

# TRAINING GUIDE

SETUP
CUSTOM &
LEDGER CODES

This document is intended for all new users of DNB FINSIGHT. The material provides detailed description of DNB FINSIGHT'S functionalities.



Finsight Training Guide - Setup Custom & Ledger Codes Document:

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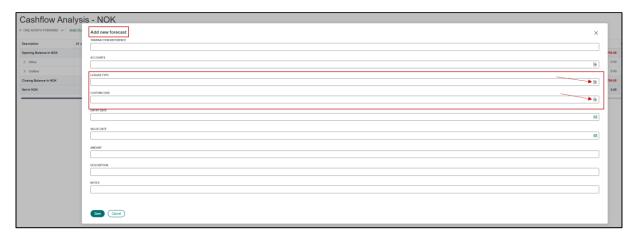
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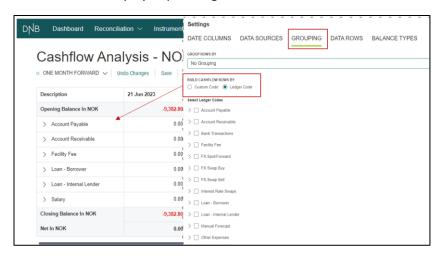
### Introduction to Custom & Ledger Codes

This document will provide the details on Custom & Ledger codes. Custom Codes and Ledger codes help you to group the forecasts as per your needs. You first need to define the Custom & Ledger codes for how your ERP file with Accounts payable and Accounts receivables, Salary, Vat etc. should be displayed in the CashFlow Analysis

The codes will then be available for the integration files with Ledger code, and user to add new forecast categories:



Ex. The codes will then be available in the CashFlow Analysis and can be filtered out in the GROUPING filter for the user's preference. In the example below, the user has selected that the forecast will be displayed per Ledger Code which is more a detailed view.

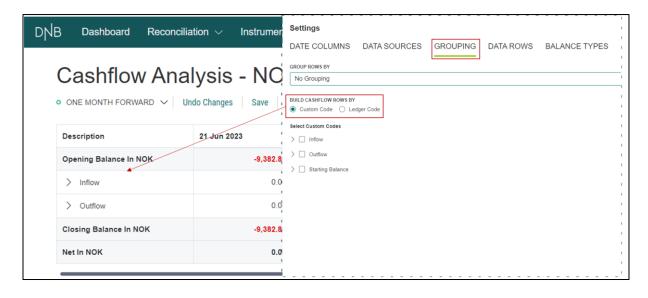


In this next example, the user has selected that the forecast will be displayed per Custom code which is on a grouped level.



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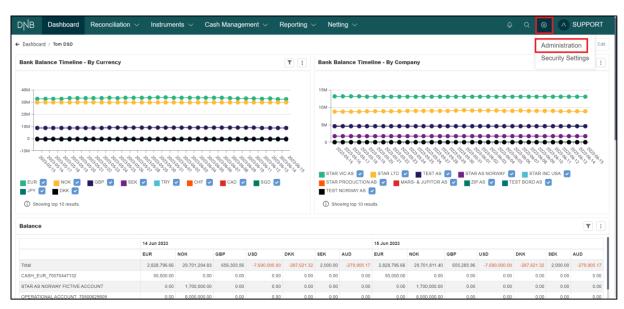
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#### How to Setup Custom code

**STEP1** – While you are logged in, you will see a Dashboard and the gear sign on the top. This will list 'Administration' and 'Security Settings' option.

STEP2 - Click on 'Administration'.

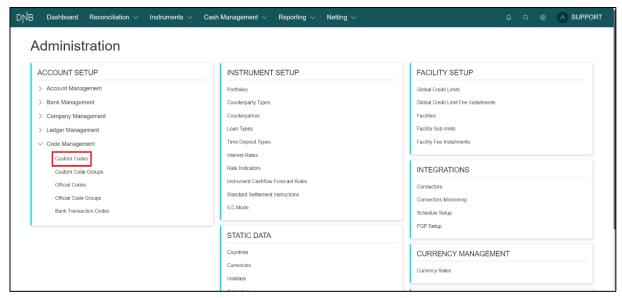


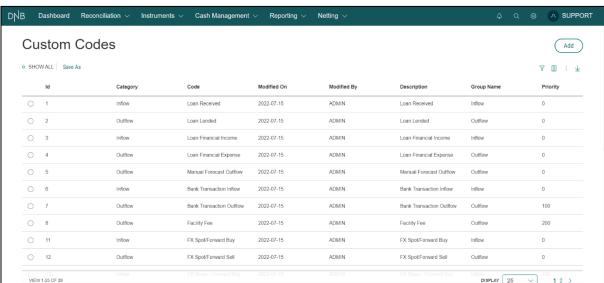
**STEP3** – Under the Instrument Setup, click on 'Account Setup -> Custom Codes' – Here you will see a list of Custom Codes that are already in the system.



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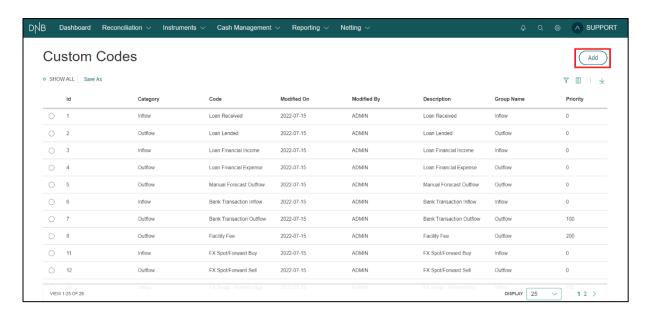


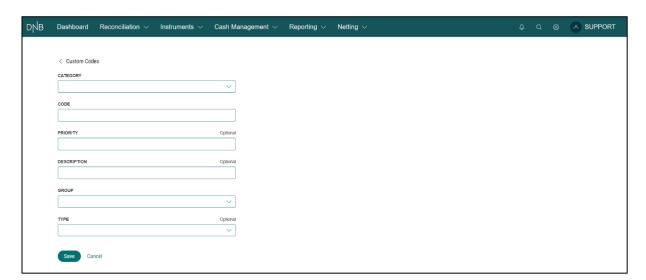
**STEP4** – To add a new Custom Code – Click on 'Add' button on the top right side of the screen.



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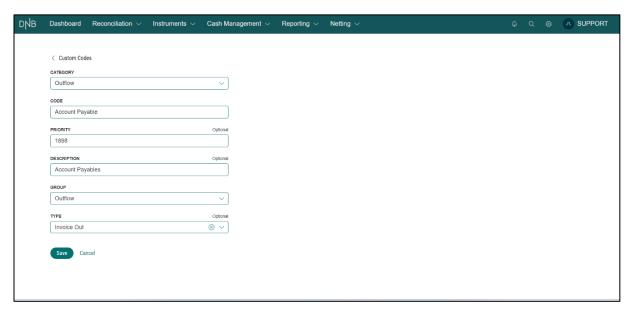
**STEP5** – Fill the details in the new Custom Codes page and save the details.



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Description of the fields from the sample Custom Code created above.

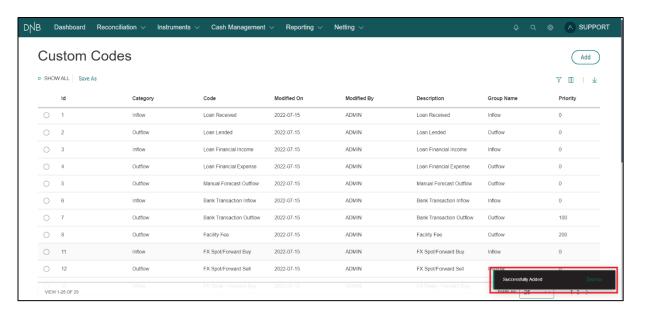
Field Name	Description
Category	You can choose from 3 options
	- Inflow
	- Outflow
	- Other
	This indicates whether funds are credit or debit.
Code	You can provide appropriate code name. There are few default
	codes defined in the system for Derivatives, Loans, Time Deposit
	that you can refer to and create new codes as desired. These codes
	will help you to group the forecast that you can view in Cashflow
	analysis and other different screens.
Description	You can provide description to this code.
Custom Code Group	You can choose from saved Custom code groups.
Туре	You can choose from 2 options.
	- Invoice In
	- Invoice Out

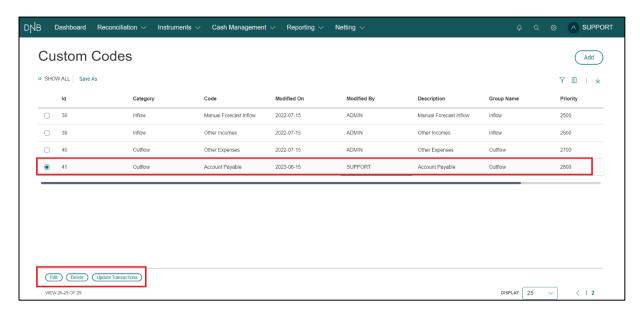
Custom Code is now added to the system.



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Custom Code can be edited and deleted from this page by first selecting a record and using an Edit and Delete icon as highlighted above. If custom code is edited, then you should update relevant transactions by clicking on 'Update Transactions'.

## How to Setup Ledger Type

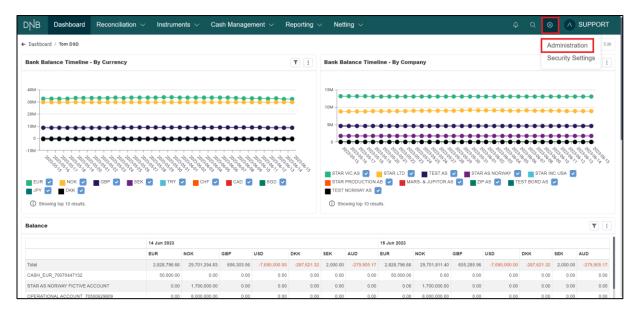
**STEP1** – While you are logged in, you will see a Dashboard and the gear sign on the top. This will list Administration and Security Setting option.

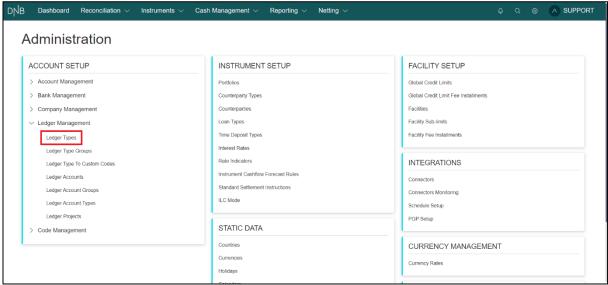
STEP2 - Click on 'Administration'.



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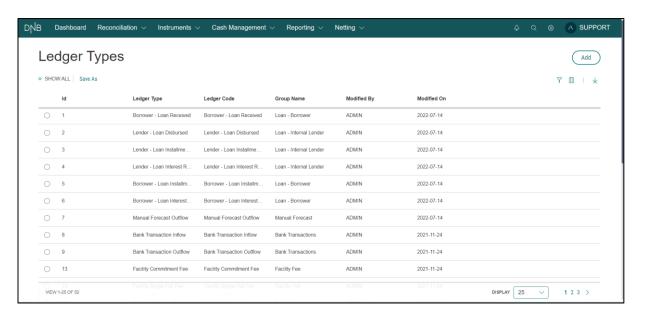


**STEP3** – Under the Instrument Setup Click on 'Account Setup -> Ledger Types' – Here you will see a list of Ledger Types that are already in the system.

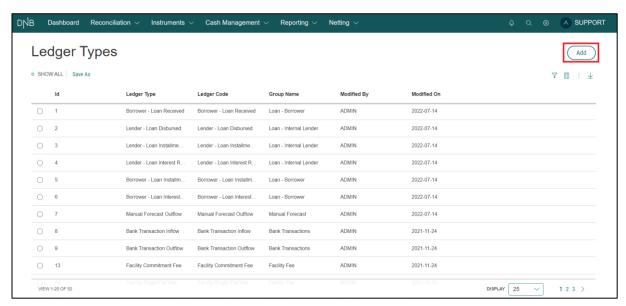


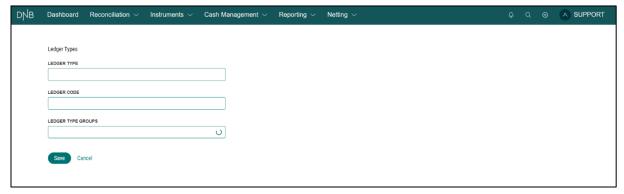
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STEP4 – To add a new Ledger Type – Click on 'Add' button on the right side of the screen.





**STEP5** – Fill the details in the new Ledger Type page and click on 'Save' button to save the details.

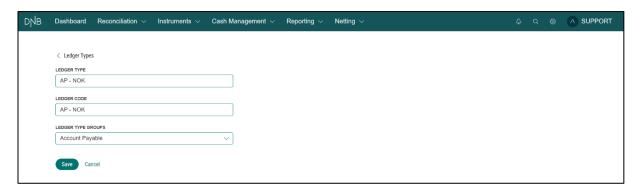


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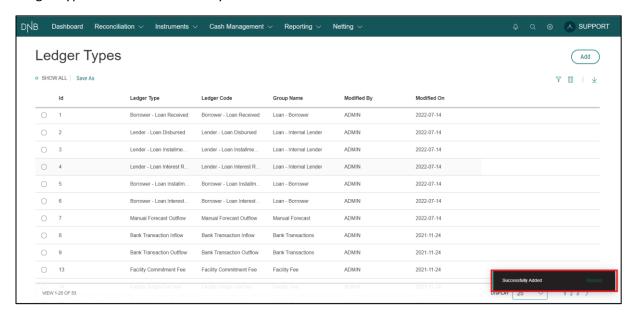
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Description of the fields from the sample Custom Code created above.

Field Name	Description
Ledger Type	You can provide appropriate Ledger Type name. Basically, you can use 'Ledger Type' to further split the forecasts into multiple codes for E.g. Accounts Payable Norway, Accounts Payable Sweden etc.
	Same can be done for other codes as well.
Ledger Code	You can provide appropriate Ledger Code name. Mostly we have the 'Ledger Code' to be same as 'Ledger Type'
Ledger Type Group	You can choose from the list of saved Ledger Type groups.

Ledger Type is now added to the system.

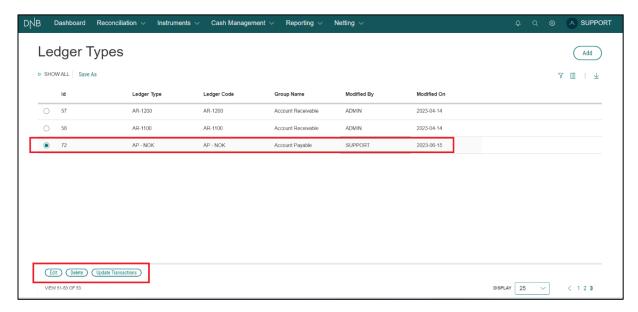




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Ledger Type can be edited and deleted from this page by first selecting a record and using an Edit and Delete icon as highlighted above. If ledger type is edited, then you should update relevant transactions by clicking on 'Update Transactions'.

#### How to Link Ledger Type to Custom Codes

The Ledger Type should be linked to Custom Code so that forecast is recorded under similar codes. I.e. one can link 'Accounts Payable Norway', 'Accounts Payable Sweden' Ledger Types to 'Accounts Payable' custom code. With link being setup, you can view the forecast both at the group level as well as at the detailed level. In Cashflow Analysis you can view the forecast either grouped by Custom codes or by Ledger codes. Remember to establish the link between Ledger Type and Custom code whenever new codes are being setup.

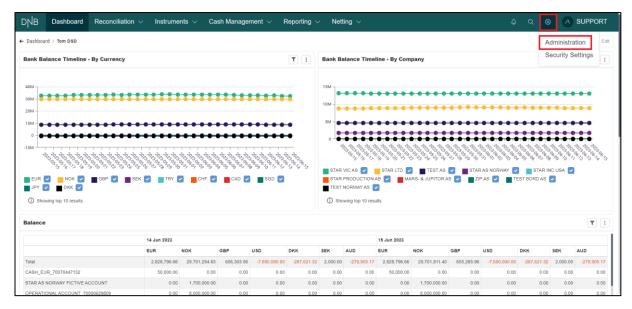
**STEP1** – While you are logged in, you will see a Dashboard and the gear sign on the top. This will list Administration and Security Setting option.

STEP2 - Click on 'Administration'.

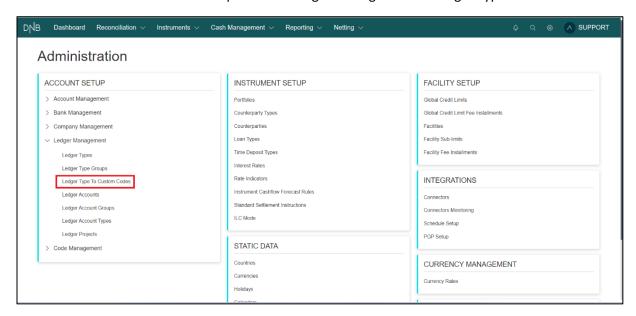


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STEP3 - Under the Instrument Setup Click on 'Ledger Management -> Ledger Type to Custom Codes'.

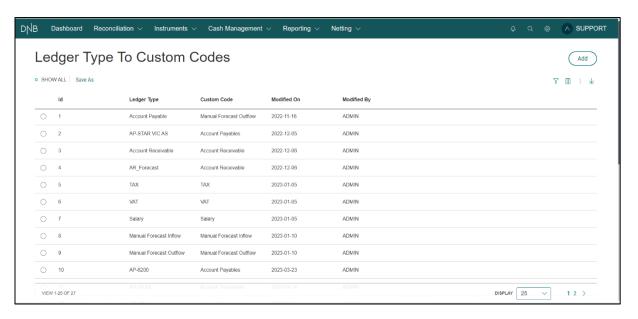


Here you will see a list of 'Ledger Type to Custom Codes' that are already in the system.

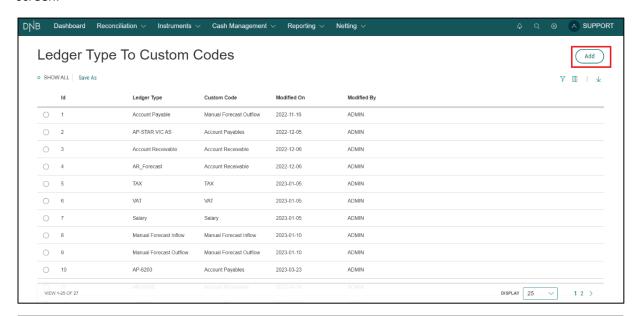


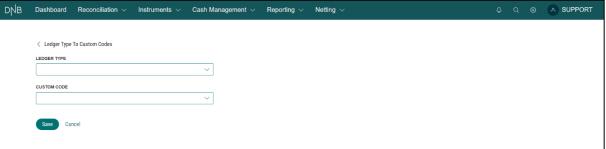
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**STEP4** – To add a new Ledger Type to Custom Codes – Click on 'Add' button on the right side of the screen.





**STEP5** – Fill the details in the new Ledger Type to Custom Codes page and click on 'Save' button to save the details.



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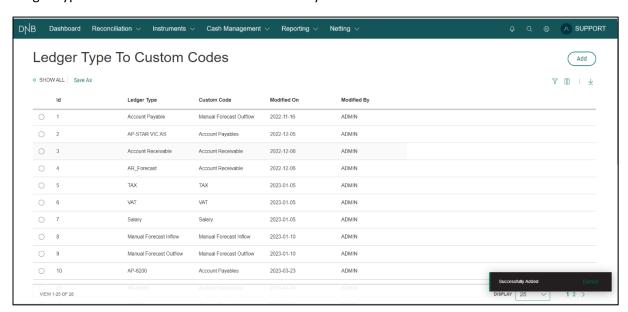
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Description of the fields from the sample Ledger Type to Custom Codes created above.

Field Name	Description
Ledger Type	You can choose from saved Ledger Type.
Custom Code	You can choose from saved Custom Code.

Ledger Type to Custom Code is now added to the system.



Ledger Type to Custom Codes can be edited and deleted from this page by first selecting a record and using an Edit and Delete icon as highlighted above.



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