

## Setting up a Not for Profit Organisation

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 Organisation details in the first tab, the **Charity Commission Number**, **Legal Name** and the **Date Commenced**. Enter the month and day that a **Trustees Annual** 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). Enter the **Principal Purpose** of the organisation.

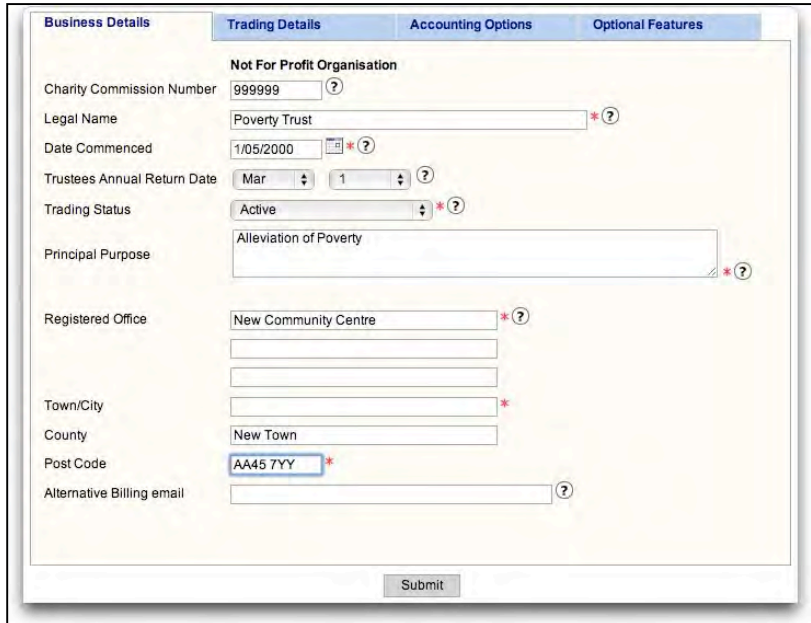
Enter the **Registered Office** Details.

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.

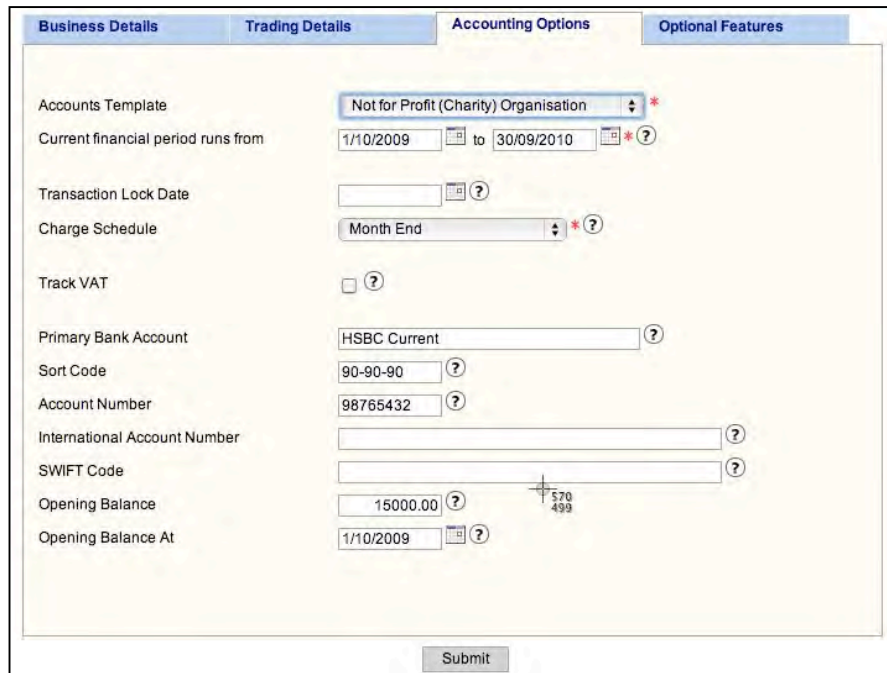
The **Accounting Options** tab also requests the dates of your current trading financial year. In this example, the current financial year commenced on 1<sup>st</sup> Oct 2009 and will end on 30<sup>th</sup> Sep 2010. Note that periods of more or less than 12 months can be entered.

**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 will 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.



The screenshot shows the 'Accounting Options' tab with the following fields:

- Accounts Template: Not for Profit (Charity) Organisation \*
- Current financial period runs from: 1/10/2009 to 30/09/2010 \*
- Transaction Lock Date: [Empty] ?
- Charge Schedule: Month End \*
- Track VAT:  ?
- Primary Bank Account: HSBC Current ?
- Sort Code: 90-90-90 ?
- Account Number: 98765432 ?
- International Account Number: [Empty] ?
- SWIFT Code: [Empty] ?
- Opening Balance: 15000.00 ?
- Opening Balance At: 1/10/2009 ?

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

Note that once a company 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.

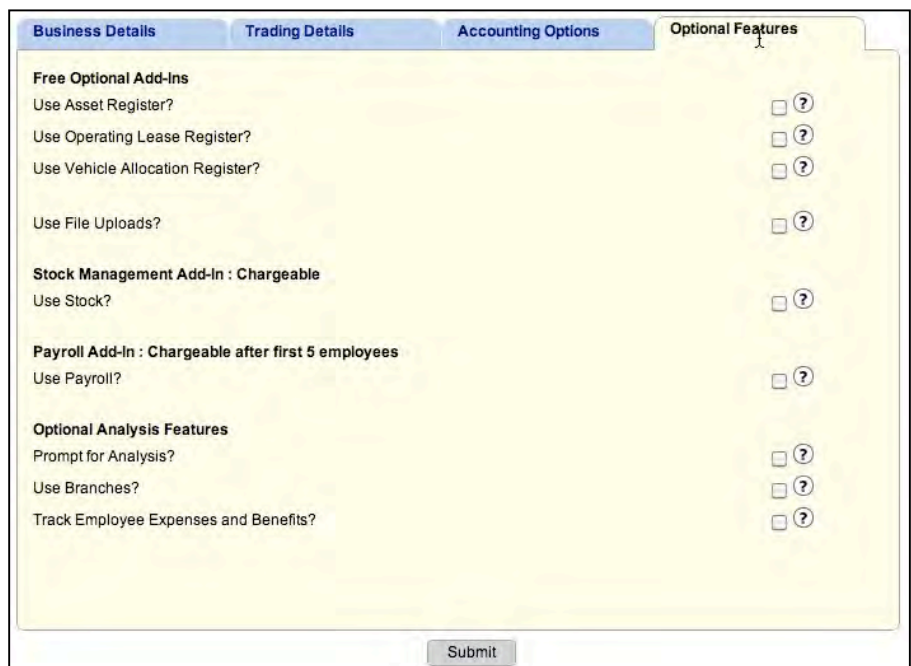
See user guides for more information on:

**Using the Fixed Asset Register**

**Operating Leases**

**Managing Company Vehicles**

**Uploading Customer/Supplier Data using csv Files**



The screenshot shows the 'Optional Features' tab with the following options:

- Free Optional Add-Ins**
  - Use Asset Register?  ?
  - Use Operating Lease Register?  ?
  - Use Vehicle Allocation Register?  ?
  - Use File Uploads?  ?
- Stock Management Add-In : Chargeable**
  - Use Stock?  ?
- Payroll Add-In : Chargeable after first 5 employees**
  - Use Payroll?  ?
- Optional Analysis Features**
  - Prompt for Analysis?  ?
  - Use Branches?  ?
  - Track Employee Expenses and Benefits?  ?

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

## 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.

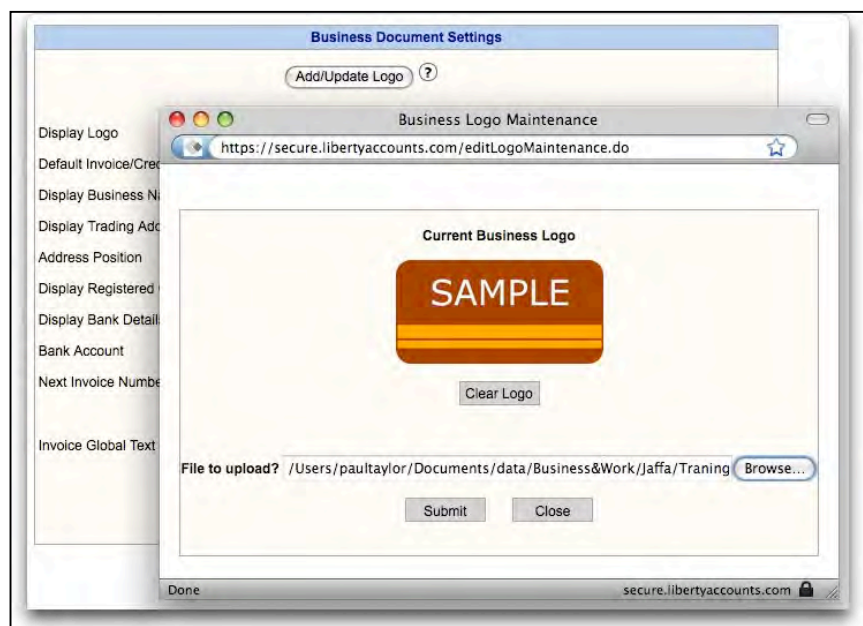
If you wish to use the **Branches** feature switch it on by clicking in the **Use Branches** box. See **Setting up and using Branches** user guide. Likewise if you wish to record expenses for P11D reporting and filing, the feature needs to be activated by clicking on the **Track Employee Expenses and 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.



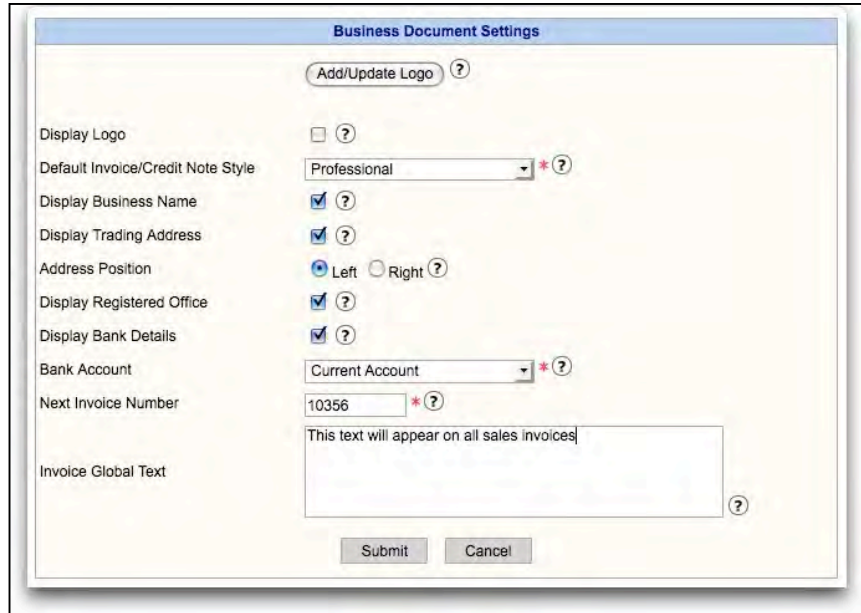
**Default Invoice/Credit Note style**, sets the style of invoice that the system will print when requested; you may choose from standard, service or professional style.

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.



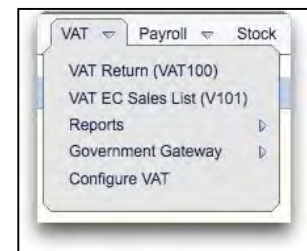
The screenshot shows the 'Business Document Settings' window. It includes fields for:
 

- Display Logo:
- Default Invoice/Credit Note Style: Professional (dropdown)
- Display Business Name:
- Display Trading Address:
- Address Position: Left (radio selected), Right
- Display Registered Office:
- Display Bank Details:
- Bank Account: Current Account (dropdown)
- Next Invoice Number: 10356
- Invoice Global Text: A text area with the placeholder 'This text will appear on all sales invoices'

 Buttons for 'Submit' and 'Cancel' are 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.

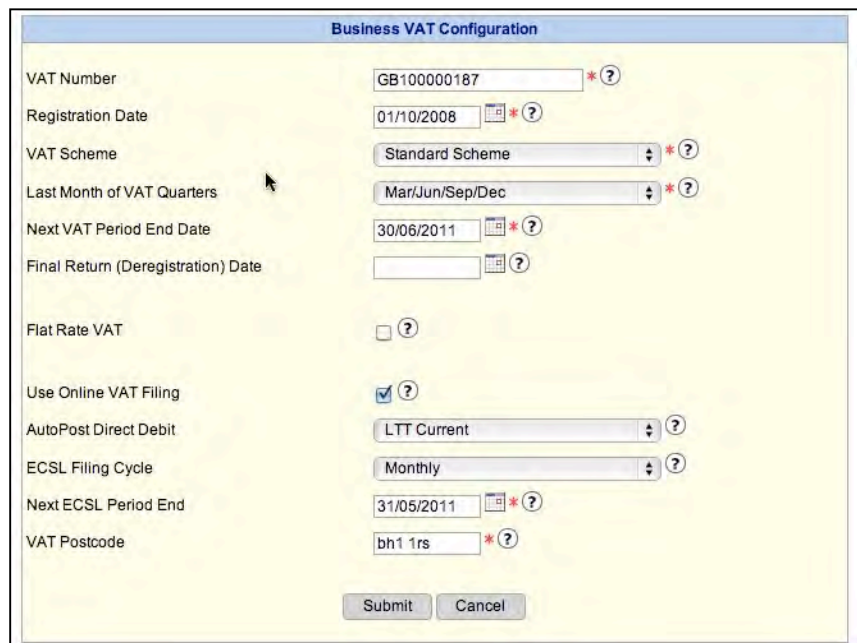


Ensure that the **Track VAT** box is ticked in the **Accounting Options** tab of **Profile** (see above)

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, either standard or cash.



The screenshot shows the 'Business VAT Configuration' window with the following fields:
 

- VAT Number: GB100000187
- Registration Date: 01/10/2008
- VAT Scheme: Standard Scheme
- Last Month of VAT Quarters: Mar/Jun/Sep/Dec
- Next VAT Period End Date: 30/06/2011
- Final Return (Deregistration) Date: (empty)
- Flat Rate VAT:
- Use Online VAT Filing:
- AutoPost Direct Debit: LTT Current
- ECSL Filing Cycle: Monthly
- Next ECSL Period End: 31/05/2011
- VAT Postcode: bh1 1rs

 Buttons for 'Submit' and 'Cancel' are at the bottom.

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. A supplementary configuration screen for flat rate vat rates and effectivity dates can then be accessed via the vat menu.



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** (as shown on the VAT registration details) is required.

Note that the **Final Return (Deregistration) Date** is only used for that purpose.

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.**