



A PRESENTATION  
OF  
**ASPECT4** v3r1



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ASPECT4 Financial Management version 3, release 1.0 is part of the total ASPECT4 version 3, release 1 (below abbreviated to v3r1).

The content of ASPECT4 Financial Management is generally influenced by the work of implementing multi currency, i.e. that an account payable or an account receivable may have items in many different currencies and that they can be settled across currencies. The work with multi currencies has not been completed with this release – mainly because we have to make new inquiry applications in the new cockpit format – but the full multi currency functionality will be included in a later issue of version 3.

From this release on, using the new functions in the screen images requires that ASPECT4 Client (earlier called eXposer) is used. But for this release all the applications can be executed with the 5250-emulation (the 'green/black screen').

This folder contains a description of version 3.1.0's impact on ASPECT4 Financial Management and its five modules:

- Finance
- Accounts Receivable
- Accounts Payable
- Fixed asset/Appropriation
- Contract Costing and Control

At the end of this folder you will find a check list for installing this release as well as a list with the requirements for the installation of the release.

### Documentation

The documentation for ASPECT4 Financial Management version 3 release 1.0 exists in different forms:

- This presentation folder that also describes the installation procedure.
- The update description that is included in the update pack.
- Online help that is activated with the 'Help' function or F1. Here you will find descriptions for different levels.
  - Type 001 – fields found in files and in screen displays
  - Type 002 – applications that belong to ASPECT4 Financial Management
  - Type 003 – parameters belonging to the individual applications
  - Type 004 – sections in general files
  - Type 005 – general descriptions of functions in Financial Management
  - Type 006 – general descriptions of systems in Financial Management
  - Type 007 – glossary with used terms
  - Type 008 – EDB Gruppen's API descriptions

The descriptions can also be activated in the applications *Inquiry into descriptions lang. 00 (0300)* and *Inquire into descriptions lang. 01 (0301)*, *Inquire into descriptions lang. 02 (0302)*, *Inquire into descr. lang 03-89 (0303)* and *Inquire into descr. lang. 90-99 (0304)* - depending on the language packs and any special descriptions that you might have installed.

## New/Enhanced Functions

### New field lengths

Some customers that have many transactions and in particular many EDI transactions use many voucher numbers and journal numbers, and they could run the risk of 'running out' of voucher number or journal numbers or the sequence number that the system itself uses to keep a check on the individual transaction lines. It would not be a problem with voucher numbers, as a voucher number can occur several times (this would usually occur with several years in between), but a journal number or a sequence number can only occur once. That is why we have made the following extensions:

- Voucher number extended from 7 digits to 11 digits
- Journal numbers extended from 7 digits to 13 digits
- Sequence numbers extended from 9 digits to 15 digits

These changes result from customers using scanning for invoices, scanning financial vouchers, OCR interpretation, workflow or integration to MultiArkiv, must have the setup between ASPECT4 and MultiArkiv adjusted and therefore you may have to count on consultant help from EDB Gruppen and/or Multi support to adapt the setup.

### The first cockpit application

In version 3, inquiry applications will be developed as 'cockpit' applications where this is relevant and makes sense. A cockpit application is characterised by its content of several windows with different displays, and that a change made in one window immediately is reflected in the other windows.

In this release we have developed a simple cockpit application *Finance Inquiry (1702)*. The application has four windows (see the image below):

- Window for inquiry into account
- Window displaying the distribution of currencies – both by figures and by graph
- Window that combines inquiry into voucher number, journal number and display of detailed transaction.
- Window displaying the scanned voucher, if it exists.

Individual windows will necessarily be quite small (and in this folder they are even smaller), but each individual window can be maximized on its own when you need a larger display. In the image on the next page the window at the bottom left has been maximized.

Cockpit application: Finance Inquiries (1702)

The screenshot displays the Finance Inquiry (1702) cockpit application with four windows:

- F/A items (generic):** Shows account details for account number 10131, counted from 01/07/07 to 25/03/08. The balance is -986,806,187.65. A table lists transactions with columns: Item date, Voucher, Amount, Text 1, TC, Journal, CC, Currency amnt, VC, VAT a.
- Currency balances:** Shows currency distribution for the period 1.11.07 - 25.03.08. The table lists currencies and their balances.
- Voucher/Journal/Transaction Overview:** Shows a detailed view of voucher number 10000001308. The table lists transactions with columns: Item date, Account, Journal, TransId, Amount, ISO currency code, Name 1, TC, Text 1.
- MultiArchive:** A window for displaying scanned vouchers.



Voucher number		10000001308									
Item date	Account	Journal	TransId	Amount	ISO currency code	Name 1	TC	Text 1	Text 2	Currency code	Currency
1 18/03/08	1501	1000000003378	0	7,000.00	DKK	Bank account 1234567890	400			1	7,0
2 18/03/08	1501	1000000003378	0	-6,096.20	EUR	Bank account 1234567890	400			99	-8
3 18/03/08	1501	1000000003378	0	-1,200.00	SEK	Bank account 1234567890	400			3	-1,2
4 18/03/08	10131	1000000003378	0	296.20	DKK	Unspecified costs	400	Parking fine		1	2
5 0	0	0	0	0.00			0	Total		0	5,2

Finance Inquiries - maximized window

Please note that you still find the tabs at the bottom of the image for:

- Voucher image (the maximized window).
- Journal inquiry (corresponding to calling application 1332 or 1317).

- Overview of transactions (that corresponds to calling application 1301, or in 5250 emulation – pressing F22 + F15).

When this image is recreated, the application will return to the cockpit image.

## Changes in exchange rate adjustment

Major changes have been made to the exchange rate adjustment under *Currency Information (1250)*.

The following exchange rate methods are omitted and replaced by new functionality (described below):

- Exchange rate adjustment as post-entries
- Exchange rate adjustment, periodically run for transactions from Finance, A/R and A/P
- Finance exchange rate adjustment per transaction

In version 3 the image for exchange rate adjustment looks like the image displayed in the next column.

A result of the new exchange rate adjustment methods is that the system guarantees that an exchange rate adjustment cannot be run if it comes into effect before the last exchange rate adjustment in time and if it is of the same currency and system area.

This means that if an exchange rate adjustment has been run for accounts payable on 31 March, you cannot run an exchange rate adjustment at a later stage for accounts payable in USD on a date before 31 March.

As a new item we have added the possibility to make exchange rate adjustments at another rate than the one used in the bookkeeping. Thus you can keep a bookkeeping rate at EUR 745,0000 both in December and January, but use exchange rate adjustment for accounts receivable and accounts payable at the rate valid on December the 21<sup>st</sup> – i.e. without affecting the bookkeeping rate.

If you wish to use this facility, exchange rates must be created (for the currency in question) with system number 802 (Adjustment rate). Exchange rates from system number 802 are only used for exchange rate adjustment and only if the relevant field has been selected:

Application	← →
Adjustment date	25/03/08
Selection for exchange rate adjust	Option
Exchange rate adjustment, A/R	<input checked="" type="checkbox"/>
Exchange rate adjustment, A/P	<input type="checkbox"/>
Exchange rate adjustment, G/L	<input type="checkbox"/>
Simulation of rate adjustment	<input type="checkbox"/>
Use adjustment rate	<input type="checkbox"/>
Rate adjustment code	1 2 3

Exchange rate adjustment of finance accounts is now always done per currency per account combination.

Apart from the above described, the exchange rate adjustment of financial transactions does not differ much from the exchange rate adjustment known from release 9, seen from a user point of view.

For A/R and A/P, greater changes have been made. Now no reversal of the exchange rate adjustment is done on the following day, as was the case previously. But the exchange rate adjustments are marked as 'not realized' and the reconciliation applications 2440 and 3440 make allowances for this.

When A/R and A/P transactions are settled, an automatic reversal is carried out for the not yet realized exchange rate adjustments that might exist for the trans-

action and the transaction is finally exchange rate adjusted (as until now) with the difference between the rate of the invoice and the rate for the payment.

The not realized exchange rate adjustments are written to the settlement history as an informative item and can be seen in the *Customer items - settlement history* and *Vendor items - settlement history (2316 and 3316)*.

## New design options

We have had several requests for making possible moving or removing fields in some of the applications, especially in application 1242 and varieties.

This has now been made possible in the new version 3 client ASPECT4 Client, as we describe in the documentation for ACS version 3 release 1.

The screenshot shows a software window titled 'Application Inquiry'. It contains a form with various fields for transaction data. The fields are organized into two columns. The left column lists the field names, and the right column shows the values entered or calculated. The fields include: Journal number (100000003387), Difference (0.00), Voucher type (2A), Voucher (0), Customer (0), Amount paid (0.00), Discount stated (0.00), Date (25/03/08), Text code (105), Text 1, Text 2, Dimension 1 (0), Currency code, Rate (0.00000000), Offset account code (BANK), Sequence (4), Start (0), and Discount extrd time (10). At the bottom of the window, there are several buttons: Pause, Display journal, Post, Search by voucher no., Transaction entry, and Search for settlement.

## The payment applications 2107 and 3107 have been upgraded

In connection with reprogramming the payment applications for handling multi currency, the screen design has been streamlined and laid out better.

Apart from the multi currency function (that is not yet available) nothing has been changed in the functionality.

## New reconciliation applications (2440 and 3440)

The reconciliation applications have been amended so that now they read the posting setup – transaction by transaction – in the general file 2392 and sort the transactions according to the A/R control account or A/P control account they should be entered to. When all transactions to a certain control account have been processed, their total is printed. At the same time the control account balance is printed per the same date; this balance is corrected for any not realized exchange rate adjustment and the sums are compared. With this the system can directly check if there are any reconciliation differences in the list.

## Applications to be uninstalled in this release

Appl.	Description	Basic appl.
1210	Supplier invoice - final entry	
1212	Transaction entry	1240
1213	Sales invoices w/CCC	1240
1214	Sales invoices	1240
1215	Supplier invoice – pre-entry	1240
1216	Transaction entry w/CCC	1240
1240	Transaction entry w/o rule code	1240
2450	Reminder module, Optima	2450
2459	Reminder module, Optima	2459
3627	Communication with Unitel EDI	3627

## Applications to be uninstalled in the next release

Appl.	Description
2295	Start of interest calculation
3624	Extract transactions, Erhvervs giro Foreign
3642	Send transactions to BG Bank

## Installation and Conversion

The Application Control System (ACS) must as a minimum be installed with version 3 release 1.0 with the system requirements that this implies. Be particularly observant to the requirements for the server that are described in the presentation for ACS version 3.

From Financial Management version 3, all printouts to customers and vendors will go through DocManager and therefore it is practically a prerequisite to be able to use version 3 and that DocManager has been set up and tested.

ASPECT4 Financial Management must as a minimum be updated to release level 9.2.02. The level can be seen in *Display system level information (0361)*.

Customers that use invoice scanning, finance vouchers scanning, ORC interpretation, workflow or other integration to MultiArkiv must adjust the setup between ASPECT4 and MultiArkiv and should therefore contact a consultant either from EDB Gruppen or from Multi Support before the upgrade, to adapt the setup.

For the installation of ASPECT4 Financial Management version 3 release 1, you must make sure that you have at least 5,0 GB available disk space before receiving and installing the software packs 401-1000 Basic pack and 401-1080 Conversion pack, as the installation requires a temporary storage for the new release objects when converting data, etc.

Program packs take up approximately 1,5 GB hard disk space and they can be deleted after completed installation. But we recommend that you leave the program packs on the system during the first month of operation, if this is possible. Other hard disk usage is for the expansion of the existing database and new program objects.

This figure is just intended as a guide as the expansion of existing fields and the following greater usage of space depend on the number of records in the files that are expanded.

This figure can be calculated more exactly if you wish, by using the expanded record length in bytes, compare the table for expanded files and multiply with the number of records that exist in the same files before the installation of release 9. The size of the files that are deleted should be deducted. After this you should add 3 GB for the new files and as a security measure.



## Software for version 3 release 1

401-1000 ECO: Basic pack version 3 release 1  
401-1080 ECO: Convert version 2 release 9 to version 3 release 1  
401-1062 ECO: English texts for version 3 release 1  
401-1063 ECO: German texts for version 3 release 1  
401-1067 ECO: Norwegian texts for version 3 release 1  
401-1068 ECO: Swedish texts for version 3 release 1

Only for new installations where 401-1080 is NOT used:  
401 1090 ECO: Supplement to 401-1000

## Upgrade

Before starting the installation you have to make sure that you have a backup of your data environment.

Check that necessary program packs have been sent and that you have read all the enclosed dispatch documents.

## Check list

Go through the list below and tick off as the mentioned functions are implemented without any problems.

- ☐ Go through this folder.
- ☐ Go through those installation descriptions that have been sent with the software packs for ASPECT4 Financial Management version 3, release 1, including the language packs if ordered or acquired.

Note! The installation descriptions sent with the software packs *can* contain changes that should replace or complement some of the functions that are mentioned in this check list.

- ☐ Sign on with EDBGRP.
- ☐ Make sure that ASPECT4 ACS version 3 has been correctly installed.
- ☐ Make sure that ASPECT4 Financial Management has a minimum level of 9.2.02.
- ☐ Check to see if there are any open transaction journals via *Display of open journals (1318)* and *Journal restart (1219)*. If so, you must end these journals correctly first.
- ☐ Check to see if there are any open journals in the transaction interface *Interface (1381)*. If so, you have to first end these journals correctly.

If importing transactions via the interface file IMPPSTP1 is used or if electronically received supplier invoices for pre-recording via ASPECT4 Business connector is used, you must make a call to

*Import of external transactions (1268)* that will transfer the transactions from there to *Interface (1381)* from where they must be posted subsequently.

- ☐ Print the *Reconciliation of customer balances (2440)*, *Control, vendor balances/not handl. (3440)* and a *Balance (1901)* via transactions, all made up with today's date for the check that will follow.
- ☐ Make sure that you have a complete back up of the data environment and the program environment before the installation and the conversion is started up.
- ☐ Receive ASPECT4 Financial Management software packs via the application *Installation, ASPECT4 Software (0590)* in the same sequence as the dispatch numbers (as a minimum the packs 401-1000 and 401-1080 must be sent).

Receiving the packs can be done in advance of the installation day in order to minimize the time usage on the day of the installation.

The software pack '401-1000 Basic pack version 3 release 1' will due to its size be divided into several CDs.

When CD#1 has been read, you must *not* open the CD drive until the indicator light on the CD drive has been switched off. Insert the next CD and wait until the indicator light has been switched off again. Now you can press F16 for *Installation, ASPECT4 Software (0590)* and the installation can continue.

- ☐ When all the software packs for ASPECT4 Financial Management have been received, perform 'Install.' (Option 2) for pack 401-100 ECO:Basic pack version 3 release 1.
- ☐ Install pack 401-050 ECO: Extension to Optima version 3 release 1, if sent.
- ☐ Install pack 401-1080 ECO: Convert version 2 release 9 to version 3 release 1.
- ☐ Sign off (to clean up in job logs, etc).
- ☐ Sign on with EDBGRP.
- ☐ Convert ASPECT4 Financial Management version 3 release 1 via the application *Conversion (0690)* with 'Convert' (option 1) in front of '401 ASPECT4 Financial Management (Finance)'.
- ☐ Reprint *Reconciliation of customer balances (2440)*, *Control, vendor balances/not handl. (3440)* and *Balance (1901)* – all on today's date, and compare amounts and balances with the corresponding print-outs from earlier on in the installation.

- ☐ If language packs have been sent, you install them now via the application *Installation, ASPECT4 Software (0590)* and then you convert them via the application *Conversion (0690)*. Possible language packs are:

<u>Pack</u>	<u>Description</u>
401-1062	ECO: English texts for version 3 release 1
401-1063	ECO: German texts for version 3 release 1
401-1067	ECO: Norwegian texts for version 3 release 1
401-1068	ECO: Swedish texts for version 3 release 1

From version 3 the 'unpacking' of help texts is automatically done. The procedure that had to be followed previously when inserting the help texts, no longer apply.

- ☐ Sign off

The installation is now complete.





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