

The Menu Structure and Navigation

All functions and activities are accessed through menus and sub menus. The general design of navigation and initiating actions is similar to a Windows environment.

New User

After registering as a new user by completing the user profile information (See **Registering as a New User** guide), the user is presented with a limited set of options until a new business entity is set up.

Under the **USER** menu:

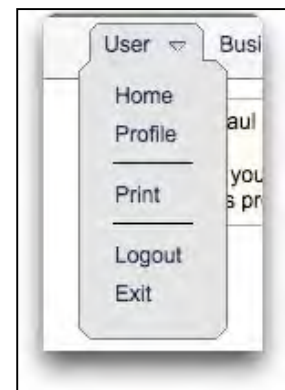
Home, brings the user back to his home page.

Profile, accesses the user profile maintenance screen.


Print, simply prints the screen to the printer attached to the computer.

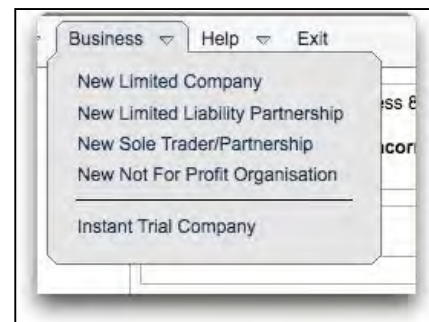
Logout, logs the user out of the current session.

Exit, will log you out, close any additional windows and return you to the Liberty Accounts homepage.



Under the **Business** menu five options exist to create a trading entity.

Simply select one of **Limited Company**, a **Limited Liability Partnership** a **Sole Trader** or a **Not for Profit Organisation** to set up your business. The **Instant Trial Company** (If the user has opted to have it available) sets up a company (using your user name for the company name) which has some data pre-entered and allows you to practise using the system. A printable tour guide is available by clicking on the  symbol. The tour guide will take you through some of the main processes you will need to use.



The **Help** menu offers access to information and help.

The **Liberty Accounts** menu provides information about the company and how to contact us.

Entering Dates

There are many places where a date or date range is required. Where relevant the system will auto-populate a date field with today's date. If the date needs to be changed either click the date adjacent calendar icon and navigate to the required date or type in the date.

A date "guessing" routine speeds up the input by taking the user input and assuming the missing month and or year based on the current date as the user leaves the field i.e.

today's date is 30th October 2011

User enters 15 or 15/ and tabs field displays 15/10/2011

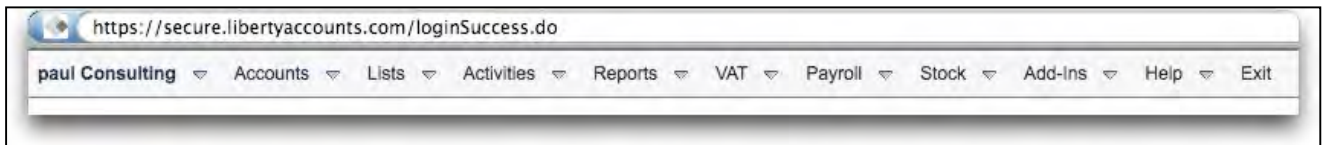
User enters 15/9 or 15/9/ and tabs field displays 15/9/2011

Main Menu's

Once a new business has been set-up by completing the business profile screens see:

- ◆ **Setting up a Sole Trader** user guide
- ◆ **Setting up a Limited Company** user guide
- ◆ **Setting up a LLP** user guide
- ◆ **Setting up a Not for Profit Organisation** user guide

The main menu screen is displayed.



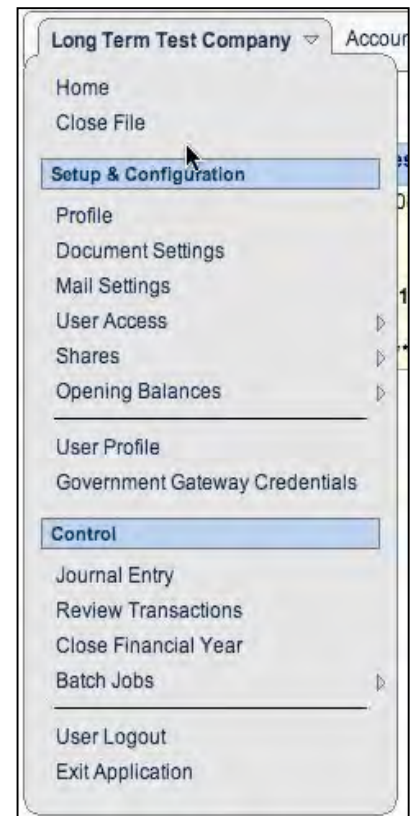
The **ENTITY NAME** menu offers access and control options as well as business ownership administration features depending on the type of legal structure your business operates under.

Home returns the user to their home page. **Close File** exits the particular entity.

Setup & Configuration accesses features to allow the the user to accurately configure their business needs.

Control allows the user to access a journal entry facility as well as managing batch jobs and closing a financial year. Additionally **Review Transactions** provides a review, approval and edit process for each and every transaction, if required.

The user can also **logout** as well **exit application** entirely.

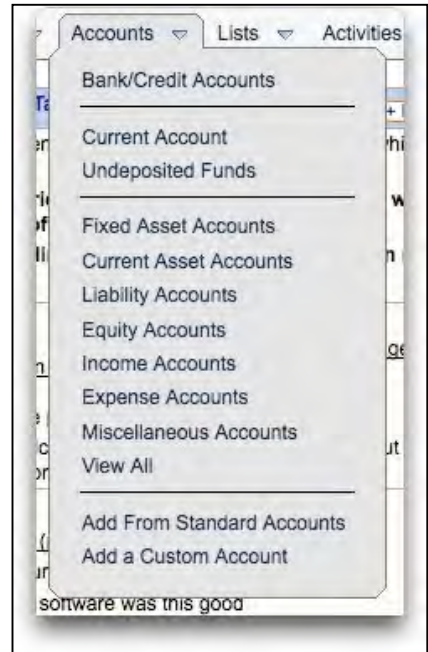


The **ACCOUNTS** menu, allows the user to list all or a selection of the accounts from the chart of accounts. By selecting a particular account options are available to view what has been entered into that account, as well as editing the particular attributes of the accounts. See the **Chart of Accounts** user guide.

Bank and credit card accounts are listed separately beneath the Bank /Credit Accounts heading.

This menu also gives access to adding an account to your chart of accounts from a list or creating a totally new account.

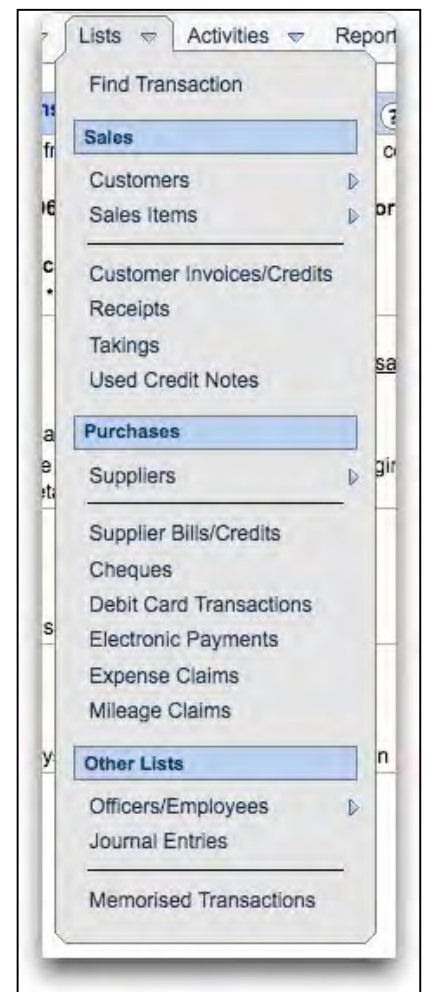
- ◆ Add from standard accounts
- ◆ Add a custom account



The **LISTS** menu gives access to listings of transactions. These lists are date controlled.

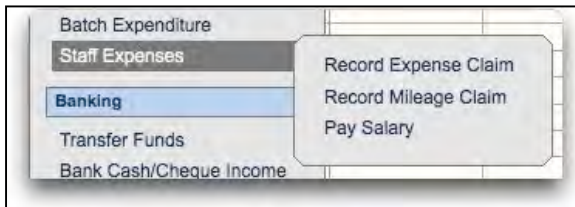
The ► indicates that additional options exist when the cursor is moved over the menu item.

In the case of **Customers, Suppliers, Officers/Employees** and **Sales Items**, the option allows you to view a relevant list, or add a new record.

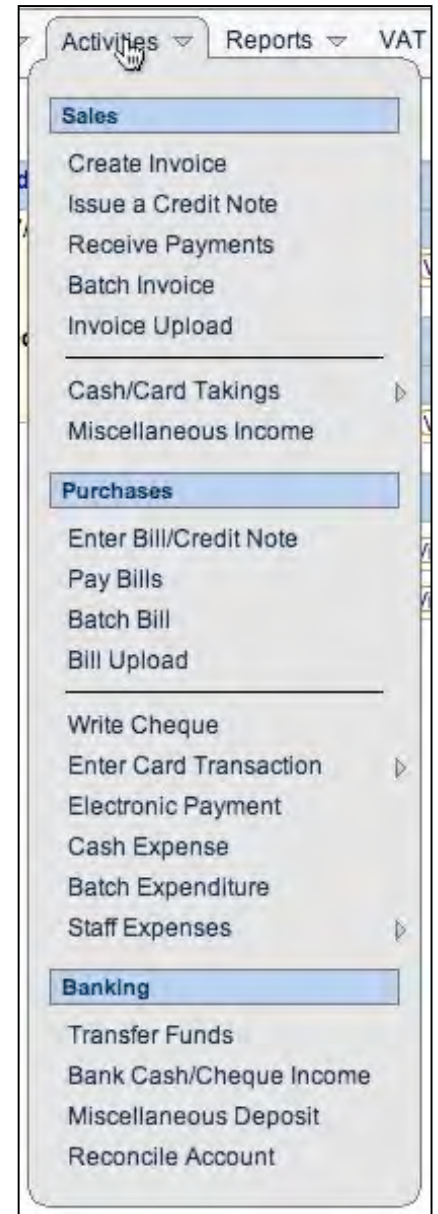


Most accounting activities are accessed via the **ACTIVITIES** menu.
For more details for each of these processes, please see the relevant user guides

- ◆ Creating an Invoice
- ◆ Issuing a credit note
- ◆ Receiving payments
- ◆ Entering Sales invoices in batch
- ◆ Using an Upload of Sales invoices from a CSV file
- ◆ Recording Cash or Credit Card takings from a cash based business
- ◆ Miscellaneous Income
- ◆ Entering a bill/credit note
- ◆ Paying Bills
- ◆ Entering Bills in batch
- ◆ Using an Upload of Bills from a CSV file
- ◆ Writing a cheque
- ◆ Entering a card transaction (debit or credit card)
- ◆ Recoding an Electronic payment
- ◆ Recording an expenses paid from on hand cash
- ◆ Using an Upload of Staff Expenses from a CSV file
- ◆ Staff Expenses has sub menus



- Record Expense Claim
- Record reimbursed mileage claim
- Pay salary (a pro-forma input document)
- ◆ Transferring funds between bank accounts
- ◆ Recording the paying in of cash and cheques to bank account from a cash based business
- ◆ Recording a miscellaneous cash receipt
- ◆ Bank reconciliation process

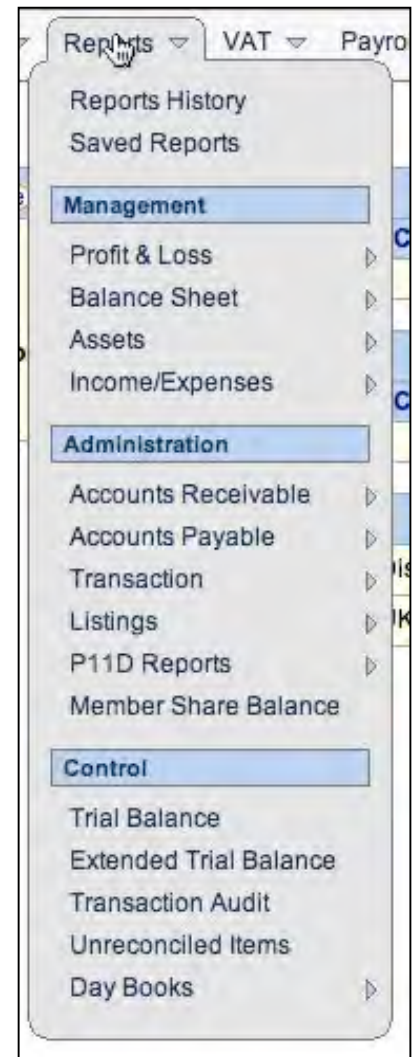


A wide range of reports is available from the **REPORTS** menu. All reports are in PDF format and can be printed at a local printer attached to your computer, saved on your computer or e-mailed onwards.

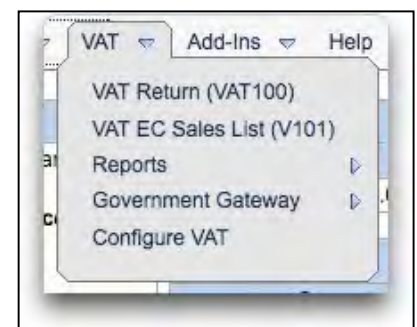
These include financial reports; profit and loss and balance sheet in various formats. Detailed reports on the trading position with customers and suppliers are available. The ability to report details of all transactions either by account or date is in addition to a full range of reports for VAT purposes including reports relevant to a VAT inspection. If the fixed asset features are being used, then reports detailing net book values of assets are available. Lists can be reported and printed and other reports for trial balance, audit and to support information for taxation calculations are available.

For more details on preparing reports see the relevant process document.

- ◆ **Preparing Reports** user guide
- ◆ **Accounts receivable Ledger** user guide
- ◆ **Accounts Payable Ledger** user guide
- ◆ VAT reports – see VAT processes
 - **Using the Standard Accounting Scheme**
 - **Using the Cash Accounting Scheme**
- ◆ **Using the Fixed Asset Register** user guide



The **VAT** menu accesses items to manage VAT if the entity is registered for VAT. The appropriate VAT scheme is configured and the VAT returns managed under this menu. If VAT is being filed online then the attributes are set up here. Specific reports for VAT management are available from this menu.

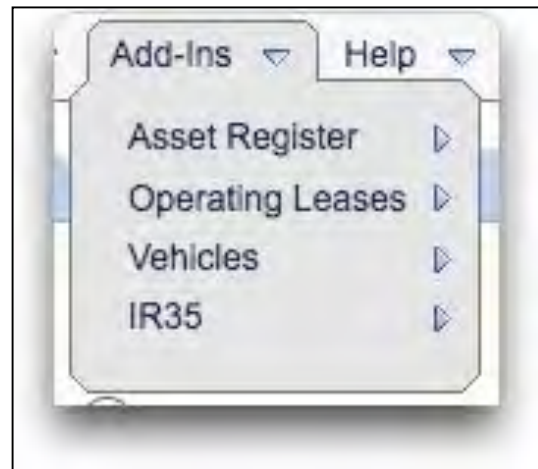


The **PAYROLL** and **STOCK** menus provide access these features. See separate user guides for more information on using these facilities.

The **ADD-INS** menu is where some special features may be accessed.

The **ASSETS REGISTER** feature accesses an asset ledger.

OPERATING LEASES helps to simplify the accounting and recording of any operating leases the business uses.



VEHICLES allow users to record the use of company cars to provide information for P11D and taxation purposes.

For those companies that may be subject to **IR35**, recording and reporting features to deal with it are available.

For more details on these special functions see the relevant user guide.

- ◆ **Using the Fixed Asset Register**
- ◆ **Managing Company Vehicles**
- ◆ **Working with IR35**

Navigation

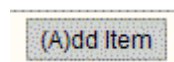
Navigation is basically driven by mouse clicks as is normal in most Internet Explorer equivalent type browsers and Windows type applications.

Accounting and Payroll transactions are entered via screens. When information has been input, recording of the transaction takes place when the **SUBMIT** button is clicked.

Within screens, navigation can be by using the mouse or the following key strokes.

Key

TAB	Moves one field forward
SHIFT + TAB	Moves one field backwards
ALT + ↓	Opens a drop down selection box
↓	Moves down the selection box (TAB to keep the selection)
ALT + A	Activates the button



Any button with the first letter enclosed in a bracket can be activated by **ALT** plus the letter

Note some browsers will operate with **ALT + SHIFT + letter** instead of **ALT + letter**