



**Online Accounting Training Manual**  
**Basic Bookkeeping**  
**V4**

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# Chapter 1 Introduction

## Bookkeeping, the online way

Welcome to online bookkeeping. We hope you will soon experience the advantages of working together with your accountant using our online bookkeeping system. Our online bookkeeping system is simple-to-use but comprehensive and will suit many different businesses.

This manual describes the functionality for basic bookkeeping, for both the cash-based and invoice-based methods. We also offer other configurations, which include invoicing, time registration and billing, project and budget control and a set of more than 50 reports. If you wish to avail of any of these, please contact your accountant.

## Some technical background...

Although our bookkeeping system does not require any software installation as such, there are a couple of technical settings which could influence the user experience.

You will be using a real time bookkeeping system that uses the internet. This way of working has many advantages. All information entered is immediately available to your accountant for validation. You can access your accounts from any computer with internet access at home or in the office. All information is stored securely and an automatic backup of your entire accounts is made on a daily basis.

The system is accessed using an internet browser, such as Microsoft Internet Explorer. Using an Internet browser to enter data might give you a different user experience than using a more traditional windows application. This manual will explain in more detail how to work with an internet browser.

Please read through the following tips to ensure the online bookkeeping system works best for you.

- Our online bookkeeping works best with Microsoft Internet Explorer 5.x and upwards. Both IBM based personal computers and Apple Macintosh computers can be used.
- The browser should be able to decipher 128-bit encryption. You can find the updates you need on the Microsoft site (via Windows Update). If you can login to the system, your encryption is working properly.
- Your screen resolution can best be set to 1024x768 pixels. You can change your screen settings by clicking with your right mouse click on the desktop and select the Properties option in the selection box. Select the Settings tab and change the screen resolution to 1024 x 768. Some older computers might only have a lower screen resolution available.

- Your network security must allow communication using port number 443 to enable Secure Socket Layer traffic. Generally this setting will be opened by default. If you are able to login this is the case. If you have any trouble logging in, please contact your accountant.
- You will be able to view different financial reports in real time. If you want to save these reports in printed form, the reports have to be exported to PDF format (Acrobat Reader). If your computer does not yet have a copy of the Acrobat Reader software, then you can download a copy from the Adobe website (<http://www.adobe.com>)

## Chapter 2 System basics

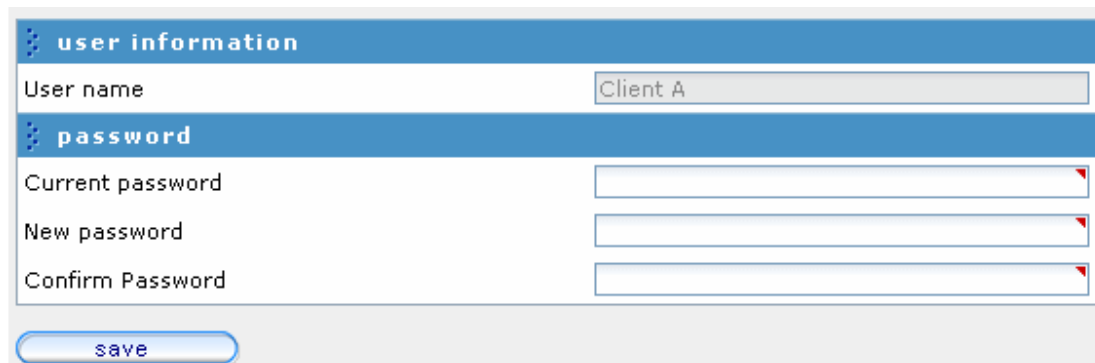
You should now be ready to use the bookkeeping system. You start off by making a connection to the internet. The way you connect to the internet depends fully on your computer setup. You can connect using a dial-up connection, ISDN or using a broadband connection (ADSL, Cable or satellite). If you have an office network, it is likely you have internet access through the network. Once you have created a connection to the internet you can start the Internet Explorer Browser.

### Start your online bookkeeping session

Go to the login page provided by your accountant and enter your login details (which have also been provided to you by your accountant).

### Password change

For security reasons, the system will ask you to change your password the first time you login in. The following screen will be shown:



The screenshot shows a web form for changing a password. It is divided into two sections: 'user information' and 'password'. In the 'user information' section, there is a 'User name' field containing the text 'Client A'. The 'password' section contains three input fields: 'Current password', 'New password', and 'Confirm Password'. Each of these three fields has a small red arrow icon on its right side. At the bottom of the form is a 'save' button.

Enter the current password and think of a new password that contains at least 5 characters (with at least two numbers and at least two letters). It is best to have a password that is not easy to guess.



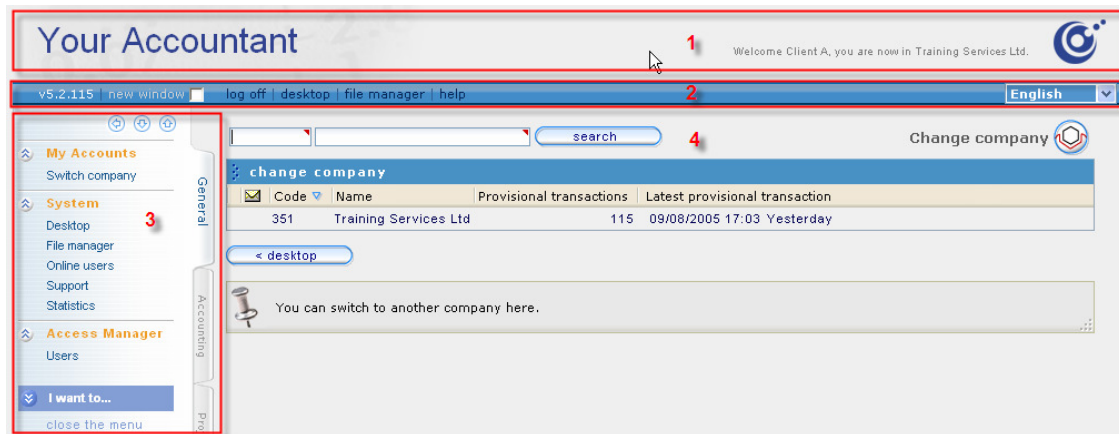
*If you enter your password incorrectly three times in a row, the system will automatically block your account. If this happens, please contact your accountant to reset your password.*

You will always have the option to change the password. To change the password again, select the option: **General tab / Access Manager / Users** and enter your new password (you will need to enter it twice).

## Navigation

Firstly, let's get familiar with the screen layout. There are four main sections (or 'panes') to any screen.

1. Top pane – information
2. Shortcut bar
3. Left hand pane – menu options
4. Main pane



### 1. Top pane

On the left hand side of this pane you will see the name of your accountant. On the right hand side, your name is shown, along with the company that you are now working in. This can be useful if you use the system to do the bookkeeping for more than one of your companies.

### 2. Shortcut bar

The shortcut bar contains options which you regularly use. It is visible on all screens so you can quickly switch between regularly used functions.

**v5.3.099** Shows the current version of the bookkeeping system



Once you tick the new window option all functions that are started from that point onwards will be opened in a new window. In this way you can work in multiple screens simultaneously



Click on this option to log out



Takes you back to the start screen as shown above



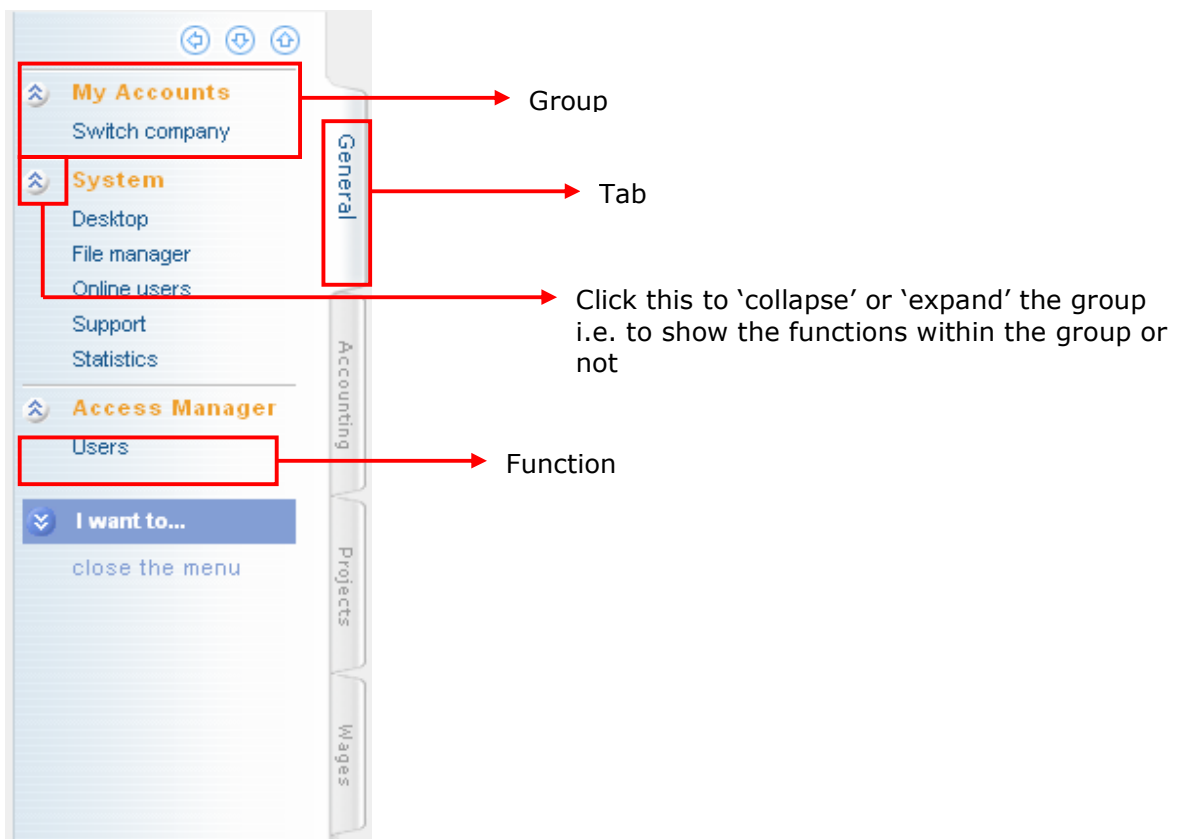
Takes you to the reporting screen

**file manager** Starts the File Manager function to view the reports / documents that your accountant has shared with you

**help** Opens the online help function.

### 3. Menu options

The left hand pane contains all your menu options. The options which appear can differ depending on the access rights you have. The *functions* are sorted by logical *groups* and placed on several *tabs*. See the screen shot below.



Throughout this manual, if you need to use a function, it will be shown as ***tab name / group name / function name***

Some tabs contain many functions, so they may not all be visible on one screen. You can either collapse some groups so that groups further down the menu can be displayed. Alternatively, use the up and down arrows at the top of the menu options to move up and down through the functions.



The left arrow can be used to hide the menu. This can be useful if you are working on a screen which contains a lot of data and you want to view it all without having the scroll to the right. Simply click the left arrow above and the menu will be hidden except for the tab names. If you want to view the menu again, simply click on one of the tabs.

#### 4. Main pane

The main pane shows the function you have selected in the menu options. When you first log in, your desktop is displayed (the desktop is described in more detail in the next section).

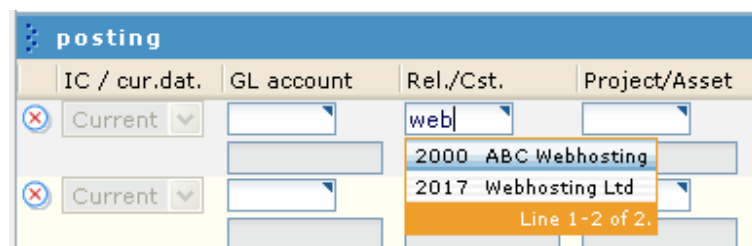
The top section of this pane shows two things:

- generally, 10 lines of data will be displayed on the screen. If there are more than 10 lines available, you can move across the different pages using the arrows on the top left hand side of this pane. You can also choose to display more than 10 lines on the screen (up to a maximum of 99 lines at a time). Enter the number of lines you wish to have displayed and click **lines**
- the name of the function you are working on is shown on the top right hand side



At the bottom, you will find the buttons displaying the various options you can perform on this screen (such as Save, Sort, Add lines, etc). Icons also appear on many screens. If you place your mouse over any icon (without clicking), a small box appears describing what the icon does.

On many screens (particularly data entry and browse screens), you need to select a customer / supplier / nominal code etc. In these fields, simply type some of the letters of the name or some of the numbers of the code. As you enter text in these fields, the values matching what you enter will be dynamically retrieved. As you enter more text, the results displayed will immediately be adjusted. All you need to do is use up and down arrows to select the appropriate value and click enter. If you want to view all entries, simply click the 'Page down' button on your keyboard.



## Desktop

This contains 3 tabs:

- My desktop: similar to the desktop on your computer, your bookkeeping desktop shows links to some frequently used functions. It also shows notifications – certain functions within the system take some time to be performed e.g. generating invoices. When you perform such functions, you can carry on working on other things and a notification will appear on your desktop when the function has been completed.
- News feeds: this allows you to set up a news feed either from a preconfigured news channel or you can set up your own. Just a nice little extra!
- Messages: here you can send messages to and receive messages from other users of the system. You can communicate in this way with all users who have access to the companies you have access to e.g. your accountant, a colleague based at a different location, etc.

## File manager

You might want to import or export data to or from the system or you might want to view the results of a process that ran within the system. All this can be done within the File Manager. This is where all files generated by the system or uploaded to the system by you or your accountant are stored. For example if you run a report within the system and then decide to export it (e.g. to Excel for further processing), it will be stored in a Reports folder in the File Manager.

To go to the File Manager select the option

file manager

from the shortcut bar.

## Online help

While this manual is useful when you are starting off and for occasional reference thereafter, there will be times when you simply want some information about the screen you are working on at the time. There are several sources of help within the system itself:

- Help in the shortcut bar: a 'help' button is always available on the shortcut bar. When you click this button, a window will open displaying help text relevant to the screen you are working on. This is designed to give you an overview of what the function you are working on is used for.
- Tips: many screens display a tip at the bottom of the main pane. These are designed to give you detailed information about that particular screen, for example describing how a particular field should be filled. The tips are displayed in a box with the icon shown below.



- Support centre: this window is opened automatically each time you log in (if you have set up your system to block pop-ups, you may need to click a link which appears). You can also access it through **General tab / System / Support** or by clicking the **Support Centre** link at the bottom

right of the desktop. This screen contains a lot of information such as an overview of the steps involved in setting up new companies in the system, information about importing data, sample invoice templates and so on. You can browse this at your leisure.

## Switching companies

If you do bookkeeping for more than one company, you can switch between the companies by selecting **General tab / My Accounts / Switch company**. This will display a list of the companies that you have access to. Simply click on the company name to work on that company's accounts.

## Chapter 3 Bookkeeping tips

To speed up the actual bookkeeping data entry process we have a few simple tips for keeping the different documents that are involved in bookkeeping.

- ✓ *Bank statements; Keep your bank statements in order of statement number. Ask your bank and / or building society to send you monthly statements automatically. Each bank statement will represent a financial period.*  
  
*Note: If you open a new bank or credit card account, then please inform your accountant, so they can add the new account to your bookkeeping system.*
- ✓ *Cheque payments; If you use cheques, please remember to enter all relevant details on the cheque stubs. Try to avoid lump sum payments and pay by the actual invoice amount, so that it is easier to trace the payment. Mention the invoice no and VAT percentage on the cheque payment. If you pay more than one invoice per cheque, make a note of all the invoice numbers.*
- ✓ *Sales invoices; Keep your sales invoices separately and sort them by invoice number.*
- ✓ *Purchase invoices; Keep your purchase invoices separately and sort them by supplier and invoice date. If you pay a supplier's invoice by cheque, write down the cheque number on the invoice*
- ✓ *Credit Card Statement; If you use (a separate) Credit Card especially for business, then your accountant can configure the Credit Card account as if it were a bank statement.*
- ✓ *Before you go online on the internet to process the bank statement information, make a note of the relevant codes on your paper bank statement. You will find that the actual data entry will be so much quicker if you do some preparation upfront.*

## Chapter 4 Data entry

The next chapters describe how to do your bookkeeping using our online system. Depending on the bookkeeping method you follow (cash based or invoice based) you will need to enter different types of transactions. However several aspects of the data entry are the same regardless of transaction type. These commonalities are described here.

On any data entry screen, there are four sections. Here the bank statement is used as an example:

The screenshot shows the 'bank statement' data entry screen. It is titled 'Input - Bank of Carlow - current 24892833'. The interface is divided into four numbered sections:

- 1. Header:** Contains fields for 'Period' (2005/2), 'Statement date' (10/08/2005), 'Statement no' (5), 'Currency' (Eur), 'Opening balance' (14104.69), 'Closing balance' (14104.69), 'Total' (0.00), and 'User' (CLIENTA). There is also a checkbox for 'automatic calculation'.
- 2. Individual transaction details:** A table with columns: 'IC / cur.dat.', 'GL account', 'Rel./Cst.', 'Project/Asset', 'Amount', 'recvd/paid', 'Invoice no.', and 'Cheque no'. It shows three rows of 'Current' entries, each with a 'paid' status and 'No VAT' selected. Summary rows show 'Total received' (0.00), 'Total paid' (0.00), and 'Difference' (0.00).
- 3. VAT Overview:** A section titled 'vat' with a 'Total VAT' field showing 0.00.
- 4. Transaction processing buttons:** A row of buttons including '+ line', 'provisional', 'save', '< back', and 'clear screen'.

1. Header
2. Individual transaction details
3. VAT Overview
4. Transaction processing buttons

These 4 elements will be described in detail for each transaction type, but here we describe features which you will come across again and again.

### 1. Header

The header contains information such as the statement / invoice date and number, amounts, etc. The header will be described in detail for each transaction type in the next chapters. The period needs to be entered for all transaction types and two things are worth noting:

- The Period indicates in which financial period the transaction will be posted. The period is entered as YYYY/NN, where YYYY stands for the financial year and NN stands for the financial month. In a lot of cases the financial period will follow the calendar months – if this is not the case for your company, take care when entering the period.
- The most important thing to remember is that transactions should be booked in the financial period in which they *occurred*, regardless of which statement or the invoice they appear on.

## 2. Transaction details

The transaction details will be described in detail for each transaction type in the next chapters. However, the 'Difference' field shown at the bottom of this section of the screen is common to all transaction types.

- In the case of bank statements and cashbook, the 'Difference' field compares the sum of all transactions with the difference between the opening and closing balance.
- In the case of sales and purchase invoices, the 'Difference' field shows the difference between the sum of all transactions and the total invoice amount.

You are only allowed to post your transaction when the 'Difference' field is 0.


### Balancing VAT differences

There are circumstances whereby the VAT calculation in the system does not match up to the VAT calculation of the actual invoices due to rounding. In these cases the system will show a difference of 1 or 2 cents in the **Difference** field.

		Total received	Total paid	Difference
		11617.00	11365.99	0.01
vat				
VAT No VAT	VAT 13.5	VAT 21 %	Total VAT	
0.01	1360.67	130.31	1230.35	<a href="#">balance vat</a>

These cases can be resolved by clicking on the **balance vat** button. The VAT will be recalculated and you will be able to post the transaction.

In extreme cases whereby the supplier sent you an invoice whereby the VAT was incorrectly calculated with more than 0.02 cent you can click on the padlock icon next to the VAT amount field, to correct the VAT accordingly.

21.00	
-------	---

### Multiple VAT Transactions

There could be cases whereby a supplier invoice shows multiple VAT rates. In these cases you will need to enter this one invoice over multiple transaction lines.

For example you have received an invoice (invoice number 237) with a total invoice amount of € 234.50. The invoice is broken down as follows:

Diesel	€ 100.00	VAT 13,5%	Amount inclusive VAT	€ 113.50
Spare parts	€ 100.00	VAT 21%	Amount inclusive VAT	€ 121.00

This invoice will be entered as follows:

IC / cur.dat.	GL account	Rel./Cst.	Project/Asset	Amount	recvd/paid	Invoice no.	Cheque no
Current	4026			100.00	paid	13.5%	13.50
	Motor running					237	
Current	4026			100.00	paid	21 %	21.00
	Motor running			Spare parts		237	



It is possible to jump from one field to another field by using the TAB key or the Enter key. In this way you can avoid using the mouse, which speeds up the data entry process. It is not necessary to use the mouse to select a value from a selection box. In the "recvd / paid" field for example you can use the arrow keys or type the first letter of the value ("r" for received) to quickly select the required value.

If you want to jump back one field you hold the SHIFT + click TAB key once at the same time.



There are cases where it is not entirely clear which code should be selected. The best option here is to select the code 2999 – "Assistance required". Make sure that you enter a detailed description of the transaction in the description field. Your accountant will notice this particular transaction and select the correct code for you. If the necessary code does not exist yet, the accountant will create the code for you.

### 3. VAT Overview

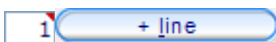
Below the Transaction detail section is the VAT Overview. This overview shows the balance for each VAT percentage for all entered transactions:

vat			
21 %	13.5%	0%	Total VAT
254.10	135.00	0.00	389.10

This is shown purely for information and is calculated by the system. You do not have to do anything with this information as detailed reporting will be available to calculate the VAT for VAT return purposes.

### 4. Transaction Processing buttons

The following buttons are available:



The **+line** button allows you to add one or more empty transaction lines to the screen. Enter the desired number of lines in the number field and click on the **+ line** button. The screen will be rebuilt and the new

transactions lines will be added. Every time you use the **+line** button the information on the screen will be saved.

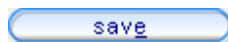


The **Provisional** button lets you post the transaction to the accounts. Only when the transaction is posted will your accountant be able to view and validate the transaction. The transaction will not be included in your financial reporting if it is not yet posted.

You can only post the transaction if it balances correctly. The difference between opening and closing balance need to be equal to the balance of the different transactions entered. Once the two balances and all other information is entered correctly the **Provisional** button will change colour. You will now be able to (provisionally) post the transaction to your accounts.

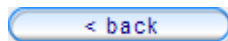


Only post the transaction when it is complete and there are no more transaction details to be entered. If you post the transactions prematurely your accountant might pick up the transactions and process the incomplete transaction. You can save the transaction temporarily without posting it to your accounts by clicking on the **save** button.

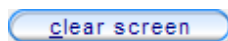


To save the information entered on the screen without posting it to the ledger (even provisionally), click **save**.

You can also use this button to speed up the data entry process. You can just enter the Codes in the code field and TAB to the next field(s). This however will not bring up the Code description. To bring up the Code descriptions on the screen click **save**.



If you want to stop the data entry and return to the last screen, click on the back button. PLEASE NOTE that if you have entered any information in the screen that has not yet been saved by clicking on the **save** button, this information will be lost!



This button will clear all information on the screen. BE AWARE that all information until that point will be lost!



This button only appears if the 'automatic calculation' flag is switched off.



Only post the Bank Statement when all transactions on the paper bank statement are entered.

## Chapter 5 Cash-based Bookkeeping

*If your bookkeeping is invoice-based (i.e. with full purchases and sales ledgers) you can ignore this chapter.*

Having gone through the basics of the system we have now arrived at the actual bookkeeping stage. Cash-based bookkeeping effectively means that you only record transactions when money changes hands i.e. when you make or receive a payment.

You therefore need to process:

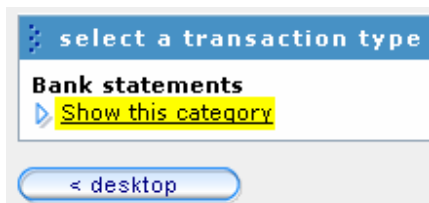
- Bank statements for all your business bank accounts
- Credit card statements for all your business credit cards (if any)
- Cashbook transactions

To help explain how to process these three types of transactions in the system we look at the accounts of a fictitious company, called Cash Based Company (CBC).

### Bank statement entry

Start the Bookkeeping system and select the function  
**Accounting tab / Financials / Data entry**

Click **Show this category** under the heading Bank Statements




In the next screen you have to select the relevant Bank / Credit card account. In the case of CBC there are two accounts, one bank and one Visa Credit Card. If there is only one bank account configured in the system then the relevant bank screen will be opened immediately.

We select the Bank of Carlow account by clicking on the "Open" field.



This opens the bank statement data entry screen for the account Bank of Carlow:

Input - Bank of Carlow - current 24892833 

bank statement <span style="float: right;">1</span> <span style="float: right;">automatic calculation <input checked="" type="checkbox"/></span>										
Period	Statement date	Statement no	Currency	Opening balance	Closing balance	Total				User
2005/8	31/08/2005	5	Eur	14104.69	14104.69	0.00	recvd			MAIREAD

posting <span style="float: right;">2</span>										
IC / cur.dat.	GL account	Rel./Cst.	Project/Asset	Amount	recvd/paid	Invoice no.	VAT / incl. VAT			
Current					paid	No VAT				
				Description		Invoice no.	0.00			
				Cheque no.						
Current					paid	No VAT				
				Description		Invoice no.	0.00			
				Cheque no.						
Current					paid	No VAT				
				Description		Invoice no.	0.00			
				Cheque no.						
				Total received	Total paid	Difference				
				0.00	0.00	0.00				

vat	
Total VAT	0.00

1
+ line
final
provisional
save
clear screen

## 1. Bank Statement header

The following information needs to be entered into the Bank Statement Header

**Period\*** *In our example the financial year follows the calendar year. The Bank statement shows the transactions of August 2005. The Period in this example is therefore 2005/8. In this way all sales and expenditures will be reported in the month August.*

**Statement date\*** *The Statement should be set to the last day of the month. Let's assume that we have a bank statement with transactions of August 2005 then the Statement date will be 31/08/2005.*

**Statement no\*** *In the Statement no field we enter the Statement number printed on the actual paper bank statement.*

**Currency** *The default currency is Euro for Ireland and GBP for the UK. However if you own a foreign currency account you would be able to process the transactions in the relevant currency. Please contact your accountant to setup the relevant currencies for you.*

**Opening balance** *The Opening balance is calculated by the system. If you enter the first bank statement of a bank account the amount should be zero. When entering the second bank statement the opening balance on the screen should match the opening balance on the paper statement. If this is not the case then there is a discrepancy that needs to be resolved.*

**Closing balance** *In this field you should enter the balance of the last transaction in a particular month*

**Total** *The total is calculated by the system and is the difference between the opening balance and the closing balance.*

**User** *The system records the user that enters a transaction for audit purposes.*



There are cases whereby the Bank statement shows the transactions of different financial periods (calendar months). In these cases you will have to enter multiple bank statements.

For example you received a paper bank statement that shows the transactions of the month June and July 2005. In this case you will have to enter two bank statement entries. One entry that will have a financial period of 6 and a statement date of 30/06/2005. The entry with the July transactions will have the period 7 and a statement date of 31/07/2005.

**The most important thing to remember is that transactions should be booked in the financial period in which they occurred, regardless of which statement they appear on.**

Based on our example the Bank Statement header will contain the following information:

bank statement							automatic calculation <input checked="" type="checkbox"/>	
Period	Statement date	Statement no	Currency	Opening balance	Closing balance	Total	User	
2005/8	31/08/2005	5	Eur	14104.69	14104.69	0.00	recvd	MAIREAD

## 2. Transaction details

We are now ready to enter the individual bank transactions. Each transaction contains the following information:

posting							
IC / cur.dat.	GL account	Rel./Cst.	Project/Asset	Amount	recvd/paid	Invoice no.	VAT / incl. VAT
Current					paid	No VAT	
				Description 1		Invoice no. 2	0.00
				Cheque no. 3			

**IC / cur.dat.** This is always 'greyed out' unless you have activated intercompany transactions. Your accountant can give you more details on how to manage intercompany transactions if you need to do so.

**GL account** Short for General Ledger account or Nominal code. In this field we will enter the relevant sales or expense code. If you do not know the code, simply enter some of the letters in the code name. As you type, a list of the values matching what you entered will be displayed. If you are still not sure, use the code 2999 'assistance required'

When you click 'save', the name of the nominal code will be automatically retrieved and displayed in the grey field under the GL account field.


**Rel./Cst.** This is only relevant for invoice-based bookkeeping.

**Project/Asset** *If the amount relates to a particular project or asset, you can enter the relevant code here.*

**Amount** *The amount is always positive, even if the transaction is a payment. Normally you enter the amount exclusive VAT in this field. It is possible however to enter the amount inclusive VAT and let the system calculate the VAT for you.*

**Recvd/paid** *In this field you indicate if the transaction is a payment or receipt.*

**VAT** *The VAT field determines the relevant VAT percentage that will be used to calculate the VAT amount on that transaction.*

*As mentioned earlier the system can calculate the VAT amount if the amount including VAT is entered in the amount field. First select the relevant VAT percentage and then click on the  button. The VAT will automatically be extracted from the amount entered.*

**Description** *Enter a detailed description in this field explaining the transaction. If the transaction is related to a sales or purchase invoice please enter the name of the Customer / Supplier here. The description field is under the 'amount' field. See number 1 in the diagram above.*

**Invoice no** *If the transaction relates to a payment of a supplier invoice or a receipt from a customer, then you can enter the relevant invoice number in this field (noting that the field is the second field under the heading – see number 2 in the diagram above)*

**Cheque no** *If the transaction is a cheque payment you can enter the Cheque number in this field. Do not enter the cheque numbers of the cheques that were received from customers. (Note that the field appears on the third line of each transaction)*

The following screen shot shows the first three transactions from our example bank statement.

posting							
IC / cur.dat.	GL account	Rel./Cst.	Project/Asset	Amount	recvd/paid	Invoice no.	VAT / incl. VAT
Current	4016			54.00	paid	13.5%	7.29
	Light & heat			ESB		88473	61.29
Current	0060			120.00	paid	21 %	25.20
				New telephone		3542	145.20
	003						
Current	4010			350.00	paid	21 %	73.50
	Rent			P. Drummond		Invoice no.	423.50
	Cheque no.						
				Total received	Total paid	Difference	
				0.00	629.99	629.99	



*If you are using a slow dial-up connection, you can speed up the data entry by 'unticking' the Automatic calculation flag*

**automatic calculation**

*This will mean that as you enter each line, the totals will not be calculated. When you have entered all lines, you can then click the calculate button to check that the total of all transactions entered adds up to the difference between the opening and closing balance.*



*It is also possible to import bank statements if you use the internet banking application of certain banks. Contact us for more details.*

## Processing Credit Card Statements

If you have a dedicated credit card for business purposes you can process the credit card transactions in the same way as your bank account statement.

When processing a credit card statement the following needs to be considered:

- Payment of the credit card should be posted to code 1014 – Credit Card payments. This code is selected in the Credit Card statement as well as in the relevant bank account.

In the example below a credit card bill was paid by a direct debit transaction from a current account. The payment was processed in the bank account as follows:

GL account	Rel./Cst.	Project/Asset	Amount	recvd/paid	Invoice no.	VAT / incl. VAT
1014			414.87	paid	No VAT	
Credit Card p			DD Visa CC		Invoice no.	
Cheque no						

The credit card statement was processed as follows:

Input - Visa Credit Card - 4534923391

bank statement								automatic calculation	
Period	Statement date	Statement no	Currency	Opening balance	Closing balance	Total		User	
2005/8	31/08/2005	13	Eur	0.00	0.00	0.00	recvd	MAIREAD	
posting									
IC / cur.dat.	GL account	Rel./Cst.	Project/Asset	Amount	recvd/paid	Invoice no.	VAT / incl. VAT		
Current	4064			250.00	paid	21 %	52.50		
	Computer run			Online software fees		210991	302.50		
Current	4068			99.00	paid	13.5%	13.37		
	Travel			Hotel - business trip to Galw		9087A	112.37		
Current	1014			414.87	recvd	No VAT			
	Credit Card p			Payment CC		Invoice no.			
	Cheque no								
				Total received	Total paid	Difference			
				414.87	414.87	0.00			
vat									
21 %	13.5%	Total VAT							
52.50	13.37	65.87							

+ line    final    provisional    save    clear screen    < back

➔ The same principle applies as for bank statements i.e. *the most important thing to remember is that transactions should be booked in the financial period in which they occurred, regardless of which statement they appear on.*

➔ Some credit card accounts allow an overdraft facility. In that case enter all transactions on the statement and the payment amount of that month. The code 1014 – Credit Card payments will show the outstanding balance that still needs to be paid.

## Cashbook transactions

The Cashbook is only used by those clients who have regular cash sales in a retail environment. However the cashbook option can be used as a petty cash control account if required.

The cashbook entry principle works exactly the same as the Bank statement. The opening balance will be the opening balance of the cashbook at the beginning of the period and the closing balance is the amount in cash at the end of the period.

The cashbook can be started by selecting the **Accounting tab / Financials / Data entry** option.

## Chapter 6 Invoice based bookkeeping

If your bookkeeping is cash-based, you can ignore this chapter.

Having gone through the basics of the system we have now arrived at the actual bookkeeping stage. Invoice-based bookkeeping means that you keep full sales and purchases ledgers as well as recording all transactions where money is paid or received.

Your bookkeeping therefore incorporates:

- Setting up your suppliers and customers
- Entering purchase invoices
- Entering sales invoices
- Entering bank statements for all your business bank accounts
- Entering credit card statements for all your business credit cards (if any)
- Entering cashbook transactions

To help explain how to process these types of transactions in the system we look at the accounts of a fictitious company, called Invoice Based Company (IBC).


### Setting up suppliers and customers

To create new suppliers and customers follow these steps:


1. Select **Accounting / Dimensions / Manage**
2. In the dimension management screen, you will see the categories for which you can create dimensions, namely Accounts Payable (Suppliers) and Accounts Receivable (Customers). Here we will make a supplier code, so click on 'Open' under Accounts Payable



3. In the next window we can select an existing code or enter a new code. A pre-defined coding convention has been set up for you. A coding convention is useful in that you can recognise the dimension type from the code. The tip section of the screen will show you the format to use for each dimension type. Generally, supplier codes all have 4 digits and start with 2. You can click **next free code** for the system to generate the code for you. If you have followed the coding convention and assigned numbers in sequential order, this will generate the next free code in the range assigned for this dimension type.


Dimension management - Accounts Payable (CRD) 

**dimension**

Code  

Name

[< back](#) [next free code](#) [next >](#)

 If you enter a new dimension the format must comply with '2[0-9][0-9][0-9]'.  
 Explanation:  
 [0-9] = character between '0' and '9'  
 Examples: '2070', '2763'

Click on **next** to proceed.

- On the next screen, you can enter information about your supplier. The only required information is the Name, but you can also enter address details, bank details and payment information.

2015 (new)  
Supplier A

General | Adresses | Banks | Payment settings

Code

Company name

[< back](#) [save](#)

- Click **save**. Your supplier has now been set up and you can enter purchase invoices from this supplier.


When you first start using the system, you can set up all your existing customers and suppliers in this way (it is also possible to import them automatically – contact us for more information). You can also add customers and suppliers while doing data entry of purchase and sales invoices – see below.

## Purchase invoice entry

As mentioned in the bookkeeping tips chapter, you should keep your purchase invoices separately and sort them by supplier and invoice date. If you pay a supplier's invoice by cheque, write down the cheque number on the invoice. You can then periodically log into the system and enter these invoices.

Go to **Accounting tab / Financials / Data entry**


Click **Open** under the heading Purchase Invoice

Line 1-4 of 4. Select a transaction type 


**select a transaction type**

<p><b>BOC Current account</b> ▶ <a href="#">Open</a></p> <p><b>Cashbook</b> ▶ <a href="#">Open</a></p>	<p><b>Purchase invoice</b> ▶ <a href="#">Open</a></p> <p><b>Sales invoice</b> ▶ <a href="#">Open</a></p>
--	--

This opens the purchase invoice data entry screen.

Input - Purchase invoice 

**purchase** 1 **credit purchase invoice** 2

Period	Invoice date	Supplier	Currency	Amount (incl. VAT)	Invoice no	Due date	User
2005/8	10/08/2005		Euro				CLIENTB

Not in payrun

**posting**

IC	GL account	Asset cost centre	Project/Asset	Amount (excl. VAT)	VAT
Current					21 %
Current					21 %

Difference (incl. VAT): 0.00

**vat**

Total VAT	0.00
-----------	------

1 [+ line](#) [provisional](#) [save](#) [clear screen](#)

[< back](#)

## 1. Purchase invoice header

The following information needs to be entered into the purchase invoice header

**Period\*** *In our example the financial year follows the calendar year. The invoice is for services provided in August. The Period in this example is therefore 2005/8.*

**Invoice date** *Simply enter the invoice date as shown on the invoice.*

**Supplier** *Enter the code of the supplier in question. You can use the selection box to find the supplier code. If the supplier does not exist yet, simply click the star icon and you can create a supplier in the same way as described earlier.*

**Currency** *If you receive an occasional foreign currency invoice, simply convert the amount you paid to your local currency. However if you deal with (multiple) supplier(s) on a regular basis in a foreign currency, your accountant can set the system up for you so that you can enter invoices in the foreign currency and the system then converts this to your local currency according to agreed and configured rates.*

**Amount** As indicated in the field heading, you should enter the amount including any VAT. The amount should always be entered as a positive amount.

**Invoice no.** Enter the invoice number as shown on the invoice. If none is shown, enter the invoice date as a unique identifier.

**Due date** This is not mandatory, but can be useful to enter.

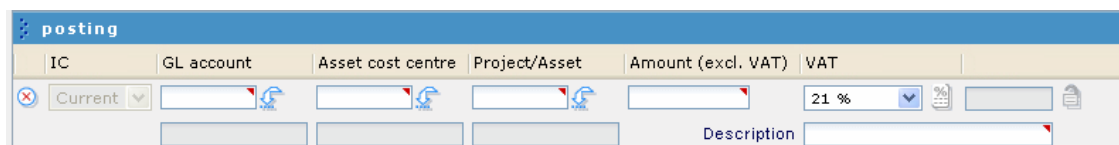
**User** The system records the user that enters a transaction for audit purposes.

Additionally, there are two tick boxes in the header:

- Credit purchase invoice: if you have received a credit note from a supplier, tick this box. Enter all amounts as positive amounts and the system will automatically book them correctly.
- Not in payrun: you can ignore this field

## 2. Transaction details

We are now ready to enter the invoice details. Each transaction within the invoice needs to be entered with the following information:



**IC / cur.dat.** This is always 'greyed out' unless you have activated intercompany transactions. Your accountant can give you more details on how to manage intercompany transactions if you need to do so.

**GL account** Short for General Ledger account or Nominal code. In this field we will enter the relevant sales or expense code. If you do not know the code, simply enter some of the letters in the code name. As you type, a list of the values matching what you entered will be displayed. If you are still not sure, use the code 2999 'assistance required'

When you click 'save', the name of the nominal code will be automatically retrieved and displayed in the grey field under the GL account field.


**Cost centre** You can book a transaction on multiple levels in the system. This allows you to do detailed reporting. For example if you have two products, you might want to allocate your costs to each product as appropriate. Your accountant can set up cost centres for you.

**Project/Asset** Again, this allows you to do even more detailed reporting. You can choose to book your costs to a particular project or asset.

**Amount** The amount is always positive. Normally you enter the amount exclusive of VAT in this field. It is possible however to enter the amount inclusive VAT and let the system calculate the VAT for you.

**VAT** The VAT field determines the relevant VAT percentage that will be used to calculate the VAT amount on that transaction.

Normally the supplier invoice will tell you what the relevant VAT rate is.

As mentioned earlier the system can calculate the VAT amount based on the amount entered in the amount field. First select the relevant VAT percentage and then click on the  button. The VAT will automatically be extracted from the amount entered.

**Description** Here you should enter a description of the transaction.

## Sales invoice entry


As mentioned in the bookkeeping tips chapter, you should keep your sales invoices separately and sort them by invoice number. You can then periodically log into the system and enter these invoices. (Note you can also use the system to produce your sales invoices – this feature is described in the 'Advanced bookkeeping' manual).

Go to **Accounting tab / Financials / Data entry**

Click **Open** under the heading Sales Invoice



This opens the sales invoice data entry screen.

Input - Sales invoice 

**sales** credit sales invoice

Period	Invoice date	Customer	Currency	Amount (incl. VAT)	Invoice no	Due date	User
2005/8	10/08/2005		Euro				CLIENTB

Not in direct debit

**posting**

IC	GL account	Asset cost centre	Project/Asset	Amount (excl. VAT)	VAT
Current					21 %
					Description
Current					21 %
					Description

Difference (incl. VAT): 0.00

**vat**

Total VAT	0.00
-----------	------

## 1. Sales invoice header

The following information needs to be entered into the purchase invoice header

**Period\*** *In our example the financial year follows the calendar year. The invoice is for services provided in August. The Period in this example is therefore 2005/8.*

**Invoice date** *Enter the date you issued the invoice.*

**Customer** *Enter the code of the customer in question. You can use the selection box to find the customer code. If the customer does not exist yet, simply click the star icon and you can create a customer in the same way as described earlier.*

**Currency** *If you issue an occasional foreign currency invoice, simply convert the amount to your local currency. However if you deal with (multiple) customer(s) on a regular basis in a foreign currency, your accountant can set the system up for you so that you can enter invoices in the foreign currency and the system then converts this to your local currency according to agreed and configured rates.*

**Amount** *As indicated in the field heading, you should enter the amount including any VAT. The amount should always be entered as a positive amount.*

**Invoice no.** *Enter the invoice number as shown on the invoice.*

**Due date** *This is not mandatory, but can be useful to enter.*

**User** The system records the user that enters a transaction for audit purposes.

Additionally, there are two tick boxes in the header:

- Credit sales invoice: if you have issued a credit note to a customer, tick this box. Enter all amounts as positive amounts and the system will automatically book them correctly.
- Not in direct debit: you can ignore this field

## 2. Transaction details

We are now ready to enter the invoice details. Each transaction within the invoice needs to be entered with the following information:

IC	GL account	Asset cost centre	Project/Asset	Amount (excl. VAT)	VAT
Current					21 %
					Description

**IC / cur.dat.** This is always 'greyed out' unless you have activated intercompany transactions. Your accountant can give you more details on how to manage intercompany transactions if you need to do so.

**GL account** Short for General Ledger account or Nominal code. In this field we will enter the relevant sales or expense code. If you do not know the code, simply enter some of the letters in the code name. As you type, a list of the values matching what you entered will be displayed. If you are still not sure, use the code 2999 'assistance required'


When you click 'save', the name of the nominal code will be automatically retrieved and displayed in the grey field under the GL account field.

**Cost centre** You can book a transaction on multiple levels. This allows you to do detailed reporting. For example if you have two products, you might want to allocate your revenue to each product as appropriate. Your accountant can set up cost centres for you.

**Project/Asset** Again, this allows you to do even more detailed reporting. You can choose to book your revenue to a particular project or asset.

**Amount** The amount is always positive. Normally you enter the amount exclusive VAT in this field. It is possible however to enter the amount inclusive VAT and let the system calculate the VAT for you.

**VAT** The VAT field determines the relevant VAT percentage that will be used to calculate the VAT amount on that transaction.

As mentioned earlier the system can calculate the VAT amount based on the amount entered in the amount field. First select the relevant VAT percentage and then click on the  button. The VAT will automatically be extracted from the amount entered.

**Description** Here you should enter a description of the transaction.

## Bank statement entry

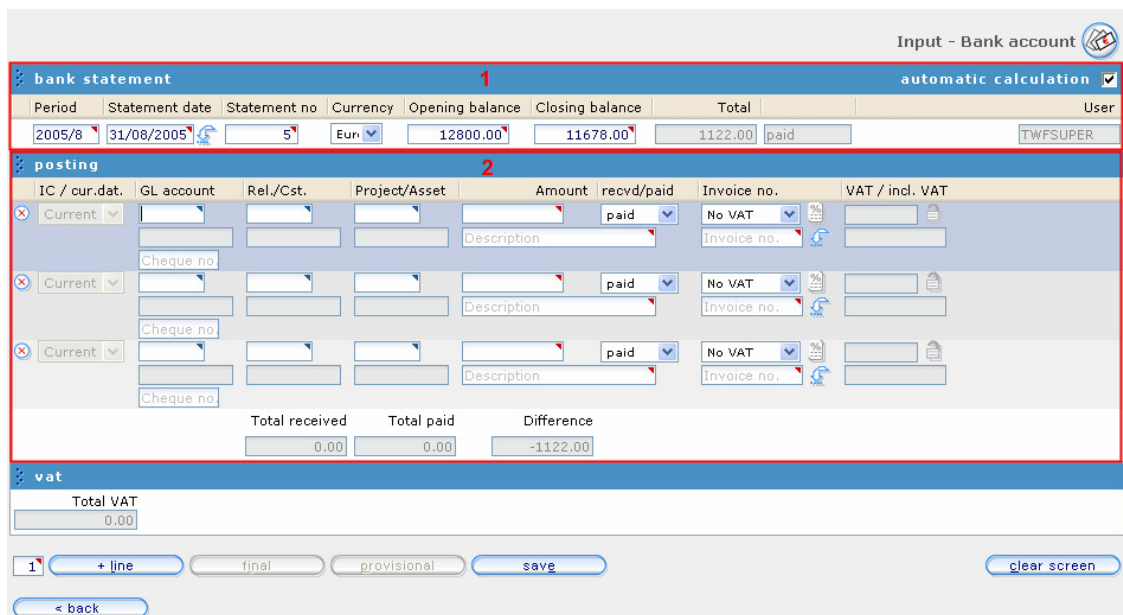
Start the Bookkeeping system and select the function

**Accounting tab / Financials / Data entry**

Click **Show this category** under the heading Bank Statements



In the next screen you have to select the relevant Bank / Credit card account. In the case of IBC there is just one bank account so the bank statement data entry screen is immediately opened. If there is more than one bank or credit card account configured in the system you first need to select for which account you wish to enter a statement.



Period	Statement date	Statement no	Currency	Opening balance	Closing balance	Total	User
2005/8	31/08/2005	5	Eur	12800.00	11678.00	1122.00 paid	TWFSUPER

IC / cur.dat.	GL account	Rel./Cst.	Project/Asset	Amount	recvd/paid	Invoice no.	VAT / incl. VAT
Current				Description	paid	No VAT	
Current				Description	paid	No VAT	
Current				Description	paid	No VAT	

Total received	Total paid	Difference
0.00	0.00	-1122.00

Total VAT: 0.00

## 1. Bank Statement header

The following information needs to be entered into the Bank Statement Header

**Period\*** *In our example the financial year follows the calendar year. The Bank statement shows the transactions of August 2005. The Period in this example is therefore 2005/8.*

**Statement date\*** *The Statement should be set to the last day of the month. Let's assume that we have a bank statement with transactions of August 2005 then the Statement date will be 31/08/2005.*

*In our example bank statement the transactions are related to the month August. Therefore we set the statement date to 31/08/2005. In this way all sales and expenditures will be reported in the month August.*

**Statement no\*** *In the Statement no field we enter the Statement number printed on the actual paper bank statement.*

**Currency** *The default currency is Euro for Ireland, GBP for the UK. However if you own a foreign currency account you would be able to process the transactions in the relevant currency. Please contact your accountant to setup the relevant currencies for you.*

**Opening balance** *The Opening balance is calculated by the system. If you enter the first bank statement of a bank account the amount should be zero. When entering the second bank statement the opening balance on the screen should match the opening balance on the paper statement. If this is not the case then there is a discrepancy that needs to be resolved.*

**Closing balance** *In this field you should enter the balance of the last transaction in a particular month*

**Total** *The total is calculated by the system and is the difference between the opening balance and the closing balance.*

**User** *The system records the user that enters a transaction for audit purposes.*



*There are cases whereby the Bank statement shows the transactions of different financial periods (calendar months). In these cases you will have to enter multiple bank statements.*

*For example you received a paper bank statement that shows the transactions of the month June and July 2005. In this case you will have to enter two bank statement entries. One entry that will have a*

financial period of 6 and a statement date of 30/06/2005. The entry with the July transactions will have the period 7 and a statement date of 31/07/2005.

The most important thing to remember is that transactions should be booked in the financial period in which they occurred, regardless of which statement they appear on.

Based on our example the Bank Statement header will contain the following information:

bank statement							automatic calculation <input checked="" type="checkbox"/>	
Period	Statement date	Statement no	Currency	Opening balance	Closing balance	Total	User	
2005/8	31/08/2005	5	Eur	12800.00	11678.00	1122.00 paid	TWFSUPER	

## 2. Transaction details

We are now ready to enter the individual bank transactions. Each transaction contains the following information:

posting							
IC / cur.dat.	GL account	Rel./Cst.	Project/Asset	Amount	recvd/paid	Invoice no.	VAT / incl. VAT
Current					paid	No VAT 4	
				Description 1		Invoice no. 2	
				Cheque no. 3			

Note: if the payment is related to a sales or purchase invoice previously raised in the system, please see the section on automatic matching below.

**IC / cur.dat.** This is always 'greyed out' unless you have activated intercompany transactions. Your accountant can give you more details on how to manage intercompany transactions if you need to do so.

**GL account** Short for General Ledger account or Nominal code. If the receipt/payment is related to an invoice which has been / will be posted, leave this field blank! This is because the payment or receipt will be booked to the appropriate expense or sales code when entering the invoice. If you do not know the code, simply enter some of the letters in the code name. As you type a list of the values matching what you entered will be displayed.

When you click 'save', the name of the nominal code will be automatically retrieved and displayed in the grey field under the GL account field.

**Rel./Cst.** If the receipt/payment is related to an invoice which has been / will be posted, enter the code of the supplier or customer in this field.

**Project/Asset** If the receipt/payment is related to an invoice which has been / will be posted, leave this field blank! This is because the payment or receipt will be booked to the appropriate project or asset code when entering the invoice.

**Amount** *The amount is always positive, even if the transaction is a payment. Normally you enter the amount exclusive VAT in this field. It is possible however to enter the amount inclusive VAT and let the system calculate the VAT for you.*


**Recvd/paid** *In this field you indicate if the transaction is a payment or receipt.*

**Invoice no** *If the transaction relates to a payment of a supplier invoice or a receipt from a customer, then you can enter the relevant invoice number in this field (noting that the field is the second field under the heading – see number 2 in the diagram above)*

**Cheque no** *If the transaction is a cheque payment you can enter the Cheque number in this field. Do not enter the cheque numbers of the cheques that were received from customers. (Note that the field is the third field under the heading – see number 3 in the diagram above)*

**Description** *Enter a detailed description in this field explaining the transaction. If the transaction is related to a sales or purchase invoice please enter the name of the Customer / Supplier here. The description field is under the 'amount' field. See number 1 in the diagram above.*

**VAT** *The VAT field determines the relevant VAT percentage that will be used to calculate the VAT amount on that transaction.*

*As mentioned earlier the system can calculate the VAT amount if the amount including VAT is entered in the amount field. First select the relevant VAT percentage and then click on the  button. The VAT will automatically be extracted from the amount entered.*

*Note that if the transaction relates to a payment of a supplier invoice or a receipt from a customer, leave the VAT field on the default 'No VAT' since the VAT was recorded when the invoice was recorded.*

### **Automatic matching**

When entering payments or receipts related to purchase or sales invoices previously raised in the system, you need to match these so that you know what invoices have been paid and in what timeframe.

When such receipts or payments appear on your bank statement, enter the customer or supplier number and the amount on the transaction line of the bank statement and then click the selection box icon next to the invoice number field.

posting

IC / cur.dat.	GL account	Rel./Cst.	Project/Asset	Amount	recvd/paid	Invoice no.	VAT / incl. VAT
Current		2000		121.00	paid	No VAT	
				Description		Invoice no.	

Cheque no.

A new screen will now be opened showing all the open invoices for that customer/supplier.

outstanding invoices Matching date 31/08/2005

Comments:

Total amount: 121.00  
Reserved: 0.00  
Offscreen amount: 0.00

Inv. no	Inv. date	Status	Currency	Inv. amount	Euro	Open amount (Euro)	Method	Amount
Account code: BT Bill (2000)								
98789	01/08/2005	Final	EUR	-121.00	-121.00	-121.00		
987	31/12/2005	Final	EUR	-121.00	-121.00	-121.00		

close save filter / options Difference: 121.00

- If the payment you made was for one complete invoice and there is only one invoice with this amount, the system will pre-select that invoice for you and all you will need to do is click save. In this case, there are two invoices with the same amount, so you simply click anywhere on the line of the invoice which you want to mark as paid and it will be marked for full payment.
- If the payment was for multiple invoices, select all the invoices in question.
- If the payment was for an amount other than the invoice amount, you can mark a certain amount as being a discount or a currency difference. Using the example from the screen shot above, let's assume that you made a payment of EUR120 on invoice 98789. The invoice amount is EUR 121 and the EUR 1 difference is due to currency differences.
  - 120 will be shown in the Total amount field since this is the amount which appears on your bank statement
  - Select 'Currency difference' in the drop down list under the Method field
  - Enter -1 in the amount field. You will now see that the Difference field shows 0. Invoice 77364 can now be 'matched' with the payment made so that it is noted as being paid. (see screen shot below).

outstanding invoices Matching date 31/08/2005

Comments:

Total amount: 120.00  
Reserved: 0.00  
Offscreen amount: 0.00

Inv. no	Inv. date	Status	Currency	Inv. amount	Euro	Open amount (Euro)	Method	Amount
Account code: BT Bill (2000)								
98789	01/08/2005	Final	EUR	-121.00	-121.00	-121.00	Currency difference	-1.00
987	31/12/2005	Final	EUR	-121.00	-121.00	-121.00		

close save filter / options Difference: 0.00

- If the payment is for *more* than the invoice amount, you can mark the remaining extra amount as 'Reserved'. So let's say you made a payment of EUR 141.
  - 141 will be shown in the Total amount field since this is the amount which appears on your bank statement
  - Enter 20 in the Reserved field
  - Click anywhere on the invoice line to mark it for full payment. You will now see that the Difference field shows 0. Invoice 76889 can now be 'matched' with the payment made and the remaining EUR 20 is still available for future matching (see screen shot below).

Once the amount of the invoices you select matches the total amount you entered at the top of the screen, the save button will become active. Once you click **save**, the transaction will be posted to the bank statement and the matching is performed on a provisional level. Only when both transactions are posted as final (in this case, the bank statement and the purchase invoice) is the matching final. If any changes are made to either transaction before they are posted as final, the matching will be undone.

### Filter / options

If you click **filter/options**, two extra sections appear on the screen.

### Filter

This allows you to enter additional criteria to filter the list of invoices displayed. The details you filled in on the bank statement screen will be pre-filled here (so if you entered the supplier number that will be shown here, as is the case above).

### Options

- Description: Show. If this is ticked, the description entered in the invoice will be shown on the screen.

- Description: Copy to statement. If this is ticked, the description entered in the invoice will be copied to the description field of the bank statement.
- Total amount: Automatic calculation. If this is ticked, you do not need to enter anything in the 'Total amount' field. This field will be automatically calculated as you select invoices for payment. The difference field will always then be zero. We recommend that you do **not** tick this field. If you enter the total amount manually, there is then a built in check that the invoices you select match this amount. If you do tick this field, ensure that you always check the calculated total amount to see that it matches the amount on your bank statement.
- Number of lines: the number you enter here will determine the total number of lines displayed on the screen.

The following screen shot shows the first three transactions from our example bank statement.

- First line: IBC purchased a new telephone, but not from their usual supplier of office equipment. They do not expect to deal with this supplier frequently, so no supplier code has been created. The amount is therefore booked to the appropriate expense code.
- Second line: IBC have defined ESB as a supplier in the system. Whenever they receive an invoice from ESB, they post it in the system as a purchase invoice, booking it to the light & heat expense code. When the payment shows up on their bank statement, IBC then only need to post the payment to the supplier code, matching the transaction to the initial purchase invoice.
- Third line: Susies Store is a customer of IBC and is defined in the system with a customer code. Any invoices sent to Susies Store are entered as sales invoices. When the payment shows up on their bank statement, IBC then only need to post the payment to the customer code, matching the transaction to the initial sales invoice.

posting								
IC / cur.dat.	GL account	Rel./Cst.	Project/Asset	Amount	recvd/paid	Invoice no.	VAT / incl. VAT	
⊗ Current	0060 Office Equipm Cheque no			120.00	paid	21 % Invoice no.	25.20	145.20
⊗ Current	1600 Purchase ledg Cheque no	2012 ESB		54.00	paid	No VAT 08473		54.00
⊗ Current	1300 Sales ledger Cheque no	1014 Susie's Store		234.00	recvd	No VAT 7746		234.00

The figures shown at the bottom of this section of the screen recalculate with each transaction you enter. The 'Difference' field compares the difference between the opening and closing balances with the sum of all transactions entered. When you have finished entering the bank statement, this should therefore be 0.



*If you are using a slow dial-up connection, you can speed up the data entry by 'unticking' the Automatic calculation flag*

**automatic calculation**

*This will mean that as you enter each line, the totals will not be calculated. When you have entered all lines, you can then click the calculate button to check that the total of all transactions entered adds up to the difference between the opening and closing balance.*

**calculate**

## Processing Credit Card Statements

If you have a dedicated credit card for business purposes you can process the credit card transactions in the same way as your bank account statement.

When processing a credit card statement the following needs to be considered:

- Payment of the credit card should be posted to code 1014 – Credit Card payments. This code is selected in the Credit Card statement as well as in the relevant bank account.

In the example below a credit card bill was paid by a direct debit transaction from a current account. The payment was processed in the bank account as follows:

GL account	Rel./Cst.	Project/Asset	Amount	recvd/paid	Invoice no.	Cheque no
1014			414.87	paid	No VAT	
Credit Card p			DD Visa CC			

The credit card statement was processed as follows (noting that the opening and closing balances are shown as negative amounts because money is owed on the credit card account):

bank statement								automatic calculation		
Period	Statement date	Statement no	Currency	Opening balance	Closing balance	Total		User		
2005/8	31/08/2005	678	Eur	-1079.00	-1298.17	219.17	paid	CLIENTB		
posting										
IC / cur.dat.	GL account	Rel./Cst.	Project/Asset	Amount	recvd/paid	Invoice no.	Cheque no			
Current		2001		980.00	paid	21 %	205.80			
		Dell Computa		New laptop		67365				
Current	4068			99.00	paid	13.5%	13.37			
	Travel			Hotel - business trip to Galw		9087A				
Current	1014			1079.00	recvd	No VAT				
	Credit card p			Payment CC						
Total received				1079.00	Total paid		1298.17	Difference		0.00
vat										
13.5%	21 %	Total VAT		13.37	205.80	219.17				



The same principle applies as for bank statements i.e. *the most important thing to remember is that transactions should be booked in the financial period in which they occurred, regardless of which statement they appear on.*



Some credit card accounts allow an overdraft facility. In that case enter all transactions on the statement and the payment amount of that month. The code 1014 – Credit Card payments will show the outstanding balance that still needs to be paid.

## Cashbook transactions

The Cashbook is only used by those clients who have regular cash sales in a retail environment. However the cashbook option can be used as a petty cash control account if required.

The cashbook entry principle works exactly the same as the Bank statement. The opening balance will be the opening balance of the cashbook at the beginning of the period and the closing balance is the amount in cash at the end of the period.

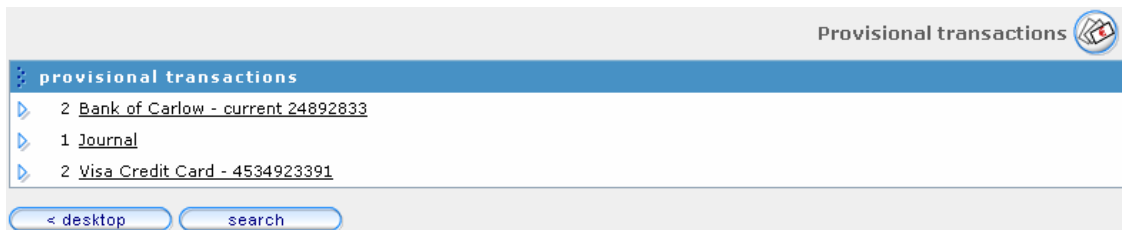
The cashbook can be started by selecting the **Accounting tab / Financials / Data entry** option.

## Chapter 7 Correcting transactions

There is an option available to correct transactions that have not yet been processed by the accountant. If you find out that one of the posted transactions requires any changes you can alter this transaction by selecting the following option:

**Accounting tab / Financials / Provisional postings**

This will take you to the following window:





The provisional postings screen shows all the transactions that were posted by you, but were not yet processed by your accountant. In the above example there are three types of transaction with the provisional status, 2 Bank of Carlow bank statements, 1 journal entry and 2 Visa credit card statements. To see all Bank of Carlow bank statements we click on the name Bank of Carlow.

This will open a window with all Bank of Carlow transactions:

The screenshot shows a window titled "Provisional transactions" with a table of transactions. The table has the following columns: Type, Number, Input date, Year/Period, User, Account code, Invoice no., Amount, Currency. The table contains two rows of transactions:

Type	Number	Input date	Year/Period	User	Account code	Invoice no.	Amount	Currency
Bank of Carlow - current 24892833	200400004	30/04/2004	2005/4	SELLERS			4091.72	EUR
Bank of Carlow - current 24892833	200400003	31/03/2004	2005/3	SELLERS			347.68	USD

At the bottom of the window, there are buttons for "< back", "search", "multiple transaction", and "lines".

You have now the option to delete a transaction by clicking on the  icon or edit the transaction by clicking on the  pencil icon behind the relevant transaction.

If you click on the pencil icon, this will open a new window with the actual transaction details. Any of the transaction details can be changed and the transaction can be posted again.



*Only transactions that are still available in the provisional postings overview can be adjusted. Once the transaction has been validated and posted as final by your accountant, the transaction cannot be changed!*

## Chapter 8 Reporting

Our bookkeeping system has a real time report generator built in. This means that the reports you generate online will contain the latest data available. Even the changes that your accountant might have entered in your accounts will show up in the reports immediately.

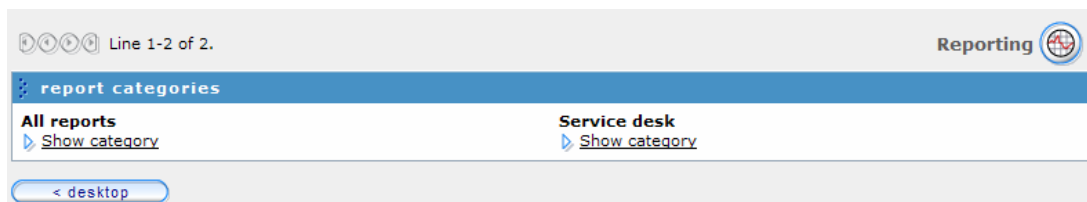
The following are some of the reports available to you:

- Transactions Overview** Gives an overview of the transactions by transaction type.
- General Ledger Overview** Shows the transactions grouped by nominal code in a certain time period
- Trial Balance** Produces a combined Profit and Loss and Balance sheet overview of your accounts
- Customer open items** Shows an overview of all unpaid sales invoices.  
*Note: This report will only produce information if your bookkeeping is invoice-based.*
- Supplier open items** Shows an overview of all outstanding supplier invoices  
*Note: This report will only produce information if your bookkeeping is invoice-based.*

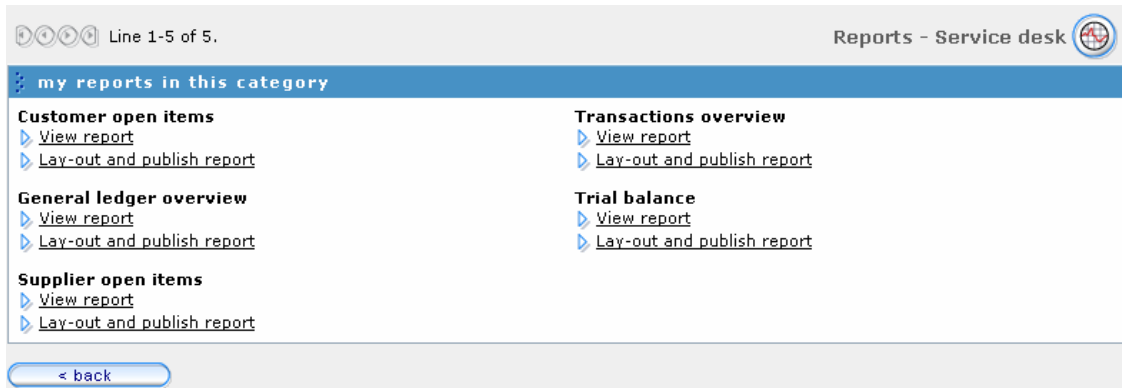
To generate any of these reports you need to select the following option from the menu: (you can also use the **Reports** option on your shortcut bar)

### Accounting tab / Financials / Reports

The Reporting window will show two groups of reports; "All reports" and "Service desk".



Click on any Report group to see the reports of that group.



Reports can be viewed in different ways. You can view them on screen or export them directly to your File manager.

In our example we view the Transaction overview on screen. We click on the option "View report" below the report name Transactions overview.

#### Transactions overview

- View report
- Lay-out and publish report

The report criteria screen will now be opened.

**criteria**

Company	Invoice based Company
Year	
Type (Not required)	
Date based on	Entry date
Date from	
Date to	
Status	Provisional and Final Postings

Each report has its own set of criteria. The transactions overview report has the following criteria:

- Company** *By default it shows the current company. If you have access to multiple companies, then you are able to select any of these companies here*
- Year** *This field is mandatory! Enter the financial year in the following format: YYYY.*
- Type (Not required)** *If you are only interested in transactions of a particular type you can select that here.*
- Date based on** *Possible values: Entry date / Posting date. Entry date is the date the transaction was entered and the Posting date would be the statement/invoice date*
- Date from** *This field is mandatory! Possible date formats DD/MM/YYYY, DD-MM-YYYY or DDMMYYYY*
- Date to** *This field is mandatory! Possible date formats DD/MM/YYYY, DD-MM-YYYY or DDMMYYYY*
- Transaction status** *Possible values: Provisional and Final Postings / Provisional Postings / Final Postings*

In our example we have entered the following criteria:

criteria	
Company	Invoice based Company ▾
Year	2005
Type (Not required)	<input type="text"/> 🔍
Date based on	Entry date ▾
Date from	01/08/2005 🔍
Date to	31/08/2005 🔍
Status	Provisional and Final Postings ▾

< back      next >

Click on **next** to view the report data:

criteria reports categories export print draft refresh

### Transactions overview

Company [954] Invoice based Company (EUR)  
 Year 2005  
 Transaction All transaction types  
 Entry date 01/09/2005 to 31/08/2005  
 Status Provisional and Final Postings

Transaction no.: 200500011 Status: Final Posting date: 04/07/2005

Transaction	Invoice no.	Per.	Account	Account code	Description	Number	Debit	Credit	
HRS		7	1302 Stock and Work in Progress	00001 Galway office	Installation Server	0	400,00		
HRS		7	8100 Margin on projects	00001 Galway office	Installation Server	0	0,00	12	
HRS		7	7100 Costprice projects	00001 Galway office	Installation Server	0	0,00	28	
<b>Total</b>							<b>400,00</b>	<b>40</b>	

Transaction no.: 200500012 Status: Final Posting date: 05/07/2005

Transaction	Invoice no.	Per.	Account	Account code	Description	Number	Debit	Credit
-------------	-------------	------	---------	--------------	-------------	--------	-------	--------

You can browse through the report by using the scroll bars. At the top of the report the following buttons are shown:

- [criteria](#) Takes you back to the Report criteria screen
- [reports](#) Takes you back to the Report overview of the current Report category
- [categories](#) Takes you back to the Report Category overview
- [export](#) Allows you to export the report data to your File Manager in different file formats
- [print draft](#) Will print the data on screen directly to the printer. For a high quality print we recommend that you export the report first to the PDF format and print the report using Acrobat Reader.
- [refresh](#) Will rebuild the report with the latest available data.

## Exporting Report data

Report data can be exported to three different file formats:

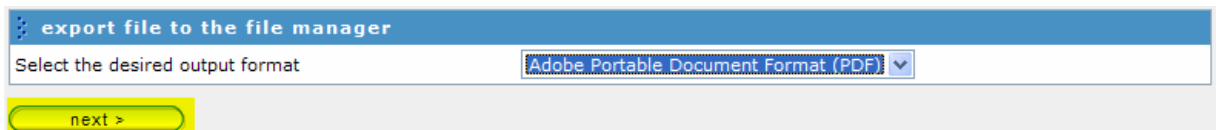
- PDF format – Acrobat Reader (not editable)
- TXT format – plain text (editable)
- HTML format

It is possible to export the report when viewing the report on screen by clicking on the export button. Alternatively you can select the **Layout and Publish report** option from the Report overview menu:

### Transactions overview

- ▶ [View report](#)
- ▶ [Lay-out and publish report](#)

In both scenarios a window will open in which you can select the file format you want to export the report:

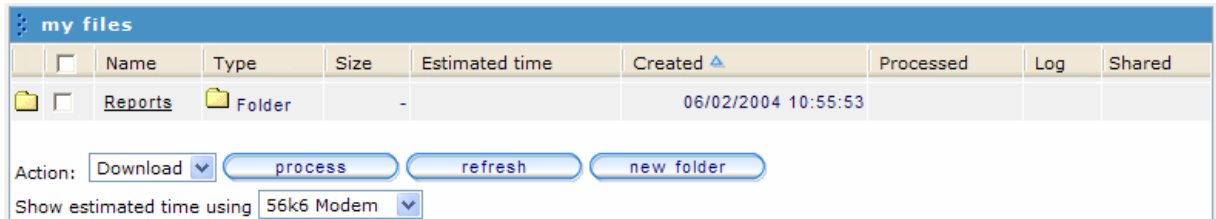


Click on the next button to start the export. The actual export takes place in the background, meaning that you can continue working on something else. Depending on the report size and complexity it might take up to 30 seconds for the report to appear in the File Manager. A notification will appear on your desktop when the export is completed.

Open the File Manager from the shortcut bar

[file manager](#)

In the **my files** section you will see a **Reports** folder which will contain all reports you have exported.

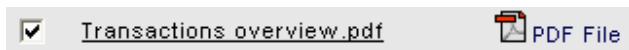


Open the folder by simply clicking on the folder name.



The contents of the folder will now be shown. In the above example there is one report in the Reports folder called Transactions overview.pdf. Different options are available at this point:

Tick the report



And select one of the following options from the Action selection box



**Download** Enables you to download the report to your computer and store it locally.

**E mail** E mail the report directly to another person

**Delete** Delete the report from your my files list. BE AWARE once you have deleted the report we cannot retrieve it anymore so you would need to re-run it and re-export it.

You can also open the report in a new window by clicking on the report name.