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.

A Sales Ledger						
Clear New Account Save Search & Refresh	Delete Special Pricing	Schemes SOPS In	voice Exit			
Account Code	Da	te Created: 27/06/2019	BALANCE	£0.00		
Name	Their Account Code		Period Turnover	£0.00	0 trans	
Address	VAT Code	1	Year Turnover	£0.00	0 trans	
	Company VAT Number				C Overrid	e Grade 📃 👻
	Г	Misc Account	Notes			
Part Carla	Nominal Code	*				1
Phone	Currency Code	¥				
Fav	Pricing Scheme	*				
Default Email	- Whose Account	*				
Contact	Ledger Number	1				~
			Bank Account	1	Sort Code	
Transactions Sales Account Options Credit / Discount	s Sales Orders Delivery A	ddresses Audit Cor	ntacts Email Ado	dresses Turnover	Email History	
Up ito Reflost Period Only Who 02 (2019) 2	s Sales Orders Delivery A le Year Everythin	ddresses Audit Cor g Outstandir Transaction Only	ntacts Email Add	dresses Turnover	Email History	int Reprint actions Document
Transactions Sales Account Options Credit / Discount Up to period Period Only Who 02 (2019) 1 1 Easter Lo. Ref. W. Times Reference. Dec.	s Sales Orders Delivery A le Year Everythin	ddresses Audit Cor g Outstandir Transaction Only Transactions	search	dresses Turnover	Email History	Int Reprint actions
Transattions Sales Account Options Credit / Discound Ug 10 Period Only Which C2 (2019) Batch Lin Pal Yr Type Reference Desc	s Sales Orders Delivery A le Year Everythin 1019	ddresses Audit Cor g Outstandir Transaction Only Transactions Supp Ref 1	ntacts Email Add	Goods VA	Email History	Int Reprint Document
Transactions Sales Account Options Credit / Discount Up 10 Period Period Only Who 02 (2019) 04 1 Batch Ln Pal Yr Type Reference Desc	s Sales Orders Delivery A He Year Everythin 1019	ddresses Audit Cor g Outstandir Carasactio Only Transactions Supp Ref 1	ntacts Email Adc	Goods VA	Email History Pripute Prima	nt setions Reprint Document
Transactions Sales Account Options Credit / Discount Up 10 Period Period Only Whe 02 (2019) 04 2 Batch Ln Pd Yr Type Reference Desc	s Sales Orders Delivery A le Year Everythin	ddresses Audit Cor g Outstandir Cransactio Only Transactions Supp Ref 1	ntacts Email Add 19 Search 16 Date (Goods VA	Email History Bispute Prima Transa Table Transa	International Sector Contractions December 2014
Transactions Sales Account Options Credit / Discount Ugr 0p enough Period Only Whe 02 (2019) Image: Control of Control options Whe Batch Lin Pai Yr Type Reference Desc	s Sales Orders Delivery A lie Year Everythin 1019 zription	ddresses Audit Cor GUtstandir Transaction Only Transactions Supp Ref	ntacts Email Add	Goods VA	Email History	International Sector Contractions Document
Transactions Sales Account Options Credit / Discount Ug To Period Period Only Whe 02 (2019) Image: Constraint of the period only Whe Batch Ln Pd Yr Type	s Sales Orders Delivery A le YearEverythin 019 zription	ddresses Audit Cor G Cutstandit Transaction Only Transactions Supp Ref 1	ntacts Email Adc	dresses Turnover	Email History <u>a</u> Dispute <u>a</u> Print Transe Transe Tota	nt Reprint Document
Transactions Sales Account Options Credit / Discount Up to Period Period Only White 02 (2019) Image: Control of the period only White Batch Lin Ped Yr Type Reference Desc	s Sales Orders Delivery A le YearEverythin 019 zription	ddresses Audit Cor G Outstandir Transaction Transactions Supp Ref 1	ntacts Email Adc	Goods VA	Email History 9 Dispute Primary 1 Transe 1 Total	nt Reprint Document
Transations Sales Account Options Credit / Discound	s Sales Orders Delivery A lie YearEverythin 019 zription	ddresses Audit Cor Constant Constant Corly Transactions Supp Ref 1	ntacts Email Adro	dresses Turnover	Email History 9 Dispute Primer Pri	nt ctions Outst Due Due
Transactions Sales Account Options Credit / Discound Up to served Period Only Whe Image: Control of the served of t	s Sales Orders Delivery A le YearEverythin 019 ziption	ddresses Audit Cor Custandin Transactions Supp Ref 1	tatt Email Adro	dresses Turnover	Email History I Dispute Primary Transe Total	nt Ictions Reprint Document

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.

Account Code	Sales Invoicing	152						
Quantity Stock Code M Description Price Ea Disc V/C Inc Cost Nominal Location Bin *	Account Code	Invoice Summary Lines Quantity Goods VAT Total	, £(£(0 0 0.00 0.00 0.00	< No Invoice Pos	Reprint	Clear	Process
Quantity Stock Code M Description Price Ea Disc V/C inc Cost Nominal Location Bin *		Invoi	ice Lines					
	Quantity Stock Code	Description	Price Ea	Disc V/C	Inc Cos	Nominal	Location	Bin
	*							

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.

ccount Code	⊻ <u>i</u> it	Lines Quant Good VAT Total	e Sumr ity s	mary	0 0 £0.00 £0.00	< No Inv	oice Posted Yet 3	Clear Process
				Invoice L	ines			
uantity	Description	Price Ea	Disc	V/C Inc	VAT Tot	Nominal	Job Code	

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 Invoicir	ng									
Current Row		Summary								
Account:		Invoices:)	Total Go	oods: £0.00					
Nominal:		Lines: ()	Total V/	AT: £0.00					
		0. //		Invoices T	o Post		17	07	r r r	
Sales Account	Account Name	Date	Reference	Their Ref	Nominal	Description	Job	Goods	V/C V/I	VAT
*					l			1		
Clear										
										Fost



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.

Version 1.1

Purchase Batch Invoi	icing									
Current Row		Summary								
Account:		Invoices: 0	l.	Total Go	oods: £0.00					
Nominal:		Lines: 0	i.	Total V	AT: £0.00					
	an analas	I ADDARD		Invoices T	o Post	.e extra	28 - 18 B	1. See 1.	1 - 525551 (2003)	
Purchase Account	Account Name	Date	Reference	Their Ref	Nominal	Description	Job	Goods	V/C V/I	VAT
*										
Clear										Post
										GENERAL

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.

🖮 Sales Account Payments		- • •
Customer V Refresh	Post New Payment	n 1
	C Cash Set Defaults	Clear
	Reference Amount	
Phone	Date 22/03/2019	
Balance Last Payment	Description	Post Payment
	Transactions	
Show Cleared Transactions	Reset Credits: £0.00 Debits: £0	.00 ZAllocate

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.

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

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🗎 Purchase Account Paym	ents		
Supplier	Refresh	Post New Payment	Set Defaults
Phone Balance Last Payment		Amount Date 22/03/2019	Post Payment
		Transactions	
Show Cleared Transactio	ns 🌾 Select Oldest 🛷 🛛	eallocate Reset Credits:	£0.00 Debits: £0.00 - Allocate

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 if 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.

iinal Ledger			
Jump To	Group By Nominal	iort Code Nominal Code	
	Nominal Accounts	Name	
es Codes	1	Sort Code (P & L)	
Nominal Code 1002 1006	Nominal Name Sales Sales	Value Department £0.00 Depreciation Nominal £0.00 Control of the second	nulation Code
1007 101010	Sales Sales	£0.00 Lasare Clear Delete	
1012 1015	Sales Sales	£0.00 Up To Period Period Only V £0.00 4 00 (2010) 4 4	Whole Year Everything
1016 1017	Sales Sales	£0.00 Image: Constraint of the second s	Debit Credit Pd Y
1020 1021	Sales Sales	£0.00	
1022 1023	Sales Sales	£0.00 £0.00	
1024 1029	Sales Sales	-£4.17 £0.00	
1038 1040	Sales Sales	£0.00 -£8.32	
÷		-£18,976.56	
ect Purchases	2		
Nominal Code 201010	Nominal Name Purchases	Value £7,490.00 £7,490.00	
rheads	3		
Nominal Code Discounts	Nominal Name	Value £0.00	
Elect costs	Electric	£0.00	

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'.

Jou	irnals									
Clear	Retrieve Store	Print Process	8 Exit							
Journ	al Batch								Credits	£0.00
Journ	al Reference								Debits	£0.00
lourn	al Date 22/03	/2019							Total	£0.00
			52							
				Journal Lines						
			Journal					VAT	Register	
Type	Account	Name	e Description		Value	Update VAT Reg	VAT Cd	S I/C	VAT Change	Goods Change
* N		(注) (注)	Journal							

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.

Bank Reconciliation				
Select Bank Account	~		Clear	
		No Bank Ad	ount Selected	
Statement To Reconcile	<u></u>	New Statement	<none selected=""> Date Reference End Balance</none>	
Filter: Reference	Value		Delete Statement	
	Unreconciled Nominal Tra	insactions	Bank Statement	
Date Batch Ln	T Value Reference	Description Pd	Yr	
Previous Statement End:	£0.00			
Reconciled So Far:	£0.00		← → 1 ↓	
Total:	£0.00 🧭			

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 Post	ings [Changes Made]								
Clear Defaults	😢 Exit								
Cash Book Sale Cash Book Pure	: hase	Batch Num	iber 13						
○ Cash ⓒ Bank Account Bank Account Num	nber 1		Date Reference Description Total	26/02/2020 Cashbook Cashbook Posting £95.51	© Pro	ocess			
			Cashb	ook Lines					
Nominal Code	Name	Descr	Cashbook Posting	gs [Changes Made]	×	Iode	Goods	VAT	Total
201010		Milk Rird Sood	Post to	cashbook for £95.5	1?	0.2	£69.99	£0.00	£69.99
 101010 * 		Bird Seed		OK Cance	21	03	£25.52	£0.00	£25.52

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.

📄 Nominal Reports		x
Print Exit		
REPORT TYPE Account List List of all nominal accounts, wth balances Transaction List	Nominal Codes Detail Control Accounts From Image: Show Detail Image: All and the control Accounts only To Image: Show Detail Image: Control Accounts only	
All transactions grouped by nominal code Trial Balance Standard accounting report Profit And Loss	Period Transaction Date Image: C This Period Only From To To	
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	P & L / Balance Sheet I Include Stock Valuation Year Opening Valuation Period Opening Valuation Closing]
	Accumulation Codes Budget Analysis Month Zero Values Use Accumulation Codes Image: Exclude Zero Value Lines	



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 Reg	Asset Register							
Show Active Assets Only								
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 Dep	reciation							
Month Febru	Month February - 2020							
	Asset List							
Code	Descrip	otion	Last Run	Original Value	Book Value	Next	Run Now	
BMW	Black BMW F32 4	Series		£15,000.00	£15,000.00	£31.25		
Journal Date	26/02/2020	(Must be in sa	ame month r	unning depreciat	ion 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.

Asset Reports			
Print Set REPORT TYPE O Asset List List of all assets with values O Depreciation History History of depreciation for each asset	Asset Code From To To Category	Department Code From To Active]
	From VEHICLES To VEHICLES	© All C Active C Inactive	

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.

💠 Profitability		
Profitability By Sales Locn/Account Show Invoice Lines Show Invoices Show Accounts Show Accounts Show Areas	Account Range	Accounting Periods Image Image
Profitability By Salesman/Account Show Invoices Show Accounts Show Accounts Show Salesman	Stock Code Range	Image Image <t< td=""></t<>
Profitability By Stock/Groups Show Invoice Lines Show Invoices	Options Only Stock Items (Ignore lines with no	2019 8 2019 9 2019 10
 ✓ Show Stock Items ✓ Show Stock Groups ✓ Show Master Groups 	Company ID Data Soc	urce Consignment Refs
Profitability By Buying Group/Stock Show Stock Items Show Stock Groups Show Master Groups Show Buying Sub-Groups Show Buying Groups	Buying Groups Sub-Group	e.g. xmas* will match all starting with xmas

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						
 Accounts Period 	10 (2019)		•			
C VAT Period	4 - 01/10/2019	to 31/12/2019	-			
C Accounts Year	2019		👻 🚷 Refres	h	Print 📄	
	VAT	REGISTER for	Period 10 (201	9)		
		<u> </u>	<u>v</u>	OUT		
VAT CODE		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.

AT Return for VAT Quarter 4 - 01/10/2019 to 31/12/2019		
VAT due on sales	1	£0.0
VAT due on E.C. purchases	2	£0.0
Total VAT due (sum box 1 and 2)	3	£0.0
VAT reclaimed on purchases (including acquisitions from the ${\tt E.C.})$	4	£0.0
Net VAT to be paid (difference between box 3 and 4)	5	£0.0
Total value of sales excluding VAT	6	£20,997.0
Total value of purchases excluding VAT	7	£5,825.3

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.

😹 Audit Trail					- 0	×
Print Exit						
Туре	Up To	Period Period On	ly Wh	ole Year	Everythi	ing
Journal	4	10 (2019)	+ +	2019 🔿		
Invoice (Purchase)			Batches			
Credit (Purchase)	Batch	Type	Period	Post Date	Items	—
Credit (Sales)	2	Invoice (Purchase)	1 (2019)	02/09/2019	1	- -
Cashbook (Purchase)	3	Invoice (Purchase)	1 (2019)	02/09/2019	3	
Payment (Purchase)	4	Invoice (Sales)	1 (2019)	13/09/2019	1	
Payment (Sales)	5	Credit (Purchase)	1 (2019)	17/09/2019	2	
	5	Invoice (Purchase)	1 (2019)	17/09/2019	2	
Document Date	6	Credit (Purchase)	1 (2019)	17/09/2019	1	
to	7	Credit (Purchase)	1 (2019)	17/09/2019	2	
	7	Invoice (Purchase)	1 (2019)	17/09/2019	2	
Post Date	8	Invoice (Purchase)	1 (2019)	17/09/2019	2	
	9	Credit (Purchase)	1 (2019)	17/09/2019	1	
Batches	10	Invoice (Sales)	10 (2019)	04/11/2019		
to	11	Invoice (Sales)	10 (2019)	13/11/2019	1	
, , ,	12	Invoice (Sales)	10 (2019)	13/11/2019	1	
Report Options	13	Cashbook (Sales)	10 (2019)	26/02/2020	1	
F Show Analysis	14	VAT Table Transfer	11 (2019)	26/02/2020	2	
	_					-

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.

Settings	Acco	unting Periods	Control Accou	unts						
Don't allow period selection, force login to period:										
Periods										
Year	Peri	od From	To	Login	Closed	Closed	Closed	Qtr	Closed	
2019	1	01/01/201	9 31/01/2019					1		
2019	2	01/02/201	9 28/02/2019					1		
2019	3	🦉 Accounts	Year					×		
2019	4		Entor dotaile	for the		ting year				
2019	5	1	Litter details		e accoun	ung year				
2019	6									
2019	7	Acco	unts Year Start D	Jate	01/01/202	20				
2019	8	Acc	Accounting Periods							
2019	9	(© Monthly							
2019	10	O Quarterly Use Five Quarters								
2019	11									
2019	12	Note:	lf your VAT quar	ters don	't match up	with the y	ear			
		start, after (you can alter the doing this	VAT per	riods in Ac	ounts Setti	ings			
		OK					@ Can			
		WOK					Carro	.er		
🌮 Open New Year										

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.

Accounts CSV Import	
Import File	1
Select the CSV file to import from. The import will try to use the first row to determine which columns apply to which fields.	🔞 Help
Load CSV	Sales Nominal
Account code must be set on one of the columns for the import to work. Account Type	Purchase Nominal
C Customers C Suppliers	VAT Code
Preview	6
1 Import	

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.

📕 Data V	lidation: 0 Errors Found		
Period	iods C This Period Only		🌄 Refresh
Period	Description	Date	Value St
<			>

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.

f Select Acco	×	
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	~

Fig. 23 – Changing accounts period.