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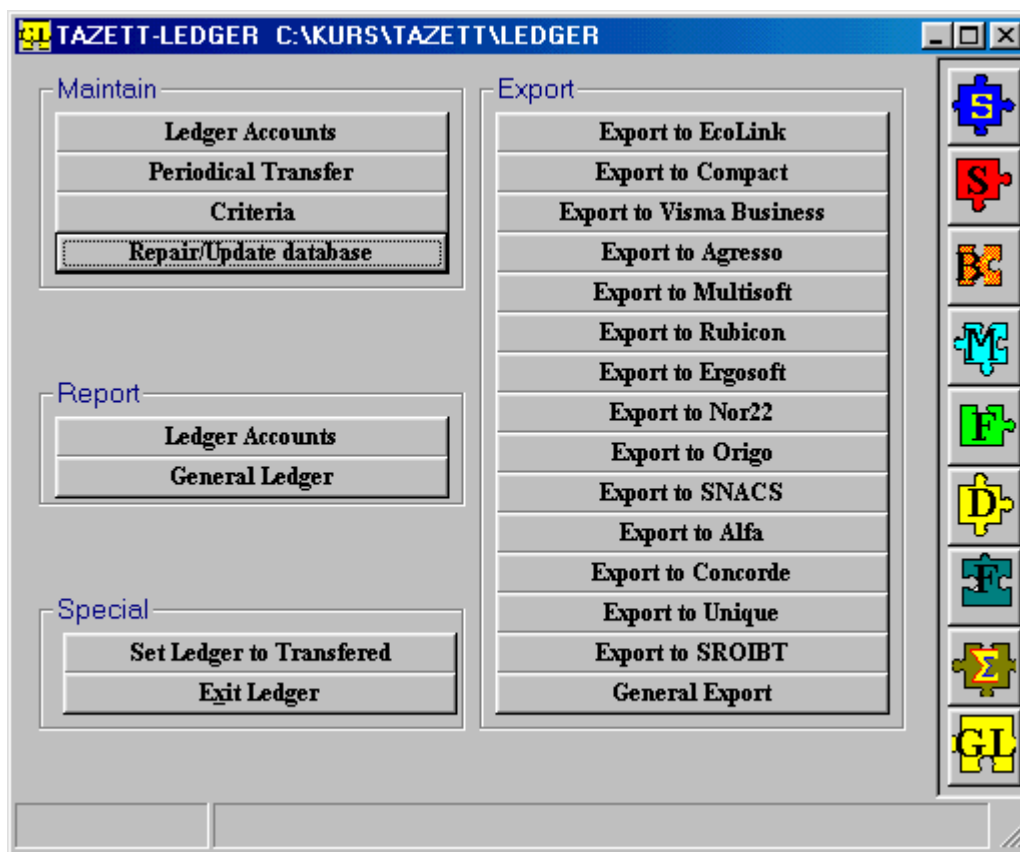
***Regnskaps prinsipper 24***

## Main Menu

To start up TAZETT Ledger, the general ledger system in TAZETT, you double click on the Ledger icon:

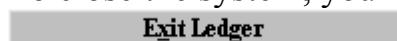


When starting up TAZETT Ledger, you will be presented with a window containing a number of active buttons. When you click on these buttons the various functions that are available in the system are carried out. You can also use the arrow keys (up and down arrows) to select a button, and then press the Return key to carry out the button selection.



### Exit Ledger

To close the system, you must click on the "Exit Ledger" button.



## Maintain Ledger Accounts

The system has a window for general ledger accounts. This is started from the TAZETT Ledger main menu, by clicking on the Ledger Accounts button.

This register contains all general ledger accounts that are used when transferring to the general ledger from all the TAZETT systems.

A unique account is linked for each combination of Investor, Portfolio, Broker, Currency, Value type, Module and Transaction in the system.

The registration window functions in the following way. You fill out the fields upon which the account selection is dependent. If selection of account is independent of an account such as Portfolio, this is not to be filled out. You must then register an item for all account types (Trans Type), all combinations, and for all modules.

The screenshot shows the 'Maintain Accounts' dialog box. The fields are as follows:

Field	Value
Ledger Account	1110
Investor	
Portfolio	LONG
Broker	
Currency Code	
Stock Type	
Module	TAZETT-STOCKS
Trans Type	1-Asset
Table Type	

A description of these fields follows below:

### **Ledger Account**

Here you enter the general ledger's account number in the accounts that are to be registered. The account number must be unique, and not more than 15 characters. As a rule this is about 4 or 5 characters long.

### **Investor**

Short Code of the owner of the general ledger account. This can be for example a debtor, creditor or an investor.

**Portfolio**

Here you enter the portfolio code that the general ledger account is to be linked to for the selected investor, if the account is dependent on the portfolio.

**Module**

Here you select the TAZETT module with which the general ledger account is to be linked. You will be given alternatives by clicking on the combo box.

The alternatives are:

TAZETT Stocks : The stock system

TAZETT Bonds : The bond system

TAZETT Money : The loan system

TAZETT Forex : The currency system

TAZETT Derivat: The derivative system

**Broker**

Here you select the broker / counterpart for the account. This particularly applies when registering a Bank account type.

**Currency Code**

Here you select currency code if a distinction is to be made when transferring to accounts.

**Stock Type**

Here you select the stock type for shares and options, bond types for bonds and guarantor for deposits/loans.

## Trans Type

Here you select the transaction type to which the account is to be linked.

The alternatives depend on what is selected from Module above, and the transaction type will save itself as a number in the database. Below is a summary of various transaction types, dependent on module:

STOCKS	BONDS	MONEY	FOREX	DERIVAT	FUND
1-Beholdning	1-Beholdning	1-Aktiva Konto	1-Spot Aktiva	1-Beholdning	1 -Andelskapital
2-Kurs Gevinst	2-Kurs Gevinst	2-Passiva Konto	2-Spot Passiva	2-Kurs gevinst	2 -Overkurs
3-Kurs Tap	3-Kurs Tap	3-Kapital Konto	4-Gebyr	3-Kurs tap	4 -Trans.gebyr forv.selsk.
4-Kurtasje	4-Kurtasje	4-Gebyr	5-Termin Passiva	4-Kurtasje	5 -Valuta Gevinst
5-Valuta Gevinst	5-Valuta Gevinst	5-Valuta Gevinst	6-Termin Aktiva	5-Valuta gevinst	6 -Valuta Tap
6-Valuta Tap	6-Valuta Tap	6-Valuta Tap	9-Bank	6-Valuta tap	7 -Påløpt rente K/S
7-Utbytte	7-Renter	7-Renter	10-Gjeld	7-Premie inntekt	8 -Trans.gebyr tegn.sted
8-Emisjon	9-Bank	8-Avdrag	11-Fordring	8-Premie utgift	9 -Bank
9-Bank	10-Gjeld	9-Bank	27-Beregnet renter	9-Bank	10-Gjeld
10-Gjeld	11-Fordring	10-Gjeld		10-Gjeld	11-Fordring
					12-
11-Fordring	12-Kildeskatt	11-Fordring		11-Fordring	Administrasjonshonorarer
	15-Oppgjør Valuta				
12-Kildeskatt	Gevinst	12-Straffegebyr		12-Redusert tap aksjer	13-Diverse inntekter
14-Aksje Lån	16-Oppgjør Valuta			13-Beholdning	
Gebyr	Tap	27-Påløpte Renter		nedskrevne aksjer	14-Diverse kostnader
15-Oppgjør	20-Laveste Verdi	28-Balanse			
Valuta Gevinst	Prinsipp	Påløpte		14-Clearing	15-Renteinntekter
16-Oppgjør	21-Markeds Verdi			15-Oppgjør Valuta	
Valuta Tap	Endring			Gevinst	16-Rente/utb.
20-Laveste Verdi	22-Urealisert				
Prinsipp	Gevinst			16-Oppgjør Valuta Tap	17-Forvaringsgebyr
21-Markeds Verdi					
Endring	23-Urealisert Tap				18-Ytelsegebyr
22-Urealisert					
Gevinst	25-Urealisert Agio				19-Utbytte
	26-Urealisert				20-Utbytte Tilbakeholdt
23-Urealisert Tap	Disagio				Skatt
					21-Gjeld Påløpte
25-Urealisert Agio	27-Påløpte Renter				Administrasjonsgebyr
26-Urealisert					22-Gjeld Påløpte
Disagio	28-Balanse Påløpte				Forvaringsgebyr
					23-Fordring Påløpte
	29-Amortized Cost				Bankrente
	30-Balanse				25-Oppgjør Valuta
	Amortized				Gevinst
					26-Oppgjør Valuta Tap

If you have selected English as language, the account selection will be as follows:

STOCKS	BONDS	MONEY	FOREX	DERIVAT	FUND
1-Asset	1-Asset	1-Assets	1-Spot Assets	1-Asset	1 -Cooperative Share Capital
2-Realized Profit	2-Realized Profit	2-Liabilities	2-Spot Liabilities	2-Rate Profit	2 -Over Rate
3-Realized Loss	3-Realized Loss	3-Capital	4-Fee	3-Rate Loss	4 -Management Fee
4-Brokerage	4-Brokerage	4-Fee	5-Term Liabilities	4-Brokerage	5 -Agio
5-Agio	5-Agio	5-Agio	6-Term Assets	5-Agio	6 -Disagio
6-Disagio	6-Disagio	6-Disagio		6-Disagio	7 -Accrued Interest B/S
7-Dividend	7-Interest	7-Interest		7-Prize Sell	8 -Dealer Fee
8-Share Issue	9-Bank	8-Instalment		8-Prize Buy	9 -Bank
9-Bank	10-Liabilities	9-Bank		9-Bank	10-Liabilities
10-Liabilities	11-Receivable	10-Liabilities		10-Liabilities	11-Receivable
	12-Withholding Tax				
11-Receivable	Tax	11-Receivable		11-Receivable	12-Administrationfee
12-Withholding Tax	15-Settlement Agio	12-Penal Fee		12-Reduzed Loss Stocks	13-Miscellaneous Income
	16-Settlement Disagio	27-Accrued Interest		13-Asset Write Down Stocks	14-Miscellaneous Charges
14-Stock Loan Fee	20-Lowest Value Principle	28-Balance Accrued		14-Clearing	15-Interest Income
15-Settlement Agio	21-Market Value Change			15-Settlement Agio	16-Interest/Div. Payment
16-Settlement Disagio	22-Unrealized Profit			16-Settlement Disagio	17-Custody Fee
20-Lowest Value Principle	23-Unrealized Loss				18-Performance Fee
21-Market Value Change	25-Unrealized Agio				19-Dividend
22-Unrealized Profit	26-Unrealized Disagio				20-Dividend Withholding Tax
23-Unrealized Loss	27-Accrued Interest				21-Liabilities Accrued Administration Fee
25-Unrealized Agio	28-Balance Accrued				22-Liabilities Accrued Custody Fee
26-Unrealized Disagio	29-Amortized Cost				23-Receivable Accrued Bank Interest
	30-Balance Amortized				25-Settlement Agio
					26-Settlement Disagio

### Default Account

If you want the relevant account to appear as standard when the general ledger window appears in the various modules, you should click in this field to specify the account as standard.

### Table Type

Here you can differentiate between types of transactions, e.g. buy/sell and opening/closing.

# Periodical Transfer

All bookkeeping in Tazett takes place with this button.  
 The settings in this window will be saved locally on each PC that runs Ledger.

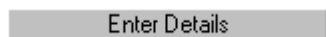
The screenshot shows a software window titled "Transfer to Ledger". It has a "Get records from" section with a list of modules: TAZETT-STOCKS, TAZETT-BONDS, TAZETT-MONEY, TAZETT-DERIVAT, and TAZETT-FUND. Below this is an "Enter Details" button. The "Select" section includes "From Date" (01.01.2001), "To Date" (31.12.2002), and an "Investor" dropdown menu set to "INVESTOR1". There are checkboxes for "Exact Bank Amount" and "Show only Approved records". On the right, there are buttons for "Show records", "Copy", "OK", and "Update table data to Ledger".

Below the settings is a table of "Unbooked transactions". The table has the following columns: Type, Investor, Portfolio, Broker, Voucher, Trans Type, Transnumber, Date, Ledger Account, and Amount NOK. The data includes various "StockBuy" and "StockSale" entries with their respective dates and amounts.

Type	Investor	Portfolio	Broker	Voucher	Trans Type	Transnumber	Date	Ledger Account	Amount NOK
StockBuy	INVESTOR1	LONG	ABC		1-Asset	100108	01.02.2001	9999	2.988.166,50
StockBuy	INVESTOR1	LONG	ABC		9-Bank	100108	01.02.2001	2180	-2.988.166,50
StockBuy	INVESTOR1	LONG	ABC		1-Asset	100109	11.02.2001	9999	1.792.460,00
StockBuy	INVESTOR1	LONG	ABC		9-Bank	100109	11.02.2001	2180	-1.792.460,00
StockBuy	INVESTOR1	LONG	ABC		1-Asset	100113	01.03.2001	9999	125.568,00
StockBuy	INVESTOR1	LONG	ABC		9-Bank	100113	01.03.2001	2180	-125.568,00
StockBuy	INVESTOR1	LONG	ABC		1-Asset	100114	01.03.2001	9999	125.568,00
StockBuy	INVESTOR1	LONG	ABC		9-Bank	100114	01.03.2001	2180	-125.568,00
StockBuy	INVESTOR1	LONG	ABC		1-Asset	100115	01.03.2001	9999	125.568,00
StockBuy	INVESTOR1	LONG	ABC		9-Bank	100115	01.03.2001	2180	-125.568,00
StockBuy	INVESTOR1	LONG	ABC		1-Asset	100116	01.03.2001	9999	125.568,00
StockBuy	INVESTOR1	LONG	ABC		9-Bank	100116	01.03.2001	2180	-125.568,00
StockBuy	INVESTOR1	LONG	ABC		1-Asset	100117	01.03.2001	9999	125.568,00
StockBuy	INVESTOR1	LONG	ABC		9-Bank	100117	01.03.2001	2180	-125.568,00
StockBuy	INVESTOR1	LONG	ABC		1-Asset	100118	01.03.2001	9999	125.568,00
StockBuy	INVESTOR1	LONG	ABC		9-Bank	100118	01.03.2001	2180	-125.568,00
StockBuy	INVESTOR1	LONG	ABC		1-Asset	100119	01.03.2001	9999	125.299,50
StockBuy	INVESTOR1	LONG	ABC		9-Bank	100119	01.03.2001	2180	-125.299,50
StockBuy	INVESTOR1	LONG	ABC		1-Asset	100120	01.03.2001	9999	125.568,00
StockBuy	INVESTOR1	LONG	ABC		9-Bank	100120	01.03.2001	2180	-125.568,00
StockBuy	INVESTOR1	LONG	ABC		1-Asset	100121	01.03.2001	9999	125.568,00
StockBuy	INVESTOR1	LONG	ABC		9-Bank	100121	01.03.2001	2180	-125.568,00
StockSale	INVESTOR1	LONG	DIVIDEND		4-Brokerage	200183	11.03.2001	2340	886,00
StockSale	INVESTOR1	LONG	DIVIDEND		7-Dividend	200183	11.03.2001	3333	-477.554,00
StockSale	INVESTOR1	LONG	DIVIDEND		9-Bank	200183	11.03.2001	2180	259.598,00
StockSale	INVESTOR1	LONG	DIVIDEND		12-Withholding Tax	200183	11.03.2001	1760	217.070,00

## Get records from

You click in this list on the modules for which you want to make entries.  
 You make settings for how the bookkeeping is to be done in the individual modules under Options, General Setup, Ledger Setup.



This button displays a detailed list showing the parts that are to be entered from the various modules. Only those parts that are marked will be entered.

## From Date

Here you select the start date for the bookkeeping interval. All items that have deal/settlement dates from and including this date will be included in the bookkeeping.

## To Date

Here you select the end date for the bookkeeping interval. All items that have deal/settlement date up to and including this date, will be included in the bookkeeping.

## Investor

Here you select the investor/fund/creditor/debtor for which you are to enter. If nothing is selected in this field, the bookkeeping will apply to all.

Show only Approved records

Cross off here in order to include only those transactions that have been approved.

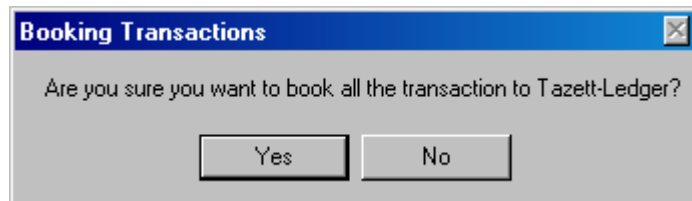
Show records

Click here to display the transactions that have not been approved earlier. You will be shown new, altered and deleted transactions in the period.

Update table data to Ledger

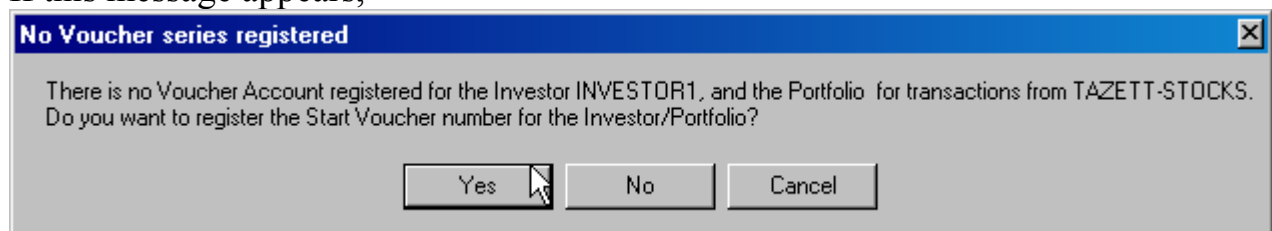
Click here to enter the transactions that appear in the table in Tazett Ledger.

You will then be asked:

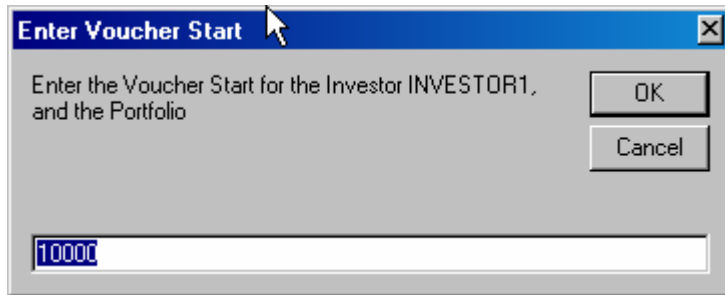


Answer Yes to this.

If this message appears,

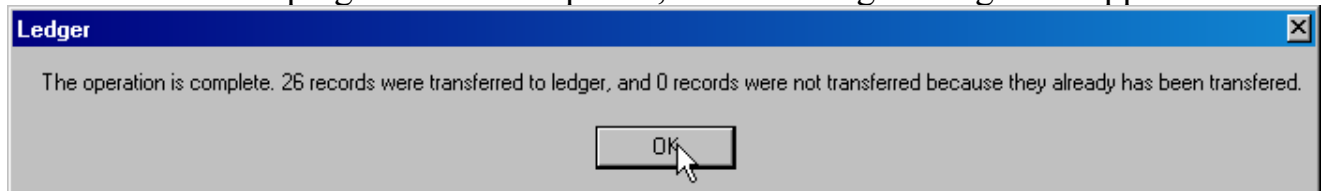


You have not entered vouchers previously for the investor. Answer Yes if you want to define a voucher number start.

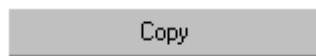


Enter the desired voucher start number for the investor. You can choose to start alike for all investors (e.g. on 10000), or an individual start per Investor. Click on OK.

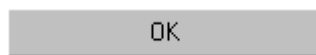
When the bookkeeping has been completed, the following message will appear.



Answer OK to confirm the bookkeeping.



Click here to copy the highlighted area in the table to the clipboard.  
This can then be pasted in to programs such as Excel.



Click here to close the window.

## Repair/Update database

If a new version of the Ledger program has been sent to you, you should click on this button to update the database with new values.

## Set Ledger to Transferred

If you have entered transactions under Periodical Transfer which you do NOT want to include on file under the Export to function, you can click on this button.

You then confirm that this is what you want, and choose the Investor you want to set as transferred to file.

## Set Ledger to Not Transferred

If you have booked transactions under Periodical Transfer that you want to once again include on file on the Export to function, you can click on this button. The aim of this is that if you have exported the vouchers to file, then they will receive the status of transferred. Then they cannot be transferred once more.

By clicking on this button you will then give them the status of having not been transferred, so they can then be exported once more.

You confirm that this is what you want to do, as well as choose the Investor you want to set as transferred to file.

## Report Ledger Accounts

This report lists general ledger accounts that have been selected in Criteria.

An explanation of the columns follows below:

Ledger Account	The general ledger's account number to general ledger's account. This is used when transferring to general ledger as a reference as to where the general ledger item originates from, and who is the owner.
Investor	Owner / Investor to general ledger account.
Portfolio	The portfolio that is linked to the account
Broker	The broker that is linked to the account
Module	The module to which the account is linked. Refer to the chapter about Maintain Ledger Accounts for alternatives that can appear in this field.
Trans Type	The transaction type for the account. Refer to the chapter about Maintain Ledger Accounts for alternatives that can appear in this field.

## Report General Ledger

This report lists all the general ledger items that have been selected in Criteria. The general ledger items will be created in the various modules, and cannot be altered. The report can also be selected from the various modules.

Here you need to select the Start date for Report, as well as the End date for Report.

An explanation of the columns follows below:

### Voucher

The voucher number for the transaction. This number will be automatically generated when the item is created. The voucher number on a new transaction will be the last used number in the voucher series plus one.

### Ledger Account

This is the general ledger account number for the general ledger transaction. This account will be registered in the Maintain Ledger Accounts window from the main menu, or under Options in the various modules (if Account from Options is used in the various modules).

### Investment Account

This is the account number from which the general ledger transaction originates. This account number is the Investment Account from the various registration windows. If no Investment Account is registered for an investor, you must enter the Investment Account for the transaction when transferring to the general ledger.

### Date

The date when the transaction took place (e.g. the settlement date for buying and selling stocks and bonds, payment date for paying on the account in the loan system).

### Amount

The amount in local currency (Base Currency) for the general ledger item. If the transaction from which the general ledger item originates was in another currency than local currency, the amount will be converted to local currency.

### Module

The module from which the voucher originates.

Refer to the chapter about Maintain Ledger Accounts for alternatives that can appear in this field.

### Status

This is a text field that describes the origin of the general ledger item (how it has originated or what it consists of).

#### Investor

The identity of the investor or the owner of the voucher. This is the short code for the address of the investor from the address register.

#### Ledger Date

The date when the item was booked in the system.

## Criteria

The system has a window for setting criteria for the items that are to be included in the report, or which are to be transferred back. This window is accessible from the report menu Report, Criteria, Export to File and from the main menu.

In this window you decide which items are to be selected for the various purposes.

Criteria can only be set for the data from one table at a time.

### **Table**

The tables for which criteria can be set, can be brought up by clicking on the downwards arrow in the Select Table field.

The table for which criteria are to be set, is dependent on the report for which you want to set criteria, the table for which you want to export data, or the table in which you want to delete data.

If you want to set criteria for a report, the choice of table depends on which report has been selected. If you want to delete data from the base, or export data, then this depends on which registration window you are referring to. Below is a summary of the tables from which the various reports fetch data, and the window in which table data are registered:

Report	Table	Window for registering
Ledger Accounts	Accounts	Maintain Ledger Accounts
General Ledger	General Ledger	Items created automatically
No report for voucher series	Voucher	Items created automatically

For description, usage and examples for the Criteria window, refer to the manual for the TAZETT Service system.

## ‘Export to’ Functions

It is possible to transfer the general ledger data to a file that bookkeeping systems are able to read. The system supports most of the accounting systems in Norway, as well as some of the foreign ones.

If no button is found for your accounting system you must use the General Export function from the main menu.

From the main menu you select the program to which you want to transfer.

### **File name of the Export file**

When the transfer system has been selected, a window appears where you specify the folder/file name of the exporting file. This folder must exist on the hard disk or on the server.

### **Set Status of Ledger records to Transferred after export**

There is a code (Public) for all the items in the general ledger that indicates whether the item has been exported to another system or not. This is in order that the same general ledger item is not exported twice.

If you want to set this attribute as transferred for all the general ledger items, you must click in this field so that there is a cross there.

If this field does not have a cross, the same items will be transferred the next time you carry out the operation. This can be used if you want to test how the import works in the accounts system, or if you want to create a data file that is not to be fetched into the accounts system.

### **Export all not transferred Ledger records**

Click here if you want to transfer all general ledger items that have not been transferred, irrespective of investor.

### **Export Ledger records for Investor with Investment Account**

Click here if you only want to transfer general ledger items for one investor. You must then specify the Investor in the field behind this option, or you must select the investor from the list.


### **Company Code (ID) for Investor**

Here you specify the client ID for the customer in the accounts system.

This field will be fetched from the ID field from the client's (Investor's) address in Service.


### **Voucher Type for records**

Here you specify the type that the vouchers are to be marked with in the file. This varies from system to system, and is defined by the accounts system.



Click on this button to export the general ledger data to a data file.

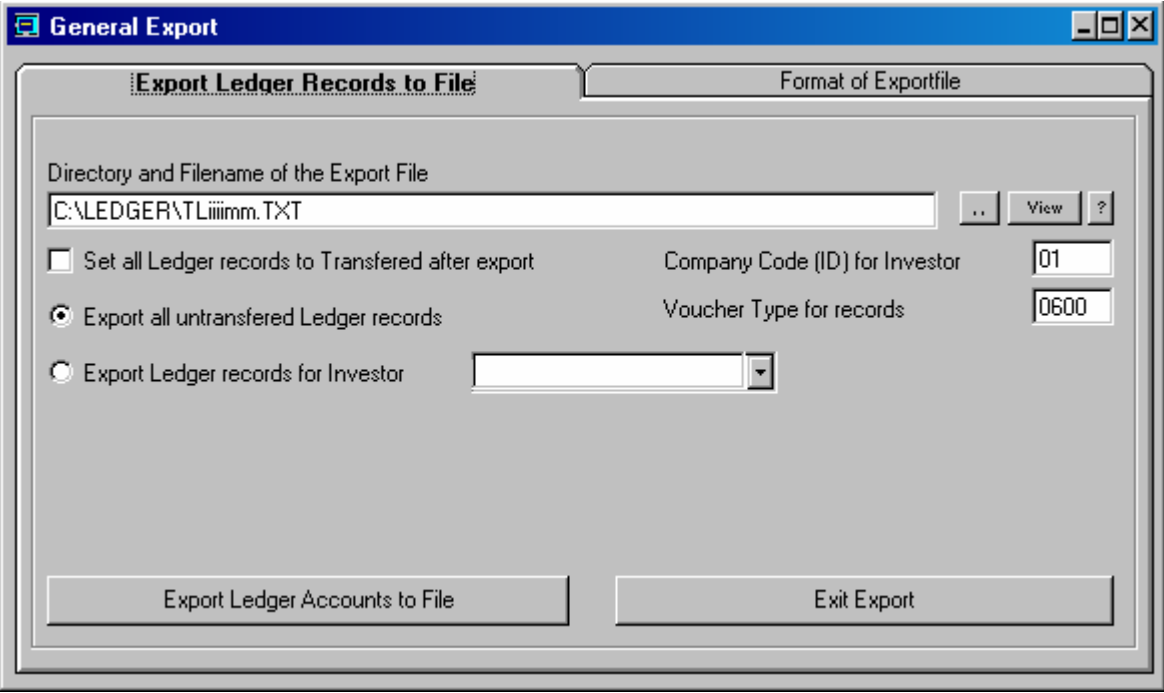
The file will be saved in the folder specified in the Filename field of the Export file. The existing file will be overwritten, so it must first be imported into the accounts BEFORE this function is carried out. The vouchers to be transferred to file will receive the status "transferred", which means they will not be included the next time you want to make a file.



Click on this button to return to the main menu.

## General Export

Here you can create your own defined file formats for transfer to accounts.



The screenshot shows a dialog box titled "General Export" with two tabs: "Export Ledger Records to File" (selected) and "Format of Exportfile".

Under the "Export Ledger Records to File" tab, there is a text field for "Directory and Filename of the Export File" containing "C:\LEDGER\TL\lmm.TXT". To the right of this field are buttons for "..." (browse), "View", and "?".

Below the text field are three radio button options:

- Set all Ledger records to Transferred after export
- Export all untransferred Ledger records
- Export Ledger records for Investor

To the right of these options are two text input fields:

- "Company Code (ID) for Investor" with the value "01".
- "Voucher Type for records" with the value "0600".

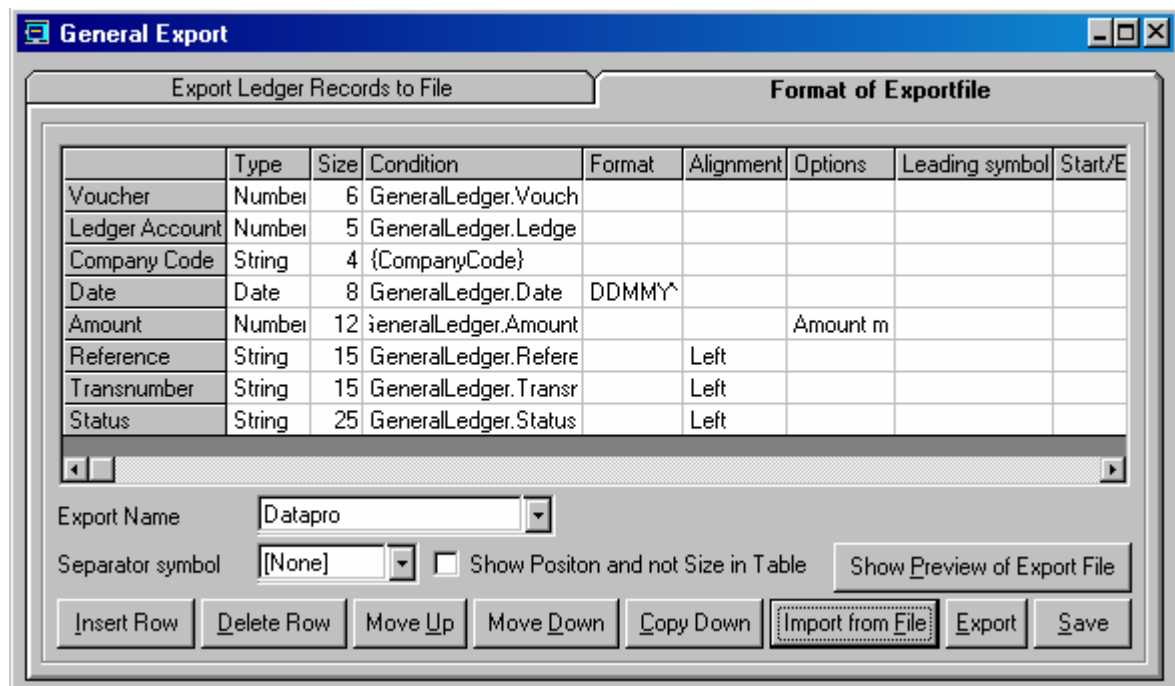
Below the radio buttons is a dropdown menu.

At the bottom of the dialog box are two buttons: "Export Ledger Accounts to File" and "Exit Export".

The fields on the Export Ledger Records to File page, are described in the chapter about the 'Export to' function. The Company Code and Voucher Type will only be used if they are included in the file format.

## Format of Export file

On this page you set how the file format for export is to appear.



The table in the window informs you of the fields that are to be included in the file. Each field in the file is defined as a line in the table.

You can also add, move and delete lines from the table using the buttons.

### Export Name

Here you enter the name of the file format. This will then be the name of the accounts system to which you are going to transfer.

### Separator Symbol

Here you select how the fields in the file are to be separated. If you choose [none], the field's length will be governed by the Size column in the table.

Show Position and not Size in Table

Here you choose whether to display Size (field size) or Position (field position) in the table.

Show Preview of Export File

Click here to be given a preview of the defined format.

A rectangular button with a light gray background and a thin black border, containing the text "Insert Row" in a small, black, sans-serif font.

Click here to add a new field in the definition.

You will then be asked about the various properties for this new field:

Select Field Type for Field.

Here you select the field from the general ledger items that you want to add.

All alternative fields are included, as well as fields that insert various codes:

- Self-defined :        Select this to build up your own formula for the field.  
                          The formula is then defined in the Condition column in the table.
- Project :                This field inserts the project code for various securities.  
                          Alternative project codes must be defined as categories in Service.  
                          The folder is then defined as Project 1234, where 1234 is the  
                          project code.  
                          In Maintain Stocks/Bonds you then select this folder for the  
                          security.
- VoucherType :        This is selected, if the value in the Voucher Type field is to be  
                          inserted.
- CompanyCode :        This is selected, if the value in the Company Code field is to be  
                          inserted.

After the Field Type has been selected, you specify the name of the field. This must be unique.

After the name you specify whether the field is to be text (String), number (Number) or date (Date).

Size is the size in number of characters for the field. If it is a number field that will include commas and decimals, then Size is the sum of the number of figures plus number of decimals plus 1 for the comma.

After the size has been specified, you enter the Field Conditions window:

The screenshot shows the 'Field Conditions' dialog box. It is divided into several sections:

- Fixed Text:** A text box for 'Fixed Text for Field' and an 'Add Text' button.
- Data Field:** A dropdown menu for 'Data Field for Field' (currently showing 'FieldName') and an 'Add Field' button.
- Conditional Settings:** Fields for 'Field Name' (GeneralLedger.CurrencyCode), 'Operator' (=), and 'Value' (USD). Below these are buttons for 'And into Criteria', 'Or into Criteria', and 'Clear Criteria'.
- SQL String:** A text box containing the SQL query: `GeneralLedger.CurrencyCode = 'USD'`.
- Field Text for Condition:** A text box containing the string: `'DOMESTIC','FOREIGN'`. Below it is an 'Add Condition Criteria' button.
- Formula/value for Field:** A text box containing the formula: `IIf(GeneralLedger.CurrencyCode = 'USD','DOMESTIC','FOREIGN')`.

At the bottom of the dialog are 'Cancel' and 'OK' buttons.

Here you build up the way in which the value is to be fetched from the database. Here you can combine several values, add formulas, as well as adding conditions in the formulas in the form of 'If' sentences (the function for this is shown above, written as If).

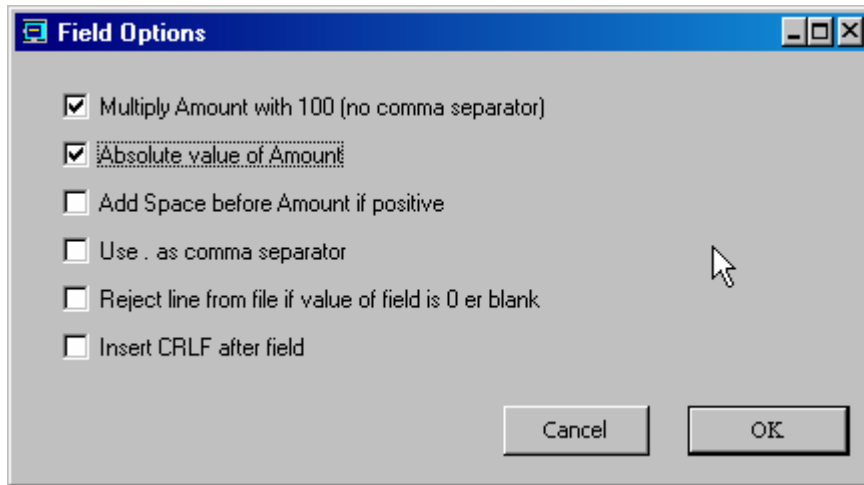
The completed formula is in the field called Formula/value for Field.

Click OK to accept the changes, or Cancel to cancel the changes.

You will now be asked about the format for the field. You specify the required format, according to the Windows standard.

The next option is Alignment for the field. By default the field will align to the left. If you want the field to be adjusted to the right (e.g. number field) you select Right.

You can now choose various options for the field in the Field Options window.



The significance of the various fields is as follows:

Multiply Amount with 100 (no comma separator)

The field is not to have commas, so the last two figures will then be 1/100 of the currency unit.

Absolute value of Amount

If the field is an amount field, and you do not want a minus sign, you choose this.

Add Space before Amount if positive

If the field is an amount field, and you want to include a minus sign, you select this so that the system inserts a space instead of minus in the case of positive values.

Use . as comma separator

When you select this, the comma for the amount field will be placed as a period irrespective of the setup in Windows. If you do not want to select this, then the Windows comma separator in the control panel (Decimal Separator) will be used.

Reject line from file if value of field is 0 or blank

If the value for the voucher that is created in the file for this field is blank or 0, then the line will not be included if this has been selected.

Insert CRLF after field

This is selected if the file specification is based on each voucher line that is exported extending over more than one line in the file. If you place a cross here, there will be a new line on the out file.

After Field Options you will be asked to select a Leading Symbol.  
As a rule this is a space or zeros for the number field that is adjusted to the right.

Now you must select Start/End symbol. This is used in certain cases if for example there are quotation marks at the start and end of the field, especially with texts fields. Select [None] to avoid using a start and end symbol.

To finish you can enter a description of the field.

You are now finished with the directions showing how to add a new field.

If you want to alter the values, you can at any time double click on the table in the new line, in the desired column.

[Export](#)

Click here to export the file definition to a file. This is used for example if Tazett creates a new format that is to be sent to the client.

[Import from File](#)

Click here to import a file definition from file. This file definition is created by clicking on the Export button.

[Show Preview of Export File](#)

To create an example file with voucher, you must click on this button.  
You can then see whether the file format is as specified.

[Save](#)

Click here to save the definition. All settings will then be saved in the database. This will then be automatically brought up the next time you select General Export.

## Error Messages

### Couldn't open file 'LEDGER.MDB'

The usual reason for this message being displayed is that you are running several copies of the general ledger system at the same time. Press Ctrl + Esc to obtain a display of the programs that are running, and select Close for all except one example.

An error can also have occurred when downloading the general ledger database. In order to check whether this is the case, you should ensure that the network that it is being run on is working, and that the hard disk with the system does not have errors. The error can also arise from the user not having access to the LEDGER.MDB file.

### Disk or network Error

This message occurs because you have logged yourself on to two terminals at the same time, and/or that you have started up the program twice. To correct this, you must exit Windows in all terminals that have started up the TAZETT system, and restart Windows.

### 'LEDGER.MDB' is corrupted

This is a VERY serious message that tells you that the database file has been destroyed. This can happen if you turn off the machine while the program is using the database file, or if the program closes down unintentionally. It is therefore important that you exit completely from Windows before you turn off the machine.

The solution: Go into the Compbase program, select TAZETTA Ledger, and click on the button to compress the databases.

You should also take a backup of the database after you have entered new data.

The procedure for this is found in the Tips and Advice chapter.

## Tips and Advice

This system is an extremely open system, and it is simple to integrate the system with e.g., spreadsheet and word processing.

One can run other programs at the same time as the address system. In order to do this press Alt + TAB until Program Manager appears in a window. One can then start up the required program.

If Ctrl + Esc is pressed, a list of all programs that are running at the moment appears. One double clicks here on the program one wants to use at the moment.

NB : Since this is a multiple user version, you can also run several copies of the general ledger system at the same time. If a message appears saying that SHARE.EXE must be run, then the line SHARE.EXE /L:500 must be added to the AUTOEXEC.BAT file.

### Safety copy (backup)

It is important to take a safety copy (backup) of the database after making changes. The procedure for this is shown below.

Go out of Windows, and go to DOS.

Set in a floppy disk on which you want to copy the database.

Change the drive to the drive for the Tazett system.

Go to the folder where the system is found. If you installed this in the default folder (C:\TAZETT\LEDGER) at installation, this will be done by entering:

```
CD \TAZETT\LEDGER      (press Enter)
```

If the system is on e.g., F-drive, you enter F: instead of C:

If the system is installed in the folder FINANS\TAZETT\LEDGER , you enter \FINANS\TAZETT\LEDGER instead of \TAZETT\LEDGER

Copy the database files onto the floppy disk A: or B: in the following way:

```
COPY LEDGER.MDB A:    (B: instead of A: for B-drive, Press Enter)
```

Mark the floppy disk with the version number of the address system and the date of the backup, and keep the disk in a safe place

## Accounting Principles

Here we will present some examples of the use of accounts when booking consecutive accounts.

We have used a free accounts plan that explains the principles by examples. The choice of accounts and the depth of detail are carried out in the registration window for accounts. It is also possible to use debt/accounts receivables as counter entries instead of bank. Settlement of debt /accounts receivables takes place directly in the general ledger when the item is paid, bank harmonization can thus easily be done in the general ledger.

### Account examples:

1010	Bank
1200	Balance stocks
1210	Balance bonds
1220	Balance options
1230	Balance possible written down securities
1231	Balance calculated reserved margin, derivatives
1400	Accounts receivable on brokers
2100	Possible debt for stock loss
2200	Debt to broker
8100	Profit securities deal
8110	Reduced loss from Options (profit)
8120	Options premium (Income)
8130	Currency profit (Agio)
8150	Profit bonds
8160	Interest income, bonds
8170	Interest income, bank / post
8200	Loss on stock deal
8210	Increased loss
8220	Options premium (expense)
8230	Currency loss (disagio)
8250	Loss bond rate
8260	Interest expenses, bonds
8270	Interest expenses, bank / post
8300	Brokerage, broker incomes
8310	Brokerage, broker expenses
9910	Reimbursement possible loss (expense)
9911	Written down value