

Business Accountz V3 Help

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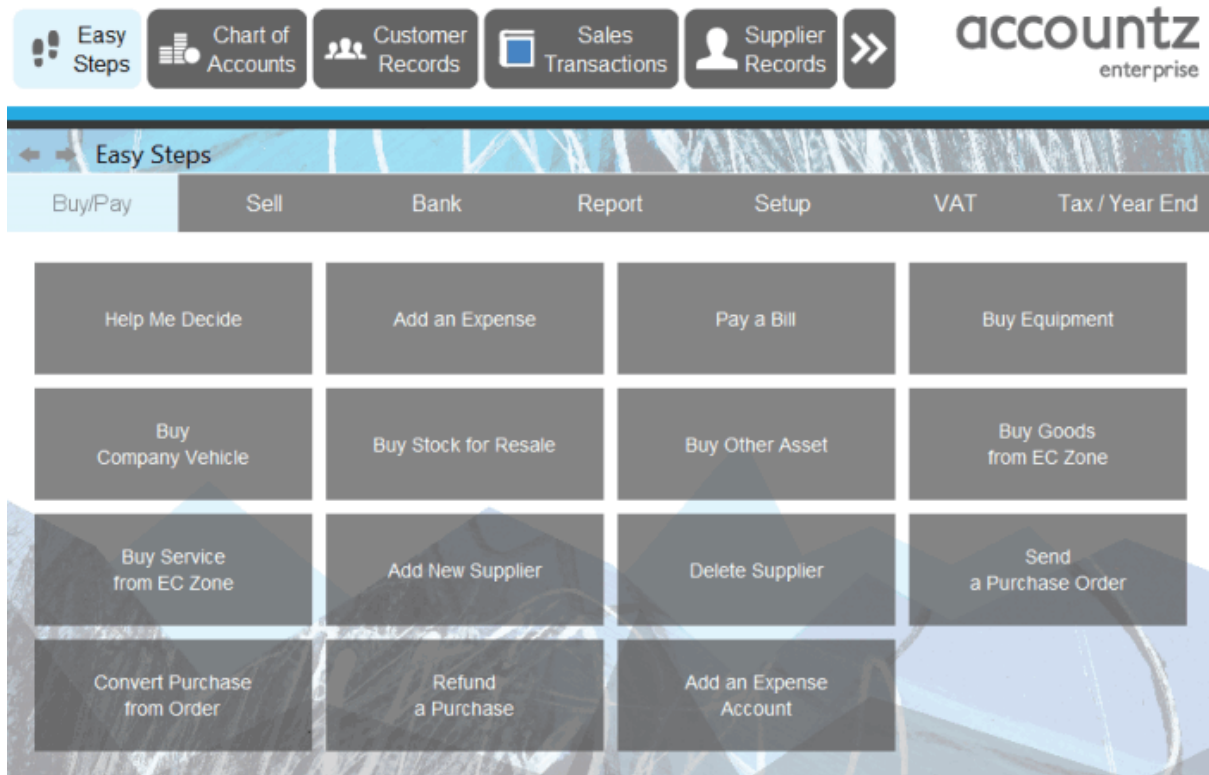
Quick Start Guides

Easy Steps

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The Easy Steps component



Central to the V3 edition of our software is the Easy Steps feature. It is situated on the left of the main tool bar at the top of the application.

If you don't have the Easy Steps icon showing, then it means you are using an earlier version of the software. If this is the case there is an upgrade available for all existing users. Please contact Accountz or visit our online shop for pricing details.

Easy Steps takes most of the normal tasks you do on a day to day basis and simplifies them into a number of simple steps. If you are not sure what to do, then click on the Easy Steps icon and follow the instructions.

When you click on Easy Steps a new panel will open with a number of options across the top. Click on each section header (e.g. 'Buy/Pay') to see the options within that section.

Clicking on a tile launches a step by step wizard process to walk you through the selected task. The final screen of each Easy Steps process details the options selected thus far.

The final step for each process is the Finish button. Click this to complete the process.

Easy Processes

The Easy Steps feature covers the following processes (click on the header, e.g. 'Sell' to reveal the options within each section):

Buy/Pay

- Help me decide
- Add an Expense
- Buy Equipment
- Buy Company Vehicle
- Buy Stock for Resale
- Buy Other Asset
- Buy Goods from EC Zone
- Buy Service from EC Zone
- Add New Supplier
- Delete Supplier
- Send a Purchase Order
- Convert Purchase from Order
- Refund a Purchase
- Add an Expense Account

Sell

- Sell Something on Credit
- Send an Invoice
- Sell Something for Cash/Cheque/Card
- Add a New Customer
- Delete Customer
- Send a Quotation
- Convert a Quote to Sale
- Refund a Sale

- Send a Credit Note
- Add a Sales Account

Bank

- Setup Direct Debit/Standing Order
- Record Bank/Finance Charges
- Top Up Petty Cash
- Part Pay / Pay Credit Card Balance
- Transfer to Another Bank
- Record Drawings
- Record PAYE and Payroll

Report

- Profit and Loss
- Balance Sheet
- Trial Balance
- Creditors
- Debtors
- Uncleared Transactions
- Display current VAT Return

Set Up

- Setup New Company
- Opening Balances
- Add a Bank Account
- Add an Expense Account
- Add a Sales Account
- Templates Builder
- Add a new Product
- Local Backup Settings
- Cloud Backup Settings
- Restore a Backup
- Make a Backup

VAT

- VAT Options
- Complete Flat Rate Return
- VAT Payment / Refund to HMRC
- Display Current VAT Return

Tax/Year End

- Pay TAX/NIC
- Complete Year End

The Accountz Philosophy

Accountz is based on the world professional standard of double-entry accounting. However, Accountz differs from other professional software in the way double-entry is presented to you, the user. We have removed the jargon and transformed the process. Instead of Credit and Debit, you now have From and To. Here is an example of how this simple transformation turns double-entry from difficult to easy:

Example: Suppose we pay business rates by direct debit from our bank. In a typical double-entry software system you would make 2 entries. The first would debit your business rates account. The second would credit the bank (yes, credit). Both entries would be for the same amount, hence the books would balance and all is well.

Account	Debit	Credit
Business Rates	100	
Bank		100

Fig 1. Traditional double-entry journal

The problem is, what exactly does a 'credit' mean when we are taking money from the bank? How does taking your money from your bank result in a credit entry? And worse, how can we remember that without taking a course in accountancy?

Well, you don't need to! Here is how this same transaction looks given the Accountz treatment:

From	To	Amount
Bank	Business Rates	100

Fig 2. Accountz alternative transaction

Replacing Credit with From and Debit with To simplifies everything. Having a single amount column guarantees the transaction balances. The point is this: accounting for your business means tracking the flow of money in, around and out of your business.

When you make any payment the money flows from your bank (or credit card etc.) to some expense or other account. This from and to concept is all you need to remember. It will enable you to logically understand and enter any type of transaction.

When you pay off your business credit card each month from your bank, the money flows from your bank to your credit card account.

From	To	Amount
Bank	Credit Card	100

Fig 3

When you make a sale, the money flows from a sales account to your bank.

From	To	Amount
Sales	Bank	100

Fig 4

Once you have this single rule fixed in your mind, accounting with Accountz will become a pleasure.

And if you want to impress your accountant/bank manager/tax inspector, just remember the rule:

- Credit = From
- Debit = To

Alphabetically they are in the same order (C before D, F before T) so it is even easier to remember should you need it.

Accountz is unique amongst accounting software. It has simplified the double-entry accounting system. Use it with confidence and it will pay dividends by saving you time, giving you better financial control, and therefore saving you money.


A Quick Introduction to Accounting


There are only 2 reasons to account for your business:


1. To keep Her Majesty's Revenue and Customs happy
2. To keep you in control of your business


This overview is designed to bring the dark and mystical secrets of accountancy firmly into view. This will give you confidence, not only in using this software, but also by being able to talk to your financial advisers in their language. Accounting is simple. Money comes in. Money goes out. Money is what you are tracking.


When you record where money came from and where it went to, you are recording a transaction. In Accounttz, this is represented as a single row in a transaction table.

 Easy Steps

 Chart of Accounts

 Customer Records





Sales Transactions								
Viewing: All Sales New View								
1	Tax Date	Customer	From Account	To Account	Total Amount	VAT Code	VAT Amount	Amount less VAT
<input checked="" type="checkbox"/>	15/10/2013		Sales	Bank	600.00	Standard - 20%	100.00	500.00
					600.00			100.00
							500.00	

All versions of Accounttz have these three major tables:

1. Sales Transactions

2. Purchase Transactions

3. Transfer Transactions

This is all you need to record every financial transaction you make in your business.

Every time you sell something, you will need to enter it as a transaction in Sales Transactions. These can be entered directly, or via some other way such as an invoice. Each transaction you make affects the balance of one or more accounts in the Chart of Accounts.

Every time you buy something, the same thing happens, but this time it is entered in Purchase Transactions.

If you transfer some money within your business, eg topping up your till from the bank if you run a retail business, it is entered in Transfer Transactions.

Every transaction that you enter must come from a source document. Here are a few common examples of source documents:

1. An invoice you issued for a sale
2. A petrol receipt
3. A paying in slip from your bank
4. A purchase order to a supplier
5. A petty cash slip

Why do you need a source document? There are 2 reasons:

1. Without it you will never remember the date, amount and details of the transaction
2. You will not be able to prove that your accounts are real and accurate to HMRC

One golden rule of accounting therefore is to always remember to ask for a receipt for anything you buy. Even paying for something by debit card and showing the statement to HMRC is not proof that it was a genuine business purchase. A receipt is a must. If you are VAT registered, and you wish to claim the VAT back on a purchase, the receipt must also show the amount of VAT charged, or at least the supplier's VAT number (on small purchases, you may only get a till receipt without a VAT breakdown, it is then up to you to check and prove how much of that receipt is VAT).

So, armed with a bunch of source documents, you enter them into the system, then what happens? This is where our software is at its best. It adds up your transactions for you. It sorts them into date (or any other) order. It analyses the accounts used so you can see how much you have in the bank. It enables you to see at a glance precisely how much money you are making, who owes who what, how much VAT is due (if you are VAT registered), and finally, it produces a set of reports ready for your accountant (or yourself if you are a small business) to sign off.

The only thing that matters is that the software is genuinely easy to use, you can get at and edit all your data, you can see the results immediately, at any time, without having to go through the monthly rituals of traditional bookkeeping. Accountz does all this and more.

Note to Accountants and Bookkeepers

WARNING: This short section of the manual is full of jargon. Please skip unless you want to know a little more about accounting processes and the terminology.

There is no posting or period closing in Accountz other than at year end. All data is live all the time. The Chart of Accounts component is a fully fledged Trial Balance, Profit and Loss and Balance Sheet all rolled into one. Make any transaction anywhere in the system and all relevant accounts are updated immediately.

Accounts	Current Balance	Statement Balance
[-] Chart of Accounts	0.00	-350.65
[-] Asset Group	631.28	225.00
[-] Current Assets Group	422.95	225.00
[-] Bank	-490.39	0.00
[-] Invoices Unpaid	885.46	175.00
[-] Petty Cash	27.88	50.00
[+] Fixed Assets Group	208.33	0.00
[-] Liability Group	-381.50	-271.48
[+] Current Liabilities Group	-381.50	-271.48
[-] Equity Group	1,012.78	145.83
[-] Profit and Loss Group	1,012.78	145.83
[-] Sales Group	1,337.77	145.83
[+] Cost of Sales Group	18.43	0.00
[-] Sales	1,060.37	0.00
[-] Consultancy	295.83	145.83
[-] Expense Group	324.99	0.00
[-] Travelling and Subsistence	324.99	0.00
[-] Equipment Hire	0.00	0.00
[-] Bank Charges	0.00	0.00

The entire company history is kept, so you can view previous years' results simply by changing the accounting start and end dates in the Chart of Accounts.

Each row in a transaction table represents a complete transaction. All the accounts specified in that transaction including VAT Control (if relevant) are debited and credited immediately. Eg. create an invoice (or enter it direct into Sales Transactions) and the Sales account, Debtors account and VAT Control are updated as you type.

Click on the VAT button and choose which period you want to see for an immediate and always up to date VAT return.

The Customer (Original, Professional, Enterprise) and Supplier Records (Enterprise) components are your Sales and Purchase Ledgers. Open any database, locate the trader, then click on the Transaction table to see just the transactions for that trader. It is from these ledgers that you can create invoices and credit notes, but with Accountz, you can also create an invoice direct from an entry in Sales Transactions (you can also drill down to the original source document direct from any transaction table).

Accountz also includes a Journal Transactions component with access to every account.

Note to ALL USERS

Please, please read the previous Chapter (2) on making BACKUPS of your data (it is at the end of that chapter).

What would you do if you lost important files on your computer due to a hardware failure? How much would it cost you to recover or re-input that data? (and that's if you could gather it all together again).

Making backups costs very little time and money if done regularly.

A Simple Guide to Bookkeeping

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Simple Guide to Bookkeeping

Introduction

This is a simple guide to double-entry bookkeeping, a pattern like all good patterns that has stood the test of time (modern double-entry was outlined in Benedetto Cotrugli's treatise *Delia Mercatura et del Mercante Perfetto* in 1458 and expanded in Pacioli's *Summa de arithmetica* 36 years later). The problem with most guides (certainly all those I have read on the subject) is that they start off with the balance sheet. This is enough to put most people off for life.

This guide takes an entirely different approach. By using a few transactions and some simple guidelines the logic behind double-entry becomes clear and the jargon falls into place.

Words like nominal ledger and trial balance will become second nature. You will have no problem with your debits and credits. In short, you will be able to post a journal just as easily as you can now post a letter.

By the end, you will be able to talk, and understand, the same language as your bank manager, accountant, and tax inspector.

Transactions

When we buy something there are two things to consider:

- a) Where the money came *from* (i.e. the account that is paying for it, e.g. bank or cash)
- b) Where the money went *to* (i.e. what it was spent on, e.g. petrol, stationery, insurance)

In a single-entry accounting system entries are recorded one after another in a book which typically has columns for the account used and the analysis of what was bought. Whilst we have no problem looking at the bank and cash columns as accounts, we rarely think of the analysis headings as accounts in their own right.

In a double-entry system *all* of these are referred to as accounts (e.g. a cash account, a petrol account etc.), and more importantly, separate entries are made for each account involved in a transaction.

Suppose we pay for some petrol with cash. Two entries are required:

- 1) one to show where the money came from (cash)
- 2) and the other to show where it went to (petrol).

This *from* and *to* aspect of each transaction is known as crediting and debiting. It is what the term double-entry means.

In order to record these entries we need somewhere to write them down. These are called Day Books or Journals.

The Journal

This is a book (similar to a diary) that contains various columns where day to day financial transactions are recorded. The minimum number of columns required is five:

- 1) date
- 2) account
- 3) reference
- 4) amount to debit
- 5) amount to credit

All transactions are entered one after another in date order, therefore the book contains a complete history of transactions in chronological order. In practice, a business will use more than one book, each of which will be devoted to a certain aspect of the business and each will be given a name to reflect this (e.g. 'sales' or 'purchases').

Let's start with the example given earlier: purchasing petrol with cash. Two accounts are involved in this transaction (petrol and cash) so we will need to make two entries.

The entries show how the money flows from one account to another. To achieve this the first entry will credit one of the accounts and the second will debit the other. However, deciding which account to debit and which to credit is not particularly obvious (getting it the wrong way round is by far the most common error in double-entry).

This is where our first helpful hint comes in:

Every transaction must come *from* somewhere and go *to* somewhere else. The *from* side is the *credit* side and the *to* side is the *debit* side.

So, from=credit and to=debit. You can remember this easily because the F in 'from' comes before the T in 'to' and C in 'credit' is before the D in 'debit'. Remember this single rule of wisdom and you always know your credits from your debits.

Traditionally the debit column is shown to the left, and the credit column to the right. That is, double-entry goes to before it knows where it came from, hence the famous T-Shirt slogan 'Accountants do it backwards'!

If you apply this from and to principle to our first transaction you will know which account to debit and which to credit: the money is coming *from* cash and going *to* petrol so we *credit* cash and *debit* petrol.

Lets take a look at the cash account to understand exactly why we *credit* it when we are taking money *from* it.

The cash account should be thought of as a real cash box. When you remove some money to buy some goods, you should replace it with a receipt or petty cash slip to say what the money was used for. A receipt or petty cash slip is a form of credit note, so the cash box now contains a credit note instead of the cash, hence we show the entry as a credit. (Logically, if you returned the goods because they were faulty, the receipt would be given back in exchange for the cash).

The exact same applies to any monetary account whether it is cash or a current bank account. When you take money from it, it is credited in your books.

Looking at the debit side (where the money went to), the petrol account now has the money (albeit in the form of half a tank of petrol!), it got the money from cash so it is in debt to cash - hence it is entered as a debit.

This is the fundamental principle of double-entry, we are keeping track of where the money came from (a credit) and where the money went to (a debit).

Furthermore the first rule of accounting states that all the debits must equal the credits. Therefore, provided all your entries are correct, no money can ever

escape the system or be introduced into it without a complete record of it being shown in the journal.

The second example will be a sale. You will need one more account that we shall call Sales. In this example we will sell something for cash. Therefore the second set of entries will credit sales (where the money came from) and debit Cash (where it went to).

As we enter more and more transactions it will become increasingly difficult to calculate our current cash balance (or for that matter our total sales). Therefore we need a way of looking at each account separately. This is achieved by making exact copies of the entries in the journal to another book called the ledger. This is called posting.

Posting

When posting you are not moving an entry, but making a copy of it somewhere else. Your original entries will always exist in the order you entered them in the journal.

Posting is traditionally done at the end of each month but is entirely at your discretion - if you need to know what your sales figures are, then you will need to make sure all your transactions are entered in the journal and posted to all the relevant accounts in the ledger as we are about to see.

The Ledger

A ledger is just another book but with each page devoted to a single account. It is simply an alternative view of your journal entries - the journal entries are in date order, the ledger is a re-arrangement of the journal in account order.

The important thing to remember is that all your transactions are entered in the journal first. The ledger merely contains copies of them re-arranged by account.

Just like the journal, most businesses will use more than one ledger, each devoted to a certain aspect of the business and each given a different name to reflect this (e.g. 'Sales Ledger' and 'Purchase Ledger'), but whatever the case, a single general ledger will always be opened. This is called the Nominal Ledger (called the General Ledger in the US).

Although it is termed 'nominal' for reasons which will become clear later, it is nevertheless important to realise that it is the main ledger of a business (i.e. where other ledgers are also in use, the final balance of those ledgers will also be held in the nominal ledger). Therefore, the nominal ledger will hold the full picture of a business however many other ledgers are used.

In order to post (i.e. make copies of) the entries from the journal we must draw up a list of the accounts used so far and give each one its own page in the ledger.

We need three accounts at this stage: a cash account, a petrol account and a sales account.

The layout of each account in the ledger is identical to the journal with the exception that the 'account' column is no longer required - we are looking at the entries of just one account so it can be included as the title of the page instead.

Once we have posted our entries into the ledger we can then begin to see how the business is doing.

Posted entries are exact copies of the original. If the entry was a debit entry in the journal then it is also a debit entry in the ledger. Although we can now see the relevant entries we don't yet know what the balance is; furthermore we don't know whether that balance means we have a surplus or a deficit of cash. To find out, follow this procedure:

1. Start by adding up the debit and credit columns and show the totals on a new line.
2. Subtract one from the other to get the balance using the following rules:
 - a) If the debit total is greater: the balance=debits-credits and the result is put in the debit column.
 - b) If the credit total is greater: the balance=credits-debits and the result is put in the credit column.
 - c) In other words, we are always going to get a positive balance, and it will always be placed under the highest total (this is the reason the columns were totalled first).

Because the balance of every account is always expressed as a positive value it doesn't tell us where we stand in relation to it (e.g. do we have a surplus of cash or is it overdrawn?).

We can overcome this by applying our from/to guide again (from=credit and to=debit). If the balance is in the debit column, then we have a positive cash balance (more money has gone to it than from it). If it shows a credit balance then it is overdrawn.

How does it apply to the sales account? If it has a credit balance, then we have positive sales. Where has the money come from? Sales. And finally, look at the petrol account. Where has the money gone to? Petrol.

The next step is to check that all the journal entries have been posted correctly to the ledger. This is called a trial balance.

The Trial Balance

The trial balance is a complete list of your account balances from the ledger. The layout is similar to the ledger except that only three columns are required: the account name and a debit and credit column.

Just the final balance line of each account is copied into the trial balance using the debit column if the account has a debit balance, or the credit column if the account has a credit balance.

The debit and credit columns are then totalled and checked that they match each other to satisfy the first rule of accounting (all the debits must equal the credits).

If they are not equal to each other it is proof that a mistake has been made. An audit is then carried out to find the error.

An audit simply means going through each entry in the journal to check that it matches the original paperwork (this is called an audit trail). If no error is found then it must be due to a mistake when posting the entries to the ledger. The audit then continues by checking each journal entry against the ledger entries.

OK, so lets discover if the business is making a profit or a loss.

The Profit and Loss Account

The Profit and Loss account (aka P&L), as its name implies, tells us whether we are making a profit or a loss: are we earning more money than we are spending? (a profit), or vice-versa (a loss).

The layout of the P&L account is just like any other account. To compile the P&L account copy the balances of the sales and expense accounts into it. We can then use our from/to guide on the resulting balance to determine if a profit or loss has been made. If more money has come from sales than has gone to expenses, we have made a profit. That is, if the credit side is greater than the debit side we have made a profit.

Having established the P&L account we must do one more thing: take a look at the business as a whole. For this we need to prepare the balance sheet.

The Balance Sheet

We can now look at the main equation of a double-entry system which will show that the first rule of accounting (the debits must equal the credits) not only applies to each transaction but continues right up to the main financial statement of the business; the balance sheet.

The P&L account reflects the balance of a specific area of your business over a particular period of time. The balance sheet reflects the current balance of everything since the business began.

The ledger holds this information, so like the trial balance we can compile the balance sheet by copying all the account balances into a report. The only

difference is that the accounts are re-arranged to show what the business owns and what it owes. These are broken down into 3 groups:

Assets

These are the things the business owns. They are usually broken down into two groups: Current Assets and Fixed Assets.

Current assets include money in the bank, petty cash, and money owed to the business by its customers.

Fixed assets include capital items like business premises (assuming they are not rented), company cars and office equipment.

Liabilities

These are the things the business owes to third parties. They too are usually broken down into 2 groups: Current Liabilities (e.g. overdraft at the bank) and Fixed Liabilities (e.g. Long Term Loans).

Equity

Equity represents what the business owes to the owner of the business. This includes money paid for shares or capital introduced, any profits (or losses) brought forward from previous years as well as the current balance from this year's P&L.

These three groups make up what is known as the accounting equation:

$$\mathbf{Assets = Liabilities + Equity}$$

Easily remembered by those who like a pint with the acronym: ALE.

Just like any mathematical equation a balance sheet can be re-arranged in any order you like:

$$\text{Equity} = \text{Assets} - \text{Liabilities}$$

$$\text{Liabilities} = \text{Assets} - \text{Equity}$$

Probably the most useful view is Equity. Since equity is what the business owes its owners, it represents the value of the business from the owners point of view. If this were your personal accounts, it would be your net worth.

Compiling a balance sheet is just more of what we have been doing so far; rearranging account balances by copying them into a different order. Assets first (bank balances, cash balances, debtors, unsold stock, buildings and company vehicles), then Liabilities (overdrafts, creditors, loans, mortgages), then Equity (P&L, Paid-up share capital, profit or losses brought forward from previous years). The Assets will have a debit balance, the liabilities (including equity) will have a credit balance. Add the two resulting columns up and they should both have the same balance.

Although this is a very simplified view of accounting from an initial transaction right through to its effect on a balance sheet, it shows just how simple the process really is. Before computers came along, the whole process was carried out manually exactly as above. Early software emulated this process, making things only marginally quicker by automatically adding columns. Modern software takes things a stage further by eliminating the need to post anything. All you need to enter are the original transactions.

Document Designer Update

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Video Help

For video help on the new functionality, please click [here](#).

The New Document Designer

Accountz has recently released a major update to the [Document Designer](#) aspect of the software.

The Designer has been upgraded and we hope that you will find it easier and more powerful to use.

Template: Default [A4 Portrait] **Finish Editing** First Page Print PDF

Invoice

Invoice Address
Mr Joe Bloggs
123 The Street
W1 1AA
UK

Delivery
124 Delivery Street
W2 1AA
UK

Invoice Number 1000 Dated: 15/10/2013

Description	Amount less VAT	VAT Code	VAT Amount	Total Amount
Description of the transaction	1.00	Standard XX%	1.00	1.00
Description of the transaction	1.00	Standard XX%	1.00	1.00
Description of the transaction	1.00	Standard XX%	1.00	1.00
Description of the transaction	1.00	Standard XX%	1.00	1.00
Description of the transaction	1.00	Standard XX%	1.00	1.00
Description of the transaction	1.00	Standard XX%	1.00	1.00

Zoom: 100 %

Running the Software Post-Update

← → Templates Builder

Do you wish to customise your templates?

If you have a company logo, colour scheme or an existing invoice you wish to replicate, click the Customise Templates button (for more information or help please watch this video: businesshelp.accountz.com/desktop/video_templates_builder.html).

If you are happy to accept our default document look and feel, then press Accept Defaults.

Accept Defaults

Use default templates inserted into the system.

Customise Templates

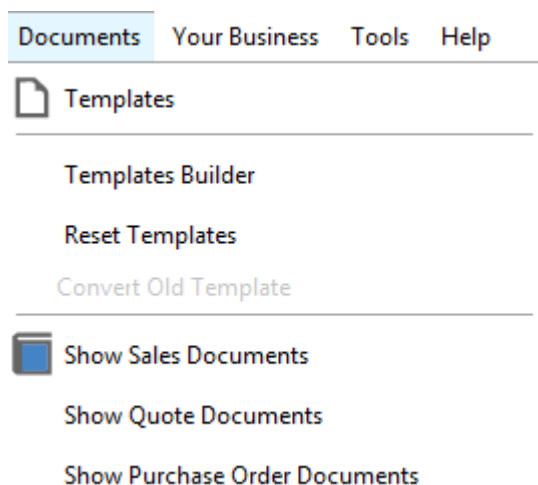
Start the Templates Builder Wizard now.

When you run the software for the first time having installed the update, you will be prompted to accept a fully useable set of document templates, or create your own.

- If you are happy to use the system set of document templates, click '**Accept Defaults**', and the software will insert a set of useable templates into the system. *N.B. Should you wish to create a set of customised templates at a later date, the Templates Builder wizard can be run at any time by selecting it from the Documents main menu.*
- If you wish to set your own colour scheme, and insert your own company logo into your document templates, we recommend selecting the '**Customise Templates**' button to run the Templates Builder wizard. This process will take you step by step through creating a set of customised templates.
- If you have previously designed templates you wish to retain (e.g. Invoice templates), you can do so using the Convert Old Template wizard. If this applies to you, please click '**Accept Defaults**' to skip the Templates Builder wizard, then click ' Documents>Convert Old Template' from the main menu to convert your existing designs. *N.B. Whilst this option endeavours to convert existing template designs as accurately as possible, users may find that they need to tweak their designs further in the Template Editor screen.*

Using the Document Designer

Existing users should please note that the logic within the software has changed slightly.



The Documents main menu now comprises the following options:

- **Templates** – the new location for all your document template designs
- **Templates Builder** – this wizard enables you to create a complete (or part) set of customised templates
- **Reset Templates** – hides all existing templates enabling the user to start afresh
- **Convert Old Template** – enables you to convert your pre-update template designs

- **Show Sales Documents** – click here for all invoice and credit note documents
- **Show Quote Documents** – click here for all quote documents
- **Show Purchase Order Documents** – click here for all purchase order documents

The Document Editor

The screenshot shows the Accountz Enterprise Document Editor interface. At the top, there are navigation buttons for 'Easy Steps', 'Chart of Accounts', 'Customer Records', 'Sales Transactions', and 'Supplier Records'. The 'accountz enterprise' logo is on the right. Below this is a 'Document Editor' header with 'Preview' and 'Data' tabs. A 'Template: Default [A4 Portrait]' dropdown and an 'Edit Template' button are visible. Navigation controls include 'Page 1 of 1', 'Print PDF', 'Email', and 'Save PDF' buttons. The main content area displays an 'Invoice' for 'Phyllis Humphries' at '43 Sheepshank Lane, Derby, Derbyshire, DE1 9KK'. The invoice is dated '17/10/2013' and includes a table with the following data:

Description	Amount less VAT	VAT Code	VAT Amount	Total Amount
Goods	208.33	Standard - 20%	41.67	250.00

At the bottom, there is a 'Zoom' control set to 100%.

The Document Editor component has changed in that it is now solely used to create and preview documents prior to printing/export. All documents are based on underlying templates, the design of which can be edited in a new component, entitled the Template Editor.

The Document Editor component now comprises two tabs, Data and Preview, which replace the View/Edit and Design/Print tabs. More information can be found here.

Users wishing to edit the look and layout of the template upon which the document is based can do so in the Preview tab by clicking the 'Edit Template' button in the top left of the screen, or by double clicking on the document itself. This launches the Template Editor component, where the user can edit the template that the document is based on, or create a new template, and then click 'Finish Editing' to return to the Document Editor component.

N.B. Templates can also be edited from the Templates component (Documents>Templates).

The Template Editor

The screenshot shows the 'Template Editor' interface. At the top, there's a navigation bar with a back arrow, the title 'Template Editor', and buttons for 'Finish Editing', 'First Page', and 'Print PDF'. Below this, the main workspace is divided into two main sections: the invoice preview and the 'Page Elements' panel.

The invoice preview shows an 'Invoice' for 'Mr Joe Bloggs' at '123 The Street, W1 1AA, UK'. It includes an 'Invoice Number 1000' and a date of '17/10/2013'. Below this is a table with the following columns: Description, Amount less VAT, VAT Code, VAT Amount, and Total Amount. The table contains ten rows of placeholder data.

The 'Page Elements' panel on the right lists various text elements that can be added to the template, such as 'Page Footer...', 'Page Number', 'Business Name', 'Trader Name', 'Invoice Address', 'Invoice Number', and 'Tax Date'. Below this panel is a 'Formats' section.

At the bottom of the interface, there is a zoom control set to 75% and a coordinate indicator showing 'x = 188, y = 180 mm'.

The Template Editor is where the user can edit the design of their document templates. Previously, such amendments were carried out in the Document Editor. Please see here for more information.

This component offers enhanced functionality enabling the user to edit their templates more easily.

As a new addition to the software, you can now add Custom Fields to your document templates, and add/remove/re-order table columns much more quickly.

The Templates Builder

← Templates Builder

Table Colours

Please select the default table colours: ?

Header Background:

Header Text:

Lines:

← Back Next →

The Template Builder is a process wizard which enables the user to set global values (e.g. font type, table header colour) for all document templates, plus add a company logo to all sales/purchase type documents, and set up an invoice template. Please [click here](#) for more information.

Templates

← Templates

Sales & Purchase Documents

- Invoice
- Quote
- Credit Note
- Purchase Order

Balance

- Profit and Loss
- Balance Sheet
- Trial Balance

Statements

- Customer Statement
- Payment Statement

VAT Return

- VAT Return

Reports

- Uncleared Transaction Report
- Aged Debtors Report
- Aged Creditors Report

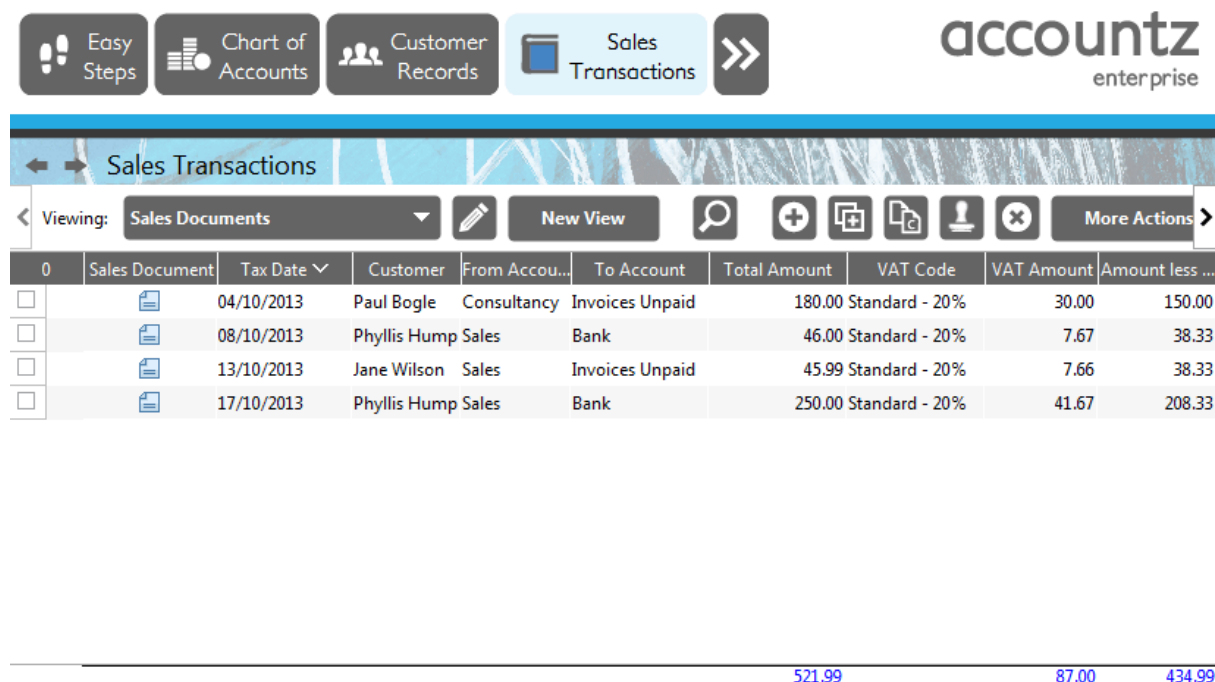
Invoice Document Number: 1 Show inactive Edit Copy

Edit	Name	Description	Creation Date	Active
	Default [A4 Portrait]		17/10/2013	<input checked="" type="checkbox"/>

Every document created is based on an existing document template. All templates are located in the Documents>Templates component.

Individual template designs can be edited from here by selecting the 'Edit' button, which launches the template for editing in the Template Editor component.

Locating your Documents



The screenshot shows the Accountz Enterprise interface. At the top, there are navigation buttons for 'Easy Steps', 'Chart of Accounts', 'Customer Records', and 'Sales Transactions'. The 'Sales Transactions' button is highlighted. Below this is a header for 'Sales Transactions' with a search bar and 'New View' button. A table of sales documents is displayed with columns for Sales Document, Tax Date, Customer, From Account, To Account, Total Amount, VAT Code, VAT Amount, and Amount less... The table contains four rows of data. At the bottom right of the table, there are summary values: 521.99, 87.00, and 434.99.

0	Sales Document	Tax Date	Customer	From Account	To Account	Total Amount	VAT Code	VAT Amount	Amount less ...
<input type="checkbox"/>		04/10/2013	Paul Bogle	Consultancy	Invoices Unpaid	180.00	Standard - 20%	30.00	150.00
<input type="checkbox"/>		08/10/2013	Phyllis Hump	Sales	Bank	46.00	Standard - 20%	7.67	38.33
<input type="checkbox"/>		13/10/2013	Jane Wilson	Sales	Invoices Unpaid	45.99	Standard - 20%	7.66	38.33
<input type="checkbox"/>		17/10/2013	Phyllis Hump	Sales	Bank	250.00	Standard - 20%	41.67	208.33

521.99 87.00 434.99

All documents (previously to be found in Documents>Documents) are located in the following Documents main menu options, dependent on document type:

- Documents>Show Sales Documents - Displays all Invoices and Credit Notes
- Documents>Show Quote Documents - Displays all Quotes
- Documents>Show Purchase Order Documents - Displays all Purchase Orders

Using your Old Document Designs

Document designs created prior to updating can be converted for use in the new designer by selecting the Convert Old Template option from the Documents menu (Documents>Convert Old Template).

Please note that if you revisit any old documents (e.g. invoices, purchase orders, etc.) created prior to updating, these will be launched in the old version of the Document Editor.

Further Help

For more information regarding the new Document Designer, please [click here](#).

Using Documents

Introduction

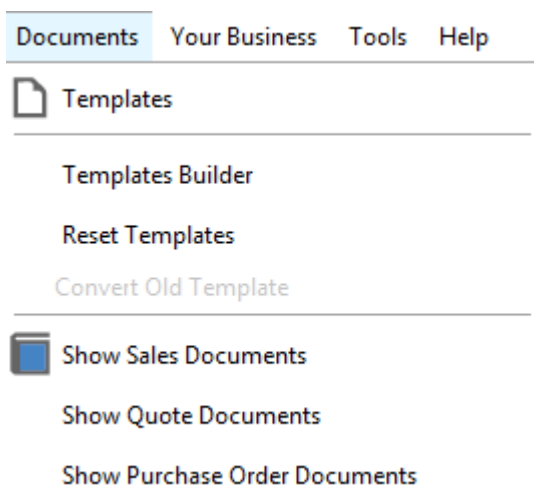
The Documents Designer component in Business Accountz has [recently undergone a major revision](#).

Therefore, you will need to discern which version of the Document Designer you are using.

You can tell the version by clicking the 'Documents' main menu option in the top bar of the software.

New Document Designer

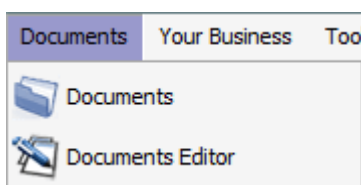
If you are using the updated version, you will see the following menu options:



If you see this, you are using the New Document Designer, click [here](#) for more information.

Old Document Designer

If you are using the older version, you will see the following options:



If you see this, you are using the Old Document Designer. Please click Help>Check for Updates, and follow the instructions to update to the new Designer.

Accountz Cloud Backup and Recovery

Contents

- [1 Introduction](#)
- [2 Connecting to the Cloud for the first time](#)
- [3 Restoring from the Cloud to a second computer](#)
- [4 Warning Messages](#)
 - [4.1 No Internet Connection](#)
 - [4.2 Data Conflict](#)
- [5 Frequently Asked Questions](#)
- [6 Further Resources](#)

Introduction

← → Restore a Backup

Available restore points

Please select one of the available restore points listed below. ?

Local	Cloud	Date	Backup Id	From Computer	File
<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/11/13 13:38	6b088ea1-f3c7-4e5...	DAN-LAPTOP	nf
<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/11/13 14:54	6151fd69-d70a-49c...	DAN-LAPTOP	nf
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05/11/13 14:55	d859657c-e864-4fe...	DAN-LAPTOP	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05/11/13 14:57	24504feb-708d-490...	DAN-LAPTOP	

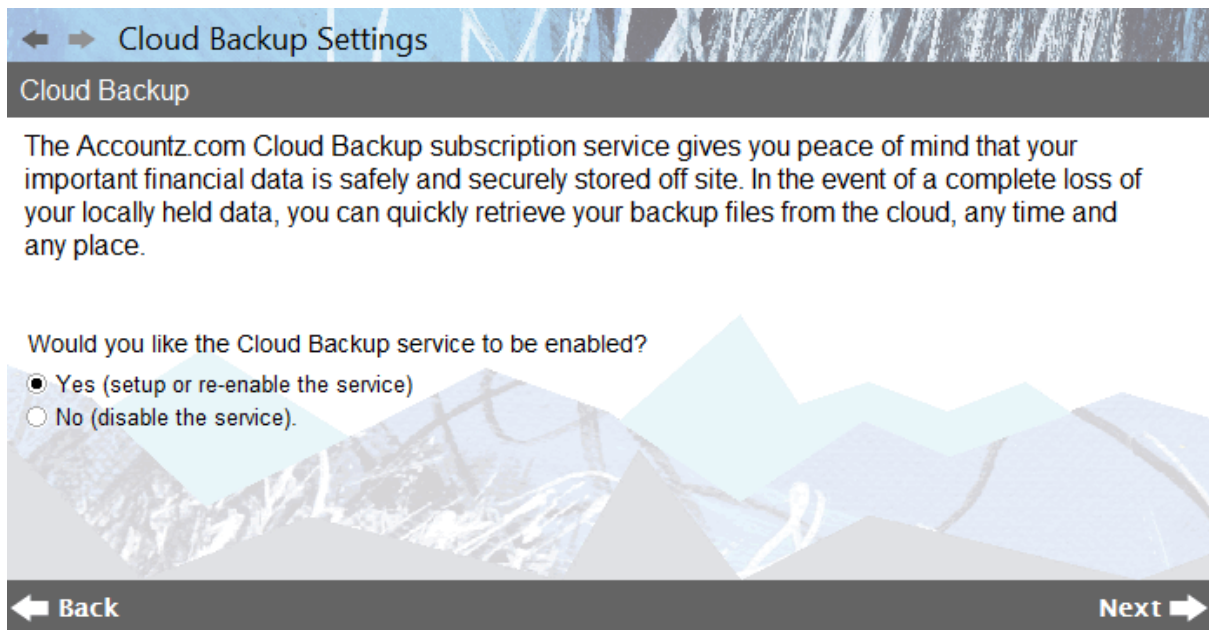
← Back Next →

Accountz Cloud Backup and Recovery feature enables you to utilise the Cloud to safely and securely backup and access your accountz data.

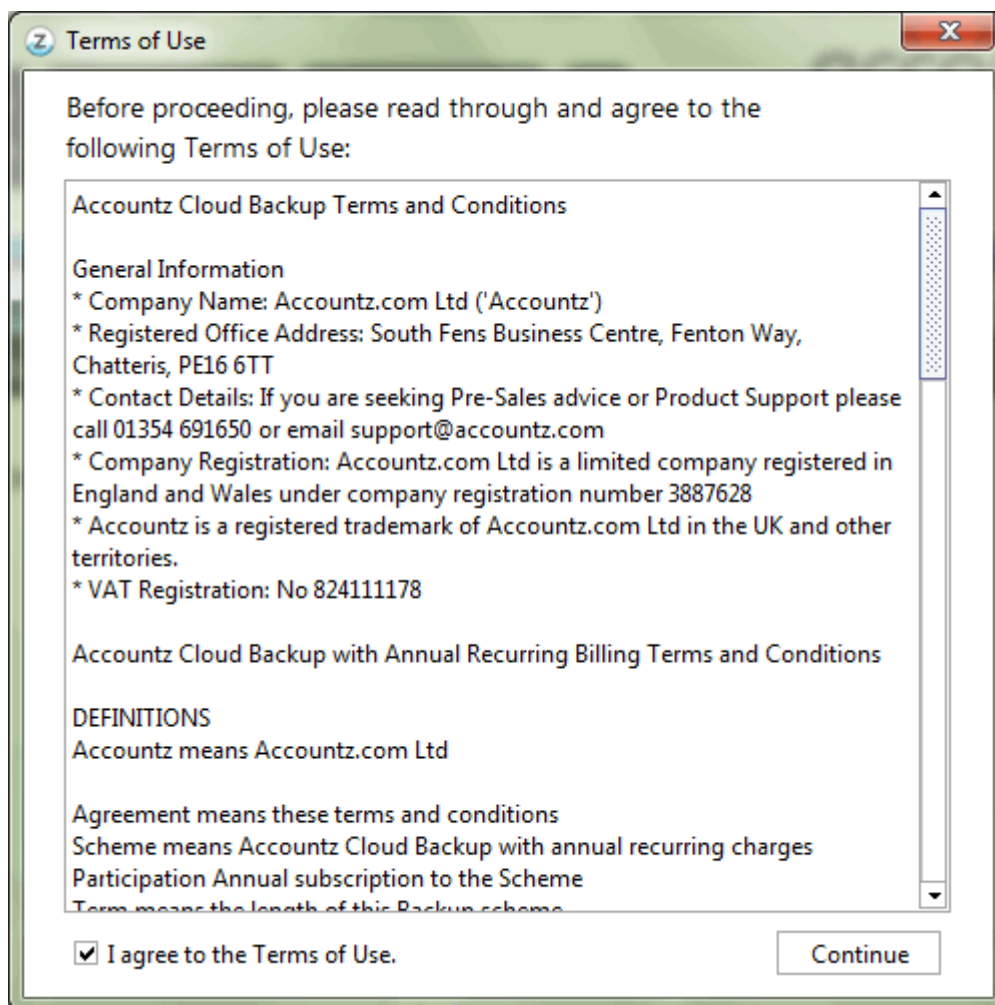
Please note, this is NOT a multi-user functionality, and therefore to avoid any potential loss of data, users are advised not to update the same data on different computers simultaneously.

Connecting to the Cloud for the first time

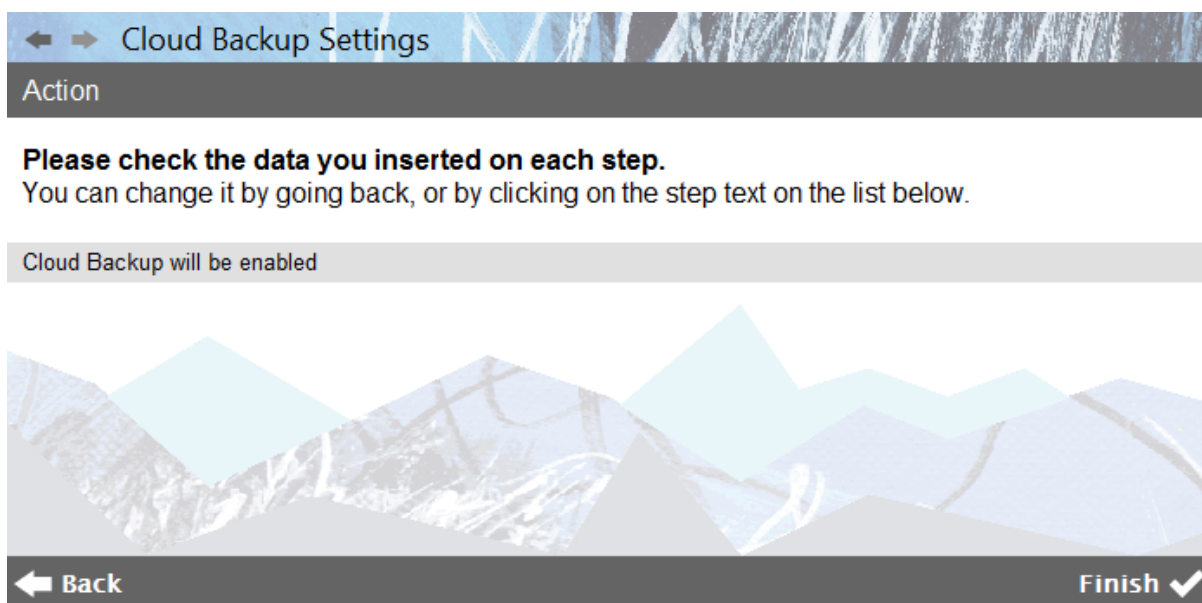
Connecting to the cloud for the first time is achieved via the Cloud Backup Settings wizard (File>Cloud Backup Settings). This component will launch automatically when you licence your software.



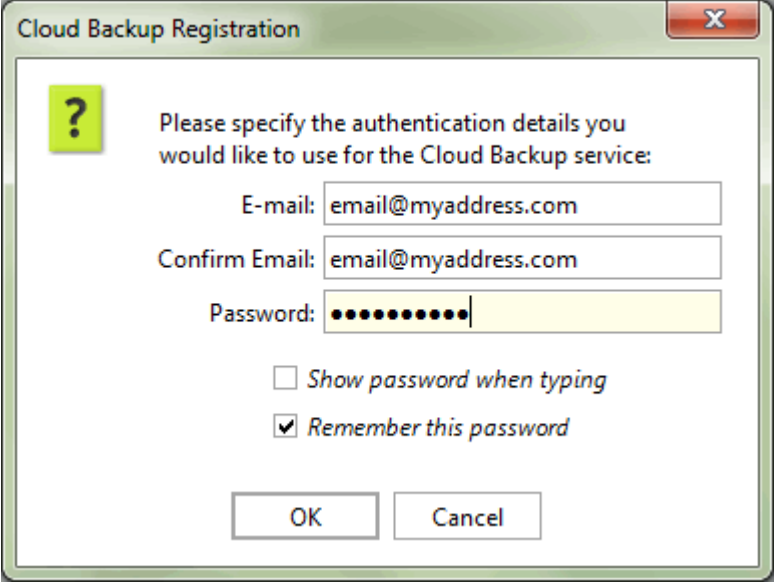
1. In the 'Cloud Backup' screen, click 'Yes (setup or re-enable the service)', and click 'Next' to continue.



2. At this point you will be prompted to accept the Accountz Cloud Backup service Terms of Use. If you are happy to do so, check the 'I agree to the terms of use' box, and click 'Continue'.



3. The next screen, marked 'Action', details the options selected thus far. Click 'Finish' to complete the wizard.



Cloud Backup Registration

?

Please specify the authentication details you would like to use for the Cloud Backup service:

E-mail:

Confirm Email:

Password:

Show password when typing

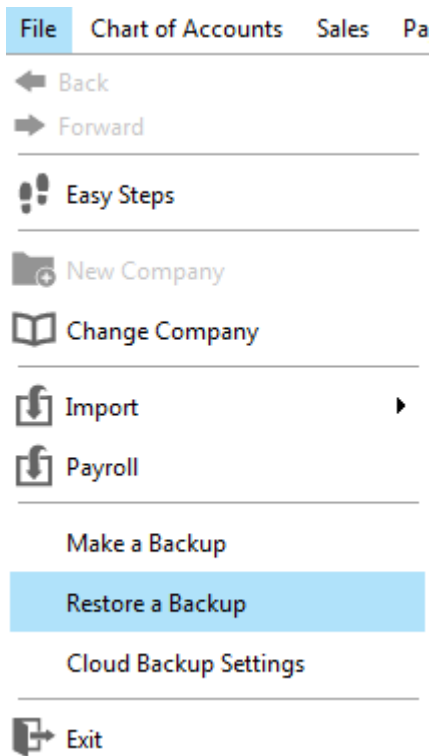
Remember this password

4. Enter (and confirm) your email address; you will need to create a new password at this point and enter it in the password field. A record of your login details will be emailed to you. Click OK to complete the process.

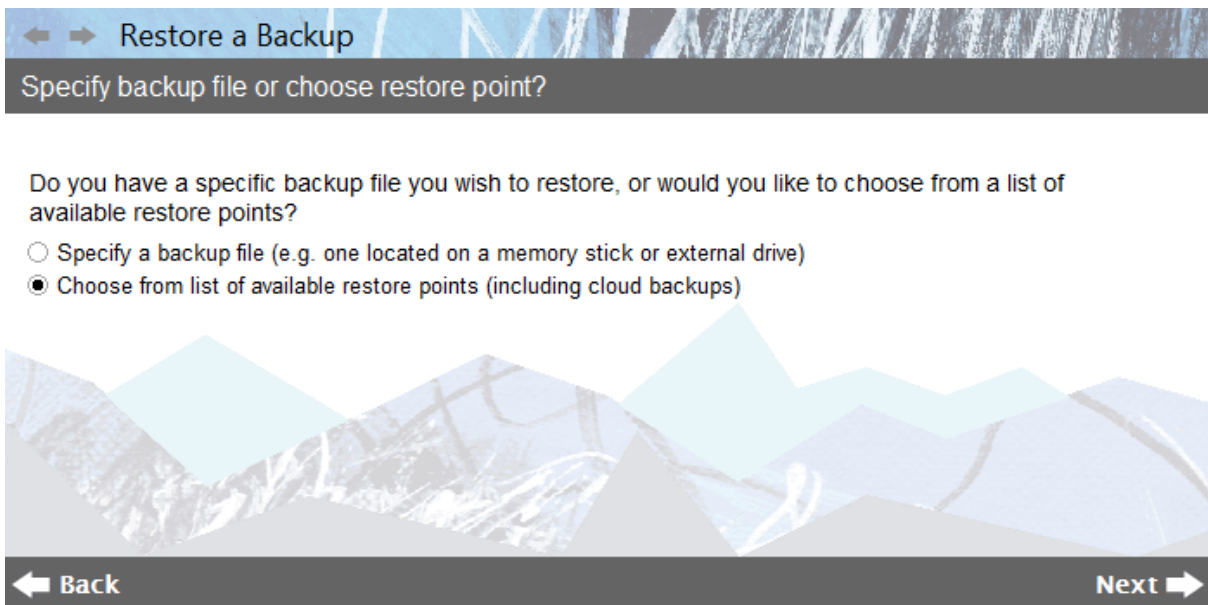
Your data will now be automatically backed up to the cloud every 30 minutes (by default), and upon closing the software.

Restoring from the Cloud to a second computer

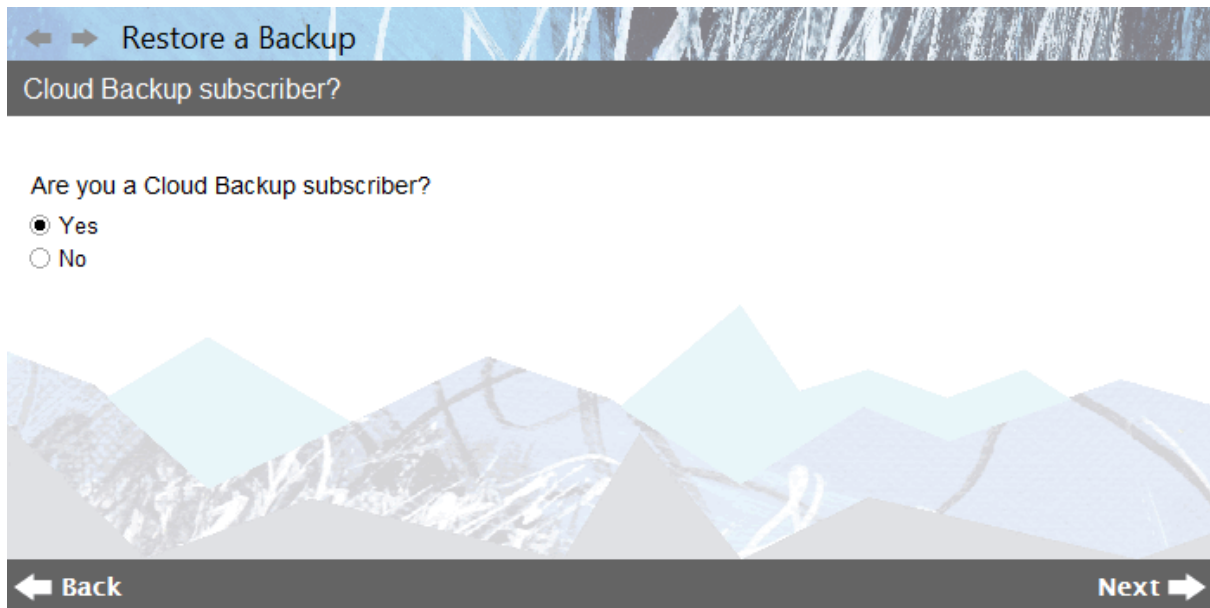
To restore a Cloud Backup to a separate installation of Business Accountz, please follow these steps (please also note, you will not need to licence the new installation):



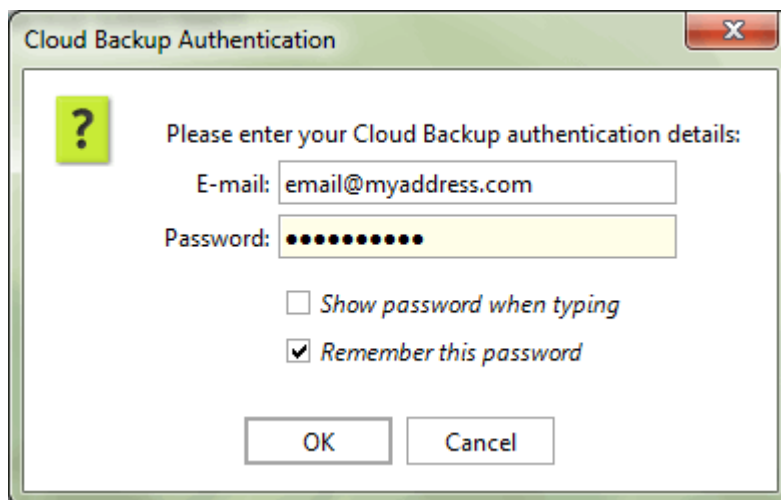
1. Select 'Restore a Backup' from the 'File' main menu. If this option is not available, please ensure that you are running the latest version of Business Accountz by clicking 'Help>Check for Updates' in the main menu.



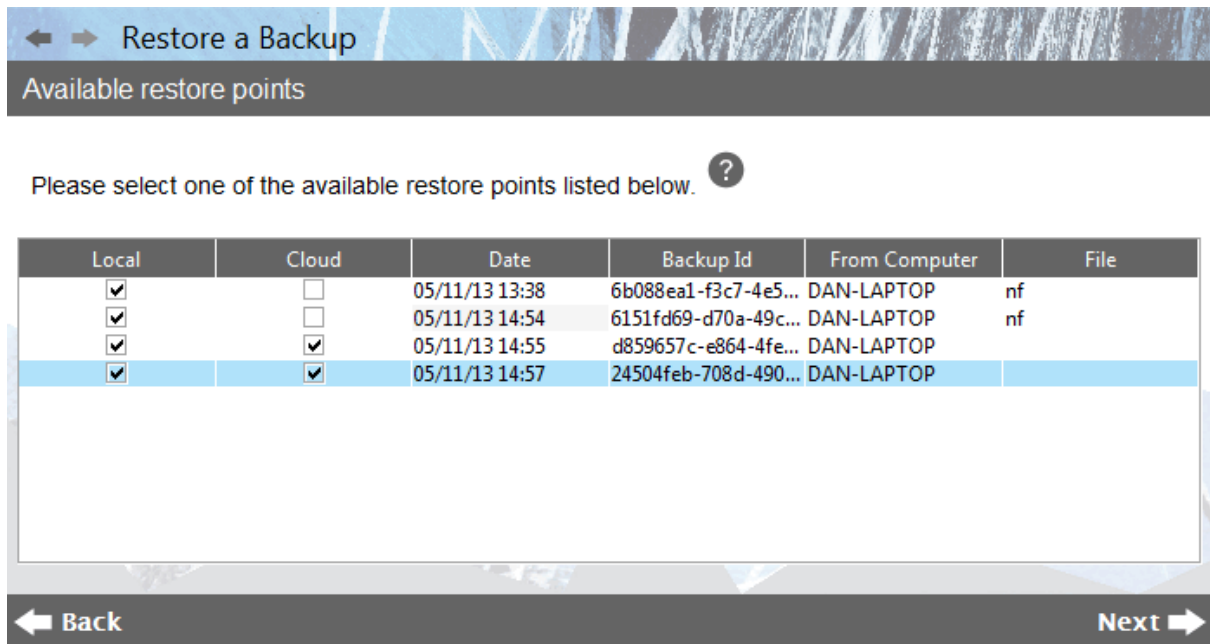
2. In the 'Restore a Backup' screen, select 'Choose from a list of available restore points (including cloud backups)'. Click 'Next' to continue.



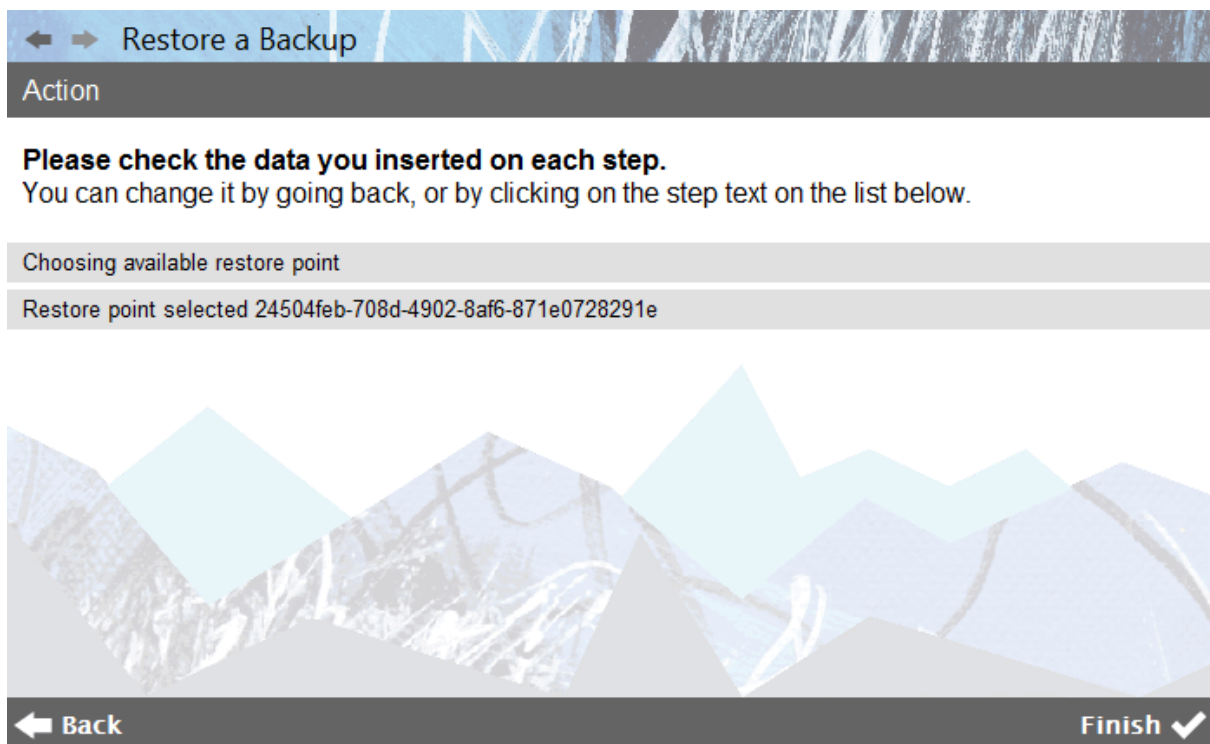
3. In the 'Cloud Backup Subscriber?' screen, select 'Yes'. Click 'Next' to continue.



4. Enter your email address and password. Click 'OK' to continue.



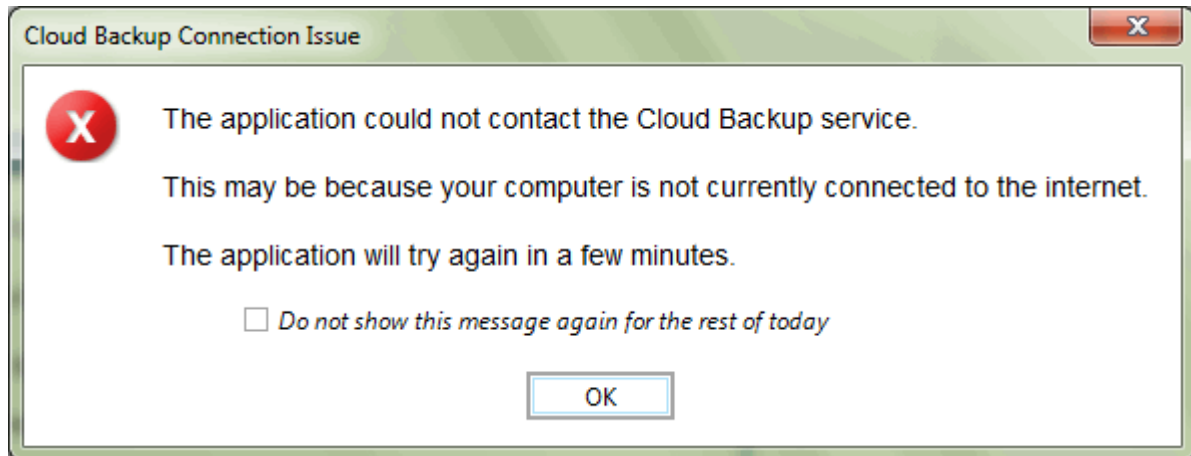
5. In the 'Available Restore Points' screen, click on the backup you wish to restore from the ensuing list (once selected, the backup will be highlighted in blue as per the above screenshot). Click 'Next' to continue.



6. Click 'Finish' to complete the restoration process.

Warning Messages

No Internet Connection



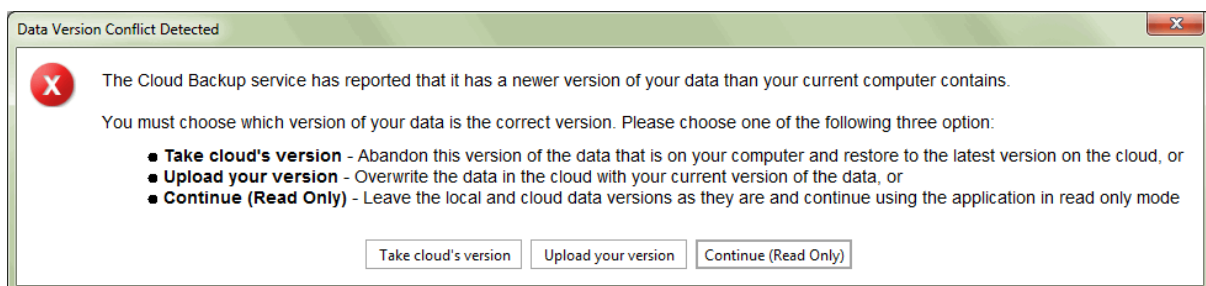
Should the user's internet connection drop out at any point whilst using the software, the above pop-up message will appear.

The user can continue to use the software, and any changes will be saved locally.

This message will continue to pop up regularly while the computer is disconnected from the internet. To suppress this message, tick the 'Do not show this message again for the rest of the day' check box.

When the software detects that the internet has been restored, the data will be backed up to the cloud.

Data Conflict

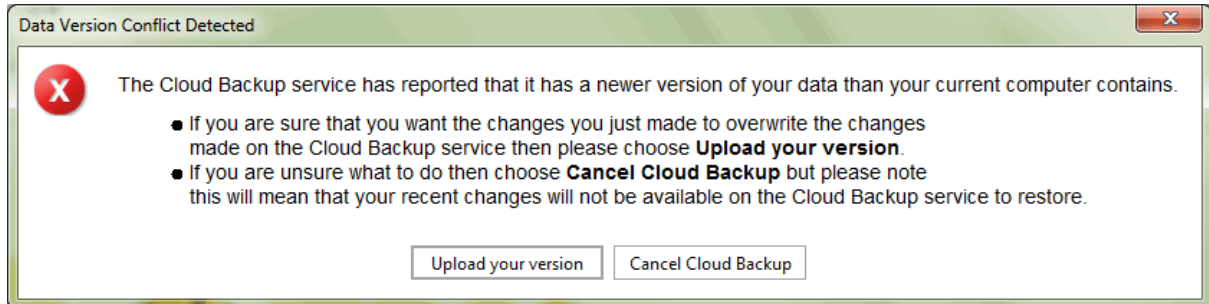


Occasionally, the user may see the above pop-up message. This may occur if the user has accessed the same data on two computers, or if the user is attempting to restore an older version of the project than stored on the cloud.

At this point the user must choose carefully from the following three options:

- **Take the cloud's version** – this will restore the latest version of this data from the cloud (and overwrite the version on your computer)
- **Upload your version** – this will upload the data located on your computer and overwrite the data in the cloud

- **Continue (Read Only)** – this will not touch the data either on your computer or in the cloud. The user can use the application for viewing purposes in read-only mode



Similarly, the user will see the above pop-up message if he or she has edited the data on their computer, and the system detects upon closing the software that a newer version of the data is already stored on the cloud.

Should this occur, the user will need to choose from the following two options:

- **Upload your version** – this will overwrite the data stored on the cloud with this version of your data
- **Cancel Cloud Backup** – choosing this option will mean the changes you have made are retained on this computer, but they will not be saved to the cloud. The next time you start the software you will be offered the three choices detailed in the first pop-up message above.

Frequently Asked Questions

Q: Can I reset my password?

A: Users can reset their password for free by using the Accountz Online Service website, accessible via the Help menu (Help>Reset Cloud Backup Password), and [via this link](#).

Q: Can two computers access the same data file at the same time?

A: The cloud is NOT a multi-user functionality, and therefore to avoid any potential loss of data, users are advised not to update the same data on different computers simultaneously.

Q: If I buy a second Accountz Cloud Backup and Recovery service can I use the same email address?

A: No. Each copy of the Accountz Cloud Backup and Recovery system that you purchase will need a separate email address.

Q: What if I lose access to my email address?

A: You are able to purchase an email re-set service from Accountz.com for a fee.

Q: Can my accountant have access to my cloud backup?

A: It is entirely up to you who you give access of your private information to and solely your responsibility.

Q: What happens if my internet dips out and I am temporarily disconnected?

A: The program will inform you if it can not connect to the cloud backup service but will continue to perform local backups as normal. When your internet connection returns then the program will perform a sync to the cloud at the next available opportunity.

Q: Can I purchase a replacement Home Accountz Cloud key?

A: Yes, there is a small administrative fee for this service. Please see [Accountz Cloud Backup and Recovery Terms & Conditions](#)

Q: Will any firewall software that I use affect my being able to use Accountz Cloud Backup and Recovery?

A: If you are running Accountz Cloud Backup and Recovery and you employ a firewall program on your computer then you will need to set up a rule to allow the Accountz application to contact the internet. This will prevent your firewall program from repeatedly asking you for permission when the Accountz application performs a sync.

Q: How many backups are stored on the cloud?

A: See section 1.2, here: [Accountz Cloud Backup and Recovery Terms & Conditions](#)

Q: What will happen when my Cloud Backup Service is due to expire?

A: Accountz will send an email a month before it's due to expire advising you that the cloud backup service will expire in a month. If you wish to continue with the service then you can purchase a new licence on the Accountz website or via the telephone.

Q: What will happen if my Cloud Backup Service has expired?

A. If you don't renew the Cloud service, the software will automatically cease performing backups on the cloud. It will keep creating local backups. If you wish to re-activate the service, you can purchase a new licence key on the Accountz website or via the telephone.

Q: How many computers can I access my Accountz Cloud Backup from?

A: You can access your data from the Cloud on as many computers that your software product is licenced to. Please see the EULA:
www.accountz.com/accountz/end-user-licence-agreement

Q: I make backups on a USB memory stick/external drive, why do I need it?

The Accountz Cloud Backup Service safeguards your data in the event of you losing your USB memory stick/external drive or it becoming corrupted.

Further Resources

Please see the following links:

- Make a Backup
- Restore a Backup
- Cloud Backup Settings
- Local Backup Settings
- Cloud Troubleshooting
- Cloud Backup Speed

How to

How To Guides

- Entering Your First Transactions
- Complete Transaction Process Guide
- Rapid Data Entry
- Views
- Creating and Customising Views
- Creating and Customising Documents
- Importing Data
- How To Enter Opening Balances
- Licence Key Essentials
- UK Switching from VAT Cash Accounting To Standard VAT (accrual)
- Accounting for Investments - Stocks and Shares
- Client Accounts
- Create a Report (e.g. Nominal Ledger, Bank Account) with Consolidated Brought Forward Balances
- How To Create A Landscape Invoice Design
- UK EC Acquisitions VAT Boxes 2 and 4
- UK VAT Apportioning for Personal Use
- UK How to change back Sales Tax Date to Tax Date
- How to set or re-set your business (VAT) start date
- How To Refund A Customer
- How To Lock and Unlock Transactions
- How to sort transactions into date order
- Year Ends and continuing into a New Year
- How to create New Accounts and Account Groups
- How to format a table on an Invoice-Quote-Credit Note-Purchase Order
- Deposit paid for by third party
- Tax Deducted at Source
- Factoring
- What to do if you become VAT registered
- UK Tax for the Self-Employed
- UK VAT126 Claim for Refund by Local Authorities
- UK VAT Road Fuel Scale Charge
- UK VAT Corrections
- How to move an account from one group to another
- Nominal Ledger Report
- How to account for dead stock
- Setting a different backup path
- How to create your own shortcuts in Business Accountz
- UK CIS Construction Industry Scheme
- UK Reclaiming forgotten VAT
- Business Accountz won't start
- How to restore your data after re-installation
- How to print a report for transactions up to a certain date
- Create a Template Purchase

- Create a Template Sale
- Create a Template Transfer
- How to pay yourself back/refund yourself
- How to add a Custom Field to a template
- How to use Multi Currency
- How to create Remittance Advice
- How to enter negative figures in Business Accountz

Business Processes

Record a sale

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

A sale can be recorded in 2 places:


1. In the Sales Transactions Component
2. In the Customer Records Component

The protocol for both is identical, with the exception that in the Sales Transactions component the option is there to associate the sale with a customer, whereas in the Customer Records component this is automatically assigned.

We will describe this process in the Sales Transactions component.

First, select the component, either by clicking on the Sales Transactions icon, or by choosing Sales>Sales Transactions from the main menu.

There are five fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account, Total Amount, and VAT Code (provided you are Tax registered). There are further fields which can be filled in to embellish the transaction with extra information, such as Customer, Reference.

Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.

Record an expense

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

Expenses are recorded in the Purchase Transactions Component.

Select the component, either by clicking on the Purchase Transactions icon, or by choosing Payments > Purchase Transactions from the main menu.

There are five fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account, Total Amount, and VAT Code (provided you are Tax registered, note that the text here will vary depending on your tax regime). There are further fields which can be filled in to embellish the transaction with extra information, such as Supplier, Reference.

Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.


Record a purchase of stock for resale

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

Purchases of stock for resale are recorded in the Purchase Transactions Component.

Select the component, either by clicking on the Purchase Transactions icon, or by choosing Payments > Purchase Transactions from the main menu.

There are five fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account, Total Amount, and VAT Code (provided you are Tax registered, note that the text here will vary depending on your tax regime). There are further fields which can be filled in to embellish the transaction with extra information, such as Supplier, Reference.

Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.

Turn on the Quantity column if you are purchasing more than 1 item, and also the unit price column too.

If you have Business Accountz Enterprise and the Product Management, you can record specific details about the product itself as well as look at the product history (eg. how many ordered, when and for how much, how many sold, when and for how much, plus how many are currently left in stock). You can also use the Supplier records module to create purchase orders, which can subsequently be turned into purchase transactions when those orders are received.

Record a purchase of equipment for use in the business

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

Purchases of assets such as equipment are recorded in the Purchase Transactions Component.

Select the component, either by clicking on the Purchase Transactions icon, or by choosing Payments > Purchase Transactions from the main menu.

There are five fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account, Total Amount, and VAT Code (provided you are Tax registered, note that the text here will vary depending on your tax regime). There are further fields which can be filled in to embellish the transaction with extra information, such as Supplier, Reference.



Next, click the **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.

One of the default accounts is called Equipment. The From account will be the account being used to pay for the equipment (eg. Bank, Cash, Credit Card or Bills Unpaid if it is being bought on credit). The To account will be Equipment.


Record a purchase of raw materials for manufacturing

Introduction

Purchases of assets such as raw materials to be used for manufacturing are recorded in the Purchase Transactions Component.

Select the component, either by clicking on the Purchase Transactions icon, or by choosing Payments > Purchase Transactions from the main menu.

There are five fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account, Total Amount, and VAT Code (provided you are Tax registered, note that the text here will vary depending on your tax regime). There are further fields which can be filled in to embellish the transaction with extra information, such as Supplier, Reference.

Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.

One of the default accounts is called Raw Materials if you answered Yes to the manufacturing question in the company setup wizard. The From account will be the account being used to pay for the materials (eg. Bank, Cash, Credit Card or Bills Unpaid if it is being bought on credit). The To account will be Raw Materials.

If the Raw Materials account is not present, go to the Chart of Accounts component and add to the Current Assets Group.


Record a receipt of money from a customer

Introduction

If you have already entered an invoice in the Sales Transactions component, and your customer is now paying it, enter a new transaction in the Transfer Transactions component.

Select the component, either by clicking on the Transfer Transactions icon, or by choosing General > Transfer Transactions from the main menu.

There are four fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account and Total Amount. There are further fields which can be filled in to embellish the transaction with extra information, such as Customer, Reference.

Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.

The From account will be Invoices Unpaid and the To account will be the account you are paying the money into (eg. Bank, Cash or Undeposited Funds if you are going to pay in more than 1 cheque at the same time to the bank).

NOTE: If you have not entered the invoice and it is being paid immediately, then you can do it all directly in the Sales Transactions component. In this case the From account will be the Sales account you are using to analyse the sale and the To account will be the same as described above (eg. Bank).


Paying a bill

Introduction

If you have already recorded a bill in the Purchase Transactions component, and you now want to pay it, enter a new transaction in the Transfer Transactions component.

Select the component, either by clicking on the Transfer Transactions icon, or by choosing General > Transfer Transactions from the main menu.

There are four fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account and Total Amount. There are further fields which can be filled in to embellish the transaction with extra information, such as Supplier, Reference.

Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.

The From account will be the account being used to pay the bill (eg. Bank, Cash or Credit Card) the To account will be Bills Unpaid.

NOTE: If you have not entered the bill and are paying it immediately, then you can do it all directly in the Purchase Transactions component. In this case the From account will be the account being used to pay the bill (eg. Bank, Cash or Credit Card).

Record a sales refund

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

A sales refund can be recorded in 2 places:

1. In the Sales Transactions Component
2. In the Customer Records Component


The protocol for both is identical, with the exception that in the Sales Transactions component the option is there to associate the sale with a customer, whereas in the Customer Records component this is automatically assigned.

We will describe this process in the Sales Transactions component.

If you are adding a refund with no previous sales transaction (because it was held in some previous software, or manual bookkeeping system) then do this:

First, select the component, either by clicking on the Sales Transactions icon, or by choosing Sales>Sales Transactions from the main menu.

There are five fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account, Total Amount, and VAT Code (provided you are Tax registered). There are further fields which can be filled in to embellish the transaction with extra information, such as Customer, Reference.


Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.

Enter your Sales account in the From field and the place the refund is going to in the To field (eg. Bank or Invoices Unpaid). Enter the Total including VAT but as a negative amount. Press the correct VAT code if registered and that's it done. You are simply reversing the original transaction by doing this (ie. using negative amounts).

If you have the original sales transaction in the system it is much easier:

Business Accountz V3 Help

1. Find and highlight the original transaction
2. Click the  **Insert Credit Note based on this sale** - Inserts credit note transaction(s) based on the selected sale(s)
3. Enter the date of the refund and you are done


Record a purchase refund

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

Refunds are recorded in the Purchase Transactions Component.

Select the component, either by clicking on the Purchase Transactions icon, or by choosing Payments > Purchase Transactions from the main menu.

There are five fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account, Total Amount, and VAT Code (provided you are Tax registered, note that the text here will vary depending on your tax regime). There are further fields which can be filled in to embellish the transaction with extra information, such as Supplier, Reference.

Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.


The From account will be the account that the refunded money is being paid into (eg. the Bank). The To account will be the expense or purchase account where this purchase was originally recorded. Enter the Total amount as a negative figure. Enter the relevant VAT code and you are done. By entering a negative amount, you are reversing the original transaction.

Record interest received

As there is no VAT in interest received from investments or the bank, this can be recorded in the Transfer Transactions component.

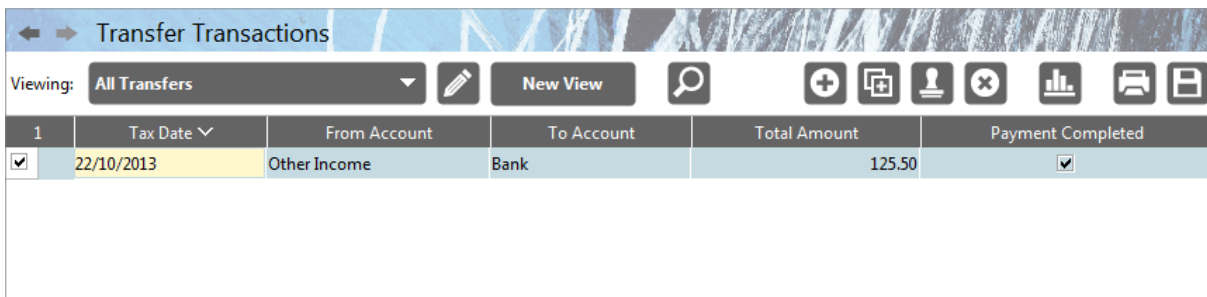
First, select the component, either by clicking on the Transfer Transactions icon, or by choosing General > Transfer Transactions from the main menu.

There are four fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account and Total Amount. There are further fields which can be filled in to embellish the transaction with extra information, such as Reference.

Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.

The **From** account will be either a dedicated Interest Received income account or the default Other Income account. The **To** account will be your bank (if it is bank interest you are receiving). Please see image below:



1	Tax Date	From Account	To Account	Total Amount	Payment Completed
<input checked="" type="checkbox"/>	22/10/2013	Other Income	Bank	125.50	<input checked="" type="checkbox"/>

It is important that you are aware this is income from interest as it will usually already be taxed at source, so make sure that is clear when you fill in your tax forms at year end.

Record PAYE

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

Make 3 entries in Transfer Transactions. The first for the total paid to employees will be From Bank To Employee Wages Account, the second for the Tax and NIC's paid to HMRC will be From Bills Unpaid To Employee Tax/NIC Account.

Transfer Transactions							
Viewing: All Transfers							
0	Tax Date	From Account	To Account	Total Amount	Description	Paid Date	Payment Completed
<input type="checkbox"/>	31/07/2013	Bank	Employee Wages and Salaries	2,500.00	July Wages Total	31/07/2013	<input checked="" type="checkbox"/>

Then a third entry is entered when the payment is made to HMRC and is entered as From Bank To Bills Unpaid.

Transfer Transactions							
Viewing: All Transfers							
0	Tax Date	From Account	To Account	Total Amount	Description	Paid Date	Payment Completed
<input type="checkbox"/>	31/07/2013	Bank	Employee Wages and Salaries	2,500.00	July Wages Total	31/07/2013	<input checked="" type="checkbox"/>
<input type="checkbox"/>	31/07/2013	Bills Unpaid	Employee Tax and NIC Paid	620.00	July PAYE and NIC	24/08/2013	<input checked="" type="checkbox"/>

You can make as many of the first entry as you like to cover each employee individually if you like, or consolidate into a single transaction per payday.

Transfer Transactions							
Viewing: All Transfers							
1	Tax Date	From Account	To Account	Total Amount	Description	Paid Date	Payment Completed
<input type="checkbox"/>	31/07/2013	Bank	Employee Wages and Salaries	2,500.00	July Wages Total	31/07/2013	<input checked="" type="checkbox"/>
<input type="checkbox"/>	31/07/2013	Bills Unpaid	Employee Tax and NIC Paid	620.00	July PAYE and NIC	24/08/2013	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	19/08/2013	Bank	Bills Unpaid	620.00	July PAYE Payment	24/08/2013	<input checked="" type="checkbox"/>

Paying yourself if self-employed

Paying yourself money from your business when you are self-employed is not an expense of the business. This is a common mistake. If you are an employee, then it is. This topic is for self-employed only:

First you will need to add an account called Drawings of type Drawings Account into the Chart of Accounts > Equity section.


Whenever you pay yourself, make a new Transfer Transaction From Bank To Drawings.

Paying VAT to HMRC

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

Select the component, either by clicking on the Transfer Transactions icon, or by choosing General > Transfer Transactions from the main menu.

There are four fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account and Total Amount. There are further fields which can be filled in to embellish the transaction with extra information, such as Supplier, Reference.

Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.


The From account will be the account being used to pay HMRC (eg. Bank, Cash or Credit Card) the To account will be VAT Control.

Recording a VAT refund from HMRC

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

Select the component, either by clicking on the Transfer Transactions icon, or by choosing General > Transfer Transactions from the main menu.

There are four fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account and Total Amount. There are further fields which can be filled in to embellish the transaction with extra information, such as Supplier, Reference.

Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.


The From account will be VAT Control. The To account will be wherever HMRC are paying the refund to (eg. your Bank).

Paying Corporation Tax to HMRC

Introduction

Select the component, either by clicking on the Transfer Transactions icon, or by choosing General > Transfer Transactions from the main menu.

There are four fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account and Total Amount. There are further fields which can be filled in to embellish the transaction with extra information, such as Supplier, Reference.

Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.

The From account will be the account being used to pay HMRC (eg. Bank, Cash or Credit Card) the To account will be Corporation Tax.

If you do not have a Corporation Tax Account set up. Do this:

1. Open the Chart of Accounts component
2. Double-click the Equity Group > Profit and Loss Group in the left hand panel. This will open it in the right hand panel.
3. Select the Sub-accounts tab at the bottom of the right panel
4. Click the Add new account button in the toolbar in that panel
5. Enter a name for the account (eg. Corporation Tax) and set the account type as Tax Account

Note you could set up a Tax Group if you preferred and then open a Corporation Tax Account in that group.

Customers

Add a new customer

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

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- [1 Overview](#)
- [2 Add a new customer to a transaction table](#)
- [3 Add a customer to the Customer Records component](#)
- [4 Add a customer in the Customer Table component](#)

Overview

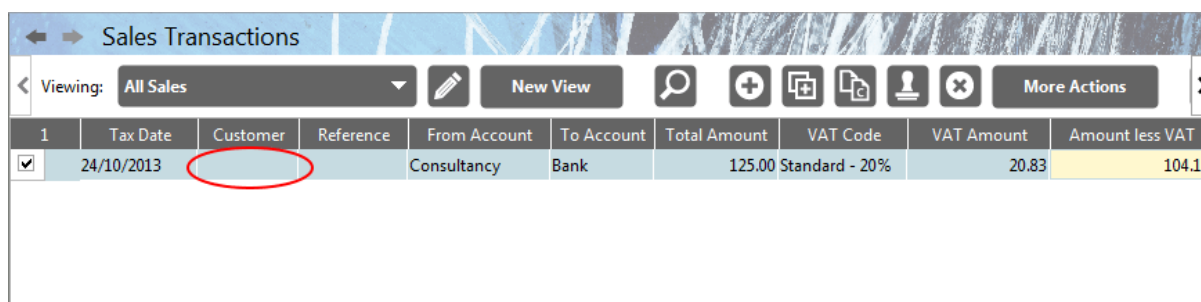
There are 3 ways to add a new customer in Business Accountz:

1. Via the Customer column in a transaction table
2. Via the Customer Records component **O P E**
3. Via the Customer Table component **B P E**

Add a new customer to a transaction table

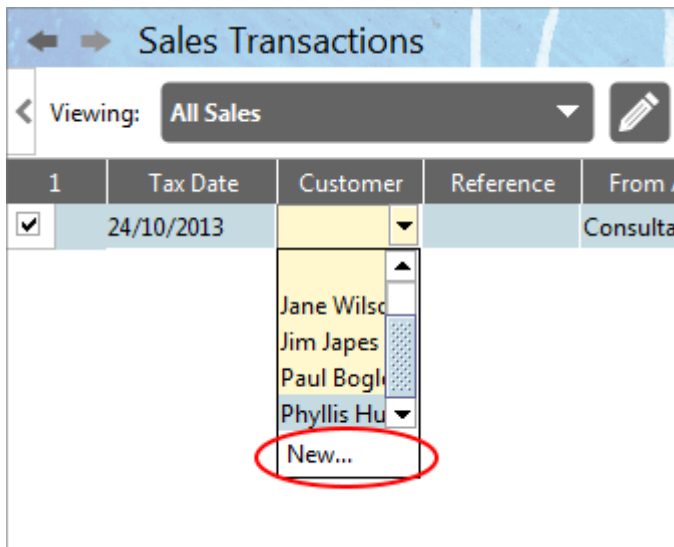
It is possible to add a customer to any transaction table which contains the 'Customer' column.

First, click in the 'Customer' field of any transaction.



1	Tax Date	Customer	Reference	From Account	To Account	Total Amount	VAT Code	VAT Amount	Amount less VAT
<input checked="" type="checkbox"/>	24/10/2013			Consultancy	Bank	125.00	Standard - 20%	20.83	104.17

Next, click 'New' from the drop down list which appears.



Enter the customer's name in the 'Add New Customer' field, and click 'Add' to finish.

Add New Customer

Name:

The customer's name is associated with this transaction, and added to the Customer Records and Customer Table component



Add a customer to the Customer Records component

Only available in **Professional** and **Enterprise** versions of Business Accountz

The screenshot shows the 'Customer Records' window. At the top, there is a search bar labeled 'Customer:' with a magnifying glass icon and a 'Show deleted' checkbox. Below this, there are four buttons: 'Create New Customer' (highlighted with a red box), 'Create New Quote', 'Create New Invoice', and 'Create New Credit'. The main area is divided into tabs: 'Customer Details', 'Contact Details', 'Statement', 'Sales', 'Transfers', and 'Quotations'. The 'Customer Details' tab is active, showing a form with fields for Name, Reference, VAT Number, Address (Billing Address), Post Code, and Country. There are also dropdown menus for 'Account From' and 'Account To', and a 'Deleted' checkbox. A vertical alphabetical index is on the left side of the form.

Create New Customer

To create a new customer within the Customer Records window, click the 'Create a New Customer' button at the top of the Customer Details panel.

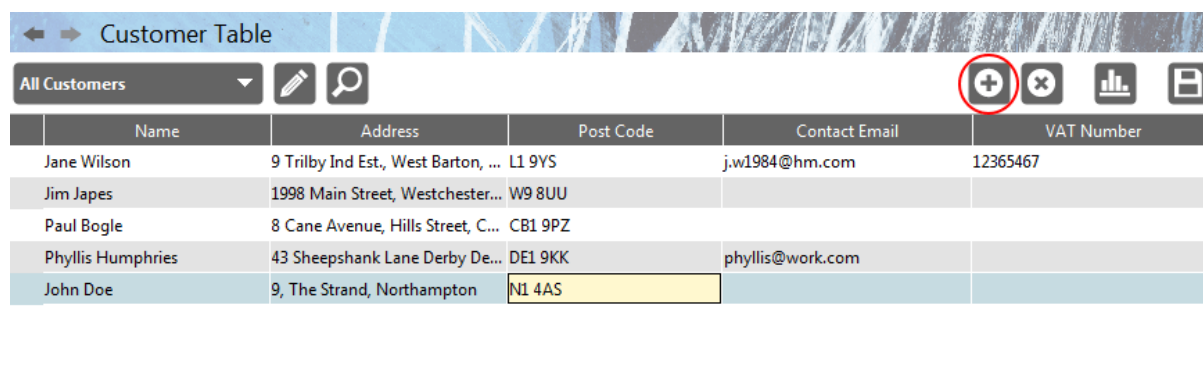
This will clear the customer name/address fields and place the cursor in the 'Name' field, ready for you to start typing. Enter information as required into the following fields:

- **Name** - The Customer's Name
- **Address** - The Customer's Address
- **Postcode** - The Customer's Postcode
- **Country** - The Customer's Country of address
- **Notes** - Any further notes you may wish to add about the customer
- **Reference** - Use this for any further reference details about the customer
- **VAT Number** - The Customer's VAT Number
- **Account From** - An account entered here will automatically be entered in any transaction/quotation for this customer within this component
- **Account To** - An account entered here will automatically be entered in any transaction/quotation for this customer within this component

Please note that the new customer details are automatically saved.

Add a customer in the Customer Table component

Only available in **Basic**, **Professional**, and **Enterprise** versions of Business Accountz



Name	Address	Post Code	Contact Email	VAT Number
Jane Wilson	9 Trilby Ind Est., West Barton, ...	L1 9YS	j.w1984@hm.com	12365467
Jim Japes	1998 Main Street, Westchester...	W9 8UU		
Paul Bogle	8 Cane Avenue, Hills Street, C...	CB1 9PZ		
Phyllis Humphries	43 Sheepshank Lane Derby De...	DE1 9KK	phyllis@work.com	
John Doe	9, The Strand, Northampton	N1 4AS		



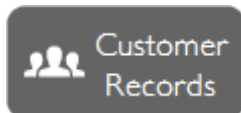
Click the 'Add a New Customer' button in the toolbar at the top of the Customer Table window.

This will add a new line to the table. Enter your customer's details as required.


Please note: the new customer data is automatically saved.

Add a contact

To add a new contact to a customer open the Customer Records component by



clicking on the button or selecting Sales > Customer Records from the main menu.

1. Find the customer you wish to add the contact to
2. Select the Contact Details Tab
3. Click the  button
4. Enter the new contact details

You can add as many contacts as you like to each customer and add details to each contact such as position, telephone, email etc.

To add a contact to a Supplier, the process is as above, except you will need to open the Supplier Records component (Payments>Supplier Records, or by clicking the Supplier Records icon in the main toolbar).

You can also attach documents or folders to each contact. Four per contact by dragging them onto the empty Link fields. Once attached, click the associated Link buttons on the right to view the documents or folder contents. This is useful for attaching letters you may have written.


If you have a lot of correspondence with a contact, keep those letters in a folder and drag the folder on the link. That way you can associate hundreds of documents with a single contact.

Remove a customer

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

The screenshot shows the 'Customer Records' interface for 'Phyllis Humphries'. The 'Customer Details' tab is active. On the left, there is a vertical alphabetical index from A to Z. The main form contains the following fields and controls:

- Name:** Phyllis Humphries
- Reference:** (empty)
- VAT Number:** (empty)
- Account From:** (dropdown menu)
- Account To:** (dropdown menu)
- Deleted:** (highlighted with a red box)
- Address:** Billing Address (dropdown), 1 of 1, Add Address, Delete Address
- Address:** 43 Sheepshank Lane Derby Derbyshire
- Post Code:** DE1 9KK
- Country:** (dropdown menu)
- Notes:** (text area)

To remove a customer open the Customer Records component by clicking on the  button or selecting Sales > Customer Records from the main menu.

1. Find the customer you wish to remove
2. Select the Customer Details Tab
3. Tick the Deleted checkbox

Design an Invoice-Quote-Credit Note Template

Contents

- [1 Introduction](#)
- [2 Create a complete set of document templates](#)
- [3 Create or Edit individual document templates](#)
- [4 Using your new templates](#)

Introduction

The screenshot displays the Accountz Enterprise Document Editor interface. At the top, there is a navigation bar with icons for 'Easy Steps', 'Chart of Accounts', 'Customer Records', 'Sales Transactions', and 'Supplier Records', along with a double arrow icon. The 'accountz enterprise' logo is on the right. Below this is a 'Document Editor' header with a 'Preview' button and a 'Data' icon. The main editing area shows a template for an 'Invoice'. The template includes an 'Invoice Address' section with the following text: 'Phyllis Humphries, 43 Sheepshank Lane, Derby, Derbyshire, DE1 9KK'. Below the address is the 'Invoice Number 1' and 'Dated: 17/10/2013'. A table with the following data is shown:

Description	Amount less VAT	VAT Code	VAT Amount	Total Amount
Goods	208.33	Standard - 20%	41.67	250.00

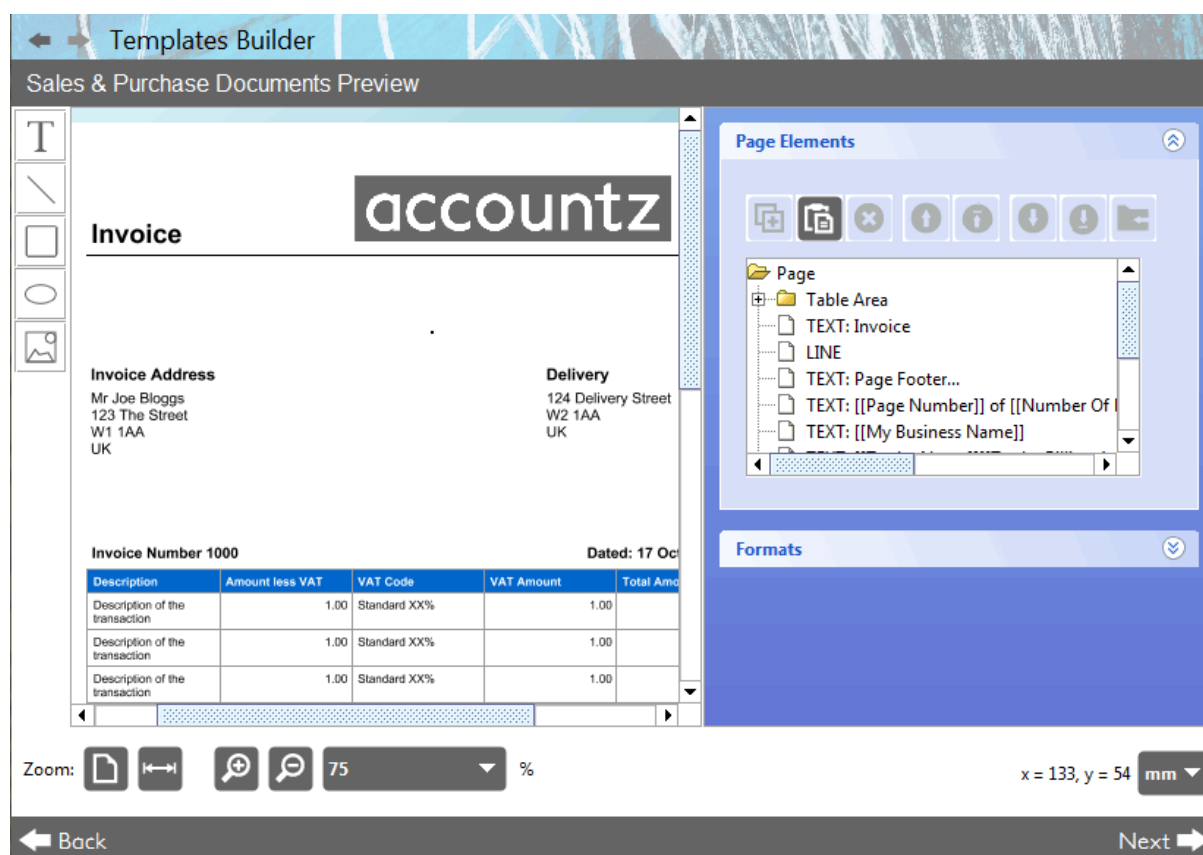
At the bottom of the interface, there is a 'Zoom' control set to 100% and a 'Print PDF' button.

Whenever you create an invoice, quote or credit note, your document is created within the Document Editor component.

The design of the document, as detailed in the Preview Tab, is based on a pre-existing document template (as selected from the Template picker drop down menu - for example, in the screenshot above the template selected is entitled 'Default A4 Portrait').

The Accountz Designer enables you to create or edit document templates to suit your business needs. There are a number of ways to achieve this.

Create a complete set of document templates



The Template Builder component (Documents>Template Builder) enables the user to create a complete set of document templates rather than having to create each type of document template separately (i.e. Invoice / Credit Note / Quote / Purchase Order). [Click here](#) for more information.

Create or Edit individual document templates

Template: Default [A4 Portrait] **Finish Editing** First Page Print PDF

Invoice

Invoice Address
Mr Joe Bloggs
123 The Street
W1 1AA
UK

Delivery
124 Delivery Street
W2 1AA
UK

Invoice Number 1000 **Dated: 15/10/2013**

Description	Amount less VAT	VAT Code	VAT Amount	Total Amount
Description of the transaction	1.00	Standard XX%	1.00	1.00
Description of the transaction	1.00	Standard XX%	1.00	1.00
Description of the transaction	1.00	Standard XX%	1.00	1.00
Description of the transaction	1.00	Standard XX%	1.00	1.00
Description of the transaction	1.00	Standard XX%	1.00	1.00
Description of the transaction	1.00	Standard XX%	1.00	1.00

Zoom: 100 %

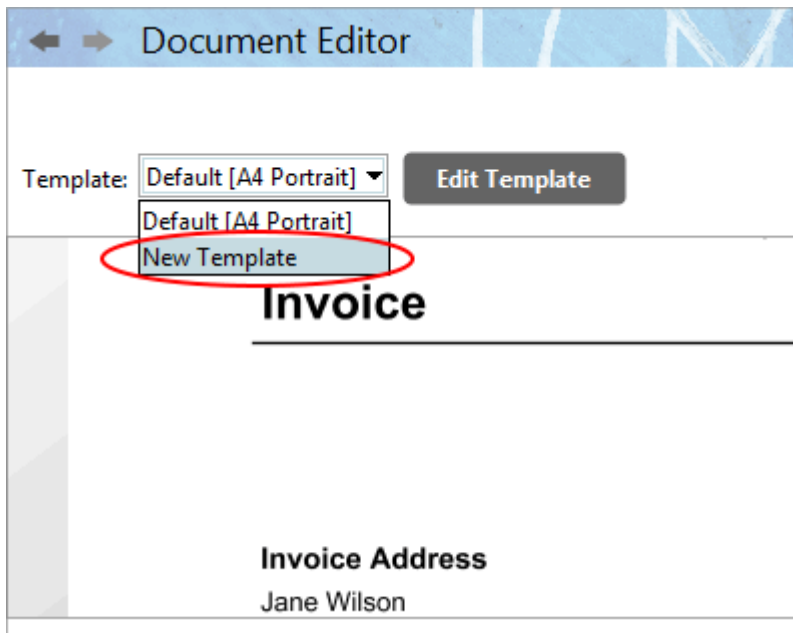
Users can also use the Template Editor component to create or edit individual document templates.

This is managed by clicking the Copy button for the selected template within the Templates screen (this creates a new template based on the one selected), or

clicking the Edit button to edit individual templates (this option is also available in the Preview tab of the Document Editor).

Click here for more information.

Using your new templates



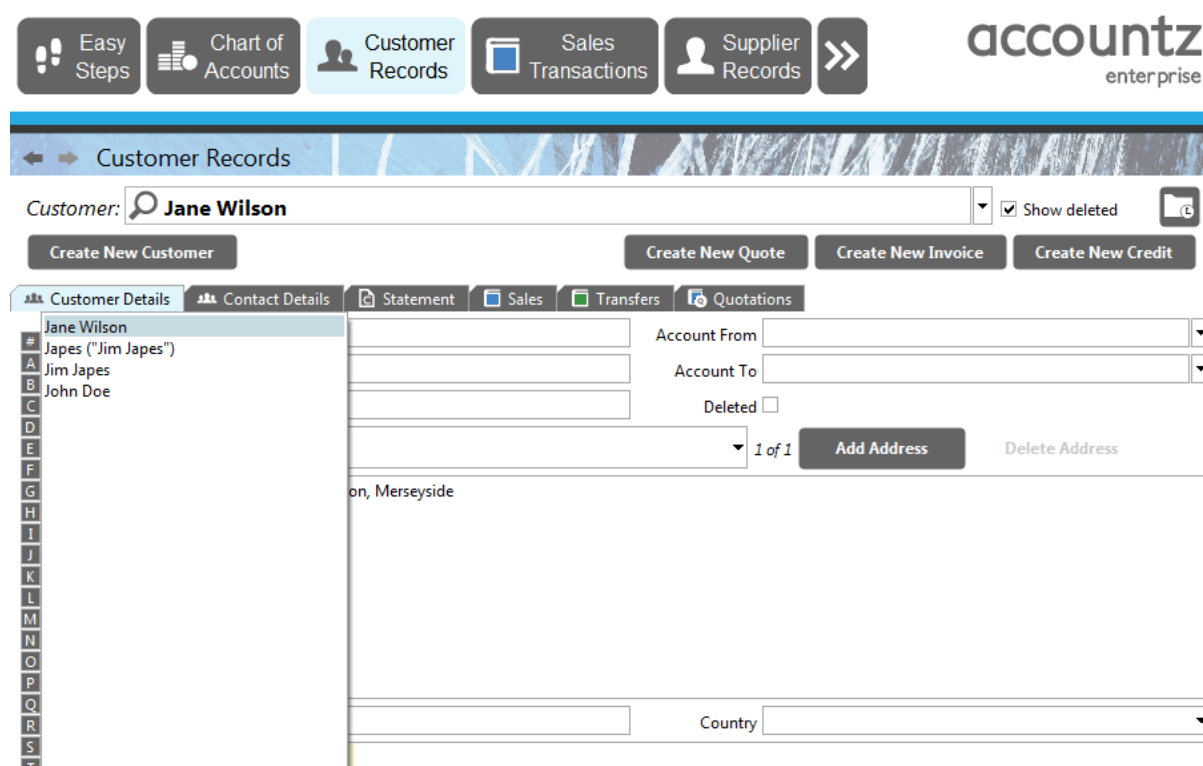
Once complete, the new template(s) are visible within the Templates screen, and are immediately available for selection from the Template picker within the Document Editor component (see screenshot).

Produce an invoice

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

1. Open the Customer Records component.
2. Find the customer you wish to invoice (use the selector on the left of the panel, or click on the **Customer** drop down menu at the top of the page).


3. Click on the Create a New Invoice button 

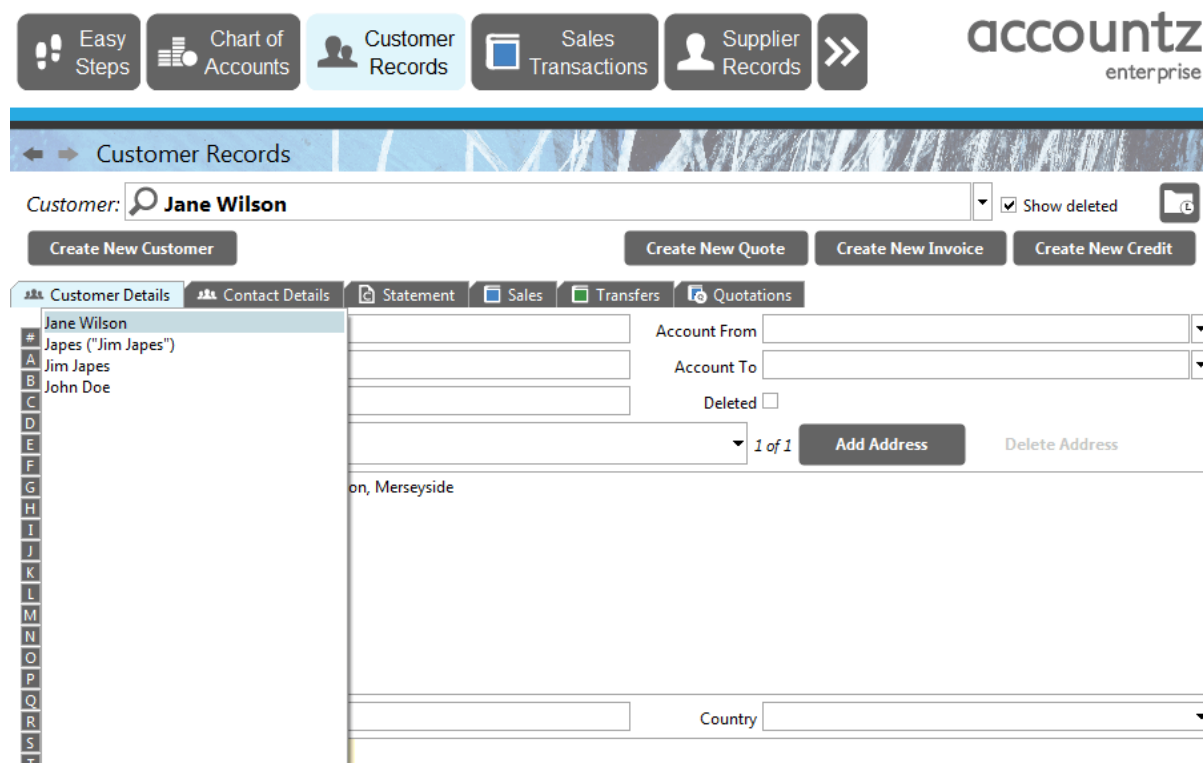


This opens the Document Editor component. Add your new transactions, then click the Preview Tab at the top to view the invoice and either generate it as a PDF file, or print/email/save it.

Produce a quotation

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

1. Open the Customer Records component.
2. Find the customer you wish to send a quotation to (use the selector on the left of the panel, or click on the **Customer** drop down menu at the top of the page).
3. Click on the Create a New Quotation button 



The screenshot displays the Business Accountz V3 interface. At the top, there are navigation buttons for 'Easy Steps', 'Chart of Accounts', 'Customer Records', 'Sales Transactions', and 'Supplier Records'. The 'Customer Records' component is active, showing a search for 'Jane Wilson'. Below the search, there are buttons for 'Create New Customer', 'Create New Quote', 'Create New Invoice', and 'Create New Credit'. The 'Quotations' tab is selected, showing a form with fields for 'Account From', 'Account To', 'Deleted', 'Address', and 'Country'. The 'Address' field contains 'on, Merseyside'. The 'Country' field is empty.

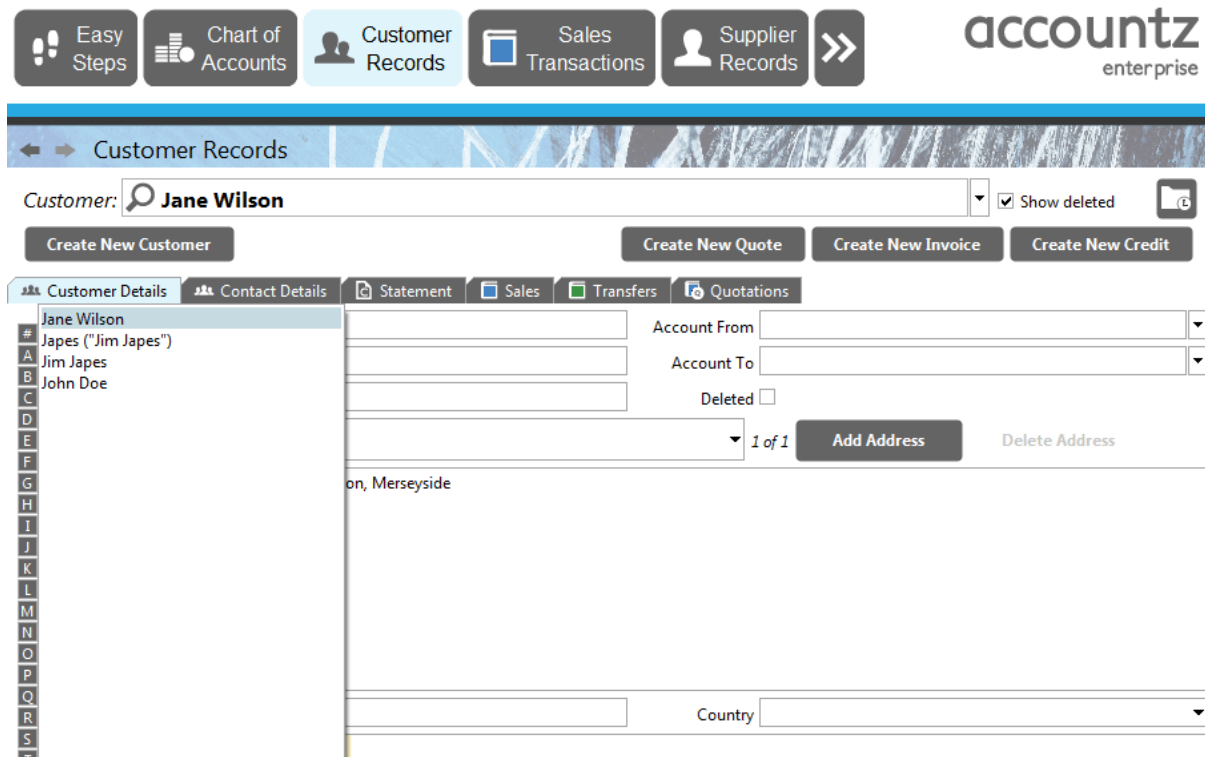
This opens the Document Editor component. Add your new transactions, then click the Preview Tab at the top to view the quotation and either generate it as a PDF file, or print/email/save it.

Produce a credit note

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

1. Open the Customer Records component.
2. Find the customer you wish to issue a Credit Note to (use the selector on the left of the panel, or click on the **Customer** drop down menu at the top of the page).

3. Click on the Create a New Credit Note button 



The screenshot displays the Accountz Enterprise software interface. At the top, there is a navigation bar with icons for 'Easy Steps', 'Chart of Accounts', 'Customer Records', 'Sales Transactions', and 'Supplier Records'. The 'Customer Records' component is active, showing a search for 'Jane Wilson' and a 'Show deleted' checkbox. Below the search are buttons for 'Create New Customer', 'Create New Quote', 'Create New Invoice', and 'Create New Credit'. The 'Customer Details' tab is selected, showing a list of customers on the left and a form for editing details on the right. The form includes fields for 'Account From', 'Account To', 'Deleted' checkbox, 'Address' (with 'Add Address' and 'Delete Address' buttons), and 'Country'.

This opens the Document Editor component. Add your new transactions, then click the Preview Tab at the top to view the credit note and either generate it as a PDF file, or print/email/save it.


Record a receipt of money from a customer

Introduction

If you have already entered an invoice in the Sales Transactions component, and your customer is now paying it, enter a new transaction in the Transfer Transactions component.

Select the component, either by clicking on the Transfer Transactions icon, or by choosing General > Transfer Transactions from the main menu.

There are four fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account and Total Amount. There are further fields which can be filled in to embellish the transaction with extra information, such as Customer, Reference.

Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.

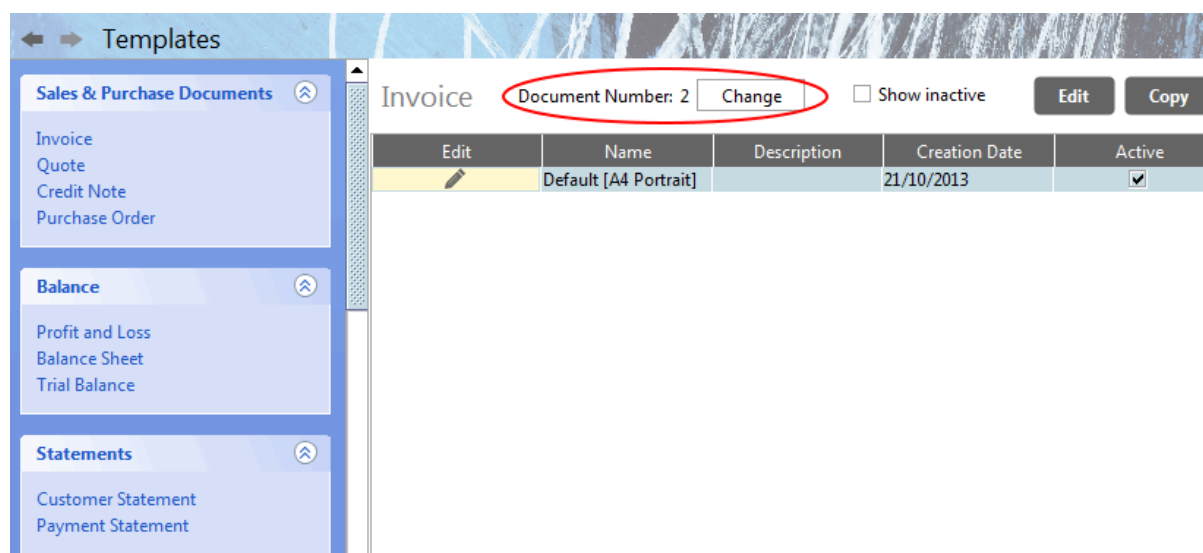
The From account will be Invoices Unpaid and the To account will be the account you are paying the money into (eg. Bank, Cash or Undeposited Funds if you are going to pay in more than 1 cheque at the same time to the bank).

NOTE: If you have not entered the invoice and it is being paid immediately, then you can do it all directly in the Sales Transactions component. In this case the From account will be the Sales account you are using to analyse the sale and the To account will be the same as described above (eg. Bank).

Setup or edit incrementing invoice, quote, credit note and purchase order numbers

Please note that this process is also covered by the [Easy Steps Button](#), available to Business Accountz V3 & 2012 users.

To set your invoice/credit note/quotation/purchase order number select the Templates component via the main menu option: Documents > Templates. Select the relevant document type from the four Sales Documents options in the left column (i.e. Invoices, Quote, Credit Note, Purchase Order) and click the 'Change' button in the top middle of the screen.



It is named 'Document' number rather than 'Invoice' etc. as there are many different document types and all have the ability to automatically increment numbers.

Next time you open a new invoice the 'Last Document Number' will be auto-incremented and added to the invoice reference field. You can edit or over-ride that number if necessary.

Purchases

Add a supplier

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

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- [2 Add a new supplier to a transaction table](#)
- [3 Add a supplier to the Supplier Records component](#)
- [4 Add a supplier in the Supplier Table component](#)

Overview

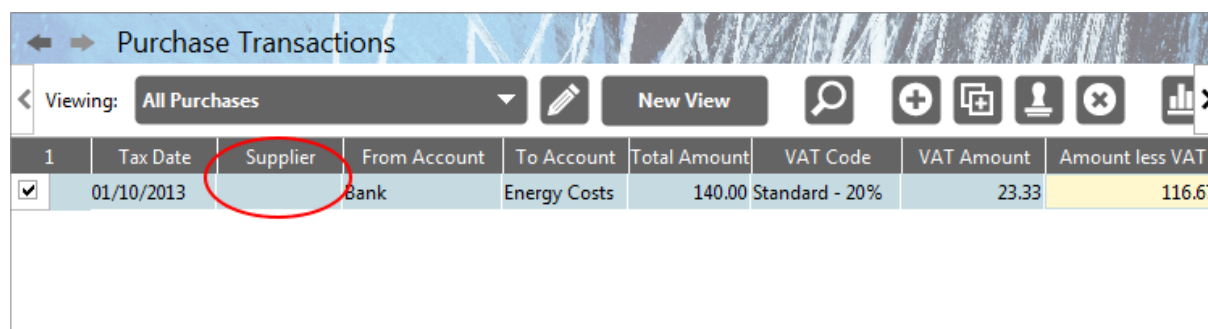
There are 3 ways to add a new supplier in Business Accountz:

1. Via the Supplier column in a transaction table
2. Via the Supplier Records component **E**
3. Via the Supplier Table component **B P E**

Add a new supplier to a transaction table

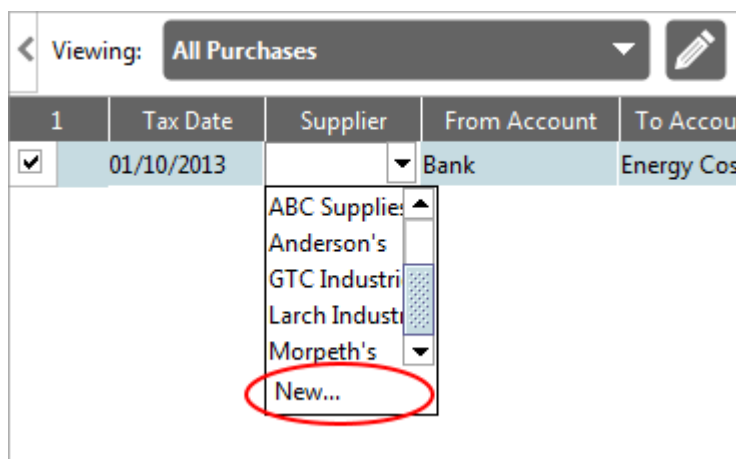
It is possible to add a supplier to any transaction table which contains the 'Supplier' column.

First, click in the 'Supplier' field of any transaction.

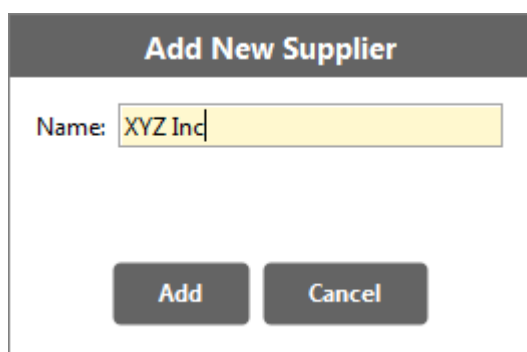


1	Tax Date	Supplier	From Account	To Account	Total Amount	VAT Code	VAT Amount	Amount less VAT
<input checked="" type="checkbox"/>	01/10/2013		Bank	Energy Costs	140.00	Standard - 20%	23.33	116.67

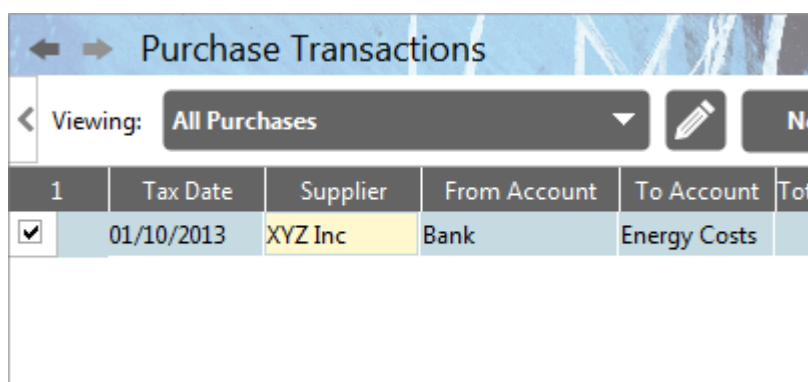
Next, click 'New' from the drop down list which appears.



Enter the supplier's name in the 'Add New Supplier' field, and click 'Done' to finish.



The supplier's name is associated with this transaction, and added to the Supplier Records and Supplier Table component



Add a supplier to the Supplier Records component

Only available in the **Enterprise** version of Business Accountz

Create New Supplier

To create a new supplier within the Supplier Records window, click the 'Create a New Supplier' button at the top of the panel.

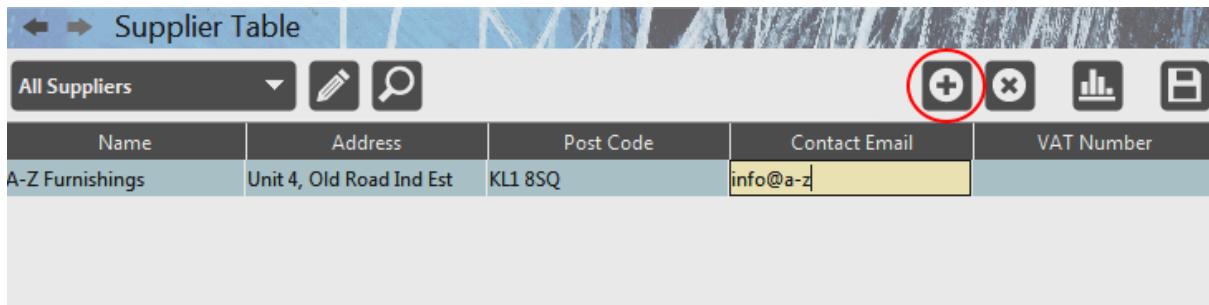
This will clear the supplier name/address fields and place the cursor in the 'Name' field, ready for you to start typing. Enter information as required into the following fields:

- **Name** - The Supplier's Name
- **Address** - The Supplier's Address
- **Postcode** - The Supplier's Postcode
- **Country** - The Supplier's Country of address
- **Notes** - Any further notes you may wish to add about the supplier
- **Reference** - Use this for any further reference details about the supplier
- **VAT Number** - The Supplier's VAT Number
- **Account From** - An account entered here will automatically be entered in any transaction/quotation for this supplier within this component
- **Account To** - An account entered here will automatically be entered in any transaction/quotation for this supplier within this component


Please note that the new supplier details are automatically saved.

Add a supplier in the Supplier Table component

Only available in **Basic**, **Professional**, and **Enterprise** versions of Business Accountz



Name	Address	Post Code	Contact Email	VAT Number
A-Z Furnishings	Unit 4, Old Road Ind Est	KL1 8SQ	info@a-z	

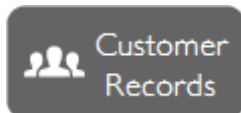
 Click the 'Add a New Supplier' button in the toolbar at the top of the Supplier Table window.

This will add a new line to the table. Enter your supplier's details as required.


Please note: the new supplier data is automatically saved.

Add a contact

To add a new contact to a customer open the Customer Records component by



clicking on the button or selecting Sales > Customer Records from the main menu.

1. Find the customer you wish to add the contact to
2. Select the Contact Details Tab
3. Click the  button
4. Enter the new contact details

You can add as many contacts as you like to each customer and add details to each contact such as position, telephone, email etc.

To add a contact to a Supplier, the process is as above, except you will need to open the Supplier Records component (Payments>Supplier Records, or by clicking the Supplier Records icon in the main toolbar).

You can also attach documents or folders to each contact. Four per contact by dragging them onto the empty Link fields. Once attached, click the associated Link buttons on the right to view the documents or folder contents. This is useful for attaching letters you may have written.

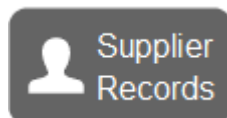
If you have a lot of correspondence with a contact, keep those letters in a folder and drag the folder on the link. That way you can associate hundreds of documents with a single contact.

Remove a supplier

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

The screenshot shows the 'Supplier Records' interface. At the top, there is a search bar for 'Supplier' with 'A-Z Furnishings' entered. Below the search bar are buttons for 'Create New Supplier' and 'Create New Purchase Order'. The main area has several tabs: 'Supplier Details', 'Contact Details', 'Statement', 'Purchases', 'Transfers', and 'Orders'. The 'Supplier Details' tab is active. On the left, there is a vertical alphabetical index from A to Z. The form fields include: Name (A-Z Furnishings), Reference, VAT Number, Address (Billing Address), Address (Unit 4, Old Road Ind Est), Post Code (KL1 8SQ), and Country. A 'Deleted' checkbox is located next to the VAT Number field and is highlighted with a red box. There are also 'Add Address' and 'Delete Address' buttons.

To remove a supplier open the Supplier Records component by clicking on the



button or selecting Payments > Supplier Records from the main menu.

1. Find the supplier you wish to remove
2. Select the Supplier Details Tab
3. Tick the Deleted checkbox Deleted

Design a purchase order

Designing a Purchase Order is much the same when designing an invoice or any other document. Full details can be found in the [Design an invoice/quote/credit note](#) help file.


Paying a bill

Introduction

If you have already recorded a bill in the Purchase Transactions component, and you now want to pay it, enter a new transaction in the Transfer Transactions component.

Select the component, either by clicking on the Transfer Transactions icon, or by choosing General > Transfer Transactions from the main menu.

There are four fields which **MUST** be completed for the transaction itself to be considered complete by the software: Tax Date, From Account, To Account and Total Amount. There are further fields which can be filled in to embellish the transaction with extra information, such as Supplier, Reference.

Next, click the  **Create a new transaction** button in the top toolbar. This adds a new transaction line to the table.

Enter the date in the Tax Date field. As you start typing, a pop-up calendar will appear. You can either click on the required date, or type it in manually. The software will recognise most date dividers, such as full stops, slashes, etc.

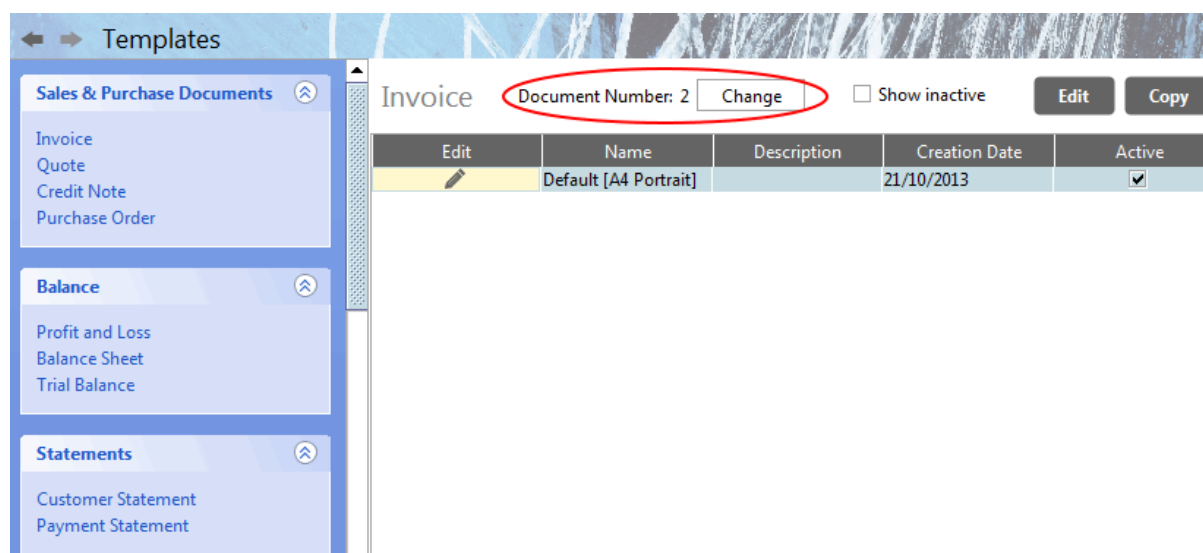
The From account will be the account being used to pay the bill (eg. Bank, Cash or Credit Card) the To account will be Bills Unpaid.

NOTE: If you have not entered the bill and are paying it immediately, then you can do it all directly in the Purchase Transactions component. In this case the From account will be the account being used to pay the bill (eg. Bank, Cash or Credit Card).

Setup or edit incrementing invoice, quote, credit note and purchase order numbers

Please note that this process is also covered by the *Easy Steps Button*, available to Business Accountz V3 & 2012 users.

To set your invoice/credit note/quotation/purchase order number select the Templates component via the main menu option: Documents > Templates. Select the relevant document type from the four Sales Documents options in the left column (i.e. Invoices, Quote, Credit Note, Purchase Order) and click the 'Change' button in the top middle of the screen.



It is named 'Document' number rather than 'Invoice' etc. as there are many different document types and all have the ability to automatically increment numbers.

Next time you open a new invoice the 'Last Document Number' will be auto-incremented and added to the invoice reference field. You can edit or over-ride that number if necessary.

VAT

Complete a VAT return (Standard VAT)

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

You can view any VAT return at any time by clicking on the main menu option VAT Return > VAT Return or the main toolbar VAT Return button.

Full instructions on the VAT return itself can be found here: VAT Return Component

When you have finished a VAT period (usually 3 months) you will need to do one of the following:

1. Pay the VAT to HMRC
2. Record a refund from HMRC
3. No VAT to be refunded or paid

In the latter case, you need to do nothing at all. Box 5 of the VAT Return for the period will be zero.

For cases 1 or 2 go to the Transfer Transactions component and enter a new transaction.

The From account will be your bank (or other money source that is paying it). The To account will be VAT Control.

1	Tax Date	Reference	Supplier	From Account	To Account	Total Amount	Description	Payment Completed
<input checked="" type="checkbox"/>	28/10/2013	VAT Q1	HMRC	Bank	VAT Control	500.00	Paying off VAT to HMRC	<input checked="" type="checkbox"/>

If you are being refunded reverse the accounts (From VAT Control To Bank)

1	Tax Date	Reference	Supplier	From Account	To Account	Total Amount	Description	Payment Completed
<input checked="" type="checkbox"/>	28/10/2013	VAT Q1	HMRC	VAT Control	Bank	500.00	Refund of VAT from HMRC	<input checked="" type="checkbox"/>

Complete a VAT return (Flat Rate Scheme)

Whenever you make a sales or purchase transaction and you are on the VAT Flat Rate Scheme, always use the 0% VAT Flat Rate code. All amounts must be entered including the full VAT.

At the end of each VAT period (normally 3 months) you will need to add 2 transactions to complete the period.

1. A sales transaction to account for your rate of Flat Rate VAT
2. Another transaction to adjust your profit and loss account and adjust box 6 of your VAT return

The following screenshot shows 3 typical sales transactions, then the 2 adjustments described above. Note that no matter how many sales transactions you may have for the period, you will only ever need to add the 2 adjustment transactions described above.

1	Tax Date	From Account	To Account	Total Amount	VAT Code	VAT Amount	Amount less VAT	Notes
<input type="checkbox"/>	01/10/2013	Sales	Invoices Unpaid	300.00	Flat Rate Scheme - 0%	0.00	300.00	A sale
<input type="checkbox"/>	01/11/2013	Sales	Invoices Unpaid	200.00	Flat Rate Scheme - 0%	0.00	200.00	Another sale
<input type="checkbox"/>	01/12/2013	Sales	Invoices Unpaid	500.00	Flat Rate Scheme - 0%	0.00	500.00	And another sale
<input type="checkbox"/>	31/12/2013	Sales	Invoices Unpaid	100.00	All VAT	100.00	0.00	END of Quarter Transaction 1
<input checked="" type="checkbox"/>	31/12/2013	Sales	Invoices Unpaid	-100.00	Flat Rate Scheme - 0%	0.00	-100.00	END of Quarter Transaction 2

The first 3 normal sales transactions total £1,000. The flat rate set for this example is 10%. So the VAT owed is £100. Transaction 4 (dated 31/12/2013) shows the £100 being recorded as 100% VAT. It does not affect the From account at all. Transaction 5 (also dated the 31/12/2013) is the second transaction needed to adjust the profit and loss account by removing the VAT element from it. It also ensures the correct amount is included in box 6 of the VAT Return.

Here is a screenshot of the Chart of Accounts after both period ending transactions have been entered. Sales are correct at £900 and the VAT Control is also correct at £100.

	VAT Control	100.00	100.00
	Equity Group	900.00	900.00
	Profit and Loss Group	900.00	900.00
	Sales Group	900.00	900.00
	Cost of Sales Group	0.00	0.00
	Sales	900.00	900.00

And finally, here is the VAT Return itself for this period. Box 5 shows the £100 VAT liability and Box 6 shows the correct ex-VAT output tax for the period. You can also see all the Sales output tax transactions including the 2 adjustments for the period.

VAT Return						
Period 2: 01/10/2013 - 31/12/2013						
VAT due in this period on Sales and other outputs				1		100.00
VAT due in this period on Acquisitions from other EC Members States				2		0.00
Total VAT due (the sum of boxes 1 and 2)				3		100.00
VAT reclaimed in this period on Purchases and other inputs (including acquisitions from EC)				4		0.00
Net VAT to be paid to Customs or reclaimed by you (difference between boxes 3 and 4)				5		100.00
Total value of Sales and all other outputs excluding any VAT. Include your box 8 figure				6		900.00
Total value of Purchases and all other inputs excluding any VAT. Include your box 9 figure				7		0.00
Total value of all supplies of goods and related costs, excluding any VAT, to other EC Members States				8		0.00
Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Members States				9		0.00
Transactions:						
Sales Purchases						
🔍						
VAT Date	Customer	Total Amount	VAT Code	VAT Amount	Transaction Number	
01/10/2013		300.00	Flat Rate Scheme - 0%	0.00	60	
01/11/2013		200.00	Flat Rate Scheme - 0%	0.00	61	
01/12/2013		500.00	Flat Rate Scheme - 0%	0.00	62	
31/12/2013		100.00	All VAT	100.00	63	
31/12/2013		-100.00	Flat Rate Scheme - 0%	0.00	64	
		1,000.00		100.00		

Online VAT Submission

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- [1 Introduction](#)
- [2 Submitting A VAT Return](#)
- [3 Submit VAT Return On-line Wizard](#)
 - [3.1 Setup Information](#)
 - [3.2 Sending](#)
 - [3.3 Success](#)

Introduction

If you pay your VAT in the UK to HMRC via their online gateway you can submit your VAT returns directly from Business Accountz using this component.

Submitting A VAT Return

To submit a VAT return using Business Accountz you need to go to the VAT Return component.

Ensure that you have the period you wish to submit selected in the

VAT_Period_Selector drop down box

In the tool bar of the VAT Return component you will see the following two buttons:

1.  [Submit VAT Return On-line Wizard](#)
2.  [VAT Submission History](#)

Click the  **Submit VAT Return On-line** button to start the on-line submission wizard.

Submit VAT Return On-line Wizard

Setup Information

Online VAT Submission - Setup Information

The fields below represent values that the HMRC online submission gateway require to be sent as part of any VAT submission.

It is important that these values are correct. If you are in any doubt please visit the HMRC website.

Sender ID	<input type="text" value="VATDEC023a01"/>
Password	<input type="password" value="••••••••"/>
VAT Registration Number	<input type="text" value="999900001"/>
Lock Transactions Involved	<input checked="" type="checkbox"/>

The first time you perform an on-line submission you must fill in the following fields: *these values will be remembered for future use*

- **Sender ID** - To submit VAT returns on-line to HMRC you must first be registered with them. Once you have registered with their on-line gateway service you will be provided with a "Sender ID" that you must enter into this field.
- **VAT Registration Number** - Enter your company's VAT registration number into this field
- **Lock Transactions Involved** - If this check box is ticked then once a submission has been successfully made the application will either:
 - a) set the transaction lock date to be equal to the end of the VAT period just submitted if you use **accural** accounting, or
 - b) if you use **cash based** accounting the application lock all transactions used to calculate the VAT return for the selected period

Once you are ready click the "Submit" button to start sending your VAT return.

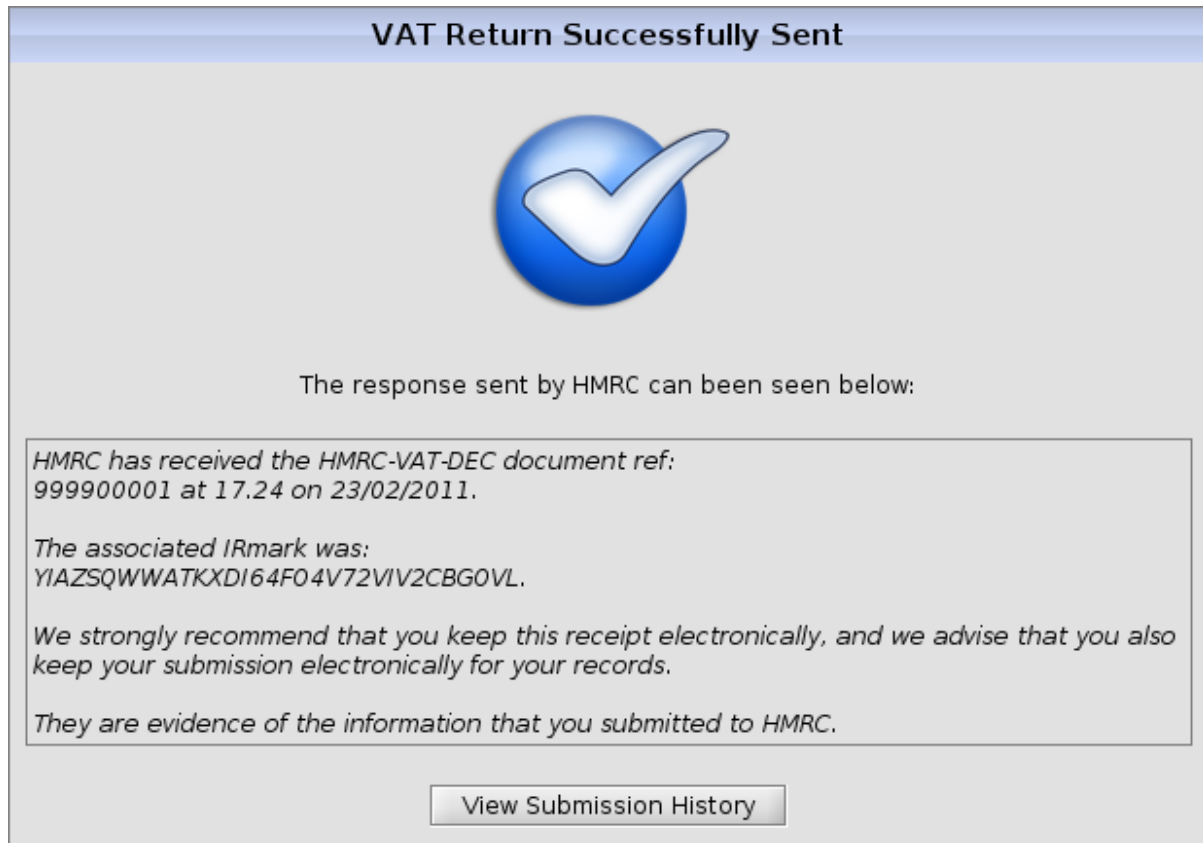
Sending



While Business Accountz is sending your VAT return to HMRC you will see this dialogue box.

It may take a minute or so to receive a response from the HMRC servers so please be patient.

Success



If your VAT submission is accepted by HMRC you will see the dialogue similar to the one above

Clicking the "View Submission History" button will take you to the [Online VAT Submission History](#) screen where you can review the submission you have just made including:

- The amount due for payment
- The due date
- The date the payment will be taken if you have a Direct Debit set-up
- Any additional messages received from HMRC

Online VAT Submission History

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- [1 Introduction](#)
- [2 Screen Layout](#)
 - [2.1 Past Submissions](#)
 - [2.2 Selected Submission Messages](#)
 - [2.3 VAT Totals for selected submission](#)
 - [2.4 Export Digital Receipt](#)

Introduction


The 'Online VAT Submission History' screen shows you all successful on-line VAT submissions you have made using Business Accountz.

This screen allows you to see all the related information about a VAT submission including:

- The amount due for payment
- The due date
- The date the payment will be taken if you have a Direct Debit set-up
- Any additional messages received from HMRC

Screen Layout

Past Submissions:						Selected Submission Messages:
Date Submitted	For VAT Period	Amount Due	Payment Due	Collection D...	Paid	
23/02/11 16:26	01/10/2010 - 31/12/2010	5.96	30/11/2010		<input checked="" type="checkbox"/>	<i>The tax due as declared on this return 5.96 will be debited from your bank account on 2011-02-28. If you have submitted this VAT Return on behalf of the VAT Registered entity, you must print this acknowledgement and present to the account holder / authorised signatory of the account prior to the stated Direct Debit collection date.</i>
23/02/11 16:26	01/07/2010 - 30/09/2010	14.90	31/08/2010		<input checked="" type="checkbox"/>	
23/02/11 16:29	01/01/2011 - 31/03/2011	0	28/02/2011		<input checked="" type="checkbox"/>	
23/02/11 16:30	01/01/2011 - 31/03/2011	0	28/02/2011		<input checked="" type="checkbox"/>	
23/02/11 16:32	01/10/2010 - 31/12/2010	5.96	30/11/2010	28/02/2011	<input type="checkbox"/>	

VAT Totals for selected submission:		Export Digital Receipt 
VAT due in this period on Sales and other outputs	1	5.96
VAT due in this period on Acquisitions from other EC Members States	2	0.00
Total VAT due (the sum of boxes 1 and 2)	3	5.96
VAT reclaimed in this period on Purchases and other inputs (including acquisitions from EC)	4	0.00
Net VAT to be paid to Customs or reclaimed by you (difference between boxes 3 and 4)	5	5.96
Total value of Sales and all other outputs excluding any VAT. Include your box 8 figure	6	34.00
Total value of Purchases and all other inputs excluding any VAT. Include your box 9 figure	7	0.00
Total value of all supplies of goods and related costs, excluding any VAT, to other EC Members States	8	0.00
Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Members States	9	0.00

Past Submissions

This table lists all the successful on-line VAT submissions made using Business Accountz in chronological order. There are six columns:

- **Date Submitted**-The date the submission was made
- **For VAT Period**-The start and end date of the VAT period submitted
- **Amount Due**-The total amount owed to HMRC for the period
- **Payment Due**-The due date for the payment
- **Collection Date**-The date the amount due will be taken if you have a Direct Debit set-up with HMRC for that period
- **Paid**- A user controlled flag that lets you record if you have made the payment to HMRC for the given period.

Selected Submission Messages

This text area displays any messages that were received from HMRC for the period currently selected in the [Past Submissions](#) table

VAT Totals for selected submission

This table shows you the calculated figures that were submitted to HMRC for the period currently selected in the [Past Submissions](#) table

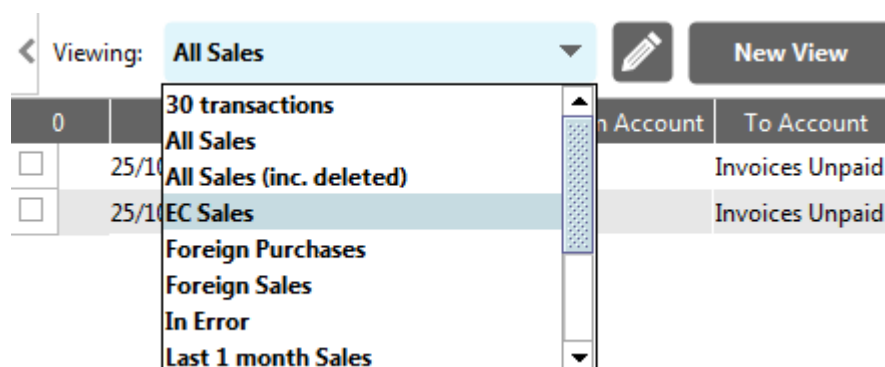
Export Digital Receipt



This button allows you to download the HMRC digital receipt received for the period currently selected in the [Past Submissions](#) table. You may want to store these receipts somewhere for your future records.

EC Sales List

If you are VAT registered and export to other EC (European Community) countries you will need to fill in an EC Sales list. You can get a list by using the EC Sales View from the drop down menu in Sales Transactions.



Either export that report or create yourself a new View based on this one and add conditions to restrict the date range. At the moment there is no way of showing each customer's VAT number against a sale, which you will need for the report, so it is best to copy and paste that into the Notes column when you enter export transactions.

On the EC Sales List there is a column on the right called 'Indicator'. Here are the values and meanings:

0 = Goods

2 = Intermediate supplier in a triangulated sales (full details can be found on the HMRC site, here: <http://www.hmrc.gov.uk/vat/managing/international/esl/>)

3 = Services

Note: VAT rules do change. Please always check with HMRC about Tax and VAT issues.

Handling part payments with VAT Cash Accounting Scheme

If you are on the UK VAT Cash Accounting Scheme (whereby you only account for VAT when invoices and purchases are actually paid for) then you will need to follow this procedure.

You will need to split the original invoice or receipt into multiple transactions.

Example Original transaction for 120.00 including VAT

1	Tax Date	Customer	From Account	To Account	Total Amount	VAT Code	VAT Amount	Amount less VAT	VAT Date	Paid
<input checked="" type="checkbox"/>	01/09/2013	A Customer	Sales	Invoices Unpaid	120.00	Standard - 20%	20.00	100.00	01/09/2013	<input type="checkbox"/>

An amount of 60 is paid towards this. The original invoice is split into 2 transactions. If the customer does not pay off the second part in full, then it will need splitting again into a third transaction.

1	Tax Date	Customer	From Account	To Account	Total Amount	VAT Code	VAT Amount	Amount less VAT	VAT Date	Paid
<input type="checkbox"/>	01/09/2013	A Customer	Sales	Invoices Unpaid	60.00	Standard - 20%	10.00	50.00	01/09/2013	<input type="checkbox"/>
<input checked="" type="checkbox"/>	01/09/2013	A Customer	Sales	Invoices Unpaid	60.00	Standard - 20%	10.00	50.00	01/09/2013	<input type="checkbox"/>

Miscellaneous

Bank Reconciliation

You can reconcile your bank/credit card in Business Accountz via the Chart of Accounts component.

Please follow these steps:

1. Make sure you have a copy of your paper/online bank statement to hand.

The screenshot displays the Accountz Enterprise software interface. At the top, there is a navigation bar with several icons: Customer Records, Supplier Records, Chart of Accounts (highlighted with a red box and labeled '2.'), Easy Steps, Tax Data, and Product Management. Below this is the 'Chart of Accounts' section, which contains a tree view of accounts. The 'Bank' account is highlighted with a red box and labeled '3.'. To the right of the tree view is a table showing the 'Entries of Account: Bank'. The table has columns for Tax Date, Reference, Amount From, Amount To, Running Balance, and Cleared. The table contains four rows of data, with the last row showing a total of 75.30, 1,570.00, and 1,494.70.

Tax Date	Reference	Amount From	Amount To	Running Balance	Cleared
14/01/2014			1,200.00	1,200.00	<input type="checkbox"/>
16/01/2014			250.00	1,450.00	<input type="checkbox"/>
16/01/2014		75.30		1,374.70	<input type="checkbox"/>
18/01/2014			120.00	1,494.70	<input type="checkbox"/>

2. Select the Chart of Accounts component from the top tool bar.

3. Double click on your bank account in the left hand accounts tree - this will open a tab in the right panel displaying the account's transactions.

The screenshot shows the Accountz Enterprise software interface. At the top, there are navigation buttons for Customer Records, Supplier Records, Chart of Accounts, Easy Steps, Tax Data, and Product Management. The main area is divided into two sections. On the left is the 'Chart of Accounts' tree, and on the right is the 'Entries of Account: Bank' table.

Accounts	Current Balance	Statement Balance
Chart of Accounts	0.00	174.70
Asset Group	1,837.45	1,662.75
Current Assets Group	1,774.70	1,600.00
Bank	1,494.70	1,320.00
Lloyds Account	0.00	0.00
Stock Bought Asset	0.00	0.00
Invoices Unpaid	280.00	280.00
Prepayments	0.00	0.00
Undeposited Funds	0.00	0.00
Petty Cash	0.00	0.00
Fixed Assets Group	62.75	62.75
Liability Group	295.79	295.79
Equity Group	1,541.66	1,541.66

Tax Date	Reference	Amount From	Amount To	Running Ba...	Cleared
18/01/2014			120.00	120.00	<input checked="" type="checkbox"/>
14/01/2014			1,200.00	1,320.00	<input checked="" type="checkbox"/>
16/01/2014			250.00	1,570.00	<input type="checkbox"/>
16/01/2014		75.30		1,494.70	<input type="checkbox"/>

Red arrows and boxes in the image point to the 'Uncleared Entries' dropdown menu (4), the 'Cleared' checkbox for the 16/01/2014 entry (5), and the 'Statement Balance' for the Bank account (1,320.00) (6).

4. Select the 'Uncleared Entries' view from the 'Viewing' drop down list. This will display only transactions which have yet to be marked as cleared from your account.

5. For every entry in the software that matches its equivalent in your paper statement, tick the 'Cleared' box to mark the transaction as cleared.

6. Once you have done this for every matching transaction, your Statement Balance in the left hand chart of accounts tree should match the balance displayed on your physical statement.

Troubleshooting

If the statement balances do not match as per point 6 (above), this can usually be attributed to the following:

1. First, double check that all matching entries have definitely been marked as cleared.

2. It may be that you have forgotten to enter a transaction into the software which subsequently is visible on your physical balance. Try subtracting the software's statement balance from the physical statement balance - the result can sometimes match the value of an overlooked, yet-to-be-entered transaction. If this is the case, enter the transaction as per the statement, and mark it cleared.

3. Within the 'Uncleared Entries' tab, occasionally you may see older transactions which predate the physical statement being reconciled against. Check these against your older physical statements to make sure that they haven't been overlooked, and should in fact be marked as cleared.

Recording a Split transaction

If you want to split a single transaction across multiple expense (or other) accounts here's what you do:

1. Create a new account called 'Split Control' or something like that. Its type should be Cash. Create it in the Current Assets section where your other cash and bank accounts are. See Chart of Accounts for full details of creating accounts.

Example: pay 100 by bank debit card and split it 75 to fuel, 25 to cash.

2. Make a Transfer Transaction From Bank To Split for 100. You can now reconcile your bank with ease with the single amount when the next statement arrives.

3. Make a Purchase Transaction From Split To Fuel for 75

4. Make a Transfer Transaction From Split To Cash for 25

You can of course split it across as many accounts as you need. When the transaction is complete the Split account will return to zero, and that is how you know you have split all of it correctly. Wonderfully simple, logical and transparent.

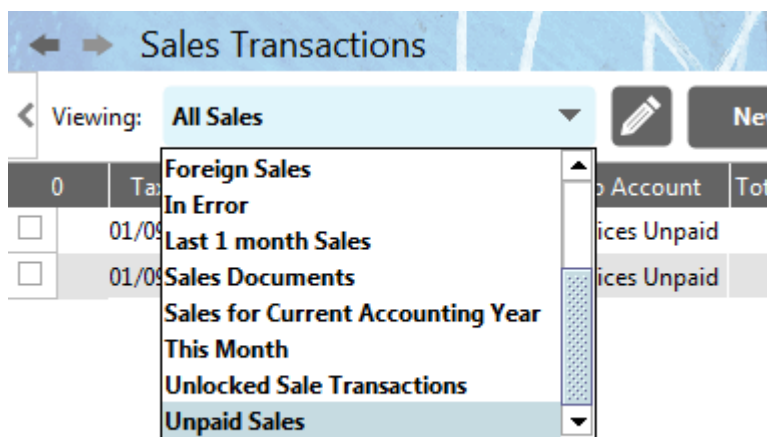
If there is VAT involved in any of the Purchase Transaction splits, apply to each individual transaction, but make sure the overall VAT is not more than on your receipt. You may need to edit one of the transaction's VAT by a 1p or 2 to achieve this.

Reviewing all debtors and creditors

Please note that this process is also covered by the [Easy Steps component](#), available to Business Accountz V3 & 2012 users.

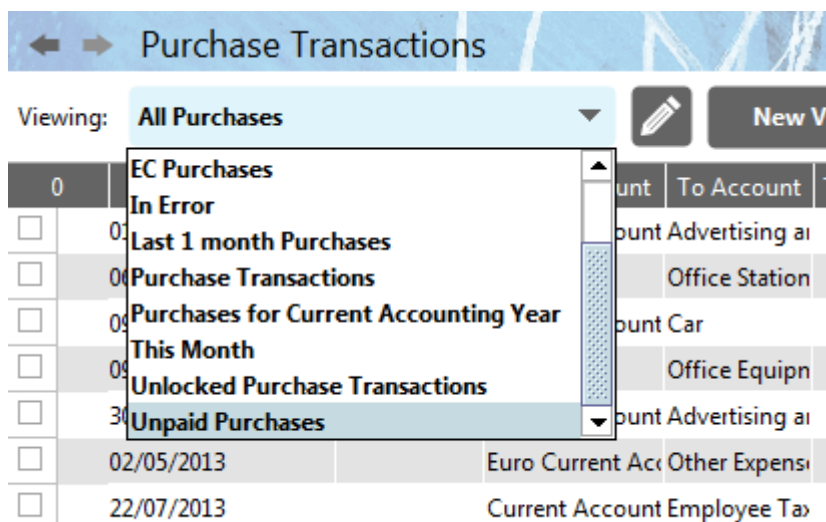
For Debtors (aka Accounts Receivable) open the Sales Transactions component.

1. Select the Unpaid View from the drop down menu
2. Click on the Tax Date to sort it by date



For Creditors (aka Accounts Payable) open the Purchase Transactions component.

1. Select the Unpaid View from the drop down menu
2. Click on the Tax Date to sort it by date



A Management Reports module is also available that includes a set of useful management reports including preset Debtor and Creditor reports and year on year and year to date figures.

Handling part payments

If you issue an invoice and your customer only sends you part of the amount due this is what you need to do:

1. Enter the original Sales Transaction as normal, but make sure the Paid column remains unticked.
2. When you receive the part payment, enter it into Transfer Transactions using the Customer field to tie the part payment to that customer. Do the same if you receive any more part payments too. Make sure the 'Payment Completed' field remains unticked for all part payments UNTIL the invoice is paid for in full.

Customer Details Contact Details Statement Sales Transfers Quotations						
Viewing: All Customer Transfers [New View] [Search] [Add] [Print]						
0	Tax Date	From Account	To Account	Total Amount	Payment Completed	Transaction Number
<input type="checkbox"/>	10/10/2013	Invoices Unpaid	Bank Account	50.00	<input type="checkbox"/>	1,352
<input type="checkbox"/>	20/10/2013	Invoices Unpaid	Bank Account	60.00	<input type="checkbox"/>	1,385

If you have Business Accountz Professional or Enterprise you can use the Statement tab in Customer Records to send the customer a full statement.

Customer Details Contact Details Statement Sales Transfers Quotations						
Create Customer Statement						
Current	-110.00	-> 25/10/2013 - 25/09/2013		[1 Month]	Credit Limit []	
Period 1	120.00	-> 24/09/2013 - 25/08/2013		[1 Month]	Available Credit []	
Period 2	0.00	-> 24/08/2013 - 25/07/2013		[1 Month]	From End of Month <input type="checkbox"/>	
Period 3	0.00	-> 24/07/2013 - INF			Show Consolidated Transactions <input checked="" type="checkbox"/>	
Total	10.00					
Tax Date	Sales Amount	Paid Amount	Running Balance	Payment Completed	Transaction Number	
01/09/2013	120.00		120.00	<input type="checkbox"/>	1,383	
10/10/2013		50.00	70.00	<input type="checkbox"/>	1,352	
20/10/2013		60.00	10.00	<input type="checkbox"/>	1,385	
		120.00	110.00	10.00		

Business Accountz V3 Help

When the invoice is finally settled, tick the invoice's Paid field, then tick all the part payments 'Payment Completed' tick boxes. This stops all these transactions being included on the customer statement.

Application Reference Guide

Application Reference Guide

Main Components

- [Easy Steps](#)
- Chart Of Accounts
- Customer Records **PE**
- Customer Table
- Journal Transactions
- Nominal Ledger
- Product Management **E**
- Purchase Order Transactions **E**
- Purchase Transactions
- Quotations **PE**
- Sales Transactions
- Supplier Records **E**
- Supplier Table
- Templates
- Transfer Transactions
- VAT Return

Sub Components

- Automated Purchases **E**
- Automated Sales **E**
- Automated Transfers **E**
- Calculator
- Change Company
- Check for Upgrade
- Cloud Backup Settings
- Configuration
- Convert Old Template
- Custom Fields
- Desk Diary **E**
- Document Editor
- Error Reporting
- Importing Data
- Language Selection
- Local Backup Settings
- Make a Backup
- Reset Templates
- Restore a Backup
- Set Licence Wizard
- Show Sales Documents **PE**

- Show Quote Documents **PE**
- Show Purchase Order Documents **E**
- Standard Reports
- Templates Builder
- Template Editor
- Template Purchase **PE**
- Template Sales **PE**
- Template Transfers **PE**
- VAT Configuration
- VAT Setup
- Year Closing
- Your Business

Add On Components

- [Accountz Cloud Backup and Recovery](#)
- Budgeting & Forecasting **PE**
- Management Reports **PE**
- Multi Currency
- Payroll
- Cost Centres **BPE**

Other Links

- Reference

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