

- 01 [Create a new data file](#)
- 02 [Enter currencies in the Currencies Library](#)
- 03 [Set Data File Settings](#)
- 04 [Enter accounts in the Accounts Library](#)
- 05 [Enter analysis codes in the Analysis Codes Library](#)
- 06 [Enter descriptions in the Descriptions Library](#)
- 07 [Enter headers in the Headers Library](#)
- 08 [Enter footers in the Footers Library](#)
- 09 [Copy libraries from one data file to another](#)
- 10 [Preview and print a library listing](#)
- 11 [Enter a journal](#)
- 12 [Link data and translation rates files](#)
- 13 [Preview and print a journal listing](#)
- 14 [Take out a multi-currency trial balance](#)
- 15 [Take out a closing rate trial balance](#)
- 16 [Enter opening balances](#)
- 17 [Preview and print an allocation journal listing](#)
- 18 [Compact and copy a data file](#)
- 19 [Edit a journal](#)
- 20 [Enter opening balances with translations](#)
- 21 [Cross-currency entries](#)
- 22 [Preview and print an account listing](#)
- 23 [Find data with the Search Engine](#)
- 24 [View data on the View Screen](#)
- 25 [Produce a statement of account](#)
- 26 [Save a selection of data from the View Screen](#)
- 27 [Import saved data to the View Screen](#)
- 28 [Take out a full trial balance](#)
- 29 [Check trial balance translations](#)
- 30 [View financial results](#)
- 31 [Translation rates tables](#)
- 32 [Produce a translated report](#)
- 33 [Normal and fast allocation](#)
- 34 [Allocation during data entry](#)
- 35 [Ultra-fast allocation](#)
- 36 [Close books of account](#)
- 37 [Re-open books of account](#)
- 38 [Re-open books of account with a new data file](#)

Lesson Create a new data file
01

Objective

To create a new, blank [data file](#), located in a new folder.

Sequence of operations

- 1** On the [Switchboard](#), press the [Attach Data File button](#). The [Attach Data File dialog box](#) opens.
- 2** Click in the Directory box until only the drive letter is shown. Example: **C:**
- 3** Press the New Folder button.
- 4** Type **Tutorial** in the New Folder Name box and press OK.
- 5** Press the New Data File button.
- 6** Type **DemoData** in the New Data File Name box and press OK. A message appears advising that settings are blank. Press OK. A second message announces that the application has been successfully linked to the new data file located in the new folder. Click OK. At the top of the screen, the caption **Linked but No Settings** appears.

Situation

The application is linked to the new data file. Settings must now be set but, as an important setting is our choice of base-currency, entering currencies in the Currencies Library must come first.

Relate

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Karava

n Help

Topics

03.23 [Attach Data File button](#)

03.24 [Attach Data File dialog box](#)


31.10 [Data Files](#)

Lesson Enter currencies in the Currencies
02 Library

Objective

To enter currencies in the [Currencies Library](#), including our base-currency.

Sequence of operations

- 1 Press the [Currencies Library button](#). The [Currencies Screen](#) opens.
- 2 Scroll to the bottom of the [Reference List](#). Click on the line **USD United States Dollar**. The entry is copied to the [Saved List](#). Repeat the operation for the German Mark, the Japanese Yen and the Swiss Franc.
- 3 The cursor is in the [Currency Code field](#). Type in the code **OIP** and press the keyboard Enter key.
- 4 The cursor is now in the [Currency Caption field](#). Type in the caption **Offshore Islands Pound** and press the keyboard Enter key.
- 5 Press the  **Save and Close** toolbar button. The Currencies Screen closes.

Situation

We are now ready to set Data File Settings.

Related Karavan Help Topics

- 03.02 [Currencies Library button](#)
- 04 [Currencies Screen](#)
- 24 [Libraries and their use](#)

Lesson Set Data File Settings
03

Objective

To set Data File Settings.

Sequence of operations

- 1 Press the [Data File Settings button](#). The [Data File Settings dialog box](#) opens.
- 2 Type **Demo Inc** in the Short Title box, **Demonstration Incorporated** in the Long Title box, **1, This Street, That Town, Offshore Islands** in the First Address Line box, and **Tel 123 456 Fax 789 012 Email here@there** in the Second Address Line box.
- 3 Select **USD United States Dollar** from the [Base-Currency combo](#).
- 4 Click the OK button. The dialog box closes. At the top of the screen, the caption **Linked but No Settings** is replaced by our short title **Demo Inc**.

Situation

We are now ready to make entries in the remaining [libraries](#).

Relate

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Karava

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Topics

03.08 [Data File Settings button](#)

23 [Data File Settings dialog box](#)

Objective

To open accounts which we will need in this tutorial. This is done by storing the accounts in the [Accounts Library](#).

Sequence of operations

- 1 Press the [Accounts Library button](#). The [Accounts Screen](#) opens.
- 2 The cursor is in the [Account Code field](#). Type in the code **11001** and press the keyboard Enter key.
- 3 The cursor is now in the [Account Caption field](#). Type in the caption **Office Equipment 1995** and press Enter.
- 4 The cursor is now in the [Translation field](#). No entry is required, so press Enter.

Note The Translation field is used to determine the default method of translation for each account, at Closing or Average translation rates. As this is a fixed asset account, neither default method will normally be used, amounts being booked in base-currency or at specific transaction translation rates. Consult [Chapter 25 : Translations in Karavan Accounts](#).

- 5 The cursor is now in the [Group Level 1 field](#). Type in the caption **Fixed Assets and Depreciation** and press Enter.
- 6 The cursor is now in the [Group Level 2 field](#). Type in the caption **Office Equipment** and press Enter.
- 7 The cursor is now in the [Group Level 3 field](#). Type in the caption **Office Equipment : Cost**, press Enter to return to the Account Code field, and then press the

*** New Record**

toolbar button. A new, blank record appears. Account **11001 Office Equipment 1995** is listed in both the [Saved List by Code](#) and the [Saved List by Caption](#).

Situation

We have opened the first account and entered associated captions. We are ready to open the second account.

Sequence of operations, continued

- 8 The cursor is in the [Account Code field](#). Type in the code **11004** and press the keyboard Enter key.
- 9 The cursor is now in the [Account Caption field](#). Type in the caption **Office Equipment 1998** and press Enter.
- 10 The cursor is now in the [Translation field](#). In the Group Level fields, the captions already entered have reappeared because the first three digits of our second account code are identical to the first three digits of our first account code. No entry is required in the Translation field, so press the

New Record

toolbar button. A new, blank record appears.

Situation

We have opened two balance sheet accounts. We will now open an expense account.

Sequence of operations, continued

11 The cursor is in the [Account Code field](#). Type in the code **8021** and press the keyboard Enter key.

12 The cursor is now in the [Account Caption field](#). Type in the caption **Financial Expenses : Bank Interest Payable** and press Enter.

13 The cursor is now in the [Translation field](#). As this is an expense account, and will normally be translated using monthly average exchange rates, enter **A** for **Average** and press Enter.

14 The cursor is now in the [Group Level 1 field](#). Type in the caption **Expenses** and press Enter.

15 The cursor is now in the [Group Level 2 field](#). Type in the caption **Expenses** again, and press Enter.

16 The cursor is now in the [Group Level 3 field](#). Type in the caption **Financial Expenses**, press Enter.

17 Press the

Save and Close

toolbar button. The Accounts Screen closes.

Situation

We have entered three accounts. More accounts are required. The user may choose to enter these manually, following the list given in the Microsoft Excel file [Library.xls](#), worksheet [Accounts](#), included in the folder [C:\Karavan\DemoData](#). Alternatively, the user may copy the remaining accounts in [Lesson 09 : Copy libraries from one data file to another](#).

Relate

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Karava

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Topics

03.03 [Accounts Library button](#)

05 [Accounts Screen](#)

05.03.0 [Group Level Fields](#)

2

24 [Libraries and their use](#)


25 [Translations in Karavan Accounts](#)

Lesson 05 Enter analysis codes in the Analysis Codes Library

Objective

To enter the analysis codes which we will need in this tutorial in the [Analysis Codes Library](#).

Sequence of operations

- 1 Press the [Analysis Codes Library button](#). The [Analysis Codes Screen](#) opens.
- 2 The cursor is in the [Analysis Code field](#). Type in the code **00199L** and press the keyboard Enter key.
- 3 The cursor is now in the [Analysis Caption field](#). Type in the caption **Soya 1** and press the keyboard Enter key.
- 4 Press the  **Save and Close** toolbar button. The Analysis Codes Screen closes.

Situation

We have entered the first of the analysis codes which we will need. More are required. The user may choose to enter these manually, following the list given in the Microsoft Excel file [Library.xls](#), worksheet **AnalysisCodes**, included in the folder **C:\Karavan\DemoData**. Alternatively, the user may copy the remaining analysis codes in [Lesson 09 : Copy libraries from one data file to another](#).

Relate

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Karava
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Topics



- 03.04 [Analysis Codes Library button](#)
- 06 [Analysis Codes Screen](#)
- 24 [Libraries and their use](#)

Lesson 06 Enter descriptions in the Descriptions Library

Objective

To enter the standard descriptions which we will use in this tutorial in the [Descriptions Library](#).

Sequence of operations

- 1 Press the [Descriptions Library button](#). The [Descriptions Screen](#) opens.
- 2 The cursor is in the [Description field](#). Type in the description **Asian Bank letter of credit commission** and press the  **New Record** toolbar button. A new, blank record appears.
- 3 Type in the description **Power bill for the month of**.
- 4 Press the  **Save and Close** toolbar button. The Descriptions Screen closes.

Situation

We have entered two of the descriptions which we will need. More are required. The user may choose to enter these manually, following the list given in the Microsoft Excel file [Library.xls](#), worksheet **Descriptions**, included in the folder **C:\Karavan\DemoData**. Alternatively, the user may copy the remaining descriptions in [Lesson 09 : Copy libraries from one data file to another](#).

Related Karavan Help Topics


- 03.05 [Descriptions Library button](#)
- 07 [Descriptions Screen](#)
- 24 [Libraries and their use](#)

Lesson 07 Enter headers in the Headers Library

Objective

To enter the headers which we will use in this tutorial in the [Headers Library](#).

Sequence of operations

- 1 Press the [Headers Library button](#). The [Headers Screen](#) opens.
- 2 The cursor is in the [Line 1 field](#). Type in **Belgian Coffee SA** and press the keyboard Enter key.
- 3 The cursor is in the [Line 2 field](#). Type in **Rue des Menus Loisirs 321** and press the keyboard Enter key.
- 4 The cursor is in the [Line 3 field](#). Type in **Bruxelles** and press the keyboard Enter key.
- 5 The cursor is in the [Line 4 field](#). Type in **Belgium** and press the keyboard Enter key.
- 6 Press the  **Save and Close** toolbar button. The Headers Screen closes.

Situation

We have entered one of the headers which we will need. More are required. The user may choose to enter these manually, following the list given in the Microsoft Excel file [Library.xls](#), worksheet **Headers**, included in the folder **C:\Karavan\DemoData**. Alternatively, the user may copy the remaining headers in [Lesson 09 : Copy libraries from one data file to another](#).

Relate

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Karava

n Help

Topics

03.06 [Headers Library button](#)

08 [Headers Screen](#)

24 [Libraries and their use](#)


Lesson Enter footers in the Footers
08 Library

Objective

To enter the footers which we will use in this tutorial in the [Footers Library](#).

Sequence of operations

1 Press the [Footers Library button](#). The [Footers Screen](#) opens.

2 The cursor is in the [Footer field](#). Type in the footer **Please pay to our order at German Bank, Marktplatz 65, D-98754 Frankfurt/Donau, Bayern, Germany (BLZ: 990011 SWIFT: ALGB DFD) for credit to our account number 987-654-321.** as a single line, and press the  **New Record** toolbar button. A new, blank record appears.

3 Type in the footer **Please pay to our order at Offshore Bank, Stock Exchange Square, OI-1234 Capital City, Offshore Islands (SWIFT: UB OI) for credit to account number 123-456-789.**

4 Press the  **Save and Close** toolbar button. The Footers Screen closes.

Situation

We have entered the footers which we will need, and completed the series of lessons covering the six library screens.

Related

Karavan Help Topics

03.07 [Footers Library button](#)
09 [Footers Screen](#)
24 [Libraries and their use](#)

Lesson 09 Copy libraries from one data file to another

Objective

To complete the library entries required for this tutorial by copying the remaining items.

Sequence of operations

- 1** Choose [Copy Libraries](#) from the Switchboard File menu. A sub-menu shows the options **Append** and **Replace**. In our particular case, either command will serve our purpose.
- 2** After choosing one of the sub-menu commands, a warning message appears. Click OK. The [Copy Libraries dialog box](#) opens. The dialog box is captioned **Source Data File**.
- 3** Click in the Directory box until only the drive letter **C:** is shown. From the folders shown in the Sub-Directories list, choose the **Karavan** folder. The list changes. Now choose the **DemoData** folder. From the **mdb** files shown in the Files list, choose **dData_01.mdb**. The caption of the dialog box changes to **Destination Data File**.
- 4** Click in the Directory box until only the drive letter **C:** is shown. From the folders shown in the Sub-Directories list, choose the **Tutorial** folder. From the Files list, choose **DemoData.mdb**. The dialog box closes. The success of the operation is announced with the message: **The libraries were copied successfully from C:\Karavan\DemoData\dData_01.mdb to C:\Tutorial\DemoData.mdb**. Cancel the message by clicking OK.

Situation

We have finished entering the libraries and may now preview and print the result.

Relate

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Karava

n Help

Topics

03.31 [Copy Libraries menu commands](#)

03.32 [Copy Libraries dialog box](#)

24 [Libraries and their use](#)

Lesson Preview and print a library listing
10

Objective

To preview and print our chart of accounts.

Note Users without a printer should consult the Karavan Help topic: [Previewing reports without a printer](#).

Sequence of operations

1 Press the [Library Listing button](#). The [Select Library dialog box](#) opens.

2 We may obtain a chart of accounts in six different ways. We will choose **Accounts Plan by Group Level 1**. To open the preview screen, select this option and click OK. Alternatively, double-click on the **Accounts Plan by Group Level 1** line. The dialog box closes and the [Library Listing print preview screen](#) opens.

3 We may view the listing on screen. To print the listing, press the



toolbar button. If print setup is to be changed, choose Page Setup and Print from the Menu instead.

Situation

Our libraries are complete and we are ready to proceed with data entry.

Related Karavan Help Topics

03.17 [Library Listing button](#)

17 [Library Listings](#)

31.25 [Previewing reports without a printer](#)

Objective


To learn how to enter accounting data, journal by journal.

The journals taken as examples here are journals number 1 and 2 from the [data file dData_01.mdb](#), included in the folder [C:\Karavan\DemoData](#). The content of these journals is discussed in [Lesson 16 : Enter opening balances](#).

Sequence of operations

1 Check that the application is correctly linked to the data file being used for this tutorial by pressing the [Check Data File Link button](#). A message box should report: **The application is correctly linked to: C:\Tutorial\DemoData.mdb**.

2 Press the [Entry button](#). The [Entry Screen](#) opens.

3 The cursor is in the Entry Date field of a blank record. The field name may be seen from the field key at the top of the screen, immediately below the toolbar. Right mouse click the record or screen background. A shortcut menu appears offering a choice between **Karavan Help** and **What's This?** Select **What's This?** The cursor changes to . Point at the Entry Date field where the text cursor is located and left click. A popup Help window appears giving the characteristics of the field.

Note Help may similarly be obtained for each record field, and for the boxes at the foot of the screen.

4 We now know that we must enter two digits for each of day, month and year in the Entry Date field. These are entered in the order specified in Regional Settings in the Windows Control Panel. In the United States, this order is likely to be month-day-year; in the United Kingdom, day-month-year; in Sweden, year-month-day. We need to enter the date January 1st, 1999, so Americans and British will normally type in **01 01 99**, while Swedes will enter **99 01 01**. Having entered the date, press the keyboard Tab or Enter key to move to the next field.

5 The cursor is in the Document Reference field. As we are entering an opening balance, we use the reference **OPENING**. Having entered this, press Tab or Enter.

6 The cursor is in the Due Date field. We do not wish to enter a value, so we press Tab or Enter to move to the Account Code field.

7 The account code which we wish to enter is **11001**. There are three ways to make the entry.

The first way is to type the code into the field from the keyboard and press Tab or Enter to move to the next field. If we do this, we see that the code **11001** is repeated in a box at the bottom of the screen. To the right, in the next box, the corresponding account caption **Office Equipment 1995** also appears. By using **What's This?**, we learn that these boxes are the Account Code Combo and the Account Caption Combo.

The second way of entering the code is to select it from the Account Code Combo, and the third way is to select the caption **Office Equipment 1995** from the Account Caption Combo. Both combos enter the account code into the Account Code field and move the cursor to the

Analysis Code field.

8 We do not wish to enter a value in the Analysis Code field, so we press Tab or Enter to move to the Currency Code field. We are about to enter an amount in US dollars, so here we wish to enter the code **USD**.

As with accounts, we may enter the currency code from the keyboard. If we do, the text **USD United States Dollar** appears in the second box from the left on the last row at the foot of the screen. This box is the Currency Code Combo, and it may also be used to enter a currency code and move the cursor to the next field.

9 Having entered the currency code, our cursor is now in the Description field. This may be filled from the keyboard, or by using the Description Combo on the first of the three rows at the foot of the screen.

We wish to enter the description **Opening Balance**. This is not a standard description stored in the Descriptions Library and, consequently, is not listed in the Descriptions Combo. We therefore enter the description from the keyboard and press the Tab or Enter key.

10 The cursor is now in the Debit Amount field. We enter the value **15000** from the keyboard (without a thousands separator).

Situation

The first record of our journal is complete. We will now enter the second.

Sequence of operations, continued

11 The data entered in the first record will be repeated, in the main, in the second. We therefore press the

 **New Record**

toolbar button, to open a new record filled with values copied from the first record.

12 The cursor is in the Account Code field of the second record, the only field not copied from the first. We enter the code **90001** corresponding to caption **Opening Balance Sheet, January 1st, 1999** and use the mouse to position the cursor at the end of the Description field.

13 The Description field has been filled but we wish to extend the text to read: **Opening Balance : A/c 11001 Office Equipment 1995**. We enter the additional text from the keyboard.


Situation

Nothing else is required to complete our second record, and the journal, as Credit Amount has been automatically filled by the system. We need to save this first journal and proceed with the second.

Instead of using the

 **Save and Close**

toolbar button to save the journal and exit to the Switchboard, we will use the

 **Save and open filled New Journal**

toolbar button. This copies values to the new journal in much the same way as we have already copied values down from one record to the next.

Before proceeding, however, we are going to double up on the labour saving by using the Windows clipboard as well.

Sequence of operations, continued

14 On the second record, highlight the description **Opening Balance : A/c 11001 Office Equipment 1995**. Hold down the **Ctrl** key and press the **C** key to copy the text to the Windows clipboard.


15 Click with the mouse anywhere on the first record. This selects it as the record to be copied to the new journal. Press the

 **Save and open filled New Journal** toolbar button. The system saves the first journal and opens the second.

Note While working on the same journal, clicking on a record similarly selects it as the record to be copied to a new record.

16 The cursor is in the Account Code field. We enter the code **11004** corresponding to caption **Office Equipment 1998** and use the Tab or Enter key to travel to the Debit Amount field.

17 In the Debit Amount field, we enter the value **4500** and press the

 **New Record** toolbar button, to open the next record.

18 The cursor is in the Account Code field. We enter the code **90001** corresponding to caption **Opening Balance Sheet, January 1st, 1999** and use the Tab or Enter key to travel to the Description field.

19 On entering the Description field, the existing text **Opening Balance** is highlighted. Hold down the **Ctrl** key and press the **V** key to paste in the text copied to the Windows clipboard at step 14 above. The result reads: **Opening Balance : A/c 11001 Office Equipment 1995**. Edit the last digit of the account code to **4** and the last digit of the year to **8**. The description now reads: **Opening Balance : A/c 11004 Office Equipment 1998**. Press the

 **Save and Close** toolbar button to save the journal and exit to the Switchboard.

Situation

We have learned how to enter accounting data and we have seen how Karavan Accounts is designed to save labour. By copying data from record to record and from journal to journal, by using the Windows clipboard to copy and paste, by exploiting the Descriptions Library, keyboard entry can be reduced to a minimum.

The second journal above, assuming that both account codes were entered from the keyboard, required a total of 18 keystrokes against the 134 keystrokes required to enter the same data entirely from the keyboard. This ratio of 13½ per cent gives an idea of the savings which may be achieved. In fact, more efficient ratios can be expected on longer journals.

We have made a start on our opening balances. We are going to follow the opening procedure over the next few lessons while learning other things along the way.

Relate

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Karava
n Help
Topics

03.12 [Entry button](#)
10 [Entry Screen](#)

Objective

We will soon be engaged in learning how to enter opening balances. The demonstration [data](#) and [translation rates](#) files, [dData_01.mdb](#) and [dRates.mdb](#), included in the folder [C:\Karavan\DemoData](#), contain opening journal entries which we will wish to examine and exchange rates which we will need. We must therefore learn how to link these files to the Karavan Accounts application.

Sequence of operations for data files

- 1 On the [Switchboard](#), press the [Attach Data File button](#). The [Attach Data File dialog box](#) opens.
- 2 Click in the Directory box until only the drive letter [C:\](#) is shown. From the folders shown in the Sub-Directories list, choose the [Karavan](#) folder. The list changes. Now choose the [DemoData](#) folder. From the [mdb](#) files shown in the Files list, choose [dData_01.mdb](#). The dialog box closes and a message announces: [The application has been successfully linked to: C:\Karavan\DemoData\dData_01.mdb](#).

Sequence of operations for translation rates files

- 1 On the [Switchboard](#), press the [Attach Rates File button](#). The [Attach Rates File dialog box](#) opens. Apart from the caption, this dialog box looks and functions exactly like the [Attach Data File dialog box](#).
- 2 As a rule, the linking procedure to follow is exactly the same as that given at step 2 above for data files. In this case, however, the dialog box opens at the folder we need and no navigation is necessary. This can be seen from the Directory box which displays the path: [C:\Karavan\DemoData](#).

From the [mdb](#) files shown in the Files list, choose [dRates.mdb](#). The dialog box closes and a message announces: [The application has been successfully linked to: C:\Karavan\DemoData\dRates.mdb](#).

Situation

The application is linked to the files we need. We are ready to look at the data they contain.

Relate

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Karava

n Help

Topics

- 03.23 [Attach Data File button](#)
- 03.24 [Attach Data File dialog box](#)
- 03.26 [Attach Rates File button](#)
- 03.27 [Attach Rates File dialog box](#)

Objective

The demonstration [data file dData_01.mdb](#), to which the application is now attached, contains opening journal entries. We will learn how to view and print out these journals.

Note Users without a printer should consult the Karavan Help topic: [Previewing reports without a printer](#).

Sequence of operations

1 Press the [Search Engine button](#). The [Search Engine](#) opens in [Regular Queries Mode](#).

2 Press the Journal Listing button in the centre of the last row at the foot of the screen. The Search Engine changes to [Journal Listing Mode](#).

3 To find out how many journals are contained in the data file, press the



toolbar button. A message tells us that **The last Journal Number used was: 45**. Click OK to cancel the message.

4 Press the



toolbar button. The Search Engine closes and the [Journal Listing print preview screen](#) opens.


5 The listing shows the journals contained in the data file in Journal Number order. We see that the first two journals are those taken as examples in [Lesson 11 : Enter a journal](#).

Note In this lesson, we wish to view the journal listing on screen. To print the listing, however, we would press the



toolbar button. If we wished to change print setup, we would choose Page Setup and Print from the Menu instead.

6 Scrolling to the foot of the page currently on screen, we find a key to the fields on display. We also find the name of the data file to which the application is attached, the date and time, the number of the current page and the total number of pages in the listing which we have opened.

7 At the foot of the screen are a set of standard Windows navigating buttons. The display shows that we are on page 1. Use the  navigating button to travel to the last page.

Scrolling up the last page we find the report's totals. These are the sum totals of all the journals contained in the listing, and are given currency by currency. On this or the previous page, we see that the last journal listed is indeed number 45.

Situation

We have previewed the journals contained in the data file to which the application is attached. But supposing we had wished to look at or print only journal number 2? Or journals 6 to 14?

Sequence of operations, continued

8 Press the

 **Return to Search Engine**

toolbar button. The journal listing print preview screen closes and the Search Engine opens again in Regular Queries Mode. Press the Journal Listing button to reset to Journal Listing Mode.

9 At the top of the screen we see a row entitled **Journal Number**. This is the [Journal Number input line](#). We wish to preview only journal number 2, so we proceed as follows.

9.1 Press the **Set** button at the left of the line. The button's caption changes to **Enter**.

9.2 Press the **Equals** button immediately to the right. The face of the button turns white. A single text box is opened at the end of the line. The mnemonic key to the right of the line now reads **Equal to number**.

9.3 Type in the digit **2** from the keyboard. Press the keyboard Enter key. The text box, which displays the number 2, is disabled. The caption of the button to the left of the line changes to **Clear**.

10 We have finished making our selection on the Journal Number input line, so we press the

 **Journal (No page breaks)**

toolbar button to see the result. The Search Engine closes and the Journal Listing print preview screen opens again. We find that the listing contains only journal number 2. We press the

 **Return to Search Engine**

toolbar button to return to the Search Engine, and open Journal Listing Mode.

11 This time we wish to select journals 6 to 14, so we proceed as follows.

11.1 Press the **Set** button at the left of the Journal Number input line. The button's caption changes to **Enter**.

11.2 Press the **Between** button. The face of the button turns white. Two text boxes are opened at the end of the line. The mnemonic key to the right reads **First / Last**.

11.3 Type in the digit **6** from the keyboard. Press the keyboard Enter key. The cursor moves from the first to the second text box. Type in the digits **14** and press the keyboard Enter key again. The text boxes are disabled. The caption of the button to the left of the line changes to **Clear**.

12 We have finished making our selection on the Journal Number input line, so we open the journal listing to see the result. This time, we find that the listing contains journals 6, 7, 8, 9, 10, 11, 12, 13 and 14. We press the

 **Close**

toolbar button to return to the Switchboard.

Note Had we wished to select journals 1 to 5, we would have used the **Before** button on the Journal Number input line, typing in the digit **6**. Had we wished to select all journals in the data file from number 40 onwards, we would have used the **After** button, typing in the digits **39** to include journal number 40 in our selection, or **40** to exclude it.

Situation

We have learned how to preview and print a journal listing.

The data file **dData_01.mdb**, to which the application is attached, contains the opening journal entries used in this tutorial. Those users who so wish may print out the full journal listing, re-attach to their tutorial data file **DemoData.mdb**, and proceed to enter more journals.

Relate

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Karava

n Help

Topics

- 03.13 [Search Engine button](#)
- 12 [Search Engine](#)
- 19 [Reports available from the Search Engine](#)
- 31.25 [Previewing reports without a printer](#)

Lesson Take out a multi-currency trial
balance

14

Objective

When we reach [Lesson 16 : Enter opening balances](#) we will need to know how to take out a trial balance.

In Karavan Accounts, three kinds of trial balance are used. This lesson covers the Multi-Currency Trial Balance which lists balances in original transaction currencies, without translation into [base-currency](#). The next lesson deals with the Closing Rate Trial Balance. The third type of trial balance, the Full Trial Balance, is left until [Lesson 28 : Take out a full trial balance](#).

Note Users without a printer should consult the Karavan Help topic: [Previewing reports without a printer](#).

Sequence of operations

1 Check that the application is still correctly linked to the demonstration data file to which we linked in [Lesson 12 : Link data and translation rates files](#) by pressing the [Check Data File Link button](#). A message box should report: **The application is correctly linked to: C:\Karavan\DemoData\dData_01.mdb.**

2 Press the [Trial Balances](#) button. The [Trial Balance Settings dialog box](#) opens.

3 Ignore all options and simply press the OK button. The trial balance [print preview screen](#) opens.

4 At the top of the first page we see the type of trial balance, the full path of the data file to which the application is attached and the last journal entered. We already know that the file contains 45 journals.

Scrolling down the page we see balances listed for each account, currency by currency. Account **30001 Dutch Tobacco BV**, for example, shows receivable amounts in both German marks and Japanese yen. **Note** that credit balances are shown as negative figures, thus **-12,500.00**, whereas debit balances are unsigned.

At the foot of the trial balance, on the second page, two series of totals are given, debit and credit, currency by currency. The first are **Overall totals**. These are the gross debit and credit totals for the data file, and agree with the totals shown at the foot of a complete journal listing. We can check this by repeating steps 1 to 7 of [Lesson 13 : Preview and print a journal listing](#).

The second series are **Unallocated totals**. In our particular case, the totals are the same as the overall totals because, as yet, the file contains no [allocated](#) items.

5 Having looked at the trial balance, press the

 **Close**

toolbar button to return to the Switchboard.

Situation

We have learned how to open a multi-currency trial balance, but without using any of the

available options.

We will now see what happens if we select a date for the trial balance.

Sequence of operations, continued

6 Press the [Trial Balances](#) button to open the [Trial Balance Settings dialog box](#).

7 Press the keyboard Tab or Enter key to move to the [Enter Trial Balance Date](#) box, and type in the date January 1st, 1999, in short date format (as explained in step 4 of [Lesson 11 : Enter a journal](#)). Press the OK button to open the trial balance.

8 A glance at the trial balance shows that the only difference is in the heading and in the file information at the foot of each page. This is because our data file contains only opening entries, all entered with the date January 1st, 1999.

Return to the Switchboard and reopen the Trial Balance Settings dialog box.

9 This time, enter the date December 31st, 1998. Press the OK button. Unsurprisingly, a message box announces: **There are no data which match the criteria chosen**. Clicking OK to cancel the message, we return to the Switchboard.

Situation

Selecting a date for a trial balance includes all entries made before and up to that date. Entering no date includes all entries in the linked data file regardless of date. If there are no entries which match the criteria set in the Trial Balance Settings dialog box, the trial balance print preview screen will not open.

We will now move on to the Closing Rate Trial Balance.

Related Karavan Help Topics

- 18 [Trial Balances](#)
- 31.05 [Meaning of the word allocation](#)
- 31.06 [Meaning of the word base-currency](#)
- 31.25 [Previewing reports without a printer](#)

Lesson Take out a closing rate trial balance
15

Objective

To learn how to preview a Closing Rate Trial Balance.

Note Users without a printer should consult the Karavan Help topic: [Previewing reports without a printer](#).

Sequence of operations

1 In the last lesson, we started by checking that we were still linked to the correct data file. For this lesson, we need to check that the application is still correctly linked to the translation rates file to which we linked in [Lesson 12 : Link data and translation rates files](#). We do this by pressing the [Check Rates File Link button](#). A message box should report: **The application is correctly linked to: C:\Karavan\DemoData\dRates.mdb**.

2 Press the [Trial Balances](#) button. The [Trial Balance Settings dialog box](#) opens.

3 Note that the [Select Type of Trial Balance](#) combo is preset to **Multi-Currency Trial Balance**. Further down, the [Select Closing Rates Table](#) combo displays the message **Not available**.

With the [Select Type of Trial Balance](#) combo, select **Closing Rate Trial Balance**. The message displayed by the [Select Closing Rates Table](#) combo changes to **Required**. Press the OK button. A message announces: **A Closing Rate Table must be selected for a Closing Rate Trial Balance**.

4 Click OK to cancel the message. With the [Select Closing Rates Table](#) combo, select the table **Closing_USD_981231**. This table contains the December 31st, 1998, rates of exchange to the United States dollar of the currencies used in our data file.

Press the OK button. The trial balance [print preview screen](#) opens.

5 At the top of the first page we see the type of trial balance, the full path of the data file to which the application is attached and the last journal entered.

Immediately below the heading, exchange rate data is presented. We see the full path of the translation rates file to which we are linked, the base-currency set for the data file, the United States dollar in this case, the source table of the exchange rates used to generate the trial balance, and the rates themselves.

Further down, we see the balances listed for each account in two columns. On the left we are given the actual currency balances; on the right we are given the same values in base-currency, translated where necessary at the rates displayed above. For each account, a line is included for each currency balance. Account **30001 Dutch Tobacco BV** on the second page, for example, shows two balances, one in German marks and the other in Japanese yen. The US dollar equivalents shown in the column to the right are summed to give an overall dollar balance for the account. **Note** that, as with multi-currency trial balances, credit balances are shown as negative figures, thus **-12,500.00**, whereas debit balances are unsigned.

At the foot of the trial balance, on the last page, the same **Overall totals** and **Unallocated totals** are given which we saw in the last lesson.

6 Having looked at the trial balance, press the

*** Close**

toolbar button to return to the Switchboard.

Situation

In the last lesson, we saw the effect of selecting a trial balance date. This is the same for all trial balances.

Having previewed a closing rate trial balance, we have learned sufficient to permit us to proceed to the next lesson.

Relate

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Karava

n Help

Topics

18 [Trial Balances](#)

31.06 [Meaning of the word base-currency](#)

31.25 [Previewing reports without a printer](#)

Objective

To learn how to enter opening balances in a new data file.

Introduction

The mechanics of entering journals have been covered in [Lesson 11 : Enter a journal](#). There, we took as examples two journals entering opening balances. We are now going to look at the content of these journals, and proceed to complete the opening entries.

To do this, however, we first need to look at the system of multi-currency accounting used by Karavan Accounts.

Double entry in Karavan Accounts

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. We saw this when we took out a [multi-currency trial balance](#) in lesson 14. At the foot of the trial balance, totals were given, currency by currency, and for each currency the debit and credit totals balanced.

The accounting records for each currency are linked by a special control account with code **X-C** and caption **Cross-Currency A/c**. You may have noticed this account when we took out a [closing rate trial balance](#) in lesson 15. The account is always present in the Accounts Library and may not be deleted.

From this description it may already be clear that, if we wished to enter opening balances in which stockholders' equity denominated in United States dollars were to be represented by cash on hand in Swiss francs and German marks, then the three balances would be linked through cross-currency account. Using the rates of exchange which actually obtained on December 31st, 1998, the resulting multi-currency trial balance might look like this:

Cash	CHF	dr	137.90
Cash	DEM	dr	167.68
Stockholders' Equity	USD	cr	200.00
Cross-Currency A/cCHF	cr		137.90
Cross-Currency A/cDEM	cr		167.68
Cross-Currency A/cUSD	dr		200.00

Outline procedure for opening balances

Opening balances may 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, the account should be eliminated by transferring the balances on it to cross-currency account using the [Transfer Balances](#) utility.

Sequence of operations

1 In the demonstration data file [dData_01.mdb](#), the suspense account required for opening balances is account [90001 Opening Balance Sheet, January 1st, 1999](#). The 45 journals included in the file all post amounts with contra entries to this account. At this point, open the journal, as we learned in [Lesson 13 : Preview and print a journal listing](#), and look at some of the entries.

2 In fact, the opening postings in [dData_01.mdb](#) are complete. The next stage is to check the result. This is done by taking out a closing rate trial balance, as we learned in the last lesson. The applicable rates of exchange are those for December 31st, 1998, which were indeed the rates we used.

With the trial balance open on screen, locate the suspense account [90001 Opening Balance Sheet, January 1st, 1999](#). Note that balances are present for all currencies used in the journals and that the US dollar equivalents sum to zero. The zero balance tells us that we have made no mistakes and that we are ready to proceed to the next stage.

3 The next stage in the opening procedure is to eliminate the suspense account by transferring the balances on it to cross-currency account. As this process irrevocably alters the data file, and as we will be needing the file in its original state again, you may like to use a copy of [dData_01.mdb](#). A convenient way of making a copy is explained in [Lesson 18 : Compact and copy a data file](#).

To continue, on the Switchboard, press the [Transfer Balances button](#). A dialog box captioned [Transfer Balances Utility](#) appears with a warning message. Click the **Yes** button. The [Transfer Balances dialog box](#) opens.

4 The dialog box holds three input lines. Values must be entered on all three.

4.1 On the top input line, [Source Account](#), press the **Set** button. The button's caption changes to **Enter**, the combo to the right is enabled and the instruction [Select one account using the combo box](#) appears. Open the combo, scroll to the foot of the list of accounts and choose [90001 Opening Balance Sheet, January 1st, 1999](#). The combo closes to display the account code [90001](#) and locks. The caption of the **Enter** button changes to **Clear** and its colour changes to white.

4.2 The procedure to follow on the second input line, [Destination Account](#), is identical. This time, however, choose [X-C Cross-Currency A/c](#).

4.3 On the last input line, [Closing Date](#), enter the date January 1st, 1999, in short date format (as explained in step 4 of [Lesson 11 : Enter a journal](#)). Press the keyboard Enter key to close the input line.

5 Click the OK button to run the utility. A message box announces:

The entries were made successfully.

Transfers were made by Journal number 46. On Source Account, transferred items are allocated with Allocation Code 'END' and Allocation Number 1.

Click OK to cancel the message.

Situation

We have made the transfer necessary to eliminate our opening balances suspense account and have completed the opening procedure.

In the remaining part of this lesson, we will look at the effect of the transfer. We will leave the allocations made on the suspense account until the next lesson.

Sequence of operations, continued

6 Begin by opening the new journal, number 46, as we learned in [Lesson 13 : Preview and print a journal listing](#). You will see that the journal uses one debit and one credit to transfer each of the five currency balances from account **90001 Opening Balance Sheet, January 1st, 1999** to **X-C Cross-Currency A/c**.

7 Returning to the Switchboard, open a closing rate trial balance, as we learned in the last lesson. You will see that the currency balances which used to figure on account **90001 Opening Balance Sheet, January 1st, 1999** now appear on **X-C Cross-Currency A/c**. In fact, account **90001 Opening Balance Sheet, January 1st, 1999** no longer appears in the trial balance at all. **Note** that the overall dollar balance on cross-currency account remains zero.

Situation

While opening balances were being entered, the link between the different currencies was made through the suspense account 90001. Now, the correct, permanent link through cross-currency account has been established. We will test this link to see how it functions.

Exchange developments during the first quarter of 1999

During the first quarter of 1999, the United States dollar strengthened. Relative to the dollar, the German mark, the Japanese yen and the Swiss franc all lost value, by between 5 and 9 per cent.

The closing rate trial balance which we have been looking at so far shows that our demonstration company, **Demo Inc**, had just over USD 800,000.00 invested in net assets denominated in these currencies at January 1st, 1999. If, during the quarter to March 31st, Demo Inc did nothing, it could expect to lose between 5 and 9 per cent of this investment, simply because it was continuing to hold net assets denominated in currencies which were falling in value. We can check this.

Sequence of operations, continued

8 Open the closing rate trial balance as before. This time, select the translation table **Closing_USD_990331** from the [Select Closing Rates Table](#) combo. This table holds the exchange rates obtaining at March 31st, 1999.

Locating cross-currency account, we see a net dollar loss on exchange of USD 63.066.63. Exactly what we expected. As the calculations involved are few, the interested reader may like to check the detail of the cross-currency translations on a calculator.

Situation

We have finished, for the moment, with opening balances, Along the way, we have gained an idea as to how the different currencies are linked through cross-currency account in

Karavan Accounts.

We will now look at the allocations performed by the [Transfer Balances](#) utility.

**Related
Karavan
Help
Topics**

- 03.19 [Transfer Balances button](#)
- 03.20 [Transfer Balances dialog box](#)
- 25 [Translations in Karavan Accounts](#)
- 28 [Opening and closing financial periods](#)
- 31.25 [Previewing reports without a printer](#)

Lesson Preview and print an allocation
journal
17 listing

Objective

To learn how [allocations](#) are made in Karavan Accounts and to preview and print an allocation journal listing.

The allocations which we are going to view are those made by the system in the last lesson.

Note Users without a printer should consult the Karavan Help topic: [Previewing reports without a printer](#).

Allocation in Karavan Accounts

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 included in, or excluded from, selections of data by reference to the values entered for Allocation Code and Number. If no criteria are set, search facilities filter out allocated records by default.



Karavan Accounts makes use of four allocation codes. Three are available to the user when making allocations:

PAY standing for PAYMENT,
ERR standing for ERROR, and
CTA standing for CONTRA.

Allocations made with these codes may be undone using the [Delete Allocation](#) utility.

The fourth code **END** is used by the system when [opening and closing financial periods](#). The code is not available to the user, and allocations made with it may not be undone.

Sequence of operations

- 1** Having checked that the application is still linked to the data file used in the last lesson, press the [Search Engine button](#). The [Search Engine](#) opens in [Regular Queries Mode](#).
- 2** Press the Allocation Listing button to the right of the last row at the foot of the screen. The Search Engine changes to [Allocation Listing Mode](#).
- 3** To find out how many allocation journals are contained in the data file, press the  **Find last Allocation** toolbar button. A message tells us that **The last Allocation Code and Number used were: END**
 - 1.** Click OK to cancel the message.
- 4** Press the  **Allocation Journal (No page breaks)** toolbar button. The Search Engine closes and the [Allocation Journal Listing print preview screen](#) opens.
- 5** The listing shows a single allocation journal: **END 1**. This comprises the allocations made

by the [Transfer Balances](#) utility in the last lesson.

All the allocations are on the same account, **90001 Opening Balance Sheet, January 1st, 1999**. We see that there are fifty entries in the allocation journal. The first forty-five are the postings made to account 90001 with the first forty-five journals which entered opening balances. Five further postings, each in a different currency, belong to journal 46, likewise made by the [Transfer Balances](#) utility in the last lesson.

Note In this lesson, we wish to view the journal listing on screen. To print the listing, however, we would press the

 **Print**

toolbar button. If we wished to change print setup, we would choose Page Setup and Print from the Menu instead.

6 Scrolling to the foot of the page currently on screen, we find a key to the fields on display. We also find the name of the data file to which the application is attached, the date and time, the number of the current page and the total number of pages in the listing which we have opened.

7 On the last page of the listing, we find the totals for allocation journal END 1. As this is the only allocation journal included in the listing, these totals are immediately followed by totals for the entire listing which are identical. The totals show that the allocations balance in each of five currencies.


Situation

We have previewed the only allocation journal contained in the data file to which the application is attached. In doing so, we have reviewed the allocations made in the last lesson.

We will complete the lesson by opening listings with more than one allocation journal.

Sequence of operations, continued

8 Link to the data file **dData_02.mdb** contained in the folder **C:\Karavan\DemoData**. Open the Search Engine and set to [Allocation Listing Mode](#). Press the

 **Find last Allocation**

toolbar button. A message informs us that **The last Allocation Code and Number used were: PAY 67**. Click OK to cancel the message.

9 At the foot of the screen we see a row entitled **Allocation Number**. This is the [Allocation Number input line](#). We are going to preview journal number 18, so we proceed as follows.

9.1 Press the **Set** button at the left of the line. The button's caption changes to **Enter**.

9.2 Press the **Equals** button immediately to the right. The face of the button turns white. A single text box is opened at the end of the line. The mnemonic key to the right of the line now reads **Equal to number**.

9.3 Type in the digits **18** from the keyboard. Press the keyboard Enter key. The text box, which displays the number 18, is disabled. The caption of the button to the left of the line changes to **Clear**.

10 We have finished making our selection on the Allocation Number input line, so we press the

*** Allocation Journal (No page breaks)**

toolbar button to see the result. The Search Engine closes and the Allocation Journal Listing print preview screen opens again. We find that the listing contains only allocation journal number 18. We press the

← Return to Search Engine

toolbar button to return to the Search Engine, and open Allocation Listing Mode.

11 This time we wish to select journals 25 to 29, so we proceed as follows.

11.1 Press the **Set** button at the left of the Allocation Number input line. The button's caption changes to **Enter**.

11.2 Press the **Between** button. The face of the button turns white. Two text boxes are opened at the end of the line. The mnemonic key to the right reads **First / Last**.

11.3 Type in the digits **25** from the keyboard. Press the keyboard Enter key. The cursor moves from the first to the second text box. Type in the digits **29** and press the keyboard Enter key again. The text boxes are disabled. The caption of the button to the left of the line changes to **Clear**.

12 We have finished making our selection on the Allocation Number input line, so we open the listing to see the result. This time, we find that the listing contains allocation journals 25, 26, 27, 28, and 29. We press the

*** Close**

toolbar button to return to the Switchboard.

Note Had we wished to select allocation journals 1 to 8, we would have used the **Before** button on the Allocation Number input line, typing in the digit **9**. Had we wished to select all allocation journals in the data file from number 55 onwards, we would have used the **After** button, typing in the digits **54** to include allocation journal number 55 in our selection, or **55** to exclude it.

Situation

We have learned how to preview and print an allocation journal listing.

We are now going to learn how to compact and copy a data file before returning to the topic of opening balances.

Related

Karavan Help Topics

- 03.13 [Search Engine button](#)
- 12 [Search Engine](#)
- 19 [Reports available from the Search Engine](#)
- 27 [Allocation](#)
- 28 [Opening and closing financial periods](#)
- 31.05 [Meaning of the word allocation](#)
- 31.25 [Previewing reports without a printer](#)

Lesson Compact and copy a data file
18

Objective

In this lesson, we will learn how to use the [Compact File](#) utility.

Purpose and use of the Compact File utility

Karavan Accounts [data files](#) are perfectly ordinary Microsoft Access databases. In use, Microsoft Access databases can become fragmented, occupying more disk space than necessary and operating at less than optimal speed, and Microsoft Access therefore includes facilities to compact them.

Karavan Accounts data files are, however, protected and may not be opened from Microsoft Access direct. Similarly, they may not be compacted using the standard Microsoft Access facility. For this reason, the Compact File utility is provided instead. The utility produces a compacted copy of an existing data file. It is not possible to compact the existing data file itself.

Sequence of operations

1 On the [Switchboard](#), choose the [Compact File](#) command from the **File** menu. The [Compact File dialog box](#) opens. On opening, the dialog box bears the caption **Database to Compact From**.

2 We are going to make a compacted copy of the data file **dData_01.mdb**, included in the folder **C:\Karavan\DemoData**, so proceed as follows.

Click in the Directory box until only the drive letter **C:** is shown. From the folders shown in the Sub-Directories list, choose the **Karavan** folder. The list changes. Now choose the **DemoData** folder. From the **mdb** files shown in the Files list, choose **dData_01.mdb**. The caption of the dialog box changes to: **Database to Compact Into**, and a box entitled **Name of Database to Compact Into** opens at the foot of the dialog box.

3 Type **CopyData_01** into the **Name of Database to Compact Into** box. Click in the Directory box until only the drive letter **C:** is shown. From the folders shown in the Sub-Directories list, choose the **Tutorial** folder. Click the OK button. The dialog box closes and a message box announces:

The file 'dData_01.mdb' was copied and compacted successfully.

The full path of the new database is: **C:\Tutorial\CopyData_01.mdb**

Click OK to cancel the message.

Situation

We have learned how to make compacted copies of data files and, in doing so, have made the copy of **dData_01.mdb** which we need for the next lesson.

Relate
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Karava
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Topics

03.29 [Compact File menu command](#)

03.30 [Compact File dialog box](#)

Objective

Karavan Accounts permits the user to re-enter journals which have already been saved. In this lesson we will learn how it is done.

The journals we will edit are opening balance entries. The data to be changed is required for the next lesson.

As part of this lesson, we will also see how translation rates and base-currency equivalents may be entered for individual transactions, and included in the accounting records. Such entries are discussed in the Karavan Help section: [25.03 The translation of individual transactions](#).

The Edit Journal screen

Journals are edited on the [Edit Journal Screen](#) which is nothing other than a limited edition of the [Entry Screen](#) we used in [Lesson 11 : Enter a journal](#). The principal difference between the two screens is that, on the Edit Journal Screen, a single journal is edited at a time. The Entry Screen toolbar buttons for saving the current journal and opening a new journal are therefore absent.

Because the two screens are, in other respects, the same, the new material covered in this lesson applies equally to the entry of new journals on the Entry Screen.

Sequence of operations

1 Press the [Edit Journal button](#). An input box entitled **Edit Journal** opens.

2 We wish to edit journal number 5, so type in the digit **5** and click OK. The [Edit Journal Screen](#) opens.

3 Journal number 5 enters an opening balance on account **12004 Computers & Ancillaries 1998**. The amount is USD 8,000.00. We are going to suppose that this balance in fact refers to items originally purchased in Offshore Islands pounds at a moment when the exchange rate was USD 1.00 = OIP 0.45. We are going to edit the journal to reflect the original transaction.

4 Use the mouse, or the Tab or Enter key, to move to the Currency Code field on the first of the two records. Type in **OIP**. Press the Tab or Enter key. At the foot of the screen, the Currency Code combo displays: **OIP Offshore Islands Pound**. Press the Tab or Enter key again to move to the Debit Amount field and enter **3600**. Move to the second record and similarly change currency code and credit amount.

5 Press the

Open/Close Transaction Rates

toolbar button. On the records, the [Transaction Rate](#) field opens. In the header, the [Base-currency Debit Amount](#) and [Base-currency Credit Amount](#) fields open.

6 Use the mouse, or the Tab or Enter key, to move to the Transaction Rate field on the first record. Type in **0.45**. Press the Tab or Enter key. In the header, the Base-currency Debit Amount field displays: **8,000.00**. Move to the second record and then use the mouse to highlight the zero value in the Base-currency Credit Amount field. Type in **8000**. On the

record, the value displayed by the Transaction Rate field changes from 0.000000 to 0.450000.

Note It is very unusual to enter base-currency equivalents for both debit and credit entries in this way. We are doing it only because the transaction in question is an opening entry, the credit side of which will later be transferred to cross-currency account, a process which will obliterate the base-currency equivalent in credit which we are entering now. For a full explanation, consult [25.03.02 Booking individual transactions with base-currency equivalents](#) and [28.05 Opening books of account for the first time](#) in Karavan Help.

7 Press the

 **Save and Close**

toolbar button to save the changes and exit to the Switchboard. A message announces:

Journal number 5 was reversed by journal number 46. All records on these journals were allocated by allocation journal CTA 1.

The revised journal was saved as journal number 47.

Click OK to cancel the message.

Situation

We have edited the journal entering the opening value of the asset. Now, we will edit the journal entering the opening value of accumulated depreciation for the asset.

Sequence of operations, continued

8 Follow steps 1 and 2 above to open journal number 10.

9 On the Edit Journal screen, move to the Currency Code field on the first record. Type in OIP. Move to the Credit Amount field and enter 540. Move to the second record and similarly change currency code and debit amount.

10 Open translation fields by pressing the

 **Open/Close Transaction Rates**

toolbar button. Move to the Transaction Rate field on the first record. Type in 0.45. Repeat the operation on the second record. Base-currency equivalents of 1,200.00 are displayed.

11 Press the

 **Save and Close**

toolbar button to save the changes and exit to the Switchboard. A message announces:

Journal number 10 was reversed by journal number 48. All records on these journals were allocated by allocation journal CTA 2.

The revised journal was saved as journal number 49.

Click OK to cancel the message.

Situation

We have edited two opening journals and have prepared the data we need for the next lesson.

Before we proceed, however, let us take a look at the new journals and allocations which have been entered into the data file.

Sequence of operations, continued

12 Open a journal listing as we learned in [Lesson 13 : Preview and print a journal listing](#). Use the **After** button to select journals number 46 and above.

We see that two reversing journals, numbers 46 and 48, have been created by the system. The records in these journals bear descriptions such as: **Reversal of record number 9 in journal number 5**. The document reference field has been filled with the reference: **EDIT JOURNAL**. Entry date corresponds to the date of the journal being reversed. All records are marked as allocated, journal 46 by allocation journal **CTA 1**, and journal 48 by **CTA 2**.

Two revised journals, numbers 47 and 49, have been created. Note that the transaction currency is **OIP** in all cases. Base-currency equivalents are shown on all records in these journals. The figures stand above the transaction currency amounts and are preceded by an **equals (=)** sign.

13 Open an allocation journal listing as we learned in [Lesson 17 : Preview and print an allocation journal listing](#). No selection is necessary as there are only two allocation journals and we are interested in both of them.

We see allocation journals CTA 1 and 2. These illustrate how the system works but otherwise require no comment.

Situation

It is time to examine our revised data.

Relate

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Karava

n Help

Topics

03.16 [Edit Journal button](#)

11 [Edit Journal Screen](#)

Lesson 20 Enter opening balances with translations

Objective

In the last lesson we edited two journals in a copy of the demonstration data file **dData_01.mdb**. This file contains journals entering opening balances into accounting records for the first time.

Before editing, the two journals brought forward asset and accumulated depreciation values in base-currency. After editing, the revised journals brought the values forward in transaction currency, with base-currency equivalents entered into the accounting records. The question is, will the result be the same?

To answer the question, we are going to repeat [Lesson 16 : Enter opening balances](#) in part.

Sequence of operations

1 Make sure that the application is still linked to the data file edited in the last lesson. Open a closing rate trial balance as we did at step 2 of lesson 16. The applicable rates of exchange are those for December 31st, 1998.

Locate accounts **12004 Computers & Ancillaries 1998** and **12104 Depreciation : Computers & Ancillaries 1998**. Note that the currency figures (in the left column) have changed to OIP values, but that the USD equivalents in the base-currency column (on the right) are unchanged. Using a calculator, verify that the translation rate used on these lines is not the December 31st, 1998, closing rate of **0.4973**, to be found at the head of the trial balance. It is **0.45**, the rate we entered into the accounting records in the last lesson.

Locate the suspense account **90001 Opening Balance Sheet, January 1st, 1999**. Note that, although the OIP and USD balances on the account have changed, the US dollar equivalents still sum to zero. For those who are interested in the mathematics of the translations, note that the OIP balance on cross-currency account used to be: **OIP 6,925.00 @ 0.4973 = USD 13,925.20**. Now it is the sum of those amounts plus **OIP 3,060.00 @ 0.45 = USD 6,800.00**, giving an overall result of **OIP 9,985.00 = USD 20,725.20**.

Incidentally, the fact that cross-currency account appears in this trial balance indicates that the translations have generated differences equivalent to less than **USD 0.0055** in respect of both the German mark and the Japanese yen. These differences display as **0.00** because displayed amounts are rounded to two decimal places. For more information, consult the Karavan Help topic: [31.27 Rounding differences](#).

2 Return to the Switchboard and make the necessary transfer to cross-currency account, using the [Transfer Balances](#) utility (steps 3, 4 and 5 of lesson 16). Reopen the closing rate trial balance.

As before, in lesson 16, we find that the currency balances which used to figure on account **90001 Opening Balance Sheet, January 1st, 1999** now appear on **X-C Cross-Currency A/c**. Note that the overall USD balance on cross-currency account remains zero.

3 Return to the Switchboard and reopen the closing rate trial balance, this time using the translation table **Closing_USD_990331**, as we did in step 8 of lesson 16.

Locating cross-currency account, we see the same net dollar loss on exchange of USD 63.066.63 that we saw in lesson 16. In fact, looking at the detail of cross-currency account,

we can see that the OIP balance of $\text{OIP } 9,985.00 = \text{USD } 19,612.21$ is the sum of $\text{OIP } 3,060.00 @ 0.45 = \text{USD } 6,800.00$, relating to fixed assets, and $\text{OIP } 6,925.00 @ 0.5405 = \text{USD } 12,812.21$ relating to financial assets translated at closing rate.

Situation

Despite the difference in the detail of the figures, we have found that the Karavan Accounts system of translation gives the same results as before.

Because the figures were few and simple, we have been able to follow the workings of cross-currency account. We have found that entering amounts in transaction currency with base-currency equivalents gives the same result as entering the transactions in base-currency direct. In the next lesson, we will take a closer look at this.

Related Karavan Help Topics

- 03.19 [Transfer Balances button](#)
- 03.20 [Transfer Balances dialog box](#)
- 25 [Translations in Karavan Accounts](#)
- 28 [Opening and closing financial periods](#)
- 31.25 [Previewing reports without a printer](#)
- 31.27 [Rounding differences](#)

Objective

Over the last few lessons, we have learned how Karavan Accounts keeps accounting records in different currencies, linking them through the system control account **X-C Cross-Currency A/c**. We have seen how this account works and checked the detail of some translations.

We are now going to learn how to use cross-currency account to enter transactions, starting with transactions involving more than one currency.

Sequence of operations

1 Link the application to the demonstration data file **dData_02.mdb**, included in the folder **C:\Karavan\DemoData**. This file contains a number of cross-currency entries and we are going to look at some of them.

2 Open a journal listing, selecting journal number **117**. We learned how to do this in [Lesson 13 : Preview and print a journal listing](#).

Journal number 117 records the purchase of USD 150,000.00 for DEM 271,020.00 (before bank charges of DEM 75.00). In principle, the double entry is:

Bank	USD dr	150,000.00	
Bank	DEM cr		271,020.00

but this doesn't balance. As we saw in [Lesson 16 : Enter opening balances](#), the journal is made to balance by passing the entries over cross-currency account:

Bank	USD dr	150,000.00	
Bank	DEM cr		271,020.00
X-C A/c	USD cr		150,000.00
X-C A/c	DEM dr	271,020.00	

This balances, and you will see that this is how journal number 117 has been entered. Note the treatment of the DEM 75.00 of bank charges for which the double entry is quite normal.

Journals 40 and 154 are similar to this journal. Each involves the purchase of an amount of one currency for an amount in another.

3 As far as the mechanics of posting amounts to cross-currency account on the [Entry Screen](#) are concerned, the main point to note is that account code **X-C** may not be typed directly into the [Account Code Field](#). Cross-currency account must be selected using either the [Account Code Combo](#) or the [Account Caption Combo](#).

The only other point to note is that, as postings to cross-currency account come at least in pairs, the system will not save a journal with a single posting to cross-currency account.

4 Now let us look at journal number **139**. Here, two parcels of United States dollars and one of Offshore Islands pounds are purchased for German marks. This gives rise to a journal in which three currencies appear.

Ignoring bank commission, the double entries for the three transactions are as follows:

Bank	USD	dr	100,000.00	
Bank	DEM	cr		178,130.00
Bank	USD	dr	75,000.00	
Bank	DEM	cr		133,597.50
Bank	OIP	dr	10,000.00	
Bank	DEM	cr		33,295.38

On the basis of what we have seen so far, you might think that this requires six mirror entries to cross-currency account but, in fact, only three entries are required, one for each currency:

X-C A/c	DEM	dr	345,022.88	
X-C A/c	USD	cr		175,000.00
X-C A/c	OIP	cr		10,000.00

Situation

We have learned all there is to learn about cross-currency entries for transactions in two or more currencies. We will now look at cross-currency entries for transactions involving only one currency.

At first sight, cross-currency postings cannot or should not arise when only one currency is involved but, of course, there is a second currency: base-currency. We are going to see how a cross-currency entry can be used as an alternative to booking a transaction in foreign currency with base-currency equivalents.

Sequence of operations, continued

5 Some transactions, by their nature or because of their material amount, are required by accounting principles generally accepted in many jurisdictions to be translated at the rate of exchange ruling at the time when the transaction took place. In these cases, approximations, such as monthly average translation rates, will not do.

The purchase of fixed assets is a typical example of this type of transaction, and we have such an example in our data file at journal number **63**. Open this now and let us take a look at it.

You will see that here a computer was purchased for JPY 331,000.00. As the purchase was paid for in Japanese yen, no other currency was involved. Ignoring the bank charges on the payment, we could book this with a single debit and a single credit entry, both in Japanese yen. The debit entry would also record the transaction rate of **115.17** in the [Transaction Rate Field](#) as well as the base-currency equivalent of **2,874.01**. We learned how to make entries of this sort in [Lesson 19 : Edit a journal](#).

Instead of proceeding in this way, we prefer to change the debit entry into US dollars by passing the transaction across cross-currency account. The journal shows the entries required. We saw in the last lesson that the effect of the alternative procedures is the same, but cross-currency entries have advantages. In the case of an asset, the accounting of

associated depreciation is much simpler, for example.

Changing values into base-currency in this way should, of course, only be done when strictly necessary. In the next journal, number 64, we have another Japanese yen purchase which you might like to look at. This time, the transaction concerned is a minor expense. Special treatment is not required. Translation of the amounts involved can be left to the Karavan Accounts default system.

Situation

This brings to an end a series of lessons on putting data into Karavan Accounts. With the next lesson, we will make a start on how to get data out.

Related

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Karavan Help

Topics

10

[Entry Screen](#)

25

[Translations in Karavan Accounts](#)

Objective

A Karavan Accounts data file is a fully searchable database of accounting records. The instruments available for finding and outputting data from data files fall into two groups: standard reports, such as the Journal Listing, several of which we have already met, and a powerful complex of searching, editing and formatting tools, used for the production of non-standard reports, which we will begin to examine in the next lesson.

Reports and export files are described in detail in Karavan Help chapters 17 to 22, [Reports and Export Files](#). Of the major standard reports, two remain to be covered in this tutorial. The first, the Account Listing, is the subject of this lesson. The second will be left until [Lesson 28 : Take out a full trial balance](#).

Sequence of operations

1 Having checked that the application is still linked to the demonstration data file `dData_02.mdb`, included in the folder `C:\Karavan\DemoData`, press the [Search Engine button](#). The [Search Engine](#) opens in [Regular Queries Mode](#).

2 Press the Account Listing button in the last row at the foot of the screen. The Search Engine changes to [Account Listing Mode](#).

3 We are going to start with a listing for a bank account. We need to select the account in question.

Half way down the screen we see a row entitled **Account (1) (2)**. This is the [Account input line](#). We wish to select account **2111 Offshore Bank CHF current a/c**, so we proceed as follows.

3.1 Press the **Set** button at the left of the line. The button's caption changes to **Enter**. The line's caption changes to **Account (1)**. The mnemonic key to the right of the line changes from **(1) Combo (2) Like** to **Combo**. The combo on this line and the text box on the line below are enabled.

3.2 Open the combo by pressing the triangle on the right. Type in **2** to move down the list to the first entry starting with **2**. This happens to be the account we want, so choose it. The combo closes, registering the account code **2111** in the text box below.

3.3 We are interested in one account only, so we close the input line by pressing the **Enter** button. The combo is disabled and the button's caption changes to **Clear**.

Note that we press the **Enter button on screen** using the mouse. In this instance, we do not close the input line by using the **keyboard Enter key**.

4 Press the

 **Account Listing**

toolbar button. The listing refuses to open. Instead we are told **A currency must be selected before the Account Listing may be opened**.

The reason for this is that the Account Listing provides a running balance, line by line, and this would clearly be meaningless in more than one currency. Listings of one or more accounts may be produced in Karavan Accounts in any number of currencies, but not with a

running balance.

Click OK to cancel the message.

5 Further up the screen we see a row entitled **Currency**. This is the [Currency input line](#). We wish to select the **Swiss franc**, so we proceed as follows.

5.1 Press the **Set** button at the left of the line. The button's caption changes to **Enter**. The combo and text box to the right are enabled.

5.2 Open the combo and choose **CHF**. The combo closes, registering the currency code **CHF** in the text box to the right.

5.3 Close the input line by pressing the **Enter** button. The combo is disabled and the button's caption changes to **Clear**.

6 Press the

 **Account Listing**

toolbar button. This time, the Account Listing opens.

7 The listing shows the entries on the account in a column to the left. A running balance is given in the column to the right.

The first line of the listing reads **Items accounted before selected period**, and the last line reads **Items accounted after selected period**. We selected no period, so the value is zero in both cases. The listing shows all entries on the account included in the data file linked to the application.

Note In this lesson, we wish to view the account listing on screen. To print the listing, however, we would press the

 **Print**

toolbar button. If we wished to change print setup, we would choose Page Setup and Print from the Menu instead.

8 Scrolling to the foot of the page, we find a key to the fields on display. We also find the name of the data file to which the application is attached, the date and time, the number of the current page and the total number of pages in the listing.

Situation

When opening an Account Listing, five Search Engine input lines are available. We used two, account and currency. Now we are going to set criteria on a third.

Sequence of operations, continued

9 Press the

 **Return to Search Engine**

toolbar button. The account listing print preview screen closes and the Search Engine opens again in Regular Queries Mode. Press the Account Listing button to reset to Account Listing Mode.

10 Select the **Offshore Islands pound** on the Currency input line, following step 5 above.

11 Press the

* Account Listing

toolbar button. The listing refuses to open. Instead we are told **An Account must be selected before the Account Listing may be opened.** Click OK to cancel the message.

12 Select account **2141 Offshore Bank OIP current a/c** on the Account input line, following step 3 above.

13 At the top of the screen we see the [Entry Date input line](#). We wish to preview an account listing for February, 1999, so we proceed as follows.

13.1 Press the **Set** button at the left of the line. The button's caption changes to **Enter**.

13.2 Press the **Between** button. The face of the button turns white. Two text boxes are opened at the end of the line. The mnemonic key to the right reads **First / Last**.

13.3 Type in the date **February 1st, 1999** in short date format (as explained in step 4 of [Lesson 11 : Enter a journal](#)). For Americans, this normally means typing in **02 01 99**, for the British **01 02 99** and for Swedes **99 02 01**. Press the keyboard Enter key. The cursor moves from the first to the second text box. Type in the date **February 28th, 1999** and press the keyboard Enter key again. The text boxes are disabled. The caption of the button to the left of the line changes to **Clear**.

14 Press the

* Account Listing

toolbar button to open the Account Listing.

15 At the top of the listing we see **Account Code(s) selected: 2141** and **Period selected: between 02/01/99 and 02/28/99** (if we use American short date format).

The first line of the listing, **Items accounted before selected period**, shows a value this time. The debit total of **OIP 2,355.00** represents the net value of items entered in January, 1999, including the opening balance. The value on the last line, **Items accounted after selected period**, represents items entered in March. At the end of February, the debit balance on the account was **OIP 5,546.00**. The current balance, taking in all entries included in the attached data file, is **OIP 472.00** in debit.

16 Return to the Search Engine and reset to Account Listing Mode. Select the **Offshore Islands pound** on the Currency input line and account **2141 Offshore Bank OIP current a/c** on the Account input line.

17 On the [Entry Date input line](#), select January, 1999, as the period for the listing, as follows.

18.1 Press the **Set** button at the left of the line. The button's caption changes to **Enter**.

18.2 Press the **Before** button. The face of the button turns white. A single text box is opened at the end of the line. The mnemonic key to the right reads **Before date**.

18.3 Type in the date **February 1st, 1999** in short date format and press the keyboard Enter key. The text box is disabled. The caption of the button to the left of the line changes to **Clear**.

19 Press the

* Account Listing

toolbar button to open the Account Listing.

20 At the top of the listing we see **Account Code(s) selected: 2141** and **Period selected: before 02/01/99** (if we use American short date format).

The first line of the listing **Items accounted before selected period** shows a zero value again. At the end of January, the balance on the account is shown as **OIP 2,355.00** in debit, which agrees with the value we have already seen. The current balance is still **OIP 472.00** in debit, after taking in net credit entries of **OIP 1,883.00** in February and March.

Situation

We have used three of the available input lines. Now for the fourth.

Sequence of operations, continued

21 Return to the Search Engine and reset to Account Listing Mode. Select the **German mark** on the Currency input line and the customer account **30003 German Sausage GmbH** on the Account input line. Press the

*** Account Listing** toolbar button to open the Account Listing.

The listing does not open. We are told: **There are no entries on the account or accounts requested for the period, currency and other criteria specified.** This is pretty mysterious. Why are we looking at an account with no entries on it?

The answer, of course, is that there are entries on the account. We're just not finding them. Let us see why not.

22 Click OK to cancel the message. The Search Engine reopens. Reset to Account Listing Mode. Select the **German mark** on the Currency input line and account **30003 German Sausage GmbH** on the Account input line as before.

23 Of the available input lines, the one furthest down the screen is the [Allocation Code input line](#). Unlike other input lines, this input line is preset to a value in all Search Engine modes. The reason why we found no entries on account 30003 was that the value preset for Allocation Code was filtering out all the entries on the account.

In [Lesson 17 : Preview and print an allocation journal listing](#) we saw how the system of [allocation](#) works in Karavan Accounts. We were told that the process of allocation consists of making entries in the Allocation Code and Allocation Number fields and that, thereafter, records may be included in, or excluded from, selections of data by reference to the values entered. We are now encountering this system in practice.

23.1 To continue, press the **Set** button at the left of the line. The button's caption changes to **Enter** and the combo to the right is enabled. We see the preset value **Mask all**. Left unchanged, this setting filters out all allocated records.

23.2 Open the combo and choose **Mask none**. The combo closes and the caption of the button to the left of the line changes to **Clear**.

24 Press the

*** Account Listing** toolbar button to open the Account Listing. The listing opens to show the movements on the account. Note that the final balance is zero. Payment has been received for all items invoiced to this customer and, we now understand, all entries on the account have been

allocated.

Situation

For fear of making this lesson too long, we are going to skip the remaining input line [Analysis Code](#). However, we really must take the time to see that an account listing may be opened for more than one account.

Sequence of operations, continued

25 Return to the Search Engine and reset to Account Listing Mode. Select the **German mark** on the Currency input line and set Allocation Code to **Mask none**.

26 On the Account input line, proceed as follows.

26.1 Press the **Set** button at the left of the line. The button's caption changes to **Enter**. The line's caption changes to **Account (1)**. Press the button again. The line's caption changes to **Account (2)**. The text box on the next line is enabled with a cursor awaiting keyboard input. The mnemonic key to the right reads *** ? # [-] or [!-]**. This is a list of [wildcards](#), one of which we are about to use.

26.2 Type in **3***. Here, the **3** specifies that selected accounts must have the digit **3** in the first position. For the second and subsequent digits, the ***** Asterisk wildcard, standing for zero or more characters of any kind, specifies that any value is acceptable. Here, we are looking for account codes which match a **pattern**. With our plan of accounts, the pattern we have specified includes all customer accounts.

26.3 Close the input line by pressing the **keyboard** Enter key. The text box locks. The Enter button's caption changes to **Clear**.

27 Press the

 **Account Listing**

toolbar button to open the Account Listing.

28 At the top of the listing we see **Account Code(s) selected like: 3***. Here, the word **like** is a reference to the pattern-matching [operator](#) used by Microsoft Access.

The listing shows all German mark movements on customers' ledger included in our data file. It amounts to a detailed control account listing. There are many uses to which such combined listings may be put.

29 Return to the Search Engine and reset to Account Listing Mode. Select the **Japanese yen** on the Currency input line.

30 We are going to select our Japanese yen bank accounts **2131 Offshore Bank JPY current a/c** and **2231 Asian Bank JPY current a/c**. We could easily do this using the pattern **2?3*** but, as there are only two yen bank accounts, we are going to pick them out quickly using the combo. On the Account input line, proceed as follows.

30.1 Press the **Set** button at the left of the line to open **Account (1)**.

30.2 Use the combo to select account **2131 Offshore Bank JPY current a/c**. The combo closes, registering the account code **2131** in the text box below. Use the combo a second time to select account **2231 Asian Bank JPY current a/c**. The combo closes, adding account code **2231** to the list in the text box below. We could go on adding accounts in this way, but we

are interested in these two alone for now.

30.3 Close the input line by pressing the **Enter** button. The combo is disabled and the button's caption changes to **Clear**.

31 Press the

 **Account Listing**

toolbar button to open the combined account listing.

Situation

We have taken a pretty thorough look at account listings. In doing so, we have learned a lot about Search Engine input lines. As these lines work in the same way in all Search Engine modes, this knowledge will stand us in good stead.

Related

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Karava

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Topics

12 [Search Engine](#)

19 [Reports available from the Search Engine](#)

Objective

We have already made considerable use of the Search Engine to produce Journal, Allocation Journal and Account Listings. These are standard reports available directly from the Search Engine itself.

The main use of the Search Engine, however, is to select data from the accounting records to be viewed on the [View Screen](#). On the View Screen, as we shall see shortly, the data can be edited at will. The result may then be output in a customised report.

In earlier lessons, we learned how to use several of the Search Engine's input lines to select data. All that is needed now is to round out our knowledge.

Sequence of operations

1 Having checked that the application is still linked to the demonstration data file [dData_02.mdb](#), included in the folder [C:\Karavan\DemoData](#), press the [Search Engine button](#). The [Search Engine](#) opens in [Regular Queries Mode](#).

2 Set Allocation Code to **Mask none** as we learned at step 23 of the last lesson.

3 Press the

 **Open View Screen**

toolbar button. The Search Engine closes and the [View Screen](#) opens.

4 On the View Screen we see a selection of accounting records, with menu bar, toolbar and header with a key to fields above, and a collection of display boxes and combos below. The layout is similar to the Entry and Edit Journal Screens which we encountered in lessons 11 and 19, but there are more fields. We will be looking at the View Screen in detail in the next lesson.

5 To the right of the screen is a vertical scrollbar. Left click on the scrollbar's slide and drag downwards to scroll through the records. A message appears saying, initially: **Record: 1 of 619**. This tells us that we have 619 records on screen. In fact, we have opened our entire general ledger. Every record contained in the data file linked to the application is now on screen.

6 Press the

 **Return to Search Engine**

toolbar button. The View Screen closes and the Search Engine opens again in Regular Queries Mode. Press the

 **Open View Screen**

toolbar button without further ado to reopen the View Screen.

7 This time the scrollbar message tells us that we have 467 records on screen. We have opened our entire general ledger again, but with allocated records filtered out by the **Mask all** value preset for the Allocation Code input line.

Situation

We have opened our entire general ledger on the View Screen, so we can see that there is

no difficulty in retrieving records.

However, we will not normally wish to see all accounting records together. As a rule, we will wish to make specific selections. Fundamentally, this means **excluding** the records that we do not wish to see by **restricting** our selection.

When we specify one particular account, by selecting the code for that account on the Account input line, the Search Engine finds all records posted to that account and excludes all other records. If we also specify a posting period, January say, on the Entry Date input line, the Search Engine winnows out all records posted to our selected account on other dates. If we then specify, on the Description input line, that records must include the phrase **bank charges**, say, in the Description field, we restrict our selection still further. By combining values (criteria) on different input lines and by using wildcards, we can achieve a very great precision in selection. We can almost always pinpoint precisely those records we require.

We will now take some examples.

Example 1

8 Our demonstration data file is posted to the end of March, 1999. Let us say that we wish to know if any receivables are due for settlement in the first two working weeks of April, that is by Friday, April 9th, 1999.

Having returned to the Search Engine, we start by selecting all receivable accounts. In the last lesson we saw that, to do this, we open the Account input line by pressing the **Set** button twice, and then entering the value **3***.

9 Towards the top of the screen we see the [Due Date input line](#). This functions in exactly the same way as the Entry Date input line which we used in the last lesson. We wish to find receivables due by April 9th, so we proceed as follows.

9.1 Press the **Set** button at the left of the line. The button's caption changes to **Enter**.

9.2 Press the **Before** button. The face of the button turns white. A single text box is opened at the end of the line. The mnemonic key to the right reads **Before date**.

9.3 Type in the date **April 10th, 1999** in short date format and press the keyboard Enter key. The text box is disabled. The caption of the button to the left of the line changes to **Clear**.

10 Leaving the **Mask all** setting on the Allocation Code input line untouched, press the

 **Open View Screen**

toolbar button. The View Screen opens to show that there are five receivable invoices due for settlement in the selected period.

Example 2

11 Demo Inc transacts business as a series of separate trading ventures, each of which is usually the subject of a separate letter of credit. Each venture is allotted an analysis code so the out-turn on each venture may be individually analysed. The codes have **L** as their final character when the transaction is financed by letter of credit; otherwise they end in **D** standing for **direct sale**.

We are going to look at the results of the first venture.

12 On the [Analysis Code input line](#), proceed as follows.

12.1 Press the **Set** button at the left of the line. The button's caption changes to **Enter**. The line's caption changes to **Analysis (1)**. The mnemonic key to the right of the line changes from **(1) Combo (2) Like** to **Combo**. The combo on this line is enabled.

12.2 Open the combo and select **00199L Soya 1**. The combo closes and the Enter button's caption changes to **Clear**.

13 Set the Allocation Code input line to **Mask none**.

14 Press the

*** Open View Screen**

toolbar button. The View Screen opens to show that, for this venture, one sales invoice was issued, one purchase invoice received, bank commission was paid on the letter of credit, and there were two small bank charges.

We will see in a later lesson how a report may be generated from this data which calculates the net result on the venture in base-currency.

Example 3

14 We will now select data relating to all direct sales.

15 On the [Analysis Code input line](#), proceed as follows.

15.1 Press the **Set** button twice. The button's caption changes to **Enter**. The line's caption changes to **Analysis (2)**. The mnemonic key to the right of the line changes to *** ? # [-] or [!-]**. The text box on the line is enabled with a cursor awaiting keyboard input.

15.2 Type in ***D**. Press the keyboard Enter key to close the input line.

16 Set the Allocation Code input line to **Mask none**.

17 Press the

*** Open View Screen**

toolbar button. The View Screen opens to show the eighteen records that relate to direct sales in the current financial year.

Relate

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Karava

n Help

Topics

12 [Search Engine](#)


13 [View Screen](#)

Objective

We have learned how to use the Search Engine to select data, and in the last lesson we saw how to open the selected data on the View Screen. In this lesson, we are going to look at some of the View Screen's features.

Sequence of operations

1 Follow steps 1, 2 and 3 of the last lesson to open the View Screen to show the entire general ledger. As we saw then, this consists of 619 records.


2 At the foot of the screen, to the right, are two display boxes, each showing the amount **271,410,863.29**. Right click on the screen background and select **What's This?** With the cursor , point at one or other of these display boxes and left click to find out what they are. Karavan Help tells us that the figures are hash totals of the amounts on screen, that is totals of all amounts regardless of currency.

3 On the last line of the screen are two sets of controls, each consisting of a combo on the left, and two display boxes. Opening one of these combos, we find a list of the currencies used in our data file. Select **USD United States Dollar**. Totals of **7,048,135.16** appear. These are the totals of the USD amounts posted to our data file. Now use the other combo to select **JPY Japanese Yen**. Totals of **251,381,033.00** are given.

If we wish to, we may exit from the View Screen for a moment to check these totals by opening a complete journal listing. On the last page, report totals for the dollar and the yen are given which agree with the figures found on the View Screen.

4 Another way of checking these totals is to filter the records on screen by currency. Let's try the dollar.

Move to the Currency Code field on record 1. Double click on the code **USD** to select (highlight) it. Press the

 **Filter by Selection**
toolbar button.

The screen now shows only records entered in dollars. We see that, as a result, the hash totals now correspond to the USD totals shown at the foot of the screen. Left clicking on the scrollbar slide, we are told that there are 207 records on screen.

Pressing the

 **Remove Filter**

toolbar button restores the full complement of 619 records to the screen and resets the hash totals. We may repeat the whole process with the Japanese yen or the other currencies if we wish.

5 Return to the Search Engine. Select **Mask none** on the Allocation Code and **USD** on the Currency input lines. Reopen the View Screen.

We see immediately that the hash totals are **7,048,135.16** which we already know to be the correct values for the dollar. When we check, we find that there are 207 records on screen.

From this we understand that we can use the View Screen filter to select data on the View Screen as an alternative or complement to selecting data with the Search Engine. Usually this facility is no more than a convenience which saves us from having to move repeatedly between Search Engine and View Screen. There are circumstances, however, in which the combination of search and filter offers a degree of precision unobtainable with the Search Engine alone.

Experiment for a moment with the filter facility. Scroll down to record number 86, for example, and select the word **Coffee** in the Description field. Filtering on this word restricts the records on screen to six, all having **coffee** somewhere in the description.

6 Reopen the View Screen to show the 619 records comprising the entire general ledger. Click in the Account Code field on any record and then press the

 **Find**

toolbar button. The standard Windows Find dialog box opens with the caption **Find in field 'Account Code'**. Type **30001** into the **Find What** box. Don't bother to reset the **Match** box value. **Whole Field** will do on this occasion, but do remember to reset the criterion if ever you are looking for a value which does not fill the entire field. Press the **Find First** button. We move to record number 23 and the account code **30001** is highlighted.

Press the

 **Filter by Selection**

toolbar button. Now we have the 14 records on screen. From the **Account Caption Display** at the foot of the screen we see that account code **30001** corresponds to caption **Dutch Tobacco BV**. This company is one of our customers. The footer display box on the line above repeats the Description field. This is provided for long descriptions which cannot be fully displayed in the Description field on individual records.

Situation

The View Screen is often used to take a quick look at data and we have learned to use it for this purpose.

The main use of the screen, however, is to prepare data for a report and that is the topic for the next lesson.

Relate
d
Karava
n Help
Topics

12 [Search Engine](#)

13 [View Screen](#)

Objective

The View Screen is used to prepare custom reports. These can be reports required for internal purposes or reports to be issued to customers and suppliers, such as statements of account or advices of payment.


As producing statements of account is a very typical use of the View Screen, we are going to take this as our example in this lesson.

Sequence of operations

1 On the Search Engine, select account **30001 Dutch Tobacco BV** on the Account Code input line and open the View Screen.

2 We see that there are four outstanding (unallocated) records on the account, three denominated in German marks and one in United States dollars. These have due dates for payment running from April 4th to April 18th, 1999. We are going to imagine that it is the end of April, 1999, and that we are preparing a statement of account for this customer.

3 As it happens, one of our banks telephoned this morning to advise us that payment of invoice **INV-01699/0/L** had been received. As our practice is to enter receipts only when we receive an accounting document from the bank, this invoice still appears as unpaid and is shown in the first record on screen. We do not wish to annoy our customer by showing the invoice as outstanding unpaid, however, so we click on the record to select it and press the

 **Delete Record**
toolbar button to delete the record.

Note This action **does not delete** the record from the data file to which the application is attached. The data shown on the View Screen is a **copy** that may safely be **edited at will**. We are about to prove this.

4 Having considered the matter for a moment, we decide that it would be better to include invoice **INV-01699/0/L** in our statement, while showing the bank receipt as well.

We return to the Search Engine, select account **30001 Dutch Tobacco BV** as before and reopen the View Screen. **INV-01699/0/L** is back with us, safe and sound.

5 We click on the last, blank record on the screen. Leaving other fields blank, we type in an entry date, due date **April 5th, 1999** in short date format, currency code **DEM**, description **Receipt of INV-01699/0/L advised by our bank by phone today** and credit amount **164,250.00**. These values are real. We also add the fictional value **396** in the record number field. This will sort the record into order immediately after record 395 relating to the invoice being paid.

Situation

Data has been edited. We are ready to format the report.

Sequence of operations, continued

6 Press the
 **Report**

toolbar button. The [Format Report dialog box](#) opens.

6.1 We can leave the [Enter Report Caption](#) box blank if we wish. Doing so means that the report will bear the default caption **Statement of Account** which is suitable to our purpose. Alternatively, we may type in **Statement of Account at end April, 1999** or some such caption.

6.2 Using the mouse, we open the [Select Report Header](#) combo which holds the standard headers included in the [Headers Library](#). We choose the second item, **Dutch Tobacco BV**.

6.3 We really need not bother with the [Enter Page Caption](#) box. This is only used to enter a caption for second and subsequent pages which is different from the report caption.

6.4 In the [Select Fields](#) section of the dialog box, we click on **Journal Number**, **Record Number**, **Account Code** and **Account Caption** to deselect the fields which we do not wish to appear in the report.

6.5 In the [Select Groups / Totals](#) section, we open the third combo down and select **1 : Due Date / Sort only**. This will sort records into due date order.

6.6 With the [Enter or Select Report Footer](#) combo, we select one or other of the standard footers included in the [Footers Library](#). These tell the customer where we would like to receive settlement of outstanding invoices.

6.7 We leave the [Select Translation Table](#) combo alone. We will see the purpose of this combo, and learn how to use it, in a later lesson.

7 Press the OK button to open the report.

At the top of the report, we see the name and address of our corporation. We entered these details in [Lesson 3 : Set Data File Settings](#).

Next comes the report caption, followed by the name and address of **Dutch Tobacco BV**.

Below the horizontal line, we see the accounting detail. First come the German mark items, because **DEM** comes before **USD** in alphabetical order. We see the three invoices and the receipt we added on the View Screen. Note that the items are sorted into due date order, not entry date order. The invisible record number has positioned our receipt record immediately below the invoice to which it relates. Totals are given for German marks and United States dollars.

Next come overall totals for the entire statement, followed by the footer asking for payment to be made at a particular bank.

At the foot of the page, the reader is given a key to the fields presented in the statement. Date, time and page number details are also given.

Situation

The report we have opened is called a [General Purpose Report](#) in Karavan Accounts because it can be customised for any purpose. We have learned how to use it to produce a statement of account. We are going to look at one more feature of the GP report before concluding the lesson.

Sequence of operations, continued

8 Press the

*** Return to View Screen**

toolbar button. Note that the View Screen data has been preserved unaltered.

9 Highlight the **DEM** currency code on one of the records and press the

*** Filter by Selection**

toolbar button. We learned about filtering View Screen data in the last lesson and are not surprised to see that the sole record in USD disappears from view.

10 Press the

*** Report**

toolbar button to open the [Format Report dialog box](#). Use the same settings as in step 6 above and press the OK button to open the statement of account.

The statement is the same as before, except for one difference. The USD record does not appear (and, consequently, neither do the USD totals). From this we understand that a General Purpose Report includes the data which is **visible** on the View Screen when the report is opened. This means that we may produce different reports from a broad selection of data, filtered each time to produce the specific data required. This feature can often save us the trouble of repeatedly returning to the Search Engine to reselect data.

Situation

We have learned how to produce a basic General Purpose Report. We have seen how the Search Engine, View Screen and General Purpose Report link together to form an integrated facility for outputting data from Karavan Accounts.

In the next lesson, we will learn how to save our selections of data. The data we are going to save is the data prepared in this lesson, so press the

*** Return to View Screen**

toolbar button to return to the View Screen, but do not close the View Screen itself. Note that the screen reopens to display all data, that is the filter we applied at step 9 above has been removed.

Related Karavan Help Topics

12 [Search Engine](#)

13 [View Screen](#)

20 [General Purpose Report](#)

Objective

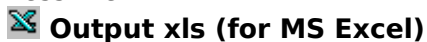
We have seen that data may be edited on the View Screen to produce custom reports. This is only possible because the data shown and edited on the View Screen is a **copy** of data taken from a data file. Changes made on the View Screen do not affect the data file linked to the application in any way.

It follows that when we close the View Screen, any editing work performed is lost. A utility is therefore provided to save data from the View Screen. In this lesson, we will learn how to perform the save operation. In the next lesson, we will see how to reimport the data we have saved.

Sequence of operations

1 This lesson continues from the last lesson, at the end of which you were asked not to close the View Screen. If you have, in fact, closed the screen, follow steps 4 and 5 of the last lesson to reproduce the data required.

2 Press the



toolbar button. A standard Windows Save or Save As dialog box with the caption **Output To** opens.

3 In the dialog box, proceed as follows.

3.1 Navigate to find (or, if necessary, create) the folder in which you wish to save View Screen output.

3.2 Change, if you wish, the file name shown in the **File Name** box at the foot of the dialog box. The default name for most Karavan Accounts export files is **Karavan**.

3.3 If you do not already have Microsoft Excel open, check the **AutoStart** box to the right of the dialog box. Click OK.

4 Switch to Microsoft Excel. Having opened the file just saved if you did not use AutoStart, save the file. A message appears telling you that the file was created in a previous version of Microsoft Excel. Click the Yes button to update the file's format and close the file.

Situation

We have exported the data on the View Screen as a Microsoft Excel file. We have saved the file to give it a specific format and are ready to learn how to reimport the data to the View Screen.

Related Karavan Help Topics

12 [Search Engine](#)

13 [View Screen](#)

22 [Microsoft Excel export files](#)

Objective

In the last lesson, we learned how to save a selection of data from the View Screen. We will now see how to reimport the data we saved.

Sequence of operations

- 1** Open or return to the Search Engine. At the foot of the screen, on the left, is a button with the caption: [Import](#). Press the button. The [Select MS Excel File dialog box](#) opens.
- 2** The dialog box is very similar to other Karavan Accounts dialog boxes which we have met and works in the same way. Navigate to find the Microsoft Excel file we exported in the last lesson. When it appears in the **Files** list, click on it.
- 3** The [Select MS Excel File dialog box](#) disappears and is replaced by the [Worksheet Name dialog box](#). This permits the user to select a particular worksheet from a Microsoft Excel file. Our file has only one sheet, the normal case, and it has the default name **Karavan** highlighted at the foot of the dialog box. Consequently, we need do no more than click the OK button. The dialog box disappears, the Search Engine closes and the View Screen opens to show the data we saved in the last lesson.

Troubleshooting

In simple cases like the one in this lesson, the user should never encounter problems in exporting to, and reimporting from, Microsoft Excel.

Karavan Accounts makes extensive use of Microsoft Excel. The value of doing so lies partly in the fact that data saved from Karavan Accounts **may be edited in Microsoft Excel** before being reimported. When changes are made in this way, problems may arise.

To avoid problems, the user should read [Chapter 29 : Importing and exporting Microsoft Excel files](#) in Karavan Help. Importing problems are specifically covered in [29.10 Troubleshooting files used by import routines](#).

Related

Karavan Help

Topics

- 12 [Search Engine](#)
- 13 [View Screen](#)
- 22 [Microsoft Excel export files](#)
- 29 [Importing and exporting Microsoft Excel files](#)

Lesson Take out a full trial balance
28

Objective

To learn how to preview a Full Trial Balance.

Sequence of operations

1 Link the application to the demonstration data file [dData_02.mdb](#) and to the demonstration translation rates file [dRates.mdb](#). We learned how to do this in [Lesson 12 : Link data and translation rates files](#).

2 Press the [Trial Balances](#) button. The [Trial Balance Settings dialog box](#) opens.

3 Note that the [Select Type of Trial Balance](#) combo is preset to **Multi-Currency Trial Balance**. Further down, the [Select Closing Rates Table](#) and the [Select Average Rates Table](#) combos both display the message **Not available**.

With the [Select Type of Trial Balance](#) combo, select **Full Trial Balance**. The message displayed by the [Select Closing Rates Table](#) and the [Select Average Rates Table](#) combos changes to **Required**. Press the OK button. A message announces: **Closing and Average Rate Tables must be selected for a Full Trial Balance**.

4 Click OK to cancel the message. With the [Select Closing Rates Table](#) combo, select the table **Closing_USD_990331**. This table contains the March 31st, 1999, rates of exchange to the United States dollar of the currencies used in our data file.

With the [Select Average Rates Table](#) combo, select the table **Average_USD_1999**. This is, in fact, the only average rates table available. It contains monthly average rates of exchange to the United States dollar for the first three months of 1999.

Press the OK button. The trial balance [print preview screen](#) opens.

5 At the top of the first page we see the type of trial balance, the full path of the data file to which the application is attached and the last journal entered.

Immediately below the heading, exchange rate data is presented. We see the full path of the translation rates file to which we are linked, the base-currency set for the data file, the United States dollar in this case, the source tables of the exchange rates used to generate the trial balance, and the rates themselves.

Further down, we see the balances listed for each account in two columns. On the left we are given the actual currency balances; on the right we are given the same values in base-currency, translated where necessary at the rates displayed above. For each account, a line is included for each currency balance. Account **30001 Dutch Tobacco BV**, for example, shows two balances, one in German marks and the other in Japanese yen. The US dollar equivalents shown in the column to the right are summed to give an overall dollar balance for the account. **Note** that, as with the other kinds of trial balance, credit balances are shown as negative figures, thus **-12,500.00**, whereas debit balances are unsigned.

At the foot of the trial balance, on the last page, the same **Overall totals** and **Unallocated totals** are given which we saw in [Lesson 14 : Take out a multi-currency trial balance](#) and [Lesson 15 : Take out a closing rate trial balance](#).

Situation

Do not close the trial balance print preview screen. In the next lesson we are going to look at the translations which have been performed to produce this trial balance, and in the lesson after that we will export a version of the trial balance to prepare rudimentary financial statements.

Relate

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Karava **n Help**

Topics

- 18 [Trial Balances](#)
- 31.06 [Meaning of the word base-currency](#)
- 31.25 [Previewing reports without a printer](#)

Objective

To learn how to check the translations performed in the production of a translated trial balance.

Sequence of operations

1 This lesson continues from the last lesson, at the end of which you were asked not to close the trial balance print preview screen. If you have, in fact, closed the screen, follow steps 1 to 4 of the last lesson to reopen the trial balance.

2 Press the



Output xls (Check Translations)

toolbar button. A standard Windows Save or Save As dialog box with the caption **Output To** opens. We saw this dialog box in [Lesson 26 : Save a selection of data from the View Screen](#). It is used to export a Microsoft Excel file, that is a file with an **.xls** extension.

3 In the dialog box, proceed as follows.

3.1 Navigate to find (or, if necessary, create) the folder in which you wish to save the export file.

3.2 Change, if you wish, the file name shown in the **File Name** box at the foot of the dialog box. The default name for this file is **Karavan FTB**. If we were checking the translations of a Closing Rate Trial Balance, the default name would be **Karavan CRTB**.

3.3 If you do not already have Microsoft Excel open, check the **AutoStart** box to the right of the dialog box. Click OK.

4 Switch to Microsoft Excel, opening the file just saved if you did not use AutoStart.

The worksheet shows data in eleven columns. Scroll to the right until you see columns **E Currency_Debit** and **F Currency_Credit**. These columns contain totals in the currencies in which transactions were entered into the books of account.

Columns **G Entry_Month** and **H Entry_Year** show the month and year to which the total on each row relates. A zero value in these columns indicates that the total is to be translated at closing rate (the rate obtaining on March 31st, 1999, in our case). A value such as **1 1999** indicates that the total on the row in question (1) relates to amounts entered into the accounting records in January, 1999, and (2) is to be translated at the average exchange rate for that month.

Column **I Rate** shows the applicable exchange rate. Columns **J Base_Debit** and **K Base_Credit** show the translated amounts. **Note** that the base-currency debit figure is produced by **dividing** the amount in column E by the rate in column I. The base-currency credit figure is produced by dividing the amount in column F by the same rate.

Situation

In this lesson, we are learning how to check translations for accuracy. Other matters are not covered.

To take one example: what determines whether the total on a particular row is translated at closing or at monthly average rate? We came across the answer to this question in [Lesson 4 : Enter accounts in the Accounts Library](#). There, at step 13, we were told that entering a value of **A**, standing for **Average**, in the [Translation field](#) in the [Accounts Library](#), would mean that amounts posted to the account in question would be translated at monthly average rates. Entering no value (default) or **C**, for **Closing**, meant instead that balances would be translated at closing rates.

For full information, consult [Chapter 25 : Translations in Karavan Accounts](#) in Karavan Help.

Sequence of operations, continued

5 Scroll down the worksheet to find the two rows relating to account **30001 Dutch Tobacco BV**. We have seen that there are two balances on the account, one in United States dollars and the other in German marks.

You will find that the row for the dollar balance shows a rate of **1.000000** in column **I Rate**. The figures in columns **E Currency_Debit** and **J Base_Debit** are the same.

The row for the mark balance shows instead a rate of **1.822100** in column **I Rate**. This is the closing rate for the mark, as we saw at the top of the Full Trial Balance. Checking the translation, we see that the amount **227,759.18** given in column **J Base_Debit** is equal to the currency balance of **415,000.00** shown in column **E Currency_Debit** divided by the rate.

6 Return to Karavan Accounts. At the top of the trial balance, note the three monthly average exchange rates given for the Swiss franc. Now locate account **7011 Sales**. Note that four currency balances are listed, the first being a credit balance of **CHF 748,445.00** equivalent to **USD 531,861.49**. Note also that total sales, in base-currency, are **USD 3,396,079.10**.

Switch to Microsoft Excel and likewise locate account **7011 Sales**. There are four rows for the Swiss franc, one relating to sales made in January, 1999, two to February and one to March. The reason why there are two rows for February can be seen from column **B Analysis**. A separate balance is shown for each analysis code posted to the account.

In column **I Rate**, we see that the monthly average rates listed at the top of the trial balance have indeed been used to translate the Swiss franc amounts posted to the account for each of the three months. Using a calculator, we may easily check the translations. We may also check that the CHF currency balances sum to **748,445.00**. When we come to the USD equivalents, however, we calculate a total of **531,861.48** instead of **531,861.49**, a difference of one cent. Clicking on any one of the amounts shown in column **K Base_Credit**, we see that the translated figures are, in fact, calculated to four decimal places even though only two decimal places are currently displayed. A sum of the equivalents expressed to four decimal places agrees to the cent with the trial balance total of **USD 531,861.49**.

Situation

We have covered translations performed by the system, at closing or at monthly average exchange rates. One case remains, that of base-currency equivalents entered directly into the accounting records.

There are no examples of this in our data file **dData_02.mdb**, so we will have to create one.

Sequence of operations, continued

7 In Microsoft Excel, note that Swiss franc sales for March, 1999, amount to **CHF 68,325.00**. Translated at the monthly average rate of **USD 1.00 = CHF 1.4631**, the equivalent base-currency value is **USD 46,698.79**. Close the file.

8 In Karavan Accounts, note that the loss on exchange represented by the balance on account **X-C Cross-Currency A/c** is **USD 122,513.62**. The reason for such a high figure is the dramatic appreciation of the United States dollar in the first quarter of 1999, as we saw in [Lesson 16 : Enter opening balances](#).

9 Return to the Search Engine, create a copy of our data file, as we learned in [Lesson 18 : Compact and copy a data file](#), and link it to the application.

10 Using the Edit Journal utility, as we saw in [Lesson 19 : Edit a journal](#), open journal number **133** for editing. The journal records a Swiss franc sales invoice for **CHF 68,325.00**, entered in March, 1999. This invoice, we realise, constitutes the balance we have just noted in Microsoft Excel.

11 Press the

 **Open/Close Transaction Rates**

toolbar button to open translation fields. On the record for the credit entry to account **7011 Sales**, enter an exchange rate of **1.44**. This gives an equivalent of **USD 47,447.92** which represents an increase of **USD 749.13** over the previous translated value of **USD 46,698.79**.

12 Save the edited journal and reopen a Full Trial Balance. Moving to account **7011 Sales**, note that the equivalent for the Swiss franc value has risen to **USD 532,610.62**, that is an increase of **USD 749.13**. Total sales have likewise risen to **USD 3,396,828.23**.

13 Press the

 **Output xls (Check Translations)**

toolbar button, as we did at step 2 above, to export a new translations file.

14 In Microsoft Excel, you will need to sort the new file into the order: A/c_Code, Cur, Analysis. Moving to account **7011 Sales**, you will find that the equivalent given for March Swiss franc sales is now **USD 47,447.92** with a corresponding exchange rate of **1.44**. **Note** that the values in columns **G Entry_Month** and **H Entry_Year** are zero in both cases.

Situation

We see that the translation system used by Karavan Accounts gives priority to base-currency equivalents where these are entered in the accounting records. For more information on the hierarchy of translation priorities in Karavan Accounts, consult [25.02 Schemas of translation](#) in Karavan Help.

To conclude our lesson, we will take a look at what has happened to differences on exchange as a result of booking a higher value for our March Swiss franc sale.

Sequence of operations, continued

15 On the trial balance in Karavan Accounts, locate account **X-C Cross-Currency A/c**. The total loss is now shown as **USD 123,262.75** which represents an increase of **USD 749.13** over the loss on exchange of **USD 122,513.62** which we had before.

We realise that the net profit shown by our trial balance has not changed as a result of the increased value of our March Swiss franc sale. The higher dollar value booked in credit to sales has been exactly offset by a higher exchange loss. This is because the receivable

generated by the sale is (correctly) translated at closing rate in this trial balance just as it was in the earlier trial balance.

Situation

We are ready to proceed to the next lesson in which we will see how to view financial results.

Relate

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Karava

n Help

Topics

- 18 [Trial Balances](#)
- 25 [Translations in Karavan Accounts](#)
- 31.06 [Meaning of the word base-currency](#)
- 31.25 [Previewing reports without a printer](#)
- 31.27 [Rounding differences](#)

Objective

Karavan Accounts does not incorporate a report writer facility for the preparation of sophisticated financial statements. However, rudimentary financial statements may rapidly be produced, as we are going to learn in this lesson.

Sequence of operations

1 Link the application to the demonstration data file **dData_02.mdb** and to the demonstration translation rates file **dRates.mdb**. Open a Full Trial Balance.

2 Press the



Output xls (Finstats Re-importable)

toolbar button. This opens the standard Windows Save or Save As dialog box with the caption **Output To** which we have seen in several lessons. Save the Microsoft Excel export file.

3 In Microsoft Excel, open and save the file, without changes. As we have seen before, this is to give the file a specific format. Close the file.

4 In Karavan Accounts, return to the Switchboard and open the Search Engine. Import the Microsoft Excel file to the View Screen, following the procedure in [Lesson 27 : Import saved data to the View Screen](#).

5 Press the



Report

toolbar button to open the [Format Report dialog box](#). We learned how to use this dialog box in [Lesson 25 : Produce a statement of account](#). Proceed as follows.

5.1 In the [Enter Report Caption](#) box, type in **Finstats at end March, 1999** or some such caption. Press the keyboard Enter key. The caption is copied to the [Enter Page Caption](#) box. Make no changes.

5.2 In the [Select Fields](#) section of the dialog box, use the mouse to deselect (uncheck) all field check boxes except **Account Code** and **Account Caption**.

5.3 In the [Select Groups / Totals](#) section, open the last combo and select **1 : Analysis Code / Total by each value**. Open the combo immediately above and select **2 : Account Code / Sort only**.

5.4 Press the OK button to open the report.

6 We see that the report lists all accounts, in account code order, separated into two groups with a total for each.

The first group are balance sheet accounts, that is accounts with no value (default) or **C**, standing for **Closing**, entered in the [Translation field](#) in the [Accounts Library](#). The second group are revenue and expense accounts, that is accounts with **A**, standing for **Average**, entered in the Translation field.

The amounts given in the column to the right are all in base-currency, the United States dollar in our case. A single consolidated total, often the sum of several translated currency

balances, is shown for each account.

The group totals for balance sheet and revenue and expense accounts should agree but often, as here, there will be a cent or two rounding difference. This can be corrected in Microsoft Excel, or on the View Screen, by adjusting the balance on **X-C Cross-Currency A/c** which appears last in the list.

Translated reports

A translated General Purpose Report is one which makes use of translation rates, the relevant translation rates table being selected in the [Format Report dialog box](#). The production of such reports is covered in [Lesson 32 : Produce a translated report](#).

Note, at this point, that the report we have just produced is **not** a translated report, even though it shows translated amounts. The selection of a translation rates table in the [Format Report dialog box](#) was not required.

Situation

We have learned how to produce simple financial statements. In the next lesson we will turn to the translation rates tables used to produce translated trial balances and General Purpose Reports.

Related Karavan Help Topics

- 18 [Trial Balances](#)
- 25 [Translations in Karavan Accounts](#)
- 29 [Importing and exporting
Microsoft Excel files](#)
- 31.06 [Meaning of the word base-
currency](#)
- 31.15 [Producing financial statements](#)
- 31.25 [Previewing reports without a
printer](#)
- 31.27 [Rounding differences](#)

Objective

We have made considerable use of translation rates tables to produce translated trial balances and, in the next lesson, we will see how to use them to produce a translated General Purpose Report.

In this lesson, we are going to learn how to create such tables, and use them to store exchange rates.

Translation rates tables

The way in which translation rates tables are used to perform translations is explained in detail in [Chapter 25 : Translations in Karavan Accounts](#). The tables are of two kinds.

Closing Rate tables

- store the exchange rates which obtained on a specific day, that is they store a single translation rate for each currency;
- use the actual exchange rates reported in the market at a specific moment on the day in question;
- are typically used to translate balance sheet items.

Average Rate tables

- * store the exchange rates which obtained during a period, that is they store any number of translation rates by currency, by month and by year;
- * use, for each month, a calculated average exchange rate for the month;
- * are typically used to translate revenue and expense items.

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 date at which translations 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 store translation rates separately 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.

Sequence of operations

1 Link the application to the demonstration data file [dData_02.mdb](#) and to the

demonstration translation rates file [dRates.mdb](#).

2 On the Switchboard, press the [Translation Rates Tables Button](#). The [Translation Rates Tables dialog box](#) opens.

3 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. We see that the file holds three tables:

- * [Average_USD_1999](#)
- * [Closing_USD_981231](#)
- * [Closing_USD_990331](#)

We have seen the names of these tables before. With the mouse, select the [Closing_USD_981231](#) table and press the [Open Existing Table](#) button. Alternatively, double click on [Closing_USD_981231](#). The [Closing Translation Rates Screen](#) opens.

4 The screen shows a list of four exchange rates. These are rates to the United States dollar on December 31st, 1998.

The rates are expressed as the number of currency units equivalent to one base-currency unit (in our case, the dollar). So, on the first line, we see that USD 1.00 was equivalent to CHF 1.379 on the date in question. Note that our fictional Offshore Islands pound was worth **more** than the dollar (USD 1.00 = OIP 0.4973).

Note, also, that base-currency, the United States dollar, does not figure in the list.

5 Close the screen by pressing the



Close without Saving

toolbar button. Reopen the [Translation Rates Tables dialog box](#). This time, select the [Average_USD_1999](#) table.

6 The [Average Translation Rates Screen](#) opens to show a list of exchange rates for the same four currencies which appeared before in the closing rates table.

For each currency, three rates have been stored in the table, those for January, February and March, 1999. For each month, the rates are calculated averages, as explained above.

7 As an exercise, we are going to enter some imaginary exchange rates for the Japanese yen.

7.1 Click with the mouse anywhere in the box for March on the Japanese yen record. Press the keyboard Enter or Tab key. The focus moves to the April box and highlights the zero value. Type in **124**. Press Enter or Tab. The focus moves to the May box. Note that the April box displays **124.000000**, not the **124** we typed in. This is because exchange rates are stored as figures accurate to six decimal places.

7.2 Fill the boxes for the remaining months with imaginary values. On completion, press the



New Record

toolbar button to move to a new record.

7.3 The cursor is in the [Currency Code field](#). Type in **JPY** and press Enter or Tab, or select **JPY Japanese Yen** from the combo.

7.4 The cursor is now in the [Year field](#). Type in **2000** and press Enter or Tab.

7.5 The cursor is now in the box for January. Enter imaginary rates for some months of the year 2000 if you wish.

Situation

If we were to complete the data for all currencies and save it, we could use the new exchange rates to prepare translated trial balances for the year to June 30th, 2000, say. For each currency, Karavan Accounts would take the rates for the months July to December, 1999, from the first record and the rates for the months January to June, 2000, from the second record.

As these are only imaginary rates, we press the



toolbar button to exit from the screen and discard the data.

Sequence of operations, continued

8 Reopen the [Translation Rates Tables dialog box](#) and press the **New Closing Rates Table** button. The Translation Rates Tables dialog box closes and another dialog box, with the caption **New Closing Rates Table**, opens.

9 In the field provided, type in **USD_990430**, or some such, as the name of the new table which we are about to create. Note that the name of a new table may not be that of an existing table and may not exceed 50 characters in length. Press OK.

10 The [Closing Translation Rates Screen](#) opens to display the new table.

We see that the header gives the name of the new table as **Closing_USD_990430**. The prefix **Closing_** is added by the system to the names of all new closing rates tables, and **Average** is added likewise for average rates tables.

11 The cursor is in the [Currency Code field](#). Type in **JPY** and press Enter or Tab, or select **JPY Japanese Yen** from the combo.

The cursor is now in the [Rate field](#). Type in an imaginary rate.

12 Press the



toolbar button to save the data and exit to the Switchboard.

Reopen table **Closing_USD_990430** to inspect the saved data and then close the screen again.

13 Reopen the Translation Rates Tables dialog box and select (ie do not double click) table **Closing_USD_990430**. Press the **Delete Table** button. The name of the new table disappears from the list of tables in the file. Press **Close**.

Reopen the Translation Rates Tables dialog box to check that the **Closing_USD_990430** table really has been deleted.

Situation

We have covered translation rates tables. To conclude the lesson, let us see how to create new, blank, translation rates files.

The procedure is pretty well identical to that for creating new data files, which was the subject of [Lesson 01 : Create a new data file](#).

Sequence of operations, continued

14 On the Switchboard, press the [Attach Rates File button](#). The [Attach Rates File dialog box](#) opens.

15 Click in the Directory box until only the drive letter is shown. Example: **C:**

16 Press the New Folder button.

17 Type a name for the folder in the New Folder Name box and press OK.

18 Press the New Rates File button.

19 Type a name in the New Rates File Name box and press OK. A message announces that the application has been successfully linked to the new rates file located in the new folder. Click OK to cancel the message.

Situation

Opening the Translation Rates Tables dialog box will show you that the new file contains a blank average rates table, with the name **Average_Table**, and a blank closing rates table, named **Closing_Table**. To rename these (or any) table, press the [Rename Table button](#) and follow directions.

Relate

d

Karava

n Help

Topics

03.10 [Translation Rates Tables button](#)

03.11 [Translation Rates Tables dialog box](#)

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](#)

25 [Translations in Karavan Accounts](#)

Objective

In this lesson, we are going to learn how to produce a General Purpose Report translated into base-currency.

We will start by looking at data on a trial balance. Then we will produce a report which analyses that data.

Sequence of operations

1 Link the application to the demonstration data file **dData_02.mdb** and to the demonstration translation rates file **dRates.mdb**.

2 Press the [Trial Balances](#) button. The [Trial Balance Settings dialog box](#) opens. Select settings as follows.

2.1 With the [Select Type of Trial Balance](#) combo, select **Full Trial Balance**.

2.2 With the [Select Sort Method](#) combo, select **By Analysis Code and Account**.

2.3 With the [Select Pagination](#) combo, select **New page for each group**.

2.4 With the [Select Closing Rates Table](#) combo, select the table **Closing_USD_990331**.

2.5 With the [Select Average Rates Table](#) combo, select the table **Average_USD_1999**.

Press the OK button. The trial balance [print preview screen](#) opens.

3 The first few pages of the trial balance list balances posted without an analysis code, and therefore posted by default with code **0** (zero) corresponding to caption **No Analysis**. Thereafter, each page shows the balances for one analysis code.

We are interested in code **00999L** corresponding to caption **Beef 1 / Maize Flour 1**. Move forward to the relevant page.

4 Each of our analysis codes relates to a specific trading venture, usually the subject of a single letter of credit.

We see our sales, costs of sales and expenses attributable to the venture. If your machine is linked to a printer, print this one page. If not, copy down the data.

5 Return to the Switchboard and open the Search Engine. On the [Analysis](#) input line, select **00999L Beef 1 / Maize Flour 1** and open the View Screen.

6 Press the  **Report**

toolbar button to open the [Format Report dialog box](#).

6.1 Into the [Enter Report Caption](#) box, type the caption **Venture 00999L Beef 1 / Maize Flour 1** or some such.

6.2 In the [Select Fields](#) section of the dialog box, click on **Journal Number**, **Record Number**

and **Due Date** to deselect (uncheck) fields which we do not wish to appear in the report.

6.3 In the [Select Groups / Totals](#) section, open the last combo and select **1 : Account Code / Total by each value**. Move to the top combo and select **2 : Entry Date / Sort only**.

6.4 With the [Select Translation Table](#) combo, select table **Average_USD_1999**.

Press the OK button to open the report.

7 The report opens to show the detail behind the figures we saw on the trial balance.

On each translated line, we see the exchange rate used. The key at the foot of each page explains the abbreviations.

The totals for each account, and the overall total, agree with the trial balance totals.

Situation

We have learned how to produce a translated General Purpose Report, but we have not finished.

We are going to make the unlikely supposition that we print this report and present it to our colleague at Demonstration Incorporated who requested the data. He doesn't like it.

For the German mark figures, all of them, he would prefer to use a notional translation rate of USD 1.00 = DEM 2.00. This is where he thinks the mark is heading. Using this rate will give him an idea of potential performance in more difficult market conditions.

Sequence of operations, continued

8 Return to the View Screen. Press the

*** Open/Close Transaction Rates**

toolbar button. Exchange rate fields open. The header display changes to give us the key to the fields now open on the screen.

9 Move down the screen. On each line showing a German mark amount, type **2** into the Rate field. The changes are updated by moving to another field or record.

10 Press the

*** Report**

toolbar button to open the [Format Report dialog box](#). Proceed as before, with one difference.

With the [Select Translation Table](#) combo, select **Custom** instead of a table.

Press the OK button to open the report.

11 The report opens to show the new figures. The venture's profit of **USD 79,692.53** has been reduced to **USD 29,322.50**. This is because our net currency credit of **DEM 595,575.00** was valued at **USD 348,157.53** before, whereas it is now worth only **USD 297,787.50** at the lower German mark rate.

If you have produced different figures, you have probably missed a German mark line and left it without an exchange rate. Scrolling through the report, you will find that this line shows **blank** in the base-currency column. This is because the **Custom** procedure for producing a translated General Purpose Report bypasses the Karavan Accounts default

translation system completely. The data on the View Screen is the data presented in the report, and on the View Screen the base-currency field in question is blank.

Situation

These are the two methods of obtaining a translated General Purpose Report. For more complete information, consult [20.02.08 Select Translation Table](#).

As far as the basic data on the View Screen is concerned, if custom translation rates need to be entered for many records, it may be preferable not to make the changes manually on the View Screen but to export the data 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. Once the changes have been made, the data may be reimported to the View Screen as we learned in [Lesson 27 : Import saved data to the View Screen](#). For guidelines, consult [Chapter 29 : Importing and exporting Microsoft Excel files](#).

Related Karavan Help Topics

- 12 [Search Engine](#)
- 13 [View Screen](#)
- 20 [General Purpose Report](#)
- 25 [Translations in Karavan Accounts](#)
- 29 [Importing and exporting
Microsoft Excel files](#)
- 31.25 [Previewing reports without a
printer](#)

Allocation in Karavan Accounts

We were introduced to the Karavan Accounts system of allocation in [Lesson 17 : Preview and print an allocation journal listing](#). The system is also described, in outline, in [31.05 Meaning of the word Allocation](#).

Objective

As we have seen, in Karavan Accounts, the process of allocation does **not** delete records. Allocated items are simply marked as allocated, and we are going to start the lesson by looking at this mechanism.

We are then going to proceed to learn how allocations are made. Karavan Accounts makes use of three methods of allocation. In this lesson, we will cover the first two.

Sequence of operations

1 Link the application to the demonstration data file **dData_02.mdb**.

2 Open the Search Engine and press the



Find last Allocation

toolbar button. A message tells us that: **The last Allocation Code and Number used were: PAY 67**.

3 Open allocation journal number 67, as we learned in [Lesson 17 : Preview and print an allocation journal listing](#).

We see that the allocation journal records the allocation of the payment of two supplier's invoices. The supplier account is **40002 American Grains Inc** and the currency in question is the US dollar.

4 Return to the Search Engine. Press the



Delete Allocation

toolbar button. The **Delete Allocation** dialog box opens.

Type **67** into the box and press OK. A message tells us that **The deletion was made successfully**. Click OK to cancel the message.

5 Press the



Find last Allocation

toolbar button again. This time, the message tells us that: **The last Allocation Code and Number used were: PAY 66**. Click OK to cancel the message.

Situation

Allocation journal number 67 has been deleted. As we saw in [Lesson 17 : Preview and print an allocation journal listing](#), this means that the entries in the **Allocation Code** and **Allocation Number** fields on the relevant records have been deleted.

We are now going to redo the allocations we have just deleted.

Sequence of operations, continued

6 At the foot of the Search Engine screen, on the left, is a button with the caption **Allocation**. Press the button to open the Search Engine [Allocation Mode](#). This action:


- * changes the [toolbar](#),
- * disables the **Journal Number**, **Allocation Code** and **Allocation Number** input lines, and
- * replaces the mode buttons at the foot of the Search Engine screen with the **Ultra-Fast Allocation** mode button.

7 On the Account input line, select account **40002 American Grains Inc.** Press the

 **Open Allocation Screen**

toolbar button. A message tells us that: **A currency must be selected before the Allocation screen may be opened.** Click OK to cancel the message.

8 On the Currency input line, select **USD**. Press the

 **Open Allocation Screen**

toolbar button again. The [Allocation Screen](#) opens.

9 The Allocation Screen is very similar to the View Screen which we have used on many occasions. The [toolbar](#) is different, and so are some of the controls in the screen [footer](#).

We see that there are six **unallocated** records on this account. Two record the purchase and freight invoices **PIN-43392/E** and **PIN-43417/E**. Another two records show the payment of these invoices (bank document reference **B-084**). These are the records that we wish to allocate.

10 With the mouse, click on the background of these four records in turn. When you have finished, you will see the following changes on screen.

The [Allocated Records Display](#) box, second from the left on the last line on screen, shows a list on numbers: **384,393,553,554**. These are the record numbers of the records selected.

Note that clicking on this box produces a message which repeats the list of record numbers. This is useful when the list is too long to be fully displayed on screen.

On the line above, at the right, the [Allocation Debit Total Display](#) and [Allocation Credit Total Display](#) boxes each show the total **191,030.00**. These are the total debit and credit values allocated. As they are equal, the [Allocation Balance Display](#) box, at the right on the last line, shows a zero balance.

11 Press the [Reset button](#) on the last line of the screen. Slowly repeat the process of selecting the four records to be allocated, taking note of the changing values in the display boxes.

12 When the four records have been selected, and with the [Allocation Balance Display](#) showing zero, press the

 **Allocate**

toolbar button. The four records disappear from the screen, leaving only records 564 and 565.

Situation

We have reproduced allocation journal number 67, using the **normal** method of allocation.

At this point, return to the Search Engine and reopen allocation journal number 67. You will

see that the journal is exactly as it was before.

Before we turn to **fast** allocations, we will look at account **40002 American Grains Inc.**

Sequence of operations, continued

13 Return to the Search Engine. On the Account input line, select **40002 American Grains Inc** and press the

 **Open View Screen**
toolbar button.

On the View Screen, we find only the two **unallocated** records, numbers 564 and 565, which were left on the Allocation Screen. These show outstanding, unpaid invoices.

14 Return to the Search Engine. On the Account input line, select **40002 American Grains Inc** as before. On the Allocation Code input line, select **Mask none**. Open the View Screen.

This time we find fourteen records on screen. Twelve have been allocated with allocation journals **PAY 11**, **PAY 17**, **PAY 36** and **PAY 67**.

Situation

We have seen how to show or hide allocated records before, but this was a very good example of how the system works. Now let us turn to **fast** allocations.


Sequence of operations, continued

15 Return to the Search Engine. Using the Delete Allocation utility, as we did at step 4 above, delete allocation journals numbers 3 and 33.

16 Open Allocation mode. On the Account input line, select **30001 Dutch Tobacco BV**. On the Currency input line, select **JPY**. Open the Allocation Screen.


17 On screen, we find the four records previously allocated with allocation journals numbers 3 and 33. Obviously, we know that these records balance and, anyway, we can see at a glance that they do.

In these circumstances, we do not need to go through the process of clicking on each record. We simply press the

 **Allocate All**
toolbar button to allocate **all** the records on screen. The four records disappear and the screen is left blank.

Situation

The **fast** method of allocation, using the

 **Allocate All**
toolbar button, is available whenever we are sure that **all** records on the Allocation Screen may be allocated.

In this lesson we looked at allocation on its own. The records we allocated had already been entered into the accounting records. This is known as **two-step** allocation. Data entry is step one; allocation, step two.

In the next lesson, we are going to learn about **one-step** allocation. Data entry and allocation will proceed together.

Related

Karavan Help

Topics

- 12 [Search Engine](#)
- 14 [Allocation Screen](#)
- 19 [Reports available from the Search Engine](#)
- 27 [Allocation](#)
- 31.05 [Meaning of the word allocation](#)
- 31.25 [Previewing reports without a printer](#)

Objective

In this lesson we will learn how to post new entries to an account and allocate them as we go.

Sequence of operations

1 Link the application to the demonstration data file [dData_02.mdb](#).

2 Open the Search Engine in [Allocation Mode](#). On the Account input line, select account **40002 American Grains Inc.** On the Currency input line, select **USD**. Press the

 **Open Allocation Screen**
toolbar button.

3 The Allocation Screen shows the two unpaid invoices which we saw in the last lesson. We are going to record the payment of these invoices.

Press the

 **Entry Screen**
toolbar button to move to the Entry Screen.

4 [The Entry Screen during allocation](#) differs from the normal [Entry Screen](#) only in having a slightly different toolbar.

We learned how to enter data on the Entry Screen in [Lesson 11 : Enter a journal](#). On this occasion, we need to enter a journal of three records. Proceed as follows.

4.1 The cursor is in the Entry Date field of the first, blank, record. Enter the date **April 22nd, 1999** in short date format, and press the keyboard Tab or Enter key.

4.2 The cursor is now in the Document Reference field. Enter bank document reference **B-098** and press Tab or Enter twice.

4.3 The cursor is now in the Account Code field. Type in **2151** and press Tab or Enter twice.

4.4 The cursor is now in the Currency Code field. Type in **USD** and press Tab or Enter.


4.5 The cursor is now in the Description field. Type in **Payment of PIN-44573/E and PIN-44574/E** and press Tab or Enter twice.

4.6 The cursor is now in the Credit Amount field. Type in **208085** and press the

 **New Record**
toolbar button.

4.7 The cursor is now in the Account Code field on the second record. Type in **40002** and tab through to the Debit Amount field.

4.8 Type **208055** into the Debit Amount field and press the

 **New Record**
toolbar button.

4.9 The cursor is now in the Account Code field on the third record. Type in **8023** and press the

 **Save and open blank New Journal**

toolbar button to save the journal. Account **8023**, incidentally, is the account for **Financial Expenses : Bank Charges**, which in this case amount to USD 30.00.

4.10 Press the

 **Allocation Screen**

toolbar button to return to the Allocation Screen.

5 On the Allocation Screen, we see that, whereas before we had two records on screen, now we have three. The payment we have just posted to account **40002 American Grains Inc** has been added.

Press the

 **Allocate All**

toolbar button to allocate the account.

Situation

We have learned how to enter data on the Entry Screen and allocate records on the Allocation Screen contemporaneously.

Our example was a simple one involving one account and one new journal. In fact, the Allocation Screen may be opened to include entries on any number of accounts, although in one currency only. This permits the user to move backwards and forwards between the Entry and Allocation screens, posting data to different accounts and allocating new entries, without being obliged to return to the Search Engine to select each successive account.

Relate

d

Karava

n Help

Topics

- 10 [Entry Screen](#)
- 12 [Search Engine](#)
- 14 [Allocation Screen](#)
- 19 [Reports available from the Search Engine](#)
- 27 [Allocation](#)
- 31.05 [Meaning of the word allocation](#)
- 31.25 [Previewing reports without a printer](#)

Objective

As a rule, allocations may only be made when three criteria are satisfied. Debit and credit amounts may be allocated against each other if:

- * they balance, that is if the total of debit amounts exactly equals the total of credit amounts,
- * they are all denominated in the same currency, and
- * they are all entered on the same [account](#).

These restrictions apply to items allocated on the Allocation Screen. [Ultra-fast allocations](#), by contrast, are not made on the Allocation Screen but 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:

- * in any currency,
- * on a range of accounts, in a single operation.

We are going to work through an example of an ultra-fast allocation in this lesson.

Sequence of operations

1 Link the application to the demonstration data file [dData_02.mdb](#).

The file contains hardly any data suitable for ultra-fast allocation, so we are going to have to begin by deleting some allocations.

2 Open the Search Engine. Using the Delete Allocation utility, as we did in [Lesson 33 : Normal and fast allocation](#), delete allocation journals numbers 16, 18, 19, 40, 45, 46, 47, 53, 54, and 66. These allocate all items on accounts **30003 German Sausage GmbH**, a customer account posted in German marks, and **40001 Argentinian Beef Srl**, a supplier account posted in United States dollars.

3 Open [Allocation Mode](#) and then press the **Ultra-Fast Allocations** button at the foot of the screen to open [Ultra-Fast Allocations Mode](#).

4 On the Account input line, which is the only one available in this Search Engine mode, select accounts **30003 German Sausage GmbH** and **40001 Argentinian Beef Srl**.

5 Press the

 **Allocate**

toolbar button to allocate all items on the two accounts. A message announces that: **The allocations were made successfully. Allocated items are marked with Allocation Code 'CTA' and Allocation Number 68.** Click OK to cancel the message.

6 As a matter of interest, preview allocation journal number 68. You will find that currencies and accounts are inextricably mixed as the allocated items are listed in record number order. Totals are given at the foot of the report, currency by currency, in the usual manner.

Situation

We have learned how to use the ultra-fast allocation utility.

The utility is available to allocate all items on one or more accounts that show a zero balance in every currency. One of its main uses is to eliminate unwanted detail from books of account when these are closed at the end of a financial period, as we shall see in the lesson after next.

Relate

d

Karava

n Help

Topics

12 [Search Engine](#)

27 [Allocation](#)

31.05 [Meaning of the word allocation](#)

Objective

In this and the next two lessons, we are going to learn how to close books of account at the end of a financial period, and reopen them at the beginning of the next. This lesson covers the closing procedures.

Sequence of operations

- 1** Compact and copy the demonstration data file **dData_02.mdb**, as we learned in [Lesson 18 : Compact and copy a data file](#), giving it the name **dData_03**. Link to this and to the demonstration translation rates file **dRates.mdb**.
- 2** If you wish, repeat [Lesson 30 : View financial results](#), to determine the profit shown by the file for the first quarter of 1999. The profit is **USD 804,312.14**, subject to a rounding difference of one cent shown in the totals at the foot of the report.
- 3** Create a new account **6023 Profit and Loss Account 1st Quarter 1999** to receive the profit for the period. This is a balance sheet account, so no entry is required in the [Translation field](#).
- 4** On the Switchboard, press the [End of Period Closing button](#). A dialog box with the caption **End of Period Closing Utility** opens with a warning message. Click Yes to proceed. The [End of Period Closing dialog box](#) opens.
- 5** The dialog box holds three input lines, similar to Search Engine input lines. Proceed as follows.
 - 5.1** On the Destination Account input line, press the **Set** button to open the combo to the right. Use the combo to select the account **6023 Profit and Loss Account 1st Quarter 1999** which we opened at step 3. The combo and the input line close.
 - 5.2** On the Closing Date input line, type in the date **March 31st, 1999** in short date format. Press the keyboard Enter key to close the input line.
 - 5.3** On the Closing Rates Table input line, select the table **Closing_USD_990331**. The combo and the input line close.
 - 5.4** Press the OK button to run the routine. The **End of Period Closing dialog box** closes and the routine commences. While it is running, the Switchboard [Link Display](#) shows the message **End of Period Closing routine is running. This may take some time.**
 - 5.5** On completion of the process, a dialog box appears with the message:

The entries were made successfully.

Transfers were made by Journal number 170. On Source Accounts, transferred items are allocated with Allocation Code 'END' and Allocation Number 68.

Click OK to cancel the message.

Note For a full description of the operations performed, consult [28.06 End of Period Closing utility](#).

6 Open a Full Trial Balance using closing rates table [Closing_USD_990331](#) and average rates table [Average_USD_1999](#).

At the top of the trial balance, note immediately that no average translation rates are listed as having been used. Scrolling through the trial balance, we find that this is because no revenue or expense accounts are listed (with the exception of Cross-Currency A/c).

Locating account [6023 Profit and Loss Account 1st Quarter 1999](#), we see that the End of Period Closing utility has closed all revenue and expense accounts and transferred the net result to the account we opened to receive it. The account shows a credit balance of **USD 804,312.14**, exactly the profit that we saw at step 2.

Immediately below, on Cross-Currency A/c, we find the one cent rounding difference that we also saw at step 2.

7 Return to the Switchboard and open a Closing Rate Trial Balance using closing rates table [Closing_USD_990331](#).

Perusing the trial balance, we find that it is identical to the Full Trial Balance. This is because of the absence of revenue and expense accounts.

Situation

At this point, the books of account may be considered closed.

This does not mean that the data file [dData_03.mdb](#) is ready for use in the financial period beginning April 1st, 1999. Further operations are necessary as we shall see in the next lesson.

Before proceeding to the next lesson, however, we are going to take a quick look at our rounding difference of one cent.

The rounding difference

There are several ways to get to grips with this rounding difference. The easiest is as follows.

1 Open account [X-C Cross-Currency A/c](#) on the View Screen. You will find that there are six unallocated records, one for each currency except US dollars for which there are two.

2 Open a translated General Purpose Report, using translation table [Closing_USD_990331](#). We learned how to do this in [Lesson 32 : Produce a translated report](#). In the totals at the foot of the report you will find the rounding difference.

3 Press the

 **Output xls (Check Translations)**

toolbar button to export the Microsoft Excel file [Karavan Translated Report.xls](#). Use the AutoStart option to launch Microsoft Excel.

4 With the file open in Microsoft Excel, reformat columns [K Debit](#), [L Credit](#), [Q Base_Debit](#) and [R Base_Credit](#) to show four decimal places.

You will find that the figures in columns [K Debit](#) and [L Credit](#) do not show digits beyond the second decimal place, and that the column totals balance to the cent. These are the figures which are actually present in the accounting records included in our data file.

Columns **Q Base_Debit** and **R Base_Credit**, by contrast, show translations which are only calculated when a translated report or trial balance is taken out. We see that the debit entries in United States dollars (which are not translated, obviously) sum to **USD 1,102,494.6600**. The translated values of the currency credit balances sum instead to **USD 1,102,494.6651**. At fifty-one hundredths of a cent, this is the smallest possible rounding difference that will show up in translations. One ten-thousandth of a dollar less and it would not appear.

In fact, if you look closely at either of the trial balances we produced at steps 6 and 7, you will see that the rounding difference shows in the total for cross-currency account **only**. If you sum the individual balances shown on the account, rounded as they are to two decimal places, you will see that it is the total which is wrong, because the balances actually sum to zero.

In conclusion, although the rounding difference may be unsightly on the face of a trial balance, it is not something that needs adjustment in the books of account.

Related
Karavan Help
Topics

- 03.21 [End of Period Closing button](#)
- 03.22 [End of Period Closing dialog box](#)
- 18 [Trial Balances](#)
- 25 [Translations in Karavan Accounts](#)
- 28 [Opening and closing financial periods](#)
- 29 [Importing and exporting Microsoft Excel files](#)
- 31.15 [Producing financial statements](#)
- 31.27 [Rounding differences](#)

Objective

In the last lesson, we closed the books of account held in demonstration data file **dData_03.mdb**. We are now going to prepare the file for use in the following financial period.

Summary of the position so far

On completion of the closing routine performed in the last lesson, revenue and expense accounts in the data file had been closed and fully allocated, and the net result for the first quarter of 1999 transferred to account **6023 Profit and Loss Account 1st Quarter 1999**.

Although the books of account could therefore be considered closed, several opening operations remain outstanding. In synthesis, these amount to eliminating detail which is unwanted in the new financial period. For example, on bank accounts, it is normally preferred to bring forward the book balance only, without the detail composing the balance. This is not true of receivable and payable accounts, for which detail is required.

Summary of outstanding operations

1. Elimination of zero balances

Accounts with zero balances, in every currency, need to be allocated as a first step towards their elimination from the books of account.

2. Elimination of redundant detail

On accounts with redundant detail, the net balance needs to be struck, currency by currency, and the detailed records allocated.

3. Consolidation of Cross-currency account

When all other operations have been completed, cross-currency account needs to be consolidated by striking the net balance, currency by currency, and allocating outstanding records.

4. Deletion of allocated records

Once unwanted detail has been allocated, as a final step, all allocated records need to be deleted from the data file.

Sequence of operations

1 Make sure that the application is still linked to data file **dData_03.mdb** and to the demonstration translation rates file **dRates.mdb**.

2 In the data file, the only example of an account with a zero balance in every currency, on which records have not been allocated, is **6022 Dividends Payable**. Use the [Ultra-fast allocations](#) utility, as we learned in [Lesson 35 : Ultra-fast allocation](#), to allocate the records on this account.

3 The series of accounts with first digit **2**, that is the **Banks and Cash** group, comprising twelve accounts, all have balances. We need to eliminate detail on these accounts and bring forward the net balances only.

We will start with account **2901 Office Petty Cash** because this is the only account in the group with balances in more than one currency. Proceed as follows.

3.1 Open the account on the View Screen to take a look at it before we begin. There are twelve records on the account, posted in United States dollars and Offshore Islands pounds. The dollar balance comprises a single record, whereas the pound balance is a typical residue corresponding to no particular record or group of records.

3.2 On the Switchboard, press the [Transfer Balances button](#). A dialog box with the caption **Transfer Balances Utility** opens with a warning message. Click Yes to proceed. The [Transfer Balances dialog box](#) opens.

3.3 The dialog box holds three input lines, similar to Search Engine input lines. On the Source Account input line, press the **Set** button to open the combo to the right. Use the combo to select the account **2901 Office Petty Cash**. The combo and the input line close.

3.4 Repeat the operation on the Destination Account input line. The account to select is the same because we are transferring a balance forward on the same account.

3.5 On the Closing Date input line, type in the date **March 31st, 1999** in short date format. Press the keyboard Enter key to close the input line.

3.6 Press the OK button to run the routine. The **Transfer Balances dialog box** closes and the routine commences. While it is running, the Switchboard [Link Display](#) shows the message **Transfer Balances routine is running. This may take some time.**

3.7 On completion of the process, a dialog box appears with the message:

The entries were made successfully.

Transfers were made by Journal number 171. On Source Account, transferred items are allocated with Allocation Code 'END' and Allocation Number 70.

Click OK to cancel the message.

3.8 Open the account again on the View Screen, using the default Allocation Code setting, **Mask all**. Two records appear on the account, one in each currency, and each with the description **Balance brought forward**. The amounts shown, debits in this case, correspond to the balances on the account.

3.9 Returning to the Search Engine, and reopening the account with Allocation Code setting, **Mask none**, we find sixteen records, fourteen allocated by **END 70**. Of these, two are new, each with the description **Balance carried forward** and credit amounts equal to the debit amounts brought forward.

3.10 Repeat the operation for the remaining **Banks and Cash** accounts with the exception of account **2325 German Bank DEM 3 month fixed deposit** on which the detailed records may usefully be carried forward.

4 The next step is to check Cross-Currency A/c. In fact, the account does not need adjustment, as may be seen by opening the account on the View Screen. Only in the case of US dollars does more than one unallocated record appear. It is not worth the trouble to consolidate the two dollar records into one, so we are ready to proceed to the final stage without more ado.

Before doing so however, as a matter of interest, open the entire general ledger on the View Screen or, alternatively, preview an entire journal listing. You will find that the data file now

holds 181 journals comprising 698 records.

5 On the Switchboard, choose the command [Deletions](#) from the **File** menu. A dialog box opens with a warning message. Click Yes to run the utility.

When the routine finishes, a message announces:

The deletions were made successfully.

Surviving records from journals affected by the deletions have been consolidated into a new journal, number 182.

Click OK to cancel the message.

6 Open the entire general ledger on the View Screen and then preview an entire journal listing. You will find that the data file now holds a single journal, number 182, comprising 67 records.

Note how each record refers to the original journal with which it was entered during the first quarter of 1999. Take note, also, of the totals at the foot of the journal listing.

7 Return to the Switchboard and open a Closing Rate Trial Balance using closing rates table [Closing_USD_990331](#).

Perusing the trial balance, we find that, except for the totals at the end, it is identical to the trial balance that we opened at step 7 in the last lesson. The totals agree with those which we have just seen at the foot of the journal listing. Note that there is no difference between **Overall Currency Totals** and **Unallocated Currency Totals**.

Situation

The elimination of redundant detail, amounting to some 90 per cent of records, has altered the trial balance not at all. The data file is ready for use in the new financial period.

While this is true, some users will find it inconvenient, or inelegant, to commence the new period on journal number 183. These users prefer to begin each period with journal number 1, that is with a new data file. We will see how this may be achieved in the next lesson.

Relate

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Topics

03.19 [Transfer Balances button](#)

03.20 [Transfer Balances dialog box](#)

03.39 [Deletions](#)

12.07 [Ultra-Fast Allocations Mode](#)

28 [Opening and closing financial periods](#)

31.27 [Rounding differences](#)

Lesson Re-open books of account with a
new
38 data file

Objective

In the last lesson we completed opening procedures for our demonstration data file **dData_03.mdb**. After the elimination of some 90 per cent of records, the file contained only the opening balances and records required for a new financial period.

In this lesson, we will learn how to transfer these balances to a new data file.

Sequence of operations

- 1** Make sure that the application is still linked to data file **dData_03.mdb** and to the demonstration translation rates file **dRates.mdb**.
- 2** Open the entire general ledger on the View Screen. As we saw at step 6 in the last lesson, you will find that the ledger comprises 67 records. Note that the hash totals at the foot of the screen are **14,269,162.52**.
- 3** Export the data as a Microsoft Excel file. How to do this was explained in [Lesson 26 : Save a selection of data from the View Screen](#). Remember to open the file in Microsoft Excel and save it in order to give the file a specific format. Close the file.
- 4** Create a new data file, giving it the name **dData_04**. We saw how to do this in [Lesson 01 : Create a new data file](#). On completion of the process, the application will be linked to the new, blank, file, and the Switchboard [Link Display](#) will show the message **Linked but No Settings**. Remain linked to the demonstration translation rates file **dRates.mdb**.
- 5** Copy libraries from **dData_03.mdb** to **dData_04.mdb**, as we learned in [Lesson 09 : Copy libraries from one data file to another](#). On completion of the process, the [Link Display](#) will show the short title **Demo Inc.**
- 6** Choose the command **Import Journal** from the Switchboard **File** menu. The [Select MS Excel File dialog box](#) opens.

We encountered this dialog box in [Lesson 27 : Import saved data to the View Screen](#). Navigate to find the Microsoft Excel file exported at step 3. When it appears in the **Files** list, click on it.

7 The [Select MS Excel File dialog box](#) disappears and is replaced by the [Worksheet Name dialog box](#) which we also saw in [Lesson 27 : Import saved data to the View Screen](#). Click the OK button to run the import routine. While it is running, the Switchboard [Link Display](#) shows the message **Import routine is running. This may take some time.**

8 On completion of the process, a dialog box appears with the message:

The import operation was successful.

The imported journal was saved as journal number 1.

Click OK to cancel the message.

9 Open the entire general ledger on the View Screen. You will find that new journal number

1, comprising 67 records, is in every way identical to old journal number 182. Note that the hash totals at the foot of the screen are **14,269,162.52** as before.

10 Preview an entire journal listing. Note that the totals at the foot of the journal listing are those which we saw at step 6 of the last lesson.

11 Return to the Switchboard and open a Closing Rate Trial Balance using closing rates table **Closing_USD_990331**.

You will find that the trial balance is identical to the trial balance that we opened at step 7 in the last lesson. The totals agree with those which we have just seen at the foot of the journal listing.

Situation

We have learned how to transfer opening balances from an old data file to a new data file.

Note that, when redundant detail was eliminated from the data file in the last lesson, a single consolidated journal was the result. This is not always the pattern. Often, the balances and records required to open the new financial period will be contained in several journals.

In such cases, exporting the entire general ledger, as at step 3 above, means exporting a series of journals. Despite this, the Import Journal utility will always import the data as a **single** journal, exactly as in this lesson.

Relate

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Topics

- 03.23 [Attach Data File button](#)
- 03.24 [Attach Data File dialog box](#)
- 03.31 [Copy Libraries menu commands](#)
- 03.32 [Copy Libraries dialog box](#)
- 03.33 [Import Journal menu command](#)
- 12 [Search Engine](#)
- 13 [View Screen](#)
- 22 [Microsoft Excel export files](#)
- 28 [Opening and closing financial periods](#)
- 29 [Importing and exporting Microsoft Excel files](#)

