

ACPlus Accounts System



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ACPlus Accounts

The ACPlus Enterprise system includes the ability to carry out financial-based tasks and process incoming and outgoing transactions. With a range of features, ACPlus Accounts provides you all of the tools you'll need to get a clear, detailed view of your financial activity, profitability and cash flow.

Common Tasks

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Customers

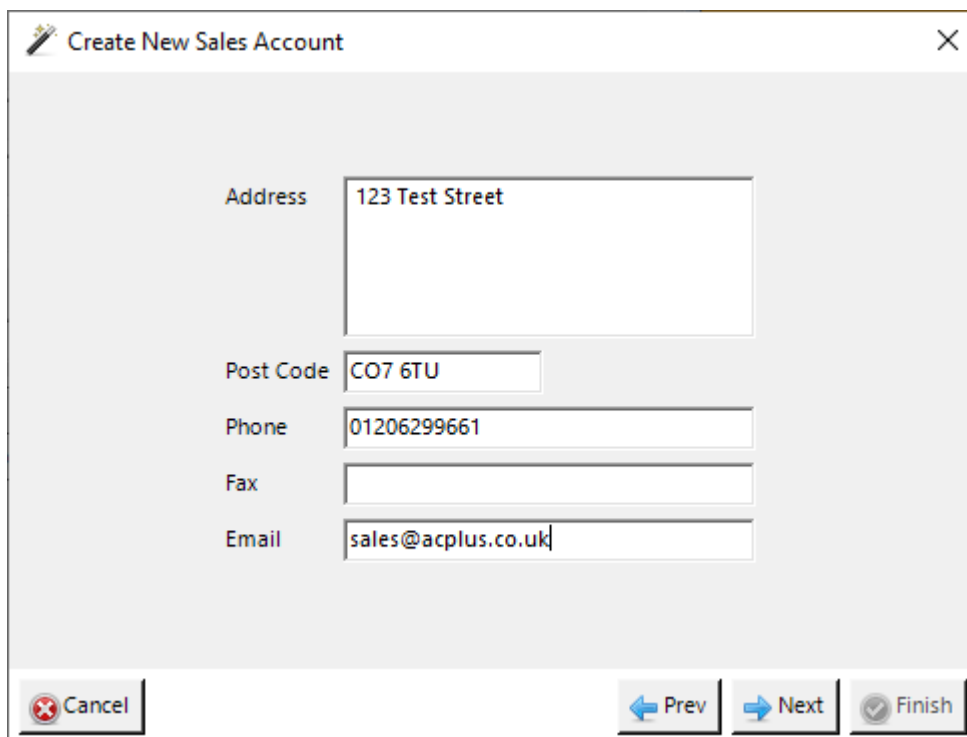
Creating a Customer

Customers are created in the Customers screen, which can be opened by going clicking 'Accounts' and going into the 'Customers' option.

Sales Ledger (Customers).

To do this press new account. This will open the creation wizard. Firstly you will need to enter a customer name and give them an account number. Something to note: when entering in a customer name, the customer account code will be generated automatically. You can change this to your liking. Once done press next.

After that, you will be prompted to enter the contact details for this customer.

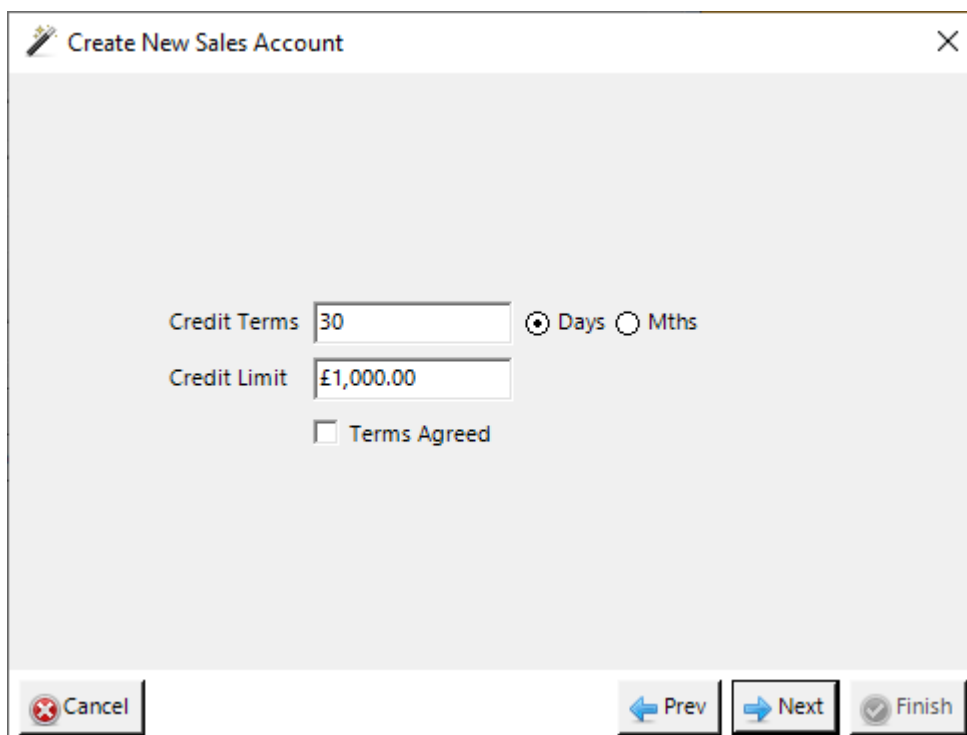


The screenshot shows a dialog box titled "Create New Sales Account" with a close button (X) in the top right corner. The dialog contains several input fields for contact details:

- Address:** A text box containing "123 Test Street".
- Post Code:** A text box containing "CO7 6TU".
- Phone:** A text box containing "01206299661".
- Fax:** An empty text box.
- Email:** A text box containing "sales@acplus.co.uk".

At the bottom of the dialog, there are three buttons: "Cancel" (with a red X icon), "Prev" (with a left arrow icon), and "Next" (with a right arrow icon). A "Finish" button (with a checkmark icon) is also present, but it is disabled.

The next step is to set the customer credit terms. By default these will be set to 30 days at £1000 but can be changed at a later date.

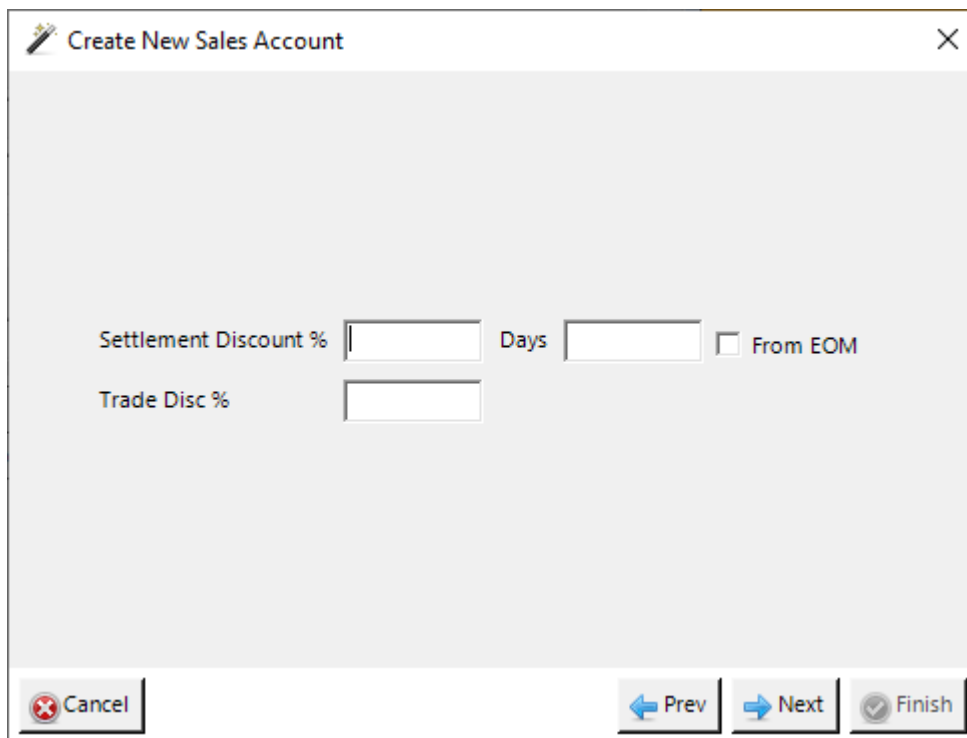


The screenshot shows the same "Create New Sales Account" dialog box, but now it is on the second step, "Credit Terms". The input fields are:

- Credit Terms:** A text box containing "30". To its right are two radio buttons: "Days" (which is selected) and "Mths".
- Credit Limit:** A text box containing "£1,000.00".
- Terms Agreed:** A checkbox that is currently unchecked.

The bottom buttons are the same as in the first screenshot: "Cancel", "Prev", "Next", and "Finish". The "Next" button is now enabled and highlighted.

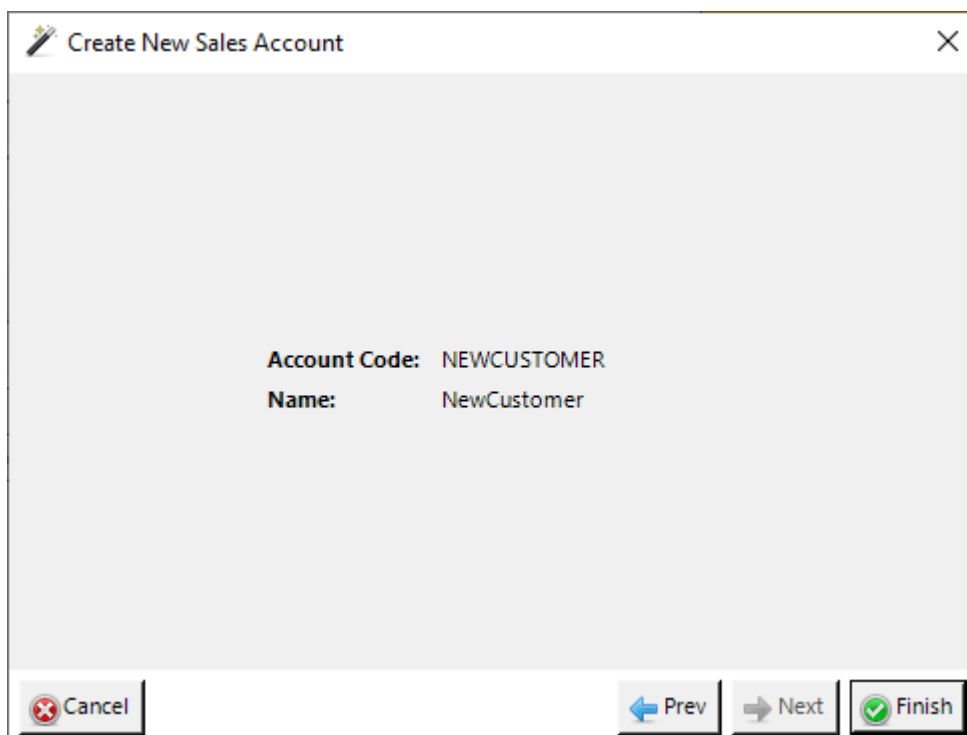
Once you have set the credit terms you will then be prompted to enter in any account discounts you may wish to apply on future sales.



The dialog box titled "Create New Sales Account" contains the following fields and controls:

- Settlement Discount %**: A text input field.
- Days**: A text input field.
- From EOM**: A checkbox.
- Trade Disc %**: A text input field.
- Buttons**: "Cancel" (with a red X icon), "Prev" (with a left arrow icon), "Next" (with a right arrow icon), and "Finish" (with a checkmark icon).

When this is entered in you can press next then finish and you have successfully setup a new customer.



The dialog box titled "Create New Sales Account" displays the following information:

- Account Code:** NEWCUSTOMER
- Name:** NewCustomer
- Buttons**: "Cancel" (with a red X icon), "Prev" (with a left arrow icon), "Next" (with a right arrow icon), and "Finish" (with a green checkmark icon).

Sales Ledger

Going to Accounts > Customers will open the sales ledger. Here is where you can maintain, manage and view information about your customers.

Shortcut Bar

Along the top are shortcuts to common tasks. Clear will empty the windows allowing you to view a new customer. New account will start the wizard for creating a new customer as seen above. Save will save any changes you make in this windows to the customer information such as address. Search will allow you to search through your customers, you can enter most common information such as postcode, name, telephone number etc. The arrows allow you to cycle records though the customers and refresh will update any saved information. Delete will remove the customer from the ledger. Special Pricing will open the window for setting up special pricing for that particular customer. Schemes is very much the same, it will allow for the setup of pricing schemes for that particular customer against stock items/groups of your choice. SOPS will open a new sales order for this customer. Invoice allows you to view and process any outstanding invoices on this customer's account. Email statement allows for you to email a statement to that customer from a set ageing date. Payments will open the sales payments window. Here you can view previous payments and post new ones. Exit will close the window.

Main Interface

The main interface consist of numerous labels text boxes to show and allow for editing of the customer information.

The screenshot shows the main interface for a customer account. At the top, there's a header with 'Account Code' set to 'TEST1', creation and update dates, and a balance summary: 'BALANCE -£414.49' and '03 (2023) Bal: -£414.49'. Below this, the customer details are organized into two columns. The left column contains fields for Name, Address, Post Code, Phone, Fax, Default Email, and Contact. The right column contains fields for Their Account Code, VAT Code, Company VAT Number, Company Reg No, Nominal Code, Currency Code, Pricing Scheme, Whose Account, Ledger Number, Delivery Type, Period Turnover, Year Turnover, Notes, Bank Account, Sort Code, EORI Number, and Group. A 'Driftwood' banner is visible in the middle right section. At the bottom, there are tabs for Transactions, Sales Options, Credit / Disc's, SOPS, Addresses, Audit, Contacts, Email Addresses, Turnover, Email Hist, and Long Notes.

These boxes become editable when an account code is selected from the drop down. Any changes made to these fields must be saved using the save button on the shortcuts bar for them to stick. On the top right of this window you will see a snapshot over view of the customer. The coloured banner indicates turnover the customer produces.

Along the bottom are several tabs for auditing and tracking on the customer account.

The screenshot shows the 'Transactions' tab. At the top, there are filters for 'Up To Period', 'Period Only', 'Whole Year', and 'Everything'. There's also a search bar and buttons for 'Dispute', 'Print Transactions', and 'Reprint Document'. Below the filters is a table of transactions with columns: Batch, Period, Type, Reference, Description, Their Ref, Order, Consignmt, Date, Goods, VAT, Total, Outst, and Due. The table lists several payment transactions. At the bottom, there's a summary bar with fields for FUTURE, CURRENT, 1 MONTH, 2 MONTHS, 3 MONTHS, and OLDER, each with a corresponding value.

Batch	Period	Type	Reference	Description	Their Ref	Order	Consignmt	Date	Goods	VAT	Total	Outst	Due
13231	01 (2023)	Payment						11/04/2023	-£256.49	£0.00	-£256.49	-£256.49	
13233	01 (2023)	Payment	TEST	Customer payment				13/04/2023	-£1.00	£0.00	-£1.00	-£1.00	
13233	01 (2023)	Payment	TEST	Customer payment				13/04/2023	-£2.00	£0.00	-£2.00	-£2.00	
13233	01 (2023)	Payment	TEST	Customer payment				13/04/2023	-£3.00	£0.00	-£3.00	-£3.00	
13234	01 (2023)	Payment	122					14/04/2023	-£100.00	£0.00	-£100.00	-£100.00	
13235	01 (2023)	Payment	TEST	Customer payment				14/04/2023	-£1.00	£0.00	-£1.00	-£1.00	
13235	01 (2023)	Payment	TEST	Customer payment				14/04/2023	-£1.00	£0.00	-£1.00	-£1.00	

Summary bar values: FUTURE £0.00, CURRENT £0.00, 1 MONTH £0.00, 2 MONTHS -£364.49, 3 MONTHS £0.00, OLDER -£50.00

The transactions tab is used to view all transactions on the customer account. Every time you create an invoice or payment etc, it will show here. You can double click these lines to drill down the transactions, make amendments and reprint documents. See changing an Invoice Details for more information on this process. Transactions can be filtered using the period only, whole year and everything buttons. By default you will only see transactions up to the current period.

Sales Options allows you to configure sales options for this particular customer. Here you can set a Company ID, pick default report overlays for this customer and assign a logo. You can also use the SOPS Notes box to automatically put notes on any SOPS orders for this customer or the SOPS pop up notification box to create a pop up prompt when someone tries to create a SOPS for this customer.

Transactions | Sales Options | Credit / Disc's | SOPS | Addresses | Audit | Contacts | Email Addresses | Turnover | Email Hist | Long Notes

Company ID:
Sales Area:
Buying Group:
Buying Sub-Group:
Order Print Overlay:
Picknote Overlay:
Despatch Overlay:
Invoice Overlay:
☐ Use Alt Pricing ☐ Require Reference On Order
☐ Hide RRP ☐ Is Branch (Not Head Office)
☒ Priority Stock

Delivery Timeslot
Delivery Day:
Between: And:
Sales Statement
☒ None ☐ Print ☐ Email
SOPS Invoices
☐ Default ☒ Email On Demand ☐ Email Batch [?](#)
SOPS Notes (Copied to Notes box on order)

SOPS Pop-up Notification

Company Logo
[Clear](#) [Browse](#)

The credit and discounts tab is used to maintain credit on the account. Here you can control credit terms, putting the account on stop and apply account wide discounts.

Transactions | Sales Options | Credit / Disc's | SOPS | Addresses | Audit | Contacts | Email Addresses | Turnover | Email Hist | Long Notes

Credit
Stop Code: Reason: ☐ No Stop
Credit Terms: ☒ Days ☐ Mths
Credit Limit:
☒ Terms Agreed
☐ Pro-Forma Applies when placing orders in SOPS Only
Last Credit Review Date:
Next Credit Review Date:

Discounts
Settlement Discount %: Days: ☐ From EOM
Trade Disc %:

The SOPS window will show all previous orders for this customer. You can use this to load up a SOPS order or locate a previous order. This screen will give you an overview of the order and clicking load will allow you to view the line specifics.

Transactions | Sales Options | Credit / Disc's | SOPS | Addresses | Audit | Contacts | Email Addresses | Turnover | Email Hist | Long Notes

Sales Orders						
Q/O	Order	Date	User ID	Reference	Goods	VAT
Order	5563	31/10/2022	PG123		£100.00	£20.00
Order	5548	12/08/2022	PG123		£0.00	£0.00
Order	5547	12/08/2022	PG123		£0.00	£0.00
Order	5546	11/08/2022	PG123		£0.00	£0.00
Order	5545	11/08/2022	PG123		£0.00	£0.00
Order	5539	14/07/2022	PG123		£0.00	£0.00
Order	5538	14/07/2022	PG123		£5.74	£0.15
Order	5508	01/06/2022	PG123		£0.00	£0.00
Order	5506	01/06/2022	PG123		£0.00	£0.00
Order	5503	06/05/2022	PG123		£666.67	£133.33

The Addresses tab allows you to create addresses for the selected customer. The grid will show current addresses on file. This is useful if the customer has multiple locations they trade from. Pressing new will allow you to create a new address. If you select an address from the grid and press edit or delete you will be prompted to edit or delete the selected address.

Transactions Sales Options Credit / Disc's SOPS Addresses Audit Contacts Email Addresses Turnover Email Hist Long Notes			
<div> New Edit Delete </div>			
Code	Name	Postcode	
1	test		
2			
AB123	ONE	CO1 1TH	
CD123	TWO	CO1 1TH	

The audit tab will give you an overview of the audit trail for this customer. Very much like transactions, this allows you to click a particular payment or invoice and drill down into it to edit or reprint.

Transactions Sales Options Credit / Disc's SOPS Addresses Audit Contacts Email Addresses Turnover Email Hist Long Notes							
Audit							
Batch	Ln	Type	Reference	Description	Date	Goods	VAT
13234	1	Payment	122		14/04/2023	£100.00	£0.00
13235	1	Payment	TEST	Customer payment	14/04/2023	£1.00	£0.00
13235	2	Payment	TEST	Customer payment	14/04/2023	£1.00	£0.00
13233	1	Payment	TEST	Customer payment	13/04/2023	£1.00	£0.00
13233	2	Payment	TEST	Customer payment	13/04/2023	£2.00	£0.00
13233	3	Payment	TEST	Customer payment	13/04/2023	£3.00	£0.00
13231	1	Payment			11/04/2023	£256.49	£0.00
13199	1	Payment	TEST	Customer payment	06/02/2023	£50.00	£0.00
13134	2	Journal	Discounts	Discounts	23/12/2022	-£2,640.00	£0.00
13135	2	Journal	Discounts	Discounts	23/12/2022	£2,068.80	£0.00
13098	2	Journal	Journal	Journal	21/12/2022	-£0.01	£0.00
13098	4	Journal	Journal	Journal	21/12/2022	£0.01	£0.00
13100	1	Payment	TEST	Customer payment	21/12/2022	£1.00	£0.00
13101	2	Journal	Discounts	Discounts	21/12/2022	£1.00	£0.00
13077	1	Payment	TEST	Customer payment	29/11/2022	£700.00	£0.00

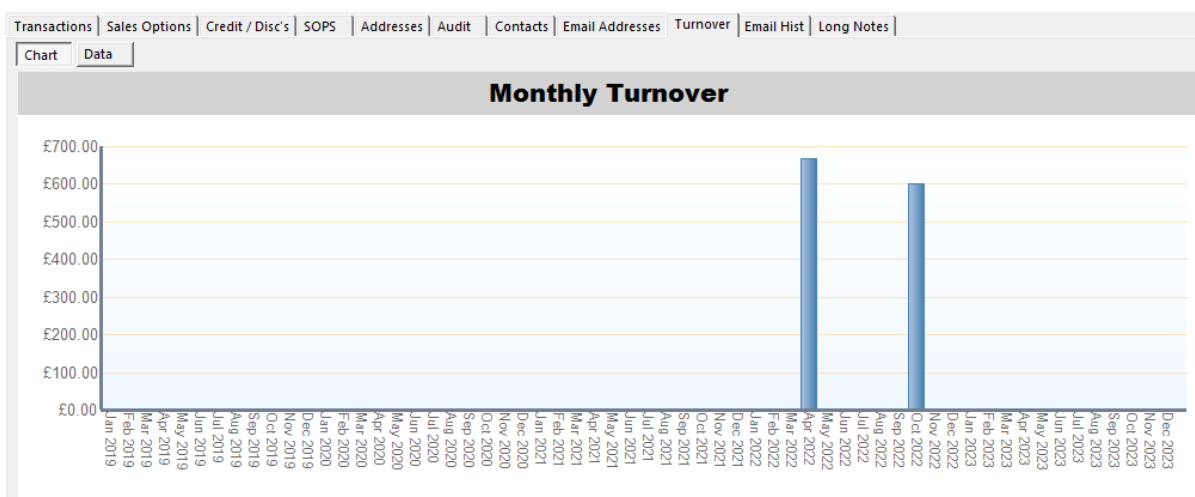
The contacts tab and email tab allows for adding contacts from the selected customer. Simply enter the correct information into the grid and press save when done.

Company Contacts						
Name	Dept	Email	Phone	Mobile	Notes	
*						

The email Addresses tab is used to assign different default email addresses for different tasks. For example; an invoice may need to go to an accounts address where-as purchase orders may go to sales. This is done by choosing the default task from the drop down and entering the email address for that task. Press save when you are happy with the changes.

Email Addresses	
Email Type	Email Address
Purchase Orders	sales@test.co.uk
Sales Invoices	accounts@test.co.uk
*	

The turnover tab will give you a graphic overview of turnover from this customer in a specific period. This will give you an indication as to when you have sold to this customer and how much.



The email history tab is used for tracking prior correspondence via email. You can use this to see previous statements, invoices etc that have been sent from the system. This is particularly useful for proving an email was sent. Double click any message on the grid to see what was sent.

Email History						
User ID	Recipients	Send Date/Time	Subject	Attachments	Order	
PG123	paul@acplus.co.uk	03/03/2023 11:45	eeee	1		
PG123	paul@acplus.co.uk	03/03/2023 10:07	Please Pay Your Bill	1		
PG123	paul@acplus.co.uk	08/02/2023 15:17	Statement Of Account	1		
PG123	paul@acplus.co.uk	08/02/2023 15:16	Seriously, Pay Your Bill	1		
PG123	paul@acplus.co.uk	08/02/2023 15:11	Please Pay Your Bill	1		
PG123	paul@acplus.co.uk	31/10/2022 16:43	You Invoice (rEfErEnce)	1	SOPS 5563	
PG123	paul@acplus.co.uk	31/10/2022 16:43	You Invoice (rEfErEnce)	1	SOPS 5563	
PG123	paul@acplus.co.uk	31/10/2022 16:42	You Invoice 11155, 10042	2	SOPS 5563	
PG123	paul@acplus.co.uk	31/10/2022 16:41	You Invoice 11121	1	SOPS 5503	

The last tab is for creating and editing long notes.

Purchase Ledger

Going to Accounts > Suppliers will open the purchase ledger. Here is where you can maintain, manage and view information about your suppliers. This module is very much like the sales ledger but for your supplier and therefore a lot of the shortcuts and functionality is the same.

Purchase Ledger

Clear

New Account

Save

Search

Refresh

Delete

Special Pricing

Schemes

POPS

Invoice

Payments

Exit

Account Code

Name

Address

Post Code

Phone

Fax

Default Email

Contact

Their Account Code

VAT Code

Company VAT Number

Company Reg No

Nominal Code

Currency Code

Pricing Scheme

Whose Account

Ledger Number

Delivery Type

BALANCE

£0.00

03 (2023) Bal: £0.00

Period Turnover

£0.00 net

0 trans

Year Turnover

£0.00 net

0 trans

Notes

Bank Account

Sort Code

EORI Number

Group

Transactions

Purchase Options

Credit / Disc's

POPS

Audit

Contacts

Email Addresses

Turnover

Email Hist

Long Notes

Up To Period

Period Only

Whole Year

Everything

Outstanding Transactions Only

Search

Dispute

Print Transactions

Reprint Document

03 (2023)

2023

Transactions

Batch	Period	Type	Reference	Description	Their Ref	Order	Consigmnt	Date	Goods	VAT	Total	Outst	Due
-------	--------	------	-----------	-------------	-----------	-------	-----------	------	-------	-----	-------	-------	-----

Shortcut Bar

Along the top are shortcuts to common tasks. Clear will empty the windows allowing you to view a new supplier. New account will start the wizard for creating a new supplier as seen above. Save will save any changes you make in this windows to the supplier information such as address. Search will allow you to search through your suppliers, you can enter most common information such as postcode, name, telephone number etc. The arrows allow you to cycle records though the suppliers and refresh will update any saved information. Delete will remove the supplier from the ledger. Special Pricing will open the window for setting up special pricing for that particular supplier. Schemes is very much the same, it will allow for the setup of pricing schemes for that particular supplier against stock items/groups of your choice. SOPS will open a new sales order for this customer. Invoice allows you to view and process any outstanding invoices on this supplier's account. Payments will open the purchase payments window. Here you can view previous payments and post new ones. Exit will close the window.

Main Interface

The main interface consist of numerous labels text boxes to show and allow for editing of the customer information.

Account Code <input type="text"/>		BALANCE £0.00		03 (2023) Bal: £0.00	
Name	<input type="text"/>	Their Account Code	<input type="text"/>	Period Turnover	£0.00 net 0 trans
Address	<input type="text"/>	VAT Code	<input type="text"/>	Year Turnover	£0.00 net 0 trans
		Company VAT Number	<input type="text"/>	Notes <input type="text"/>	
		Company Reg No	<input type="text"/>		
Post Code	<input type="text"/>	Nominal Code	<input type="text"/>		
Country	<input type="text"/>	Currency Code	<input type="text"/>		
Phone	<input type="text"/>	Pricing Scheme	<input type="text"/>		
Fax	<input type="text"/>	Whose Account	<input type="text"/>		
Default Email	<input type="text"/>	Ledger Number	<input type="text"/>	Bank Account	<input type="text"/>
Contact	<input type="text"/>	Delivery Type	<input type="text"/>	EORI Number	<input type="text"/>
			<input type="checkbox"/> Misc Account	Sort Code	<input type="text"/>
				Group	<input type="text"/>

These boxes become editable when an account code is selected from the drop down. Any changes made to these fields must be saved using the save button on the shortcuts bar for them to stick. On the top right of this window you will see a snapshot over view of the customer. The coloured banner indicates turnover the customer produces.

Along the bottom are several tabs for auditing and tracking on the supplier account.

Transactions	Purchase Options	Credit / Disc's	POPS	Audit	Contacts	Email Addresses	Turnover	Email Hist	Long Notes
--------------	------------------	-----------------	------	-------	----------	-----------------	----------	------------	------------

These work very similarly to the tabs mentioned in the sales ledger section of the manual. The only difference here is that they will apply to a purchase ledger account as opposed to a customer account. See above for more information.

Invoice / Credit

Sales Invoicing

To post a sales invoices go into the Sales Invoicing screen. This can be found under Accounts > Invoice/Credit > Sales Invoicing. The first thing to do is select the account that you're invoicing. Next, enter in the lines for the invoice in the 'Invoice Lines' grid.

Sales Invoicing

Account Code: THO7522

Thomson Limited
506 Hekenberg Manor
Iselin
HA29 4UO

Invoice Summary

CIS

< No Invoice Posted Yet >

Lines: 0
Quantity: 0
Goods: £0.00
VAT: £0.00
Total: £0.00

Reprint Clear Process

Invoice Lines											
Quantity	Stock Code	Description	Price Ea	Disc	V/C	Inc	Cost	Nominal	Nom Name	Loc	
* 1	0017854054257	1L Bottle Of Milk			1	<input checked="" type="checkbox"/>	£12.01	4000	Sales Type A	1	
*						<input type="checkbox"/>					

Enter the stock code, quantity, pricing and VAT information for each line in the invoice. Pricing should be done per item, so if you're adding a line to an invoice where the quantity is 3, and the item price is £10, the 'Price Ea' column would be 10, rather than 30 – the same applies to cost, with the cost being the amount that is invoiced for whilst the price is the amount an item is purchased for by yourself from the supplier. The 'V/C' column is the VAT code that is being applied to the line, rather than the VAT %.

A summary of all of the lines will appear in the middle of the 3 boxes at the top of the screen. To process the invoice, click the 'Process' button and confirm the action.

Process Invoice

Sales Invoice for £2.00

Account Code: THO7522

Thomson Limited
506 Hekenberg Manor
Iselin
HA29 4UO

☐ Settlement Discount

0.0000 % discount if paid within

0 days ☐ From EOM

Document Date: 21/04/2023

Their Reference:

Footnote:

☒ Process ☒ Print Invoice

To clear the screen and start again, click 'Clear'. Click the 'Reprint' button to reprint an invoice (selected from the list).

To post a credit, post a minus invoice in the same way. In other words, do the same as you would do for posting an invoice, but instead using a minus value in the quantity field, which will then calculate negative values in the price and VAT columns too.

Purchase Invoicing

To post a purchase invoice go into the Purchase Invoicing screen. The first thing to do is select the account that you're posting the invoice against. Next, enter in the lines for the invoice in the 'Invoice Lines' grid. Enter the quantity, pricing and VAT information for each line in the invoice and optionally the description too. Pricing should be done per item, so if you're adding a line to an invoice where the quantity is 3, and the item price is £10, the 'Price Ea' column would be 10, rather than. The 'V/C' column is the VAT code that is being applied to the line, rather than the VAT %.

A summary of all of the lines will appear in the middle of the 3 boxes at the top of the screen. To process the invoice, click the 'Process' button and confirm the action.

To clear the screen and start again, click 'Clear'.

To post a credit, post a minus invoice in the same way. In other words, do the same as you would do for posting an invoice, but instead using a minus value in the quantity field, which will then calculate negative values in the price and VAT columns too.

Purchase Invoicing

Account Code:

Invoice Summary

Lines	0
Quantity	0
Goods	£0.00
VAT	£0.00
Total	£0.00

< No Invoice Posted Yet >

Invoice Lines

Quantity	Description	Price Ea	Disc	V/C	Inc	VAT Tot	Nominal	Job Code
*					<input type="checkbox"/>			

Purchase Invoicing.

Changing an Invoice Details

To change the date of an invoice, you will need to find the invoice in the sales ledger. Double click this to drill down the invoice you will see the following:

Drilldown

Batch:

Account Code: Name:

Document: Posted On: By:

Document Date: Reference:

Due Date:

[Paid by payment reference TEST on 27/04/2023. For more detail see Allocations tab below](#)

Batch Lines | **Allocations**

Batch Lines								
Item	Nominal	Description	V/C	V/%	Goods	VAT	Stock Code	Qty
1	4000	1L Bottle Of Milk	1	20.00	£1.65	£0.33	00178540542	1.000
2	4000	AMERICA STICKERS	1	20.00	£0.31	£0.06	10645	1.000

To change the date or reference simple enter the new details in the document date, due date or reference box then press update document details. If you need to resend this document with the new details, simple press reprint document.

It is important the period this invoice is from is open or you will not be able to edit the document as the period is locked.

Batch Invoicing / Credits

Sales Batch Invoicing

To post multiple sales invoices go into the Sales Batch Invoicing screen. Enter in the lines for the invoice in the 'Invoice Lines' grid. Enter the account code, stock code, quantity, pricing and VAT information for each invoice in the batch. Pricing should be done per item, so if you're adding a line to an invoice where the quantity is 3, and the item price is £10, the 'Price Ea' column would be 10, rather than 30 – the same applies to cost, with the cost being the amount that is invoiced for whilst the price is the amount an item is purchased for by yourself from the supplier. The 'V/C' column is the VAT code that is being applied to the line, rather than the VAT %.

A summary of all of the invoices will appear in the box on the right-hand side at the top of the screen. To process the invoices, click the 'Post' button in the bottom right-hand corner and confirm the action. To clear the screen and start again, click 'Clear'.

To post credits, enter minus invoices in the same way. In other words, do the same as you would do when entering an invoice, but instead using a minus value in the quantity field, which will then calculate negative values in the price and VAT columns too.

Sales Batch Invoicing

Current Row

Account:

Nominal:

Summary

Invoices: 0 Total Goods: £0.00

Lines: 0 Total VAT: £0.00

Invoices To Post

Sales Account	Account Name	Date	Reference	Their Ref	Nominal	Description	Job	Goods	V/C	V/I	VAT
*										<input type="checkbox"/>	

Clear Post

Sales Batch Invoicing.

Purchase Batch Invoicing

To post multiple purchase invoices go into the Purchase Batch Invoicing screen. Enter in the lines for the invoice in the 'Invoice Lines' grid. Enter the account code, quantity, pricing, VAT information and, optionally, description for each invoice in the batch. Pricing should be done per item, so if you're adding a line to an invoice where the quantity is 3, and the item price is £10, the 'Price Ea' column would be 10, rather than. The 'V/C' column is the VAT code that is being applied to the line, rather than the VAT %.

A summary of all of the invoices will appear in the box on the right-hand side at the top of the screen. To process the invoices, click the 'Post' button in the bottom right-hand corner and confirm the action. To clear the screen and start again, click 'Clear'.

To post credits, enter minus invoices in the same way. In other words, do the same as you would do when entering an invoice, but instead using a minus value in the quantity field, which will then calculate negative values in the price and VAT columns too.

Current Row		Summary	
Account:		Invoices: 0	Total Goods: £0.00
Nominal:		Lines: 0	Total VAT: £0.00

Purchase Account	Account Name	Date	Reference	Their Ref	Nominal	Description	Job	Goods	V/C	V/I	VAT
*										<input type="checkbox"/>	

Clear Post

Purchase Batch Invoicing.

Payments / Allocations

Sales Payments

To post a payment to a sales account go into the Sales Accounts Payments screen by going to Accounts > Sales/Allocations > Sales Payments. First, select the customer that you're posting a payment for. This will populate their address, phone number, outstanding balance and last payment date automatically.

In the top right-hand corner, the 'Clear' button will clear the entire screen.

To post a payment, select whether the payment is a cash or a card payment, before entering a reference for the payment, the amount being paid, the date of payment and the description. To save default values for this customer account, click the 'Save Defaults' button. This will save the default values for all fields for your user account, so won't be the defaults for all users.

To post a payment to this customer account, click 'Post Payment'. This will reduce their balance.

To process an allocation, in the 'Transactions' grid, select the outstanding transaction that the payment is being made for in the '**ALLOCATE NOW**' field (if the payment is for the full outstanding amount, then you can click the value in the 'Outst' field which will populate the outstanding amount into the '**ALLOCATE NOW**' field for you. Enter any discount value in the '**DISC NOW**' now field.

At the bottom of the screen there is a check box which will allow you to view and hide transactions that have already been cleared. You may want to view these in the event that you want to deallocate a payment from a cleared transaction. There will also be 4 buttons along the bottom of this screen too. 'Select Oldest' will allocate payments in the order that they were entered to invoices, in order of due date. 'Deallocate' will remove all allocated values from all of the visible rows. 'Reset' will clear all of the '**ALLOCATE NOW**' from the grid. The final button is the 'Allocate' button, which will process all of the allocations entered into the grid.

Sales Account Payments.

There may be instances where you have been over or under paid. When allocating payments, you will not be able to press allocate until everything balances. Simply allocate as you usually would and the remaining balance or overpayment will sit on the account. For example, if your total outstanding was 249.99 but you have received a payment for 250.00, you would still allocate the 249.99 as usual. This will leave a penny on the account unallocated. On the flip side, the account would show a negative balance of -0.01. In the case of an over payment, this can be used to allocate against future payments.

Posting a Sales Payment and Allocation

To post a sales payment, select a customer from the drop down. Now you will need to put your attention to the Post New Payment area. Select if it is a cash or bank payment. If it is a bank payment you can select which bank you are paying to from the dropdown (In instances where you have multiple banks).

Now you will need to fill out the payment details. Start by giving the payment a reference. This is used to trace the payment. Then you will need to enter the amount you have been paid. The date and description are added automatically but you can adjust these where necessary.

When you are happy with these details, press process.

Upon pressing OK, you will now find you have payments to allocate. You will need to start entering your lines for the payments you wish to allocate in the ALLOCATE NOW column. When happy, press the allocate payments button in the bottom right.

Transactions															
Batch	Type	Reference	Their Ref	Description	Order Num	Ring-fence	Consign Reference	Doc Date	Due Date	Total Amount	Outstandg Amount	ALLOCATE NOW	DISC NOW	Expected	Actual
12023	Invoice	10037	11	33				14/03/19	14/03/19	£13.20	£13.20	£13.20			Out
12047	Invoice	10149	Random Test	Thomas J Fudges				18/03/19	18/03/19	£4,928.11	£4,928.11	£4,928.11			Out
12332	Invoice	10827						03/12/20	03/12/20	£6.00	£6.00	£6.00			Out
12510	Invoice	10958						02/03/21	02/03/21	£1.00	£1.00	£1.00			Out
12510	Invoice	10959						02/03/21	02/03/21	£1.20	£1.20	£1.20			Out
12516	Invoice	10966						02/03/21	02/03/21	£100.00	£100.00	£100.00			Out
12516	Invoice	10967						02/03/21	02/03/21	£120.00	£120.00	£120.00			Out
12596	Payment	TEST		Customer payme				25/10/21		£5,169.51	£5,169.51	£5,169.51			In
12597	Payment	TEST		Customer payme				25/10/21		£0.01	£0.01	£0.01			In
12616	Invoice	11014	old	old				27/10/21	27/10/21	£13.20	£13.20	£13.20			Out
12616	Invoice	11015	new	new				02/11/21	02/11/21	£26.40	£26.40	£26.40			Out
12813	Payment	TEST		Customer payme				23/02/22		£1.59	£1.59	£1.59			In
12815	Payment	TEST		Customer payme				23/02/22		£50.00	£50.00	£50.00			In
12821	Payment	TEST		Customer payme				28/02/22		£150.00	£150.00	£150.00			In
12821	Payment	TEST		Customer payme				28/02/22		£56.00	£56.00	£56.00			In
12821	Payment	BULK1		Customer payme				28/02/22		£101.00	£101.00	£101.00			In
13062	Invoice	11160						17/11/22	17/12/22	£318.00	£318.00	£318.00			Out
13062	Invoice	11161						17/11/22	17/12/22	£2.00	£2.00	£2.00			Out

Show Cleared Transactions Going Back

4 Mths

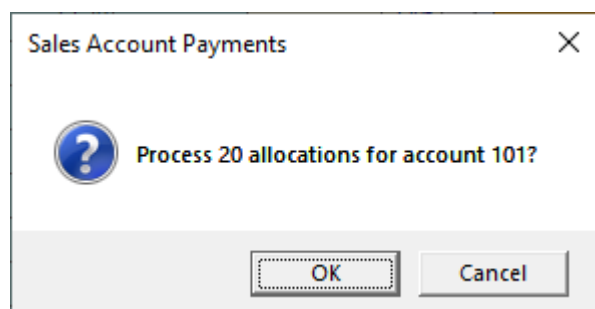
Select Oldest

Deallocate

Reset

CREDITS: £5,531.46 DEBITS: £5,531.46

Allocate Payment 13240 / 2



You will now see the lines you have allocated payments against have been removed.

Purchase Payments

To post a payment to a purchase account go into the Purchase Accounts Payments screen. First, select the supplier that you're posting a payment for. This will populate their address, phone number, outstanding balance and last payment date automatically.

In the top right-hand corner, the 'Clear' button will clear the entire screen.

To post a payment, select whether the payment is a cash or a card payment, before entering a reference for the payment, the amount being paid, the date of payment and the description. To save default values for this supplier account, click the 'Save Defaults' button. This will save the default values for all fields for your user account, so won't be the defaults for all users.

To post a payment to this customer account, click 'Post Payment'. This will reduce their balance.

To process an allocation, in the 'Transactions' grid, select the outstanding transaction that the payment is being made for in the '**ALLOCATE NOW**' field (if the payment is for the full outstanding amount, then you can click the value in the 'Outst' field which will populate the outstanding amount into the '**ALLOCATE NOW**' field for you. Enter any discount value in the '**DISC NOW**' now field.

At the bottom of the screen there is a check box which will allow you to view and hide transactions that have already been cleared. You may want to view these in the event that you want to deallocate a payment from a cleared transaction. There will also be 4 buttons along the bottom of this screen too. 'Select Oldest' will allocate payments in the order that they were entered to invoices, in order of due date. 'Deallocate' will remove all allocated values from all of the visible rows. 'Reset' will clear all of the '**ALLOCATE NOW**' from the grid. The final button is the 'Allocate' button, which will process all of the allocations entered into the grid.

Purchase Account Payments.

Credit Control

The Credit Control module is used to manage and chase debt.

Upon opening the module you will find filters and controls on the top of the window and a grid showing all accounts with the filter criteria. At the bottom are some quick shortcut buttons to quickly manage a selected account.

The account filter in the top left is used to filter the grid for certain terms. This allows you to filter by all accounts with debt, accounts with overdue debt, accounts over credit limit and accounts with overdue debt or over the credit limit. If you select a group, this will filter the grid to only show accounts within that group code.

At the bottom you have self-explanatory short cut buttons: stop account, clear stop, open, email, stop emailing and ledger. These perform their respective actions.

On the grid you can press the email icon button or contact to chase this debt directly from the program. This will send an email to the account which can also be tracked in the sales ledger. For more information on this module or help with emailing, press the help button on the right.

Credit Control

Account Filter:
☒ All accounts with debt
☐ Accounts with overdue debt
☐ Accounts over credit limit
☐ Accounts with overdue debt or over credit limit

Account Group:

To Do COLUMN: Program will wait 7 days after previous contact (either email or note marked "Contact Made") between emails before suggesting "CONTACT"

[Edit Templates](#) [Refresh](#) [Help](#)

All accounts with debt											
Account Code	Name	e	Group	CREDIT			DEBT			CONTACT	
				Credit Used	Credit Limit	Credit Warning	Oldest Debt	Overdue Amount	Overdue Warning	Most Overdue	Last Contact
JON3644	Jones Ltd			£ -125.00	£ 1,000.00						
JON4645	Jones Ltd			£ 23,395.	£ 1,000.00	OVER CRE	1368 days o	£ 23,395.4	OVERDUE	1368 Day	Account is overdue and is over credit li
KEL3358	Kelly Limited			£ -25.00	£ 1,000.00						
KEL7708	Kelly & Co			£ 5,882.9	£ 1,000.00	OVER CRE	1360 days o	£ 5,882.91	OVERDUE	1360 Day	CONTACT
KEL8790	Kelly & Co			£ -50.00	£ 1,000.00						
KER5200	Kerr & Sons			£ -67.00	£ 1,000.00						
KER5934	Kerr & Sons			£ 2,895.2	£ 1,000.00	OVER CRE	1480 days o	£ 2,895.21	OVERDUE	1480 Day	CONTACT
KER6632	Kerr & Sons			£ 32,582.	£ 1,000.00	OVER CRE	1371 days o	£ 32,582.3	OVERDUE	1371 Day	CONTACT
KIN5410	King & Co			£ 11,287.	£ 1,000.00	OVER CRE	1363 days o	£ 11,287.8	OVERDUE	1363 Day	CONTACT
KNO5967	Knox Limited			£ 263,734	£ 1,000.00	OVER CRE	1361 days o	£ 263,734.	OVERDUE	1361 Day	CONTACT
KOCUREC	KOCUREK EXCAVATOR			£ 4,535.0	£ 1,000.00	OVER CRE	2157 days o	£ 4,535.08	OVERDUE	2112 Day	CONTACT
LAKEN	ARTS AND CRAFT CEN			£ 0.00	£ 1,000.00		2139 days o				
LAKEN44	HQ AFSVA/SVTEA			£ 1,364.0	£ 1,000.00	OVER CRE	1486 days o	£ 1,364.07	OVERDUE	1486 Day	CONTACT
LAKENAH	Auto Hobby Complex			£ 30,604.	£ 1,000.00	OVER CRE	1357 days o	£ 30,604.0	OVERDUE	1327 Day	CONTACT
LANDSCA	M K Tractors Ltd			£ 18.00	£ 1,000.00		1845 days o	£ 18.00	OVERDUE	1845 Day	CONTACT
LAW6330	Lawrence & Sons			£ 23,442.	£ 1,000.00	OVER CRE	1549 days o	£ 23,442.9	OVERDUE	1549 Day	CONTACT
LAW7062	Lawrence & Co			£ 11,253.	£ 1,000.00	OVER CRE	1353 days o	£ 11,253.9	OVERDUE	1353 Day	CONTACT
LAW9363	Lawrence & Sons			£ 3,530.4	£ 1,000.00	OVER CRE	1352 days o	£ 3,530.41	OVERDUE	1352 Day	CONTACT

[Stop Account](#) [Clear Stop](#) [Open](#) [Email](#) [Stop Emailing](#) [Ledger](#)

Credit Control module window.

Automatic Payment Run

To begin an automatic payment run, go to Accounts > Supplier Batch Payments > Payment Run.

You will see the following screen.

Automatic Payment Run

Line Filter
Show only invoices matching the following:
Currency: [Dropdown] Refresh Lines
Account: [Dropdown]
☐ Show Stopped Accounts
☐ Show Disputed Transactions
☒ Show Accounts With No Bank Details

Flag Invoices
Automatically assign payment values to selected invoices, or all invoices if none are selected
☐ Always Take Settlement Discount (Even if past date)
Allocate All: Allocate to pay all lines
Due Only: Allocate to pay only invoices due or overdue
Clear All: Clear all allocations

Note: To email remittance advice notes, see "Remittance Emailing" in the "Accounts" menu
Remittance Reprint

☐ Show Period ☐ Show Batch

Account	Name	Reference	Description	Date	Due	Type	Total	Due	Disc
-02	test	623		11/04/2023		Payment	£13.21	£13.21	
-02	test			17/02/2023	17/02/2023	Invoice	£13.20	£13.20	
1001	1001	623		21/12/2022		Payment	£1.00	£1.00	
1001	1001			01/04/2022	01/04/2022	Invoice	£1.20	£1.20	
1001	1001			01/04/2022	01/04/2022	Invoice	£1.20	£1.20	
1001	1001			13/04/2022	13/04/2022	Invoice	£120.00	£120.00	£50.00
1001	1001	test	10012:Baylis & Hard	20/04/2022	20/04/2022	Invoice	£2.50	£2.50	
1001	1001			09/05/2022	09/05/2022	Invoice	£120.00	£120.00	£25.00
1001	1001			09/05/2022	09/05/2022	Credit	£120.00	£120.00	£25.00
1001	1001			12/05/2022	12/05/2022	Invoice	£360.00	£360.00	£150.00
1001	1001			12/05/2022	12/05/2022	Credit	£360.00	£360.00	£150.00
1001	1001	TEST	10012:Baylis & Hard	20/05/2022	20/05/2022	Invoice	£2.50	£2.50	

Total To Pay: £0.00

Print Pre-Run Bank: [Dropdown] Payment Date: 22/05/2023 Reference: [Text] ☐ Print Remit Process

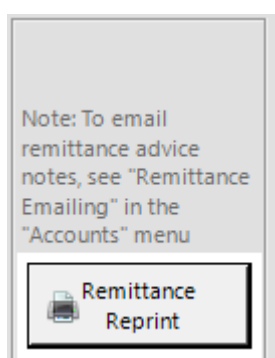
On the top right you can filter by currency or an account code. When this has been selected you will need to click refresh lines to update the table. You may also add additional filters to show disputed transactions, accounts on stop and accounts with no bank details.

In the middle you will see the flag invoices options. You may tick to always take settlement discount even if it is past the due date. Press allocate all or due only.

The next step is to select a bank if not selected already. The drop down will contain a list of setup banks. Then simply enter a reference and tick the print remit box if you would like to print a remittance. Now press process.

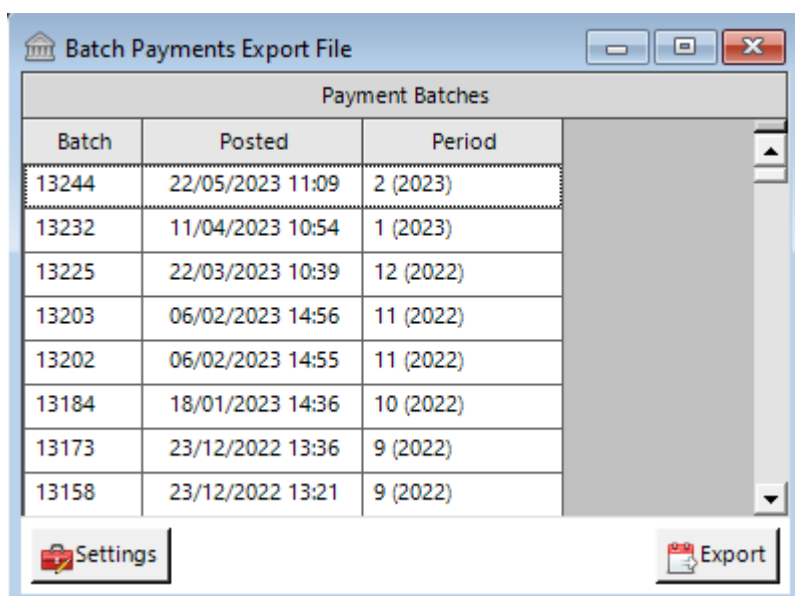
You will be asked to confirm the payment by typing in the confirmation box. Once this is done the payments will be processed and the grid will clear where payments have been made.

If you forgot to press the print remit check box or need to reprint the remittance you can do so with this button:



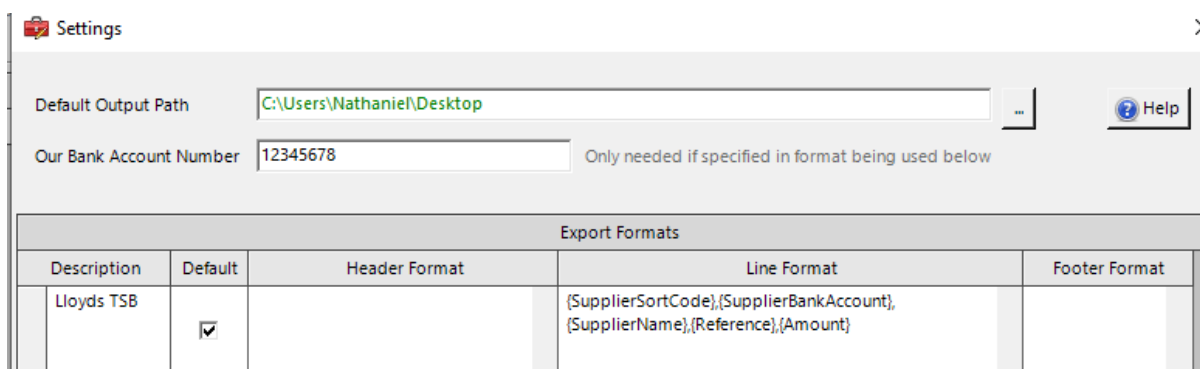
The next step is to go to Accounts > Supplier Batch Payments > Export File To Banking Software.

You will see the following.



Ensure you have an export location setup in settings. This is usually on your C: drive. This is the location the file will be created.

You need to ensure you are exporting to the correct bank format by pressing settings and putting a tick in the relevant bank. Press Ok to save these options.



Select the batch from the list and press export. The file will generate and a confirmation will appear on screen. Be sure that you have to correct bank details for your supplier, if the account number or sort code is missing, you will be prompted. You can then use this file to upload to your bank.

Nominal Ledger

The Nominal Ledger screen will give you the ability to view, create, edit and delete nominal ledger accounts.

To create a nominal ledger account, enter the nominal account name and sort code, along with the department, depreciation nominal and accumulation code, if required. Then, click 'Save' and enter a code for this nominal account – this will need to be unique, but you'll be informed if you've entered one that already exists.

To delete a nominal ledger, select it from the list on the left side of the screen and click the 'Delete' button. You'll then need to type the word "delete" once prompted to, to confirm the action. Once a nominal ledger account has been deleted, it cannot be recovered.

To edit an existing nominal ledger account, select it in the list and change any of the fields that you need to. The only field that you can't change is the nominal ledger's code. Click 'Save' to confirm the changes, which cannot then be undone.

The other thing you can do within this screen is view transactions posted to that account. This can be sorted to view transactions for the current period only, up the current period, the current year only, or an entire history. To print the results, click the 'Print' button. To open a transaction, double-click on it in the grid and this will open it up in more detailed view.

To view monthly turnover figures for the nominal ledger account, switch to the 'Monthly Turnover / Budgets' tab, which will have a monthly breakdown of the budget, value and variance figures for the account for each year.

Nominal ledger screen.

Journals

A journal is a transaction between two accounts. When posting any transaction, whether it's a sales transaction or a purchase transaction, there must be a matching credit for each debit and vice versa.

A journal will allow you to move an amount from one account over to another account.

To do this, enter a reference and the date of the journal in the boxes provided, then choose a journal type in

the 'Type' column of the 'Journal Lines' grid. Next, select one of the accounts that you want to include in the journal, before entering the value to move to or from that account (using either a positive value or a negative value). Then, on a new line, enter the other account that the balance is being moved to or from. The value must be the +/- inverse of the previous line. You can process multiple journals at once, as long as there is a matching credit for every debit. Once each credit has a matching debit, the value in the 'Total' textbox will be £0.00. If it isn't, then there is either a missing debit (if the total is greater than £0), or a missing credit (if the total is less than £0).

The first column is used to specify which account type you are journaling to. N is a normal nominal account, S is for the sales ledger and P denotes the purchase ledger. When using S or P, the system will automatically journal to the corresponding control account at the same time as the ledger account.

The VAT register found on the right hand side is to be used whenever journaling to the VAT register. When VAT control is being used you must ensure "update VAT Reg" is ticked. This allows for extra details to be entered detailing which parts of the VAT register should be updated. VAT codes S and P can be used to signify Sales (Out) or Purchase (In) and any corresponding goods value where applicable. The system won't allow posting to VAT control without filling in these extra columns, and similarly won't allow you to update the VAT register for other nominal codes.

To store a journal for future reference, click 'Store', or to load a previous journal click 'Retrieve'. To process the current journal, click 'Process'.

Journal Lines											
Type	Account	Name	Description	Value	Update VAT Reg	VAT Cd	S	P	I/O	VAT Change	Goods Change
*	N		Journal	1	<input type="checkbox"/>						

Journals.

Bank Reconciliation

Bank Reconciliation will allow you to ensure that the transactions and balance on your bank statement match up with the transactions and balance in the Accounts system.

The first thing to do when starting a reconciliation is to select the bank account you wish to reconcile in the 'Select Bank Account' list.

Next, select a statement to reconcile with in the 'Statement to Reconcile' list. If no statements appear in this list, click the 'New Statement' button to create a new statement. Enter the statement reference or number (provided by the bank), along with the date of the statement and the balance of the bank account according to the statement.

Next, from the list of unreconciled nominal transactions, move all of the transactions that are accounted for over to the 'Bank Statement' list by either double-clicking one, or single-clicking it and then clicking the button with a picture of an arrow pointing towards the 'Bank Statements' list. If you make a mistake and move over a transaction that doesn't appear on the bank statement, you can move it back over to the 'Unreconciled Nominal Transactions' list again by either double-clicking the transaction, or single-clicking it before clicking the button with an arrow pointing at the 'Unreconciled Nominal Transactions' list.

To change the order that the transactions appear in the 'Bank Statement' list, single-click on one and use the buttons with the up and down facing arrows to move the transaction up or down in the list.

Once you've added all of the transactions to the 'Bank Statement' list, you can check the figures match up in the bottom left-hand corner of the screen. The 'Previous Statement End' value is the balance shown on the bank statement (as entered when putting the statement details into the system), 'Reconciled So Far' is the sum of all of the transactions that are in listed in the 'Bank Statement' grid and 'Total' is the difference between the two.

If there is a difference, it may be because the balance that you entered for the statement is wrong (in which case, you can change it by clicking 'Edit Statement') or else a transaction may not have been put into the Accounts system, or alternatively a transaction doesn't appear on the current statement as it's not been processed yet.

To start the whole process from scratch, click 'Delete Statement' and the transactions will all be returned to the 'Unreconciled Nominal Transactions' list and you can enter the statement details again.

Bank Reconciliation.

Cashbook Postings

The cash book is used to record all transactions made in an accounting period for which there are no sales or purchase account. To post an entry to the cashbook you must enter the details in the cash book lines table. It is important you enter the right VAT code for each line. You can select whether it is a cash book sale or purchase at the top left of the form. The reference and description of the posting can be changed to make identifying the posting easier in the future. When you are happy the details are ok, you can press Process to post to the cash book. Alternatively, if you wish to start over, you can press the clear button.

Cashbook Postings [Changes Made]

Clear Defaults Exit

☒ Cash Book Sale Batch Number 13

☐ Cash Book Purchase

☐ Cash Date 26/02/2020

☒ Bank Account Reference Cashbook

Bank Account Number 1 Description Cashbook Posting

Total £95.51

Cashbook Lines

Nominal Code	Name	Description	Code	Goods	VAT	Total
201010		Milk		£69.99	£0.00	£69.99
▶ 101010		Bird Seed	03	£25.52	£0.00	£25.52
*						

Cashbook Postings [Changes Made] X

? Post to cashbook for £95.51?

OK Cancel

Posting to the cashbook.

Nominal Reports

The Nominal Reports options gives you access to several reports which can be filtered and specified using the controls to the right of the form. The Accounts List report lists all nominal account with balances. You can filter this report to a range of nominal codes. You can also select between control accounts, choosing to see all, control accounts only or non-control accounts. The transactions list report will display all transactions grouped by nominal code. This can be filtered down to range of specific nominal codes, transactions date range and a specific department. The trial balance report is used to display a list of transactions in, out and a total. This can be filtered to show a range of nominal codes. The profit and loss report will display a summary of sort codes from 1 to 4 up to the current period. This report can include a stock valuation in which you must enter a year

opening valuation, period opening valuation and closing valuation of your stock. You can select whether to allow negatives and can also choose to use accumulation codes. The balance sheet report will issue a summary of sort codes 5 to 9 up to the current period. The budgetary analysis report is used to show the turnover year to date figures for all nominal codes as well as budgets. You can filter this report down a specific month for budget analysis.

The screenshot shows the 'Nominal Reports' window with the following sections:

- REPORT TYPE** (Left sidebar):
 - ☒ **Account List**: List of all nominal accounts, with balances
 - ☐ **Transaction List**: All transactions grouped by nominal code
 - ☐ **Trial Balance**: Standard accounting report
 - ☐ **Profit And Loss**: Summary of sort codes 1 - 4 up to the current period
 - ☐ **Balance Sheet**: Summary of sort codes 5 - 9 up to the current period
 - ☐ **Budgetary Analysis**: Turnover and Year To Date figures for all nominal codes, along with budgets
- Nominal Codes**: From [] To []
- Detail**: ☒ Show Detail
- Control Accounts**:
 - ☒ All
 - ☐ Control Accounts Only
 - ☐ Non-Control Accounts On
- Period**:
 - ☒ All (To This Period)
 - ☐ This Period Only
- Transaction Date**: From [] To []
- P & L / Balance Sheet**:
 - ☐ Include Stock Valuation
 - Year Opening Valuation []
 - Period Opening Valuation []
 - Closing Valuation [] ☐ Allow Neg
- Department**: []
- Accumulation Codes**: ☒ Use Accumulation Codes
- Budget Analysis Month**: []
- Zero Values**: ☒ Exclude Zero Value Lines

A list of nominal reports.

Assets

Asset Register

The asset register is used to keep a record of all assets the business currently owns. To add an asset, click the New button. You will need to enter some details about the asset and assign a nominal code for both the asset and its depreciation. To edit a record, highlight it by clicking and press the edit button. You can view an assets depreciation by clicking View Depreciation.

Asset Register

☐ Show Active Assets Only Refresh

Asset List			
Code	Description	Cost Price	Book Value
BMW	Black BMW F32 4 Series	£15,000.00	£15,000.00

Edit New View Depreciation Exit

Registering a new business asset.

Depreciation

To process depreciation on assets you must select asset depreciation from the menu. The list will populate with assets to process depreciation for the month. The month you are processing for is indicated in the top left of the form and this must match the journal date. You can select which assets are processed by ticking or unticking the run now box in the Run Now column. To process the depreciation press the process button.

Asset Depreciation

Month February - 2020 Refresh

Asset List						
Code	Description	Last Run	Original Value	Book Value	Next	Run Now
BMW	Black BMW F32 4 Series		£15,000.00	£15,000.00	£31.25	<input checked="" type="checkbox"/>

Journal Date 26/02/2020 (Must be in same month running depreciation for) Process

Processing depreciation on an asset.

Asset Reports

This option allows you to either list all assets with values or view a history of depreciation for each asset. You can filter these reports to select from a range of asset codes, department codes, category and status.

Asset reports window.

Profitability

Profitability allows the user to print a report based on profitability by sales location and account, salesperson and account, stock and groups or buying group and stock. Each of these have their own parameters for showing and hiding certain aspects which are all labelled. You can filter these reports to get data from an account range, group range, document date range, master code range, stock code range or location range. You can also choose to ignore periods on the right hand side of the window. When you are happy with your criteria and selected report, press the print button to process it.

Year	Period
2019	1
2019	2
2019	3
2019	4
2019	5
2019	6
2019	7
2019	8
2019	9
2019	10

Profitability reports window.

VAT Register

The VAT register shows all goods in and out and VAT listed for each for a specific period under each VAT code. You can change this period by using the account drop down at the top right of the form. The current period will be highlighted in green. You may also choose to display from VAT period or accounts year. To view a report of this, press the print button.

VAT Register

Accounts Period: 10 (2019)
 VAT Period: 4 - 01/10/2019 to 31/12/2019
 Accounts Year: 2019

VAT REGISTER for Period 10 (2019)

VAT CODE		IN		OUT	
		Goods	VAT	Goods	VAT
1	0.0000	£0.00	£0.00	£2,367.04	£0.00
2	0.0000	£0.00	£0.00	£0.00	£0.00
3	0.0000	£0.00	£0.00	£0.00	£0.00
4	0.0000	£0.00	£0.00	£0.00	£0.00
5	0.0000	£0.00	£0.00	£0.00	£0.00
6	0.0000	£0.00	£0.00	£0.00	£0.00
		EC VAT		£0.00	

VAT Register window.

VAT Return

VAT return is to be used every quarter unless you do it monthly. You can click the total values to produce a report detailing where the figures come from. To begin the process, press Process VAT return. You will need to type 'RUN' into the box to give confirmation you are happy to proceed. When this is complete you can press MTD to set these figures as the data to look for the next time the MTD program is ran. You can exclude specific VAT codes from the VAT return by entering the code in the exclusion box.

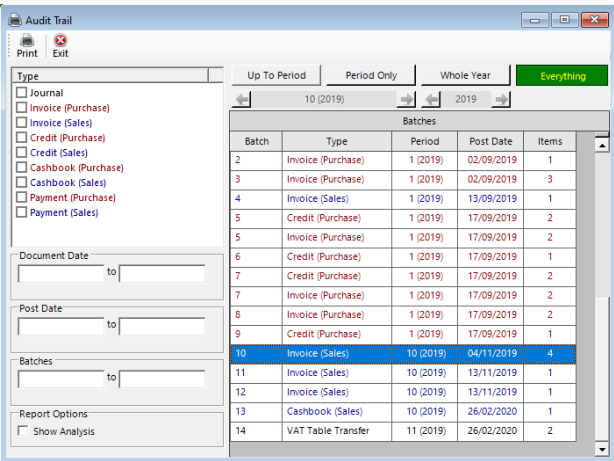
The screenshot shows a software window titled 'VAT Return'. It has a menu bar with 'Refresh', 'Exclude VAT Codes', 'Process VAT Return', 'Print', 'MTD', and 'Exit'. Below the menu bar is a green header bar with the text 'VAT Return for VAT Quarter 4 - 01/10/2019 to 31/12/2019'. The main area contains a table with 9 rows, each with a description, a box for a number, and a box for a value.

VAT Return for VAT Quarter 4 - 01/10/2019 to 31/12/2019		
VAT due on sales	1	£0.00
VAT due on E.C. purchases	2	£0.00
Total VAT due (sum box 1 and 2)	3	£0.00
VAT reclaimed on purchases (including acquisitions from the E.C.)	4	£0.00
Net VAT to be paid (difference between box 3 and 4)	5	£0.00
Total value of sales excluding VAT	6	£20,997.04
Total value of purchases excluding VAT	7	£5,825.32
Total value of E.C. sales excluding VAT	8	£0.00
Total value of E.C. purchases excluding VAT	9	£0.00

VAT Return window.

Audit Trail

The audit trail window allows the user to look at a trail of all actions carried out on the system and trace Batches. You have the option of selecting a particular type of document as well as specifying a date and batch. At the top you can select how far back you want to audit this ranges from up to the period, period only, whole year and everything. When you have found the Batch you want to view, simply highlight it and press print to view the details.



Audit trail window.

End Accounts Year

Ending the Accounts year will end the year and move onto to the next set period. Before you can do this you must set up the New Year first. This is done by going into File > Settings> Accounts Settings > Accounting Periods and pressing open New Year. You will then be prompted for a date.

Accounts Settings

Settings | Accounting Periods | Control Accounts

☐ Don't allow period selection, force login to period: [] Year []

Account Year	Account Period	Date From	Date To	Login	Sales Closed	Purchase Closed	Nominal Closed	VAT Qtr	Year Closed
2019	1	01/01/2019	31/01/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>
2019	2	01/02/2019	28/02/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>
2019	3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2019	4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2019	5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2019	6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2019	7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2019	8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2019	9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2019	10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2019	11			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2019	12			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Open New Year

Accounts Year

Enter details for the accounting year

Accounts Year Start Date: 01/01/2020

Accounting Periods:

☒ Monthly ☐ Quarterly ☐ Use Five Quarters

Note: If your VAT quarters don't match up with the year start, you can alter the VAT periods in Accounts Settings after doing this

OK Cancel

Setting up a new accounts year in settings.

Import Accounts CSV

This reads in a CSV file and will update or create ledger accounts. The file must have an account code somewhere on each line, and must have a heading row at the top. Ideally you should specify correct headings to match the columns below, but if not, you can match them in step 3.

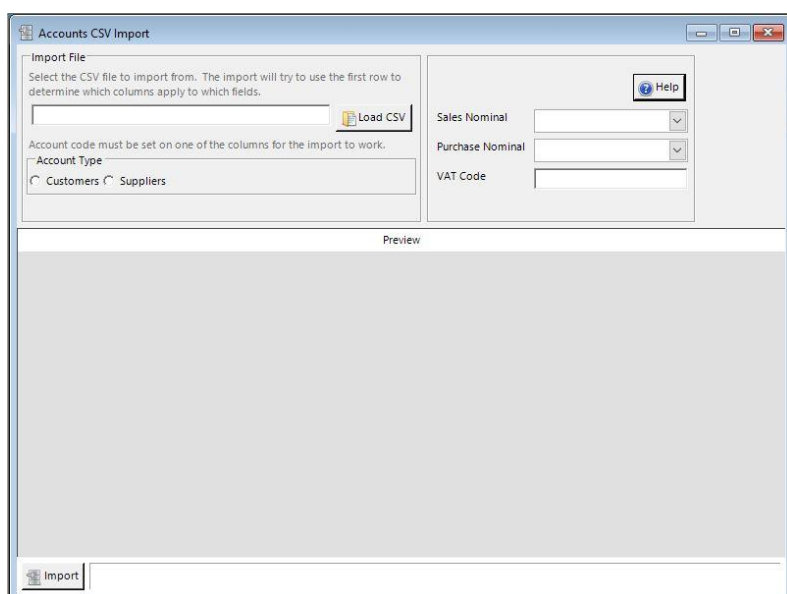
Choose the CSV file to import with the Load CSV button. The file preview will be loaded into the grid but no data is imported yet. The program will attempt to match your column headings with the available import fields. (In the coloured row at the top of the grid.)

Choose if the file to be imported contains Customer or Supplier data. Both cannot be imported at the same time.

Check the column headings, and alter them if required, or set unwanted to < Ignore >. Now press Import to import the items. The process will take a while for large import files, and a progress bar will display the progress.

Any overrides specified in the box will be applies to ALL accounts imported, whether or not the same information is specified on each line.

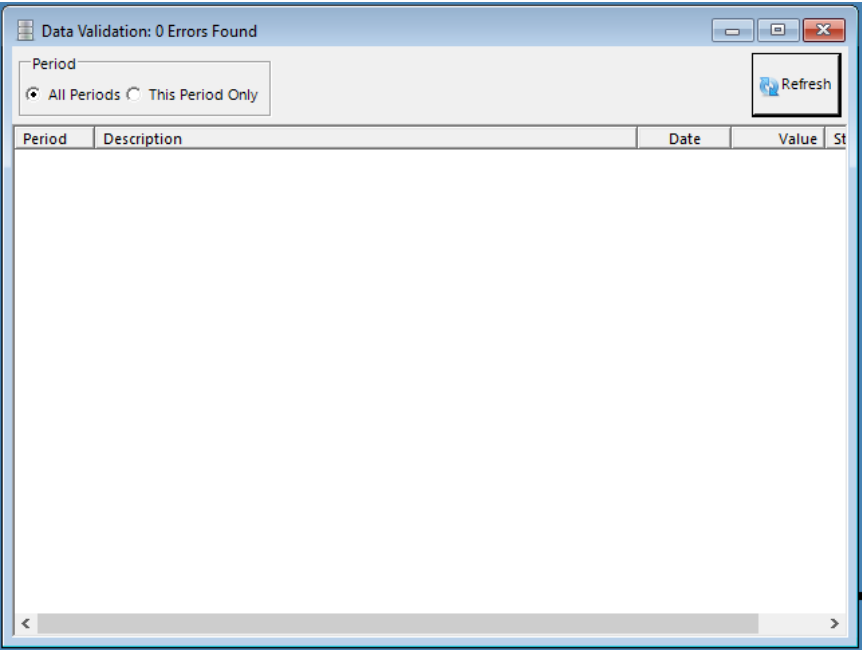
For further information and to view available fields, click the 'Help' button on the Account CSV Import screen.

The screenshot shows a software window titled "Accounts CSV Import". It has a standard Windows-style title bar with minimize, maximize, and close buttons. The window is divided into several sections. On the left, there's an "Import File" section with a text box for selecting a file and a "Load CSV" button. Below this is an "Account Type" section with two radio buttons: "Customers" (selected) and "Suppliers". To the right of the "Load CSV" button is a "Help" button. Further right are three dropdown menus labeled "Sales Nominal", "Purchase Nominal", and "VAT Code". The bottom half of the window is a large "Preview" area, which is currently empty. At the very bottom left, there is an "Import" button.

Import accounts CSV.

Data Validation

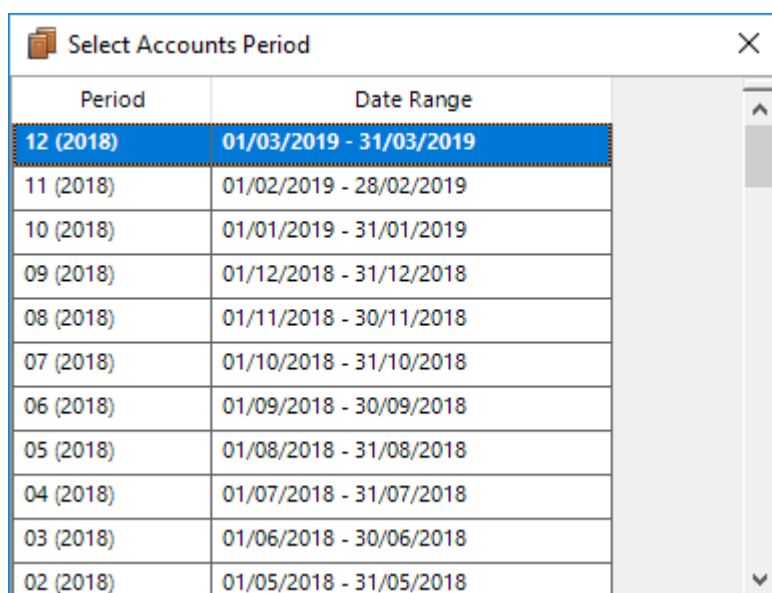
To check for any errors in the data validity, click 'Data Validation'. This will display, in a list, any errors that have been found in the system where figures and values don't match what they should. You can choose to filter this by either all accounts periods or just the current period.



Data validation errors.

Change Period

If you work in periods and wish to change the period that you're currently working in, click 'Change Period'. This will bring up the same screen that was seen when logging into the system that allowed you to select a period. Open the period you want to work in by double-clicking it in the list.



Period	Date Range
12 (2018)	01/03/2019 - 31/03/2019
11 (2018)	01/02/2019 - 28/02/2019
10 (2018)	01/01/2019 - 31/01/2019
09 (2018)	01/12/2018 - 31/12/2018
08 (2018)	01/11/2018 - 30/11/2018
07 (2018)	01/10/2018 - 31/10/2018
06 (2018)	01/09/2018 - 30/09/2018
05 (2018)	01/08/2018 - 31/08/2018
04 (2018)	01/07/2018 - 31/07/2018
03 (2018)	01/06/2018 - 30/06/2018
02 (2018)	01/05/2018 - 31/05/2018

Changing accounts period.

Close Period / Month End

To close a period, go to File > Settings > account Settings. Click the second tab titled “Accounting Periods”. Here you can manage logging in and the ledgers.

Accounts Settings

Settings | Accounting Periods | Control Accounts

☐ Don't allow period selection, force login to period: 6 Year 2021

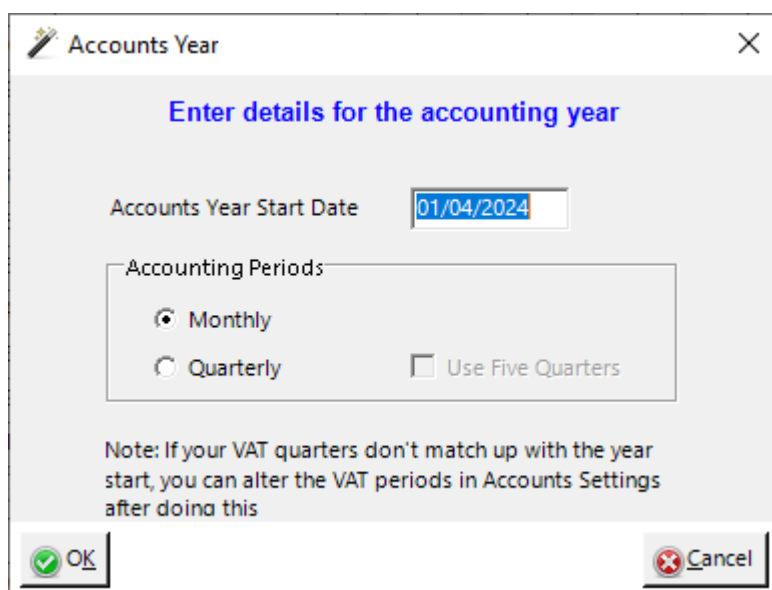
Periods								
Accounts Year	Account Period	Date Range	Login Allow	Sales Closed	Purchase Closed	Nominal Closed	VAT Qtr	Year Closed
2023	12	March 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	OPEN
	11	February 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	
	10	January 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	
	9	December 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	
	8	November 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	
	7	October 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	
	6	September 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	
	5	August 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	
	4	July 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	
	3	June 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	
	2	May 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	
	1	April 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	
2022	12	March 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	OPEN
	11	February 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	
	10	January 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	
	9	December 2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19	
	8	November 2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19	
	7	October 2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19	
	6	September 2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18	
	5	August 2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18	

Open New Year

☒ OK
 ☐ Cancel

To prevent a period from being accessed by users, remove the tick from the Login Allow box. To close the ledgers for this period, remove the tick for the relevant ledger box. When you are done, press Ok.

If you need to open a new year, press the Open New year button.



The dialog box is titled "Accounts Year" with a close button (X) in the top right corner. Below the title bar, the text "Enter details for the accounting year" is displayed in blue. The main content area contains a label "Accounts Year Start Date" followed by a date input field containing "01/04/2024". Below this is a section titled "Accounting Periods" which contains two radio buttons: "Monthly" (selected) and "Quarterly". To the right of the "Quarterly" radio button is a checkbox labeled "Use Five Quarters". At the bottom of the dialog, there is a note: "Note: If your VAT quarters don't match up with the year start, you can alter the VAT periods in Accounts Settings after doing this". At the very bottom, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

Simply enter the date the new year runs from, select if the periods for this year are monthly or quarterly then press Ok.