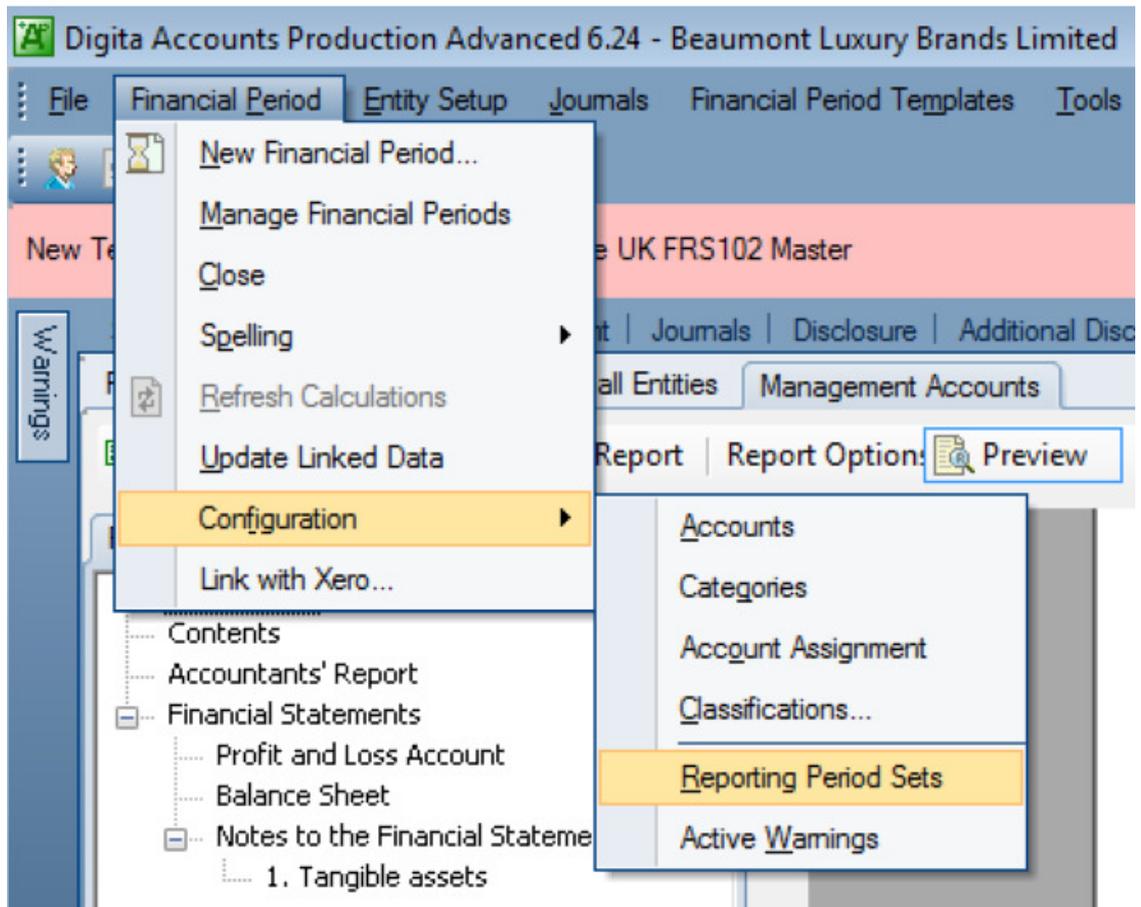


How to resolve rounding issues in management accounts?

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.

Reporting Period Set

Code:

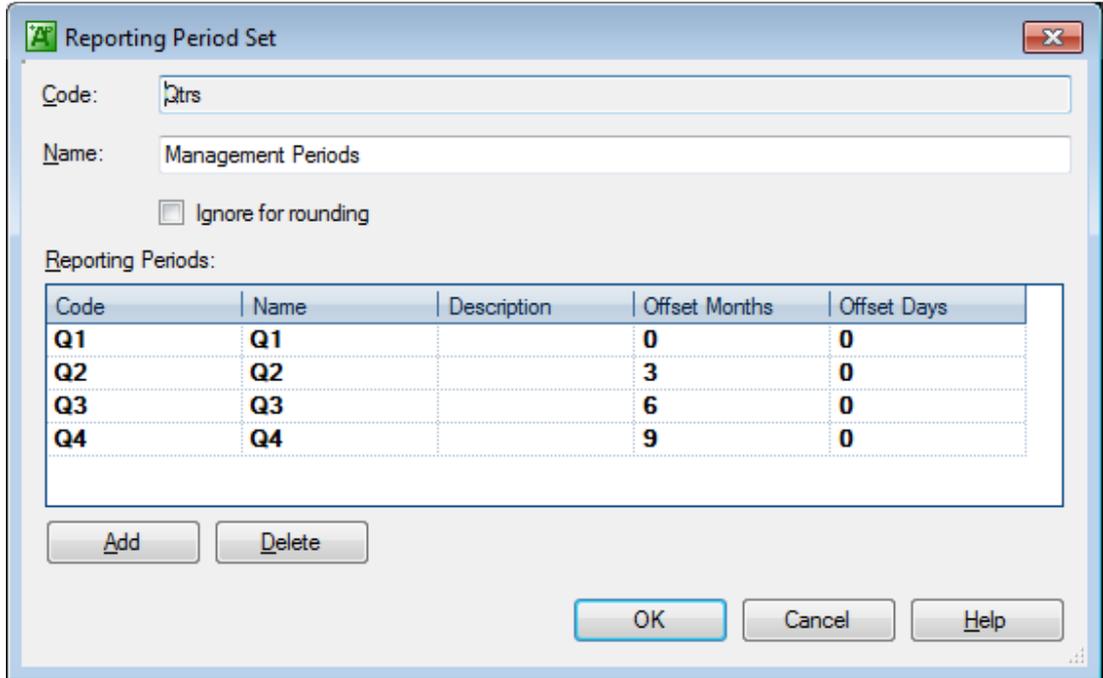
Name:

Ignore for rounding

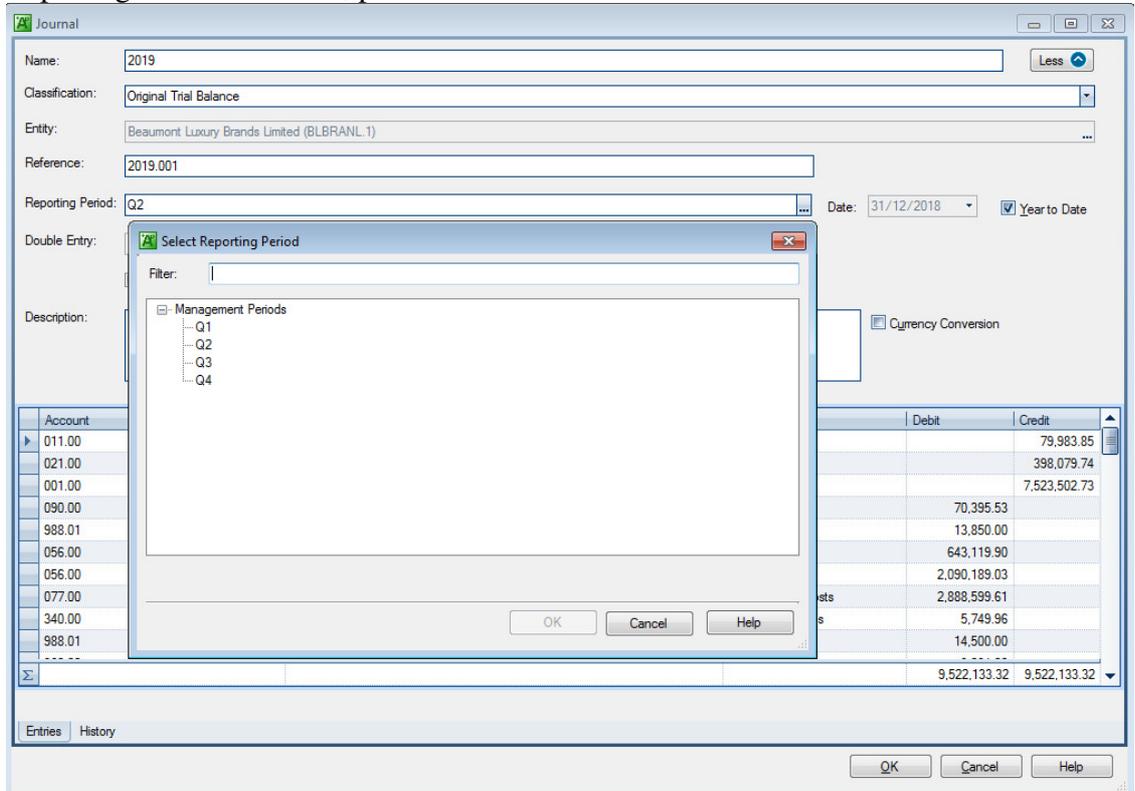
Reporting Periods:

Code	Name	Description	Offset Months	Offset Days
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-
- 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.



-
- 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.



- 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.