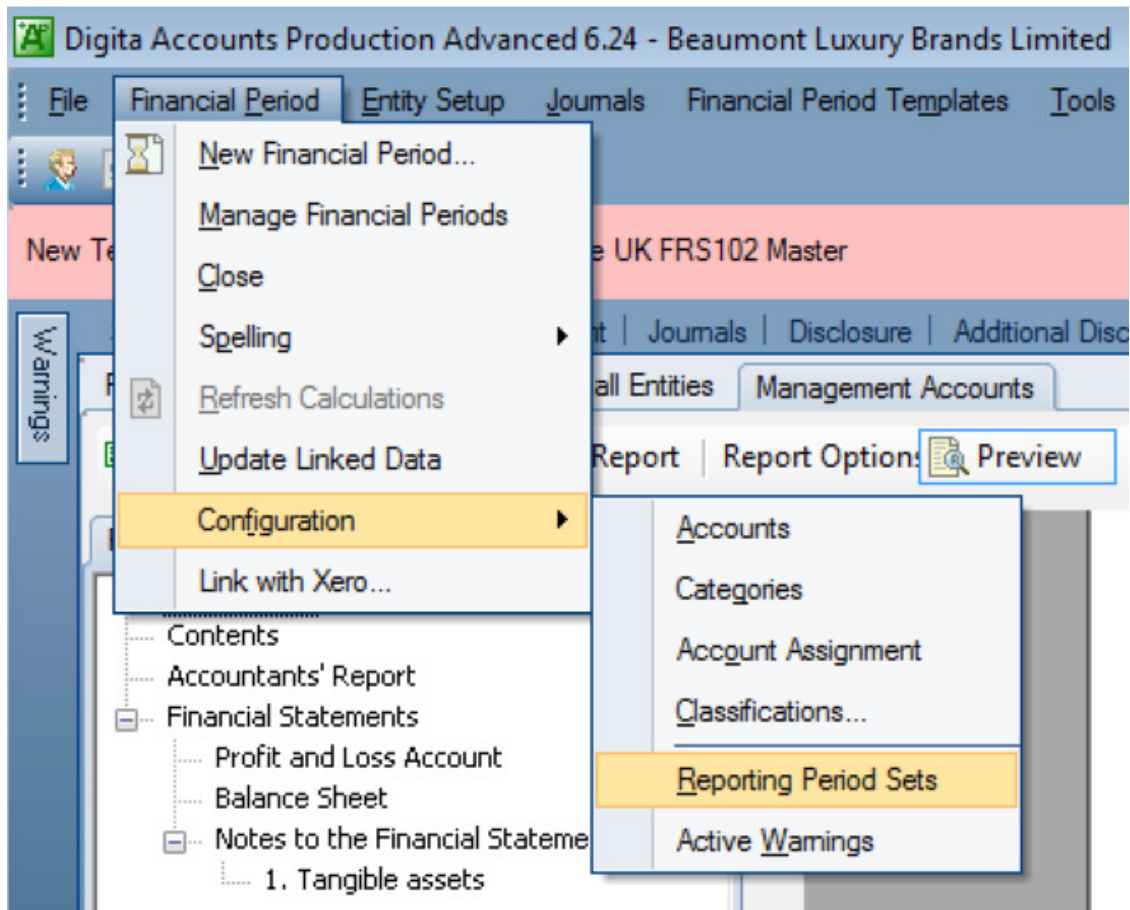


How to resolve rounding issues in management accounts?

If rounding issues do occur in management accounts within a reporting period then this can be resolved by taking the following action:

- Select the Financial Period drop down menu > Configuration > Reporting Period Sets.



- In the “Reporting Period Sets” window, click on the **Add** button. This will open a second reporting period sets window.

The screenshot shows a Windows-style dialog box titled "Reporting Period Set". It has a standard title bar with a green icon on the left and a close button (X) on the right. The main area contains two input fields: "Code:" followed by a single-character text box, and "Name:" followed by a longer text box. Below these is a checkbox labeled "Ignore for rounding". Underneath is a section header "Reporting Periods:" followed by a large table. The table's header row has five columns: "Code", "Name", "Description", "Offset Months", and "Offset Days". The body of the table is currently empty. At the bottom of the dialog are four buttons: "Add", "Delete", "OK", and "Help". The "OK" button is highlighted with a blue border.

- Give the reporting period set a Code and Name .e.g. “Qtrs” and “Management periods” respectively.
- Click on the **Add** button to create and code each management period e.g. four quarters or twelve months, as per the screen shot below.

Reporting Period Set

Code:

Name:

☐ Ignore for rounding

Reporting Periods:

Code	Name	Description	Offset Months	Offset Days
Q1	Q1		0	0
Q2	Q2		3	0
Q3	Q3		6	0
Q4	Q4		9	0

-
- Press OK to close the window.
- Select the journal tab and open each journal in turn.
- In the top right corner of the window select the “More” button.
- Click on the button to the right of the “Reporting Period” box to open the “Select Reporting Period” window, per the screen shot below.

Journal

Name:

Classification:

Entity:

Reference:

Reporting Period: Date: ☒ Year to Date

Double Entry:

Description:

☐ Currency Conversion

Account	Debit	Credit
011.00		79,983.85
021.00		398,079.74
001.00		7,523,502.73
090.00	70,395.53	
988.01	13,850.00	
056.00	643,119.90	
056.00	2,090,189.03	
077.00	2,888,599.61	
340.00	5,749.96	
988.01	14,500.00	
Σ	9,522,133.32	9,522,133.32

Entries History

- Select the required quarter, or month, and press OK.
- Press OK to close the journal
- Repeat the process for the other journals.
- Re-run the management report which will now balance as required.