

# AFO 233 - Print financial transactions

## 233.1 Introduction

All amendments in the acquisitions module which result in changes to the commitment balance and/or the bookkeeping balance of a budget are registered in a log file. With AFO 233 you can generate various overviews of the transactions in this log file. The purpose of this option is to be able to check amendments in the budget balances etc. As a rule each transaction has two entries in the log file: [plus or minus the old amount and plus or minus the new amount] **“Positive or negative amendment to the old balance and negative or positive amendment to the new balance”** (if these amounts are not zero). It can generally be assumed that every transaction in the acquisitions module that has financial implications is logged and can be included in overviews.

The system has three types of overviews:

- Overviews per budget
- Overviews per supplier
- General overviews (for all budgets and suppliers)

The table below shows the amendments that are logged:

Amendment	Implications for:	No. of transactions	Negative or positive amount	Remarks
input new purchase order	commitment balance	1	positive	Inputting donations and external purchase orders does not affect the commitment balance. These transactions are therefore not logged.
registration of receipts	commitment balance	1	negative	The transaction is only logged if your system uses bookkeeping model 11 ('receipt' model).
Amend purchase order or sub	commitment balance	2	negative and positive	All amendments are logged that have budgetary consequences, such as

Amendment	Implications for:	No. of transactions	Negative or positive amount	Remarks
purchase order				inputting a new sub purchase order, deleting an existing sub purchase order or changing the total purchase order of a sub purchase order.
Delete purchase order	commitment balance	1	negative	
Input price in purchase order	commitment balance bookkeeping balance	1 1	negative negative	The transaction is only logged if your system uses bookkeeping model 22 ('prices model').
Amend price	bookkeeping balance	2	positive and negative	
Pay an invoice	commitment balance bookkeeping balance	1 1	negative negative	The transaction is only logged if your system uses bookkeeping model 33 ('invoice' model). The fund commitment amount of the purchase or sub purchase order is reversed (that is deleted) on payment. The amount 'paid' is subtracted from the bookkeeping balance for normal invoices. Please note – for credit notes this is the other way round.
Reverse payment of an invoice	commitment balance	1	positive positive and	The transaction is only logged if your system uses bookkeeping model 33 ('invoice' model). The fund commitment amount is

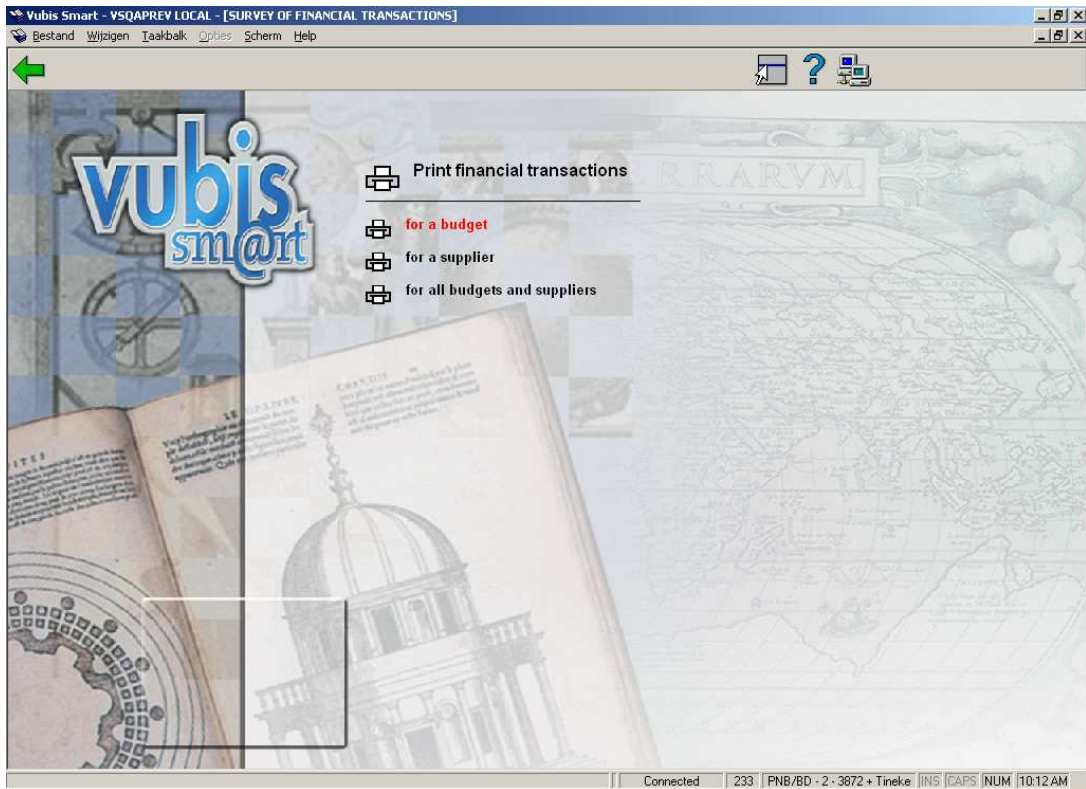
Amendment	Implications for:	No. of transactions	Negative or positive amount	Remarks
	bookkeeping balance	2	negative	charged again (that is noted as a positive amount in the commitment balance). The price 'paid' is reversed, that is noted as a negative amount in the bookkeeping balance. Please note – for credit notes this is the other way round.
Cancel purchase order	commitment balance	1	negative	The fund commitment amount for a cancelled purchase order is deleted when the cancellation notice is transferred from the temporary to the final print file (AFO 252).
Bookkeeping transaction	bookkeeping balance	1	positive and negative	
Commitment transaction	commitment balance	1	positive and negative	
Bookkeeping transaction with fund commitment amount	bookkeeping balance and commitment balance	2	positive and negative	

**Note**

Only budgets defined via AFO 243 (**Budgets**), that is controlled budgets, are maintained in the log file. Transactions are only noted for amounts that are not equal to 0 (zero) so bear in mind that transactions for amounts equal to 0 (zero) aren't.

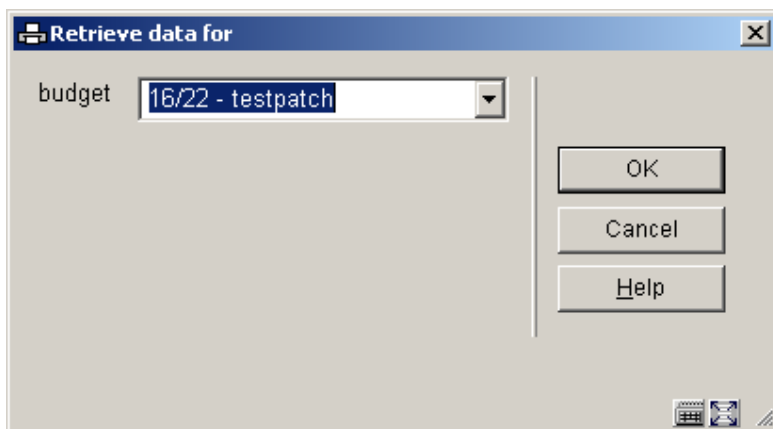
## 233.2 Printing financial transactions

A menu screen will be displayed when you select this AFO.



You have a choice of three menu options on this screen. The procedure to be followed is similar for all three options so we will just give a general description here.

When you select the 1<sup>st</sup> or 2<sup>nd</sup> of the options an input screen will be displayed on which you can select a budget or supplier from the dropdown list (The third option does not have this intermediate screen.):



An input screen is then displayed:

The image shows a standard Windows-style dialog box with a title bar containing a minimize icon, a maximize icon, and a close icon. The dialog box has a light gray background and contains the following fields and controls:

- Start date:** An empty text input field.
- End date:** A text input field containing the date "23 May 2006".
- For the year:** A dropdown menu showing "2006".
- Type:** A text input field containing the number "123".
- Source:** A text input field containing the number "1234".
- Screen composition:** A text input field containing the number "1".
- Buttons:** Three buttons are stacked vertically on the right side: "OK", "Cancel", and "Help".
- System icons:** At the bottom right corner, there are small icons for keyboard accessibility, speech recognition, and help.

### Fields on the screen

**Start date** - enter the date on which you want the overview to start. Use a valid format for inputting the date.

**End date** - enter the date on which you want the overview to end. Use a valid format for inputting the date. If you do not enter a date here today's date will be used as default.

**For the year** - enter a year if you want an overview of the log file data which have prompted changes in the balances for that year.

**Type** - you can restrict the overview to transactions pertaining to the bookkeeping balance only or to the commitment balance only. Enter 1 if you want to view the commitment transactions or 2 to view the bookkeeping transactions.

**Source**- the bookkeeping balances and the commitment balances are changed as a result of amendments to purchase orders and invoices such as input, prices, cancellations, payments, reversing payments etc. Moreover, these balances can also be changed by inputting transactions in the AFO 243 ('Budgets'). With this option you can also limit the overviews to transactions prompted by purchase orders (1), invoices (2) or transactions (3). Enter one or more numbers.

**Screen composition** - this option enables you to choose between a detailed overview or a summary. Enter 1 to view all the transactions selected (a detailed overview) or 2 for a summary.

The third option does not have the field **Screen composition**.

When you have input the data on this screen and clicked **OK** the system switches to the standard output procedure.

- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
<b>1.0</b>	<b>unknown</b>	<b>creation</b>	
<b>2.0</b>	<b>November 2006</b>	<b>updates for release 2.4.2 build 1</b>	