of main features

01 Karavan Accounts is a Microsoft Access application

Up one
level

Karavan Accounts, version 20xx, is a multi-currency accounting application for use with Microsoft Access 2000, a member of the Microsoft Office suite of business software.

Karavan Accounts is fully integrated with Microsoft Excel. A wide range of data may be exported as xls files, the format used by Microsoft Excel. Xls files may also be imported and reimported into Karavan Accounts.

Microsoft Access 97

A version of Karavan Accounts for use with Microsoft Access 97 is also available. Visit www.hhkaravan.com and go to the [Download Free Trial](#) page.

Related Topics

22 [Microsoft Excel export files](#)

29 [Importing and exporting Microsoft Excel files](#)

02.02 Overview of main features
02 True multi-currency accounting

[Up one level](#)

Karavan Accounts uses **true** multi-currency accounting. Accounting records are not kept in a single [base-currency](#) with equivalent values for other currencies. Records are kept in the transaction currencies themselves, with or without base-currency equivalents at user's option. Translations into base-currency are made when required and any currency may be selected as base-currency, even one which does not figure in the accounting records.

For transactions entered without base-currency equivalents, translations are made by reference to user-prepared tables of closing and monthly average exchange rates which are held in an external database. The result is a translation system of extreme flexibility and efficiency which fully respects accounting principles generally accepted in the Anglo-Saxon and international business world.

This system presents a host of advantages relative to base-currency accounting. These advantages are reviewed in other sections of this Help chapter.

Related Topic

25 [Translations in Karavan Accounts](#)

02.02 Overview of main features
03 Multi-company

[Up one level](#)

There is **no limit** to the number of companies for which books of account may be kept with Karavan Accounts.

Karavan Accounts consists of two main elements: the application itself and the [data files](#) with which it works. Each data file constitutes a separate book of account and different files are typically used for different corporations or financial years. Although only one data file may be linked to the application at any one time, there is no limit to the number of files with which the application may work.

To these elements are added [translation rates files](#). These are libraries of average and closing translation rates, stored in tables, which may be used together with any data file. A user, keeping books of account for different corporations, is not obliged to enter translation rates for each corporation. Provided the reporting base-currency is the same in each case, a single translation rate file may be used for them all. Typically, therefore, a user will require one translation rates file for each base-currency in which accounts are kept. As with data files, only one translation rates file may be linked to the application at any one time, but there is no limit to the number of files with which the application may work.

Related Topics

31.10 [Data Files](#)

31.30 [Translation Rates Files](#)

02.02 Overview of main features
04 Stand-alone or multi-user

[Up one level](#)

As explained in the preceding section, Karavan Accounts consists of three elements: the application itself and the [data files](#) and [translation rates files](#) with which it works.

A copy of the application is installed on each workstation. Data and translation rates files may be installed on local disk or on a network server. When installed on a network server, data and translation rates files may be accessed simultaneously by different users.

The number of users who may be linked to, and work with, the same data and/or translation rates files at the same time is limited by the traffic-handling capacity of Microsoft Access on the network in question. The minimum number should not be less than 25.

Related Topics

31.10 [Data Files](#)

31.30 [Translation Rates Files](#)

32.01 [Installation](#)

02.02 Overview of main features
05 Any number of currencies

Up one
level

There is no practical limit to the number of currencies in which accounting records may be kept in Karavan Accounts. A currency is defined as a three-letter code and associated caption, both of which must be unique. This gives a theoretical limit of $26 \times 26 \times 26 = 17,576$ available currencies.

A currency must be registered in the [Currencies Library](#) before it may be used. In making entries in the library, a handy reference list of major currencies may be used, but this is not obligatory. Any currency may be registered provided that the code and caption are unique.

Although only one currency may be selected as [base-currency](#) at a time, base-currency may be changed at will.

Related Topic

04 [Currencies Screen](#)

02.02 Overview of main features
06 Powerful search facilities

[Up one level](#)

Karavan Accounts is designed as a searchable database. The heart of the system is the [Search Engine](#) which in turn leads to the [View Screen](#).

In the Search Engine, data may be selected by choosing or setting criteria for ten different data fields, either individually or in combination. Full pattern-matching facilities are available. On the View Screen, the data selected in the Search Engine may be further filtered, deleted, added to and edited prior to export or the production of reports in translated or transaction currency versions.

As a result, just about any selection of data may be obtained easily, quickly, efficiently. Selections may be saved as Microsoft Excel files and reimported, with or without modification in Microsoft Excel.

Related Topics

- 12 [Search Engine](#)
- 13 [View Screen](#)
- 22 [Microsoft Excel export files](#)
- 29 [Importing and exporting Microsoft Excel files](#)

Karavan Accounts makes use of a series of standard reports, such as trial balances and journal listings, which are based directly on accounting records, and which may not be edited by the user.

The main report, however, is the [General Purpose Report](#) which is based on data selected by the Search Engine and copied to a temporary table. On the [View Screen](#), as explained in the preceding section, this data may be filtered, deleted, added to and edited at will without in any way affecting the accounting records from which the data was copied. The General Purpose Report is based on the revised data as it appears on the View Screen, and the report may itself be prepared with a range of formatting options, for sorting, grouping, totalling and so on, and in translated or transaction currency versions.

The General Purpose Report is used for a multitude of purposes, such as the preparation of statements of account. These may be personalised by headers of up to six lines, typically used for names and addresses, and footers of up to 255 characters.

The data as revised on the View Screen may be saved as a Microsoft Excel file and reimported. As the file may be modified in Microsoft Excel prior to being reimported, this makes the full power of Microsoft Excel available to the user for the production of reports.

Related Topics

- 12 [Search Engine](#)
- 13 [View Screen](#)
- 20 [General Purpose Report](#)
- 22 [Microsoft Excel export files](#)
- 29 [Importing and exporting Microsoft Excel files](#)

02.02 Overview of main features
08 Ample field sizes

Up one
level

Karavan Accounts accounting records contain seventeen fields as detailed in [31.04 Data files](#).

For transaction descriptions, two fields are available: **Document Reference**, with a maximum of 20 alpha-numerical characters, and **Description**, with a maximum of 100 alpha-numerical characters.

For accounts and analysis, there are also two fields: **Account Code**, with a minimum of 3 and a maximum of 12 numerical characters, and **Analysis Code**, with a maximum of 8 alpha-numerical characters. The captions associated with these codes may each contain up to 49 alpha-numerical characters.

02.02 Overview of main features
09 No accounting periods

[Up one level](#)

Karavan Accounts does not use accounting periods. There are no such things as past accounting periods, future accounting periods and closed accounting periods.

Data may be entered with any Entry Date at any time. Within a single journal, the individual records may be posted with different entry dates (and utilities therefore exist to find journals which straddle a given date). Reports and trial balances may be taken out at any date at any time. Data may be grouped and totalled by week, month, quarter or year. Restraints on data entry are minimized. Options for data retrieval are maximized.

As with accounting periods, so too for financial periods. The user is subject to few restraints, but a wide range of utilities are available to assist in opening and closing financial periods, and in opening new [data files](#) generally.

In a base-currency accounting system, an exchange rate or equivalent is required for each and every accounting entry. If the exchange rate or equivalent is not known, data entry is blocked. The user must choose between using an inaccurate rate which will have to be corrected or adjusted at some future time, stopping to find an accurate rate, or abandoning the task in hand.

Even when exchange rates and equivalents are known, they must be entered. However efficient the system, entering exchange rates and equivalents clearly takes more time and labour than not entering them.

Although exchange rates and equivalents **may** be entered into Karavan Accounts accounting records, if the user so wishes, it is hardly ever necessary. This is true even in the case of transactions which are required, by generally accepted accounting principles, to be translated at specific transaction exchange rates. This point is fully discussed in [25.03 The translation of individual transactions](#).

The gain in speed and ease of data entry which derives from the Karavan Accounts accounting system is obvious. But there are other advantages.

Elimination of year-end exchange rate adjustments

In the preparation of financial statements in accordance with the accounting principles generally accepted in many jurisdictions, some balances must be translated at the exchange rates ruling at the date to which the financial statements are drawn up. These rates are often called **closing rates** and they typically apply to the translation of financial balances such as receivables, payables and balances at bank.

By definition, closing rates are not known until the end of a financial period. In a base-currency accounting system, however, transactions must be entered throughout the financial period using some exchange rate or other, even though it is known in advance that for financial accounts, such as receivables and payables, the rates used will inevitably be wrong. The inaccuracy must be adjusted at period end, whether by the software or by hand. Such adjustments are an integral and unavoidable part of any base-currency accounting system.

In Karavan Accounts, by contrast, no such adjustments are necessary. Translations are always made as and when required by reference to user-prepared exchange rate tables held in an external database. At year-end, these tables simply include year-end rates. There is no difference between year-end translations and translations made at any other time. The user can always choose any set of exchange rates for translations, at the minimal labour cost of entering each rate **once**, and once only, into an exchange rate table.

Automatic calculation of gain or loss on exchange

Because Karavan Accounts does not embed translations in the accounting records, producing a result which requires adjustment, the calculation of gain or loss on exchange is reduced to a mathematical calculation. Whenever a translated trial balance is taken out, the gain or loss on exchange is automatically calculated as a simple mathematical function of the exchange rates used.

Transparency of translation calculations

For translated trial balances and reports, the underlying details of translations may be exported as a Microsoft Excel file. These files show all currency amounts and every exchange rate used, including any transaction rates entered in the accounting records for

individual items. It is thus possible to check every detail of the translations.

Custom translations

The user may adopt any set of exchange rates for translating accounting records. This means that conventional exchange rates may be freely used for internal purposes. To take one example, **what if** translations may be prepared to see the effect of hypothetical exchange rate movements.

Although any set of exchange rates may be used, the Karavan Accounts system for performing translations is obviously fixed and cannot in itself be changed by the user. However, because data may be exported to, and edited in, Microsoft Excel, and then reimported into Karavan Accounts, a range of techniques is available which permits the user to customise translations to any degree. This is explained in [25.04 Custom translations](#).

Use of more than one base-currency

Provided that exchange rates and base-currency equivalents are not entered directly into accounting records, reports and trial balances may be produced in any base-currency. This is discussed in [31.08 Using more than one base-currency in Karavan Accounts](#).

Related Topic

25 [Translations in Karavan Accounts](#)

02.02 Overview of main features
11 Data entry fast and accurate

[Up one level](#)

Without the necessity of entering exchange rates and equivalents, data entry in Karavan Accounts is fast. Without a structure of accounting periods and so on, data entry is simple.

Data is usually entered manually, [journal](#) by journal, on the [Entry Screen](#), although journals may also be imported. When entering a journal, any line already entered may be copied down to form the basis of the next line, thus avoiding the necessity of entering repetitive data more than once. Lines may also be copied from one journal to the next.

Accuracy in data entry is facilitated by the use of user-prepared libraries. These store currencies, accounts, analysis codes and standard descriptions. All are available from combos on the Entry Screen, providing a fast and accurate alternative to keyboard input.

For date fields, accuracy is enhanced by [date validation](#). This feature permits the user to stipulate the range of valid dates to be accepted by the fields.

Related Topics

03.44.01 [Date Validation](#)
10 [Entry Screen](#)
24 [Libraries and their use](#)

02.02 Overview of main features
12 Fast and easy allocations

[Up one level](#)

In Karavan Accounts, the process of [allocation](#), also known as **application**, consists in marking allocated records with an allocation code and allocation journal number. Thereafter, data may be viewed, previewed and printed with allocated items filtered out (default) or left in, at user's wish. Allocation journals may be previewed and printed. They may also be deleted, restoring the accounting records to pre-allocated state.

Three alternative allocation procedures are available. **Normal** allocation simply requires the user to mouse-click each item to be allocated. **Fast** allocation allocates all items in one currency on one account in a single operation. **Ultra-fast** allocation allocates all items in all currencies on a range of accounts in one operation.

Normal and fast allocation may be combined with data entry. In the typical case of accounting incoming or outgoing payments, for example, the postings to receivable and payable accounts may be allocated as soon as they are entered.

Related Topics

14 [Allocation Screen](#)

27 [Allocation](#)

02.02 Overview of main features
13 Editable journals and data files

[Up one level](#)

In Karavan Accounts, an existing journal may be freely edited, provided only that the amended journal satisfies the requirements demanded for new journals. The value in any field in any record of the journal may be changed, new records may be added and existing records deleted.

This is possible because, in fact, Karavan Accounts does not amend the original journal in any way. Instead, two new journals are created. The first reverses the original journal and is [allocated](#) against it. The second saves the amended version.

A journal, one or more records of which have been [allocated](#) may not be opened for editing unless the allocation concerned is first deleted.

Editing an individual journal is the most basic way in which accounting records may be edited. However, several other utilities exist which permit accounting records to be edited en bloc. These are summarised in [Chapter 26 : Editing data files](#).

Related Topic

03.16 [Edit Journal](#)

02.02 Overview of main features
14 Imported journals

[Up one level](#)

Journals may be exported from Karavan Accounts as Microsoft Excel files and subsequently reimported as a new journal.

One use of this is to permit the transfer of accounting records from one [data file](#) to another, a technique which is used in closing and re-opening books of account at the end of a financial period.

As the export file may be edited in Microsoft Excel before reimport, the technique may also be used prepare journals, particularly journals of a repetitive and periodic nature. Full advantage may be taken of the powerful facilities offered by Microsoft Excel for editing data en bloc.

Related Topic

29 [Importing and exporting Microsoft Excel files](#)

02.02 Overview of main features
15 Data transferable between data files

[Up one level](#)

[Data files](#) hold accounting records and libraries of reference data such as the plan of accounts.

As explained in the preceding section of this chapter, accounting records may be selectively transferred from one data file to another by the use of re-importable Microsoft Excel export files.

As far as libraries are concerned, a special utility is provided for the transfer of records between data files. This is particularly useful when opening a new data file.

Related Topics

03.31.01 [Copy Libraries menu commands : Introduction](#)
24 [Libraries and their use](#)
29 [Importing and exporting Microsoft Excel files](#)

02.02 Overview of main features
16 Shared translation rates databases

[Up one level](#)

As explained in the earlier section, [02.03 Multi-company](#), Karavan Accounts consists of three elements: the application itself and the [data files](#) and [translation rates files](#) with which it works.

Like data files, translation rates files may be placed on a network server at the disposition of any number of users. Typically, one file is maintained for each [base-currency](#), and such files are used with any data file set to the base-currency in question.

The advantages of the Karavan Accounts system of translations were summarised in the section [02.10 Data entry not tied to exchange rates](#). These advantages are compounded when books of account are kept for more than one entity reporting in the same base-currency, because a given exchange rate has only ever to be recorded **once**, however many sets of accounting records make use of it.

Related Topics

31.10 [Data Files](#)

31.30 [Translation Rates Files](#)

02.02 Overview of main features
17 Configurable user access

[Up one level](#)

Access to the buttons, toolbar buttons and menu commands which lead to screens or utilities used for data input may be restricted by password.

The principal purpose of password validation is not security, but to limit casual error. Many of the utilities available in Karavan Accounts are extremely powerful, the [Deletions](#) utility for example, and can alter accounting records irreversibly.

The full list of screens and dialog boxes covered by User Access validation is given in [23.03 User Access map](#). If access is restricted for all of them, the effect is to turn the particular copy of Karavan Accounts into a viewer, that is an application which is fully capable of retrieving, viewing, printing out data and so on, but which cannot be used for data input.

Related Topic

23 [User Access](#)

02.02 Overview of main features
18 Automated period-end closings

Up one
level

As explained in the earlier section, [02.10 Data entry not tied to exchange rates](#), the fact that Karavan Accounts does not embed translations in the accounting records facilitates the automatic calculation of gains or losses on exchange. This means that a translated trial balance produced in Karavan Accounts shows the final position, without requirement for post trial balance exchange adjustments.

This in turn means that books of account may be automatically closed on the basis of a trial balance, once it has been checked and approved. A range of utilities are available for this purpose, the procedures being explained in [Chapter 28 : Opening and closing financial periods](#).

02.02 Overview of main features
19 Wide range of languages and keyboards

Up one
level

Microsoft Windows offers a wide range of languages and associated keyboards. Leaving aside specialist versions such as Arabic or Korean, these differ in the availability and keyboard position of special characters in the Latin alphabet (å and ä in Swedish, for example) and in the principal keyboard alphabet itself (eg Greek).

Microsoft Access adjusts automatically to a very wide range of languages and keyboards and Karavan Accounts is designed to take advantage of this. The application has been thoroughly tested with many language, keyboard and regional settings and no difficulty should normally be encountered. This means, for example, that a Swedish user may enter Swedish text from the keyboard, make use of the Swedish year-month-day date order, and likewise use the comma as decimal separator.

15 Average Translation Rates Up one
Screen
Contents level

15.01 [Overview](#)
15.02 [Screen Layout](#)
15.03 [Records](#)

Related Topics

03.10 [Translation Rates Tables button](#)
03.11 [Translation Rates Tables dialog
box](#)
22 [Microsoft Excel export files](#)
23 [User Access](#)
25 [Translations in Karavan Accounts](#)

15 Average Translation Rates Up one
Screen
01 Overview level

15.01.0 [Purpose of Average Translation
Rates Screen](#)
15.01.0 [How to open the Average
Translation Rates Screen](#)
15.01.0 [Saving Data](#)
3

15.01 ATR Screen Overview Up one
01 Purpose of Screen level

The Average Translation Rates Screen is used to enter average translation rates into an Average Translation Rates Table.

Average Translation Rates Tables

Average Translation Rates Tables are used in the preparation of [Full Trial Balances](#) and translated [General Purpose Reports](#). The way in which the tables are used is explained in [Chapter 25 : Translations in Karavan Accounts](#). The tables are stored, together with Closing Translation Rates Tables, in translation rates files.

Translation Rates Files

Karavan Accounts consists of two main elements: the application itself and the [data files](#) with which it works. Each data file constitutes a separate Book of Account and different files are typically used for different corporations or financial years. Although only one data file may be linked to the application at any one time, there is no limit to the number of files with which the application may work.

To these elements are added translation rates files. These are libraries of average and closing translation rates, stored in tables, which may be used together with any data file. A user, keeping books of account for different corporations, is not obliged to enter translation rates for each corporation. Provided the reporting base-currency is the same in each case, a single translation rate file may be used for them all. Typically, therefore, a user will require one translation rates file for each base-currency in which accounts are kept. As with data files, only one translation rates file may be linked to the application at any one time, but there is no limit to the number of files with which the application may work.

Using more than one base-currency

With Karavan Accounts, it is possible to produce trial balances and reports in more than one base-currency. This is discussed in [31.08 Using more than one base-currency](#).

15.01 ATR Screen Overview Up one
02 How to open the Screen level

The Average Translation Rates Screen is opened from the Switchboard by pressing the [Translation Rates Tables button](#), and then selecting an existing table, or creating a new table, in the [Translation Rates Tables dialog box](#).

15.01 ATR Screen Overview
03 Saving Data

[Up one
level](#)

While the Average Translation Rates Screen is open, new entries, changes and deletions are saved to a temporary table. When the screen is closed, the new data is either permanently saved or discarded, according to the method of exit chosen.

Clicking on the toolbar button

T Save and Close

permanently saves new entries, changes and deletions and exits from the Average Translation Rates Screen. If, instead, the

T Close without Saving

toolbar button is used, all new entries, changes and deletions are discarded.

In this Help chapter, references to **saving** are normally to **temporary** saving while the Average Translation Rates Screen is open.

15 Average Translation Rates Screen Up one
02 Screen Layout level

15.02.0 Menu Bar

1

15.02.0 Toolbar

2

15.02.0 Header : Table Name

3

15.02.0 Data : Records

4

15.02 ATR Screen Layout Up one
01 Menu Bar level

Menu has a single command. Depending on the position of the cursor, the command either [undoes text](#) or [deletes](#) the current record.

Help has two commands. These are explained in the chapter [How to use Karavan Help](#).

The Average Translation Rates Screen toolbar has ten buttons.

T First Record

Moves to the first record in the table. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Last Record

Moves to the last record in the table.

T New Record

Moves to a blank new record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Delete Record

Deletes the current record.

T Save and Close

[Permanently saves](#) new entries, changes and deletions and exits.

T Close without Saving

Discards new entries, changes and deletions and exits.

T Find

Opens the Find dialog box. When the dialog box opens, it is set to search the field in which the cursor appears.

T Output xls (for MS Excel)

Exports the last saved version of the table to a spreadsheet file in xls format. This is the format used by Microsoft Excel. In addition to being opened and read in Microsoft Excel, xls files may also be imported into Microsoft Word documents or into Microsoft Access database tables.

The **Output xls** dialog box, which appears when this button is pressed, permits the user to choose whether or not to save current changes before the file is exported.

15.02 ATR Screen Layout
03 Header : Table Name

Up one
level

The Header displays the name of the table open on the screen.

The table name may not be edited on the Average Translation Rates Screen. A facility for renaming tables is included in the [Translation Rates Tables dialog box](#).

15.02 ATR Screen Layout
04 Data : Records

Up one
level

Data is entered record by record. The data band has space to display up to three records. When there are more than three, a vertical scroll bar appears to the right.

Each record comprises 15 fields laid out on three lines.

First Line

[Currency Code](#)
[Currency Caption](#)
[Year](#)

Second Line

Six [translation rate fields](#) for the months January to June.

Third Line

Six [translation rate fields](#) for the months July to December.

On each record, translation rates may be entered for one year only. For example, to enter rates for a period running from July in one year to June in the next year, two records are required. The first record contains the rates for the months July to December in year one, and the second record contains the rates for the months January to June in year two.

15 Average Translation Rates Up one
Screen
03 Records level

15.03.0 Required and optional record fields

1

15.03.0 Moving between record fields

2

15.03.0 Undoing text

3

15.03.0 New records

4

15.03.0 Moving between records

5

15.03.0 Deleting records

6

15.03 Records Up one
01 Required and optional record level
fields

Of the fifteen fields in each record, the Currency Code, Currency Caption and Year fields must be entered, while the entry of values into monthly translation rate fields is optional.

15.03 Records Up one
02 Moving between record fields level

Navigate between record fields by using the Enter or Tab key to move forward, and the Shift + Enter or Shift + Tab keys to move back.

15.03 Records
03 Undoing text

Up one
level



When text has been entered into a field, and before leaving the field, the entry may be undone by pressing Ctrl + Z or by choosing the Undo command from the Menu.

Warning The use of Ctrl + Z is related to the use of the Esc key and the Delete Record toolbar button. When entering a new record, and before the record has been saved by moving to another record, Ctrl + Z acts like the Esc key and deletes the entire record.

15.03 Records
04 New records


Up one
level

The user may move to a new record in one of three ways.

- 1 Clicking the  **Next Record** toolbar button the required number of times.
- 2 Clicking the  **New Record** toolbar button.
- 3 Clicking on the last record on the screen (always blank).

15.03 Records [Up one](#)
05 Moving between records [level](#)

To move from one completed record to another, use either

 **Previous Record**

or

 **Next Record**

or click on the record to which you wish to move.

Movement **away from** a record with blank or incorrectly entered [required](#) fields is not permitted by the system.

15.03 Records
06 Deleting records

Up one
level

While a translation rates table is being entered or edited, each record is saved to a temporary table as and when it is completed. Until that moment, an incomplete record is held in computer memory only. In appearance on the screen there is no visible difference between saved and unsaved records. Only a new record currently being entered may be unsaved, however.

A record is automatically saved when the user moves to another record or to a new blank record.

The process of deleting a saved record is different from the process of deleting a current, unsaved record.

Deleting saved records

Move to the record to be deleted by using

T Previous Record

and/or

T Next Record

or by clicking on the record, and then press

T Delete Record.

The deleted record disappears and the remaining record(s) move up.

Deleting current, unsaved records

If all [required](#) fields have been entered on a new record, then the Delete Record toolbar button will work as it does with saved records. However, until all required fields have been entered, pressing the button only produces a notice telling the user that a required field has not been entered.

An incomplete record may be deleted in one of three ways.

- 1** Choosing the Undo Current Field/Record command from the Menu.
- 2** Pressing the Ctrl + Z keys.
- 3** Pressing the Esc key.

These options are not available until at least one field has been entered on the new record.

Currency Code Field

Entry Entered by selecting a code from the combo reference list of major currencies, or from the keyboard.

Required Yes.

Format 3 alphabetical characters.

System requirement None.

Note If a code is selected from the combo list, the adjacent Currency Caption field is automatically updated and the cursor moves to the Year field.

Currency Caption Field

Entry Entered by selecting a caption from the combo reference list of major currencies, or from the keyboard.

Required Yes.

Format 49 alpha-numerical characters.

System requirement None.

Note If a caption is selected from the combo list, the adjacent Currency Code field is automatically updated and the cursor moves to the Year field.

Year Field**Entry** Keyboard.**Required** Yes.**Format** Four digit integer.**System requirement** None.

Monthly Translation Rate Fields

Entry Keyboard.

Required No.

Format Number with six decimal places.

System requirement None.

16 Closing Translation Rates Screen Up one level
Contents

16.01 [Overview](#)
16.02 [Screen Layout](#)
16.03 [Records](#)

Related Topics

03.10 [Translation Rates Tables button](#)
03.11 [Translation Rates Tables dialog box](#)
22 [Microsoft Excel export files](#)
23 [User Access](#)
25 [Translations in Karavan Accounts](#)

16 Closing Translation Rates Screen Up one level
01 Overview

16.01.0 [Purpose of Closing Translation Rates Screen](#)
1 [How to open the Closing Translation Rates Screen](#)
2 [Saving Data](#)
3

16.01 CTR Screen Overview Up one level
01 Purpose of Screen

The Closing Translation Rates Screen is used to enter closing translation rates into a Closing Translation Rates Table.

Closing Translation Rates Tables

Closing Translation Rates Tables are used in the preparation of [Closing Rate Trial Balances](#) and [Full Trial Balances](#). The way in which the tables are used is explained in [Chapter 25 : Translations in Karavan Accounts](#). The tables are stored, together with Average Translation Rates Tables, in translation rates files.

Translation Rates Files

Karavan Accounts consists of two main elements: the application itself and the [data files](#) with which it works. Each data file constitutes a separate Book of Account and different files are typically used for different corporations or financial years. Although only one data file may be linked to the application at any one time, there is no limit to the number of files with which the application may work.

To these elements are added translation rates files. These are libraries of closing and average translation rates, stored in tables, which may be used together with any data file. A user, keeping books of account for different corporations, is not obliged to enter translation rates for each corporation. Provided the reporting base-currency is the same in each case, a single translation rate file may be used for them all. Typically, therefore, a user will require one translation rates file for each base-currency in which accounts are kept. As with data files, only one translation rates file may be linked to the application at any one time, but there is no limit to the number of files with which the application may work.

Using more than one base-currency

With Karavan Accounts, it is possible to produce trial balances and reports in more than one

base-currency. This is discussed in [31.08 Using more than one base-currency](#).

16.01 CTR Screen Overview Up one
02 How to open the Screen level

The Closing Translation Rates Screen is opened from the Switchboard by pressing the [Translation Rates Tables button](#), and then selecting an existing table, or creating a new table, in the [Translation Rates Tables dialog box](#).

16.01 CTR Screen Overview
03 Saving Data

[Up one
level](#)

While the Closing Translation Rates Screen is open, new entries, changes and deletions are saved to a temporary table. When the screen is closed, the new data is either permanently saved or discarded, according to the method of exit chosen.

Clicking on the toolbar button

T Save and Close

permanently saves new entries, changes and deletions and exits from the Closing Translation Rates Screen. If, instead, the

T Close without Saving

toolbar button is used, all new entries, changes and deletions are discarded.

In this Help chapter, references to **saving** are normally to **temporary** saving while the Closing Translation Rates Screen is open.

16 Closing Translation Rates Screen Up one
02 Screen Layout level

16.02.0 Menu Bar

1

16.02.0 Toolbar

2

16.02.0 Header : Table Name

3

16.02.0 Data : Records

4

16.02 CTR Screen Layout Up one

01 Menu Bar level

Menu has a single command. Depending on the position of the cursor, the command either undoes text or deletes the current record.

Help has two commands. These are explained in the chapter [How to use Karavan Help](#).

The Closing Translation Rates Screen toolbar has ten buttons.

T First Record

Moves to the first record in the table. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Previous Record

Moves to the record immediately before the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Next Record

Moves to the record immediately following the current record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Last Record

Moves to the last record in the table.

T New Record

Moves to a blank new record. If the current record is new, clicking this button validates and [saves](#) the record before the move is made.

T Delete Record

Deletes the current record.

T Save and Close

[Permanently saves](#) new entries, changes and deletions and exits.

T Close without Saving

Discards new entries, changes and deletions and exits.

T Find

Opens the Find dialog box. When the dialog box opens, it is set to search the field in which the cursor appears.

T Output xls (for MS Excel)

Exports the last saved version of the table to a spreadsheet file in xls format. This is the format used by Microsoft Excel. In addition to being opened and read in Microsoft Excel, xls files may also be imported into Microsoft Word documents or into Microsoft Access database tables.

The **Output xls** dialog box, which appears when this button is pressed, permits the user to choose whether or not to save current changes before the file is exported.

16.02 CTR Screen Layout
03 Header : Table Name

Up one
level

The Header displays the name of the table open on the screen.

The table name may not be edited on the Closing Translation Rates Screen. A facility for renaming tables is included in the [Translation Rates Tables dialog box](#).

16.02 CTR Screen Layout
04 Data : Records

Up one
level

Data is entered record by record. The data band has space to display up to eleven records. When there are more than eleven, a vertical scroll bar appears to the right.

Each record comprises three fields.

Currency Code
Currency Caption
Rate

16 Closing Translation Rates Screen Up one
03 Records level

16.03.0 Required and optional record fields

1

16.03.0 Moving between record fields

2

16.03.0 Undoing text

3

16.03.0 New records

4

16.03.0 Moving between records

5

16.03.0 Deleting records

6

16.03 Records Up one
01 Required and optional record level
fields

The Currency Code, Currency Caption and Rate fields are all required fields and must be entered.

16.03 Records Up one
02 Moving between record fields level

Navigate between record fields by using the Enter or Tab key to move forward, and the Shift + Enter or Shift + Tab keys to move back.

16.03 Records
03 Undoing text

Up one
level



When text has been entered into a field, and before leaving the field, the entry may be undone by pressing Ctrl + Z or by choosing the Undo command from the Menu.

Warning The use of Ctrl + Z is related to the use of the Esc key and the Delete Record toolbar button. When entering a new record, and before the record has been saved by moving to another record, Ctrl + Z acts like the Esc key and deletes the entire record.

16.03 Records
04 New records


Up one
level

The user may move to a new record in one of three ways.

- 1 Clicking the  **Next Record** toolbar button the required number of times.
- 2 Clicking the  **New Record** toolbar button.
- 3 Clicking on the last record on the screen (always blank).

16.03 Records [Up one](#)
05 Moving between records [level](#)

To move from one completed record to another, use either

 **Previous Record**

or

 **Next Record**

or click on the record to which you wish to move.

Movement **away from** a record with a blank or incorrectly entered field is not permitted by the system.

16.03 Records
06 Deleting records

Up one
level

While a translation rates table is being entered or edited, each record is saved to a temporary table as and when it is completed. Until that moment, an incomplete record is held in computer memory only. In appearance on the screen there is no visible difference between saved and unsaved records. Only a new record currently being entered may be unsaved, however.

A record is automatically saved when the user moves to another record or to a new blank record.

The process of deleting a saved record is different from the process of deleting a current, unsaved record.

Deleting saved records

Move to the record to be deleted by using

T Previous Record

and/or

T Next Record

or by clicking on the record, and then press

T Delete Record.

The deleted record disappears and the remaining record(s) move up.

Deleting current, unsaved records

If all fields have been entered on a new record, then the Delete Record toolbar button will work as it does with saved records. However, until all fields have been entered, pressing the button only produces a notice telling the user that a field has not been entered.

An incomplete record may be deleted in one of three ways.

- 1** Choosing the Undo Current Field/Record command from the Menu.
- 2** Pressing the Ctrl + Z keys.
- 3** Pressing the Esc key.

These options are not available until at least one field has been entered on the new record.

Currency Code Field

Entry Entered by selecting a code from the combo reference list of major currencies, or from the keyboard.

Required Yes.

Format 3 alphabetical characters.

System requirement None.

Note If a code is selected from the combo list, the adjacent Currency Caption field is automatically updated and the cursor moves to the Rate field.

Currency Caption Field

Entry Entered by selecting a caption from the combo reference list of major currencies, or from the keyboard.

Required Yes.

Format 49 alpha-numerical characters.

System requirement None.

Note If a caption is selected from the combo list, the adjacent Currency Code field is automatically updated and the cursor moves to the Rate field.

Rate Field**Entry** Keyboard.**Required** Yes.**Format** Number with six decimal places.**System requirement** None.

03 Switchboard [Up one level](#)

03.09.0 [Data File Settings](#)

1

03.09.0 [Short Title](#)

2

03.09.0 [Long Title](#)

3

03.09.0 [Address Lines](#)

4

03.09.0 [Base-Currency](#)

5

[Related Topic](#)

03.08 [Data File Settings button](#)

23 [User Access](#)

03.09 Data File Settings dialog box [Up one level](#)

01 Data File Settings [Up one level](#)

Karavan Accounts consists of two main elements: the application itself and the data files with which it works. Each data file constitutes a separate Book of Account and different files are typically used for different corporations or financial years.

Although a data file principally contains accounting data and related libraries, it also stores data which identifies the file itself. This data, known as the Data File Settings, comprises five elements, four of which are used for display on screen and in reports, and the fifth which identifies the reference base-currency.

03.09 Data File Settings dialog box Up one
02 Short Title level

The Short Title is used for the Switchboard [Link Display](#) and for all reports except the [General Purpose Report](#).

Short Title is entered from the keyboard and is limited in length to forty-nine alpha-numerical characters. Like all other Data File Settings, entry is not required. If Short Title is left blank, the Switchboard [Link Display](#) shows the text: **Short Title Unknown**.

03.09 Data File Settings dialog box Up one
03 Long Title level

The Long Title (and the two address lines) are used to personalize the [General Purpose Report](#).

Long Title is entered from the keyboard and is limited in length to 255 alpha-numerical characters. In practice, however, Long Title should be limited to about seventy characters as these are all that will fit on a single line of the General Purpose Report. If more characters, and hence more report lines, are required, the visual effect should be checked.

Like all other Data File Settings, entry in this field is not required.

03.09 Data File Settings dialog box Up one
04 Address Lines level

The two address lines (and Long Title) are used to personalize the [General Purpose Report](#).

The address lines are entered from the keyboard and are limited in length to 255 alpha-numerical characters. In practice, however, these lines should be limited to about one hundred characters as these are all that will fit on a single line of the General Purpose Report. If more characters, and hence more report lines, are required, the visual effect should be checked.

Like all other Data File Settings, entry in this field is not required.

03.09 Data File Settings dialog box Up one
05 Base-Currency level

Base-currency is selected from a combo list. A currency not in the list may not be selected.

The list shows the currencies entered in the [Currencies Library](#). This means that at least one currency must be entered in the Currencies Library before Base-currency may be selected.

Like all other Data File Settings, entry in this field is not required. If no Base-currency is selected, all screens and functions in Karavan Accounts remain available, except those which require or involve translations.

17 Library Listings
Contents

[Up one
level](#)

17.01 [Overview](#)
17.02 [Select Library dialog box](#)
17.03 [Print preview screen](#)

Related Topics

03.17 [Library Listings button](#)
24 [Libraries and their use](#)
31.25 [Previewing reports without a
printer](#)

17 Library Listings
01 Overview

[Up one
level](#)

Karavan Accounts makes use of six libraries. These are described in [Chapter 24 : Libraries and their use](#).

A listing of the entries stored in each library may be previewed and printed by pressing the Switchboard [Library Listings button](#) and then selecting the listing in the [Select Library dialog box](#).

17 Library Listings

02 Select Library dialog box

[Up one](#)

[level](#)

Although Karavan Accounts uses six [libraries](#), the dialog box lists eleven options because a listing of accounts stored in the Accounts Library may be obtained in six different formats.

Only one listing (print-out) may be selected. To make a selection, click on a line and then press the Select button. Alternatively, double-click on the line to be selected. The selected report opens to be previewed.

17 Library Listings [Up one level](#)
03 Print preview screen

17.03.0 [Menu bar](#)

1

17.03.0 [Toolbar](#)

2

17.03 Print preview screen [Up one level](#)
01 Menu bar

Menu has two commands: Page Setup and Print, which open standard Windows dialog boxes

Paper Size may be set in the Page Setup dialog box. A new setting applies only for the current print job, however. The default setting is changed by changing the paper size setting for the [default printer](#) in Windows, as explained in [Default paper size](#).

Help has one command: Karavan Help. This is explained in the chapter [How to use Karavan Help](#).

17.03 Print preview screen
02 Toolbar

Up one
level

The Toolbar holds five buttons:

T Close

Exits to the Switchboard.

T Print

Prints the listing. If print setup is to be changed, choose Page Setup and Print from the Menu instead.

T Save Snapshot

Opens the **Output To** dialog box with which the report may be saved as a Snapshot file (extension **.snp**). For further information, consult [Chapter 21 : Snapshots and the Snapshot Viewer](#).

T Zoom

Toggles between different views set with Zoom Control.

Zoom Control

List box located to the right of Zoom which lists the available Zoom options.

03 Switchboard
Contents

Up one
level

03.01 Overview and Screen Layout

Libraries, Settings and Tables
buttons

03.02 Currencies Library

03.03 Accounts Library

03.04 Analysis Codes Library

03.05 Descriptions Library

03.06 Headers Library

03.07 Footers Library

Data File Settings

03.08 Button

03.09 Dialog box

Translation Rates Tables

03.10 Button

03.11 Dialog box

Input and Output buttons

03.12 Entry

03.13 Search Engine

Edit Data File

03.14 Button

03.15 Dialog box

03.16 Edit Journal

03.17 Library Listing

03.18 Trial Balances

Transfer Balances

03.19 Button

03.20 Dialog box

End of Period Closing

03.21 Button

03.22 Dialog box

File buttons

Attach Data File

03.23 Button

03.24 Dialog box

03.25 Check Data File Link

Attach Rates File

03.26 Button

03.27 Dialog box

03.28 Check Rates File Link

File menu commands

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03.29 Menu command

03.30 Dialog box

Copy Libraries

03.31 Menu commands

03.32 Dialog box

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03.34 Import Translations

- 03.35 [Export Accounts Plan](#)
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Karavan menu commands

- 03.40 [Application Password](#)
Configure User Access
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- 03.48 [Enter Enabling Key](#)
- 03.49 [Exit](#)

03 Switchboard [Up one level](#)
01 Overview and Screen Layout [level](#)

03.01.0 [Overview](#)

1

03.01.0 [Screen Layout](#)

2

03 Switchboard [Up one level](#)
02 Currencies Library button [level](#)

The Currencies Library button opens the Currencies Screen which is used to enter new currencies into the [Currencies Library](#), and to change or delete existing entries.

For Karavan Accounts to function, at least one currency must be entered in the Currencies Library.

The currency to be used as base-currency must be entered in the Currencies Library before it may be designated base-currency.

Related Topics

- 04 [Currencies Screen](#)
- 17 [Library Listings](#)
- 23 [User Access](#)
- 24 [Libraries and their use](#)

03 Switchboard [Up one](#)
03 Accounts Library button [level](#)

The Accounts Library button opens the Accounts Screen which is used to enter new accounts into the [Accounts Library](#), and to change or delete existing entries.

Karavan Accounts cannot function without account codes entered in the Accounts Library.

Related Topics

- 05 [Accounts Screen](#)
- 17 [Library Listings](#)
- 23 [User Access](#)
- 24 [Libraries and their use](#)

03 Switchboard [Up one](#)
04 Analysis Codes Library button [level](#)

The Analysis Codes Library button opens the Analysis Codes Screen which is used to enter new analysis codes into the [Analysis Codes Library](#), and to change or delete existing entries.

In Karavan Accounts, the use of analysis codes is optional.

Related Topics

06 [Analysis Codes Screen](#)
17 [Library Listings](#)
23 [User Access](#)
24 [Libraries and their use](#)

03 Switchboard [Up one level](#)
05 Descriptions Library button [level](#)

The Descriptions Library button opens the Descriptions Screen which is used to enter new descriptions into the [Descriptions Library](#), and to change or delete existing entries.

In Karavan Accounts, the use of descriptions is optional.

Related Topics

07 [Descriptions Screen](#)
17 [Library Listings](#)
23 [User Access](#)
24 [Libraries and their use](#)

03 Switchboard [Up one level](#)
06 Headers Library button

The Headers Library button opens the Headers Screen which is used to enter new headers into the [Headers Library](#), and to change or delete existing entries.

In Karavan Accounts, the use of headers is optional.

Related Topics

- 08 [Headers Screen](#)
- 17 [Library Listings](#)
- 23 [User Access](#)
- 24 [Libraries and their use](#)

03 Switchboard

[Up one](#)

07 Footers Library button

[level](#)

The Footers Library button opens the Footers Screen which is used to enter new footers into the [Footers Library](#), and to change or delete existing entries.

In Karavan Accounts, the use of footers is optional.

Related Topics

09 [Footers Screen](#)

17 [Library Listings](#)

23 [User Access](#)

24 [Libraries and their use](#)

03 Switchboard [Up one](#)
08 Data File Settings button [level](#)

The Data File Settings button opens the [Data File Settings dialog box](#).

Related Topic

23 [User Access](#)

03 Switchboard [Up one](#)
10 Translation Rates Tables button [level](#)

The Translation Rates Tables button opens the [Translation Rates Tables dialog box](#).

Related Topics

- 03.26 [Attach Rates File button](#)
- 03.27 [Attach Rates File dialog box](#)
- 15 [Average Translation Rates Screen](#)
- 16 [Closing Translation Rates Screen](#)
- 22 [Microsoft Excel export files](#)
- 23 [User Access](#)
- 25 [Translations in Karavan Accounts](#)

03 Switchboard [Up one](#)
11 Translation Rates Tables dialog [level](#)
box

03.11.0 [Introduction](#)

1

03.11.0 [Layout](#)

2

03.11.0 [Open Existing Table](#)

3

03.11.0 [New Closing Rates Table](#)

4

03.11.0 [New Average Rates Table](#)

5

03.11.0 [Rename Table](#)

6

03.11.0 [Delete Table](#)

7

03.11.0 [Close](#)

8

Related Topics

03.26 [Attach Rates File button](#)

03.27 [Attach Rates File dialog box](#)

15 [Average Translation Rates](#)

[Screen](#)

16 [Closing Translation Rates Screen](#)

22 [Microsoft Excel export files](#)

23 [User Access](#)

25 [Translations in Karavan Accounts](#)

03.11 TRT dialog box [Up one](#)
01 Introduction [level](#)

Translation rates tables are used in the preparation of [Trial Balances](#) and translated [General Purpose Reports](#). The way in which the tables are used is explained in [Chapter 25 : Translations in Karavan Accounts](#).

The tables may contain closing or average translation rates. Both kinds of table are stored in translation rates files.

Translation Rates Files

Karavan Accounts consists of two main elements: the application itself and the [data files](#) with which it works. Each data file constitutes a separate Book of Account and different files are typically used for different corporations or financial years. Although only one data file may be linked to the application at any one time, there is no limit to the number of files with which the application may work.

To these elements are added translation rates files. These are libraries of average and closing translation rates, stored in tables, which may be used together with any data file. A user, keeping books of account for different corporations, is not obliged to enter translation rates for each corporation. Provided the reporting base-currency is the same in each case, a single translation rate file may be used for them all. Typically, therefore, a user will require one translation rates file for each base-currency in which accounts are kept. As with data files, only one translation rates file may be linked to the application at any one time, but

there is no limit to the number of files with which the application may work.

Translation Rates Tables dialog box

The dialog box is used to open tables in an attached translation rates file for the entry of new, or the editing of existing, translation rates. Facilities exist for the creation of new tables and for renaming or deleting existing tables.

03.11 TRT dialog box
02 Layout

Up one
level

The Translation Rates Tables dialog box is laid out with a table list to the left and a series of buttons running down its right side.

The [Close](#) button closes the dialog box without further ado. The other buttons act upon the table selected in the table list. Double-clicking on a line in the table list opens the table selected and is equivalent to selecting the line and then clicking the [Open Existing Table](#) button.

03.11 TRT dialog box
03 Open Existing Table

Up one
level

This button opens the table selected in the table list.

An existing table may also be opened by double-clicking on a line in the table list.

03.11 TRT dialog box Up one
04 New Closing Rates Table level

This button creates a new Closing Rates Table.

Clicking on the button opens the New Closing Rates Table dialog box. In the field provided, the name of the new table is entered. The name may not be that of an existing table and may not exceed 50 characters in length.

Whatever the name chosen, the system adds the prefix **Closing_** to the table name. For example, entering **CHF_991231** generates the name **Closing_CHF_991231**.

Once the name has been entered, clicking the OK button creates and opens the new table. An error, using an existing table name for example, re-opens the New Closing Rates Table dialog box with an appropriate message and an invitation to re-enter a different name.

Clicking the Cancel button closes the New Closing Rates Table dialog box and re-opens the Translation Rates Tables dialog box.

03.11 TRT dialog box Up one
05 New Average Rates Table level

This button creates a new Average Rates Table.

Clicking on the button opens the New Average Rates Table dialog box. In the field provided, the name of the new table is entered. The name may not be that of an existing table and may not exceed 50 characters in length.

Whatever the name chosen, the system adds the prefix **Average_** to the table name. For example, entering **CHF_99** generates the name **Average_CHF_99**.

Once the name has been entered, clicking the OK button creates and opens the new table. An error, using an existing table name for example, re-opens the New Average Rates Table dialog box with an appropriate message and an invitation to re-enter a different name.

Clicking the Cancel button closes the New Average Rates Table dialog box and re-opens the Translation Rates Tables dialog box.

03.11 TRT dialog box
06 Rename Table

Up one
level

This button renames an existing table.

Selecting a table in the table list and then clicking on the button opens the Rename Rates Table dialog box. In the field provided, the new name of the table is entered. The name may not be that of another existing table and may not exceed 50 characters in length.

Whatever the new name chosen, the system adds the prefix **Average_** or **Closing_** to the table name.

Once the name has been entered, clicking the OK button renames the table, closes the Rename Rates Table dialog box and re-opens the Translation Rates Tables dialog box. An error, using the name of another existing table for example, re-opens the Rename Rates Table dialog box with an appropriate message and an invitation to re-enter a different name.

Clicking the Cancel button closes the Rename Rates Table dialog box and re-opens the Translation Rates Tables dialog box.

03.11 TRT dialog box
07 Delete Table

Up one
level

This button deletes the table selected in the table list.

Warning When the button is pressed, no confirmation is requested by the system. The deletion is immediate and definitive.

03.11 TRT dialog box
08 Close

Up one
level

This button closes the Translation Rates Tables dialog box.

03 Switchboard
12 Entry button

[Up one
level](#)

The Entry button opens the Entry Screen which is used to enter new accounting data.

Data are entered one [journal](#) at a time, each journal consisting of any number of debit or credit entries.

Related Topics

10 [Entry Screen](#)
23 [User Access](#)

03 Switchboard
13 Search Engine button

Up one
level

The Search Engine button opens the Search Engine which is used to find and select data.

The purpose in finding and selecting the data may be:

- T viewing the data on screen,
- T obtaining a General Purpose Report,
- T obtaining a Journal Listing,
- T obtaining an Account Listing,
- T obtaining an Allocation Journal Listing,

or it may be:

- T preparing to open the Allocation Screen, or
- T performing an Ultra-Fast Allocation.

The Search Engine also incorporates five utilities:

- T Find last journal
- T Find straddling journals
- T Find last allocation
- T Find straddling allocations
- T Delete allocation

Related Topic

12 [Search Engine](#)

03 Switchboard
14 Edit Data File button

Up one
level

Clicking on the Edit Data File button produces a dialog box captioned **Edit Data File Utility** with a warning message. Clicking on the **Yes** button opens the [Edit Data File dialog box](#) in Edit Account Code and/or Caption mode. Clicking the **No** button closes the warning dialog box.

The **purpose** of the Edit Data File utility is explained in [Chapter 24 : Libraries and their use](#). The **operation** of the utility is explained in [03.15 Edit Data File dialog box](#).

An overview of the different ways in which a [data file](#) may be edited is given in [Chapter 26 : Editing data files](#).

Related Topics

- 03.16 [Edit Journal button](#)
- 23 [User Access](#)
- 24 [Libraries and their use](#)
- 26 [Editing data files](#)
- 31.01 [Meaning of the word Account](#)

03 Switchboard Up one
15 Edit Data File dialog box level

03.15.0 Introduction

1

03.15.0 Opening the Edit Data File dialog

2 box

03.15.0 Layout and procedure

3

Related Topics

03.16 Edit Journal button

03.36 Change Accounts Plan

03.38 Change Analysis Codes

23 User Access

24 Libraries and their use

26 Editing data files

31.01 Meaning of the word Account

03.15 Edit Data File dialog box Up one
01 Introduction level

Although Karavan Accounts is a relational database, in part it is designed as though it were not. In particular, the four libraries ([Currencies](#), [Accounts](#), [Analysis Codes](#) and [Descriptions](#)) which are used to enter new accounting records are not related to those records once they have been entered. In other words, a change to one of these libraries affects ability to enter new accounting records and may affect ability to retrieve or use accounting records already entered, but it has no actual effect on the state of the existing accounting records.

The result of the partially non-relational design is that the data stored in the libraries may be freely edited and deleted.

The effect of making changes to libraries is discussed in depth in [Chapter 24 : Libraries and their use](#). In broad outline, the effect of making a new entry in a library is to make the item available to the system. The effect of editing or deleting an item is to reduce or eliminate facilities which depend on the libraries for data. Search facilities which do not depend on the libraries for data may still be used, however, and original or deleted codes and captions still appear in reports and listings.

A divergence between libraries and accounting records may be deliberately used to good effect. Often, however, it is preferable to keep the two in line with each other, the case of correction of errors being the obvious example. The purpose of the Edit Data File utility is to permit such harmonisation, although the utility extends to only two of the four libraries concerned (accounts and analysis codes).

Overview of the utility

For any given account, other than Cross-Currency Account, the following changes may be made:

T The Account Code or the Account Caption or both may be changed.

T An Analysis Code appearing in entries posted to the account may be changed.

Note that **all occurrences are changed**, that is, the utility's scope is universal. Changes may not be made, for example, to an analysis code appearing on an account during a certain

period, while leaving the analysis code unchanged for other periods.

If, for example, we have an account with code **101** and caption **Pretty Cash** and we wish to change the caption, for **all** records, to **Petty Cash**, then this utility permits us to do it. If, instead, on a particular account, we have often used the analysis code **DE**, standing for **Germany**, and on one occasion we should have used the analysis code **FR**, standing for **France**, then this utility is of no use because using it would change all occurrences of **DE** to **FR**. In such circumstances, [Edit Journal](#) is the appropriate utility.

In point of fact, the Edit Data File utility permits rather more than the sort of change just described. For example, any combination of account code and caption may be changed to any other combination of account code and caption. Two accounts may thus be consolidated into one by changing the code and caption for one account into the code and caption of the other.

Note that **changes are not verified** against account codes and captions stored in the Accounts Library, or against analysis codes stored in the Analysis Codes Library. Any legal Account Code, Account Caption or Analysis Code may be used. Changes in the libraries, if desired, must be effected separately.

Related utilities

The [Change Accounts Plan](#) and [Change Analysis Codes](#) utilities permit changes to be made to both libraries and accounting records.

03.15 Edit Data File dialog box Up one
02 Opening the dialog box level

From the Switchboard, clicking on the Edit Data File button produces a dialog box captioned **Edit Data File Utility** with a warning message. Clicking on the **Yes** button opens the Edit Data File dialog box in Edit Account Code and/or Caption mode. Clicking the **No** button closes the warning dialog box.

03.15 Edit Data File dialog box Up one
03 Layout and procedure level

The dialog box opens in Edit Account Code and/or Caption mode with text boxes and buttons arranged on two lines.

Pressing the button at top right, with the caption **Analysis Code**, changes the dialog box to Edit Analysis Code mode. Pressing the same button, now captioned **Account**, restores the dialog box to Edit Account Code and/or Caption mode.

In Edit Account Code and/or Caption mode, the existing Account Code and Caption are entered from the keyboard into the two text boxes on the top line. New Account Code and Caption are entered into the two text boxes on the second line. If the Account Code alone is to be changed, the same Account Caption should be entered on both lines. Similarly, if the Account Caption alone is to be changed, the same Account Code should be entered on both lines.

In Edit Analysis Code mode, the existing Account Code and Analysis Code are entered in the text boxes on the top line, and the new Analysis Code in the single text box on the second line.

When existing and new data have been entered, clicking on the **OK** button makes the changes. Clicking **Cancel** closes the dialog box without changes being made.

03 Switchboard
16 Edit Journal button

Up one
level

The Edit Journal button opens the Edit Journal input box. In the text box provided, the number of the journal to be edited is typed. Clicking the **OK** button opens the [Edit Journal Screen](#).

Journals containing allocated records

If the journal to be edited contains one or more records which have been allocated, the Edit Journal Screen will not open. Clicking **OK** in the Edit Journal input box simply produces a message advising the user that the journal may not be opened.

To edit such journals, the allocation or allocations concerned must first be deleted. Once the journal has been edited, the allocation or allocations may be made anew if they are still apposite.

Deleting allocations

Allocations may be deleted by using the Search Engine [Delete Allocation](#) utility. To find which allocations are concerned, first view the journal in question on the View Screen, noting the allocation number or numbers.

Related Topics

- 03.14 [Edit Data File button](#)
- 03.15 [Edit Data File dialog box](#)
- 11 [Edit Journal Screen](#)
- 23 [User Access](#)
- 26 [Editing data files](#)

03 Switchboard [Up one level](#)

The Library Listing button opens the [Select Library dialog box](#) from which a listing of the entries in a library may be obtained.

Related Topics

17 [Library Listings](#)
24 [Libraries and their use](#)

03 Switchboard [Up one level](#)

Clicking on the End of Period Closing button produces a dialog box captioned **End of Period Closing Utility** with a warning message. Clicking on the **Yes** button opens the [End of Period Closing dialog box](#). Clicking the **No** button closes the warning dialog box.

The purpose of the utility is explained in [Chapter 28 : Opening and closing financial periods](#) and, in particular, in [28.06 End of Period Closing utility](#).

Related Topics

- 03.22 [End of Period Closing dialog box](#)
- 03.39 [Deletions menu command](#)
- 23 [User Access](#)
- 28 [Opening and closing financial periods](#)

03 Switchboard Up one
39 Deletions menu command level

Choosing the Deletions menu command produces a dialog box captioned **Deletions** with a warning message. Clicking on the **Yes** button runs the utility without further warning. Clicking the **No** button closes the warning dialog box.

The utility is primarily intended for, but not restricted to, use in end of period closing routines, as explained in [Chapter 28 : Opening and closing financial periods](#).

The utility deletes all allocated records from a linked data file. This results in fragmented journals which individually would not balance. The utility therefore consolidates the fragmented journals by copying the records remaining on the journals into a single new journal, which does balance, and deletes the old journals entirely. References to the original source journal are added to the description field in each record copied into the new journal.

Warning

As the deletion and journal consolidation processes are irreversible, it is normally advisable to make backup copies of the linked data file before running the utility.

Related Topics

03.21 [End of Period Closing button](#)

23 [User Access](#)

28 [Opening and closing financial periods](#)

03 Switchboard [Up one](#)
23 Attach Data File button [level](#)

The Attach Data File button opens the [Attach Data File dialog box](#) through which a [data file](#) may be linked to the application.

Related Topics

02 [Karavan Accounts Overview](#)

03 Switchboard [Up one level](#)
24 Attach Data File dialog box

03.24.0 [Introduction](#)

1

03.24.0 [Navigation](#)

2

03.24.0 [Selecting a data file](#)

3

03.24.0 [New Data File](#)

4

03.24.0 [New Folder](#)

5

03.24.0 [Cancel](#)

6

[Related Topics](#)

02 [Karavan Accounts Overview](#)

03.24 Attach Data File dialog box [Up one level](#)
01 Introduction

Karavan Accounts consists of two main elements: the application itself and the [data files](#) with which it works. Each data file constitutes a separate Book of Account and different files are typically used for different corporations or financial years. Although only one data file may be linked to the application at any one time, there is no limit to the number of files with which the application may work.

Attach Data File dialog box

The dialog box is used to attach an existing data file to the application, or to create and attach a new data file.

03.24 Attach Data File dialog box Up one level

02 Navigation

The dialog box holds the controls described below, together with buttons described in later sections.

Note The term **drive** refers to a **disk** or **disk drive**. The term **directory** refers to a **folder**, and the term **sub-directory** refers to a folder located within another folder. The **root directory** of a drive is not a folder, but the main directory of the drive in which the top level folders are listed.

Drive

This control lists the letters of the alphabet from **A** to **Z** which stand for the drives which may exist on an IBM compatible PC. The letter corresponding to the current drive is highlighted.

Clicking on a letter changes the current drive. If the drive does not exist on the host computer, or if it is empty, a message advises the user accordingly.

Directory

This control displays the full path of the current directory.

Clicking on the control changes the current directory, moving **up** the directory tree. If the current directory is the root directory of the current drive (for example **C:**) clicking on the control has no effect.

Sub-Directories

This control lists the directories located within the current directory.

Clicking on a sub-directory in the list makes that directory the current directory.

Files

This control lists the Microsoft Access databases (files with extension **.mdb**) located within the current directory.

Subject to conditions discussed in the next section, clicking on a file links the file to the application.

Deletions

If a directory, sub-directory or file is deleted while the dialog box is open, an error may be generated. In this case an error message is displayed and the dialog box closes. Depending on the error generated, the application may also close.

03.24 Attach Data File dialog box [Up one level](#)

As explained in the preceding section, Microsoft Access databases (files with extension **.mdb**) are displayed in the **Files** list. Clicking on a file in the list links the file to the application **provided** that it is a Karavan Accounts [data file](#). When linking is complete, a dialog box announces the fact and gives the file's full path.

As the application may be linked to only one data file at a time, linking to a new file automatically unlinks a file previously attached to the application.

If the **.mdb** file selected is not a Karavan Accounts data file, a message advises the user accordingly and closes the dialog box. Any earlier link is deleted, and the Switchboard [Link Display](#) shows the caption **Not Linked**.

If the **.mdb** file selected is a read-only or [locked](#) file, a message advises the user accordingly and closes the dialog box. An existing link is not deleted.

03.24 Attach Data File dialog box Up one
04 New Data File level

The New Data File button is used to create a blank, new data file located in the current directory and to link the file to the application.

When the New Data File button is pressed, a text box with the caption **New Data File Name** appears at the foot of the dialog box which now bears the caption **New Data File**. The name for the new file is entered from the keyboard. Naming rules are the general Windows rules with one addition; the name may not contain any of the characters **/ : * ? " < > |** plus **.** (**stop**). It is not necessary (and is indeed impossible) to add the Microsoft Access database extension **.mdb** to the name.

When the name has been entered, clicking the **OK** button creates and links the new file. A dialog box appears advising the user that [Data File Settings](#) are blank. Clicking **OK** to close the dialog box produces a second dialog box which announces that the new file has been linked to the application and gives the file's full path.

03.24 Attach Data File dialog box Up one
05 New Folder level

The New Folder button is used to create a new folder located in the current directory.

When the New Folder button is pressed, a text box with the caption **New Folder Name** appears at the foot of the dialog box which now bears the caption **New Folder**. The name for the new folder is entered from the keyboard. Naming rules are the general Windows rules with one addition; the name may not contain any of the characters **/ : * ? " < > |** plus **.** (**stop**).

When the name has been entered, clicking the **OK** button creates and opens the new folder. The path displayed in the Directory box is updated accordingly.

03.24 Attach Data File dialog box Up one
06 Cancel level

Clicking the Cancel button closes the Attach Data File dialog box. An existing link to a data file is preserved.

03 Switchboard [Up one](#)
25 Check Data File Link button [level](#)

The Check Data File Link button is used to check whether a data file is correctly linked to the application, and to check which file is linked.

Clicking the button produces a dialog box which states whether the linkage exists and, if it does, gives the full path of the attached file.

Related Topics

03.23 [Attach Data File button](#)

03.24 [Attach Data File dialog box](#)

03 Switchboard [Up one](#)
26 Attach Rates File button [level](#)

The Attach Rates File button opens the [Attach Rates File dialog box](#) through which a [translation rates file](#) may be linked to the application.

Related Topics

02 [Karavan Accounts Overview](#)

03 Switchboard [Up one level](#)
27 Attach Rates File dialog box

[03.27.0 Introduction](#)

1

[03.27.0 Navigation](#)

2

[03.27.0 Selecting a rates file](#)

3

[03.27.0 New Rates File](#)

4

[03.27.0 New Folder](#)

5

[03.27.0 Cancel](#)

6

[Related Topics](#)

[02 Karavan Accounts Overview](#)

03.27 Attach Rates File dialog box [Up one level](#)
01 Introduction

Karavan Accounts consists of two main elements: the application itself and the [data files](#) with which it works. Each data file constitutes a separate Book of Account and different files are typically used for different corporations or financial years. Although only one data file may be linked to the application at any one time, there is no limit to the number of files with which the application may work.

To these elements are added translation rates files. These are libraries of average and closing translation rates, stored in tables, which may be used together with any data file. A user, keeping books of account for different corporations, is not obliged to enter translation rates for each corporation. Provided the reporting base-currency is the same in each case, a single translation rate file may be used for them all. Typically, therefore, a user will require one translation rates file for each base-currency in which accounts are kept. As with data files, only one translation rates file may be linked to the application at any one time, but there is no limit to the number of files with which the application may work.

Attach Rates File dialog box

The dialog box is used to attach an existing translation rates file to the application, or to create and attach a new translation rates file.

03.27 Attach Rates File dialog box Up one level 02 Navigation

The dialog box holds the controls described below, together with buttons described in later sections.

Note The term **drive** refers to a **disk** or **disk drive**. The term **directory** refers to a **folder**, and the term **sub-directory** refers to a folder located within another folder. The **root directory** of a drive is not a folder, but the main directory of the drive in which the top level folders are listed.

Drive

This control lists the letters of the alphabet from **A** to **Z** which stand for the drives which may exist on an IBM compatible PC. The letter corresponding to the current drive is highlighted.

Clicking on a letter changes the current drive. If the drive does not exist on the host computer, or if it is empty, a message advises the user accordingly.

Directory

This control displays the full path of the current directory.

Clicking on the control changes the current directory, moving **up** the directory tree. If the current directory is the root directory of the current drive (for example **C:**) clicking on the control has no effect.

Sub-Directories

This control lists the directories located within the current directory.

Clicking on a sub-directory in the list makes that directory the current directory.

Files

This control lists the Microsoft Access databases (files with extension **.mdb**) located within the current directory.

Subject to conditions discussed in the next section, clicking on a file links the file to the application.

Deletions

If a directory, sub-directory or file is deleted while the dialog box is open, an error may be generated. In this case an error message is displayed and the dialog box closes. Depending on the error generated, the application may also close.

03.27 Attach Rates File dialog box [Up one level](#)

As explained in the preceding section, Microsoft Access databases (files with extension [.mdb](#)) are displayed in the [Files](#) list. Clicking on a file in the list links the file to the application [provided](#) that it is a Karavan Accounts [translation rates file](#). When linking is complete, a dialog box announces the fact and gives the file's full path.

As the application may be linked to only one translation rates file at a time, linking to a new file automatically unlinks a file previously attached to the application.

If the [.mdb](#) file selected is not a Karavan Accounts translation rates file, or is a read-only or [locked](#) file, a message advises the user accordingly and closes the dialog box. An existing link is not deleted.

03.27 Attach Rates File dialog box Up one
04 New Rates File level

The New Rates File button is used to create a blank, new translation rates file located in the current directory and to link the file to the application.

When the New Rates File button is pressed, a text box with the caption **New Rates File Name** appears at the foot of the dialog box which now bears the caption **New Rates File**. The name for the new file is entered from the keyboard. Naming rules are the general Windows rules with one addition; the name may not contain any of the characters **/ : * ? " < > |** plus **.** (**stop**). It is not necessary (and is indeed impossible) to add the Microsoft Access database extension **.mdb** to the name.

When the name has been entered, clicking the **OK** button creates and links the new file. A dialog box appears which announces that the new file has been linked to the application and gives the file's full path.

03.27 Attach Rates File dialog box Up one
05 New Folder level

The New Folder button is used to create a new folder located in the current directory.

When the New Folder button is pressed, a text box with the caption **New Folder Name** appears at the foot of the dialog box which now bears the caption **New Folder**. The name for the new folder is entered from the keyboard. Naming rules are the general Windows rules with one addition; the name may not contain any of the characters **/ : * ? " < > |** plus **.** (**stop**).

When the name has been entered, clicking the **OK** button creates and opens the new folder. The path displayed in the Directory box is updated accordingly.

03.27 Attach Rates File dialog box Up one
06 Cancel level

Clicking the Cancel button closes the Attach Rates File dialog box. An existing link to a translation rates file is preserved.

03 Switchboard [Up one](#)
28 Check Rates File Link button [level](#)

The Check Rates File Link button is used to check whether a translation rates file is correctly linked to the application, and to check which file is linked.

Clicking the button produces a dialog box which states whether the linkage exists and, if it does, gives the full path of the attached file.

Related Topics

03.26 [Attach Rates File button](#)

03.27 [Attach Rates File dialog box](#)

03 Switchboard Up one
29 Compact File menu command level

The Compact File menu command is used to repair and compact Microsoft Access databases (files with extension **.mdb**). This is explained more fully in the Compact File dialog box section [03.30.01 Introduction and procedure](#).

Selecting the command from the **File** menu opens the [Compact File dialog box](#). On opening, the dialog box bears the caption **Database to Compact From**.

03 Switchboard [Up one level](#)
30 Compact File dialog box

03.30.0 [Introduction and procedure](#)

1

03.30.0 [Navigation](#)

2

03.30.0 [Selecting the source file](#)

3

03.30.0 [Naming the destination file](#)

4

03.30.0 [New Folder](#)

5

03.30.0 [Cancel](#)

6

03.30 Compact File dialog box [Up one level](#)
01 Introduction and procedure

In use, Microsoft Access databases can become fragmented, occupying more disk space than necessary and operating at less than optimal speed. Facilities are available in Microsoft Access to compact fragmented databases.

Similarly, Microsoft Access databases can be damaged, typically by a power outage, and a facility is also provided to repair such databases. The two facilities are routinely combined, in a composite Repair and Compact shortcut for example.

Because Karavan Accounts data files are protected, they may not be compacted using the Microsoft Access facility direct. The **Compact File** utility provided in the application must be used. This combines both the repair and compact processes.

Any Karavan Accounts data or translation rates file may be compacted using this utility, including files which are currently linked to the application.

Procedure

When a data or translation rates file is selected to be compacted using this utility, the original file (source file) is left untouched. A new file is produced (destination file), which is a compacted copy of the source file.

The repair and compact process therefore has two phases: first, the source file is selected; second, the name of the new destination file is entered and its location selected.

03.30 Compact File dialog box [Up one level](#)

02 Navigation

As explained in the preceding section, the Compact File process has two phases. During the first phase, the source file to be compacted is selected. The dialog box bears the caption **Database to Compact From** and the Files list is visible. During the second phase, a name is entered for the new destination file, which will be a compacted copy of the source file. During this phase, the dialog box bears the caption **Database to Compact Into** and the Files list is no longer visible.

The dialog box holds the controls described below, together with buttons described in later sections.

Note The term **drive** refers to a **disk** or **disk drive**. The term **directory** refers to a **folder**, and the term **sub-directory** refers to a folder located within another folder. The **root directory** of a drive is not a folder, but the main directory of the drive in which the top level folders are listed.

Drive

This control lists the letters of the alphabet from **A** to **Z** which stand for the drives which may exist on an IBM compatible PC. The letter corresponding to the current drive is highlighted.

Clicking on a letter changes the current drive. If the drive does not exist on the host computer, or if it is empty, a message advises the user accordingly.

Directory

This control displays the full path of the current directory.

Clicking on the control changes the current directory, moving **up** the directory tree. If the current directory is the root directory of the current drive (for example **C:**) clicking on the control has no effect.

Sub-Directories

This control lists the directories located within the current directory.

Clicking on a sub-directory in the list makes that directory the current directory.

Files

This control lists the Microsoft Access databases (files with extension **.mdb**) located within the current directory.

Clicking on a name in the list selects that file as the source file to be compacted. Once the selection has been made, this control disappears.

Deletions

If a directory, sub-directory or file is deleted while the dialog box is open, an error may be generated. In this case an error message is displayed and the dialog box closes. Depending on the error generated, the application may also close.

03.30 Compact File dialog box Up one
03 Selecting the source file level

To select the source file to be compacted, click on a file name in the **Files** list.

The utility will compact any Microsoft Access database (files with extension **.mdb**), provided that they are not read-only or locked files, and are not password protected. An attempt to compact such a file will fail, and will generate a message advising the user accordingly.

03.30 Compact File dialog box Up one
04 Naming the destination file level

Once the source file to be compacted has been selected, a text box with the caption **Name of Database to Compact Into** appears at the foot of the dialog box which now bears the caption **Database to Compact Into**. The name for the new file is entered from the keyboard. Naming rules are the general Windows rules with one addition; the name may not contain any of the characters / : * ? " < > | plus . (stop). It is not necessary (and is indeed impossible) to add the Microsoft Access database extension **.mdb** to the name.

When the name has been entered, clicking the **OK** button creates the new, compacted copy of the source file.

03.30 Compact File dialog box Up one
05 New Folder level

The New Folder button is used to create a new folder located in the current directory.

When the New Folder button is pressed, a text box with the caption **New Folder Name** appears at the foot of the dialog box which now bears the caption **New Folder**. The name for the new folder is entered from the keyboard. Naming rules are the general Windows rules with one addition; the name may not contain any of the characters **/ : * ? " < > |** plus **.** (**stop**).

When the name has been entered, clicking the **OK** button creates and opens the new folder. The path displayed in the Directory box is updated accordingly.

03.30 Compact File dialog box Up one
06 Cancel level

Clicking the Cancel button closes the Compact File dialog box.

03 Switchboard [Up one](#)
31 Copy Libraries menu commands [level](#)

[03.31.0 Introduction](#)

1

[03.31.0 Append](#)

2

[03.31.0 Replace](#)

3

[Related Topics](#)

23 [User Access](#)

24 [Libraries and their use](#)

03.31 Copy Libraries menu [Up one](#)
commands
01 Introduction [level](#)

Karavan Accounts makes use of six [libraries](#). These reside, together with other tables, in the data files with which the application works. Each data file constitutes a separate Book of Account and different files are typically used for different corporations or financial years. Although only one data file may be linked to the application at any one time, there is no limit to the number of files with which the application may work.

Data must be entered manually into the libraries. However, cases can easily arise in which substantially the same library entries are required for more than one data file. An example might be that of sister subsidiaries using the same chart of accounts. In order to avoid the necessity of manually entering the same library data into more than one data file, the Copy Libraries utility makes it possible to copy the contents of libraries from one data file to another.

What the Copy Libraries utility does

1 The Copy Libraries utility copies the **entire** contents of **all** six libraries from one data file to another, together with [Data File Settings](#). It is not possible to use the utility to copy some libraries and not others nor, within a single library, is it possible to select some entries for copying while excluding others.

Although this is a limitation, the process of deleting entries from libraries is so easy that, in practice, very little inconvenience should be caused by the copying of unwanted entries.

2 The utility **copies** data from a source data file to a destination data file. In the source data file no changes occur. In the destination data file new library entries and data file settings are added.

Note that no data is deleted from either data file. No entries are edited or changed in either data file. Complete new entries are **added** to the destination data file.

If entries in the source and destination data files are duplicates, no new (and, hence, duplicate) entry is made in the destination data file.

3 The utility copies the libraries and data file settings **only**. It does **not** copy accounting records. In the destination data file no changes occur other than to the contents of the libraries and to the data file settings.

4 The destination data file may be any Karavan Accounts data file. It makes no difference whether the destination data file libraries do or do not contain entries before the utility is run. In fact, the principal purpose of the utility is the preparation of new data files for first use.

Options

The utility may be used in one of two modes. It may be used to **append** data to data already existing in the destination data file, or it may be used to **replace** data already existing in the destination data file. If there is no data already existing in the destination data file, the two modes function in the same way.

In **append** mode, the utility adds the contents of the source data file's libraries to the destination data file's libraries, and the source data file's settings to the destination data file's settings, barring duplications. As a result, the destination data file's libraries contain all the entries present in the source data file's libraries, plus whatever other items were present in the destination data file's libraries before the operation commenced, and likewise with data file settings.

In **replace** mode, the utility deletes all the data stored in the destination data file's libraries and then copies the contents of the source data file's libraries to the destination data file en bloc. As a result, the destination data file's libraries become an exact duplicate of the source data file's libraries, and likewise with data file settings.

Related Topic

24 [Libraries and their use](#)

03.31 Copy Libraries menu Up one
commands
02 Append level

Choosing **Copy Libraries** from the **File** menu and **Append** from the submenu produces a dialog box captioned **Copy Libraries Utility : Append**, which carries a warning message.

Clicking the **No** button closes the warning dialog box. Clicking the **OK** button opens the [Copy Libraries dialog box](#). On opening, the dialog box bears the caption: **Source Data File**.

The **purpose** of the Copy Libraries utility is explained in the preceding section. The **operation** of the utility is explained in [03.32 Copy Libraries dialog box](#).

03.31 Copy Libraries menu Up one
commands
03 Replace level

Choosing **Copy Libraries** from the **File** menu and **Replace** from the submenu produces a dialog box captioned **Copy Libraries Utility : Replace**, which carries a warning message.

Clicking the **No** button closes the warning dialog box. Clicking the **OK** button opens the [Copy Libraries dialog box](#). On opening, the dialog box bears the caption: **Source Data File**.

The **purpose** of the Copy Libraries utility is explained in [03.31.01 Introduction](#). The **operation** of the utility is explained in [03.32 Copy Libraries dialog box](#).

03 Switchboard Up one
32 Copy Libraries dialog box level

03.32.0 [Introduction](#)

1

03.32.0 [Procedure](#)

2

03.32.0 [Navigation](#)

3

03.32.0 [Selecting files](#)

4

Related Topics

23 [User Access](#)

24 [Libraries and their use](#)

03.32 Copy Libraries dialog box Up one
01 Introduction level

The **purpose** of the Copy Libraries utility is explained in [03.31.01 Introduction](#). The **operation** of the utility is explained in the following sections.

Related Topic

24 [Libraries and their use](#)

03.32 Copy Libraries dialog box Up one
02 Procedure level

As explained in [03.31.01 Introduction](#), the Copy Libraries utility may be used in either **append** or **replace** mode. The selection of the mode is made before the Copy Libraries dialog box is opened. The procedure to be followed in the operation of the Copy Libraries dialog box is the same in either case.

The Copy Libraries process has two phases: first, the source data file from which data is to be copied is selected; second, the destination data file to which the data is to be copied is selected. During the first phase the dialog box bears the caption **Source Data File**, and during the second phase the caption **Destination Data File**.

03.32 Copy Libraries dialog box [Up one level](#)

03 Navigation

As explained in the preceding section, the Copy Libraries process has two phases. During the first phase, the source file from which data is to be copied is selected. The dialog box bears the caption **Source Data File**. During the second phase, the destination data file to which the data is to be copied is selected. During this phase, the dialog box bears the caption **Destination Data File**.

The dialog box holds the controls described below, together with a Cancel button which closes the dialog box without data being copied.

Note The term **drive** refers to a **disk** or **disk drive**. The term **directory** refers to a **folder**, and the term **sub-directory** refers to a folder located within another folder. The **root directory** of a drive is not a folder, but the main directory of the drive in which the top level folders are listed.

Drive

This control lists the letters of the alphabet from **A** to **Z** which stand for the drives which may exist on an IBM compatible PC. The letter corresponding to the current drive is highlighted.

Clicking on a letter changes the current drive. If the drive does not exist on the host computer, or if it is empty, a message advises the user accordingly.

Directory

This control displays the full path of the current directory.

Clicking on the control changes the current directory, moving **up** the directory tree. If the current directory is the root directory of the current drive (for example **C:**) clicking on the control has no effect.

Sub-Directories

This control lists the directories located within the current directory.

Clicking on a sub-directory in the list makes that directory the current directory.

Files

This control lists the Microsoft Access databases (files with extension **.mdb**) located within the current directory.

Clicking on a name in the list selects that file as the source file from which data is to be copied ([first phase](#)), or as the destination file to which the data is to be copied ([second phase](#)).

Deletions

If a directory, sub-directory or file is deleted while the dialog box is open, an error may be generated. In this case an error message is displayed and the dialog box closes. Depending on the error generated, the application may also close.

03.32 Copy Libraries dialog box Up one
04 Selecting files level

To select a source or destination file, click on a file name in the **Files** list.

The utility will copy libraries from and to any Karavan Accounts data file, provided that it is not a read-only or locked file. An attempt to copy from or to such a file will fail, and will generate a message advising the user accordingly.

03 Switchboard [Up one](#)
33 Import Journal menu command [level](#)

The Import Journal menu command is used to import [journals](#) which have been saved as Microsoft Excel files. The utility imports the data and adds it to the data file attached to the application as a new journal.

The purpose and use of the Import Journal utility is explained in [29.06 Import Journal utility](#).

Choosing the menu command launches the **Select MS Excel File** dialog box. The procedure to follow is explained in [29.04 Select MS Excel File dialog box](#).

Related Topics

- 23 [User Access](#)
- 28 [Opening and closing financial periods](#)
- 29 [Importing and exporting Microsoft Excel files](#)

03 Switchboard [Up one](#)
34 Import Translations menu [level](#)
command

The Import Translations menu command is used to import [custom translations](#) which have been saved as Microsoft Excel files. The utility imports the translations and updates the translation fields in the data file attached to the application.

The purpose and use of the Import Translations utility is explained in [29.07 Import Translations utility](#).

Choosing the menu command launches the **Select MS Excel File** dialog box. The procedure to follow is explained in [29.04 Select MS Excel File dialog box](#).

Related Topics

- [23 User Access](#)
- [25 Translations in Karavan Accounts](#)
- [29 Importing and exporting Microsoft Excel files](#)

03 Switchboard
49 Exit menu command

Up one
level

The Exit menu command closes the application. The command is an alternative to using the toolbar button which closes the application in the same way.

03 Switchboard [Up one](#)
40 Application Password command [level](#)

03.40.0 [Introduction](#)

1

03.40.0 [Procedure](#)

2

[Related Topic](#)

31.28 [Data file security](#)

03.40 Application Password [Up one](#)
command

01 Introduction [level](#)

The Application Password menu command is used to set (and unset) a password for the Karavan Accounts application. The procedure to follow is set out in the next section.

Note that the password protects the single copy of Karavan Accounts for which it is set. The level of security thereby afforded is **low**, because Karavan Accounts data files may be opened with any copy of the application.

To protect data files, use a proprietary locking program, as explained in [31.28 Data file security](#). Such programs are widely available on the Internet at modest cost. Demonstration versions are usually available.

03.40 Application Password Up one
command
02 Procedure level

To **set** a password for the application, follow this procedure.

- 1** Launch Microsoft Access.
- 2** On the File menu, click Open Database.
- 3** Select the Exclusive check box, and then open Karavan Accounts.
- 4** From the **Karavan** menu, select the Application Password command. This launches the **Set Database Password** dialog box.
- 5** In the Password box, type a password. Passwords are [case-sensitive](#).
- 6** In the Verify box, confirm the password by typing it again, and then click OK.

The password is now set. The next time a user opens [this copy](#) of Karavan Accounts, a dialog box will be displayed that requests the password.

To **unset** an existing password, follow this procedure.

- 1** Launch Microsoft Access.
- 2** On the File menu, click Open Database.
- 3** Select the Exclusive check box, and then open Karavan Accounts.
- 4** In the Password Required dialog box, type the database password, and then click OK. Passwords are [case-sensitive](#).
- 5** From the **Karavan** menu, select the Application Password command. This launches the **Unset Database Password** dialog box.
- 6** In the Unset Database Password dialog box, type the current password and click OK.

03 Switchboard
41 Configure User Access
command

[Up one
level](#)

In Karavan Accounts, the screens or utilities used for data input, or to edit or delete existing data, are opened by buttons, toolbar buttons or menu commands. The Configure User Access menu command is used to set or unset a password for these buttons and commands. This is explained more fully in [Chapter 23 : User Access](#).

Selecting the command from the **Karavan** menu opens the [Configure User Access dialog box](#).

03 Switchboard Up one
42 Configure User Access dialog level
box

03.42.0 Introduction

1

03.42.0 Layout

2

03.42.0 Password input boxes

3

03.42.0 Configuration check boxes

4

03.42.0 Cancel and Reset buttons

5

03.42.0 Check All and Clear All buttons

6

03.42.0 Default button

7

03.42.0 OK button

8

Related Topics

03.41 Configure User Access menu
command

23 User Access

03.42 Configure User Access dialog Up one
01 Introduction level

In Karavan Accounts, the buttons, toolbar buttons and menu commands listed below lead to screens or utilities used for data input, or to edit or delete existing data. A password may be set or unset for these buttons and commands by using the Configure User Access dialog box.

The default User Access configuration is for there to be no password, with all buttons and commands freely available to the user.

Although twenty-nine buttons and commands are listed below, the Configure User Access dialog box shows only twenty options. This is because, in some cases, more than one button leads to the same destination.

For full information on User Access, consult [Chapter 23 : User Access](#).

Switchboard buttons:

[Currencies Library](#)

[Accounts Library](#)

[Analysis Codes Library](#)

[Descriptions Library](#)

[Headers Library](#)

[Footers Library](#)

[Data File Settings](#)

[Translation Rates Tables](#)

[Entry](#)

[Edit Data File](#)

[Edit Journal](#)

[Transfer Balances](#)

[End of Period Closing](#)

Switchboard File menu commands:

[Copy Libraries](#)

[Import Journal](#)

[Import Translations](#)

[Change Accounts Plan](#)

[Change Analysis Codes](#)

[Deletions](#)

Entry Screen toolbar buttons:

[New Currency](#)

[New Account](#)

[New Analysis Code](#)

[New Description](#)

Edit Journal Screen toolbar buttons:

[New Currency](#)

[New Account](#)

[New Analysis Code](#)

[New Description](#)

Search Engine mode button:

[Allocation](#)

Search Engine toolbar button:

[Delete Allocation](#)

03.42 Configure User Access dialog Up one
02 Layout level

At the top of the Configure User Access dialog box are two [password input boxes](#). Below these, in the area called [Configuration](#), are twenty check boxes. The labels indicate to which screens and utilities they relate. To the right is a column of six buttons which control the functions of the dialog box.

The **Cancel** button closes the dialog box without changes being made to the User Access configuration.

The **Reset** button resets the dialog box as though it had been closed and reopened.

The **Check All** button sets (checks) all the check boxes in the **Configuration** area of the dialog box and the **Clear All** button clears (unchecks) them.

The **Default** button resets the User Access configuration to default values (no password; all buttons and commands freely available).

The **OK** button makes changes to the User Access configuration and closes the dialog box.

03.42 Configure User Access dialog Up one 03 Password input boxes level

At the top of the Configure User Access dialog box are two password input boxes, the captions and functions of which vary.

User Access passwords

Passwords may contain alphabetic and numeric characters only, and must not exceed 15 characters in length. Passwords are not [case-sensitive](#).

Opening the dialog box for the first time

When the dialog box is opened for the first time (or thereafter, if the User Access configuration has been reset to default), the password input box on the left bears the caption **Enter New Password** and that on the right the caption **Verify Password**.

In order to make changes to the User Access configuration, a password must be entered in the **Enter New Password** box, and then verified by entering it a second time in the **Verify Password** box. Once this has been done, changes to the User Access configuration may be made by checking some or all of the [Configuration check boxes](#).

Entering an existing password

When a User Access password has been set and the dialog box is opened to make further changes, the password input box on the left bears the caption **Existing Password** and that on the right the caption **New Password**.

In order to make changes of any kind, the existing password must be entered in the **Existing Password** box. It does not have to be verified. This done, the user may make changes to the User Access configuration by checking some or all of the [Configuration check boxes](#). Additionally, the user may choose to change the password itself, but this is not obligatory.

Changing an existing password

Once the existing password has been entered in the **Existing Password** box, the user may move to the **New Password** box and enter a different password.

At this point, the keyboard Tab or Enter key must be pressed. On the left, the **Existing Password** box disappears and is replaced by the **New Password** box containing the new password. On the right, the **Verify Password** box appears, containing the cursor. The new password is verified by entering it a second time in this box.

03.42 Configure User Access dialog Up one
04 Configuration check boxes level

Below the [password input boxes](#), is the **Configuration** area with twenty check boxes. The labels indicate to which screens and utilities they relate, but for more detailed information consult [23.03 User Access map](#).

Selecting a configuration

The desired configuration is selected by checking and unchecking the boxes. Note that the **Check All** button to the right of the dialog box sets (checks) all the check boxes in one go. Similarly, the **Clear All** button clears (unchecks) them all.

Effect of checking and unchecking boxes

For the selected configuration to be put into effect, the dialog box must be closed by pressing the **OK** button. Thereafter, user access to the screens and utilities which have been checked will be password protected.

If, for example, the **Accounts Library** box is checked, then the password will be necessary to open the [Accounts Screen](#). Full details are given in [23.03 User Access map](#).

Effect of password validation

It should be noted that the password limits user access for the single copy of Karavan Accounts for which it is set. The level of security thereby afforded is **low**, because Karavan Accounts data files may be opened with any copy of the application.

The principal purpose of password validation is to limit casual error. Many of the utilities available in Karavan Accounts are extremely powerful, the [Deletions](#) utility for example, and can alter accounting records irreversibly.

The full list of screens and utilities covered by User Access validation is given in [23.03 User Access map](#). If access is restricted for all of them, the effect is to turn the particular copy of Karavan Accounts into a viewer, that is an application which is fully capable of retrieving, viewing, printing out data and so on, but which cannot be used for data input.

03.42 Configure User Access dialog Up one
05 Cancel and Reset buttons level

The Cancel button closes the Configure User Access dialog box without changes being made to the pre-existing User Access configuration.

The Reset button resets the dialog box as though it had been closed and reopened. It has no effect on the pre-existing User Access configuration.

03.42 Configure User Access dialog Up one
06 Check All and Clear All buttons level

The Check All button sets (checks) all the check boxes in the [Configuration](#) area of the dialog box in one go. Similarly, the Clear All button clears (unchecks) them all.

03.42 Configure User Access dialog Up one
07 Default button level

The Default button resets the User Access configuration to default values. This means that there is no User Access password and that all of the application's features are freely available to any user.

In order to use the Default button, the existing password must first be entered in the [Existing Password box](#).

03.42 Configure User Access dialog Up one
08 OK button level

The OK button makes changes to the User Access configuration and closes the Configure User Access dialog box.

In order to use the OK button, a new or existing password must first be entered. This is explained in [03.42.03 Password input boxes](#).

03 Switchboard [Up one](#)
43 Date Validation menu command [level](#)

Each [record](#) in a Karavan Accounts [Data File](#) contains two date fields: **Entry Date**, which is a required field holding the date of entry of the transaction into the accounting records, and **Due Date**, an optional field holding the date on which the transaction is due for payment.

The system will normally permit any date to be entered into these fields. Date validation may be used to restrict the permitted range of dates. This is explained more fully in the Date Validation dialog box section [03.44.01 Introduction](#).

Selecting the command from the **Karavan** menu opens the [Date Validation dialog box](#).

03 Switchboard [Up one](#)
44 Date Validation dialog box [level](#)

03.44.0 [Introduction](#)

1

03.44.0 [Layout and procedure](#)

2

[Related Topics](#)

03.43 [Date Validation menu command](#)

10 [Entry Screen](#)

03.44 Date Validation dialog box [Up one](#)
01 Introduction [level](#)

Each [record](#) in a Karavan Accounts [Data File](#) contains two date fields: **Entry Date**, which is a required field holding the date of entry of the transaction into the accounting records, and **Due Date**, an optional field holding the date on which the transaction is due for payment.

Data entry takes place on the [Entry Screen](#). Normally, the system controlling data entry will permit any date to be entered into the two date fields. Within a single [journal](#), the individual records may be posted with different Entry and/or Due dates.

This arrangement permits great flexibility, but it also allows room for error. For this reason, to take one example, a special utility exists to identify [straddling journals](#). These are journals with records entered on different dates, some of which fall before and some after a specific date.

Date validation is a utility which may be used to restrict the range of Entry and/or Due dates which may be posted in a new journal on the Entry Screen. For both Entry and Due dates, the permitted period is fixed by setting an earliest and a latest date. These two dates, and the dates falling in between, are thereafter permitted, while dates falling outside the period are not. If the earliest and latest dates are the same, the effect is to limit permitted dates to a single day.

Thereafter, if an illegal date is entered while a new journal is being prepared on the Entry Screen, a message appears telling the user that the date is prohibited by date validation. Unless and until the date is corrected, the system will not permit the user to move to another record or to save the journal.

Date Validation is set and unset in the Date Validation dialog box. It may be set for both the Entry Date and Due Date fields, or for one field only.

Note that, when Date Validation is in force for the Due Date field, an entry in the field is required instead of being optional.

03.44 Date Validation dialog box Up one
02 Layout and procedure level

The dialog box holds two input lines, for **Entry Date** and **Due Date**, and two buttons, **OK** and **Cancel**.

Each input line has a **Set/Clear** button and input boxes for **Earliest** and **Latest** dates.

Opening the dialog box for the first time

When the dialog box is opened for the first time, the Set/Clear button carries the caption **Set** and the two input boxes show blank.

Values may be entered for either or both of the input lines. Each input line is opened by pressing the **Set** button. Once an input line has been opened, it must be completed and closed before the other input line may be opened.

On each input line, two dates must be entered, in the Earliest and the Latest input boxes. The dates are entered from the keyboard with two digits for each of day, month and year, in the order specified in Regional Settings. After entering the first date in the Earliest input box, pressing the keyboard Tab or Enter key moves the cursor to the Latest input box. When the second date has been entered in this box, pressing the keyboard Tab or Enter key again closes the input line.

When an input line is closed, the Set button's caption changes to **Clear** and its background colour changes to white. Pressing a Clear button resets the input line.

Opening the dialog box thereafter

When date validation is in force, and the dialog box is opened to make changes, the Set/Clear button carries the caption **Clear** on each input line for which validation has been set, and the two input boxes show the dates currently being used.

Note that when the Regional Setting for Short Date is not set to two digits for each of day, month and year, it may be difficult for the system to parse the current date validation settings. In this case the settings are displayed in a space at the foot of the dialog box in the language native to the computer on which Karavan Accounts is running.

The existing setting on an input line may be cleared by pressing the Clear button. Thereafter, new settings may be entered as described above.

Closing the dialog box

When values have been entered on either or both of the input lines, pressing the **OK** button closes the dialog box and saves the settings.

Pressing the **Cancel** button closes the dialog box without alterations being made to pre-existing settings.

03 Switchboard

45 About Karavan Accounts

Up one
level

The About Karavan Accounts menu command produces a copyright and version number notice.

03 Switchboard Up one
46 License menu command level

The License menu command produces a notice setting out the license on which Karavan Accounts is distributed and used.

By making use of the application and associated software, the purchaser and/or user acknowledges having read the license and agrees to be bound by its terms.

03 Switchboard [Up one](#)
47 Read Registration Key command [level](#)

The Read Registration Key and Enter Enabling Key menu commands are used to register a copy of Karavan Accounts.

Karavan Accounts is distributed in a demonstration version which is fully functional, but which will not work with [data files](#) containing more than about 700 [records](#). To remove this limit, the application must be registered.

On registration, the user is provided with an Enabling Key which opens the application for use with data files of any size. Data already entered is not lost. The user may continue to use data files entered with an unregistered copy of Karavan Accounts.

The procedure to follow to purchase and register Karavan Accounts is explained in [32.02 Registration](#).

03 Switchboard [Up one](#)
48 Enter Enabling Key command [level](#)

The Read Registration Key and Enter Enabling Key menu commands are used to register a copy of Karavan Accounts.

Karavan Accounts is distributed in a demonstration version which is fully functional, but which will not work with [data files](#) containing more than about 700 [records](#). To remove this limit, the application must be registered.

On registration, the user is provided with an Enabling Key which opens the application for use with data files of any size. Data already entered is not lost. The user may continue to use data files entered with an unregistered copy of Karavan Accounts.

The procedure to follow to purchase and register Karavan Accounts is explained in [32.02 Registration](#).

03.01 Overview and Screen Layout [Up one level](#)

The Switchboard is the central point in Karavan accounts. Access to the application's features is either available from the Switchboard direct or from screens opened by buttons on the Switchboard.

For a guide to the application's features, and the avenues to them, consult [02.01 Map of Karavan Accounts](#).

This Help chapter includes a separate section on each Switchboard button and menu command.

03.01 Overview and Screen Layout [Up one level](#)

02 Screen Layout

The Switchboard is laid out in four bands:

- 1 [Menu Bar](#)
- 2 [Toolbar](#)
- 3 [Link Display](#)
- 4 [Buttons](#)

Menu Bar

The **Karavan** menu has eight commands and the **File** menu has nine. For each of these commands, Help is individually available in this Help chapter.

Help has two commands. These are explained in the chapter [How to use Karavan Help](#).

Toolbar

The Toolbar holds a single button which closes the application.

Link Display

Karavan Accounts consists of several elements, the principal ones being the application itself and the [data files](#) with which it works. For the application to work, it must be linked to a data file.

Beneath the toolbar, at the top of the screen, text is displayed showing the link status of the application.

If the application is not linked to a data file, the text reads **Not Linked**. This message is always displayed when the application is opened for the first time.

If the application is linked to a data file for which no settings have been made, the text reads **Linked but No Settings**.

If the application is linked to a data file for which settings have been made, the text corresponds to the [Short Title](#) shown in the [Data File Settings](#) dialog box. If the Short Title line has been left blank, the Link Display text reads **Short Title Unknown**.

Buttons

The Switchboard has twenty command buttons for each of which Help is individually available in this Help chapter.

03 Switchboard
18 Trial Balances button

[Up one
level](#)

The Trial Balances button opens the [Trial Balance Settings dialog box](#).

Related Topic

18 [Trial Balances](#)

03 Switchboard [Up one](#)
35 Export Accounts Plan command [level](#)

This utility exports the entries in the [Accounts Library](#) to a Microsoft Excel file, in the format required for the [Change Accounts Plan](#) utility. The purpose and operation of the utility is explained in [29.08 Change Accounts Plan utility](#).

Related Topics

- 03.14 [Edit Data File button](#)
- 03.36 [Change Accounts Plan menu command](#)
- 26 [Editing data files](#)
- 29 [Importing and exporting Microsoft Excel files](#)

03 Switchboard
36 Change Accounts Plan
command

[Up one
level](#)

The Change Accounts Plan menu command is used to change account codes and captions stored in the [Accounts Library](#) together with corresponding entries in the accounting records. The utility reads the necessary data from a Microsoft Excel file.

The purpose and operation of the Change Accounts Plan utility is explained in [29.08 Change Accounts Plan utility](#).

Choosing the menu command launches the **Select MS Excel File** dialog box. The procedure to follow is explained in [29.04 Select MS Excel File dialog box](#).

Related Topics

- 03.14 [Edit Data File button](#)
- 03.35 [Export Accounts Plan menu command](#)
- 23 [User Access](#)
- 26 [Editing data files](#)
- 29 [Importing and exporting Microsoft Excel files](#)

03 Switchboard
37 Export Analysis Codes
command

[Up one
level](#)

This utility exports the entries in the [Analysis Codes Library](#) to a Microsoft Excel file, in the format required for the [Change Analysis Codes](#) utility. The purpose and operation of the utility is explained in [29.09 Change Analysis Codes utility](#).

Related Topics

- 03.14 [Edit Data File button](#)
- 03.38 [Change Analysis Codes menu
command](#)
- 26 [Editing data files](#)
- 29 [Importing and exporting Microsoft
Excel files](#)

03 Switchboard [Up one level](#)
38 Change Analysis Codes command

The Change Analysis Codes menu command is used to change analysis codes and captions stored in the [Analysis Codes Library](#) together with corresponding entries in the accounting records. The utility reads the necessary data from a Microsoft Excel file.

The purpose and operation of the Change Analysis Codes utility is explained in [29.09 Change Analysis Codes utility](#).

Choosing the menu command launches the **Select MS Excel File** dialog box. The procedure to follow is explained in [29.04 Select MS Excel File dialog box](#).

Related Topics

- 03.14 [Edit Data File button](#)
- 03.37 [Export Analysis Codes menu command](#)
- 23 [User Access](#)
- 26 [Editing data files](#)
- 29 [Importing and exporting Microsoft Excel files](#)

03 Switchboard Up one
19 Transfer Balances button level

Clicking on the Transfer Balances button produces a dialog box captioned **Transfer Balances Utility** with a warning message. Clicking on the **Yes** button opens the [Transfer Balances dialog box](#). Clicking the **No** button closes the warning dialog box.

The Transfer Balances utility transfers, currency by currency, the balances on a single source account to a single destination account. The destination account may be the same as the source account, in which case the currency balances are consolidated and brought forward. Base-currency equivalents entered on the source account are not transferred or brought forward.

The records comprising the currency balances to be transferred or carried forward are marked as allocated with the code **END**. Allocations made with this [allocation code](#) are irreversible, that is they may not be undone using the [Delete Allocation](#) utility. The allocations are intended as a preparatory step prior to using the [Deletions](#) menu command as part of the procedure for transferring balances from one financial period to the next.

The use of the Transfer Balances utility in opening and closing procedures is explained in [Chapter 28 : Opening and closing financial periods](#). The operation of the utility is explained in [03.20 Transfer Balances dialog box](#).

Related Topics

- 03.20 [Transfer Balances dialog box](#)
- 03.21 [End of Period Closing button](#)
- 03.39 [Deletions menu command](#)
- 23 [User Access](#)
- 28 [Opening and closing financial periods](#)

03 Switchboard [Up one](#)
20 Transfer Balances dialog box [level](#)

The dialog box holds three input lines and three buttons.

Values must be entered for all input lines. Each input line is opened by pressing the **Set** button. Once an input line has been opened, it must be completed and closed before another input line may be opened.

When an input line is closed, the Set button's caption changes to **Clear** and its background colour changes to white. Pressing a Clear button resets the input line.

Source Account

The account code for the account **from** which transfers are to be made is entered on this line.

The account code is chosen from the combo box. This lists all accounts stored in the [Accounts Library](#). When the input line is opened, the combo box lists accounts in code order, as indicated by the button on the right. Pressing the **By Code** button changes the combo listing to caption order. Pressing the button, now called **By Caption**, a second time, changes the listing back to code order.

Once the code has been selected from the combo, the input line closes.

Destination Account

The account code for the account **to** which transfers are to be made is entered on this line. The procedure is identical to that for the Source Account input line.

The destination account may be the same as the source account. In this case, instead of the balances on source account being transferred, currency by currency, to another account, they are consolidated and brought forward on the same account.

Closing Date

The date at which the balances are to be struck is entered on this input line.

The date is entered from the keyboard with two digits for each of day, month and year, in the order specified in Regional Settings.

Closing the dialog box

When values have been entered on each input line, clicking the **OK** button runs the utility and makes the transfers. On completion of the process, a dialog box announces the fact that the transfers have been made, gives the number of the journal used to make the transfers, and states the allocation code and number with which the records comprising the balances to be transferred were allocated.

Prior to clicking the OK button, the dialog box may be closed at any time, without running the utility, by clicking the **Cancel** button. Clicking the **Reset** button resets the dialog box as though it had been closed and reopened.

Warning

As the Transfer Balances process is irreversible, it is normally advisable to make backup copies of the linked data file before running the utility.

Related Topics

03.19 [Transfer Balances button](#)

- 03.21 [End of Period Closing button](#)
- 03.39 [Deletions menu command](#)
- 23 [User Access](#)
- 28 [Opening and closing financial periods](#)

03 Switchboard [Up one](#)
22 End of Period Closing dialog box [level](#)

The purpose of the dialog box is explained in [Chapter 28 : Opening and closing financial periods](#) and, in particular, in [28.06 End of Period Closing utility](#).

The dialog box holds three input lines and three buttons.

Values must be entered for all input lines. Each input line is opened by pressing the **Set** button. Once an input line has been opened, it must be completed and closed before another input line may be opened.

When an input line is closed, the Set button's caption changes to **Clear** and its background colour changes to white. Pressing a Clear button resets the input line.

Destination Account

The account code for the account **to** which the profit or loss for the financial period being closed is to be transferred is entered on this line.

The account code is chosen from the combo box. This lists all accounts stored in the [Accounts Library](#). When the input line is opened, the combo box lists accounts in code order, as indicated by the button on the right. Pressing the **By Code** button changes the combo listing to caption order. Pressing the button, now called **By Caption**, a second time, changes the listing back to code order.

The account code chosen must relate to a balance sheet account, that is to an account registered in the Accounts Library as translated by reference to Closing translation rates. If a revenue or expense account is chosen, that is an account registered in the Accounts Library as translated by reference to Average translation rates, the utility will not run. For an explanation of this, consult [Chapter 25 : Translations in Karavan Accounts](#).

Once the code has been selected from the combo, the input line closes.

Closing Date

The date at which the financial period is being closed is entered on this input line.

The date is entered from the keyboard with two digits for each of day, month and year, in the order specified in Regional Settings.

Closing Rates Table

The [Closing Rates Table](#), applicable at the date at which the financial period is being closed, is entered on this input line.

The table is chosen from the combo box. This lists all Closing Rates tables stored in the [Translation Rates File](#) to which the application is attached. Once the table has been selected from the combo, the input line closes.

Closing the dialog box

When values have been entered on each input line, clicking the **OK** button runs the utility. On completion of the process, a dialog box announces the success of the operation, gives the number of the journal with which closing transfers were made, and states the allocation code and number with which records on revenue and expense accounts were allocated.

Prior to clicking the OK button, the dialog box may be closed at any time, without running the utility, by clicking the **Cancel** button. Clicking the **Reset** button resets the dialog box as

though it had been closed and reopened.

Warning

As the End of Period Closing process is irreversible, it is normally advisable to make backup copies of the linked data file before running the utility.

Related Topics

03.21 [End of Period Closing button](#)

03.39 [Deletions menu command](#)

23 [User Access](#)

28 [Opening and closing financial periods](#)

case-sensitive

Capable of distinguishing between uppercase and lowercase letters. For example, Karavan and karavan are different case-sensitive words.

25 Translations in Karavan Accounts
Contents

Up one
level

- 25.01 [Overview of translations](#)
- 25.02 [Schemas of translation](#)
- 25.03 [The translation of individual transactions](#)
- 25.04 [Custom translations](#)

Related Topics

- 03.34 [Import Translations](#)
- 10.04 [Multi-currency entries](#)
- 12.03 [Import button](#)
- 15 [Average Translation Rates Screen](#)
- 16 [Closing Translation Rates Screen](#)
- 22 [Microsoft Excel export files](#)
- 29 [Importing and exporting Microsoft Excel files](#)

25 Translations in Karavan Accounts
01 Overview of translations

Up one
level

- 25.01.0 [Double entry in Karavan Accounts](#)
1
- 25.01.0 [Outline of the main system of translation](#)
2
- 25.01.0 [Alternative methods of translation](#)
3

25.01 Overview of translations
01 Double entry in Karavan Accounts

Up one
level

In base-currency accounting systems, double entry integrity is maintained in one currency alone, i.e. the books balance in base-currency only. In Karavan Accounts, each currency used is independent of the other currencies, and double entry integrity is maintained alike in each and every currency.

Karavan Accounts thus functions like so many independent single-currency accounting systems operating in parallel. The records in each currency are translated and integrated when a translated General Purpose Report or Trial Balance is produced, but stored data is not thereby affected.

The accounting records for each currency are linked by a special control account with code **X-C** and caption **Cross-Currency A/c**. The account is always present in the Accounts Library and may not be deleted. As with all other accounts, amounts may be posted to Cross-Currency A/c in any currency entered in the Currencies Library.

When a report or trial balance is produced, without translation, accounts posted in more than one currency show more than one balance. Entries and balances are shown for each currency posted to each account, including Cross-Currency A/c.

25.01 Overview of translations
02 Outline of the main system of translation

[Up one level](#)

In Karavan Accounts as a rule, transactions are booked in the currency in which they occur and in that currency only. When a translated General Purpose Report or Trial Balance is produced, translations into base-currency are made by reference to stored translation rate tables. Translation rate tables are of two kinds.

Closing Rate tables store a single translation rate for each currency and are used to translate balances at trial balance date.

Average Rate tables store translation rates by currency, by month and by year and are used to translate balances for reports and trial balances.

In addition to this general system, a translation rate and base-currency equivalent may be entered for any individual transaction. Such **transaction rates** and equivalents are entered on the Entry Screen and stored together with the other data pertaining to the transaction.

When translations are produced, transaction rates and equivalents take precedence over calculated translations. No translation is calculated, that is, whenever a transaction rate and equivalent is present.

Account balances

Account balances are not stored in Karavan Accounts data files. The balance on an account at any given moment is the sum of the entries on the account.

The effect of allocation on account balances

In Karavan Accounts, items may be allocated against each other if they are entered on the same account in the same currency. Allocated items are not deleted from the accounting records by the process of allocation, and the entries on accounts may be viewed with allocated items filtered out or with allocated items left in.

The balance on any one account in any one currency is evidently the same whether all entries are summed or unallocated entries alone are summed. When it comes to translations, however, the two sums are not conceptually identical because items allocated against each other as equal in the currency in which they were booked, may have carried base-currency equivalents which were different.

25.01 Overview of translations
03 Alternative methods of translation

Up one
level

As explained in the preceding section, a translation rate and base-currency equivalent may be entered into the books of account for any individual transaction. This is discussed in depth in [25.03 The translation of individual transactions](#) together with the alternative technique of using cross-currency entries to book such transactions directly in base-currency.

Karavan Accounts also offers an alternative to the entire system of translation. Custom translations may be prepared in Microsoft Excel and imported into Karavan Accounts. This may be done both for individual reports, in which case the accounting records are not affected, and for any selection of accounting records, in which case the books of account are updated to use the custom translations. Custom translations are discussed in [25.04 Custom translations](#).

25 Translations in Karavan Accounts
02 Schemas of translation

Up one
level

25.02.0 Setting the default translation method for each
1 account

25.02.0 Schema of translation for Full Trial Balances
2

25.02.0 Schema of translation for Closing Rate Trial Balances
3

25.02.0 Schema of translation for General Purpose Reports
4

25.02.0 Viewing translation calculations
5

25.02 Schemas of translation

Up one
level

01 Setting the default translation method for each
account

The default translation method to be used for each account is registered in the Accounts Library. Accounts marked **A** in the library's **Translation** field are translated by reference to Average Rates tables by default. Accounts marked **C** or left blank are translated by reference to Closing Rates tables.

In either case, when translations are produced, transaction rates and equivalents, if present, take precedence over calculated translations.

25.02 Schemas of translation
02 Full Trial Balances

Up one
level

Full Trial Balances make use of the translation system in its entirety and are intended to provide the basis for financial statements. Translation rate tables must hold all the rates required, although the system will permit the production of Full Trial Balances which incorporate errors due to missing rates.

Stage 1 Unallocated items alone are selected, i.e. allocated items are filtered out.

Stage 2 Items entered in base-currency are summed without translation.

Stage 3 For currency items entered with base-currency equivalents, the equivalents are summed without translation.

Stage 4 The remaining currency items on accounts designated to be translated at closing rates are summed and the totals translated at closing rates.

Stage 5 The remaining currency items on accounts designated to be translated at average rates are summed by month and year, and the monthly totals translated at average rates.

Stage 6 With the exception of Cross-Currency A/c, translated account balances are the sum of the totals produced at stages 2 to 5. For Cross-Currency A/c, the overall balance is the sum of the exchange differences generated by translation.

25.02 Schemas of translation
03 Closing Rate Trial Balances

Up one
level

Closing Rate Trial Balances make abbreviated use of the translation system and are intended to provide approximate information. Their advantage is that only one translation rate per currency is required for their preparation.

Stage 1 Unallocated items alone are selected, i.e. allocated items are filtered out.

Stage 2 Items entered in base-currency are summed without translation.

Stage 3 For currency items entered with base-currency equivalents, the equivalents are summed without translation.

Stage 4 The remaining currency items on all accounts are summed and the totals translated at closing rates.

Stage 5 With the exception of Cross-Currency A/c, translated account balances are the sum of the totals produced

at stages 2 to 4. For Cross-Currency A/c, the overall balance is the sum of the exchange differences generated by translation.

25.02 Schemas of translation
04 General Purpose Reports

Up one
level

Translated General Purpose Reports show accounting entries, one by one, grouped and summed as selected. Translations may be produced in one of two ways.

Calculated Translations

For each entry, the currency amount and method of translation is shown. The schema of translation is as follows.

T Amounts in base-currency

T No translation. The base-currency amount is used.

T Currency amounts with base-currency equivalents

T The base-currency equivalent is used.

T Currency amounts without base-currency equivalents

T Calculated translation at either average rates or closing rates, depending on the translation rates table selected.

Totals are sums of the base-currency figures.

Custom Translations

In this case, the system outlined above is bypassed. The resulting schema of translation is as follows.

T Amounts in base-currency

T The base-currency amount is used.

T Currency amounts with base-currency equivalents

T The base-currency equivalent is used.

T Currency amounts without base-currency equivalents

T The base-currency column on the report shows blank.

Totals are sums of the base-currency figures actually present.

Comparison of the two systems

To obtain calculated translations, the application must be attached to a translation rates file. This is not necessary for custom translations.

25.02 Schemas of translation
05 Viewing translation calculations

[Up one level](#)

From the print preview screen of a trial balance or General Purpose Report, a Microsoft Excel file may be exported which gives the full details of the translations performed.

The export file is obtained by pressing the

 **Output xls (Check Translations)**
toolbar button.

This facility permits the user to check translations and, if necessary, to correct the translations in all or in part. Translations may be changed or entered for the records contained in a single journal by using the [Edit Journal](#) utility. Bulk changes may be made using the Import Translations utility described in [25.04.03 Importing custom translations into data files](#).

25 Translations in Karavan Accounts
03 The translation of individual transactions

Up one
level

25.03.0 [Introduction](#)

1

25.03.0 [Booking individual transactions with base-currency
equivalents](#)

2

25.03.0 [Booking individual transactions using cross-currency
entries](#)

3

Related Topic

31.08 [Using more than one base-currency in Karavan
Accounts](#)

25.03 Individual transactions
01 Introduction

Up one
level

In many jurisdictions, some transactions occurring in foreign currency are required to be translated in the books of account at the rate of exchange ruling when the transaction took place. For many such transactions, an average exchange rate calculated for a period may be used. In some circumstances, however, when transactions are very material in amount, for example, using a specific rate, calculated for the individual transaction, is unavoidable.

In Karavan Accounts, there are two ways of booking currency transactions translated at a specific transaction rate:

- 1** The transaction may be booked in the currency in which it occurred, together with a transaction rate and base-currency equivalent.
- 2** The transaction may be booked directly in base-currency by using a cross-currency entry.

The two methods are discussed in the following sections.

25.03 Individual transactions
02 Booking individual transactions with base-currency equivalents

Up one
level

How to book amounts together with a transaction rate and base-currency equivalent is explained in [10.04.03 Entering base-currency equivalents for individual transactions](#). This section discusses the principles involved.

In Karavan Accounts, base-currency equivalents must not be imagined to be part of the double entry structure of the accounting records. They are simply equivalents to be used in the translation of such records into base-currency.

Translation does not occur until a translated General Purpose Report or Trial Balance is produced. The translations are not stored, but are recalculated anew for each General Purpose Report or Trial Balance. The translations thus have no effect on the stored accounting records.

In using base-currency equivalents, it should also be borne in mind that Karavan Accounts does not record account balances as such. Account balances are the net sum of unallocated entries outstanding on an account when the balance is struck. In translating the balance on an account, the entries making up the balance are first translated, and then summed to produce the translated balance. This is explained in detail in [25.02 Schemas of translation](#).

To take an example to illustrate these points, suppose we wish to record the purchase, in foreign currency, of a fixed asset paid by cheque drawn on a foreign currency bank account. Here, it is correct to record the transaction rate and base-currency equivalent for the asset, that is for the debit entry. It would be an error, however, to record a transaction rate and equivalent for the credit entry. This is because bank balances are usually required to be translated at closing rate, that is at the exchange rate ruling at balance sheet date. The error would thus give rise to a mistranslation of the bank account balance at next closing date.

In short, transaction rates and equivalents should be used exclusively for the entry of values required to be translated at transaction rates. In **most such cases**, however, it is in fact **not necessary** to use transaction rates and equivalents as accounting principles accepted in many jurisdictions permit the use of approximations (**average** rates), particularly for revenue and expense items, and this greatly reduces labour.

In many cases in which transactions are individually so material as to warrant individual translation, it may nevertheless be advantageous to make use of an alternative technique available in Karavan Accounts. This is discussed in next section.

25.03 Individual transactions Up one
03 Booking individual transactions using cross-currency level
entries

As an alternative to booking material transactions, required to be translated at transaction rate, in the transaction currency with base-currency equivalent, as discussed in the preceding section, cross-currency entries may often be used to advantage.

In synthesis, a cross-currency entry is used to book one side of the transaction directly in base-currency, even though the entire transaction occurred in some other currency.

The book-keeping entries required are the same as those required for real (rather than conventional) cross-currency transactions. A fixed asset purchased in German marks and paid for in German marks by a company with the United States dollar as its reporting currency, for example, will typically give rise to the following entries.

Debit Account Fixed Asset A/c
 Currency USD
 Amount The equivalent of the DEM actually paid
 translated at the exchange rate ruling at the
 date of purchase

Credit Account Bank A/c
 Currency DEM
 Amount The amount of DEM actually paid

Debit Account Cross-Currency A/c
 Currency DEM
 Amount The amount of DEM actually paid

Credit Account Cross-Currency A/c
 Currency USD
 Amount The equivalent of the DEM actually paid
 translated at the exchange rate ruling at the
 date of purchase

These entries contrast with the following normal entries.

Debit Account Fixed Asset A/c
 Currency DEM
 Amount The amount of DEM actually paid
 Rate The exchange rate ruling at the date of
 purchase
 Equivalent The DEM actually paid translated at the
 t exchange rate ruling at the date of purchase

Credit Account Bank A/c
 Currency DEM
 Amount The amount of DEM actually paid

Once a cross-currency entry has been made in this way, no further translation is required because the transaction stands in the books of account in base-currency.

Considerations in using the technique

Because cross-currency journals require extra records (the Cross-Currency A/c entries), such

journals require fractionally more time to enter. This is a slight disadvantage.

As far as the translation of the asset value is concerned, there is no difference in either principle or practice between the two methods.

The difference between the two methods arises in the treatment of depreciation or amortization. Here again, the two methods are identical in principle. In practice, however, if the asset is maintained in transaction currency, with base-currency equivalent, annual depreciation charges and accumulated depreciation account will have to be entered using the original translation rate applying to the asset. This rate is readily available on asset account, it is true, but the process of obtaining and using it is inefficient nevertheless. Additionally, because of the individual translation rates, depreciation charges will have to be calculated asset by asset, whereas depreciation of assets entered in base-currency can frequently be calculated and entered for groups of assets taken together in a single calculation.

25 Translations in Karavan Accounts
04 Custom Translations

Up one
level

25.04.0 [Introduction](#)

1

25.04.0 [General Purpose Reports with custom translations](#)

2

25.04.0 [Importing custom translations into data files](#)

3

25.04 Custom translations
01 Introduction

Up one
level

Any selection of records included in a Karavan Accounts data file may be exported as a Microsoft Excel file. Translated General Purpose Reports and Trial Balances may be similarly exported. These files may subsequently be reimported into Karavan Accounts.

One purpose of this is to permit selections of data and reports to be stored, but another purpose is to permit the preparation of custom translations in Microsoft Excel. In other words, the values in translation fields may be freely edited in Microsoft Excel and the resulting custom translations reimported into Karavan Accounts.

The advantage of this system is that it makes the full power of Microsoft Excel available to the user. Formulas may be used to generate translation rates or equivalents, or to change large tracts of translation data in a few operations.

Exporting data to Microsoft Excel

This topic is discussed in [Chapter 29 : Importing and exporting Microsoft Excel files](#).

In outline, Microsoft Excel files may be exported in re-importable format from the [View Screen](#), and from the print preview screens for translated [General Purpose Reports](#) and [Trial Balances](#). The values in the three translation fields (Transaction Rate, Base-Currency Debit Amount and Credit Amount) may then be edited and the updated file reimported into Karavan Accounts.

25.04 Custom translations

Up one

02 General Purpose Reports with custom translations

level

How to obtain a General Purpose Report is explained in [Chapter 20 : General Purpose Report](#).
How to obtain such a report with custom translations is explained in [20.02.08 Select Translation Table](#).

25.04 Custom translations
03 Importing custom translations into data files

[Up one level](#)

The translations present in a Microsoft Excel file may be **reimported into a data file** attached to the application.

The data imported is limited to the three translation fields: Transaction Rate, Base-Currency Debit Amount and Credit Amount. For an explanation as to how to perform the operation, consult [29.04 Select MS Excel File dialog box](#) and [29.07 Import Translations utility](#).

Imported custom translations are treated by Karavan Accounts exactly as if the translation rate and base-currency equivalent had been entered (on the Entry Screen) at the time that the accounting records affected were first booked. For a discussion of considerations relating to such translations, consult [25.03.02 Booking individual transactions with base-currency equivalents](#).

01 How to use Karavan Help
Contents

Up one
level

Opening Karavan Help

- 01.01 [Opening Karavan Help from the Help menu](#)
- 01.02 [Opening Karavan Help with a right mouse click](#)
- 01.03 [Opening Karavan Help with the F1 and Shift + F1 keys](#)
- 01.04 [Opening Karavan Help in a dialog box](#)

Structure and Contents

- 01.05 [Structure of Karavan Help](#)
- 01.06 [Contents pages](#)
- 01.07 [Contents list](#)

Navigation

- 01.08 [Following underlined links](#)
- 01.09 [Contents button](#)
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- 01.11 [<< and >> buttons](#)
- 01.12 [Returning to the top of a page](#)
- 01.13 [Moving up one level](#)
- 01.14 [Using the History Window](#)
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Finding topics

- 01.16 [Full Text Search](#)
- 01.17 [Frequently Asked Questions](#)



Commands

- 01.18 [Print Topic](#)
- 01.19 [Copy](#)
- 01.20 [Bookmark](#)


01 How to use Karavan Help
01 Opening Karavan Help from the Help menu

Up one
level

The **Help** menu, available on all Karavan Accounts screens, has either the first or both of these two commands:

-  Karavan Help
-  What's This?

Choosing **Karavan Help** opens Karavan Help, either at the Contents page for the screen in question or at the main Contents page.

Choosing **What's This?** changes the cursor to . Pointing with the cursor and clicking on a control on the screen brings up Help on the control in question if it is available. Clicking on the screen background opens Karavan Help at the Contents page for the screen. Clicking on a menu command or a toolbar button brings up Help on the command or button.

01 How to use Karavan Help


Up one

02 Opening Karavan Help with a right mouse click


level

Right mouse clicking anywhere on a Karavan Accounts screen opens a shortcut menu with two commands:

 Karavan Help

 What's This?

Choosing **Karavan Help** opens Karavan Help, either at the Contents page for the screen in question or at the main Contents page.


Choosing **What's This?** changes the cursor to . Pointing with the cursor and clicking on a control on the screen brings up Help on the control in question if it is available. Clicking on the screen background opens Karavan Help at the Contents page for the screen. Clicking on a menu command or a toolbar button brings up Help on the command or button.

01 How to use Karavan Help

[Up one](#)

03 Opening Karavan Help with the F1 and Shift + F1 keys [level](#)

The action of the **F1** key depends on which Karavan Accounts screen is open and the position of the cursor. If the cursor is located in a control, pressing **F1** brings up Help on the control if it is available. Otherwise Karavan Help is opened at the nearest relevant page.

Pressing **Shift + F1** changes the cursor to . Pointing with the cursor and clicking on a control on the screen brings up Help on the control in question if it is available. Clicking on the screen background opens Karavan Help at the nearest relevant page. Clicking on a menu command or a toolbar button brings up Help on the command or button.

01 How to use Karavan Help
04 Opening Karavan Help in a dialog box

[Up one level](#)

In a dialog box, clicking on the **?** box, at the top right corner, changes the cursor to **T**. Pointing with the cursor and clicking on a control in the dialog box brings up Help on the control in question if it is available. Otherwise, Karavan Help is opened at the Contents page for the dialog box.

Message boxes, which simply give information, and input boxes, which request keyboard input from the user, are special forms of dialog box. They do not have the **?** box at the top right corner. Instead, some message and input boxes are provided with a **Help** button which opens Karavan Help at the relevant page.

01 How to use Karavan Help
05 Structure of Karavan Help

[Up one
level](#)

Karavan Accounts is divided into 32 chapters. Nearly all chapters are divided into sections, and most of these are divided into subsections. There are thus three possible levels in a chapter, numbered as in this example:

08 [Headers Screen](#)
08.01 [Overview](#)
08.01.01 [Purpose of Screen](#)

At a level above the chapters are the main Contents pages, making four levels in all.

Navigation in Karavan Help consists in moving up or down levels or in moving sideways to other pages at the same level.

01 How to use Karavan Help
06 Contents pages

[Up one
level](#)

The Karavan Help Contents pages list the 32 chapters into which Karavan Help is divided. Clicking the underlined link to a chapter opens the chapter at its top level. This is usually the Contents page for the chapter.

01 How to use Karavan Help
07 Contents list

[Up one level](#)

Karavan Help is several hundred pages long. A complete list of all of the pages, arranged in numerical order, is available by clicking on the **Find** button. This opens the **Help Topics : Karavan Help** window. In the list box at the foot of the window, the complete list of all Karavan Help pages is displayed.

First use of the Find button

- 1** Click on the **Find** button. The **Find Setup Wizard** dialog box opens.
- 2** Select **Maximize search capabilities**.
- 3** Click the **Next** button. The wizard moves to the next page.
- 4** Click the **Finish** button. The wizard creates the Full Text Search word list and opens the **Help Topics : Karavan Help** window.

01 How to use Karavan Help
08 Following underlined links

Up one
level

In Karavan Help, underlined links in **this colour** are used on Contents pages. Clicking on the link takes the reader to the top of the destination page.

Underlined cross-links use **this colour**. Clicking on a cross-link takes the reader to a topic on another page in Karavan Help. Pressing the **Back** button returns the reader to the departure page.

Some links using **this colour** open a popup window instead of taking the reader to another page.

01 How to use Karavan Help
09 Contents button

[Up one
level](#)

Clicking on the **Contents** button takes the reader to the main Contents page.

01 How to use Karavan Help
10 Back button

[Up one
level](#)

Clicking on the **Back** button takes the reader to the page last visited. Clicking on the button repeatedly takes the reader back, page by page, along the line of links travelled.

01 How to use Karavan Help
11 << and >> buttons

[Up one
level](#)

Introduction

Karavan Accounts is divided into 32 chapters. Nearly all chapters are divided into sections, and most of these are divided into subsections. There are thus three possible levels in a chapter, numbered as in this example:

08 [Headers Screen](#)
08.01 [Overview](#)
08.01.01 [Purpose of Screen](#)

At a level above the chapters are the main Contents pages, making four levels in all.

Navigation in Karavan Help consists in moving up or down levels or in moving sideways to other pages at the same level.

<< and >> buttons

The << and >> buttons are used to move sideways. The << button moves back along the sequence of pages at the same level and the >> button moves forward. The buttons are available at every level.

01 How to use Karavan Help
12 Returning to the top of a page

[Up one
level](#)

On long pages, such as [10.04.02 Translations in Karavan Accounts](#) for example, a series of links is given at the top of the page which take the reader to the topics further down. To return to the top of the page, use the **Back** button.

01 How to use Karavan Help
13 Moving up one level

[Up one
level](#)

To move up a level, click on the underlined **Up one level** link in the non-scrolling band at the top of the Help page. Alternatively, press the **Enter** key.

01 How to use Karavan Help
14 Using the History Window

[Up one
level](#)

To display the History Window, choose **Display History Window** from the **Options** menu.

The History Window is a small floating window which lists the topics visited. Double-clicking on a topic in the list takes the reader back to that topic.

01 How to use Karavan Help
15 Closing popup windows

Up one
level

To close a [popup window](#), click in the popup window itself or elsewhere on the monitor screen.

01 How to use Karavan Help
16 Full Text Search

Up one
level

A Full Text Search of the entire contents of Karavan Help is available by clicking on the **Find** button. This opens the **Help Topics : Karavan Help** window.

In the top box, with caption **1 Type the word(s) you want to find**, type the word or phrase sought. In the bottom box, with caption **3 Click a topic, then click Display**, the list of topics will be filtered to include only those topics in which the target word or phrase appears.

First use of the Find button

- 1** Click on the **Find** button. The **Find Setup Wizard** dialog box opens.
- 2** Select **Maximize search capabilities**.
- 3** Click the **Next** button. The wizard moves to the next page.
- 4** Click the **Finish** button. The wizard creates the Full Text Search word list and opens the **Help Topics : Karavan Help** window.

01 How to use Karavan Help
17 Frequently Asked Questions

Up one
level

[Chapter 31 : Frequently Asked Questions](#) lists topics which are sometimes hard to locate through the normal Contents structure of Karavan Help.

01 How to use Karavan Help
18 Print Topic

Up one
level

To print a Karavan Help page, choose **Print Topic** from the **File** menu. No more than one page may be printed at a time.

01 How to use Karavan Help
19 Copy

Up one
level

To copy a Karavan Help page, choose **Copy** from the **Edit** menu. No more than one page may be copied at a time.

01 How to use Karavan Help
20 Bookmark

[Up one
level](#)

To add a bookmark

- 1** Move to the page in Karavan Help which you wish to bookmark.
- 2** Choose **Define** from the **Bookmark** menu. The **Bookmark Define** dialog box opens.
- 3** In the dialog box, enter a name for the new bookmark in the **Bookmark name** box, or leave the default name unaltered, and click OK.

To delete a bookmark

- 1** Choose **Define** from the **Bookmark** menu. The **Bookmark Define** dialog box opens.
- 2** In the dialog box, select the bookmark's name and click the **Delete** button.

To move to a bookmarked page

Choose the bookmark from the **Bookmark** menu. The bookmarked page opens.

Popup Window

This is an example of a popup window.

Click to close.

18 Trial Balances Up one
Contents level

- 18.01 [Overview](#)
- 18.02 [Trial Balance Settings dialog box](#)
- 18.03 [Opening a Trial Balance](#)
- 18.04 [Trial Balance print preview screen](#)
- 18.05 [Financial statements](#)

Related Topics

- 24.03 [The effect of changes to libraries](#)
- 25 [Translations in Karavan Accounts](#)
- 28 [Opening and closing financial periods](#)
- 29 [Importing and exporting Microsoft Excel files](#)
- 31.25 [Previewing reports without a printer](#)

18 Trial Balances Up one
01 Overview level

Karavan Accounts provides three different types of trial balance, each available in a choice of formats.

Multi-Currency Trial Balance

The Multi-Currency Trial Balance is not translated into [base-currency](#). It gives the balance on all [accounts](#), in the currencies in which the accounts are recorded. If amounts have been posted to an account in more than one currency, a balance in each currency is shown for the account. Trial balance totals are given for each currency appearing in the trial balance.

The Multi-Currency Trial Balance may be taken out by date or journal number. In the first case, the balances include all records entered up to and on the date chosen. In the second case, the balances include all records entered up to and including the journal number chosen, irrespective of date.

Because no translations are performed, no translation rate input is required. A Multi-Currency Trial Balance may thus be taken out even if the application is not linked to a [translation rates file](#).

Closing Rate Trial Balance

The Closing Rate Trial Balance is translated into base-currency, but only by reference to a single closing rate for each currency. Translations are performed wherever a specific transaction translation rate has not been entered into the accounting records. The method of translation is explained in detail in [Schema of translation for Closing Rate Trial Balances](#).

The Closing Rate Trial Balance gives the balance on all accounts, both in the currencies in which the accounts are recorded and in base-currency. If amounts have been posted to an account in more than one currency, the translated amounts are summed to give the overall balance in base-currency for the account. Trial balance totals are given for each currency appearing in the trial balance together with the totals in base-currency.

The advantage of a Closing Rate Trial Balance is that it provides translations with a minimum of translation rate input. The translations are not normally sufficiently accurate, however, to

be used as the basis for the preparation of financial statements.

Full Trial Balance

The Full Trial Balance is translated into base-currency by reference to average and closing translation rates. Translations are performed wherever a specific transaction translation rate has not been entered into the accounting records. The method of translation is explained in detail in [25.02.02 Schema of translation for Full Trial Balances](#).

The Full Trial Balance gives the balance on all accounts, both in the currencies in which the accounts are recorded and in base-currency. If amounts have been posted to an account in more than one currency, the translated amounts are summed to give the overall balance in base-currency for the account. Trial balance totals are given for each currency appearing in the trial balance together with the totals in base-currency.

A Full Trial Balance is intended to be used as the basis for the preparation of [financial statements](#).

Viewing translation calculations

From the print preview screen of a Closing Rate or Full Trial Balance, a Microsoft Excel file may be exported which gives the full details of the translations performed.

The export file is obtained by pressing the

T Output xls (Check Translations)
toolbar button.

This facility permits the user to check translations and, if necessary, to correct the translations in all or in part. Transaction translations may be changed or entered for the records contained in a single journal by using the [Edit Journal](#) utility. Bulk changes or entries may be made using the Import Translations utility described in [25.04.03 Importing custom translations into data files](#).

18 Trial Balances Up one
02 Trial Balance Settings dialog box level

18.02.0 Introduction

1

18.02.0 Select Type of Trial Balance

2

18.02.0 Enter Trial Balance Date

3

18.02.0 Enter Journal Number

4

18.02.0 Select Sort Method

5

18.02.0 Select Groups and Totals

6

18.02.0 Select Pagination

7

18.02.0 Select Closing Rates Table

8

18.02.0 Select Average Rates Table

9

18.02.1 OK, Reset and Cancel buttons

0

18.02 Trial Balance Settings dialog Up one
box

01 Introduction level

The Trial Balance Settings dialog box is divided into seven sections. The first two:

[Select Type of Trial Balance](#)

[Enter Trial Balance Date](#)

select the [type of the trial balance](#) to be produced and at which date. The next three sections:

[Select Sort Method](#)

[Select Groups and Totals](#)

[Select Pagination](#)

select the required format for the trial balance, and the last two sections:

[Select Closing Rates Table](#)

[Select Average Rates Table](#)

select the reference translation rate tables if a translated trial balance is to be produced.

Note Not all of these settings are available or necessary for each type of trial balance and all settings are optional. A Multi-Currency Trial Balance, at current date, may be produced simply by clicking immediately on the OK button.

18.02 Trial Balance Settings dialog Up one
box

02 Select Type of Trial Balance level

Karavan Accounts provides three different types of trial balance, as explained in [18.01 Overview](#).

The Select Type of Trial Balance combo is preset to Multi-Currency Trial Balance. If this is the type of trial balance required, no further setting is needed. Otherwise, select Closing Rate Trial Balance or Full Trial Balance from the combo. Selecting either of these types of trial balance changes the preset values in other controls further down in the dialog box.

18.02 Trial Balance Settings dialog Up one
box

03 Enter Trial Balance Date level

This setting is optional. If no date is entered, the trial balance includes all records contained in the [data file](#) attached to the application. If a date is entered, the trial balance includes all records entered up to and including that date.

The date should be entered with two digits for each of day, month and year in the order specified in Regional Settings in the Windows Control Panel.

18.02 Trial Balance Settings dialog Up one
box
04 Enter Journal Number level

This setting is an optional alternative to a trial balance date. It is available for a Multi-Currency Trial Balance only.

If a journal number is entered, the trial balance includes all records entered with journals up to and including that journal number, irrespective of date. If neither date nor journal number is entered, the trial balance includes all records contained in the [data file](#) attached to the application. If both date and journal number are entered, the system selects whichever was entered last.

18.02 Trial Balance Settings dialog Up one
box
05 Select Sort Method level

This setting is optional and is available for all types of trial balance. The available sort methods are as follows.

By Account Only

If this option is chosen, the trial balance shows a balance for each account only. No detail relating to records posted with analysis codes is given.

If no setting is made, and the combo is left reading **Optional**, this sort method is applied by default.

If, however, the combo is opened and this option is selected, the Select Groups and Totals combo is opened and its caption changes from **Not available** to **Optional**.

By Account and Analysis Code

If this option is chosen, the trial balance shows a balance for each combination of account and analysis code.

For each analysis code used in postings to an account, a separate balance is listed. Translated trial balances also show the sum of these balances in base-currency, i.e. the overall balance on the account.

By Analysis Code and Account

If this option is chosen, account balances are listed under each analysis code. Translated trial balances show the sum of the balances for each analysis code in base-currency.

Choosing this option opens the Select Pagination combo. The combo's caption changes from **Not available** to **Optional**.

18.02 Trial Balance Settings dialog Up one
box
06 Select Groups and Totals level

This setting is not available unless **By Account Only** is chosen from the the [Select Sort Method](#) combo. When this is done, the Select Groups and Totals caption changes to **Optional**.

A trial balance sorted into account order may show the account balances in groups with a total for each group. Alternatively, it may show the group totals only, without the balance for each account.

Multi-Currency Trial Balances show the account balances in each group currency by currency, including zero balances, together with a total for each currency. Translated trial balances show the balances in each group account by account and do not include zero balances. A single total is given in base-currency for each group.

No Groups : No Totals

Choosing this option has no effect and is equivalent to resetting the combo to its original value of **Optional**.

Group Level 1

Group Level 1 means that accounts are grouped by their first (leftmost) digit.

Group Level 2

Group Level 2 means that accounts are grouped by their first and second digit.

Group Level 3

Group Level 3 means that accounts are grouped by their first, second and third digit.

Group captions

On the trial balance, a caption is displayed for each group if this has been entered in the Accounts Library. For more information, consult [05.03.02 Group Level Fields](#).

18.02 Trial Balance Settings dialog Up one
box
07 Select Pagination level

This setting is not available unless **By Analysis Code and Account** is chosen from the the [Select Sort Method](#) combo. When this is done, the Select Pagination caption changes to **Optional**. Two options are available.

No page breaks

Choosing this option has no effect and is equivalent to resetting the combo to its original value of **Optional**.

New page for each group

When this option is chosen, the trial balance lists the accounts for each analysis code on a separate page. The overall totals for the trial balance are listed separately on the last page.

18.02 Trial Balance Settings dialog Up one
box
08 Select Closing Rates Table level

This setting is not available for a Multi-Currency Trial Balance. It is required for a translated trial balance.

The combo lists the Closing Rate tables contained in the [translation rates file](#) linked to the application. One of these tables must be selected in order to open a translated trial balance. For further information, consult [25.01.02 Outline of the main system of translation](#).

If the application is not linked to a translation rates file, the combo will be empty. In this circumstance it is not possible to obtain a translated trial balance. For further information, consult [03.26 Attach Rates File Button](#).

The characteristics of Closing Rate and Full Trial Balances are outlined in [18.01 Overview](#).

18.02 Trial Balance Settings dialog Up one
box
09 Select Average Rates Table level

This setting is not available for a Multi-Currency or Closing Rate Trial Balance. It is required for a Full Trial Balance.

The combo lists the Average Rate tables contained in the [translation rates file](#) linked to the application. One of these tables must be selected in order to open the trial balance. For further information, consult [25.01.02 Outline of the main system of translation](#).

If the application is not linked to a translation rates file, the combo will be empty. In this circumstance it is not possible to obtain a Full Trial Balance. For further information, consult [03.26 Attach Rates File Button](#).

The characteristics of the different trial balances are outlined in [18.01 Overview](#).

18.02 Trial Balance Settings dialog Up one
box
10 OK, Reset and Cancel buttons level

OK button

Once settings have been chosen, pressing the OK button closes the Trial Balance Settings dialog box and opens the trial balance for preview.

Reset button

The Reset button resets the Trial Balance Settings dialog box completely, as though it had been closed and reopened.

Cancel button

The Cancel button closes the Trial Balance Settings dialog box without opening a trial balance for preview.

18 Trial Balances Up one
03 Opening a Trial Balance level

When opening a trial balance, three different kinds of error can occur.

Errors due to missing exchange rates

If the translation rates tables selected for the translation of the trial balance do not contain all the exchange rates required, a complete translation cannot be provided.

In this circumstance, a message informs the user that exchange rates are missing and gives the option of cancelling or of opening the trial balance nevertheless.

If the trial balance is opened, the words **WITH ERRORS** are appended to its caption. The trial balance lines for which the rates were required show blank base-currency equivalents. The base-currency imbalance thereby provoked is shown at the foot of the trial balance.

Imbalance due to straddling journals

Karavan Accounts does not segment accounting records into accounting periods. Postings may be made at any time with any entry date and, within a single journal, different records may be posted with different entry dates.

If a journal is posted with different entry dates spanning a period, and a trial balance is taken out to a date within the period, then the trial balance will not balance because the items posted with dates falling after trial balance date will not be included.

In these circumstances, Karavan Accounts permits the user to open a Multi-Currency Trial Balance. **Note** that no warning of the imbalance is given. Totals at the foot of the trial balance do not agree, however.

If, instead, the user attempts to take out a translated trial balance, a message informs the user of the imbalance and the reason for it and suggests that totals be viewed by taking out a Multi-Currency Trial Balance.

Journals which straddle a trial balance date may be found by using the

T Find straddling Journals

utility available from the Search Engine toolbar. The user then has the option of correcting the entry dates in question, by using the [Edit Journal](#) utility, or of taking out a trial balance to another date.

Imbalance due to straddling allocations

When [allocations](#) are made, it is usual for amounts allocated against each other to have different entry dates. If these dates straddle a trial balance date, the trial balance may very well balance overall, but allocated and unallocated items will not balance.

In these circumstances, Karavan Accounts permits the user to open a Multi-Currency Trial Balance. **Note** that no warning of the imbalance is given. Overall totals at the foot of the trial balance will agree, while unallocated totals will not.

If the user attempts to take out a translated trial balance, a message informs the user of the imbalance and the reason for it and suggests that totals be viewed by taking out a Multi-Currency Trial Balance.

Allocation journals which straddle a trial balance date may be found by using the

T Find straddling Allocations

utility available from the Search Engine toolbar. The user then has the option of deleting the

allocation journal by using the

T Delete Allocation

utility which is also available from the Search Engine toolbar, or of taking out a trial balance to another date.

18 Trial Balances [Up one level](#)
04 Print preview screen

18.04.0 [Menu bar](#)

1

18.04.0 [Toolbar \(1\) Multi-Currency Trial](#)

2 [Balance](#)

18.04.0 [Toolbar \(2\) Translated Trial](#)

3 [Balance](#)

18.04 Print preview screen [Up one level](#)
01 Menu bar

Menu has two commands: Page Setup and Print, which open standard Windows dialog boxes

Paper Size may be set in the Page Setup dialog box. A new setting applies only for the current print job, however. The default setting is changed by changing the paper size setting for the [default printer](#) in Windows, as explained in [Default paper size](#).

Help has one command: Karavan Help. This is explained in the chapter [How to use Karavan Help](#).

18.04 Print preview screen Up one
02 Multi-Currency Trial Balance level
Toolbar

The Toolbar for a Multi-Currency Trial Balance holds nine buttons:

T Close

Exits to the Switchboard.

T Print

Prints the listing. If print setup is to be changed, choose Page Setup and Print from the Menu instead.

T Save Snapshot

Opens the **Output To** dialog box with which the report may be saved as a Snapshot file (extension **.snp**). For further information, consult [Chapter 21 : Snapshots and the Snapshot Viewer](#).

T Zoom

Toggles between different views set with Zoom Control.

Zoom Control

List box located to the right of Zoom which lists the available Zoom options.

T Output xls (Long)

Exports a Microsoft Excel file which gives the balance for each combination of account and analysis code, including zero balances.

T Output xls (Short)

Exports a Microsoft Excel file which gives the balance for each account, without zero balances.

T Output xls (Long Re-importable)

Exports a Microsoft Excel file, in re-importable format, which gives the balance for each combination of account and analysis code, without zero balances.

Consult [29.05 Importing to the View Screen](#) for purpose and use of this export file.

T Output xls (Short Re-importable)

Exports a Microsoft Excel file, in re-importable format, which gives the balance for each account, without zero balances.

Consult [29.05 Importing to the View Screen](#) for purpose and use of this export file.

18.04 Print preview screen [Up one](#)
03 Translated Trial Balance Toolbar [level](#)

The Toolbar for a translated trial balance holds nine buttons:

T Close

Exits to the Switchboard.

T Print

Prints the listing. If print setup is to be changed, choose Page Setup and Print from the Menu instead.

T Save Snapshot

Opens the **Output To** dialog box with which the report may be saved as a Snapshot file (extension **.snp**). For further information, consult [Chapter 21 : Snapshots and the Snapshot Viewer](#).

T Zoom

Toggles between different views set with Zoom Control.

Zoom Control

List box located to the right of Zoom which lists the available Zoom options.

T Output xls (Check Translations)

Exports a Microsoft Excel file which gives the full details of the translations performed. The file may not be reimported into Karavan Accounts.

The purpose of this utility is to permit translations to be viewed and checked.

T Output xls (Long Re-importable)

Exports a Microsoft Excel file which is identical to the **Check Translations** version, but without the fields (which appear as columns in Microsoft Excel) which give translation details. The file may be reimported to the View Screen and used to prepare a General Purpose Report.

Consult [29.05 Importing to the View Screen](#) for purpose and use of this export file.

T Output xls (Short Re-importable)

Exports a Microsoft Excel file which is an abbreviated version of the **Long Re-importable** file. A consolidated balance is given for each trial balance line, without any translation detail. This file therefore corresponds, line by line, to the trial balance as it appears on the print preview screen.

Consult [29.05 Importing to the View Screen](#) for purpose and use of this export file.

T Output xls (Finstats Re-importable)

Exports a Microsoft Excel file which is a re-elaboration of the data shown in the trial balance.

In the Microsoft Excel file, one row is given for each account appearing in the trial balance. Currency values are not given. The currency column is filled with the code for base-currency. Translated base-currency values are transposed into the currency amount columns. The Analysis Code column is filled with the code **B/S** for accounts registered in the Accounts Library as translated at closing rates by default, and with code **P&L** for accounts registered as translated at monthly average rates and for Cross-currency account.

The Microsoft Excel file may be [reimported to the View Screen](#) and used to prepare rudimentary [financial statements](#).

18 Trial Balances Up one
05 Financial statements level

Karavan Accounts does not incorporate a report writer facility for the preparation of sophisticated financial statements. However, rudimentary financial statements may rapidly be produced by following these steps.

- 1 Open the print preview screen of a Full Trial Balance.
- 2 Press the **T Output xls (Finstats Re-importable)** toolbar button to export a re-elaborated version of the trial balance as a Microsoft Excel file. The characteristics of the file are given in [Chapter 22 : Microsoft Excel export files](#).
- 3 Open and save the file, without changes, in Microsoft Excel. The reason for this step is explained in [29.03 Importing](#).
- 4 [Import](#) the file to the View Screen.
- 5 Press the **T Report** toolbar button to open the [Format Report dialog box](#).
- 6 In the dialog box, enter appropriate [Report](#) and [Page](#) captions. In the [Select Fields](#) section, deselect all fields except **Account Code**, **Account Caption** and **Analysis Code** which should be left checked. In the [Select Groups / Totals](#) section, open the **Analysis Code** combo and choose **1 : Analysis Code / Total by each value**. Open the **Account Code** combo and choose **2 : Account Code / Sort only**. Press the OK button to preview the report.

The report thus generated groups and totals balance sheet and profit and loss items separately. Accounts are included in the balance sheet group if registered in the Accounts Library as translated at closing rates by default. Accounts registered as translated at monthly average rates and Cross-currency account are included in the profit and loss group. Note that a cent or two rounding difference may occur in the totals. This may be corrected either in Microsoft Excel or on the View Screen.

19 Search Engine Reports Up one
Contents level

- 19.01 [Journal Listing](#)
- 19.02 [Listing of Straddling Journals](#)
- 19.03 [Allocation Journal Listing](#)
- 19.04 [Listing of Straddling Allocations](#)
- 19.05 [Account Listing](#)
- 19.06 [Account Balances Listing](#)
- 19.07 [Print preview screens](#)

Related Topics

- 12 [Search Engine](#)
- 31.25 [Previewing reports without a printer](#)

19 Search Engine Reports Up one
01 Journal Listing level

How to obtain the listing

How to obtain a Journal Listing is explained in [12.08 Journal Listing Mode](#).


Content of the listing

A Journal Listing shows the [records](#) in one or more [journals](#). Totals are given, currency by currency, both for each journal and for all the journals selected taken together.

19 Search Engine Reports [Up one](#)
02 Listing of Straddling Journals [level](#)

How to obtain the listing

A listing of journals with entry dates which fall both before and after a given date may be obtained by pressing the

 Find straddling Journals
button on the Search Engine toolbar.

Content of the listing

The listing shows the same data as an ordinary [Journal Listing](#), that is it shows the [records](#) in the [journals](#) which straddle the given date.

19 Search Engine Reports Up one
03 Allocation Journal Listing level

How to obtain the listing

How to obtain an Allocation Journal Listing is explained in [12.11 Allocation Listing Mode](#).

Content of the listing

An Allocation Journal Listing shows the accounting [records](#) set against each other in each [allocation](#) selected. Totals are given, currency by currency, both for each allocation journal and for all the allocation journals selected taken together.

19 Search Engine Reports [Up one](#)
04 Listing of Straddling Allocations [level](#)

How to obtain the listing

A listing of allocations with entry dates falling both before and after a given date may be obtained by pressing the

T Find straddling Allocations
button on the Search Engine toolbar.

Content of the listing

The listing shows the same data as an ordinary [Allocation Journal Listing](#), that is it shows the [records](#) in the allocation journals which straddle the given date.

19 Search Engine Reports
05 Account Listing

Up one
level

How to obtain the listing

How to obtain an Account Listing is explained in [12.09 Account Listing Mode](#).

Content of the listing

The listing shows the transactions on an account, or group of accounts, together with running balances. If a period is selected, the balance brought forward at the start of the period is shown as well as the sum of transactions booked to the account(s) after the end of the selected period, and the current balance.

This is the sole report in Karavan Accounts which incorporates running balances. The report is available in one currency only at a time. If an account listing in more than one currency is required, the [General Purpose Report](#) available from the View Screen should be used.

Although no more than one currency may be chosen for an Account Listing, there is no limit to the number of accounts. When more than one account is selected, the report combines the various accounts and displays them as though they were a single account.

Account Listings for more than one account

Taking out an Account Listing for more than one account is most useful in two circumstances.

1 Control groups.

Where accounts stand in a close relationship, such as a series of accounts for the same customer or for the same supplier, an Account Listing which includes the entire series of related accounts amounts to a detailed control account listing for the customer or supplier.

2 Currency groups.

Grouping accounts which are related only by currency denomination may be very useful. For example, accounts kept at different banks, but denominated in the same currency, may be listed together as if a single account. In this case, the running totals of the consolidated listing show the overall availability of funds in the selected currency on all bank accounts over the selected period.

19 Search Engine Reports Up one
06 Account Balances Listing level

How to obtain the listing

How to obtain an Account Balances Listing is explained in [12.10 Account Balances Mode](#).

Content of the listing

The listing shows the balance on one or more accounts, in one or more currencies, at a specified moment. The moment may be a date, in which case the balance includes all amounts entered on or before the date specified, or it may be a journal number, in which case the balance includes all amounts entered with journals up to and including the journal specified.

Alternative way of obtaining a listing of account balances

An alternative way of obtaining a listing of account balances is described in [31.02 Obtaining a list of account balances](#).

19 Search Engine Reports [Up one](#)
07 Print preview screens [level](#)

19.07.0 [Menu bar](#)

1

19.07.0 [Toolbar](#)

2

19.07 Print preview screens [Up one](#)
01 Menu bar [level](#)

Menu has two commands: Page Setup and Print, which open standard Windows dialog boxes

Paper Size may be set in the Page Setup dialog box. A new setting applies only for the current print job, however. The default setting is changed by changing the paper size setting for the [default printer](#) in Windows, as explained in [Default paper size](#).

Help has one command: Karavan Help. This is explained in the chapter [How to use Karavan Help](#).

19.07 Print preview screens
02 Toolbar

[Up one level](#)

The Toolbar holds six buttons:

T Close

Exits to the Switchboard.

T Return to Search Engine

Exits to the Search Engine.

T Print

Prints the listing. If print setup is to be changed, choose Page Setup and Print from the Menu instead.

T Save Snapshot

Opens the **Output To** dialog box with which the report may be saved as a Snapshot file (extension **.snp**). For further information, consult [Chapter 21 : Snapshots and the Snapshot Viewer](#).


T Zoom

Toggles between different views set with Zoom Control.

Zoom Control

List box located to the right of Zoom which lists the available Zoom options.

Reports may be saved as a Snapshot by pressing the

 **Save Snapshot** toolbar button on the report's print preview screen.

A report Snapshot is a file (extension **.snp**) that contains a high-fidelity copy of each page of a Microsoft Access report. Snapshots may be viewed, printed and emailed with **Snapshot Viewer**. They may be attached to email messages using any email program.

Snapshot Viewer

Snapshot Viewer is a stand-alone program provided with Microsoft Access 2000. It is also available, without charge, from Microsoft's web site. The **Links** page at www.hhkaravan.com includes the link to the Snapshot Viewer's current download location.

With Snapshot Viewer, people who do not have Microsoft Office may view, print and email snapshot files.

The files shown in the list below may be exported in xls format, the format used by Microsoft Excel.

Microsoft Excel files

In addition to being opened and read in Microsoft Excel, xls files may also be imported into Microsoft Word documents or into Microsoft Access database tables.

From Microsoft Excel, xls files may be saved in a variety of spreadsheet and database formats, including Lotus 1-2-3, Quattro Pro and dBase. In addition, xls files may be saved as space, tab or comma delimited text files. Most database programs can import one or other of these text file formats.

A Microsoft Excel file may also be saved as an HTML file and previewed in Microsoft Internet Explorer or Microsoft Word.

Note that, when opening an exported xls file for the first time in Microsoft Excel, column widths may require adjustment. This is usually true of date columns.

Use of xls files with Karavan Accounts

Some xls files may be reimported into, or are used by, Karavan Accounts. This is explained in detail in [Chapter 29 : Importing and exporting Microsoft Excel files](#). Generally, the use of xls files in Karavan Accounts may be considered under the following headings.

- Storage** Re-importable xls files are used to store selections of data, particularly data which has been edited on the View Screen to produce a [General Purpose Report](#).
- Using Excel** Some operations may be easier to perform in Microsoft Excel than in Karavan Accounts.
- Example 1** On the View Screen, translations may be entered manually, record by record, to produce a translated General Purpose Report. If the calculations involved are many, it is easier to export the data to Microsoft Excel, perform the calculations using formulas and other Excel features, and then reimport the result to the View Screen.
- Example 2** Recurring or repetitive journal entries may be stored in Microsoft Excel. The slight changes required on each new occasion may be made in Excel by using utilities such as **Replace**. The updated file may then be imported into Karavan Accounts as a new journal.
- Checking** Some operations performed by Karavan Accounts are invisible to the user. This is

particularly true of translations, both for trial balances and for General Purpose Reports. Microsoft Excel files are provided to show the calculations performed, and to permit the user to check them.

Specific routines Some operations may only be performed using Microsoft Excel files.

Translation Rates Listings Listings of the translation rates contained in a translation rates table may not be obtained as a Karavan Accounts report. Instead, a listing may be exported as a Microsoft Excel file by clicking the

T Output xls (for MS Excel)

toolbar button on either the [Average Translation Rates](#) or [Closing Translation Rates](#) screen.

This utility exports the last saved version of the table open on the screen. When the toolbar button is pressed, a message asks the user whether any changes which have been made are to be saved. If the **Yes** option is chosen, the exported file corresponds to the data on screen. If the **No** option is chosen, the data exported corresponds to the table as it stood before the screen was opened and the changes made.

List of Microsoft Excel files

Accounting Records

Export screen [View Screen](#).

Toolbar button **T** Output xls (for MS Excel)

Default name **Karavan**

Content of file All accounting records contained in the data file attached to the application, or any selection of those records.

Fields/Columns The 17 fields in a Karavan Accounts [data file](#).

Use

1. May be [reimported to the View Screen](#).
2. May be imported into a data file as a [new journal](#).
3. May be used to [enter translations](#) into a data file.

Accounting Records with translations (1)

Export screen General Purpose Report [print preview screen](#).

Toolbar button **T** Output xls (Check Translations)

Default name **Karavan Translated Report**

Content of file All accounting records contained in the

	data file attached to the application, or any selection of those records.
Fields/Columns	In addition to the 17 fields in a Karavan Accounts data file , the xls file includes three additional translation fields: Entry_Month, Entry_Year and Rate_Type.
Translations	Calculated to four decimal places (visible in Excel on reformatting).
Use	Shows detail of translations and permits checking.

Accounting Records with translations (2)

Export screen	General Purpose Report print preview screen .
Toolbar button	T Output xls (Re-importable)
Default name	Karavan
Content of file	As (1).
Fields/Columns	The 17 fields in a Karavan Accounts data file only. The three additional translation fields are not included.
Translations	Rounded to two decimal places. This usually give rise to a rounding difference of one or two cents in overall totals.
Use	<ol style="list-style-type: none"> 1. May be reimported to the View Screen. 2. May be used to enter translations into a data file.

Average Translation Rates Table

Export screen	Average Translation Rates Screen .
Toolbar button	T Output xls (for MS Excel)
Default name	Karavan Rates
Content of file	The translation rates contained in a single Average Translation Rates Table.
Fields/Columns	Currency code and caption, year, and twelve monthly translation rate fields.
Use	Export only.

Closing Translation Rates Table

Export screen	Closing Translation Rates Screen .
Toolbar button	T Output xls (for MS Excel)
Default name	Karavan Rates
Content of file	The translation rates contained in a single Closing Translation Rates Table.
Fields/Columns	Currency code and caption and a single translation rate field.
Use	Export only.

Multi-Currency Trial Balance (1)

Export screen	Trial balance print preview screen .
Toolbar button	T Output xls (Long)
Default name	Karavan Long MCTB
Content of file	The balance for each combination of account and analysis code, including zero balances.

Fields/Columns Account code and caption, analysis code, currency, debit and credit.
Use Export only.

Multi-Currency Trial Balance (2)

Export screen Trial balance [print preview screen](#).
Toolbar button **T** Output xls (Short)
Default name Karavan Short MCTB
Content of file The balance for each account, without zero balances.
Fields/Columns Account code and caption, currency, debit and credit.
Use Export only.

Multi-Currency Trial Balance (3)

Export screen Trial balance [print preview screen](#).
Toolbar button **T** Output xls (Long Re-importable)
Default name Karavan
Content of file As (1), but without zero balances.
Fields/Columns The fields appearing in (1), plus the remaining fields in a Karavan Accounts [data file](#), in blank except for Entry Date and Description. The Entry Date field is filled with the trial balance date, if set, or with the current date.
Use May be [reimported to the View Screen](#). By deleting unwanted lines in Microsoft Excel, a General Purpose Report may be obtained which lists a selection of account balances (for example, of receivables).

Multi-Currency Trial Balance (4)

Export screen Trial balance [print preview screen](#).
Toolbar button **T** Output xls (Short Re-importable)
Default name Karavan
Content of file As (2).
Fields/Columns The fields appearing in (2), plus the remaining fields in a Karavan Accounts [data file](#), in blank except for Entry Date and Description. The Entry Date field is filled with the trial balance date, if set, or with the current date.
Use As (3).

Translated Trial Balance (1)

Export screen Trial balance [print preview screen](#).
Toolbar button **T** Output xls (Check Translations)
Default name Karavan CRTB for a Closing Rate Trial Balance.
Karavan FTB for a Full Trial Balance.
Content of file Analytical breakdown of the translations performed, with a row for each translation rate used in the translation of each account balance.

Fields/Columns	The fields appearing in a trial balance, plus translation fields.
Translations	Calculated to four decimal places (visible in Excel on reformatting).
Use	Shows detail of translations and permits checking.

Translated Trial Balance (2)

Export screen	Trial balance print preview screen .
Toolbar button	T Output xls (Long Re-importable)
Default name	Karavan
Content of file	As (1).
Fields/Columns	The fields appearing in a trial balance, plus the remaining fields in a Karavan Accounts data file , in blank. No translation fields.
Translations	Rounded to two decimal places. This usually give rise to a rounding difference of a few cents in overall totals.
Use	May be reimported to the View Screen and used to prepare a translated General Purpose Report . By deleting unwanted lines in Microsoft Excel, a translated General Purpose Report may be obtained which lists a selection of account balances (for example, of receivables).

Translated Trial Balance (3)

Export screen	Trial balance print preview screen .
Toolbar button	T Output xls (Short Re-importable)
Default name	Karavan
Content of file	The rows appearing in the trial balance.
Fields/Columns	As (2).
Translations	Rounded to two decimal places. This usually give rise to a rounding difference of one or two cents in overall totals.
Use	As (2).

Translated Trial Balance (4)

Export screen	Trial balance print preview screen .
Toolbar button	T Output xls (Finstats Re-importable)
Default name	Karavan
Content of file	One row for each account appearing in the trial balance.
Fields/Columns	As (2).
Data elaboration	Currency values are not given. The currency column is filled with the code for base-currency. Translated base-currency values are transposed into the currency amount columns. The Analysis Code column is filled with the code B/S for accounts registered in the Accounts Library as translated at closing rates by default, and with code P&L for accounts registered as translated at monthly average rates and

Translations for Cross-currency account.
Rounded to two decimal places. This may sometimes give rise to a rounding difference of one or two cents in overall totals.

Use May be [reimported to the View Screen](#) and used to prepare rudimentary [financial statements](#).

Accounts Plan

Export screen [Switchboard](#).

Menu command [Export Accounts Plan](#).

Default name [Accounts](#)

Content of file The entries in the [Accounts Library](#).

Fields/Columns As listed in [29.08 Change Accounts Plan utility](#).

Use Required for the [Change Accounts Plan utility](#). This utility permits the accounts codes and captions used in a data file to be changed.

Analysis Codes

Export screen [Switchboard](#).

Menu command [Export Analysis Codes](#).

Default name [Analysis_Codes](#)

Content of file The entries in the [Analysis Codes Library](#).

Fields/Columns As listed in [29.09 Change Analysis Codes utility](#).

Use Required for the [Change Analysis Codes utility](#). This utility permits the analysis codes and related captions used in a data file to be changed.

26 Editing data files

[Up one level](#)

A Karavan Accounts data file holds eight elements:

- T** the six [libraries](#) used in Karavan Accounts:
 - T** [Currencies](#)
 - T** [Accounts](#)
 - T** [Analysis Codes](#)
 - T** [Descriptions](#)
 - T** [Headers](#)
 - T** [Footers](#)
- T** the accounting records, and
- T** the [Data File Settings](#) which identify the data file itself.

The contents of the libraries and the Data File Settings may be freely edited on the six library screens (Chapters 04 to 09) and in the Data File Settings dialog box (Chapter 23).

In addition, Karavan Accounts includes seven utilities which permit changes to be made to data files. These are briefly described below.

Copy Libraries	Copies the contents of the six libraries from one data file to another.
Edit Journal	Permits the accounting data contained in a single journal to be edited.
Edit Data File	For a single account, other than Cross-Currency Account: T the Account Code or the Account Caption or both may be changed; T an Analysis Code appearing in entries posted to the account may be changed.
Import Translations	Permits changes to translation data to be made on any number of accounting records.
Change Accounts Plan	Changes any number of the account codes and captions stored in the Accounts Library together with all corresponding entries in the accounting records.
Change Analysis Codes	Changes any number of the analysis codes and related captions stored in the Analysis Codes Library together with all corresponding entries in the accounting records.
Delete Allocation	Deletes an allocation journal.

28 Opening and closing financial periods Contents [Up one level](#)

- 28.01 [Closing books of account](#)
- 28.02 [Re-opening books of account](#)
- 28.03 [Re-opening with a new data file](#)
- 28.04 [Using Microsoft Excel to eliminate redundant records](#)
- 28.05 [Opening books of account for the first time](#)
- 28.06 [End of Period Closing utility](#)

Related Topics

- 03.19 [Transfer Balances Button](#)
- 03.21 [End of Period Closing button](#)
- 03.22 [End of Period Closing dialog box](#)
- 03.39 [Deletions menu command](#)
- 18 [Trial Balances](#)
- 25 [Translations in Karavan Accounts](#)

28 Opening and closing financial periods [Up one level](#)

01 Closing the books of account

level

1. When the books of account are ready to be closed, take out and print a Full Trial Balance. Use the [financial statements](#) utility to calculate the profit or loss for the period being closed. This should be the net sum of the balances on revenue and expense accounts, that is accounts coded for translation at monthly average translation rates in the Accounts Library, plus the translation gain or loss shown on Cross-currency account.
2. Make a backup copy of the data file before proceeding.
3. If the final destination of the profit or loss for the period being closed is to be a single account, open the account in the Accounts Library if it does not already exist. The account will be a balance sheet account, not a revenue or expense account. In the Accounts Library, the translation field for the account should be left blank. The default translation method, at closing rates, will thus apply.

If the profit or loss is to be split and transferred to several accounts, this may be done in one of two ways, as explained below.

4. Use the [End of Period Closing](#) utility to transfer the profit or loss to the account opened at step 3.
5. Take out Closing Rate and Full Trial Balances. The two should be identical, because of the absence of positive balances on accounts coded for translation at monthly average translation rates. Both trial balances will show a base-currency balance on the account opened at step 3 which agrees with the net result calculated at step 1.

Accounts coded for translation at monthly average translation rates in the Accounts Library, that is all revenue and expense accounts, will show balances of zero in every currency. Cross-currency account will show a net balance of zero in base-currency (subject, occasionally, to a rounding difference of one or two cents).

Transfer of profit or loss to more than one balance sheet account

This may be achieved by transferring the profit or loss to a single account, following the steps outlined above, and then distributing the profit or loss to other accounts as a second operation. Alternatively, select Cross-currency account as destination account in the [End of Period Closing dialog box](#), and then transfer the entire profit or loss from Cross-currency account to the destination balance sheet accounts.

Either way, the transfers should be made in base-currency only.

28 Opening and closing financial periods
02 Re-opening books of account

Up one
level

On completion of the closing routine outlined in the preceding section, revenue and expense accounts will have been closed and fully allocated, and profit or loss for the period transferred to one or more balance sheet accounts. Although the books of account may therefore be considered closed, balance sheet accounts will normally require attention before the books may be re-opened. Once balance sheet accounts have been attended to, the books of account may be compacted by deleting allocated records, that is by deleting records which it is not necessary to bring forward to the new financial period.

As the processes described below are irreversible, a backup copy of the data file should be made before proceeding.

1. Elimination of zero balances

Accounts with zero balances **in every currency** may be fully allocated by using the [Ultra-fast Allocations](#) utility. There is no limit to the number of accounts which may be fully allocated in a single operation using this utility, but they must all show a zero balance in every currency.

Accounts with zero balances in base-currency, which are the net product of positive currency balances, may not be allocated in this way as amounts entered in different currencies may not be allocated against each other, even though they are equal and opposite when translated into base-currency. In such cases, the currency balances should be transferred to Cross-currency account using the [Transfer Balances](#) utility. This technique may also be used as an alternative to using the Ultra-fast Allocations utility for accounts with zero balances in every currency.

2. Elimination of redundant detail

For many accounts, such as receivable and payable accounts, the records comprising the closing balances will be carried forward. For other accounts, such as bank accounts, only the net balance (in each currency) will be required.

To obtain a net balance on an account, and to allocate the records comprising that balance, use the [Transfer Balances](#) utility, specifying the same account code for source and destination account.

3. Consolidation of Cross-currency account

When all other transfers have been made, consolidate the entries on Cross-currency account by using the [Transfer Balances](#) utility. In the dialog box, specify account code **X-C** for both source and destination account.

4. Deletion of allocated records

Use the [Deletions](#) utility to delete all allocated records. On completion of the operation, the resulting data file represents the opening books of account for the new financial period.

Check the position by taking out a Closing Rate Trial Balance, using the Closing translation rates pertaining to the closing date of the old financial period. The absence of allocated records is indicated by the currency totals at the foot of the trial balance. The figures for **Overall Currency Totals** and **Unallocated Currency Totals** should be the same.

28 Opening and closing financial periods
03 Re-opening with a new data file

Up one
level

On completion of the opening routine outlined in the preceding section, the resulting data file represents the opening books of account for the new financial period. Journal numbers in the new financial period will not begin at 1, however, but will continue the sequence of numbers used in the old financial period.

To obtain journal numbers beginning at 1, a blank new data file must be created, and the data copied from the opening data file to the new data file.

1. Create a blank new data file

Use the [Attach Data File dialog box](#) to create a blank new data file. The operation is explained in [03.24.04 New Data File](#).

2. Copy libraries

Use either of the [Copy Libraries](#) utilities to copy the contents of libraries and data file settings from the opening data file to the new data file.

3. Export the accounting records from the opening file

With the application linked to the opening data file, export all accounting records to a Microsoft Excel file. The steps required are as follows.

3.1 From the Switchboard, open the Search Engine by pressing the Search Engine button.

3.2 Open the View Screen by pressing the

T Open View Screen
toolbar button.

3.3 Export the records by pressing the

T Output xls (for MS Excel)
toolbar button.

4. Import the accounting records to the new data file

In Microsoft Excel, open the exported xls file and save it. This gives the file a specific format without which it may not be reimported to Microsoft Access. No editing is required, however.

With the application linked to the new data file, use the [Import Journal](#) utility to import the Microsoft Excel file.

On completion of the operation, the new data file will contain exactly the same accounting records as the old opening data file, but they will all be registered as a single journal having the number 1. The first new entry in the new financial period will thus be made with journal number 2.

28 Opening and closing financial periods Up one
04 Using Microsoft Excel to eliminate redundant records level

In the preceding section, the use of Microsoft Excel files in transferring opening balances to a new data file was explained.

Because Microsoft Excel files may be freely edited in Microsoft Excel, the technique outlined may be used to further purpose. Where redundant records are included in opening accounting records, on accounts with zero balances or on accounts which have not been regularly allocated, these records may easily be deleted.

Note that the technique presents no safeguards at all. When the edited records are imported to a new data file, the resulting trial balance must be thoroughly checked.

28 Opening and closing financial periods
05 Opening books of account for the first time

Up one
level

Libraries and data file settings

When a new data file is opened for a new corporation or other entity, data must usually be entered into the [libraries](#) manually. If, however, other data files exist with substantially the same library entries as are required for the new entity, time and effort may be saved by copying libraries and data file settings from an existing file and then editing and adding to the result. Entries may even be copied from more than one existing file to create a new composite whole. This is explained in [03.31 Copy Libraries menu commands](#).

Opening balances

Opening balances must be entered manually. They may, of course, be entered as a single journal, but usually it will be found easier to enter them with a series of journals. Either way, a suspense account **must** be opened for opening balance contra entries. When all opening balances have been posted, the suspense account will show a base-currency balance of zero when translated at the exchange rates applying at opening (or preceding closing) date. Once the opening position has been checked (see below), the account should be eliminated by transferring the balances on it to Cross-currency account using the [Transfer Balances](#) utility.

Opening balances with translations

Opening balances in currencies other than base-currency should generally be entered without a translation rate and base-currency equivalent. However, some items, relating for example to fixed assets, will need to be entered with equivalents.

This may be achieved either by entering an exchange rate and base-currency equivalent into the accounting records, or by using a cross-currency entry. Consult [10.04.03 Entering base-currency equivalents for individual transactions](#) and [10.04.08 Using cross-currency entries to enter material transactions](#).

When exchange rates and base-currency equivalents are entered into the accounting records, they **must** be posted both to the account in question and to the suspense account opened for opening balance contra entries. In other words, the equivalents **must be posted both to debit and credit**.

Checking the opening position

When all opening balances have been entered, check the opening position by taking out a Closing Rate Trial Balance. To do this, a table of closing exchange rates applicable at opening (or preceding closing) date must be available. The position shown by the trial balance should agree with the balance sheet from which the opening balances were taken, and the suspense account used for posting opening balances should show a base-currency balance of zero.

Eliminate the suspense account used for posting opening balances by transferring the balances on the suspense account to Cross-currency account using the [Transfer Balances](#) utility, and take out a new Closing Rate Trial Balance. The position shown by the trial balance should again agree with the balance sheet from which the opening balances were taken, and Cross-currency account should show a base-currency balance of zero.

28 Opening and closing financial periods
06 End of Period Closing utility

Up one
level

The End of Period Closing utility is launched from the Switchboard by pressing the [End of Period Closing button](#). This opens the [End of Period Closing dialog box](#).

Purpose of the utility

The utility transfers the balances on revenue and expense accounts, that is on accounts coded for translation at monthly average translation rates in the Accounts Library, to a destination balance sheet account.

If the consolidated profit or loss is to be distributed among several destination accounts, it must first be posted in total to one destination account, using the utility, and then transferred by normal journal entries. In these circumstances, **Cross-currency account** (code X-C) may be selected as the destination account when running the utility.

Operations performed by the utility

- 1.** The balance on each revenue or expense account is calculated, currency by currency, and posted by a new journal to Cross-currency account.
- 2.** The balances on Cross-currency account are consolidated, translated into base-currency and summed to give the profit or loss in base-currency. This amount is posted as a single item to the destination account selected (unless the destination is Cross-currency account itself).
- 3.** All items on revenue and expense accounts, and all items except the outstanding balances on Cross-currency account, are allocated.

The operations performed may be reviewed by reading the journal making the transfers and the allocation journal making the allocations.

If the profit or loss has been left on Cross-currency account, this will show a single unallocated entry in each currency presenting a balance. On taking out a translated trial balance, the translated overall balance on Cross-currency account will be seen to be equal to the profit or loss.

Otherwise, Cross-currency account will show a single unallocated entry in each currency presenting a balance, plus an entry in base-currency representing the consolidated transfer of the profit or loss to the destination balance sheet account. On taking out a translated trial balance, the translated overall balance on Cross-currency account will be seen to be zero.

29 Importing and exporting Microsoft Excel files
Contents

[Up one level](#)

- 29.01 [Overview](#)
- 29.02 [Exporting](#)
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- 29.09 [Change Analysis Codes utility](#)
- 29.10 [Troubleshooting files used by **import** routines](#)
- 29.11 [Troubleshooting files used by **change** routines](#)

Related Topics

- 03.33 [Import Journal](#)
- 03.34 [Import Translations](#)
- 03.36 [Change Accounts Plan](#)
- 03.38 [Change Analysis Codes](#)
- 12.03 [Search Engine import button](#)
- 22 [Microsoft Excel export files](#)

29 Importing and exporting Microsoft Excel files
01 Overview

[Up one level](#)

The Microsoft Excel files which may be exported from Karavan Accounts are summarised in [Chapter 22 : Microsoft Excel export files](#). This chapter covers the ways in which the exported files may be reimported into Karavan Accounts, together with problems which may arise in exporting and importing the files.

29 Importing and exporting Microsoft Excel files
02 Exporting

Up one
level

The utility used by Karavan Accounts to export Microsoft Excel files is that available in Microsoft Access itself. In all cases, the utility is launched by pressing a button on a screen toolbar.

No problems should be encountered in the operation of the utility, but it can be slow in exporting the output file over a network. In such cases, the alternative should be considered of exporting the file to a local drive (typically to the root directory of C drive) and then copying it to the network location.

An operation importing a Microsoft Excel file into Karavan Accounts can fail for many and varied reasons. An attempt to import a journal using the Import Journal utility, for example, will fail if the journal does not balance. Such specific reasons for import failure are discussed in later sections. This section covers import operations in general.

Re-importable worksheets

Microsoft Excel files exported from Karavan Accounts contain a single worksheet. In every case, the first row of the worksheet contains column headings which correspond to field names in a Karavan Accounts database table.

Export files which contain re-importable worksheets are listed in [Chapter 22 : Microsoft Excel export files](#). In every case, these re-importable worksheets have 17 columns corresponding to the 17 [fields used in Karavan Accounts](#) accounting records. Such worksheets, and such worksheets alone, may be reimported into Karavan Accounts. Other worksheets may be imported into Karavan Accounts if they are first edited to contain the same 17 columns, and those columns only.

To recapitulate, an attempt to import a worksheet into Karavan Accounts will fail if:

- T** the 17 columns are not present,
- T** the first, header row is missing,
- T** the header row is present but the column captions are incorrect.

Workbook formats

Microsoft Excel files exported by Microsoft Access are not given a specific workbook format. In order to reimport a file into Karavan Accounts, **first open the file in Microsoft Excel and save it**. This gives the file the required specific format. Saving the file in this way **should always be the first step**, whether it is intended to make changes to the file or not.

Worksheet names

The rules for naming worksheets in Microsoft Excel do not take into account the ability of Microsoft Access to import worksheets. Microsoft Access is not able to import worksheets with names which include a space, for example.

To be imported into Karavan Accounts, a worksheet name may include no more than 64 characters. It must start with a letter and may include only letters, numbers and the underscore character (_). Spaces and punctuation are not permitted.

Data-type errors

Each cell in a Microsoft Excel worksheet and each field in a Microsoft Access table is given a specific data type. Examples of data types are **general**, **text**, **date** and **currency**. In general terms, a data-type error may occur in one of two ways:

- T** inappropriate value (for example, typing **hello** into a date field),
- T** out-of-range value (for example, typing **31-Feb-1999** into a date field).

In importing Microsoft Excel worksheets into Microsoft Access tables, data-type errors can have one of three consequences:

- T** the cell containing a data-type error may not be imported, a null value being substituted,
- T** the row containing the cell with a data-type error may not be imported at all,
- T** the column containing the cell with a data-type error may be imported with null values

in every cell.

As part of the import procedure, Karavan Accounts checks for failures due to data-type errors. If errors are found, the user is informed and may be given the option of continuing with the operation nevertheless.

The user should be aware, however, that **some errors may not be found**. Typically, a failure to import a single cell into a field which is not a required field, Document Reference for example, may well pass undetected because the result of the failure is not in any way anomalous.

Decimal places errors

When using formulas to calculate numerical values in Microsoft Excel, care should be taken to limit the number of decimal places to two for currency values, and to six for exchange rates.

Microsoft Excel functions which may be used to achieve this include: ROUND, ROUNDDOWN, ROUNDUP, CEILING and FLOOR. Consult Microsoft Excel Help.

29 Importing and exporting Microsoft Excel files Up one
04 Select MS Excel File dialog box level

29.04.0 [Introduction](#)

1

29.04.0 [Navigation](#)

2

29.04.0 [Selecting a Microsoft Excel file](#)

3

29.04.0 [Cancel button](#)

4

29.04.0 [Worksheet Name dialog box](#)

5

29.04 Select MS Excel File dialog box Up one
01 Introduction level

Importing data from a Microsoft Excel file (that is, a file with **.xls** extension) is a two-step process.

In the first step, the Microsoft Excel file from which to import data is selected in the Select MS Excel File dialog box. Once the file has been selected, the dialog box closes.

In the second step, a worksheet within the Microsoft Excel file is selected for import using the Worksheet Name dialog box.

The following procedures make use of the Select MS Excel File dialog box.

03.33 [Import Journal](#)

03.34 [Import Translations](#)

03.36 [Change Accounts Plan](#)

03.38 [Change Analysis Codes](#)

12.03 [Search Engine import button](#)

29.04 Select MS Excel File dialog box Up one
02 Navigation level

The dialog box holds the controls described below, together with the Cancel button discussed in a later section.

Note The term **drive** refers to a **disk** or **disk drive**. The term **directory** refers to a **folder**, and the term **sub-directory** refers to a folder located within another folder. The **root directory** of a drive is not a folder, but the main directory of the drive in which the top level folders are listed.

Drive

This control lists the letters of the alphabet from **A** to **Z** which stand for the drives which may exist on an IBM compatible PC. The letter corresponding to the current drive is highlighted.

Clicking on a letter changes the current drive. If the drive does not exist on the host computer, or if it is empty, a message advises the user accordingly.

Directory

This control displays the full path of the current directory.

Clicking on the control changes the current directory, moving **up** the directory tree. If the current directory is the root directory of the current drive (for example **C:**) clicking on the control has no effect.

Sub-Directories

This control lists the directories located within the current directory.

Clicking on a sub-directory in the list makes that directory the current directory.

Files

This control lists the Microsoft Excel files (files with extension **.xls**) located within the current directory.

Clicking on a file selects that file for import.

Deletions

If a directory, sub-directory or file is deleted while the dialog box is open, an error may be generated. In this case an error message is displayed and the dialog box closes. Depending on the error generated, the application may also close.

29.04 Select MS Excel File dialog box
03 Selecting a Microsoft Excel file

Up one
level

As explained in the preceding section, Microsoft Excel files (files with extension **.xls**) are displayed in the **Files** list. Clicking on a file in the list selects the file for import, closes the Select MS Excel File dialog box and opens the [Worksheet Name](#) dialog box.

29.04 Select MS Excel File dialog box
04 Cancel button

Up one
level

Clicking the Cancel button closes the Select MS Excel File dialog box without importing data.

29.04 Select MS Excel File dialog box
05 Worksheet Name dialog box

Up one
level

When the Select MS Excel File dialog box closes, the Worksheet Name dialog box is opened.

In the box at the foot of the dialog, the name of the worksheet to be imported from the selected Microsoft Excel file is entered. When the dialog box opens, the box shows the default value **Karavan**. This is the name given to the single worksheet contained in a re-importable Microsoft Excel file when it is exported from Karavan Accounts, and it will apply in most cases.

Any valid worksheet name may be entered. Valid names are not those which are valid and may be used in Microsoft Excel to name worksheets, but those which may be used in an import operation by Microsoft Access. To be imported, a worksheet name may include no more than 64 characters. It must start with a letter and may include only letters, numbers and the underscore character (_). Spaces and punctuation are not permitted.

Clicking the OK button runs the import utility. Clicking the Cancel button, or clicking the OK button when no name has been entered, cancels the import operation.

Purpose and use of the utility

The accounting records contained in a data file, or any selection of those records, may be viewed on the [View Screen](#). On the screen, new records which do not exist in a data file may be added, and existing records may be freely edited, filtered or deleted. The result may be previewed and printed as a [General Purpose Report](#) or exported as a re-importable Microsoft Excel file.

The purpose of the Search Engine import utility, which permits the reimport of Microsoft Excel files to the View Screen, is primarily to permit View Screen output to be saved and re-used.

As an exported Microsoft Excel file may also be edited in Microsoft Excel, the export-reimport utilities permit the user to take advantage of the extremely powerful editing facilities afforded by Microsoft Excel. This is particularly useful when large tracts of data need to be changed.

A frequent use of Microsoft Excel's editing facilities is the entry or editing of translation fields. These fields may be edited manually, record by record, on the View Screen but, if the records involved are many, the export-reimport alternative can save a great deal of effort.

Other re-importable Microsoft Excel files

The re-importable Microsoft Excel files are listed in [Chapter 22 : Microsoft Excel export files](#).

Multi-currency and translated trial balances may be exported in a variety of re-importable formats. By deleting unwanted lines in Microsoft Excel and reimporting the file to the View Screen, a General Purpose Report may be obtained which lists a selection of account balances (for example, of receivables). **Note** that this is the only way, in Karavan Accounts, of obtaining a listing of balances without the constituent detail.

For the production of rudimentary financial statements using a re-importable Microsoft Excel file, consult [18.05 Financial statements](#).

Import routine

As data imported to the View Screen does not in any way affect the contents of the data file attached to the application, the checking procedures followed by the import routine are relatively relaxed. If errors are found, the user is normally given the option of continuing with the import operation nevertheless.

If the import operation succeeds, the View Screen opens without further ado. The user may rest assured that the number of records imported corresponds to the number of rows on the source worksheet. The user should be aware, however, that if the source worksheet contains inappropriate or nonsensical values in cells, these values will in all probability have been imported to the View Screen. Alternatively, one or more such values may have been replaced by null.

29 Importing and exporting Microsoft Excel files
06 Import Journal utility

Up one
level

Purpose and use of the utility

This utility permits the data in a Microsoft Excel worksheet to be imported into a Karavan Accounts [data file](#) as a new [journal](#).

One use of the utility is to transfer balances from an existing data file to a new, blank data file. This is discussed in [Chapter 28 : Opening and closing financial periods](#).

Another use of the utility is to facilitate the making of repetitive journal entries. When an identical or near identical transaction is repeated periodically, labour may be saved by exporting the journal booking the first such transaction, and then editing the journal in Microsoft Excel for repeated reimport. The labour saving is obviously proportionate to the length of the journal involved. An example of a considerable saving might be the periodic payment of wages and salaries.

Import routine

The data to be imported as a journal must satisfy all the requirements for the entry of a new journal in Karavan Accounts. The requirements for the records which make up a journal are set out in [10.03 Records](#). Additionally, debit and credit totals must balance both overall and in each currency used in the journal.

Data in the **Journal number**, **Record number**, **Allocation** and **Allocation number** fields is not imported. The new journal is given the next journal number available in the destination data file. Records are likewise numbered by reference to the sequence of record numbers existing in the destination data file.

If the import operation succeeds, a message advises the user of the fact and states the number of the new journal.

29 Importing and exporting Microsoft Excel files
07 Import Translations utility

Up one
level

Purpose and use of the utility

The advantageous use of this utility will, in most circumstances, be very limited or nil.

Karavan Accounts is designed to permit the keeping of multi-currency accounts with a **minimum of effort**. Transactions are normally booked in the currency in which they occur and in that currency only. The entry of translation exchange rates and equivalents in the accounting records is not normally necessary. Further, the entry of translation exchange rates and equivalents when they are not necessary is not merely wasted effort, it is a likely source of user error.

The circumstances in which translation rates and equivalents should properly be entered in the accounting records are discussed in [Chapter 25 : Translations in Karavan Accounts](#). An example of such circumstances might be the purchase in foreign currency of a fixed asset. In the life of most corporations, such transactions are exceptional.

The purpose of the Import Translations utility is to permit the bulk entry of translation rates and equivalents into the accounting records, or bulk editing of existing data. An example of the valid use of the utility might be the correction of translation data entered on several occasions for the German mark, but using the exchange rate for the Japanese yen. Such an error made on few occasions would be more easily corrected using the [Edit Journal](#) utility.

Procedure

The records for which the translations are required are selected and exported from the View Screen. In Microsoft Excel, the translation fields are filled or edited, using formulas as required to calculate values. The file is saved and the translations reimported using this utility.

Import routine

The data imported is limited to the three translation fields: Transaction Rate, Base-Currency Debit Amount and Credit Amount. The records to be updated are selected by matching record numbers in the destination data file against the record numbers in the source worksheet. An error in the Record Number field/column in the source worksheet will therefore result in an **undetected import error**.

If the import operation succeeds, a message advises the user accordingly.

29 Importing and exporting Microsoft Excel files
08 Change Accounts Plan utility

Up one
level

Purpose and use of the utility

This utility permits the accounts codes and captions used in a data file attached to the application to be changed.

The codes and captions are changed both in the [Accounts Library](#) and in the accounting records. **Note** that when a code and/or caption is changed, then **all instances** of the code and/or caption appearing in the accounting records are changed. This is to say that the utility may not be used selectively.

The purpose of this utility is to permit bulk changes. Normally, if the changes to be made are few, [Edit Data File](#) is the appropriate utility.

Procedure

The first step is to export a copy of the existing accounts plan using the [Export Accounts Plan](#) utility. This produces a Microsoft Excel file with the following columns:

- A OldCode
- B OldCaption
- C NewCode
- D NewCaption
- E Translation
- F Level_1_Caption
- G Level_2_Caption
- H Level_3_Caption

The existing library entries are duplicated in the old and new columns.

In Microsoft Excel, columns A to H are reformatted as **text** and the file saved **before** changes are made. Failure to reformat can easily result in a data-type error when the utility is run.

After reformatting, rows relating to accounts for which changes are not required are deleted. For the accounts to be changed, new values are entered in columns C to H. The edited file is saved, ready to be used by this utility.

Change routine

In the Accounts Library and the accounting records, new values are substituted for old values wherever the old account code is found.

If the operation succeeds, a message advises the user accordingly.

29 Importing and exporting Microsoft Excel files
09 Change Analysis Codes utility

Up one
level

Purpose and use of the utility

This utility permits the analysis codes and related captions used in a data file attached to the application to be changed.

Codes are changed both in the [Analysis Codes Library](#), together with the related caption, and in the accounting records. **Note** that when a code is changed, then **all instances** of the code appearing in the accounting records are changed. This is to say that the utility may not be used selectively.

The purpose of this utility is to permit bulk changes. Normally, if the changes to be made are few, [Edit Data File](#) is the appropriate utility.

Procedure

The first step is to export a copy of the existing Analysis Codes Library entries using the [Export Analysis Codes](#) utility. This produces a Microsoft Excel file with the following columns:

- A OldAnalysisCode
- B OldAnalysisCaption
- C NewAnalysisCode
- D NewAnalysisCaption

The existing library entries are duplicated in the old and new columns.

In Microsoft Excel, columns A to D are reformatted as **text** and the file saved **before** changes are made. Failure to reformat can easily result in a data-type error when the utility is run.

After reformatting, rows relating to codes for which changes are not required are deleted. For the codes to be changed, new values are entered in columns C and D. The edited file is saved, ready to be used by this utility.

Change routine

In the Analysis Codes Library and the accounting records, new values are substituted for old values wherever the old analysis code is found.

If the operation succeeds, a message advises the user accordingly.

29 Importing and exporting Microsoft Excel files
10 Troubleshooting files used by **import** routines

Up one
level

Problems with the reimport of Microsoft Excel files exported from Karavan Accounts should never occur if the file has been saved to give it a specific format (as explained in [29.03 Importing](#)) and no changes have been made.

Whether changes are to be made or not, it should again be stressed that saving the file to give it a specific format **should always be the first step**. Failure to do this will often result in import failure.

When changes have been made, the user will receive feedback from the system if an import operation fails. Perplexing cases of import failure which may occasionally arise will nearly always be due to data-type errors.

A root cause of data-type errors is the fact that Microsoft Excel uses a generic data type called **General**. In perplexing cases of import failure, it is a good idea to export another copy of the Microsoft Excel file and to reformat the columns, **before** making changes. The following table gives the data types to use for each column.

J_Nr (Journal Number)	Original format General Change to Text
Rec_Nr (Record Number)	Original format General Change to Text
Entry_Date	Original format Custom Change to No change or change to Date
Document_Reference	Original format General Change to Text
Due_Date	Original format Custom Change to Text
Description	Original format General Change to Text
A/c_Code	Original format General Change to Text
Analysis (Analysis Code)	Original format General Change to Text
A/c_Caption	Original format General Change to Text
Cur (Currency Code)	Original format General Change to Text
Debit (Debit Amount)	Original format Number Change to No change

Credit (Credit Amount)	Original format Number Change to No change
Rate	Original format Number Change to No change
Base_Debit (Base-currency Debit Amount)	Original format Number Change to No change
Base_Credit (Base-currency Credit Amount)	Original format Number Change to No change
All (Allocation Code)	Original format General Change to Text
All_Nr (Allocation Number)	Original format General Change to Text

29 Importing and exporting Microsoft Excel files
 11 Troubleshooting files used by **change** routines

Up one
level

Problems encountered in using Microsoft Excel files for the two change utilities, discussed earlier in this chapter, will nearly always be due to a failure to reformat columns to **text** as explained in the relevant sections.

30 Windows Features
Contents

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- 30.01 [Visual display](#)
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- 30.05 [Moving between fields](#)

30 Windows Features
01 Visual display

Up one
level

Karavan Accounts is designed for display at any colour setting. It is optimised for screen resolutions 640×480, 800×600 (small and large fonts) and 1024×768 (small and large fonts). For best display at higher resolutions, however, the Windows **Font Size** setting should be set to **Large Fonts**.

Although Karavan Accounts may be displayed with any colour setting, some VGA cards (fortunately very few) are unable to display correctly the toolbar button icons generated by Microsoft Access. With these cards, the icons appear very dark and it is difficult to distinguish one button from another. Lowering the Windows **Colors** setting to **16 Colors** solves the problem.

Karavan Accounts reports are optimised for printing on A4 and US Letter paper. Consequently, the reports print well on paper of similar width, such as US Legal, Folio, and German Standard and Legal Fanfold.

When a print preview screen is opened, the report is displayed with the default paper size set for the [default printer](#). Page size may be reset in the Page Setup dialog box, opened by choosing the Page Setup command from the screen menu. The new setting applies only for the current print job, however. The default setting is changed by changing the paper size setting for the [default printer](#) in Windows.

Setting the default paper size in Windows 95

- 1** On the taskbar, click **Start**, point to **Settings**, and then click **Printers**.
- 2** Right-click the icon for the default printer, and then choose **Properties** from the shortcut menu. The printer's **Properties** dialog box opens.
- 3** Select the **Paper** tab. Select the new paper size in the **Paper size** panel and click OK.

Setting the default paper size in Windows NT

- 1** On the taskbar, click **Start**, point to **Settings**, and then click **Printers**.
- 2** Right-click the icon for the default printer, and then choose **Document Defaults** from the shortcut menu. The printer's **Document Properties** dialog box opens.
- 3** On the **Page Setup** tab, select the new paper size from the **Paper Size** combo and click OK.

30 Windows Features
03 Taskbar

Up one
level

The screens in Karavan Accounts are designed for display with the Windows Taskbar sitting horizontally at the foot of the monitor display area. Placing the Taskbar vertically at the left or right edge of the display area makes it difficult to work with Karavan Accounts screens.

Karavan Accounts will display without problem with the Taskbar set to **Auto hide**. However, moving the taskbar manually while Karavan Accounts is open, or changing the Windows Taskbar settings, will disturb the display of the screen currently open. As a rule, closing and reopening the screen in question will reset the display to accommodate the new configuration. On some occasions it may be necessary to close and relaunch the application.

30 Windows Features
04 Keyboards, copy and paste

Up one
level

Karavan Accounts is designed for use with most keyboard languages and layouts. It should function correctly with the different alphabets, characters and diacritics associated with most of the keyboards available with Microsoft Windows.

The copy and paste functions are available to the user on nearly all Karavan Accounts screens. If a character or diacritic is required which is not available from one or other of the keyboard layouts installed on a given computer, the character may normally be copied from a utility such as the standard **Character Map** Windows accessory and pasted into a Karavan Accounts field. The standard Windows Alt key combinations, such as **Alt+0215** giving the times or multiply character **×** as in **4×5=20**, are also available.

30 Windows Features
05 Moving between fields

Up one
level

To move between fields on Karavan Accounts screens, the Enter or Tab keys should normally be used. This is faster than using the mouse.

Many fields are supplied with an input mask for greater accuracy and ease of data entry. To enter the date **January 1st, 1999**, for example, it is only necessary to type six digits (eg **990101** with Swedish settings). This displays as **99-01-01**, the hyphens being automatically added by the input mask. If no input mask were available, it would be necessary to enter all eight characters, including hyphens.

When moving to a field with an input mask, using the Enter or Tab keys automatically places the cursor at the beginning of the field. Using the mouse, the cursor is placed at the point where the mouse click occurs. This is frequently not at the beginning of the field. If data is then entered, without first using the Backspace or Home keys to travel to the beginning of the field, an error will occur which will trigger a system message requiring the user to re-enter the data.

32 Installation and Maintenance Contents

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- 32.01 [Installation](#)
- 32.02 [Registration](#)
- 32.03 [Maintenance](#)
- 32.04 [Uninstallation](#)

Related Topics

- 03.29 [Compact File menu command](#)
- 03.30 [Compact File dialog box](#)
- 03.47 [Read Registration Key menu command](#)
- 03.48 [Enter Enabling Key menu command](#)

32 Installation and Maintenance 01 Installation

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level](#)

Karavan Accounts, version 20xx for use with Microsoft Access 2000, is distributed in a self-extracting zip file called [K20Setup.exe](#). To install, simply click on [K20Setup.exe](#) or launch the file from the [Run](#) dialog box available from the Windows Start menu.

The installation program suggests that components be installed in folder [Karavan](#) on drive C. The folder name may be changed but all components must be installed in the same folder for the application to work.

Installation in a multi-user environment

In a multi-user environment, the installation package must be installed on each workstation. [Data files](#) and [translation rates files](#) created by the application are installed instead on a server.

Although the Karavan Accounts application itself may be opened over a network (that is, a copy of the application installed on one workstation or server may be opened on another workstation), the application will not function properly in this way. This is because the application takes the settings necessary for its correct functioning from the Windows registry of the computer on which it is installed. To function correctly, Karavan Accounts must be installed and used on the same machine.

Microsoft Access 97

A version of Karavan Accounts for use with Microsoft Access 97 is also available. Visit www.hhkaravan.com and download the file [K97Setup.exe](#) from the [Download Free Trial](#) page.

Karavan Accounts is distributed in a demonstration version which is fully functional, but which will not work with [data files](#) containing more than about 700 [records](#). To remove this limit, a license to use Karavan Accounts must be purchased and the application must be registered.

On registration, the user is provided with an Enabling Key which opens the application for use with data files of any size. Data already entered is not lost. The user may continue to use data files entered with an unregistered copy of Karavan Accounts.

Purchasing and registering Karavan Accounts

For up-to-date information on how to purchase and register Karavan Accounts, visit www.hhkaravan.com and go to the [Register](#) page. Orders may be placed by secure online web page, email, fax or postal mail. Payment may be made by check, credit card, First Virtual or bank-to-bank transfer.

Whatever the method, a license must be purchased for each copy of Karavan Accounts, and each copy must be individually registered for the computer on which it is installed.

The registration procedure is as follows.

- 1** Install a copy of (the demonstration version of) Karavan Accounts on the computer on which you wish to use it.
- 2** Select the [Read Registration Key](#) command from the Switchboard [Karavan](#) menu. The [Read Registration Key](#) message box opens. This gives the [Registration Key](#) to be quoted for the registration of the particular copy of Karavan Accounts on the particular computer.

The key consists of digits, capital letters and hyphens, as in the example: [4F64-2120-1131](#).

- 3** Decide on your method of purchase. Whatever the method, as part of the purchase procedure, you will be asked to submit your Registration Key. If more than one Karavan Accounts copy / computer is to be registered, submit the Registration Key generated on each computer.
- 4** For each Registration Key submitted, a corresponding [Enabling Key](#) will be supplied by Humphreys and Humphreys. The Enabling Key also consists of digits, capital letters and hyphens, as in the example: [DB42-51C2](#).

To enter the key, select the [Enter Enabling Key](#) command from the Switchboard [Karavan](#) menu. The [Enter Enabling Key](#) dialog box opens. From the keyboard, enter the key [exactly](#) as given, including hyphens. Note that the key is [case-sensitive](#). Press the OK button. A message announces that registration was successful.

- 5** Once registered, the Switchboard [Karavan](#) menu no longer

includes the **Read Registration Key** and **Enter Enabling Key** commands. Karavan Accounts continues to function exactly as before, but with data files of any size.

32 Installation and Maintenance
03 Maintenance

[Up one level](#)

The Karavan Accounts application is a Microsoft Access database, as are the [data](#) and [translation rates](#) files with which the application works.

In use, Microsoft Access databases can become fragmented, occupying more disk space than necessary and operating at less than optimal speed. Facilities are available in Microsoft Access to compact fragmented databases.

Similarly, Microsoft Access databases can be damaged, typically by a power outage, and a facility is also provided to repair such databases. In earlier editions of Microsoft Access, the two facilities were separate but routinely performed together. In Microsoft Access 2000, the two facilities have been combined into a single operation.

Data and translation rates files

Because Karavan Accounts data files are protected, they may not be compacted using the Microsoft Access facility direct. The **Compact File** utility provided in the application must be used. To launch the utility, select [Compact File](#) from the Switchboard **File** menu. This opens the [Compact File dialog box](#).

Any Karavan Accounts data or translation rates file may be compacted using this utility, including files which are currently linked to the application.

The Karavan Accounts application file

Microsoft Access 2000 introduced the possibility of compacting a database each time it is closed. It is therefore no longer necessary for the user to compact the Karavan Accounts application itself.

Note that, because of the compacting operation, the Microsoft Access 2000 version of Karavan Accounts takes a little longer to close than the Microsoft Access 97 version.

Because Karavan Accounts is a Microsoft Access application, and not a program, it may be deleted like any other file in Windows Explorer or My Computer. For assistance, consult [To delete a file or folder](#) in Windows Help.

To delete the shortcuts placed on the Start Menu during installation, follow these steps.

- 1** On the Windows Taskbar, press the **Start** button and point to **Settings**. From the submenu, choose **Taskbar** or **Taskbar & Start Menu**, depending on your edition of Windows. The **Taskbar Properties** dialog box opens.
- 2** Select the **Start Menu Programs** tab. In the upper panel, called **Customize Start Menu**, press the **Remove** button. The **Remove Shortcuts/Folders** dialog box opens.
- 3** Select the **Karavan Accounts** folder and press the **Remove** button at the foot of the dialog box. A message appears asking for confirmation of the delete operation. Click **Yes**.
- 4** Click **Close** to close the **Customize Start Menu** dialog box. Click **OK** to close the **Taskbar Properties** dialog box.

Compact File menu command

The Compact File menu command is used to repair and compact Microsoft Access databases (files with extension `.mdb`).

Consult [03.29 Compact File menu command](#).

Copy Libraries menu commands

The Copy Libraries menu commands are used to copy the contents of libraries from one data file to another.

Consult [03.31 Copy Libraries menu commands](#).

Import Journal menu command

The Import Journal menu command is used to import journals which have been saved as Microsoft Excel files. The utility imports the data and adds it to the data file attached to the application as a new journal.

Consult [03.33 Import Journal menu command](#).

Import Translations menu command

The Import Translations menu command is used to import custom translations which have been saved as Microsoft Excel files. The utility imports the translations and updates the translation fields in the data file attached to the application.

Consult [03.34 Import Translations menu command](#).

Exit menu command

The Exit menu command closes the application. The command is an alternative to using the toolbar button which closes the application in the same way.

Consult [03.49 Exit menu command](#).

Application Password menu command

The Application Password menu command is used to set (and unset) a password for the Karavan Accounts application.

Consult [03.40 Application Password menu command](#).

Configure User Access menu command

The Configure User Access menu command is used to set (and unset) a password governing access to data input.

Consult [03.41 Configure User Access menu command](#).

Date Validation menu command

The Date Validation menu command is used to set (and unset) validation criteria for Entry and Due Dates.

Consult [03.43 Date Validation menu command](#).

About Karavan Accounts menu command

The About Karavan Accounts menu command produces a copyright and version number notice.
Consult [03.45 About Karavan Accounts menu command](#).

License menu command

The License menu command produces a notice setting out the license on which Karavan Accounts is distributed and used.

Consult [03.46 License menu command](#).

Read Registration Key menu command

The Read Registration Key and Enter Enabling Key menu commands are used to register a copy of Karavan Accounts.

Consult [03.47 Read Registration Key menu command](#).

Enter Enabling Key menu command

The Read Registration Key and Enter Enabling Key menu commands are used to register a copy of Karavan Accounts.

Consult [03.48 Enter Enabling Key menu command](#).


T Close
Closes the application.

Karavan Help menu command

Choosing the Karavan Help menu command opens Karavan Help, either at the Contents page for the screen in question or at the main Contents page.

Consult [Chapter 1 : How to use Karavan Help](#).

What's This? menu command

Choosing the What's This? menu command changes the cursor to . Pointing with the cursor and clicking on a control on the screen brings up Help on the control in question if it is available. Clicking on the screen background opens Karavan Help at the Contents page for the screen. Clicking on a menu command or a toolbar button brings up Help on the command or button. Consult [Chapter 1 : How to use Karavan Help](#).

Undo menu command

Depending on the screen and the position of the cursor, this menu command either undoes text or deletes the current record.

Page Setup menu command

Opens the standard Windows Page Setup dialog box.

Paper Size may be set in the Page Setup dialog box. A new setting applies only for the current print job, however. The default setting is changed by changing the paper size setting for the [default printer](#) in Windows, as explained in [Default paper size](#).

Print Dialog menu command

Opens the standard Windows Print dialog box.

T First Record
Moves to the first record.

T Previous Record

Moves to the record immediately before the current record.

T Next Record

Moves to the record immediately following the current record.

T Last Record
Moves to the last record.

T New Record

Moves to a blank new record.

T Delete Record

Deletes the current record.

T Save and Close

Permanently saves new entries, changes and deletions and exits.

T Close without Saving

Discards new entries, changes and deletions and exits.

T New Record

Moves to a filled new record.

T Open/Close Transaction Rates

Opens or closes the fields used to enter translation rates and equivalents.

T Save and open blank New Journal

Saves a completed journal and opens a new, blank journal.

T Save and open filled New Journal

Saves a completed journal and opens a new journal filled with values copied from the journal just saved.

T Allocation Screen

Moves to the Allocation Screen. The Entry Screen is not closed and no data is lost.

T Save and Close

Saves changes to the journal and exits to the Switchboard.

T Close without Saving

Exits to the Switchboard without saving changes to the journal.

T New Currency

Opens the Currencies Screen so that a new currency may be added to the Currencies Library.

T New Account

Opens the Accounts Screen so that a new account may be added to the Accounts Library.

T New Analysis Code

Opens the Analysis Codes Screen so that a new analysis code may be added to the Analysis Codes Library.

T New Description

Opens the Descriptions Screen so that a new description may be added to the Descriptions Library.

T Save and Close

Saves a completed journal and exits to the Switchboard.

T Close without Saving

Exits to the Switchboard without saving data entered.

T Close

Closes the Search Engine and exits to the Switchboard.

T Account Listing

Opens the Account Listing print preview screen.

T Account Balances Listing

Opens the Account Balances Listing print preview screen.

T Open Allocation Screen

Closes the Search Engine and opens the Allocation Screen.

T Allocation Journal (No page breaks)

Opens the Allocation Journal Listing print preview screen.

The listing shows all allocation journals selected, without a page break between one journal and the next.

T Allocation Journal (Page breaks)

Opens the Allocation Journal Listing print preview screen.

The listing shows all allocation journals selected, starting a new page for each journal.

T Find last Allocation

Utility which reports the last allocation journal number used.

T Journal (No page breaks)

Opens the Journal Listing print preview screen.

The listing shows all journals selected, without a page break between one journal and the next.

T Journal (Page breaks)

Opens the Journal Listing print preview screen.

The listing shows all journals selected, starting a new page for each journal.

T Find last Journal

Utility which reports the last journal number used.

T Open View Screen

Closes the Search Engine and opens the View Screen.

T Find straddling Journals

Utility which finds journals with entry dates coming before and after a specified date.

T Find straddling Allocations

Utility which finds allocation journals with entry dates coming before and after a specified date.

T Delete Allocation

Utility which deletes an allocation journal.

T Allocate

Allocates all items entered in any currency on a range of accounts.

T Close

Closes the View Screen and exits to the Switchboard.

T Close

Closes the Allocation Screen and exits to the Switchboard.

T Return to Search Engine

Closes the View Screen and exits to the Search Engine.

T Return to Search Engine

Closes the Allocation Screen and exits to the Search Engine.

T Find

Opens the Find dialog box.

T Sort Ascending

Sorts the records on the screen in ascending order.

T Sort Descending

Sorts the records on the screen in descending order.

T Remove Sort

Restores the order of the records to that obtaining when the screen opened.

T Allocate

Allocates the items selected for allocation.

T Allocate All

Allocates all items on the Allocation Screen.

T Entry Screen

Moves to the Entry Screen. The Allocation Screen is not closed and no data is lost.

T Replace

Opens the Replace dialog box.

T Filter by Selection

Applies a filter to the View Screen so that only certain records are displayed.

T Remove Filter

Removes the current View Screen filter so that all records are displayed.

T Report

Opens the dialog box that leads to the General Purpose Report print preview screen.

T Output xls (for MS Excel)

Exports the data displayed on the View Screen to a spreadsheet file in xls format (used by Microsoft Excel).

Consult [Chapter 22 : Microsoft Excel export files](#) for details.

T Save and Close

Permanently saves new entries, changes and deletions and exits to the Switchboard.

T Close without Saving

Discards new entries, changes and deletions and exits to the Switchboard.

T Output xls (for MS Excel)

Exports data to a spreadsheet file in xls format (used by Microsoft Excel).
Consult [Chapter 22 : Microsoft Excel export files](#) for details.

T Close
Exits to the Switchboard.

T **Return to Search Engine**
Exits to the Search Engine.

T **Return to View Screen**
Exits to the View Screen

T Print

Prints the listing. If print setup is to be changed, choose Page Setup and Print from the Menu instead.

T Print

Prints the trial balance. If print setup is to be changed, choose Page Setup and Print from the Menu instead.

T Zoom

Toggles between different views set with Zoom Control.

Zoom Control

Lists the available Zoom options.

T Output xls (Check Translations)

Exports all the data included in the report to a spreadsheet file in xls format (used by Microsoft Excel). Consult [Chapter 22 : Microsoft Excel export files](#) for details.

T Output xls (Re-importable)

Exports a selection of the data included in the report to a spreadsheet file in xls format (used by Microsoft Excel). The file may be reimported into Karavan Accounts. Consult [Chapter 22 : Microsoft Excel export files](#) for details.

T Output xls (Check Translations)

Exports all the data included in the trial balance to a spreadsheet file in xls format (used by Microsoft Excel).

Consult [Chapter 22 : Microsoft Excel export files](#) for details.

T Output xls (Long Re-importable)

Exports a selection of the data included in the trial balance to a spreadsheet file in xls format (used by Microsoft Excel). The file may be reimported into Karavan Accounts.

Consult [Chapter 22 : Microsoft Excel export files](#) for details.

T Output xls (Short Re-importable)

Exports a selection of the data included in the trial balance to a spreadsheet file in xls format (used by Microsoft Excel). The file may be reimported into Karavan Accounts.
Consult [Chapter 22 : Microsoft Excel export files](#) for details.

T Output xls (Finstats Re-importable)

Exports a selection of the data included in the trial balance to a spreadsheet file in xls format (used by Microsoft Excel). The file may be reimported into Karavan Accounts.

Consult [Chapter 22 : Microsoft Excel export files](#) for details.

T Print

Prints the report. If print setup is to be changed, choose Page Setup and Print from the Menu instead.

Export Accounts Plan menu command

The Export Accounts Plan menu command is used to export the contents of the Accounts Library as a Microsoft Excel file.

Consult [03.35 Export Accounts Plan menu command](#).

Change Accounts Plan menu command

The Change Accounts Plan menu command is used to edit the entries of the Accounts Library together with corresponding entries in the accounting records.

Consult [03.36 Change Accounts Plan menu command](#).

Export Analysis Codes menu command

The Export Analysis Codes menu command is used to export the contents of the Analysis Codes Library as a Microsoft Excel file.

Consult [03.37 Export Analysis Codes menu command](#).

Change Analysis Codes menu command

The Change Analysis Codes menu command is used to edit the entries of the Analysis Codes Library together with corresponding entries in the accounting records.

Consult [03.38 Analysis Codes menu command](#).

Deletions menu command

The Deletions menu command deletes all allocated records from a linked data file.
Consult [03.39 Deletions menu command](#).

23 User Access Contents

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- 23.02 [Passwords](#)
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Related Topics

- 03.41 [Configure User Access menu command](#)
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23 User Access 01 Overview

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In Karavan Accounts, access to the buttons, toolbar buttons and menu commands which lead to screens or utilities used for data input, or to edit or delete existing data, may be restricted by password.

The password is entered, and the buttons and commands to which it will apply are selected, in the [Configure User Access dialog box](#).

When a user chooses a button or command for which a password has been set, the [User Access Password dialog box](#) appears. The correct password must be given to proceed. Password validation may be suspended by a password holder for the duration of the current session, that is until the application is closed, but it is automatically reinstated the next time Karavan Accounts is launched.

Effect of password validation

It should be noted that the password limits user access for the single copy of Karavan Accounts for which it is set. The level of security thereby afforded is **low**, because Karavan Accounts data files may be opened with any copy of the application.

The principal purpose of password validation is to limit casual error. Many of the utilities available in Karavan Accounts are extremely powerful, the [Deletions](#) utility for example, and can alter accounting records irreversibly.

The full list of screens and dialog boxes covered by User Access validation is given in the section after next. If access is restricted for all of them, the effect is to turn the particular copy of Karavan Accounts into a viewer, that is an application which is fully capable of retrieving, viewing, printing out data and so on, but which cannot be used for data input.

23 User Access
02 Passwords

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Passwords may contain alphabetic and numeric characters only, and must not exceed 15 characters in length. Passwords are not [case-sensitive](#).

Passwords are set, and changed, in the [Configure User Access dialog box](#).

Passwords are checked and validated in the [User Access Password dialog box](#).

The table below shows the screens and dialog boxes to which user access may be restricted by password. On the right are listed the buttons, toolbar buttons and menu commands which give access to them.

<u>Screen or Dialog</u>	Location and caption of button, toolbar button or menu command giving access
Currencies Screen	Switchboard Currencies Library button Entry Screen New Currency toolbar button Edit Journal Screen New Currency toolbar button
Accounts Screen	Switchboard Accounts Library button Entry Screen New Account toolbar button Edit Journal Screen New Account toolbar button
Analysis Codes Screen	Switchboard Analysis Codes Library button Entry Screen New Analysis Code toolbar button Edit Journal Screen New Analysis Code toolbar button
Descriptions Screen	Switchboard Descriptions Library button Entry Screen New Description toolbar button Edit Journal Screen New Description toolbar button
Headers Screen	Switchboard Headers Library button
Footers Screen	Switchboard Footers Library button

[Data File Settings Dialog](#) [Switchboard](#) [Data File Settings button](#)

[Translation Rates Tables Dialog](#) [Switchboard](#) [Translation Rates Tables button](#)
leading to [Average Translation Rates Screen](#)
and to [Closing Translation Rates Screen](#)

[Entry Screen](#) [Switchboard](#) [Entry button](#)
[Allocation Screen](#) [Entry Screen toolbar button](#)

[Edit Data File Dialog](#) [Switchboard](#) [Edit Data File button](#)

[Edit Journal Screen](#) [Switchboard](#) [Edit Journal button](#)

[Transfer Balances Dialog](#) [Switchboard](#) [Transfer Balances button](#)

[End of Period Closing Dialog](#) [Switchboard](#) [End of Period Closing button](#)

[Copy Libraries Dialog](#) [Switchboard](#) [Copy Libraries menu commands](#)

[Select MS Excel File Dialog](#) [Switchboard](#) [Import Journal menu command](#)
leading to [Import Journal Utility](#)

[Select MS Excel File Dialog](#) [Switchboard](#) [Import Translations menu command](#)
leading to [Import Translations Utility](#)

[Select MS Excel File](#) [Switchboard](#) [Change Accounts Plan menu](#)

Dialog leading to Change Accounts Plan Utility		command
Select MS Excel File Dialog leading to Change Analysis Codes Utility	Switchboard	Change Analysis Codes menu command
Deletions Dialog	Switchboard	Deletions menu command
Allocation Screen and also Ultra-Fast Allocations Utility	Search Engine	Allocation button
Delete Allocations Dialog Box	Search Engine	Delete Allocation toolbar button

23 User Access

04 User Access Password dialog box

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The User Access Password dialog box is laid out in a standard Windows manner, with an input box for the password and Cancel and OK buttons.

If the Cancel button is pressed, or the correct password is not supplied, a message box informs the user that access is denied.

If the correct password is given, a new dialog box appears announcing the fact. The user is then given three choices: to suspend validation for the rest of the session, that is until the application is closed, to maintain validation unaltered, or to maintain validation without being offered the three choices again.

If the user chooses to suspend validation, it is automatically reinstated the next time Karavan Accounts is launched.

