

Chart of Accounts

A chart of accounts is a list of all the accounts (categories) that is used to gather and record accounting data for a business. Usually the accounts are gathered together in to groups which represent types of accounting data.

The system uses the following groups:

Groups included in a Balance Sheet

- ◆ Bank and Credit Card Accounts
- ◆ Fixed Asset Accounts (machinery, equipment, Intellectual property)
- ◆ Current Asset Accounts (Stocks, Accounts Receivable)
- ◆ Liability Accounts (Trade Creditors, Borrowings)
- ◆ Shareholders Equity, LLP Member, Sole Traders Capital Accounts or Fund Accounts.

Groups included in a Profit and Loss Statement

- ◆ Income Accounts (Sales and other Income)
- ◆ Expenses Accounts (Expenses)
- ◆ Miscellaneous Accounts

All business financial transactions will have an impact in two or more accounts and accounting groups. This is commonly known as Double-Entry. Examples are:

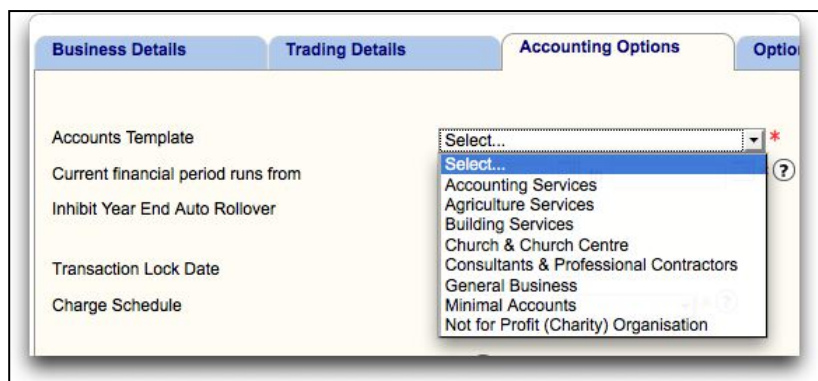
	Affects	Affects
Sale	Income	Bank or Trade Debtors
Purchase	Expense	Bank or Trade Creditors
Borrowing	Bank	Liabilities

These impacts are dealt with automatically when a transaction is entered, except in the case of a journal entry where specific information is required. (See **Using Journal Entry** user guide).

Setting up Your Chart of Accounts

An initial chart of accounts was selected when the new business was first set up. In the business details tab an accounts template was selected.

A chart of accounts usually relevant to that type of business was set up. This chart can be further customised by adding new accounts or deleting existing accounts.

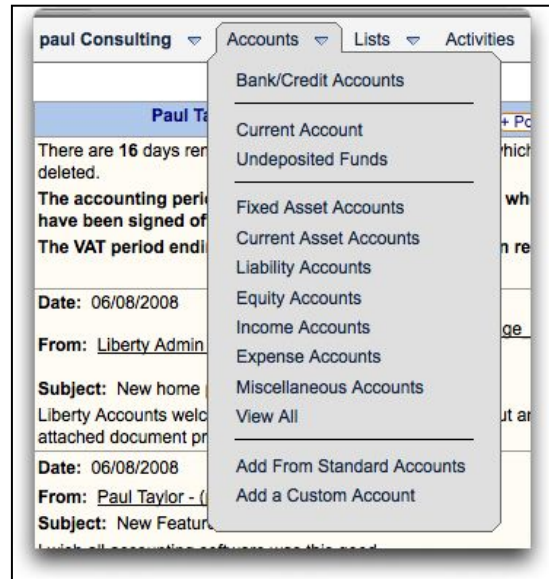


Viewing the Chart of Accounts

All the accounts in the entity Chart of Accounts can be viewed via the **ACCOUNTS** menu.

The full list is displayed by selecting **ALL** a filtered display of a particular accounts group is available by selecting that group.



In addition two other options exist in the menu. **Add from Standard Accounts** allows the addition of an account to the chart from a system standard list. If an account is required that is not available from the standard list a customised account can be created by using **Add a Custom Account**. See below for more details on both options.




What is in the Accounts Display List?

The Accounts display lists the all the accounts or the filtered list if that was selected. The display provides the **Account Name**, **Account Type**, **P11D** section **Letter** and the balance on the account. For P/L accounts the balance will be the cumulative balance in the current financial period.

	Account Name	Account Type	P11D	Balance	
View	Computer Equipment	Fixed Assets - Tangibles		£1,605.47	Edit +
ViewComputer Equipment Cost	Fixed Assets - Tangibles		£6,000.00	Edit +
ViewComputer Equipment Depreciation	Fixed Assets - Tangibles		£-4,394.53	Edit +
ViewComputer Equipment Revaluation	Fixed Assets - Tangibles		£0.00	Edit +
View	Fixtures & Fittings	Fixed Assets - Tangibles		£3,419.58	Edit +
ViewFixtures & Fittings Cost	Fixed Assets - Tangibles		£5,000.00	Edit +
ViewFixtures & Fittings Depreciation	Fixed Assets - Tangibles		£-1,580.42	Edit +
ViewFixtures & Fittings Revaluation	Fixed Assets - Tangibles		£0.00	Edit +
View	Plant & Machinery	Fixed Assets - Tangibles		£8,419.53	Edit +
ViewPlant & Machinery Cost	Fixed Assets - Tangibles		£10,000.00	Edit +
ViewPlant & Machinery Depreciation	Fixed Assets - Tangibles		£-1,580.47	Edit +
ViewPlant & Machinery Revaluation	Fixed Assets - Tangibles		£0.00	Edit +
View	Vehicles	Fixed Assets - Tangibles		£21,383.54	Edit +
ViewVehicles Cost	Fixed Assets - Tangibles		£35,000.00	Edit +
ViewVehicles Depreciation	Fixed Assets - Tangibles		£-13,616.46	Edit +
ViewVehicles Revaluation	Fixed Assets - Tangibles		£0.00	Edit +
View	Stock	Current Assets - Stock		£25,761.70	Edit +
ViewFinished Goods & Goods for Resale	Current Assets - Stock		£25,761.70	Edit +
ViewFinished Goods for Resale	Current Assets - Stock		£25,761.70	Edit +
ViewFG3	Current Assets - Stock		£7,500.00	Edit +
ViewFGP No 2	Current Assets - Stock		£6,321.87	Edit +
ViewFGP No1	Current Assets - Stock		£10,339.83	Edit +
Viewnew item	Current Assets - Stock		£1,600.00	Edit +
View	Accounts Receivable	Accounts Receivable		£33,799.50	Edit +
ViewBelgium Customer	Accounts Receivable		£2,375.00	Edit +
ViewUK Customer 1	Accounts Receivable		£30,279.50	Edit +
ViewUK Customer 2	Accounts Receivable		£2,645.00	Edit +

In addition a  button on the left will access the transaction register for the selected account. The individual transactions can be viewed or edited depending on status. A printable PDF report can be accessed by clicking the  button. The date range will be the current financial period. If a different date range is required go to the Accounts Analysis Report available under the **REPORTS** menu.

REPORTS → TRANSACTION → ACCOUNTS ANALYSIS

Where it exists the  button on the right may allow the profile of the account to be amended.

The profile of most accounts has been pre-determined by the system or your advisor and can only be changed or amended by your advisor

If an account has been added as a custom account, then the user has full access to profile maintenance. (see below, Adding a custom account).

Clicking on the '+' so that it changes to '-' places the account balance on the Home page of the business. Click again to reverse.

Add from Standard Accounts

If an account you require is not available in the current Chart of Accounts, look to see if that account is in the standard list and add it from there.

ACCOUNTS → ADD FROM STANDARD ACCOUNTS

A list of standard accounts available is shown. Click on the **ADD** box on the right for all those accounts required. Click on **SUBMIT** at the bottom of the page to add the accounts to the Chart of Accounts.

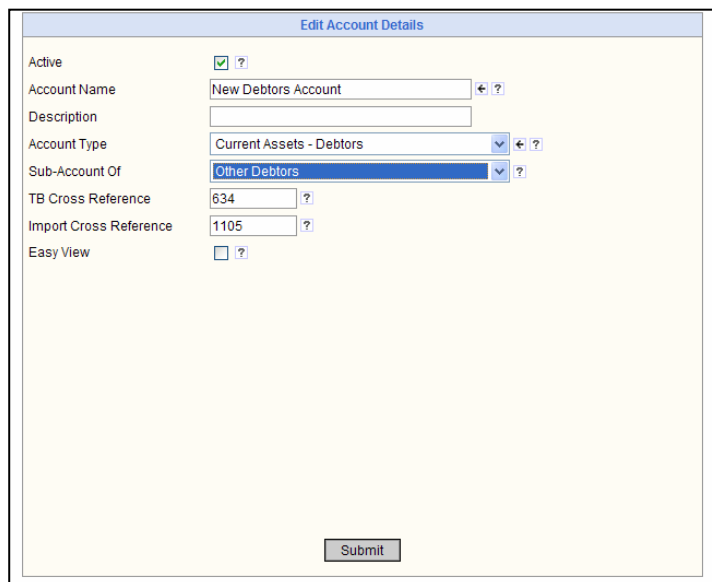
Add a Custom Account and cross references

If an account you require is not available in the current Chart of Accounts, or available from the standard list a custom account can be created.

ACCOUNTS → ADD A CUSTOM ACCOUNT

The Edit account details screen is shown:

- ◆ As the account will be active leave the box checked.
- ◆ Name the account in **ACCOUNT NAME**, add a description if required in the **DESCRIPTION** box.
- ◆ Select the **ACCOUNT TYPE** from the drop down box. If you are not sure as to the account type, seek guidance from your accountant.
- ◆ Select from drop-down list if the account being created is a **SUB-ACCOUNT OF** an existing



Edit Account Details	
Active	<input checked="" type="checkbox"/> ?
Account Name	<input type="text" value="New Debtors Account"/> ?
Description	<input type="text"/>
Account Type	<input type="text" value="Current Assets - Debtors"/> ?
Sub-Account Of	<input type="text" value="Other Debtors"/> ?
TB Cross Reference	<input type="text" value="634"/> ?
Import Cross Reference	<input type="text" value="1105"/> ?
Easy View	<input type="checkbox"/> ?
<input type="button" value="Submit"/>	

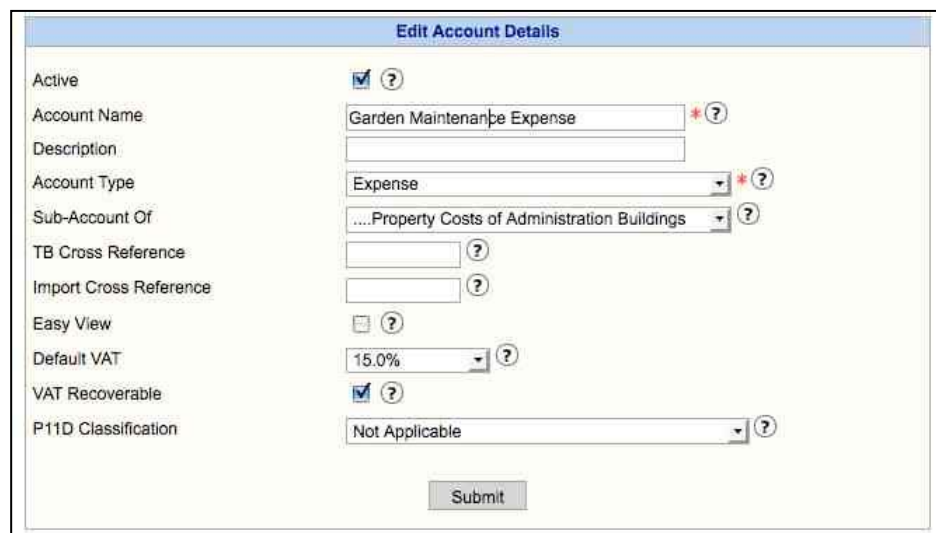
account. N.B. expense accounts will automatically be assigned to administration costs if no value for "**Sub-Account Of**" is specified.

- ◆ The **TB CROSS REFERENCE** field is used to relate to an alternative chart of accounts. You would not normally enter a value here unless your accountant asked you to. This field is useful if your accountant has their own standard chart of accounts defined for generation of statutory year end accounts.
- ◆ An **IMPORT CROSS REFERENCE** can be entered here and is used in conjunction with the Bill upload process for importing supplier bill and credit note data if required. See **Bill Upload Process** user guide for more information
- ◆ Selecting **Easy View** option for an account will display the balance of the account on the business home page. Unselect to reverse. This is equivalent to clicking on the '+' in the accounts display list and can be reversed in the same way.

Click the **SUBMIT** button to confirm the account.

If the account is an **Expense account** some other items exist, you are strongly recommended that you consult your accountant before setting these parameters

- ◆ A **Default VAT** rate may be selected
- ◆ A **VAT recoverable** flag can be set to non recoverable.
- ◆ **P11D Classification**, allows expense



items to appear on a P11D report if at the time as the transaction is entered an employee/director is also selected

Certain other account types have other parameters that may be selected or entered.

Current Asset - Bank Accounts and Current Liability-Credit card

The user can enter an opening balance and opening balance date

Current Asset - Debtors and Liability Current

The user can add information on an employee loan and whether it is to be included in a P11D return.

Again if you are unsure on any item you are recommended to consult an advisor.

Editing an Account Details

The profile details of many standard and all custom accounts can be amended.

From the Account Display List

ACCOUNTS → ALL OR A PARTICULAR GROUP

click the **EDIT** button adjacent and to the right of the relevant account and the Edit Account Details screen is displayed with the current account details.

Edit the details (see above) as required and **SUBMIT** to save the changes.