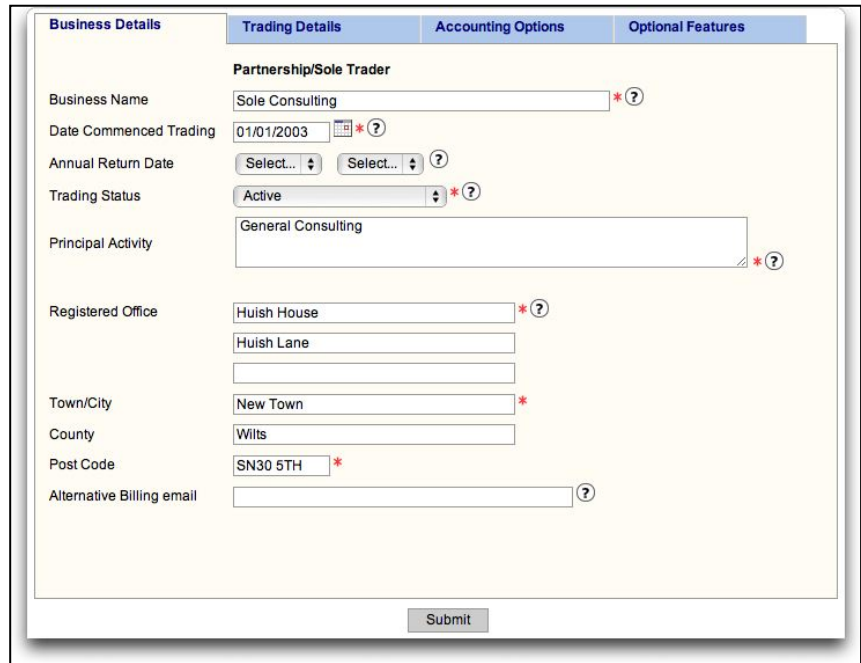


Setting up a Sole Trader

From the **BUSINESS** menu select **New Sole Trader**. A form with several tabs is displayed. To move between the tabs click on a tab directly.

Enter business details in the first tab, the **Business Name** and the **Date Commenced Trading**. Enter the month and day that an **Annual Return** (Not a legal requirement, but a review of the business) is due each year. This will then be displayed as a reminder on the user home page after logging on. **Trading Status** is usually **Active**, however a business may be dormant, bankrupt or dissolved (and the historic records stored). **Principal Activity** is taken to mean the industry sectors or classes of business in which the company operates. This



The screenshot shows a web form with four tabs: Business Details, Trading Details, Accounting Options, and Optional Features. The 'Business Details' tab is active. The form is titled 'Partnership/Sole Trader' and contains the following fields:

- Business Name: Sole Consulting *
- Date Commenced Trading: 01/01/2003 *
- Annual Return Date: Two dropdown menus, both with '?' icons.
- Trading Status: Active *
- Principal Activity: General Consulting *
- Registered Office: Huish House *
- Huish Lane: (empty)
- Town/City: New Town *
- County: Wilts
- Post Code: SN30 5TH *
- Alternative Billing email: (empty) ?

A 'Submit' button is located at the bottom of the form.

may include, for example, IT, office equipment, textiles, electrical contracting etc.

Enter the **Office Details**. The **Alternative Billing Email** address allows a direct user (not via a Liberty Accounts partner) to specify a different email address for the monthly invoice from Liberty Accounts to the one specified by the primary user in their user profile.

For example you may wish the invoice to go directly to your bookkeeper.

N.B. We only permit one invoice to one address.

The next tab asks for details of your **Trading Address**. Note that the tab has a short cut to accept the office address as the trading address if they are the same.

On the **Accounting Options** tab select the appropriate **Accounts Template** for your business. You can add, amend and delete accounts at a later date if necessary. On the **Trading Details** tab, the **Country** field has the impact that where it is the same as a Customers country then the country address line on sales invoices and credit notes is suppressed as unnecessary.

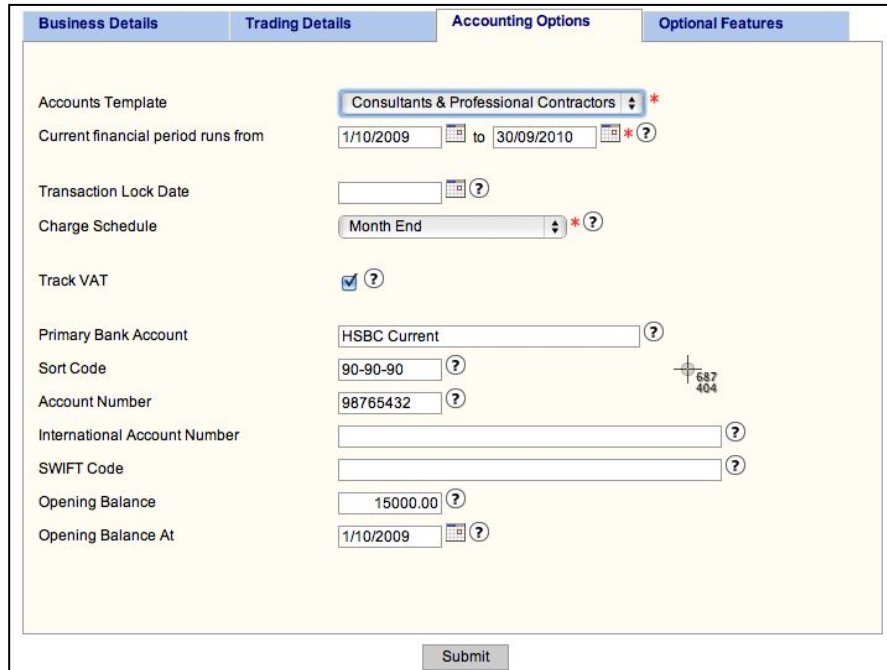
The **Accounting Options** tab also requests the dates of your current trading financial year. In this example, the current financial year commenced on 1st Aug 2008 and will end on 31st July 2009

Transaction Lock Date allows a user to set a date that will prevent a transaction dated before the lock date being entered. This could be used to control accounting periods other than a full year and is usually used in conjunction with an accounting advisor. If the date set is earlier than a closed year-end date the lock date will be ignored.

Charge Schedule, if you wish to run monthly routines to keep your depreciation and lease accounts regularly up to date, select a **Monthly** charge schedule. **Annual** will mean that the routine will only be run at the end of your year. **Manual** means that you or your advisor will have to provide the appropriate data manually.

If the business is registered for VAT then tick the **Track VAT** box. Further VAT details will subsequently need to be added via the **VAT** menu.

Complete the tab by entering the details of an initial bank account. (This may be edited later or additional accounts' added). Note that this account can be displayed on the remittance advice attached to sales invoices; this again can be changed later. Also entering an opening balance can be done now or later if preferred.



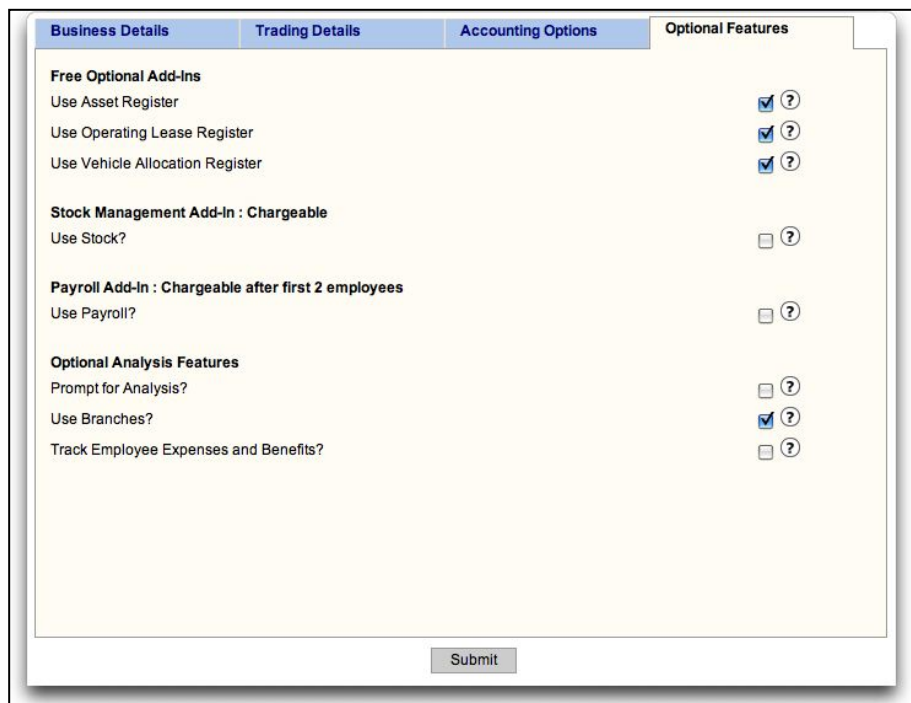
Note that once an entity has been set up this tab is simplified, with Accounts template and Bank account details not displayed. However the **Opening Balance Lock State** is available for the user to ensure that once opening balances have been entered, they are not inadvertently altered. The user may check the **User Locked** box to stop any changes being made with the Opening balances menu, this closed state may also be reversed by rechecking the **Open** box. The lock state will be automatically set to "System Locked" once a Year End Close has been performed. Note that this is a permanent locked state and the opening balances menu option is permanently disabled.

The **Optional Features** tab allows the user so determine what additional features are required. Tick a box to make the feature available.

See user guides for more information on:

Using the Fixed Asset Register

Operating Leases



Managing Company Vehicles

Stock Management

Using Payroll Overview

P11D and Online Filing

Note that **Stock** and **Payroll** menus will appear in the main menu if these options are selected.

To ensure accurate entry of transactions if the **Prompt for Analysis** box is ticked then when transactions are entered which require analysis to branches, IR35 contracts, P11D reporting, the analysis tab is presented first by default so that the required analysis is not forgotten.

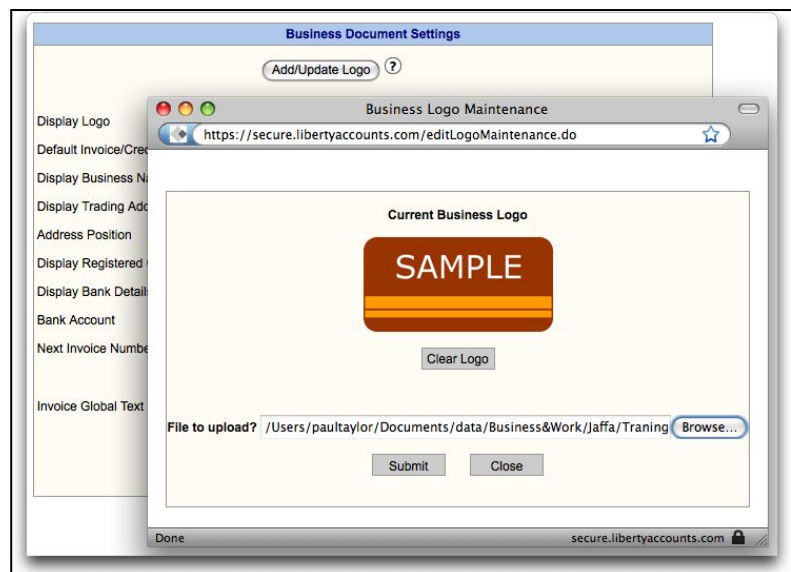
If you wish to use the **Branches** feature switch it on by clicking in the **Use Branches** box. See **Setting up and using Branches** user guide. Likewise if you wish to record expenses for P11D reporting and filing, the feature needs to be activated by clicking on the **Track Employee Expenses and Benefits?** Box as well as **Payroll**, see **P11D and On-line Filing** user guide.

Click the **SUBMIT** button to save all selections.

The **Document Settings** menu is used for managing the setting of external documents such as sales invoices, statements and payslips. It is also used to upload any Logo's that are used on invoice stationery and defining business name and address printing positioning. See **Document Settings and Business Logo Maintenance** user guide for more details.

ENTITY NAME → DOCUMENT SETTINGS

If a logo is required on documents click on the **Add/Update Logo** button. This brings up a new screen in which the user can browse for a logo file. See **Document Settings and Business Logo Maintenance** user guide.



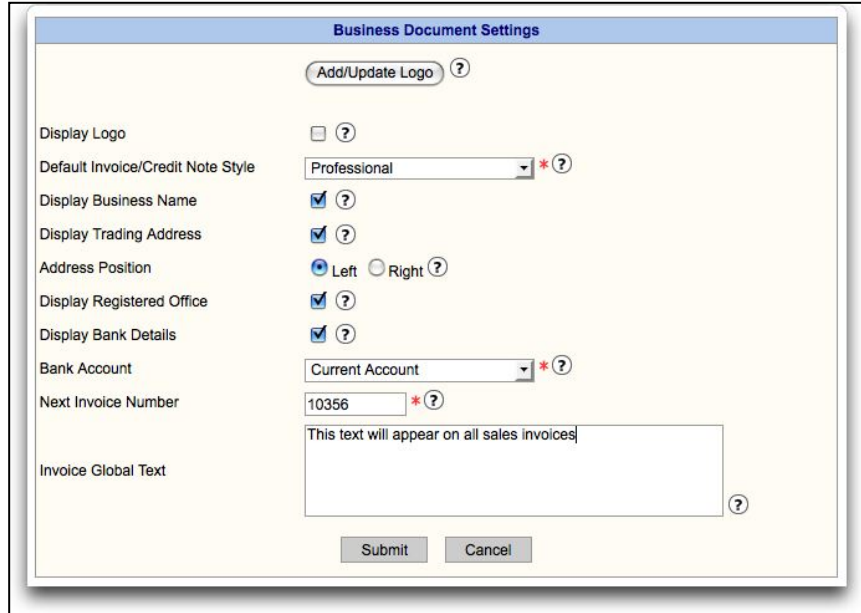
Default Invoice/Credit Note style, sets the style of invoice that the system will print when requested; you may chose from standard, service or professional style.

Tick the relevant boxes to place Business name and Address on documents and select the position as well as displaying a logo. If bank account details are wanted on Invoices (on the remittance advice) select the required bank account from the dropdown list

Next Invoice Number, if you already have a series of invoice numbers running, enter the next number in the series which you will prepare via the system.

Any text shown in **Invoice Global Text** box is printed on all Invoices

Click the **SUBMIT** button to save all selections.



The screenshot shows the 'Business Document Settings' window. It includes fields for 'Display Logo' (checkbox), 'Default Invoice/Credit Note Style' (dropdown set to 'Professional'), 'Display Business Name' (checkbox), 'Display Trading Address' (checkbox), 'Address Position' (radio buttons for 'Left' and 'Right'), 'Display Registered Office' (checkbox), 'Display Bank Details' (checkbox), 'Bank Account' (dropdown set to 'Current Account'), 'Next Invoice Number' (text box with '10356'), and 'Invoice Global Text' (text area). There are 'Submit' and 'Cancel' buttons at the bottom.

If the business is registered for VAT then the VAT details will need to be completed

Care should be taken with this.



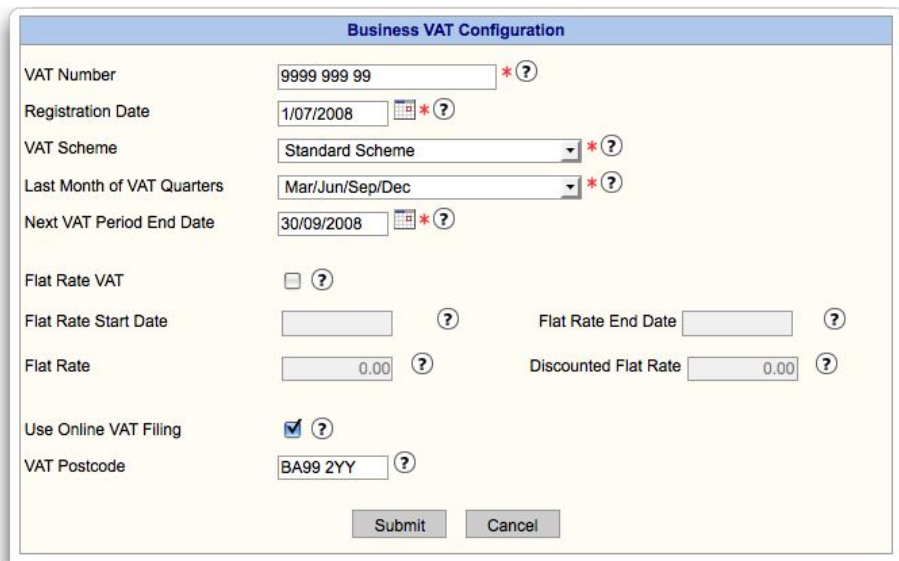
The screenshot shows a dropdown menu with 'VAT' selected. The menu items are: 'VAT Return (VAT100)', 'VAT EC Sales List (V101)', 'Reports', 'Government Gateway', and 'Configure VAT'.

Ensure that the **Track VAT** box is ticked in the **Accounting Options** tab of **Profile** (see above)

From the **VAT** menu that is now visible, select **Configure VAT** - the VAT configuration screen is displayed.

The details of your VAT registration number go in the **VAT Number** field, also enter your date of registration.

Select from the drop down box the **VAT** scheme operated,



The screenshot shows the 'Business VAT Configuration' window. It includes fields for 'VAT Number' (9999 999 99), 'Registration Date' (1/07/2008), 'VAT Scheme' (Standard Scheme), 'Last Month of VAT Quarters' (Mar/Jun/Sep/Dec), 'Next VAT Period End Date' (30/09/2008), 'Flat Rate VAT' (checkbox), 'Flat Rate Start Date' and 'Flat Rate End Date' (text boxes), 'Flat Rate' (0.00) and 'Discounted Flat Rate' (0.00), 'Use Online VAT Filing' (checkbox), and 'VAT Postcode' (BA99 2YY). There are 'Submit' and 'Cancel' buttons at the bottom.

either standard or cash.

The next two fields require details of the **Last Month of VAT Quarters** and the **Next VAT period end date**.

If you are using the flat rate scheme click the **Flat Rate VAT** box, note that if you are using the flat rate cash based turnover method, please be sure that **Cash accounting scheme** is also selected in the **VAT Scheme** box.

The next fields are only available if the Flat rate scheme is selected.

The **Flat rate start date** is the date when HMRC granted permission to use the flat rate scheme and the **Flat Rate End date** is the date when the use of the scheme changes to some other. These dates are important for the correct transition between schemes.

Enter the flat rate percentage to be applied in the **Flat rate** box, and if a discount rate is applicable (usually for the first year of registration, but check with your advisor) the **Discounted Flat rate**.

Note that if the registration date is less than 12 months in the past it is important to enter a **Discounted Flat rate** or calculations will be incorrect.

If you would like to use the Government Gateway to file your VAT100 online directly from the system click the **Use Online VAT Filing** box. If online filing is being used the **VAT postcode** is required (It defaults to the postcode of the registered address, amend if necessary).

Click the **SUBMIT** button to save all selections.

More information on VAT is available in the **VAT and Liberty Accounts** and **Online VAT filing** user guides.

Editing

The Profile, Document Settings and VAT configuration may be edited at any time.

ENTITY NAME → PROFILE

ENTITY NAME → DOCUMENT SETTINGS

ENTITY NAME → VAT → CONFIGURE VAT

Make changes to any elements and click on the **SUBMIT** button to record the amendments.

Note that changes can have significant impacts in how your accounts work and how results are presented. If you are in any doubt please refer to your accountant, book-keeper or advisor.