



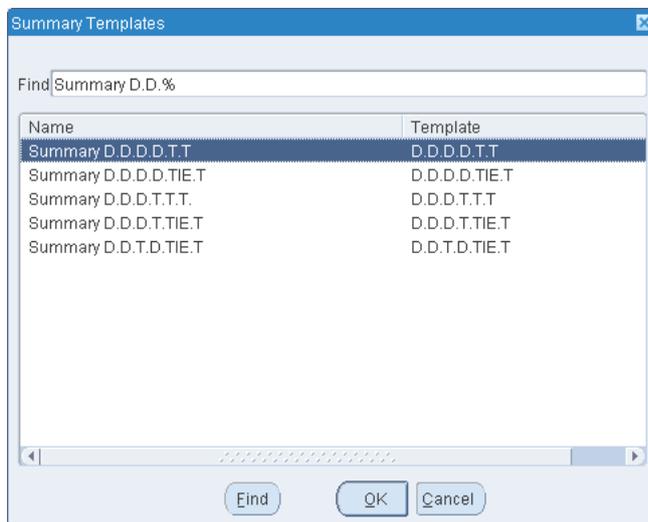
Summary Templates

Summary Templates allow you to group together and obtain balances for the following account code combinations:

- transactions for a particular cost centre and source of funds combination
- all transactions on a particular cost centre
- all transactions on a particular source of funds

Responsibility: GL Department Supervisor
Navigate: Enquiry → Account

Place the cursor in the 'Summary Template' field and click on the



From the pick list select the required template.

If the template has a “D” in it for a particular segment then you have to “detail” that segment value.

D.D.D.D.T.T.	Summary of all transactions for a department on a particular cost centre and source of funds combination
D.D.D.D.TIE.T	As above, but excluding all brought forward balances and any other “balance sheet” items such as debtors or creditors
D.D.D.T.T.T.	All transactions on a particular cost centre code
D.D.D.T.TIE.T	As above excluding all the brought forward balances & other “balance sheet” items
D.D.T.D.TIE.T	Transactions (excluding Balance Sheet & b/forward balances) on a particular source of funds. Please note, this summary template only works for those who hold a central responsibility

Click on the **Show Balances** to view details.