



AC Plus - Effective IT Solutions since 1987



**AC PLUS ACCOUNTS
FOR WINDOWS
HELP GUIDE**

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OPTIONS

System Setting

This option is available to the *SYSTEM ADMINISTRATOR ONLY*

Database Path

Shows where on the Computer's Hard Disk the program can be found.

OPTIONS

This option is available to the System Administrator Only

Nominal Codes (*CONTROL ACCOUNTS*)

This is where you set up the systems *NOMINAL CONTROL ACCOUNTS*. These accounts are used at various points throughout the system when Invoicing, Journalising or making Payments etc. and are automatically updated by the system. These Accounts must be set-up first as Nominal Accounts (see Nominal 'Accounts' Maintenance).

OPTIONS

(SET-UP)

This option is available to the *SYSTEM ADMINISTRATOR ONLY*

COMPANY DETAILS

Holds Name, Address, VAT No., Co. Registration No. and Telephone Numbers of the user Company. Simply click on the field and type in the entry.

OPTIONS

(SET-UP)

This option is available to the *SYSTEM ADMINISTRATOR ONLY*

AGEING PERIODS

Ageing periods are the periods used when ageing Sales or Purchase Accounts in *AGED DEBTORS / CREDITORS* lists and shows whether the debt is current or how overdue it is.

These can be set-up as Days or Months. The first entry should be how many Days/Months should pass before Payment would normally be due and subsequent entries should show how overdue the payment is.

for example:-

up to 30 days	is Current
60 days	30 - 60 Days overdue
90 days	60 - 90 Days overdue
120 days	90 -120 Days overdue
150 days	120 -150 Days overdue
180 days	150 Days plus overdue

OPTIONS

ACTIVE PERIODS

This option is available to the **SYSTEM ADMINISTRATOR ONLY**

This will show which **ACCOUNTING PERIODS** are currently active and the status of the Ledgers in these periods.

RE-OPENING PERIODS can be done from this screen also **CLOSING PERIODS** but as this will not Transfer Balances this should not be done without help from Systems Created.

From within Options select:

USER MAINTENANCE

This option is available to the **SYSTEM ADMINISTRATOR ONLY** via System Admin on separate icon.

This screen is used to change existing user **PASSWORDS** or create **NEW USER PASSWORDS** and set up their **SECURITY** and **ACCESS** to the system's various procedures and screens.

To enter a New User or alter the Security level of an existing user, click on the arrow button next to USER ID to select an existing user or type in the NEW USER'S IDENTITY and User's Name.

If this is a New User enter and confirm their Password. You can now click on the **ACCESS** button, this brings you to the Security Access Screen.

The Menu Option Box shows along the top of the Main Modules. Select one of these to call up the Major Activities options for this Module. You may now elect to Select all Facilities within this activity by clicking on the square selection box to the left of the activity. If you click on the Round Button to the right of the activity you will get a list of the functions within that activity. You can now select the functions available to this user. When this is complete select Save - the system confirms the user as saved.

To EXIT THE SYSTEM

From within the Options module select **LOG OFF**

This will return you to the Logging Screen and remove you from the list of people currently logged on.

To CHANGE PERIOD

From within the Options module select **CHANGE PERIOD**

You may now over type the Period Number and select Proceed to return you to the system within the newly selected period.

LIST OF REGULAR ACTIVITIES

1. Monthly

1. Open new period (P26), run data validation (P27).
2. Close Sales ledger as near as possible to the end of the month.
3. Close Purchase and Nominal ledgers about mid month.
4. Run Monthly Reports, Audit Trail, Debtors / Creditors Lists, Nominal Lists, (This would generally be the minimum requirement but you may wish to run other Reports.) (Page 28-33)
5. After closing Purchase & Nominal ledgers run Data Validation. (P27)

2. Regular Monthly Tasks (Not connected to End of Month)

1. Run Standing Orders (P21)
2. Run Direct Debits (P21)
3. Run Assets Depreciation (P22)
4. Run Statements (P29)
5. Payroll journals, Inland Revenue Journals (P18)
6. Other regular journals, Bank Charges, H.P. Payments etc. (P18)
7. Bank Reconciliation (P23/24)
8. Make Pre Payments & Accruals adjustments (P19)

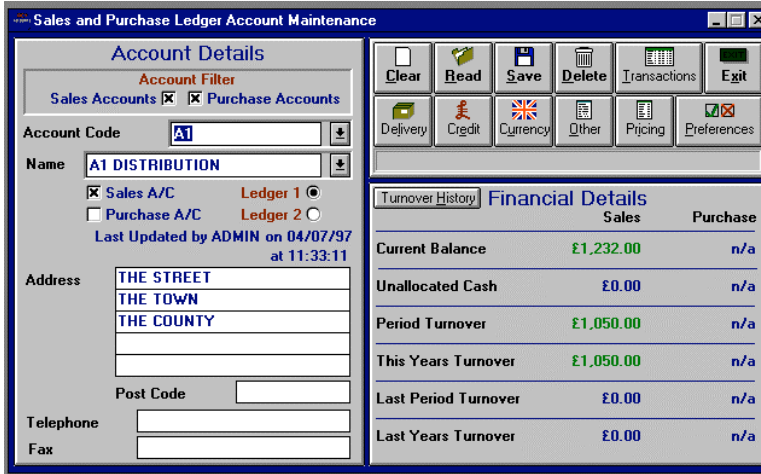
3. Quarterly

1. VAT Return (P26)
2. Journal VAT payment out of VAT Payable (P18)

Other

- Invoice Run (P5)
- Payment Run (P14)

SALES AND PURCHASES



ACCOUNT MAINTENANCE

This is where you set up the Customers' and Suppliers' Details. This is also where you view their Turnover and Transactions.

To Set Up a **NEW CUSTOMER** or **NEW SUPPLIER** from within the Sales and Purchase Module select **ACCOUNT MAINTENANCE**

Enter the Customer / Supplier Account Code.

Before rushing ahead it is worth taking some time to think about the Account Codes you are going to use and how you are going to set them up so as to make them easily recognisable.

Most people find that a combination of Alphabetic and Numeric code gives the most flexibility. However you must be careful not to stick too rigidly to the principal of using the first three or four letters of the name followed by three or four numbers as this can result in situations where accounts are not easily recognised.

For example the following accounts are not easily identified.

EASTERN ELECTRICITY	EAST123
EASTERN GAS	EAST124
EASTERN STEEL	EAST125
EAST ANGLIA HOMES	EAST126

However if you use your imagination they can be easily identified as follows.

EASTERN ELECTRICITY	ELEC0001
EASTERN GAS	EGAS0001
EASTERN STEEL	ESTE0001
EAST ANGLIAN HOMES LTD	EAHL0001

It may not even be necessary to use numbers at all however this does simplify things if you have more than one account for the same Supplier or Customer.

Now type in the Name, Address, Post Code, Telephone No. and Fax No.

Select whether this Account is a Purchase or Sales Account (or both) by clicking on the square box (under the name).

If you intend to use 2 sales and/or 2 purchase ledgers select which **LEDGER** this account is to be attached to **LEDGER 1** or **LEDGER 2**.

Select save to Create this Account.

You may wish to add further details as follows:

SALES & PURCHASE ACCOUNT DEFAULTS

Select the **PREFERENCES** BUTTON and the preferences box appears on the screen. Enter the VAT code most likely to be used when creating or receiving invoices for this account, also click on the box if you are most likely to use VAT inclusive figures when dealing with this account (this is not usual when dealing with credit accounts). Enter the most likely Nominal account to be used when dealing with invoices on this account. The above entries are **Defaults** and therefore will be automatically entered when raising or receiving invoices, however as defaults they can be overwritten at the time of invoicing.

Other Options

Retain Transactions after Period End.

If this option is selected, instead of clearing down all completed and paid transactions at the end of a period, all transactions are retained and carried forward into the next period until the end of the year clear down.

COMPLETE INVOICE RUNS (Sales Order Processing)

If this box is ticked, **invoices produced through Sales Order Processing** will only be printed when the complete invoice run box is ticked in the **Orders Module** Invoice run activity prior to running invoices. Use this option when the customer requires only monthly invoices for example.

PRODUCE STATEMENT

When ticked the system will allow a statement to be produced for this account.

SALES AND PURCHASE ACCOUNT MAINTENANCE

DELIVERY ADDRESSES

Select the **DELIVERY** button and the Delivery address screen appears.

There are no limits to the number of Delivery Addresses that can be attached to each Sales Account. Each Delivery Address must have a **Code** that you enter into the delivery Code box. Now enter the full Delivery Name and Address. When ready select the Save button.

SALES & PURCHASES ACCOUNT MAINTENANCE

CREDIT DETAILS

This is where you set up customer and supplier **CREDIT LIMITS** that are used when booking or raising invoices. The system will give warnings when either taking orders (Sales Order Processing) or raising Invoices if the account exceeds the credit limit. The screen also shows the date and amount of the **LAST PAYMENT** made.

On the credit details screen, you may also enter a **STOP CODE** (defined by yourself) and a reason why the account has been stopped. Any entry in this field will cause the system to warn the operator that the account has been stopped when you enter either an invoice or sales order.

CREDIT AGEING TYPE

Can be either Days or Calendar Months (end of the month following Invoice Month). Select either Days or Calendar month and enter the number i.e. (30) (days)

OTHER ACCOUNT INFORMATION

Select the **OTHER** button and the screen allows you to enter more details about the account such as Bank Details, List of **Contact Names** and Numbers as well as **Location Code**, **Buying Code**, **Business Type** and **Business Category**. These are not essential but can be useful information and may be used for reporting purposes.

Stock Code	Disc %	Price
TEPROD	10	£0.00

PRICING

This is where you set Customers' and Suppliers' **TRADE DISCOUNTS** and **PAYMENT DISCOUNTS**. As they are defaults they can be over written when creating or booking invoices.

PAYMENT DISCOUNTS

Enter the percentage discount followed by the number of days prior to which the account must be paid to allow the discount to be taken. When invoicing the system will automatically calculate the VAT correctly, taking into account the discount given or received, allowing the discount to be taken either before or after VAT depending on the settings in the settings function within the invoicing activity. When running **AUTOMATIC PAYMENTS** the system takes account of payment discounts and reduces the payment accordingly.

TRADE DISCOUNTS

Enter the percentage by which you wish all invoice prices to be reduced for this customer. This can be over written at the time of invoicing.

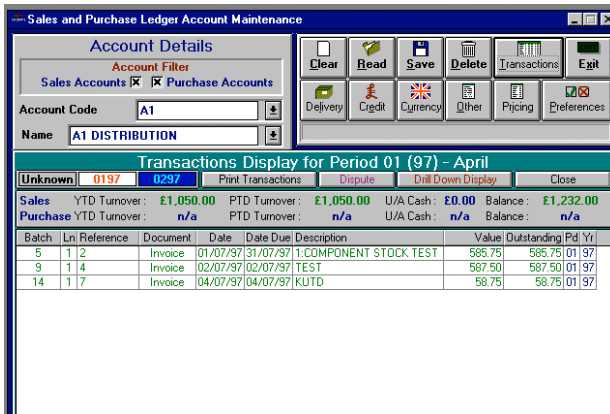
CUSTOMER PRICE LIST

This allows you to set up individual **PRICE LISTS** for each customer. The list works on individual Stock Codes, which can have either a discount or a special price attached, or on **PRODUCT GROUPS**, which can have a percentage discount attached or both. Select either Stock Code or Product group.

If you have selected Stock Code enter the required Stock Code and enter either the discount percentage or the special price for this product. If you select Product Group you can only enter a discount percentage when invoicing either via the invoice activity or via Sales Order Processing. Save before exiting either entry.

CUSTOMER QUANTITY PRICES

Customer specific quantity prices can be set up here by entering the Stock Code followed by the minimum and maximum quantities then the price applicable. You can enter the same stock code with several different quantity prices, however you must not have the same quantity attached to more than one price.



TRANSACTIONS

Select the (**transactions**) button to reveal the Transactions grid, this shows all transactions (Purchases, Sales, Payments, Journals) for this Account during this period. You can select any previous period to view simply by clicking on the period button [0197] etc.

PRINT TRANSACTIONS

by using your mouse to click on the [Print Transactions Button]. To put an invoice in **DISPUTE** click on the Invoice once followed by the Dispute button. The display colour of that Invoice changes to purple and this invoice can not be paid until it has been Removed from Dispute by repeating the above procedure.

You can view details of any Invoice simply by clicking on the relevant invoice followed by the **DRILL DOWN** Display button or by double clicking the invoice. Once the Invoice details are shown you can **REPRINT** the invoice simply by clicking the reprint button. Press period button on Transaction Display to scroll through periods.

SALES & PURCHASES

INVOICES

From this screen you can book and print *SALES INVOICES* as well as booking *PURCHASE INVOICES*

INVOICE POSTING

The screenshot shows the 'Invoices' window with the following sections:

- Invoice Options:** Radio buttons for 'Post Sales or Purchase Invoice' (unselected) and 'Print Sales Invoice' (selected). There is also a checkbox for 'Free Format Invoice'.
- Account Filter:** Checkboxes for 'Sales Accounts' (checked) and 'Purchase Accounts' (unchecked).
- Account Code:** A dropdown menu showing 'A1'.
- Name:** A text box containing 'A1 DISTRIBUTION'.
- Invoice Type:** Radio buttons for 'Sales Invoice' (selected) and 'Purchase Invoice' (unselected).
- Other Options:** A checked checkbox for 'Payment Discount' with '2' in the percentage box and '30' in the days box. There are also checkboxes for 'Pre Paid Invoice' and 'VAT Only Invoice'.
- Invoice Value:** A text box for entering the total value.
- Invoice Number:** A text box containing '654'.
- Date:** A text box containing '04/07/97'.
- Description:** A text box containing 'JONES INVOICE'.
- Reference:** An empty text box.
- Batch Number:** A dropdown menu showing 'None'.
- Invoice Lines:** A table with columns: Nominal Code, Stock Code, Description, UOM, Price, Qty, Value, VAT, I/E, Disc, Job Code.

Nominal Code	Stock Code	Description	UOM	Price	Qty	Value	VAT	I/E	Disc	Job Code
1001	COMP01	TEST	EACH	50.00	1	50	1	E		
1001	COMP03	TEST	EACH	25	1	25	1	E		

Posts the Invoice Value to the Account without printing an Invoice, used most frequently when posting Purchase Invoices.

Select Post Invoice from the Options Box. Click on to the Arrow Down key next to the Account Code Box to list the Accounts, click on the appropriate Account. (If you partially type in the Account Code before clicking on the Arrow the list will start from that point.)

You may select either Sales Accounts or Purchase Accounts or both to be listed by clicking on the appropriate check boxes. Select Sales Invoice or Purchase Invoice, enter Invoice No, Date (Defaults to today's date) and Transaction reference (Default from setting). Enter the total value of the invoice including VAT.

If you wish the Invoice to show a **Payment Discount**, click on the Payments Discount check box. If you do not click this box the Discount will not be allowed. If the Customer or Supplier has a Default Payment Discount set up on their Account Maintenance Screen this will show automatically, you may overwrite this or enter a Percentage and Days in the appropriate boxes.

If the Invoice is to be a **PRE PAID INVOICE** click on the **Payment** check box and select either Cash or Cheque. If you select Cash the payment will be put through the Cash Control Account (as set up in 'Options' Nominal Codes). If you select Cheque the payment will be put through the Bank Account Number which you enter (as set up in 'Options' Nominal Codes).

Move the cursor to the Invoice lines section and click on the first line. The Default Nominal Code (as set up in Customer/Supplier Maintenance) will appear, you may overwrite this by clicking on the box and the arrow will appear. Now click on the arrow and select the appropriate Nominal Analysis Code from the list. If you enter the first few digits of the code the list will start from that point.

The Job Code Box is where you enter the Job Number if you are running the Job Costing Module.

Now type in a description of the Goods/Services supplied, if 1 line is not sufficient click on the Button in this box to enter an unlimited description. Enter the value of this line of the Invoice, this can be either including or excluding VAT, enter the VAT code and whether the value entered includes or excludes VAT (these will Default). If a Trade Discount is applicable enter the percentage. If the Customer or Supplier has a **TRADE DISCOUNT** set up in Account Maintenance this will be brought forward as a Default.

Repeat this process for each line.

Select the Process Button to update Accounts, before updating the screen will show a VAT breakdown. Confirm that this is OK by selecting Yes, the Accounts will then be updated.

If there is an error either in the VAT or the Values the system warns **INVOICE TOTALS DO NOT BALANCE** you may now re enter details or overwrite the VAT.

PRINT INVOICES

(Accessible via ***SALES & PURCHASES, INVOICES***)

Posts the Invoice to the Account and also prints a hard copy of the invoice. Direct link to the ***STOCK CONTROL*** Module. Select Print Invoice from the Options Box, select the Customer Account to be Invoiced (by clicking on Arrow key etc. as above). Sales Invoices is automatically selected, the Invoice Number will be generated by the system but you may enter the Date (Defaults to today's date) and Reference (Defaults from Settings).

PAYMENT DISCOUNTS

If you wish the Invoice to show a Payment Discount, click on the Payments Discount check box. If you do not click this box the Discount will not be allowed. If the Customer or Supplier has a Default Payment Discount set up on their Account Maintenance Screen this will show automatically, you may overwrite this or enter a Percentage and Days in the appropriate boxes.

PRE PAID INVOICE

If the Invoice is to be a ***PRE PAID INVOICE*** click on the **Payment** check box and select either Cash or Cheque. If you select Cash the payment will be put through the Cash Control Account (as set up in 'Options' Nominal Codes). If you select Cheque the payment will be put through the Bank Account Number which you enter (as set up in 'Options' Nominal Codes).

It is not necessary to enter a Total Invoice Value as this is calculated by the system.

Click on the first Invoice line. The Default Nominal Code, VAT Code, VAT included/excluded option and any Trade Discounts are filled in as Defaults from the Customer Maintenance file (these can be overwritten). The Job Code Box is where you enter the Job Number if you are running the Job Costing Module.

INVOICING USING STOCK CONTROL

When you click on the Stock Control Box a button appears to the right of the box, clicking on this calls a Stock List that you can scroll down to show the Stock that you require. By typing in the first few characters of a Stock Code the list will start at that point, click on the item to select it.

When a Stock item is selected all Details, Nominal Code, Stock Code, Description, Unit of Measure and Price are called from the Stock File overwriting any previously entered default.

CUSTOMER PRICE LIST

Where a Price or a Discount has been previously set up in the Customer's Maintenance file for the required Stock then this Price or Discount will overwrite all other prices when Invoicing.

Select Process and the VAT Analysis Screen appears, select Yes to continue to Invoice the Customer.

QUANTITY PRICES

Where a quantity price has been set up either in the Customer Prices file in Account Maintenance or in the Stock Maintenance screen, the quantity price set up will automatically be used. Where quantity prices are set up in both, the price from the customer's file is used.

STOCK SEARCH

If you do not know the Stock Reference for an item it is possible to search for any part of the Description (character string) by simply clicking on to the Description Box then selecting Search. Now type in the Character String you are looking for and the system will show all Stock Lines with that combination of letters in the description.

INVOICING NON STOCK ITEMS

To Invoice a Non Stock Item simply type in the Description, Price etc. manually in the appropriate box.

FREE FORMAT INVOICES

A Free Format Invoice allows you to type several lines of Narrative to each Price Line. After selecting Print Invoice select Free Format, you will see the layout of the Invoice Line changes, continue as with invoicing Stock items until you are ready to fill in the Invoice Lines. Now click on Nominal Codes and select the required Code. Click on the Description Box and a button appears on the right of the box, if you click this button a Notes Panel appears that is where you type in the narrative. There is no limit to the number of lines of type you can enter (if it is more than a page the system automatically goes over a page when printing).

Now enter the Value, VAT Code and whether this Price includes VAT or not. Press Process to update the Accounts.

RE PRINT INVOICES and INVOICE BATCHES

When performing an invoice run (from Sales Order Processing) It may be preferable to either Print Invoices to the screen or not to print the invoices at that time, as these options do not tie up the system whilst the invoices are being printed, but do update the accounts information.

You can now Re-print the invoices without affecting the system, by selecting **Sales and Purchases - Batch Invoice Re-print**. Select **Invoices** and enter the **First** and **Last** Invoice number to be re printed. Select **Printer** followed by **Run Report**. The invoices will now be printed without tying up the rest of the system

SALES & PURCHASES

CREDIT NOTES

The Credit Note Booking, Printing and Free Format Printing work in the same way as the Invoicing activity.

DEBIT NOTES

Access from the Credit Notes activity, this allows you to make a '**Credit**' entry on to a Supplier's Account while printing out a '**Debit Note**' to be sent to the Supplier.

SETTINGS INVOICE

This is where you set up Default Nominal Codes (the Codes to be used if No Other Code is Entered via Customer Account or Stock Control) and Standard Narrative (the Narrative which automatically appears in DESCRIPTION when booking an invoice). This narrative is also added to the transactions in the Nominal Sales and Purchase Accounts. Also on this screen you can select whether the VAT is calculated before or after payment Discount is calculated.

POST PAYMENTS

From this screen you can post both Sales and Purchase payments as follows;

Click on Arrow Down key next to Account Code or Name to select the relevant Account. Select either **SALES PAYMENT** or **PURCHASE PAYMENT** (This will be selected for you unless the Account is both a Customer and Supplier).

After selecting the **Outstanding Invoices** will automatically be displayed. You may select to display only **Outstanding Invoices** by clicking the box. If you click on the 'use **UNALLOCATED CASH** in Payment' box

The screenshot shows the 'Account Payments' window in the AC Plus Accounts v6.3.9 software. The window is divided into several sections:

- Account Filter:** Includes checkboxes for 'Sales Accounts' and 'Purchase Accounts', and fields for 'Account Code', 'Name', 'Address', and 'Telephone'.
- Financial Details:** Shows 'Current Balance' and 'Unallocated Cash'.
- Other Details:** Includes 'Last Payment Details' with 'Date' and 'Value' fields, and an 'Ageing Information' checkbox.
- Payment Details:** Features radio buttons for 'Cash', 'Cheque', and 'Credit Card', a 'Bank Account' field, 'Cheque No (Ref)', 'Payment Value', 'Payment Date' (set to 27/01/2004), and a 'Narrative' field.
- Payment Type:** Radio buttons for 'Sales Payment (Received)' and 'Purchase Payment (Made)', with 'Batch Numbers' set to 'None'.
- Display Options:** Checkboxes for 'Only Display Unallocated Transactions', 'Use Unallocated Cash In Allocations', and 'Auto Print Remittance Advice'.
- Buttons:** 'Clear', 'Read', 'Process', 'Settings', 'Exit', 'Search', 'Reset', 'Allocate', 'Setup', and 'Remittance'.

The window title bar reads 'AC Plus Accounts v6.3.9 in use by Systems Created Ltd'. The taskbar at the bottom shows the Start button and several open applications including Outlook, Msdos, and the AC Plus software itself.

when you are allocating Invoices the amount allocated will be taken from the unallocated cash amount. If you click on '**Print Remittance Slip**' a Remittance Advice Note will be printed after Posting and Allocating the Payment (Purchase Accounts only).

Now enter the Payment Date (Defaults to today's date), Payment Value and Cheque Number (this can be a memo field if required). You may over type the Narrative if required (this shows on Transactions) and select the Bank to be Debited or Credited. Now click on **POST PAYMENT** to update the Account.

ALLOCATING PAYMENT

Dependant upon the setting you have selected in the Settings Screen the Payment Amount will either appear in the **UNALLOCATED CASH** field or on the Allocation Lines. If you have selected unallocated all you have to do is click on the Outstanding Total for the Invoices you wish to allocate this payment to. Now select the Process Allocations Button, as Confirmation Box appears select Yes to update the Account.

If you have not selected 'Auto Post Payments to Unallocated Cash' in the settings screen, after posting the payment a 'Payment' line is added to the Payment Allocations part of the screen. To allocate this payment to an Invoice click on the Outstanding Box of the Payment (if you click this box again the amount is removed) followed by clicking on the Outstanding Box of all of the relevant invoices. Now click on the **PROCESS ALLOCATIONS** Button, select Yes on the Update Transactions Box.

Allocating 'Part Paid' Invoices. If the payment received is only a part payment click on the allocate column and type in the amount to be paid off against that invoice and continue as above

If you have **ALLOCATED A PAYMENT TO THE WRONG INVOICE** you can '**De-Allocate**' a Payment as follows:

Firstly click the 'Only Display Outstanding Transactions' Button so that the X is not showing, the Payment Allocation Screen will now show all Invoices and Payments for the period whether cleared or not.

Now click on the Value Box of the Invoice you wish to **DE-ALLOCATE**. The original value of that invoice now shows as a -Minus figure in the Allocate Box. Press 'Process Allocations' and that amount will now be transferred to Unallocated Cash and the Invoice returned to being Outstanding. You can now allocate the payment to the correct invoice as previously described.

If you have **ALLOCATED PAYMENT TO THE WRONG ACCOUNT** you can '**De-Allocate**' a Payment as follows:

Firstly click the 'Only Display Outstanding Transactions' Button so that the X is not showing, the Payment Allocation Screen will now show all Invoices and Payments for the period whether cleared or not.

Now click on the Value Box of the Invoice you wish to **DE-ALLOCATE**. The original value of that invoice now shows as a -Minus figure in the Allocate Box. Press Process Allocations and that amount will now be transferred to Unallocated Cash and the Invoice returned to being Outstanding.

You can now enter a Negative Value in the Payment Value Box for the amount of the error (simply put a - Minus before the amount) now put a Reference in the Cheque No. Box i.e. **Error** change Settings to Auto Post Payments to Unallocated Cash and Save. You can now select Post and the negative entry will cancel out the erroneous entry.

PAYMENT SETTINGS

Narrative: This is the Default Narrative that will appear in the transaction line. This can be overwritten at the time of invoicing.

PAYMENT 'DISCOUNT' ALLOCATION

If the invoice being allocated has a 'Payment Discount' included simply click on the '**Expected**' column to allocate the amount of discount in that column. If the amount displayed is not the correct amount simply type in the correct value in the discount column and allocate as above.

AUTO POST TO UNALLOCATED CASH

When selected all Payments are automatically posted to unallocated cash and not to a transaction line.

DISCOUNTS GIVEN NOMINAL CODE

This is the Nominal Code updated when a payment Discount is applied.

USE UNALLOCATED CASH

When selected this automatically uses the unallocated cash when allocating payments. This is a default and can be overwritten.

AUTOPRINT REMITTANCE ADVICE

When selected this will automatically print Remittance Advice Notes after allocating payments.

SALES & PURCHASES

Batch Start Cheque No

Invoices to be Paid By :

Supplier

Invoice Value Range

Over : Under :

Buttons: Reset, Refresh, All, All, Exit, Selected Inv, All Invoices, List, Process

Double Click on a Line to Toggle Auto

Outstanding Invoices to be Paid							
Pay	Supplier Code	Reference	Date	Date Due	Description	Value	Outstanding
<input checked="" type="checkbox"/>	No W1	354	01/07/97		1:TEST STOCK ITEM 1	-£352.50	-£352.50
<input type="checkbox"/>	No W1	8	01/07/97		2:DELIVERY	-£276.13	-£276.13

AUTOMATIC PAYMENT RUNS

This activity will update the Account, Print Remittance Advice Notes and Cheques for any Invoice selected and produce a Report showing which Invoices and Accounts are to be updated.

You may run this for a single Supplier by selecting that Supplier from the list and selecting the Refresh button. This will show only that Supplier's invoices. You can elect to pay All Due Accounts by clicking on the Tick All Button (clear this selection with the X All Button) or select Individual Invoices by Double clicking on the Invoice. Yes appears in the box on the extreme left, click on the Process Button to update the Account.

If you do not enter a Supplier Name a complete list of all invoices for all Suppliers due for j payment will appear.

After selecting the invoices to be paid you can view the Selected Invoices by clicking the **Selected Invoices** button. Once you are happy with the selection enter the first cheque number to be used and then click the process button, this will pay all the invoices selected, updating automatically all aspects of the program and provide a list of the invoices paid.

You can get a list of the invoices due to be paid before processing the payments by clicking the list button.

SALES AND PURCHASES CASH BOOK POSTING

Nominal Code	Name	Description	VAT	In/Out	Value	Job Code	Description
x							

PETTY CASH SALES / PURCHASES

The Cash Book Posting Program can be used to book Petty Cash Purchases or Sales as follows.

Use your mouse to select either Sale or Purchase Cash Posting, now Tab to the value box and enter the full value of the transaction including VAT. Tab and enter the reference i.e. Payments Received, Tab and enter the Date of the Transaction (defaults to today's date), the description is brought from the settings but can be overwritten, this shows i.e. transactions, now click either Cash or Cheque. Although the selection is Cash or Cheque, **Cash that is being paid directly to the Bank should be entered as a cheque**, this will enter the amount directly to the Bank Account. You may also prefer to enter cheques taken as Cash as explained below. Now enter the description of the goods followed by the nominal code relevant (a Default code is set up in settings), the VAT code and whether the amount includes or excludes VAT, this default can be overwritten. Now enter the value and process. If you use Job Costing you can also enter the Job Code.

CASH TAKINGS POSTED TO CASH CONTROL

CASH DAY BOOK

Use the Cash Book Posting Screen to enter daily incomings (cash) and outgoings i.e. TILL TAKINGS and CASH SALES.

If all Non Account transactions are carried out using Cash Book Postings to **CASH**, the transaction on the Cash Control Nominal Code gives a complete day book showing Non Account transactions. The balance of this Nominal Code will be the amount of money either as **TILL FLOATS** or **PETTY CASH ON HAND**. This means that you can use Cash Book Postings as described above but post to Cash (regardless of whether the amount is a cheque, credit card payment or cash) and when you bank the takings, journal the amount out of Petty Cash Control and into the relevant Bank Account.

CASH TAKINGS POSTED DIRECT TO THE BANK

BANKING CASH, CHEQUES OR CREDIT CARDS

If you are in the habit of Banking all **TILL TAKINGS** or **CASH SALES** regardless of type (i.e. whether they are **Cash, Cheques or Credit Cards**), post the transactions as described above but select **Cheque** and **not Cash** to post to. This will automatically post the transaction direct to the selected Bank Account.

You can also use this to make automatic ***BANK TRANSACTIONS***.

NOMINAL ACCOUNT MAINTENANCE

This screen is where you set up the Nominal Codes the system needs to book Costs / Sales etc. to. This is also where you assign the Profit & Loss Sort Codes to the Nominal Code to ensure that they appear in the right section of the company's Profit & Loss.

Also use this screen to view transactions for the selected Nominal Code.

To set up a new NOMINAL ACCOUNT:

Enter the Nominal Code in the Nominal Account Code box then enter the Code Name. If you click the button next to the Profit & Loss **BALANCE SHEET SORT CODE** box you will see a list of the available **SORT CODES**. Nos. 1 - 4 are **PROFIT & LOSS** sort codes and 5 - 9 are **BALANCE SHEET** codes.

If the **Nominal Code** being set up is for an **ASSET** you may wish to attach an Asset Depreciation Code. This should be a Nominal Code set up specifically as the **Depreciation Code** for this asset and is listed as such in the P & L Reports.

You may set up **ACCUMULATION CODES** to attach to the Nominal Codes. These allow you to link together a number of Nominal Codes when running a Condensed Profit & Loss Report listing for instance All Sales or All Stock Purchases under one heading.

NOMINAL CONTROL ACCOUNTS

The system needs several **NOMINAL CONTROL ACCOUNTS** set up (see Options - Nominal Control Accounts). These accounts are set up as normal accounts here and assigned as Control Accounts via the Options Screen. These accounts are automatically updated by the system when Invoicing or Booking Payments etc.

NOMINAL ACCOUNT BUDGETS

Nominal Account Budgets are the Predicted turnover for that Nominal Code for that period either Week or Month. These are often based on Last year's turnover with an uplift.

TO SET UP NOMINAL BUDGETS

Select Nominal Account Maintenance (F5)

Now select the required Nominal Code. You will see *Budget per Week* and *Budget per Month* panels at the bottom of the screen.

Select Edit Budgets (on the budget by month panel)

You now have certain options. You can either type into the grid manually, simply by clicking on the appropriate box and typing in the values. Or set a standard value, which is the same value for each month, by clicking the **SET STANDARD VALUES** button and entering the Weekly and or the Monthly values, then press **SET BUDGETS** to transfer this to all relevant fields. You can also **SET BUDGET VALUES TO LAST YEARS ACTUALS** (obviously only from year 2 onwards) or **Increase budget values by a set percentage**, again usually from year 2 onwards. This allows you to set budget values to last year's actuals and then increase them by a set percentage, or to increase the budget figures at any time.

NOMINAL JOURNALS

Account Code	Reference	Description	Value
--------------	-----------	-------------	-------

Use the Journals screen to transfer amounts from one account to another. There must be a minimum of 2 lines to each journal and the total of the lines must be zero (+ must equal -).

First select the type of account, Sales, Purchase or Nominal to be used on the first line of the journal. You would generally leave the Update Turnover selection as 'yes' (checked) unless Systems Created tells you otherwise. Now select the Account Code from the Pull Down List. The Account Name will be filled in automatically. Type a Reference, Value (put - sign for negative entries) followed by the description and (Job Code only if you are using Job Costing). Use the Tab key to move between boxes on the lines. Now follow the same procedure with the second and subsequent lines. Note that the Reference and Description are copied from the previous line. When all lines are entered select Process to update the accounts.

JOURNAL TO VAT CONTROL

If you journal to VAT Control you may need to enter a breakdown of the journal line showing Goods Value and VAT Value of the journal, do this via the Show VAT button. This links directly to VAT Return, updating the Correct VAT Code with both Goods and VAT Value.

PRE-PAYMENTS AND ACCRUALS

You need to set up a Pre Payments and Accruals Nominal Code or Codes.

This is a control account and should have a P & L sort code for current assets or liabilities. Into this account, the full amount of the Pre-payments can be booked.

When making the payment for Vehicle Tax for example Journal the full value of the payment from the Bank Account to the Pre-payments Nominal Codes.

Next set up a Standing Order from the Pre-payment or Accruals Nominal Account to the Relevant Nominal Account.

The procedure is as follows:

On payment of Road Tax for instance say £120.00

JOURNAL
PRE-PAYMENT £120.00
BANK ACCOUNT 1 - £120.00

Now go to Standing Orders set up a periodic payment.

VEHICLE TAX	12 MONTHLY PAYMENTS	£10.00
PRE PAYMENTS	12 MONTHLY PAYMENTS	-£10.00

All you have to do now is run the update as described once a month.

ACCRUALS

Accruals are Services or Goods that you have received but have not yet been invoiced. e.g.

It is the end of your financial year at the end of February and you have not yet received a Rates bill dated from February to February.

Before closing the year set up a reversing journal for 11/12ths of the rates bill.

The reversing journal **will automatically make that a (-) minus entry** in March so when the bill is received only 11/12ths remains to be booked.

TO JOURNAL A WAGES PAYMENT (MONTHLY)

You will need to have set up the following Nominal Codes.

Wages, Tax and NI, Employers Tax and NI Control as well as the Bank Account code.

Tax and National Insurance are paid monthly, but if you pay weekly you must account for them weekly as follows.

If you have a weekly pay bill of £1,300 (plus employers N.I. of £100) split as follows:
£1300 Gross Wages, £200 Tax and £100 Employees N.I.

Journal this as follows:

SELECT JOURNALS

	Debit	Credit
Type a minus entry in the Bank Account Nominal Code. This being the Wages paid less TAX and NI		£1000.00
Type a debit entry in the Employers NI	£ 100.00	
Type a debit entry in the Wages account.	£1300.00	
Type a credit entry in the TAX and NI Control Account. This being the full total of the Tax and NI, both Employers and Employees contribution		£ 400.00
Now complete the Journal Entry	_____	_____
Total	£1400.00	£1400.00
At the end of the month, when you have paid the Tax and NI.		
Type a Credit entry in the Bank Account Nominal Ledger for the full amount of the months Tax and NI		£ 400.00
Type a Debit entry in the Tax and NI Nominal Ledger for the full amount of the months Tax and NI.	£ 400.00	
	_____	_____
	£ 400.00	£ 400.00

ONE SIDED JOURNALS (available to the Administrator only)

This works in a similar way to the normal journals but will accept a non-balancing journal. *This should only be used with advice from either Systems Created or your Accountant.*

DIRECT DEBITS

This screen allows you to set up and run your **MONTHLY DIRECT DEBITS** simply by listing the bank account and the nominal codes enabling you to enter the value of the Direct Debit each month and process them all at one time.

Nominal Code	Description	Value	Job Code
052000	Journal		
149000	bank interest		
188000	n.i.		

STANDING ORDERS

Where you have payments or other journals that are repeated exactly at regular intervals for a certain period of time you can set up a Standing Order for these journals as follows.

Account_Code	Reference	Description	Value
3051	GCAR	DEPRECIATION	£450.00
3053	GCAR	DEPRECIATION	-£450.00

Enter the Reference, any name you like, and description of the Standing Order, the frequency of run and number of times to run. Enter the journal details as described in Journals above then Save the Details. In some cases Standing Orders may be stopped for a period of time, in this case check the Currently Active box to remove the X.

To run Standing Orders simply select Process Standing Orders and **check details before selecting** Process button. Standing Orders can only be processed once in each period.

ASSETS REGISTER

An Asset is a fixed asset, which is an item usually of high value, which does not lose its value at the end of the accounting year but may however suffer a reduction in value on a regular basis. Examples are vehicles and office equipment. The purpose of using the assets register within the AC Plus system is to make it easier to record all assets and have the system calculate the depreciation automatically and regularly and post the journals through the Nominal Ledger. Either fixed amount or reducing balance depreciation is offered. The result of the automatic depreciation can then be seen in the Balance sheet (Nominal, Reports, P & L and Balance sheet). The asset register still requires the asset nominal codes to be created and the linking of the depreciation to be made with Nominal account maintenance but all depreciation and journals are then performed by the system. Depreciation is an overhead that appears in the Profit and Loss report (P&L a/c). The purpose of depreciation is to allow for the eventual replacement of the asset and to show more accurately the cost of the asset in the trading accounts of the business in each year that the asset was made available to the business.

The screenshot shows the 'Asset Maintenance' window with the following fields and values:

- Assets:** Asset Code: C, Name: Rover25
- Buttons:** Clear, Read, Save, Delete, Transactions, Exit
- Asset Details:** Category: car
- Purchase Details:** Date of Purchase: 01/01/2004, Supplier: Rover, Value at Purchase: 6,900.00
- Financial Details:** Depreciation To Date: 0.00, Nett Book Value: 6,900.00
- Other Details:** Currently Active, Date Last Run: 01/01/2004, Depreciation Method: Standard Value (120.00), Percentage (0.00)
- Nominal Codes:** Asset Nominal Code: 0011, Asset Depreciation Nominal Code: 0012, General Depreciation Nominal Code: 0008

Setting up a New Asset

To create or amend the Assets Register select on the top menu bar **Assets, Assets Maintenance**.

Within the Assets form enter a **Code, Name** and **Category** from the asset followed by **Date Purchased, Full Value** at Purchase Date and **Supplier, Depreciation to Date** (this should be a minus figure or Zero). (If you leave the purchase date or depreciate to date field empty you may trigger an error message – select continue and then enter the date purchased and depreciation to date.) Select what type of depreciation you want – either percentage or fixed (standard) value. Enter the percentage or fixed amount. Note: It is probably easier to choose fixed amount and enter the amount you wish the asset to be reduced by each month for the purposes of budgeting. The system calculates the value; the Initial Value should be the same as the value entered when purchasing the asset on that assets Nominal Code. (See Nominal Code Set up).

Nominal Codes and Linking with the Nominal Ledger

(Also see Nominal Maintenance)

The asset Nominal Code is where the original value of the asset has been posted. This will have been done when posting the purchase invoice for the item or by journal when setting the system up. (Depending upon when you started using the accounting system to record your assets.) This nominal code will have been selected to appear in the Fixed assets region of the nominal codes and will have a sort code of 5 attached to it.

For the Balance sheet to show the asset value this code will need to have been posted to as indicated.

The asset depreciation nominal code is where the depreciation is posted to when depreciation run is made – this nominal code is also attached in Nominal Maintenance – Depreciation code.. This

figure is then shown in the balance sheet and the original asset value is shown reduced by this amount.

The general depreciation nominal code is the other side to the journal performed when you run the depreciation process. This figure appears in the P & L account with a sort code of 3.

To Set up Asset Depreciation

You will need to have previously set up an **ASSET** nominal code, an **ASSET DEPRECIATION** nominal code and a **GENERAL DEPRECIATION** nominal code as previously detailed.

Type in the relevant Nominal Codes, then enter the value of the Monthly depreciation. This can be either a percentage or an actual figure. Finally click on the Currently active box.

The Depreciation Codes will automatically be updated when running Asset Depreciation.

To Run Assets Depreciation

Select **Assets - Run Depreciation** (CTRL F6).

You will be presented with a list of all the assets that are held within the system.

Enter the date to use for depreciation

Check the Assets list and tick which ones you wish to process.

Select Process to run the depreciation.

Some of the Different Types of Nominal Code

Sales Nominal Code - Sort Code 1

These are the codes into which the system books the General Sales generated by the normal business on a day to day basis. There is no limit to the Number of different Sales Nominal Codes you can use in order to get a comprehensive breakdown of Sales Turnovers. For instance a Computer Supplier may wish to differentiate between Hardware, Software and Support Sales. He would therefore set up 3 Sales Nominal Codes and book the various invoices and cash sales to the relevant Nominal Codes. If you are running Stock Control the relevant Nominal Code for that stock item is part of the Stock Maintenance and will automatically be added to orders and invoices

Direct Purchases Nominal Codes - Sort Code 2

The purchase of Stock for Sale or other Direct Cost of Sales is booked to these Nominal Codes. There are no limits to the number of Direct Purchase Nominal Codes.

Overheads - Sort Code 3

The majority of costs other than Direct Costs of sales would be overheads.

Other Costs and Income - Sort Code 4

One off costs or sales, that are not general Sales or Purchases and are not Overheads.

Fixed Assets - Sort Code 5

Usually high value assets, which remain on the balance sheet after the new financial year. These assets usually have a fixed value but would also have a Depreciation Nominal Code attached to them

Current Asset - Sort Code 6

Are assets that are variable on a day to day basis, such as Bank Accounts and Petty Cash Accounts.

Current Liability - Sort Code 7

Current Liabilities are Variable and usually short term liabilities.

Equity (share capital) - Sort Code 8

Initial Company Shares and Retained profits.

Long Term Liabilities - Sort Code 9

Long Term Loans and Mortgages etc.

CONTROL ACCOUNTS

Control accounts are the Nominal Codes, which are updated by the system automatically, some of which can not be journalled into directly by the user. These are set up in the Systems Settings screen when initially setting up the system.

BANK ACCOUNTS

These are Control accounts. The system will allow up to 6 Bank Accounts to be used. When booking payments etc, the system automatically updates the chosen Bank Account. Bank accounts also allow for account reconciliation to be performed.

BANK RECONCILIATION

If a Nominal account is designated a **bank** account, when viewing transactions you have the facility to reconcile that account against your bank statement as follows.

Batch	Ln	Document	Account Code	Reference	Date	Description	Debit	Credit	P	Y
0	1	Bal B/F		B/F	11/03/1998	Balance Brought Forward	-£2,471.88		01	98
323	1	Payment R	DENT	4321432	04/03/1998		£176.25		01	98
338	1	Payment R	FORD	321	05/03/1998		£235.00		01	98
341	1	Journal			10/03/1998	Journal	-£2,500.00		01	98
346	1	Payment R	GAG	123456	10/03/1998	Auto Payment	-£349.88		01	98
349	1	Payment R	GAG		10/03/1998	Cheque	-£200.00		01	98
350	1	Payment R	GAG		10/03/1998	Cheque	-£33.25		01	98
351	1	Cash		321654	11/03/1998	SALES CASH	£200.00		01	98
352	2	Journal		TEST	12/03/1998	Journal	£226.60		02	98
354	3	Payment M	VOGON	123	12/03/1998		-£45.00		02	98
354	5	Payment M	GAG	18876	12/02/1998		-£34.00		02	98
355	1	Payment M	VOGON		12/02/1998	Cheque	-£123.00		02	98

Bank Totals :
Start of Period : £0.00 **Total :** £166.25
This Period : £166.25 **Difference :** -£2,613.53

Call up the Nominal Code and select transactions, in addition to the usual Nominal Transactions you will see an additional RECONCIILE button and a Task bar at the bottom of the screen and four TOTALS

Start of Period This shows the balance at the beginning of the period

This Period This shows the amount reconciled this period.

Total Shows the total of these two

Difference Shows the difference between the total and the account balance.

To reconcile a transaction Select the reconcile button (the word Reconcile turns green) and then click (once only) on the transaction line. The value of the transaction line will be added to this period and total amounts and reduce the difference. Transactions that appear on the bank statement but not on the transaction lines should be journalled on.

CREDITORS CONTROL

Nominal account is automatically updated when an invoice is raised or payment posted.

DEBTORS CONTROL

Nominal account is automatically updated when a purchase invoice is raised or payment is booked.

PETTY CASH CONTROL

Automatically updated when posting to Cash book or when a pre paid invoice is raised

paying by cash.

VAT CONTROL

The VAT portion of invoices or cash postings is automatically booked to the VAT Control account.

VAT PAYABLE

On closing a VAT Period the VAT from VAT Control Nominal Account is transferred to the VAT Payable account.

DISCOUNTS GIVEN AND RECEIVED

Are automatically updated when payments include payment discounts.

SUSPENSE

Used by the system to book invoices, payments etc. where there is a problem with the required nominal code (This should never be used).

TRIAL BALANCE

Is used by the system to book the balancing figure for profit and loss.

DEPRECIATION

Most assets depreciate in value over a period of time and this depreciation has to be accounted for. The usual method is to attach a depreciation code to the asset and to book the depreciation to both the assets depreciation code (which appears along side the asset in the balance sheet) and a General Depreciation Code (which is an Overhead).

END OF MONTH

OPEN NEW PERIOD

To open a new period and close ledgers in the existing period

Select Period - End Of Period or Ctrl E.

Status of Ledgers	
Nominal	0%
Sales	0%
Purchase	0%

Currently Active Periods	
08 (97)	09 (97)

Open New Period	
<input type="checkbox"/> Open New Period Number	10
<input type="checkbox"/> Open New Year	97

Close Period 08 (97)			
<input type="checkbox"/>	Close Nominal Ledger	<input type="checkbox"/>	Audit Trail
<input type="checkbox"/>	Close Sales Accounts	<input type="checkbox"/>	Creditors List
<input type="checkbox"/>	Close Purchase Accounts	<input type="checkbox"/>	Debtors List
<input type="checkbox"/>	End of VAT Period	<input type="checkbox"/>	Nominal List

Period Status					
Previous Period No. 07 (97)		This Period No. 08 (97)		Next Period No. 09 (97)	
Nominal	Closed	Nominal	Open	Nominal	Open
Sales	Closed	Sales	Open	Sales	Open
Purchase	Closed	Purchase	Open	Purchase	Open

Check the CLOSE PERIOD NO. box to ensure you are closing the right period. Click on the ledgers you wish to close. If you are opening a new period at this time click on the Open New Period check box (ensure period number is right). You only change the Year Number at the beginning of the company financial year.

If you select one or more of the reports from the Print Reports box these reports will be automatically printed as part of the End of Period Procedure.

SELECT PROCESS to open the new period, close the required ledgers and run the selected reports.

All ledgers are now available in the new period.

VAT (end of period)

When you close the Nominal Ledger at the end of the VAT quarter also click on the End of VAT period check box. The VAT amount will be transferred from VAT Control to VAT Payable Nominal Codes.

VAT RETURN

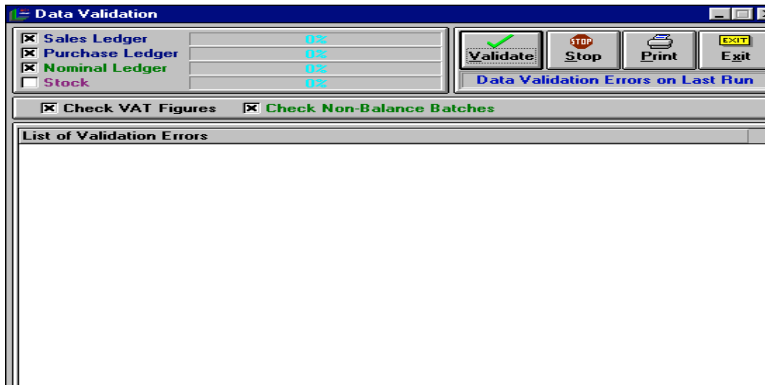
After running the End of Month. Select **VAT, VAT - RETURN** or **Shift F9**

The screen will show the VAT return figure for this quarter. If you select Print the system will print a representation of the VAT return form including the correct figures. You must however check these figures and fill in the correct form to be returned.

DATA VALIDATION

Although this should be run at the end of a period it can also be run at any time.

Select Period – Data Validation or Ctrl D



Select Sales, Purchase or Nominal Ledger (or a combination of ledgers) and click on VALIDATE.

The Validation program checks that the balance of each account is equal to the sum of its transactions, that the sales accounts equal the DEBTORS CONTROL account and that the Purchase Accounts are equal to the CREDITORS CONTROL account.

If you select check VAT figures the system checks that the VAT CONTROL is equal to the VAT REGISTER.

If you select Check non balancing batches the system checks that each batch balances and lists those that don't.

THERE SHOULD NOT BE ANY DATA VALIDATION ERRORS.

ACCOUNTS REPORTS

SALES & PURCHASE LEDGER REPORTS

To run Sales and Purchase Reports select 'Sales & Purchases' 'Reports'.

Click on the required report and enter the necessary 'Run' criteria. Now click 'Run' to print the report either to screen or direct to the printer.

Accounts List

Run for Sales or Purchase Accounts or both, Ledger 1 & 2 Area Code, Account Code Range.

Lists Account Code, Name, Address, Telephone No., Fax No.

Sort Account Code

Turnover List

Run for Sales or Purchase Accounts or both, Ledger 1 & 2 Area Code, Account Code Range.

Lists Account Code, Name, Period to Date Turnover, Last Period to Date, Year to Date Turnover, Last Year to Date, Balance.

Sort Account Code

Debtors List

Run for Sales Accounts, Ledgers 1 & 2, Area Code, Outstanding Accounts Only, Show Transactions, Ageing Date (Invoice to be paid by), Account Code Range.

Lists Account Code, Name, Invoice Number, Invoice Total, Invoice Age, Balance Outstanding by Month and Total Outstanding, Unallocated Cash.

Sort Account Code

Creditors List

Run for Purchase Accounts, Ledgers 1 & 2, Area Code, Outstanding Accounts Only, Show Transactions, Ageing Date (Invoice to be paid by), Account Code Range.

Lists Account Code, Name, Invoice Number, Invoice Total, Invoice Age, Balance Outstanding by Month and Total Outstanding, Unallocated Cash.

Sort Account Code

Statement

Run for Sales or Purchase Accounts, Ledgers 1 & 2, Area Code, Outstanding Accounts Only, Outstanding Transactions Only, Ageing Date and Account Range.

Lists Account Code, Name, Address, Invoice No., Date, Description, Value, Payment, Outstanding, Total, Unallocated Cash, Account Balance and Ageing Breakdown.

Sort Account Code.

Address Labels

Run for Sales or Purchase Accounts, Ledgers 1 & 2, Area Code, Account Range.

Lists Name and Address in Label format.

Sort Account Code.

Transactions

Run for Sales or Purchase Accounts, Ledgers 1 & 2, Area Code, Account Range

Lists Account Code, Account Name, Batch No., Batch Line, Transaction Type, Reference, Description, Date, Value and Outstanding Amount.

Sort Account Code

Invoice List

Run for Sales or Purchase Accounts, Area Account Code Range, Date Range

Lists Date, Document Type, Reference, Account Code, Goods Value, VAT Value, Total Value, Grand Total Goods, VAT and Total.

Sort Invoice Date. Invoice Number, Account Code.

Profitability

Run for

Sales Accounts, Area, Date Range, account Code Range, Repeat Last Run of this Report or Refresh Details before Running.

Showing

Stock Code / Product Group

Lists
Stock Code /
Product Range

Product Group, Stock Code, Customer, Quantity, Cost Price, Discount %, Price, Total Cost, Total Goods, Profit Value, Profit %, Invoice Number and Date.

Sort

Product Group / Product.

Showing

Customer / Area

Lists
Location / Customer

Product Group, Stock Code, Customer, Quantity, Cost Price, Discount %, Price, Total Cost, Total Goods, Profit Value, Profit %, Invoice Number and Date.

Total for Customer, Total for Location, Grand Total.

Sort

Location, Customer.

NOMINAL REPORTS

To run Nominal Reports select 'Nominal' 'Reports'

Click on the required report and enter the 'Run' criteria. Now click 'Run' to print the report either to screen or direct to the printer.

Nominal Account List

Run for Account Range, Including or excluding Control Accounts.

Lists Account Code, Name, Sort Code,
Balance Sheet Y/N, Control Account Y/N

Sort Account Code.

Nominal Transactions

Run for Account Range, Including or excluding Control Accounts.

Lists Nominal Code, Name, Batch Number,
Batch Line, Transaction Type, Account Code, Reference,
Description, Date, Debit or Credit, Period Transaction Total,
Current Balance.

Sort Nominal Code

Turnover List

Run for Account Range, Including or excluding Control
Accounts

Lists Batch Number, Batch Line, Document
Type, Account Code, Reference, Description, Goods Value,
VAT Value, Goods Grand Total, VAT Grand Total.

Sort Batch Number and Line.

Trial Balance

Run for Account Range, Including or excluding Control Accounts

Lists Account Code, Account Name, Period Turnover, Year Turnover, Balance.
Balances all positive entries against negative entries to give a matching balance.

Budget Analysis

Run for Nominal Code Range, Run Date, Including or excluding Control Accounts

Lists Nominal Code, Name, Monthly Budget, Monthly Actual Turnover, Yearly Budget, Yearly Actual Turnover, Variance and variance %, Total by Sort Code.

Sort Nominal and Sort Code Order.

Reconciliation List

Run for Account Range, Including or excluding Control Accounts

Lists Nominal Code, Name, All Transactions not Previously Reconciled, Batch Number, Batch Line, Transaction Type, Account Code, Reference, Description, Date, Debit, Credit, Total for Nominal Code.

Sort Nominal Code Order.

Audit Trail

Run for Journals, Invoices, Credits, Payments, Cash Book Posting or Combinations of these for Sales and/or Purchase Accounts, Batch Number Range or Date Range.

Lists Batch Number, Date, Reference, Value, Customer / Supplier, Narrative, Discount, Nominal Analysis Code, Nominal Analysis Value, VAT analysis and Value per Invoice.

Batch Totals for Goods and VAT
Batch VAT Analysis of Goods and VAT per VAT Code.

Sort Batch Number and Line.

Also Lists Total VAT Analysis per Transaction Type for the complete batch range.

Assets Report

Run for Asset Category, Asset Code Range.

Lists Cost price, Asset Category, Asset Code, Depreciation Nominal Code, Net Book Value.

Also Lists Total Assets, Total Depreciation to Date, Net Assets Book Value

Depreciation History

Run for Asset Category, Asset Code Range.

Lists Cost price, Asset Category, Asset Code, Depreciation Nominal Code, Depreciation to Date, Asset Name, General Depreciation Nominal Code, Net Book Value.

Also Lists Total Assets, Total Depreciation to Date, Net Assets Book Value

Each Depreciation Run is listed separately.

ANNUAL REPORTS

To run Annual Reports select 'Annual' 'Reports'
Click on the required report and enter the 'Run' criteria. Now click 'Run' to print the report either to screen or direct to the printer.

Nominal Transactions

Audit Trail Same as Period Reports but is run for a date range irrespective of Period.

VAT Tracking

Run for Nominal Code Range, Date Range, Batch Number, Journals, Invoices, Credits, Payments, Cash Book Transactions, for both Sales and Purchase Ledgers.

Lists Batch Number, Line, Date, Document Type, Reference, Account Code, Goods Value, VAT Value, Total Value.

Sort Batch Number and Batch Line.