

Transaction Review

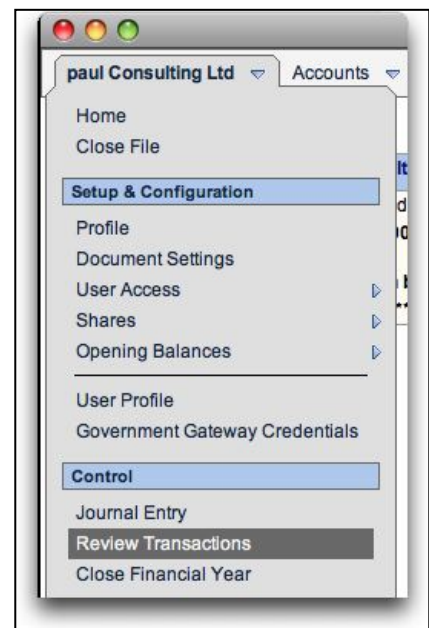
The facility exists to review, amend and mark as approved/reviewed transactions. This is particularly useful when an advisor is assisting in completing financial reports or if significant analysis is being performed, such as IR35, Branches or P11D.

The facility allows for the amendment of analysis items even when the actual transaction is closed due to it being VAT or bank reconciled, when usually it is **View** only.

NOTE: This is a powerful tool: It is the users responsibility to ensure that any changes made are reasonable and in-line with bookkeeping and accounting practice.

The function is available via the **Entity Name** menu.

ENTITY NAME → REVIEW TRANSACTIONS



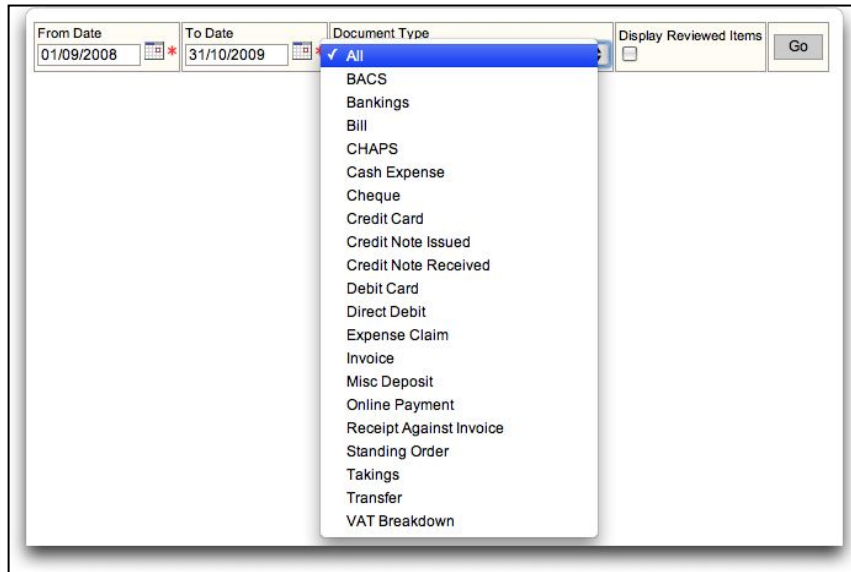
A screen is presented that allows a date range and document type selection

A screenshot of a web-based form for filtering transactions. It includes fields for 'From Date' (01/11/2008), 'To Date' (31/10/2009), and 'Document Type' (All). There are checkboxes for 'Display Reviewed Items' and 'P11D Relevant Items Only', and a 'Go' button.

To include all items that have been previously flagged as reviewed (approved) tick the **Display Reviewed Items** box.

To include only those transactions that may be subject to a P11D return, click the **P11D Relevant Items Only** box. The system will display expense transactions that have been posted to accounts that have a P11D section indicator set. If you are unsure as to the relevance of P11D please consult your advisor.

The document type dropdown displays all relevant document types.



From Date: 01/09/2008 To Date: 31/10/2009 Document Type: All Display Reviewed Items: Go

- ✓ All
- BACS
- Bankings
- Bill
- CHAPS
- Cash Expense
- Cheque
- Credit Card
- Credit Note Issued
- Credit Note Received
- Debit Card
- Direct Debit
- Expense Claim
- Invoice
- Misc Deposit
- Online Payment
- Receipt Against Invoice
- Standing Order
- Takings
- Transfer
- VAT Breakdown

When the selections are complete click on GO to produce the listing: -

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paul Consulting Ltd Accounts Lists Activities Reports VAT Add-Ins Help Exit

From Date: 01/11/2008 To Date: 31/10/2009 Document Type: All Display Reviewed Items: Go

Date	Document	Reference	Relates To	Memo	Action
Reviewer		Employee for P11D purposes	Branch	Associated IR35 contract	P11D Class
		Memo	Account	Amount	
01/12/2008	Cheque	10067	HMRC		Edit Analyse
			Current Account	£911.39	
			PAYE	£446.20	
			Employer NI	£250.19	
			Employee NI	£215.00	
01/12/2008	Cheque	10066	Endowment Pensions		Edit Analyse
			Current Account	£80.00	
			Pensions (Directors)	£80.00	
06/12/2008	Online Payment		Endowment Pensions		Edit Analyse
			Insurance - Private Medical	£480.00	I
			Current Account	£552.00	
			VAT Control	£72.00	
18/12/2008	Online Payment		Earth Technology PLC	Bill Payment	Edit Analyse
		Bill Payment	Undeposited Funds	£4,025.00	
		Bill Payment	Earth Technology PLC	£4,025.00	
19/12/2008	Invoice	00010356	Venus Management Ltd		Edit Analyse
			Sales - Consulting	£2,000.00	
			Venus Management Ltd	£2,300.00	
			VAT Control	£300.00	

Done secure.libertyaccounts.com

Each transaction in the selection criteria is displayed with all the analysis that was entered when it was created or previously edited.

A number of options are available.

On the left hand side the **Approve** button flags the transaction as reviewed or approved by the **current user**. On clicking the **Approve** button the transaction fades from the list.

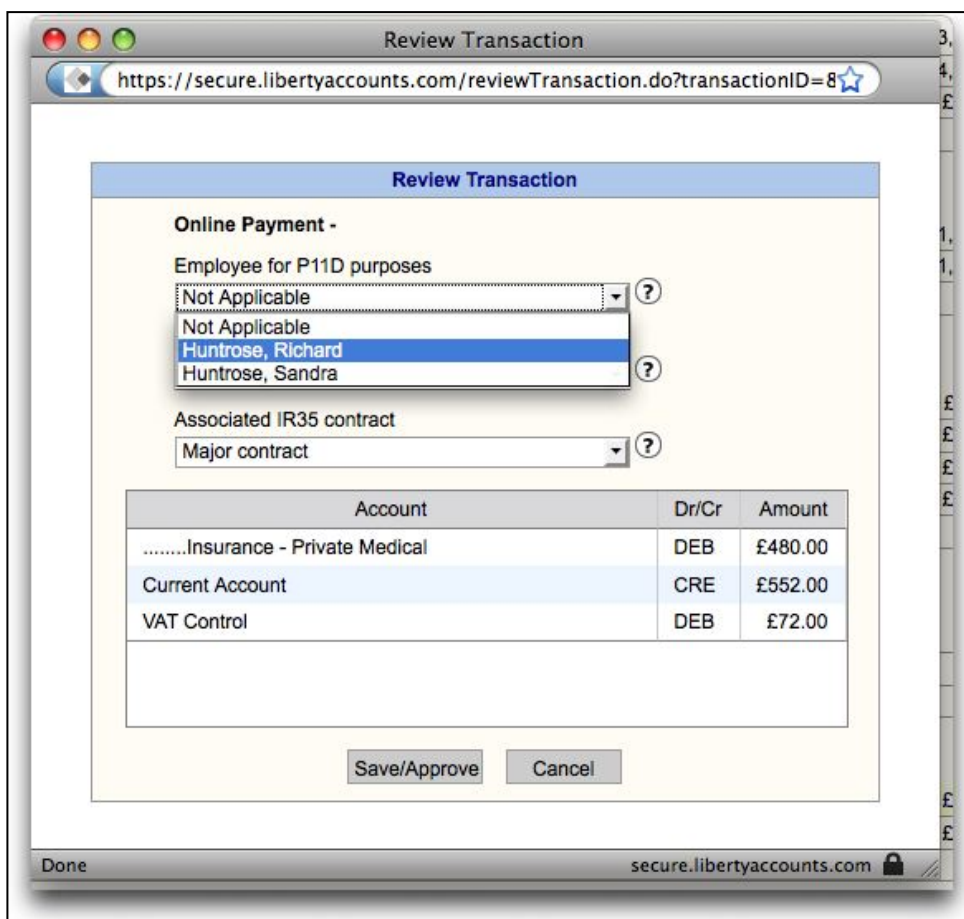
Note all reviewed/approved transactions can subsequently be re-displayed by ticking the **Display Reviewed Items** box. The user name approving the transaction is displayed.

On the right hand side each transaction can be **Edit** ed or **View** ed depending on the status of the transaction (see below). This will display the full transaction screen.

The **Analyse** button allows any analysis attached to the transaction to be added or amended no matter whether it is closed or not. **The values of the transaction cannot be changed, only the analysis.**

If the transaction can be **Edit** ed then values can be changed in the edit screen. If the transaction is **View** only then because changing values will impact a bank or VAT reconciliation it will be necessary to make an accounting entry to make a value change.

When the **Analyse** button is clicked the analysis items of the transaction is displayed.



Account	Dr/Cr	Amount
.....Insurance - Private Medical	DEB	£480.00
Current Account	CRE	£552.00
VAT Control	DEB	£72.00

Each of the analysis items has a drop down box allowing the user to add or amend an analysis item. If appropriate, an account may be amended; the transaction sign and the amount cannot be changed.

When all changes have been made, click **Save/Approve** button to record the changes and mark the transaction as approved by the current user. **Cancel** leaves the screen without storing any changes.

Note that if another user subsequently amends the analysis of a transaction and clicks the **Save/Approve** button, then that user is flagged as having approved/reviewed the transaction.