

Consolidator

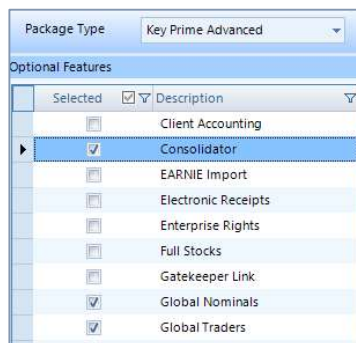
Setup Licence for Consolidator

Consolidator is an optional module which enables the information from several sets of accounts to be combined so that reports can be run for an entire business as well as for the individual companies. The separate accounts companies are known as the Child companies when they have been included in Consolidator.

For a company to be part of a consolidated report it will need to have the Consolidator module enabled. It **must** also have the Global Nominal and Global Trader codes enabled.

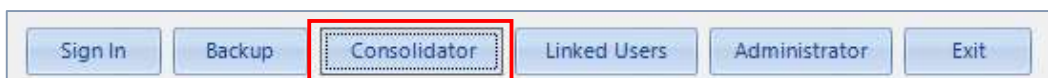
Unlike many other features, this option cannot easily be added once the data has been used due to the requirement for Global Traders and Global Nominal codes to be in place. If these have been set up from the start then Consolidator can be added to a company, otherwise please consult Landmark for options.

To enable the feature, in Launchpad click on Administrator and select Company Settings. Ensure that **Global Traders** and **Global Nominals** are selected as well as **Consolidator**:



N.B. Please remember that adding New Modules or making other changes to an existing company will require a new registration code from Landmark before the company can be accessed again.

Once Consolidator is enabled a new button will appear on Launchpad when you select the company.



Linked Users

To allow a user from several different companies to be identified as the same user in Consolidator the Linked Users option is provided on the Launchpad. This also allows a user to open several separate companies under the same Licence without using up multiple access licences.

Click on Linked Users on the Launchpad to show a list of users for all the companies in the selected database. It allows them to be linked to a single user record by ticking the link column next to the physical user name and then dragging the individual companies' user name into the same row.

In the example below the user name 'Debbie Stilton' comes up as a user in several companies. Also, the user 'Debbie' is in Leasehold Management; these user names are for the same physical user so can be linked.

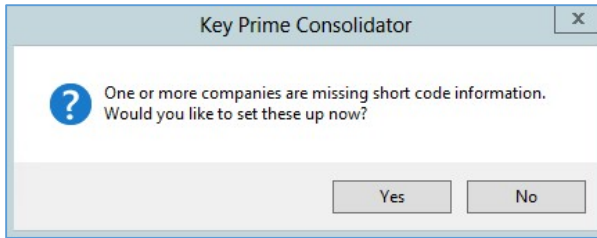
Consolidated Name	Linked	LMS Electronics Ltd	Demo Advanced Accounts	Demo Property Agents	Demo Estates Ltd	Leasehold Management Co	Landmark Comm Ltd	Demo Standard
Administrator	<input checked="" type="checkbox"/>	Administrator	Administrator	Administrator	Administrator	Administrator	Administrator	Administrator
ANDY	<input checked="" type="checkbox"/>		Andrew Field	ANDY	Andrew Field			
Clerk	<input checked="" type="checkbox"/>		Clerk					
demo	<input checked="" type="checkbox"/>	demo	DEMO	Derek Emo	Landmark Demonstration	demo	demo	demo
Entry Only	<input checked="" type="checkbox"/>	Entry Only	Entry Only		entry only	Entry Only	Entry Only	Entry Only
LMAdministrator	<input checked="" type="checkbox"/>	LMAdministrator	LMAdministrator	LMAdministrator	LMAdministrator	LMAdministrator	LMAdministrator	LMAdministrator
manager	<input checked="" type="checkbox"/>		DIARYM		manager	manager	manager	
Read Only	<input checked="" type="checkbox"/>	Read Only	Read Only	Read Only User	read	Read Only	Read only	read only
Debbie	<input type="checkbox"/>					Debbie		
Debbie Stilton	<input type="checkbox"/>		Debbie Stilton		Debbie Stilton		Debbie Stilton	

By dragging the word Debbie in the Leasehold Management Co. column into the row below and ticking the linked box, Debbie and Debbie Stilton are then treated as the same user and will only use one licence no matter how many companies she has open. Once linked, a user can open consolidator and will see information from all companies that they are authorised to view.

Conversely, if you had two identical names who are actually users in different companies and are not allowed access to other companies, you can split them by dragging and dropping them in a new slot at the bottom and entering a different physical user name.

Consolidator Setup

The first time Consolidator is opened, or after a new company has been added to the database, a reminder will appear to set up short codes and a title for the consolidated companies.



Select Yes and the Company Details screen is opened so that 3 extra pieces of information can be added to each company.

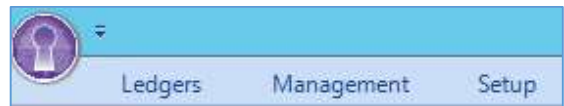
The mandatory company code can be up to 2 characters and is used to identify each company on reports.

The 2 report name fields allow up to 10 characters each, Report Name 1 must be completed, Report Name 2 is optional.

Company	Year Start	Program Version	Code	Report Name 1	Report Name 2	Master Budget	Budget Start	Budget End Date
▶ Demo Advanced Accounts	01/01/2020	10.5.12	AD	Demo	Advanced	Finalised Budget	01/01/2020	31/12/2020
Demo Estates Ltd	01/01/2021	10.5.12	ES	Demo	Estate	Original Budget	01/01/2021	31/12/2021
Landmark Estate Co	01/04/2021	10.5.12	LC	Landmark	Commercial	Not set!		
Leasehold Management Co	01/01/2021	10.5.12	LM	Leasehold	Management	Not set!		

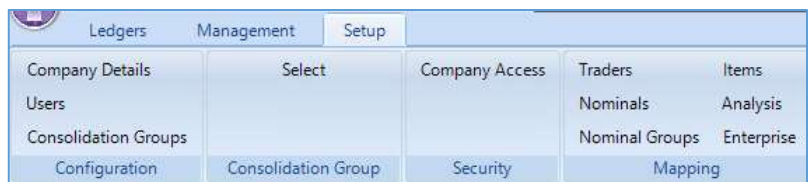
Once Code and Report Name 1 are added for all companies click on OK to open the main screen.

The main menu in Consolidator has 3 areas: Ledgers, Management and Setup.



Setup menu

The setup menu has 4 sections:



Configuration

Company Details: This is where the Code and Report short names (legends) are added or updated.

Users: Users can be linked in the Consolidator package using this option, if not already linked from the Launchpad.

Consolidation Groups: This is where the Consolidation groups are set up. Any number of combinations of companies can be set up to create reporting groups. You may want all companies in one group, plus other groups may comprise of companies linked by their activity or ownership.

Enter the name for the Group in the first column then add companies to the group by ticking the option to include them. The consolidated name can be edited by

clicking in the first column, and companies can be removed from a group by clicking on the tick box to remove them.

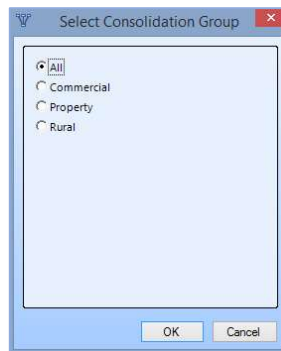
Consolidated Name	LMS Electrics Ltd	Demo Advanced Accounts	Demo Estates Ltd	Leasehold Management Co	Landmark Estate Co
All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Commercial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Property	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rural	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consolidation Group

Select: Where more than one consolidation group exists, the group to be reported on can be chosen from this menu.

This option is always provided when first opening the program once company settings have been completed.

If a different group is required simply click on Select and choose the new group.



Security

Company Access: This section shows the current user and which companies they have access to.

Company Name	User Name	Valid
Demo Advanced Ac...	DEBBIE	Valid Login
Demo Estates Ltd	DEBBIE	Valid Login
Leasehold Manage...	Debbie	Valid Login
Landmark Comm Ltd	Debbie	Valid Login

Mapping

To report across companies and to consolidate the information it is necessary to link the codes between them. Trader and Nominal codes (including groups) have automatic links due to the Global code options. Other codes such as Enterprise, Analysis and Items are more flexible and therefore have been left for the user to create the links in Consolidator.

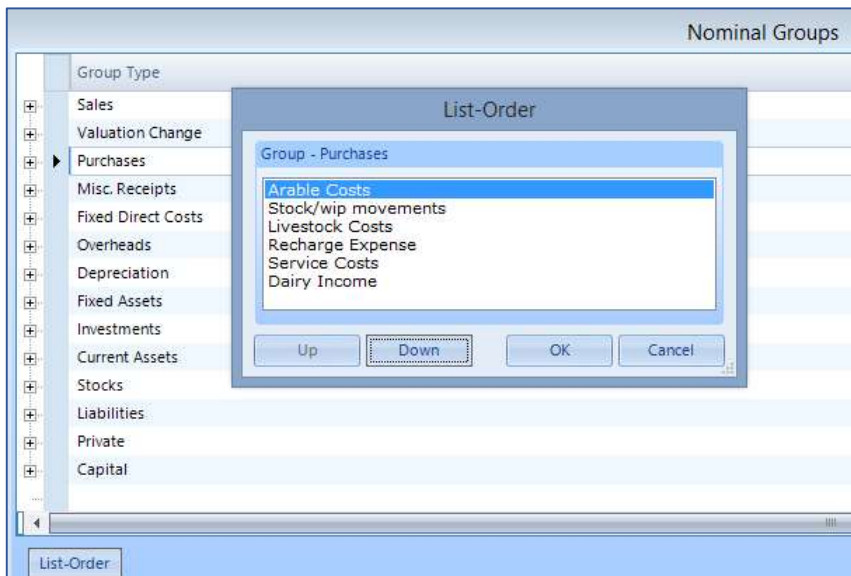
The consolidated names for codes can be edited so that a more meaningful description can be shown on reports for the whole business. There are six sections for maintaining the mapping and names:

- Traders
- Nominals
- Nominal Groups
- Items
- Analysis
- Enterprises

Global Codes : Nominals, Groups, Traders

The Nominals, Nominal Groups and Trader codes are already linked and cannot be un-ticked, but the Consolidator Name for the code can be changed as required.

The Nominal sub-groups within each of the main Groups can be sorted in a different order if required for reporting purposes. Highlight a Group and click on the List order button. This will display the sub-groups and the Up and Down buttons allow you to move them to whichever order suits.



Non Global Codes : Enterprise, Analysis, Items

For Enterprise, Item and particularly Analysis codes the mapping is more flexible.

For a code to appear in a consolidated report it will need to be linked to the consolidated code by ticking the Linked column; this is the same for a single code unique to one company as it is for codes across companies.

To assist, consolidator will attempt to match codes and names on the same row so that all that is required is to formally link them. This can be quickly achieved by ticking the box in the Column header of the Linked column, or by ticking individual rows.

Property users are not able to use the same property code for two separate Landlords even if the property is transferred between ownerships. However, in Consolidator it is possible to map the two codes so that the property can be reported on as one.

Analysis [Mapping]								
Consolidated Code	Consolidated Name	Linked	<input checked="" type="checkbox"/>	DupCode	DupName	LMS Electrics Ltd	Demo Advanced Accounts	Demo Estates Ltd
TR 1	Fendt 180 Hp	<input checked="" type="checkbox"/>		No	No		Fendt 180 Hp	New Holland T5
VANCL001	Fiat Ducato	<input type="checkbox"/>		No	No	Fiat Ducato		
VANCL002	Fiat Ducato - CL	<input type="checkbox"/>		No	No	Fiat Ducato - CL		
FR1	Fishing rights	<input checked="" type="checkbox"/>		No	Yes		Fishing rights	
SP1	Fishing Rights	<input checked="" type="checkbox"/>		No	Yes			Fishing Rights

Where a code or name is duplicated across companies the duplicate fields will be highlighted in red. If these should be merged, they can be linked on a single row by dragging the value from all companies to one linked row.

If the codes are to be kept separate then one of the codes and/or names will need to be made unique by editing them in the Consolidated name column.

Columns may be sorted by clicking the heading; however, filtering is not allowed on this grid.

Un-mapped codes

VAT codes are common across all companies and do not need to be mapped in Consolidator. Fixed Assets will always retain their own individual Identity so there is no option to map these, but they can be reported on as a whole.

Banks, like Fixed Assets, retain their own identity across all companies.

Stock cannot be reported on in Consolidator so there is no option to map these codes.

Ledgers

The Trader Ledger Reports are the same as the Trader Ledger Reports in the accounts, but the transactions are identified to each set of accounts by the two-character company code.

Ledgers Management Setup					
Cash Position	Age of Credit	Summary	Age of Debt	Transactions Report	Net Book Value
Projected Balance	Ledger Report	Transactions	Ledger Report		
Accounts list with Balance					
Bank	Supplier	VAT	Customer	Nominal	Fixed Asset

Bank: The Consolidated reports are the same as those provided in each accounts company. Consolidator also uses the two-character company code to help distinguish between the banks for you.

Consolidation: All

BANK LIST
Bank Balances as at 30/09/22
All figures are in Pounds Sterling

No	Co.	Name	Cash Account	Balance
01	AD	Current Account	N	-249813.08
01	ES	Current Account 100K	N	30770.75
01	LC	Landmark Comm 100K OD	N	6407.83
01	LM	Lease Hold C Acc.	N	1662.59
02	AD	Petty Cash	Y	138.53
02	ES	Petty Cash	Y	1603.14
02	LC	Petty Cash	Y	200.00
02	LM	Petty Cash	Y	
03	AD	Visa Credit Card	N	
04	AD	Euro Bank Account	N	-2823.06
05	LM	Deposit Account	N	6000.00
10	LM	Sinking Fund	N	12000.00
				-193853.30

Total No. of Banks: 12

Suppliers/Customers: Age of Credit/Debt is similar to the reporting within each company, except that the selection of Traders or Enterprises to report on is integrated within the Report options screen. The hyperlink text (blue) opens a list of codes to select from to narrow down the report if necessary.

The reports have the option to consolidate all companies' information together under each trader or, using the Group by Company, the report can have a breakdown of the credit/debt by company then by trader.

Because a trader can be in a different Group or Type in two different companies, when grouping is by Trader Group or Trader Type the same trader may be split across groups showing its balance in each company.

VAT

Summary VAT reports can be generated across the companies. The report options screen includes a hyperlink (blue) to allow individual or multiple VAT codes to be selected.

The VAT Transaction report is the same as the normal VAT reports found in individual companies. The options screen includes a hyperlink (blue) to allow reporting on individual or multiple VAT codes.

Transactions

Date Range 01/01/2022 to 31/08/2022

Invoice Based [VAT codes](#)

Cashflow Based [Traders](#)

VAT Return Based [Enterprises](#)

Group by VAT Return [Analysis](#)

Show Description

Show transactions for all VAT codes

OK Cancel

In addition, Traders, Enterprise and Analysis codes can be selected. Each selection added will narrow the results to those entries that meet all the selected criteria.

Nominal: Nominal transaction reports are produced for the consolidated Nominal codes, with individual companies identified by the Company code. As with the individual company Nominal ledger reports, many options are provided.

The range of codes that are reported on can be reduced by selecting the relevant hyperlink (blue) and choosing the codes.

When codes have been selected the Hyperlink turns red. Hover over the link with the mouse to show which codes have been selected without needing to open the link.

Transactions Report

Date From 01/01/2022 To 31/08/2022

Search Description

Nominals Include if no enterprise

[Enterprises](#) Include control accounts

[Analysis](#)

[Traders](#)

Invoice Based Landscape Print

Cashflow Based Show VAT Detail

Stock Adjusted Show Description

OK Cancel

The default date range set for the reports will be from the earliest year start in the group of companies, to the end of the current month.

Fixed Assets: Net book value reports may be run in the same way as in the child accounts.

The assets will be identified by the addition of the company code beside the asset code.



Net Book Value

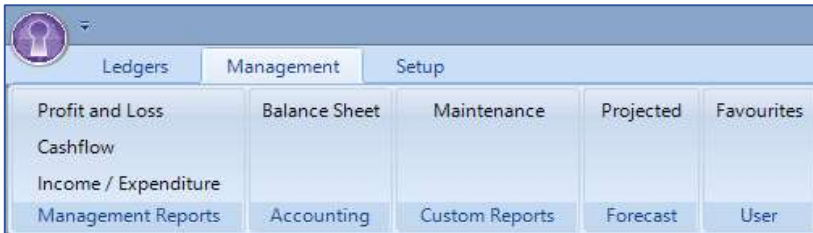
As at the end of 31/08/2022

[Fixed Assets](#)
[Nominals](#)
[Enterprises](#)

Sort By Asset Code Purchase Date

OK Cancel

Management

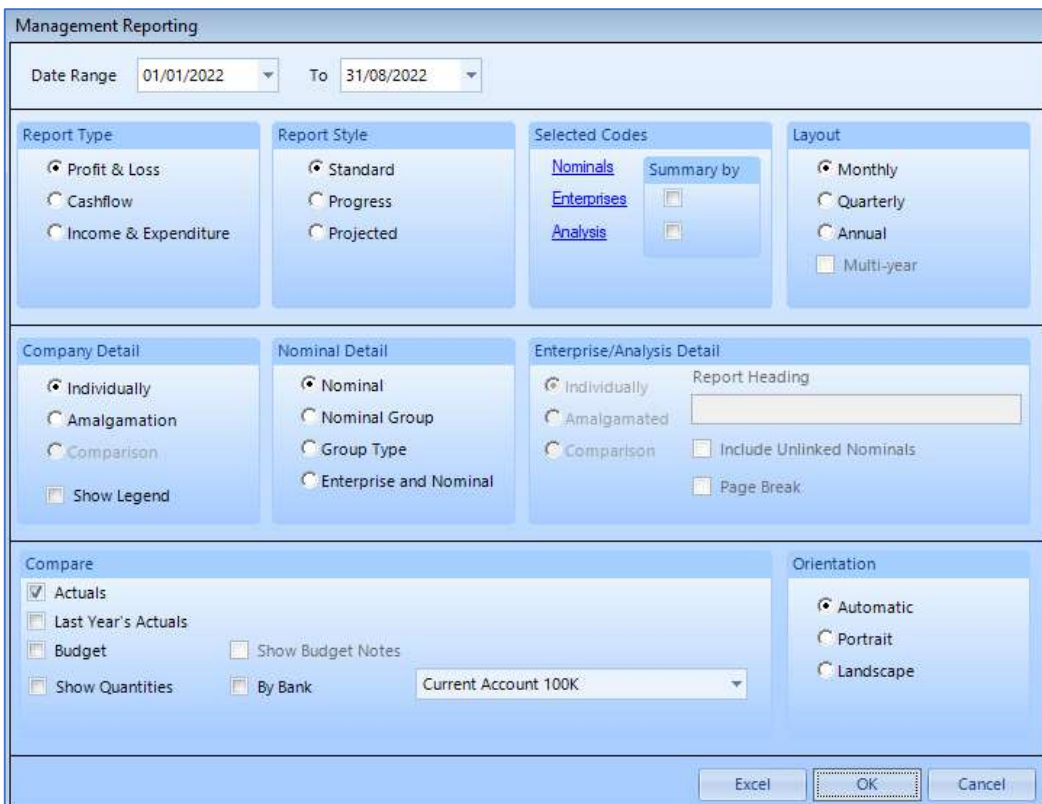


Ledgers Management Setup

Profit and Loss	Balance Sheet	Maintenance	Projected	Favourites
Cashflow				
Income / Expenditure				
Management Reports	Accounting	Custom Reports	Forecast	User

Profit & Loss, Cashflow and Income/Expenditure: The management reports for Cash, Invoice or Trading are all accessed from the same reporting option screen.

When you select any of the options from the Management Reports menu it will set the **Report Type** on the screen, but this can be changed if necessary.



Management Reporting

Date Range 01/01/2022 To 31/08/2022

Report Type <input checked="" type="radio"/> Profit & Loss <input type="radio"/> Cashflow <input type="radio"/> Income & Expenditure	Report Style <input checked="" type="radio"/> Standard <input type="radio"/> Progress <input type="radio"/> Projected	Selected Codes Nominals Enterprises Analysis Summary by <input type="checkbox"/> <input type="checkbox"/>	Layout <input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> Annual <input type="checkbox"/> Multi-year
Company Detail <input checked="" type="radio"/> Individually <input type="radio"/> Amalgamation <input type="radio"/> Comparison <input type="checkbox"/> Show Legend	Nominal Detail <input checked="" type="radio"/> Nominal <input type="radio"/> Nominal Group <input type="radio"/> Group Type <input type="radio"/> Enterprise and Nominal	Enterprise/Analysis Detail <input checked="" type="radio"/> Individually <input type="radio"/> Amalgamated <input type="radio"/> Comparison Report Heading <input type="text"/> <input type="checkbox"/> Include Unlinked Nominals <input type="checkbox"/> Page Break	
Compare <input checked="" type="checkbox"/> Actuals <input type="checkbox"/> Last Year's Actuals <input type="checkbox"/> Budget <input type="checkbox"/> Show Quantities <input type="checkbox"/> Show Budget Notes <input type="checkbox"/> By Bank Current Account 100K	Orientation <input checked="" type="radio"/> Automatic <input type="radio"/> Portrait <input type="radio"/> Landscape		

Excel OK Cancel

Report Style

- Standard – simple report format.
- Progress – Current month or Quarter and a column for the Year to Date. Includes a Difference column if compared to Budget.
- Projected – A 12-month report with up to 11 months of Actual figures and the Budget for the remainder.

Reports which are run from a date other than the 1st of the month will now include the budget if ticked.

Selected Codes: Allows selection of a range of relevant codes to narrow the report to a part of the consolidated business. These filters are in addition to each other. Where codes are selected the link will turn **red**.

The Enterprise or Analysis tick boxes should be used to produce a report which has a summary of all the transactions which include Enterprise or Analysis codes at the top, and all the rest of the codes which are not linked to an Enterprise or Analysis code beneath.

Company Detail: Depending on previous options selected the Company details options will allow reporting on companies:

- Individually – one after the other.
- Amalgamated – consolidated into one figure.
- Comparison – compare companies side by side.

The Comparison report is only available when the Annual layout has been selected.

There is a tick box for the optional Legend, which can be printed at the bottom of the report, and which shows the two-character company code alongside the full company name.

Nominal Detail: Nominal detail allows a choice of detail to be reported against ranging from:

- Nominal – provides reporting at the Consolidated Nominal code level.
- Nominal Group – shows the values by any user defined nominal groups,
- Group Type – shows summary values for each of the system defined group types, e.g. Sales, Purchases etc. allowing a simple report of all companies.
- Enterprise and Nominal – provides a detailed report with the individual nominal codes broken down to enterprise level.

Enterprise and Analysis detail: If a choice of Enterprises or Analysis codes has been made in the Selected Codes section, and there is no tick in the Summary by Enterprise or Analysis codes, options are given to show them Individually, Amalgamated or in Comparison format. This is provided that the Company

Comparison format has not previously been selected. The Amalgamated format also has the option to show a user defined report heading.

Compare: Where appropriate the reports can compare Actual figures with a Budget or the Last Year's Actual figures. The option to compare with a budget gives a further option to produce a report of the budget notes.

The consolidated Budgets are taken from the Master budgets set in each of the child companies. It is therefore important that the correct budget is set as the Master budget in each company before running comparisons or projections.

A tick box allows reports to show Quantities only, if required.

Where Cashflow reports have been selected, actual figures can be restricted to a single bank account as well.

Orientation: The program will generally choose which print layout is best however, you are able to force the program to use Landscape or Portrait if you wish.

Balance Sheet: The Consolidated Balance sheet provides an option to select the start and end date for the balance sheet; this range cannot exceed 24 months. The report may be produced at one of three levels of detail, Nominal, Nominal Group or Group Type.

The dates entered will report the opening and closing balances, with the movement for the dates used, across all companies within the consolidation group.



The screenshot shows a dialog box titled "Balance Sheet". It contains a "Date Range" section with two date pickers: "01/01/2022" and "31/08/2022", separated by "to". Below this is a "Group by" section with three radio buttons: "Nominal" (which is selected), "Nominal Group", and "GroupType". At the bottom right of the dialog are "OK" and "Cancel" buttons.

Custom Reports: Custom reports can be created and maintained for consolidated data. See the Accounts manual for more information on creating Custom reports.

Existing Custom reports may be copied to a new company group. First choose the group that has the Custom report layout you wish to copy. Then in the Custom reports, Maintenance section, select the report and choose Copy; you will be asked if you wish to copy into a different Consolidator Group. If you say Yes you will be given the list of other groups to choose from. OK this and it will be confirmed. The new copy of the report will be accessed when you open the chosen group and go to custom reports in that group – the report will be prefixed with the word Copy.

You can still make a custom report copy of the P&L or Cashflow in the usual way by saying No when asked if you want to copy to a new group.

Forecast: Projected reports give you the same report criteria as the Profit & Loss and Cashflow reports as above but will automatically have the Projected report style selected and will set the comparison to be against the Budget.

Note: Users Rights and Roles for each company will still apply in Consolidator. Where a user has no right to look at a company's details, if that company is in the consolidated group it will not show in the results. Therefore, when using Consolidator please be sure to check the linking of users across companies.