

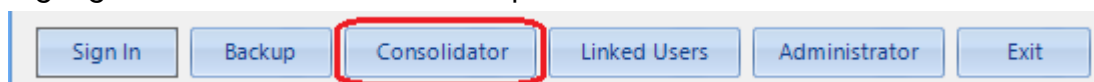
Key Prime Consolidator

Setup Licence Information

Each company that you wish to be included in any consolidations will need to have consolidator as a module in the data set.

All of these companies need to have Global traders and Global nominals turned on and being used such that there are none duplicated across companies. Other restrictions also apply such as global nominals being in the same group type and traders being the same “type”.

If the above is set up, then you should have an extra button on your Launchpad when you highlight one of the accounts companies with consolidator turned on.



Linked Users

Where you have several log-ins, you may need to make a dynamic link between them in this section. It will allow you to drag users in one company to show as being the same person as

Users						
Consolidated Name	Linked <input type="checkbox"/>	Limited	1964 Settlement	Settlement	Estate	Lord I
Administrator	<input type="checkbox"/>	Administrator	Administrator	Administrator	Administrator	Administrator
James	<input type="checkbox"/>			James	James	
Jamie	<input type="checkbox"/>	Jamie	Jamie			Jamie
Jenny	<input type="checkbox"/>					
LMAdministrator	<input type="checkbox"/>	LMAdministrator	LMAdministrator	LMAdministrator	LMAdministrator	LMAdministrator
Sue	<input type="checkbox"/>	Sue	Sue	Sue	Sue	

they are in another company. Thereby not exceeding your concurrent user licence.

By dragging the word “James” into the column below it will link James to Jamie. You then need to tick all those Users you want allow to use Consolidator in the “linked” column.

Conversely, if you had two names (e.g. Sue and Sue or LM Administrator in above example) who were users in different companies, and not allowed access to other companies you can split by dragging and dropping them to a new slot at the bottom.

Consolidator Set Up

Now you should be able to get into consolidator by clicking on the word at the bottom of Launchpad. On first using it you will get three options. Ledgers – Management – Setup.

Company Details	Select	Company Access	Traders	Items
Users			Nominals	Analysis
Consolidation Groups			Nominal Groups	Enterprise
Configuration	Consolidation Group	Security	Mapping	

Company Details – used to define the headings of reports and to show in front of a transaction or fixed asset which company it came from. Two letters denote the company code and the report company name has two lines each of which can be up to 10 characters long. This helps with very long names that would not fit on a report or the wrong bit gets clipped off the report headers.

Company Details						
Company	Year Start	Program Version	Code	Report Name 1	Report Name 2	
▶ LMS Electrics Ltd	01/01/2016	7.0.7	LE	LMS Elec.		
Demo Advanced Accounts	01/01/2016	7.0.7	AD	Demo Adv.		
Demo Estates Ltd	01/01/2017	7.0.7	ES	Demo Est.		
Landmark Estate Co	01/04/2017	7.0.7	LC	Landmark	Commercial	
Leasehold Management Co	01/01/2017	7.0.7	LM	Leasehold	Management	

Users – this will give a similar screen to LINKED USERS and you need to ensure the information is correct in the same way.

Consolidation Groups – used to set up as many groups of companies as you like for future reporting purposes. A company can be in multiple groups.

There is free-typing in the first column “Consolidated Name” and then, as with the Users screen shown earlier, a list of each company with the consolidator module turned on, will show from left to right. Tick the box for each you want in the group you have just named.

Configure Consolidation Groups					
Consolidated Name	Estates	TRUST	Home Farms Limited	DISCRETIONARY TRUST	Estates
▶ group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

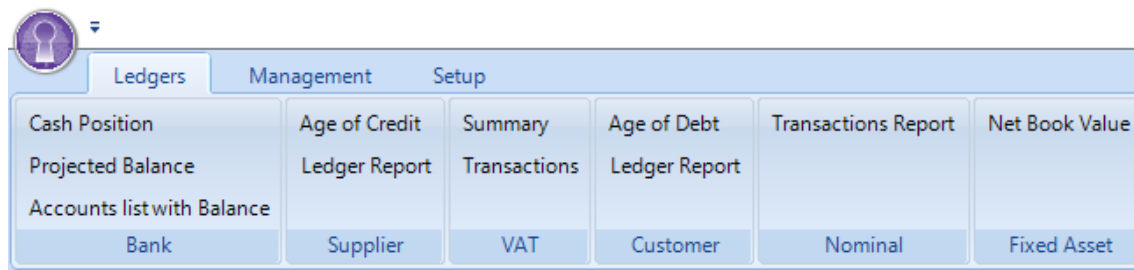
Select – once all your groups are set up, this is where you will select the one you want to work on.

Company Access – a list showing who has rights to which consolidated companies.

Mapping – as with the Users you can “map” codes that are not identical so they will report as though they are one-and-same or split them out if you wish to. Each code /option will have a similar looking screen.

Note that if you do not put a tick in the Linked column you will not be able to use these codes to report in Consolidator reporting.

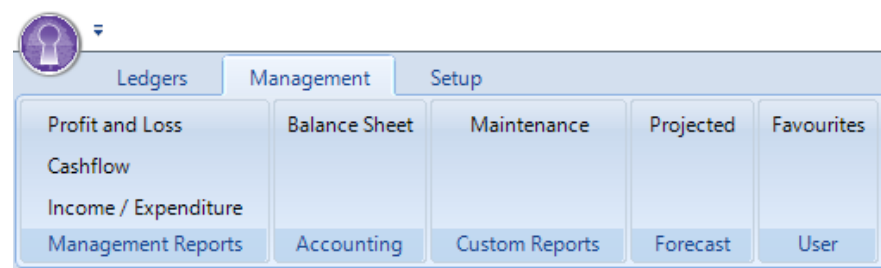
Consolidator Reporting – Ledgers



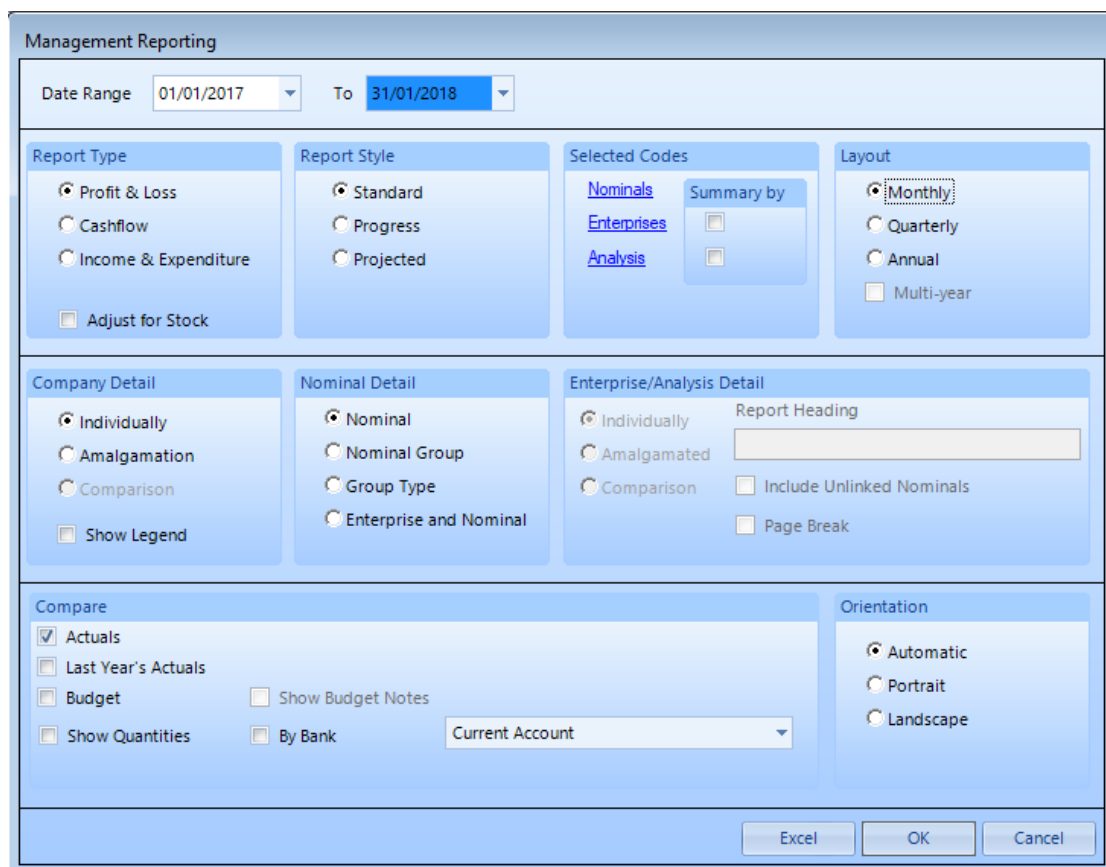
The screenshot shows the 'Ledgers' menu with a user profile icon and a dropdown arrow. The menu is organized into three columns: 'Ledgers', 'Management', and 'Setup'. The 'Ledgers' column contains 'Cash Position', 'Projected Balance', and 'Accounts list with Balance', with a 'Bank' button below. The 'Management' column contains 'Age of Credit', 'Ledger Report', and 'Supplier', with a 'Supplier' button below. The 'Setup' column contains 'Summary', 'Transactions', 'VAT', 'Age of Debt', 'Ledger Report', 'Customer', 'Transactions Report', 'Nominal', and 'Fixed Asset', with buttons for 'VAT', 'Customer', 'Nominal', and 'Fixed Asset' below.

The options behind each of these are similar to the main Accounts program and will report on which ever group of companies you have chosen in the Select section of Setup.

Consolidator Reporting – Management



The screenshot shows the 'Management' menu with a user profile icon and a dropdown arrow. The menu is organized into three columns: 'Ledgers', 'Management', and 'Setup'. The 'Management' column contains 'Profit and Loss', 'Cashflow', 'Income / Expenditure', and 'Management Reports', with a 'Management Reports' button below. The 'Management' column contains 'Balance Sheet', 'Accounting', and 'Custom Reports', with a 'Accounting' button below. The 'Management' column contains 'Maintenance', 'Custom Reports', and 'Forecast', with a 'Forecast' button below. The 'Management' column contains 'Projected', 'User', and 'Favourites', with a 'User' button below.



The screenshot shows the 'Management Reporting' dialog box. It has a title bar and a close button. The dialog is divided into several sections:

- Date Range:** 'Date Range' is set to '01/01/2017' and 'To' is set to '31/01/2018'.
- Report Type:** 'Profit & Loss' is selected. Other options are 'Cashflow' and 'Income & Expenditure'. There is an 'Adjust for Stock' checkbox.
- Report Style:** 'Standard' is selected. Other options are 'Progress' and 'Projected'.
- Selected Codes:** 'Nominals', 'Enterprises', and 'Analysis' are listed. There is a 'Summary by' section with two checkboxes.
- Layout:** 'Monthly' is selected. Other options are 'Quarterly', 'Annual', and 'Multi-year'.
- Company Detail:** 'Individually' is selected. Other options are 'Amalgamation', 'Comparison', and 'Show Legend'.
- Nominal Detail:** 'Nominal' is selected. Other options are 'Nominal Group', 'Group Type', and 'Enterprise and Nominal'.
- Enterprise/Analysis Detail:** 'Individually' is selected. Other options are 'Amalgamated' and 'Comparison'. There is a 'Report Heading' text box, an 'Include Unlinked Nominals' checkbox, and a 'Page Break' checkbox.
- Compare:** 'Actuals' is checked. Other options are 'Last Year's Actuals', 'Budget', and 'Show Quantities'. There is a 'Show Budget Notes' checkbox and a 'By Bank' checkbox. A dropdown menu is set to 'Current Account'.
- Orientation:** 'Automatic' is selected. Other options are 'Portrait' and 'Landscape'.

At the bottom right, there are three buttons: 'Excel', 'OK', and 'Cancel'.

There are new options in this section in order to bring together all the different ways you may wish to report on multiple companies.

Type – Style – Layout are as before.

Selected codes – allows selection of a range of the relevant codes. Be careful not to be too selective or there will be nothing left to report on!

Company Detail

If no selection is made within the “Selected codes” section, and Company Detail is set to **Individually** then this will report on each of the companies separately in the layout and style chosen.

If no selection is made within the “Selected codes” section, and Company Detail is set to **Amalgamation** this will add all, and give one report.

If no selection is made within the “Selected codes” section, and Company Detail is set to **Comparison** then the **Layout** will always be Annual, and you will get columns side by side showing the results for each company alongside each other.

If enterprises, nominals or analysis codes have been selected then INDIVIDUALLY, you will see all the individual enterprises (selected code) reports separately for each companies in your current group going down the page.

If enterprises, nominals or analysis codes have been selected then AMALGAMATION, you will see all the enterprises (selected codes) as separate reports, but all companies in your current group will be added by enterprise/code.

If enterprises, nominals or analysis codes have been selected then COMPARISON, you will see all the enterprises (selected codes) as separate reports, but all companies in your current group will be side by side (no monthly or quarterly option).

Nominal Detail

Nominal – will show each individual nominal

Nominal Group – will add all nominals in a group and show the total only

Group Type – will take all nominals with the main Type (e.g. Sales, Purchases, and Overheads) and show their total.

Enterprise and Nominal – will show each instance of every nominal/enterprise link on separate lines.

Enterprise/Analysis Detail

This option will only become available if you have some “selected codes”. It can then be used in conjunction with Company Detail to provide a plethora of reporting combining combinations of the company group selected and enterprises/nominals selected.