

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.

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.

Fig. 1 – Sales Ledger (Customers).

Suppliers

Invoice / Credit

Sales Invoicing

To post a sales invoices go into the Sales Invoicing screen. 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. 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.

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.

The screenshot shows the 'Sales Invoicing' window. At the top left is an 'Account Code' dropdown. To its right is the 'Invoice Summary' section, which displays the following values:

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

To the right of the summary is a message: '< No Invoice Posted Yet >'. Below the summary and message are three buttons: 'Reprint', 'Clear', and 'Process'. The main part of the window is the 'Invoice Lines' grid. The grid has the following columns: Quantity, Stock Code, Description, Price Ea, Disc, V/C, Inc, Cost, Nominal, Location, and Bin. The first row of the grid is empty, and the second row contains an asterisk (*) in the Quantity column.

Fig. 1 – Sales Invoicing.

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.

Fig. 2 – Purchase Invoicing.

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

Fig. 3 – 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.

Fig. 4 – Purchase Batch Invoicing.

Payments / Allocations

Sales Payments

To post a payment to a sales account go into the Sales Accounts Payments screen. 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.

Un-allocating a previously paid invoice.

To un-allocate a previously paid invoice ensure you tick Show Cleared Transaction in the bottom left. Then on each line to De-allocate click the mouse on the original value. Do this also on the payment to allocate back to otherwise it will not process. Then Click the Allocate button.

Fig. 5 – Sales Account Payments.

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.

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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.

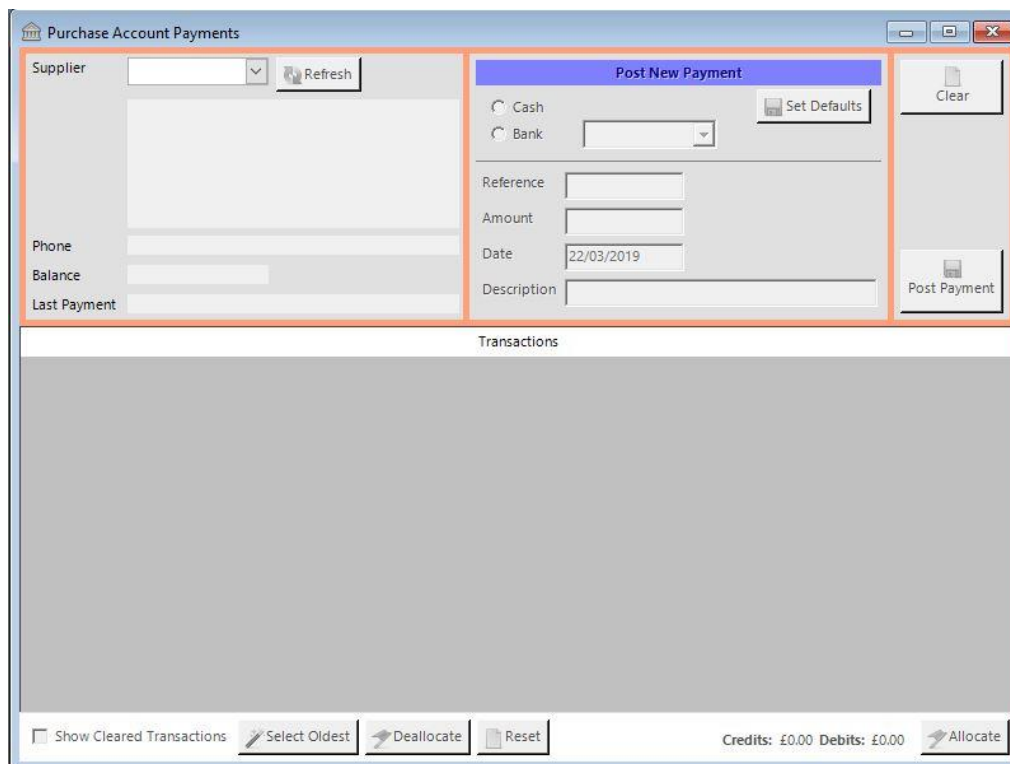


Fig. 6 – Purchase Account Payments.

Un-allocating a previously paid invoice.

To un-allocate a previously paid invoice ensure you tick Show Cleared Transaction in the bottom left. Then on each line to De-allocate click the mouse on the original value. Do this also on the payment to allocate back to otherwise it will not process. Then Click the Allocate button.

Ledger Transaction Search

Ledger Reports

Grades

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.

The screenshot shows the 'Nominal Ledger' window. On the left, there's a tree view with 'Sales Codes' selected, showing a list of nominal accounts with columns for Nominal Code, Nominal Name, and Value. Below this, 'Direct Purchases' and 'Overheads' are also visible. On the right, there's a form for editing a nominal account with fields for Name, Sort Code (P & L), Department, Depreciation Nominal, and Accumulation Code. Below the form are 'Save', 'Clear', and 'Delete' buttons. At the bottom right, there's a 'Transaction History' tab with a sub-tab 'Monthly Turnover / Budgets'. It includes a date range selector (02 (2019) to 2019) and a 'Print' button. Below this is a grid with columns: Batch, Ln, T, Date, Reference, Description, Debit, Credit, Pd, Yr.

Fig. 7 – 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).

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

Fig. 8 – 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.

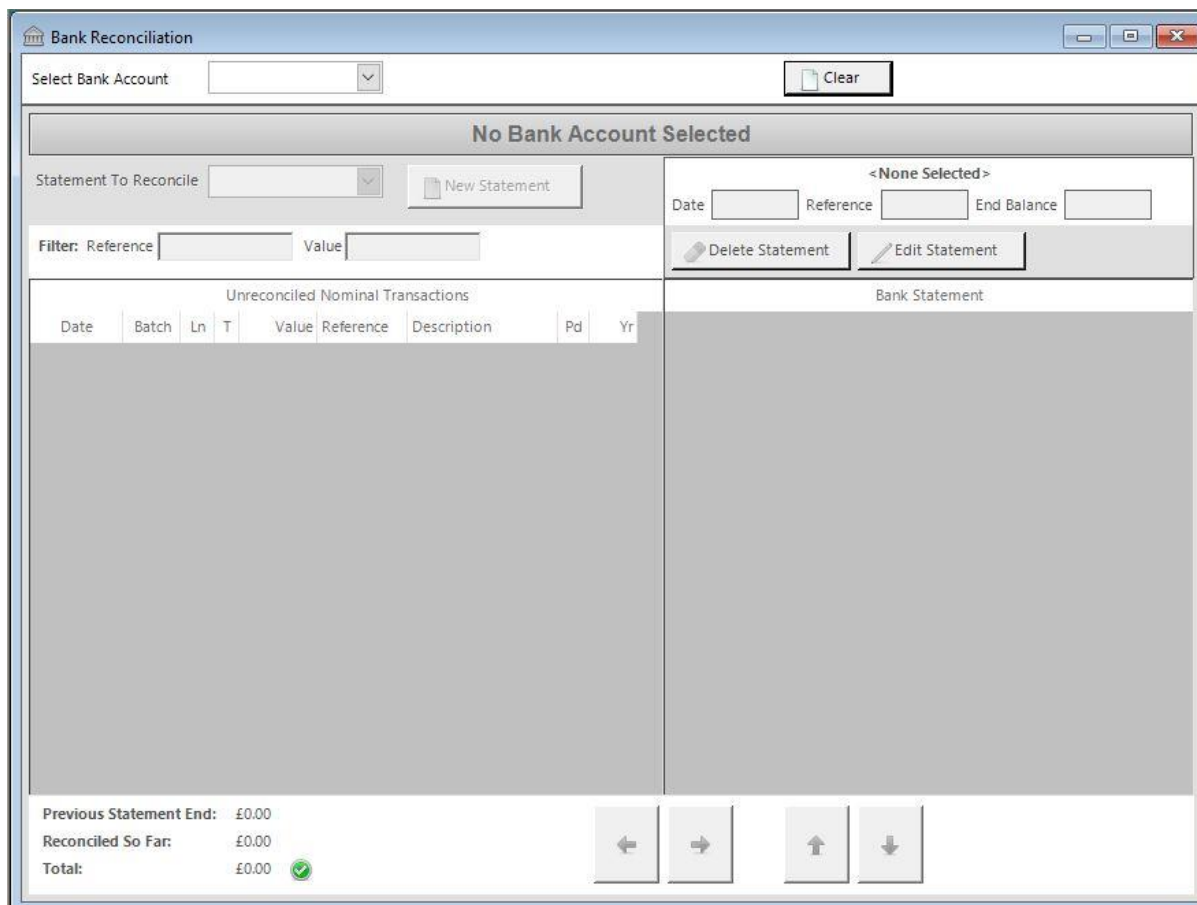
Next, from the list of unreconciled nominal transactions, move all of the transactions that are accounted for over to the 'Bank Statement' list by either double-clicking one, or single-clicking it and then clicking the button with a picture of an arrow pointing towards the 'Bank Statements' list. If 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.



The screenshot shows the 'Bank Reconciliation' window. At the top, there's a 'Select Bank Account' dropdown and a 'Clear' button. Below this, a message states 'No Bank Account Selected'. The window is divided into two main sections: 'Unreconciled Nominal Transactions' on the left and 'Bank Statement' on the right. The 'Unreconciled Nominal Transactions' section has a table with columns: Date, Batch, Ln, T, Value, Reference, Description, Pd, and Yr. The 'Bank Statement' section is currently empty. Above the 'Bank Statement' section, there are fields for 'Statement To Reconcile' (a dropdown), 'Date', 'Reference', and 'End Balance', along with a 'New Statement' button. Below these fields are 'Delete Statement' and 'Edit Statement' buttons. At the bottom left, a summary box shows: 'Previous Statement End: £0.00', 'Reconciled So Far: £0.00', and 'Total: £0.00' with a green checkmark. To the right of the summary are four navigation buttons: left arrow, right arrow, up arrow, and down arrow.

Fig. 9 – 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 Process

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

Cashbook Lines

Cashbook Postings [Changes Made] X

Post to cashbook for £95.51?

OK Cancel

Fig. 10 – 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.

Fig. 11 – 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

Fig. 12 – 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

Fig. 13 – 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.

Fig. 14 – 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.

Fig. 15 – 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 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	

Fig. 16 – 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.

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

Fig. 17 – 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.

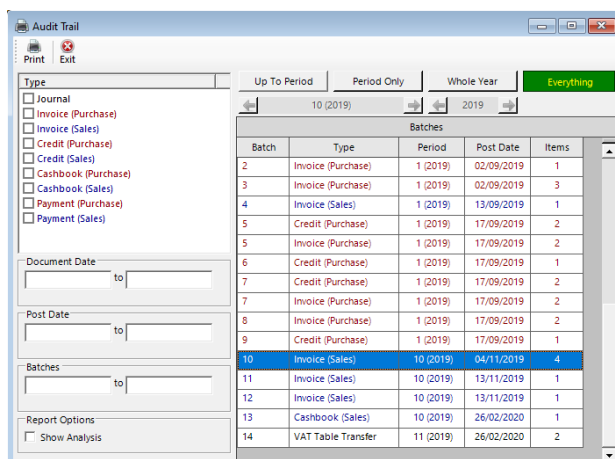


Fig. 18 – Audit trail window.

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.

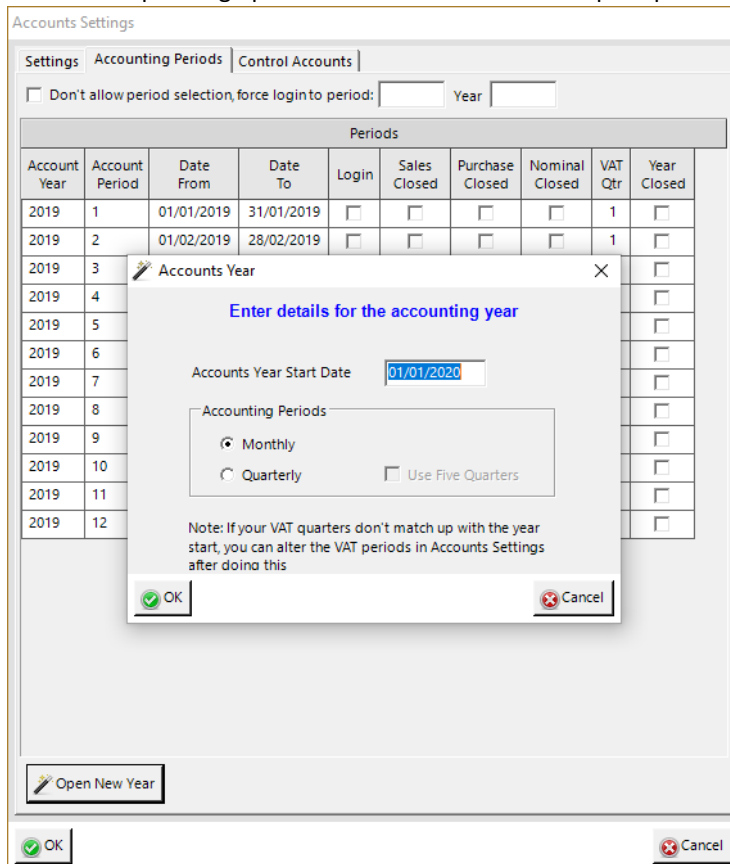


Fig. 20 – Setting up a new accounts year in settings.

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.

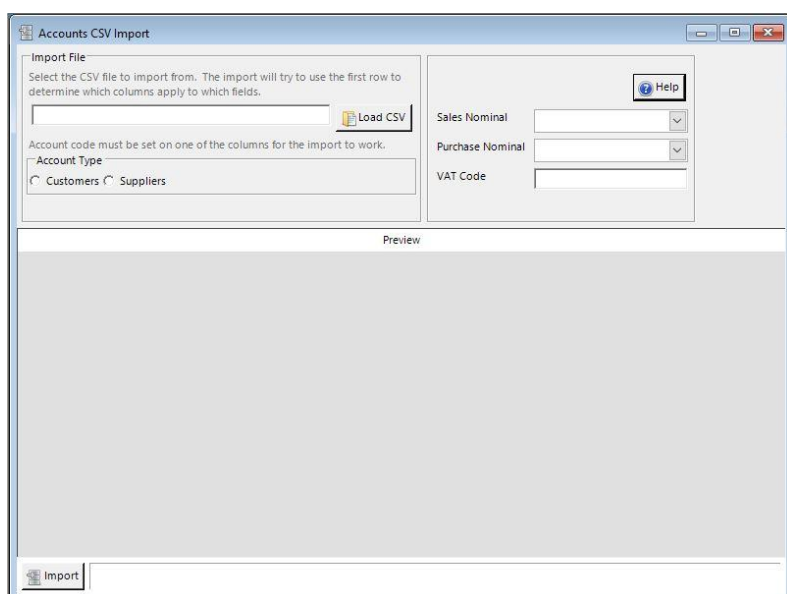


Fig. 21 – Import accounts CSV.

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.

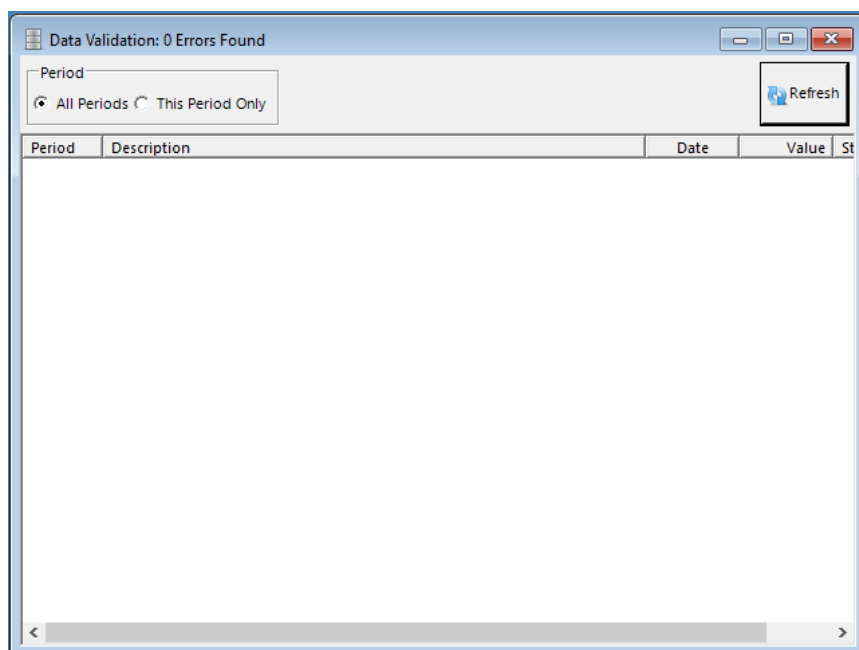


Fig. 22 – Data validation errors.

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.

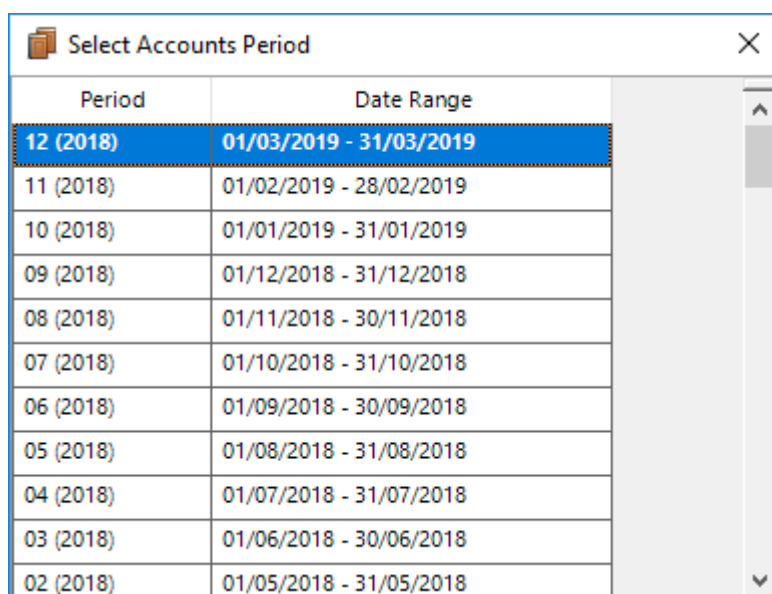


Fig. 23 – Changing accounts period.