dk Business Solutions

- First Steps -

Quick Setup of company

20. January 2012

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Software release
This documentation accompanies the software version 3.1 of dk Business Solutions.

Reader comments
Any comments or suggestions regarding this publication are welcomed and should be forwarded to the attention of:

info@dksoftware.co.uk

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Introduction

The First steps in dkBS tells you how to set up dk Business Solutions quickly and perform the basic tasks you need to run your business. More detailed information can be found in the various manuals that come along with dk.

Let's take a quick look at one example of creating a company.
Let's calling it a

Quick Setup of a Company

Creating the company

You login as user Admin and password dk. From the Welcome screen you click Create Company or inside dkBS you select File – Company – New. A help screen for creating a new company appears. It leads you through the process of creating a new company.

Here you must enter at least an Identity code and a name of the company.

When the appropriate information has been entered click the [Next >] button and next help screen, called VAT and bank information appears.

Here, optionally, enter VAT and bank information. You can always enter this information later on by selecting from the dkBS Main menu, General and Company.

When the appropriate information has been entered click the [Next >] button and next help screen, called the communication information appears. Here, optionally, enter the contact information, such as phone, fax, e-mail, etc.

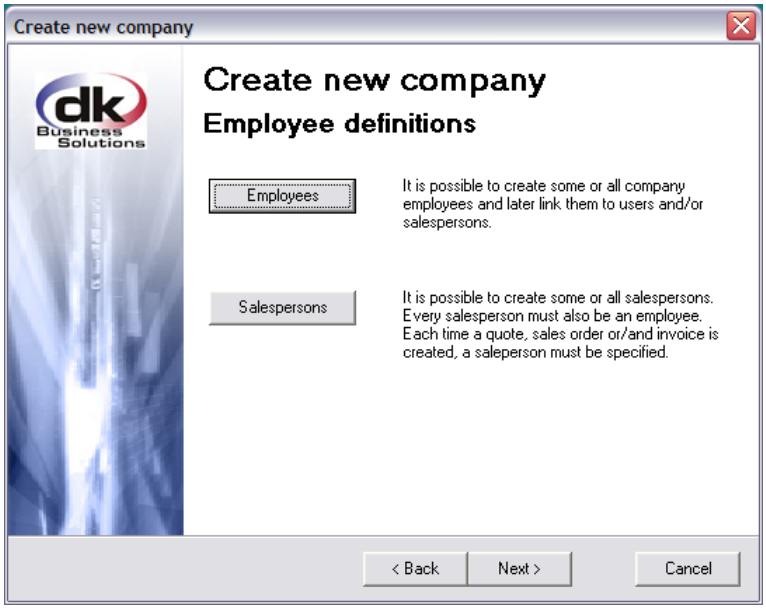
When the appropriate information has been entered click the [Next >] button and next help screen, called the accounting period information appears.

Here you must enter start and end date of one accounting period. More accounting period can be created when you have created the company by choosing from the dkBS main menu *General – Accounting Period*.

When the appropriate information has been entered click the [Next >] button and next help screen appears.

Here you can select one standard Chart of accounts as a basic Chart of accounts for the new company. Click "Select chart of accounts from following list". You can view selected chart of accounts by clicking "View selected chart of accounts" button.

When you have selected the appropriate Chart of accounts, click the [Next >] button and next help screen appears.



Here you can create employees and salespersons. At least one employee and one salesperson have to be created.

When you have created employees and salespersons, click the [Next >] button and the last help screen appears. Here you can confirm what you have entered by clicking the [Finished] button. You can always go back to previous help screen by clicking the [<Back] button if you want to change something.

The information you entered about the company can be changed by selecting from the dkBS Main menu, General and Company.

Now we have created the company.

Before we go on, let's take a quick look at what we need to do:

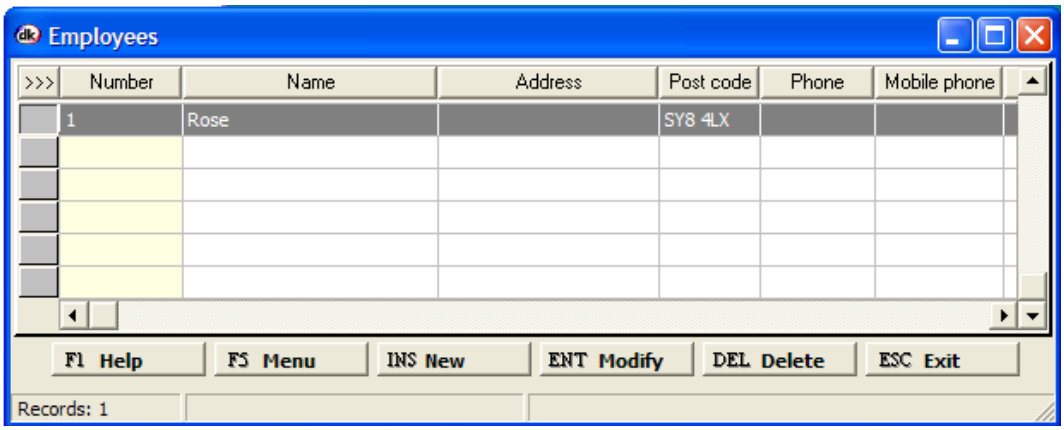
Step/Task	**Location in dkBS**
1. Create employees (minimum 1)	General – Supervising - Employees
2. Create users (minimum 1)	General – Supervising - Users
3. Create salespersons (minimum 1)	Sales – Salespersons - Salespersons
4. Setup (look at) VAT categories on accounts (S1,…, P1,…). Check whether all P/L accounts have the right VAT category	General ledger – Chart of Accounts - Accounts
5. Setup (look at) VAT categories	General ledger – VAT - VAT categories
6. Setup (look at) customers posting group	Accounts receivable – Setup - Posting groups
7. Setup (look at) vendors posting group	Accounts payable – Setup - Posting groups
8. Setup (look at) sales posting group	Inventory – Setup – Sales posting groups
9. Setup (look at) purchase posting group	Inventory – Setup – Purchase posting groups
10. Setup (look at) general settings for the inventory module	Inventory – Setup – General settings
11. Setup (look at) general settings for the sales module	Sales – Setup – General settings
12. Setup (look at) description file / report form for sales invoice	Sales – Setup - General settings – Sales invoices printing – Invoice description

13. Setup (look at) sales invoices GL posting	Sales – Setup – General setup – Sales invoices GL posting
14. Setup (look at) description file / report form for customers statement	Account receivable – Statement – Setup – Statement description
15. Define item groups	Inventory – Setup – Item groups
16. Create items	Inventory - Items
17. Create customer groups	Account receivable – Setup – Customer groups
18. Create customers	Account receivable – Customers
19. Create vendor groups	Account payable – Setup – Vendor groups
20. Create vendors	Account payable – Vendors
21. Start creating sales invoices	Sales – Sales invoices
22. Start entering Purchases by creating a journal for Purchase transactions (P/L)	General ledger - Journals
23. Start entering cash payments by creating a journal for cheques transactions	General ledger – Journals
24. Start entering payments from customers by creating a journal for cheques received from customers	General ledger - Journals
25. Enter opening balance for customers	Accounts receivable – Setup – Registration of opening balances
26. Enter opening balance for vendors	Accounts payable – Setup – Registration of opening balances
27. Enter opening balance for General ledger – Balance sheet	General ledger – Setup – Registration of balances – Opening balances

Next 27 steps

1. Create employees

Go to General – Supervising – Employees



Press Insert key on the keyboard, or select the [INS New] button to create a new line in the employees table.

On the General information tab you must enter a unique number for the current employee, enter the name and complete entering the information in the applicable fields.

2. Create users

Go to General – Supervising – Users

Press Insert key on the keyboard, or select the [INS New] button to create a new line in the users table.

On the General information tab you must enter a unique code for the current user, enter the name and complete entering the information in the applicable fields.

3. Create salespersons

Go to Sales – Salespersons – Salespersons

Press Insert key on the keyboard, or select the [INS New] button to create a new line in the salespersons table.

On the General information tab you must enter a unique number for the current salesperson, enter the name and complete entering the information in the applicable fields.

4. VAT categories on accounts in General ledger

Go to General ledger – Chart of accounts

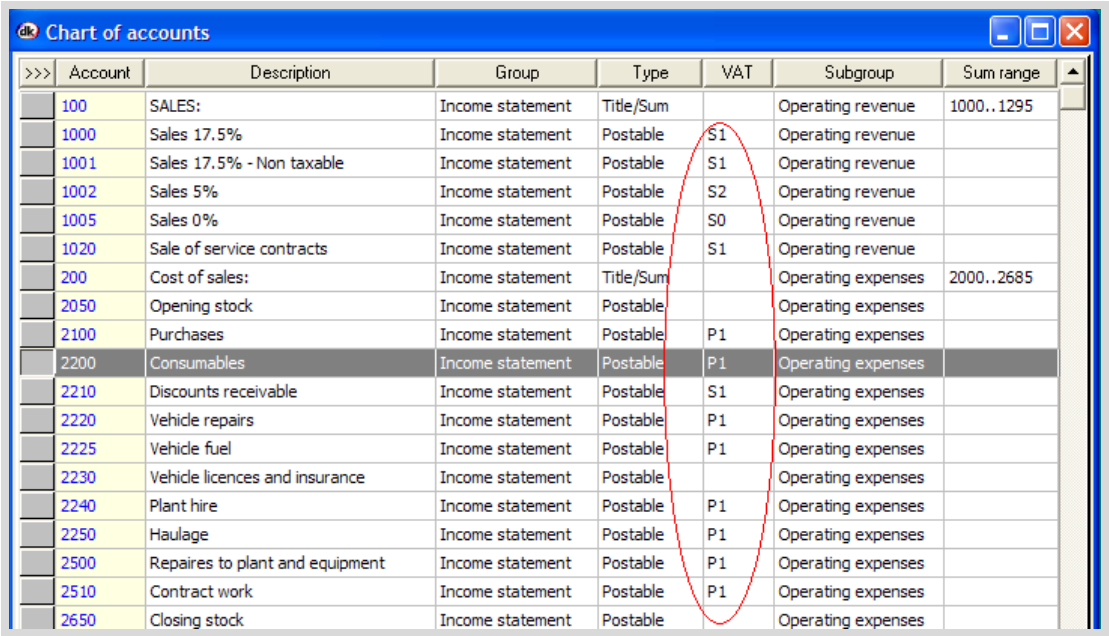
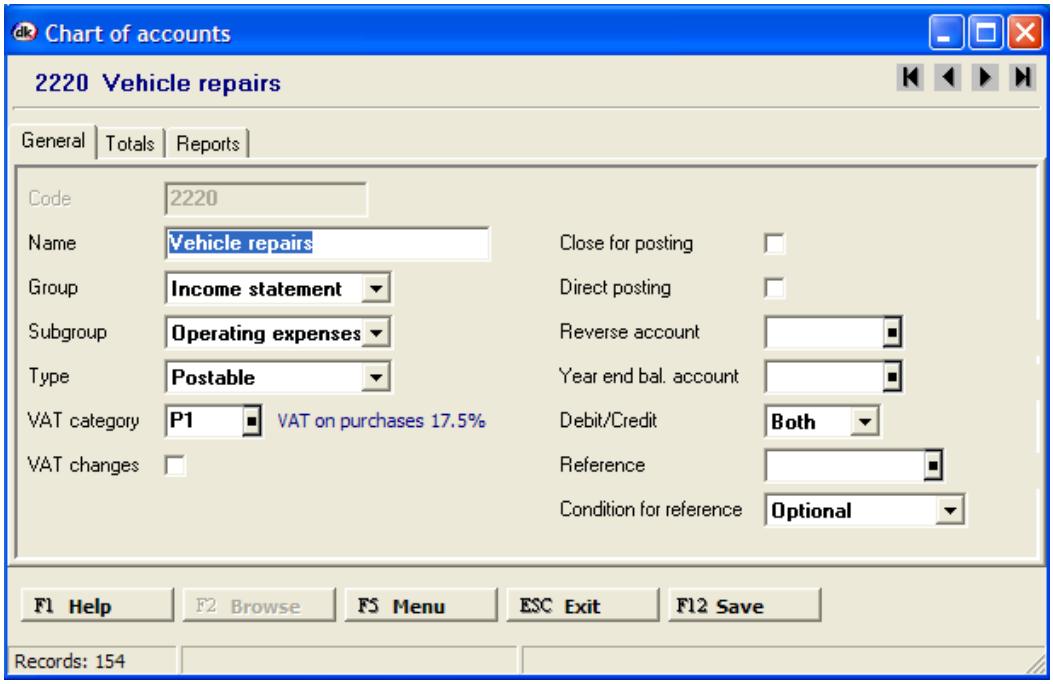


Chart of accounts

>>>	Account	Description	Group	Type	VAT	Subgroup	Sum range
	100	SALES:	Income statement	Title/Sum		Operating revenue	1000..1295
	1000	Sales 17.5%	Income statement	Postable	S1	Operating revenue	
	1001	Sales 17.5% - Non taxable	Income statement	Postable	S1	Operating revenue	
	1002	Sales 5%	Income statement	Postable	S2	Operating revenue	
	1005	Sales 0%	Income statement	Postable	S0	Operating revenue	
	1020	Sale of service contracts	Income statement	Postable	S1	Operating revenue	
	200	Cost of sales:	Income statement	Title/Sum		Operating expenses	2000..2685
	2050	Opening stock	Income statement	Postable		Operating expenses	
	2100	Purchases	Income statement	Postable	P1	Operating expenses	
	2200	Consumables	Income statement	Postable	P1	Operating expenses	
	2210	Discounts receivable	Income statement	Postable	S1	Operating expenses	
	2220	Vehicle repairs	Income statement	Postable	P1	Operating expenses	
	2225	Vehicle fuel	Income statement	Postable	P1	Operating expenses	
	2230	Vehicle licences and insurance	Income statement	Postable		Operating expenses	
	2240	Plant hire	Income statement	Postable	P1	Operating expenses	
	2250	Haulage	Income statement	Postable	P1	Operating expenses	
	2500	Repaires to plant and equipment	Income statement	Postable	P1	Operating expenses	
	2510	Contract work	Income statement	Postable	P1	Operating expenses	
	2650	Closing stock	Income statement	Postable		Operating expenses	

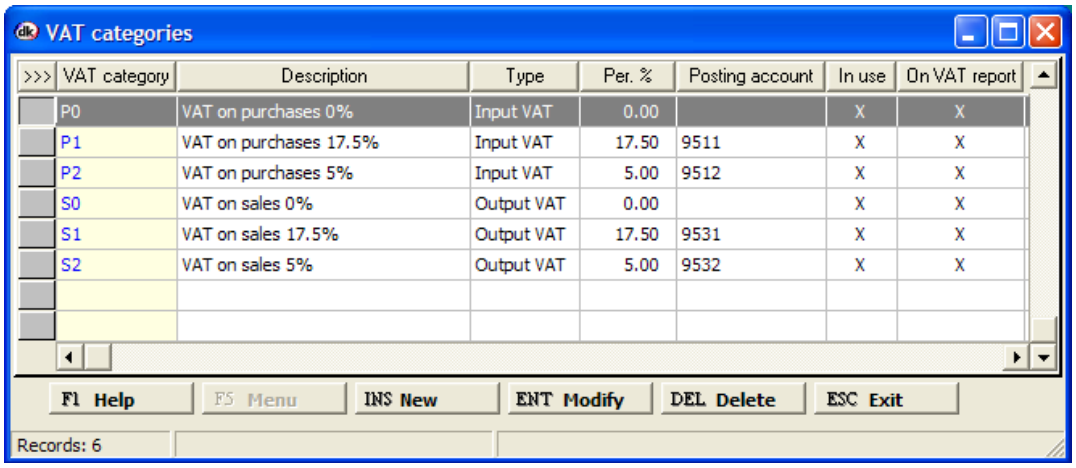
In the VAT column we see the VAT category code. We must make sure that each account has the right VAT category code. By pressing Enter key on the keyboard, or selecting the [ENT Modify] button we can modify the VAT category code on the account.



In VAT category we select the appropriate code and if we tick the VAT changes then we can change the VAT category code when we enter transactions to this account in a General ledger journal.

5. VAT categories

Go to General ledger – VAT – VAT categories

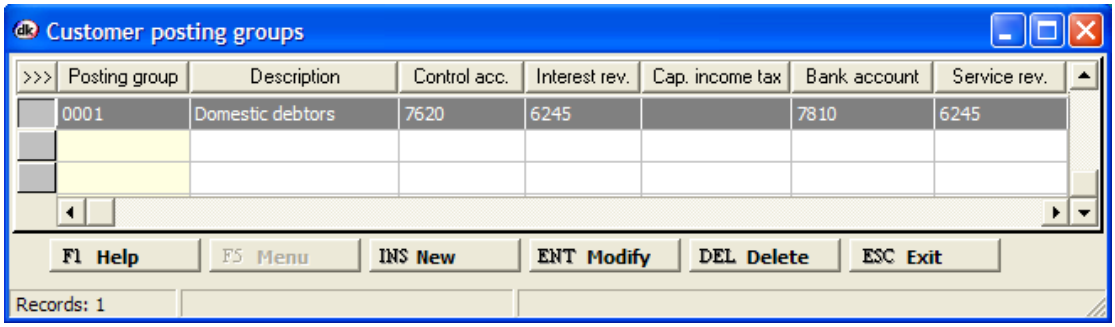


Press Insert key on the keyboard, or select the [INS New] button to create a new line in the VAT categories table.

On the General information tab you must enter a unique code for the current VAT category, enter the description and complete entering the information in the applicable fields.

6. Customers posting group

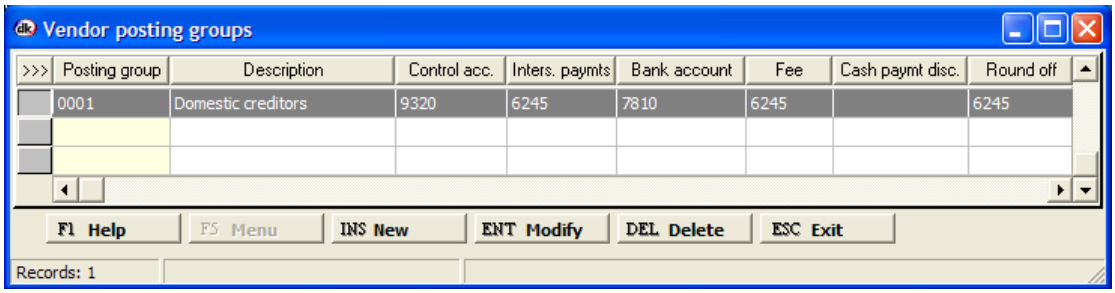
Go to Accounts receivable – Setup – Posting groups



Press Insert key on the keyboard, or select the [INS New] button to create a new line in the customer posting groups. Press Enter key on the keyboard, or select the [ENT Modify] button to modify the customer posting group. It depends on the Chart of accounts you are using if you need to change the customer posting group or create more customer posting groups.

7. Vendors posting group

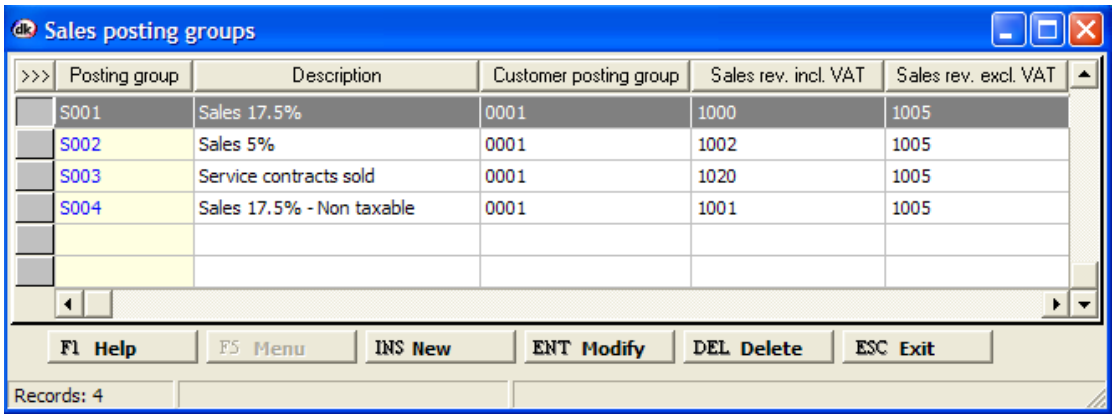
Go to Accounts payable – Setup – Posting groups



Press Insert key on the keyboard, or select the [INS New] button to create a new line in the vendor posting groups. Press Enter key on the keyboard, or select the [ENT Modify] button to modify the vendor posting group. It depends on the Chart of accounts you are using if you need to change the vendor posting group or create more vendor posting groups.

8. Sales posting groups

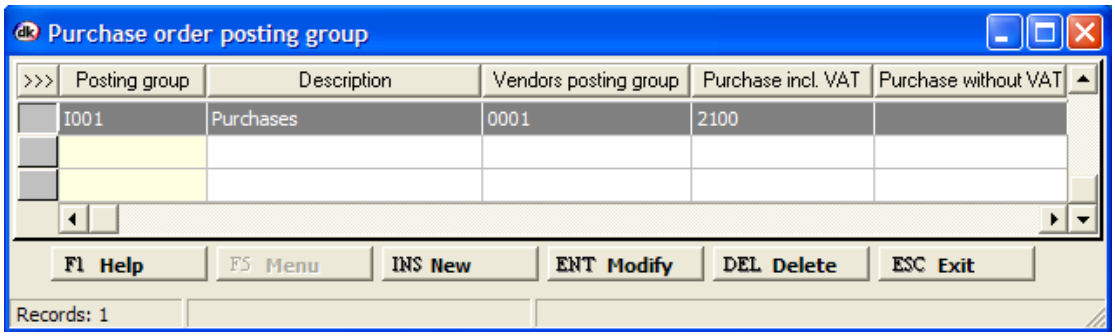
Go to Inventory – Setup – Sales posting groups



Press Insert key on the keyboard, or select the [INS New] button to create a new line in the sales posting groups. Press Enter key on the keyboard, or select the [ENT Modify] button to modify the selected sales posting group. It depends on the Chart of accounts you are using if you need to change sales posting groups or create more sales posting groups.

9. Purchase posting groups

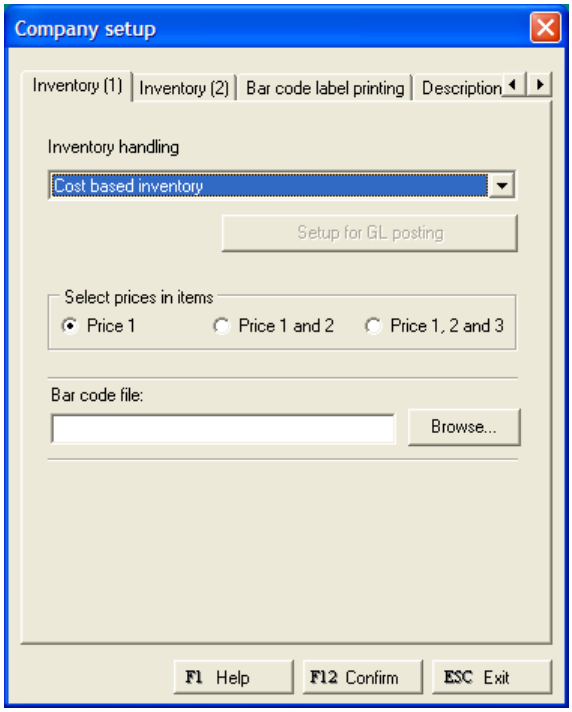
Go to Inventory – Setup – Purchase posting groups

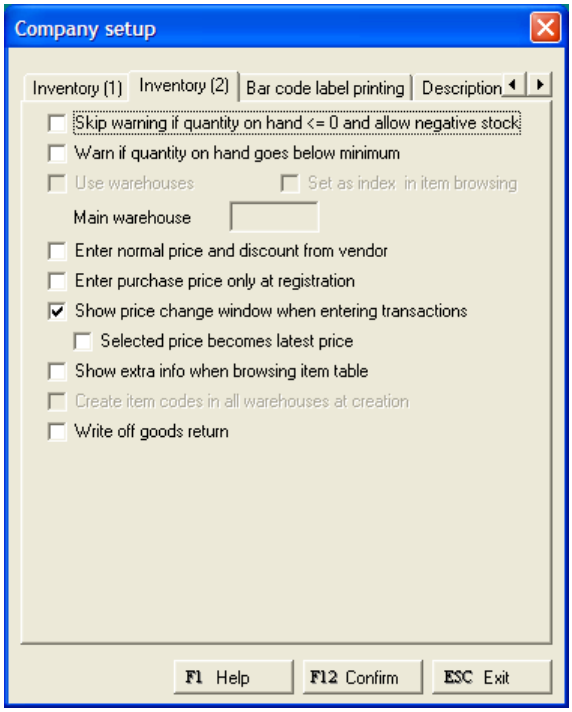


Press Insert key on the keyboard, or select the [INS New] button to create a new line in the purchase posting groups. Press Enter key on the keyboard, or select the [ENT Modify] button to modify the purchase posting group. It depends on the Chart of accounts you are using if you need to change the purchase posting group or create more purchase posting groups.

10.General settings in the Inventory module

Go to Inventory – Setup – General settings

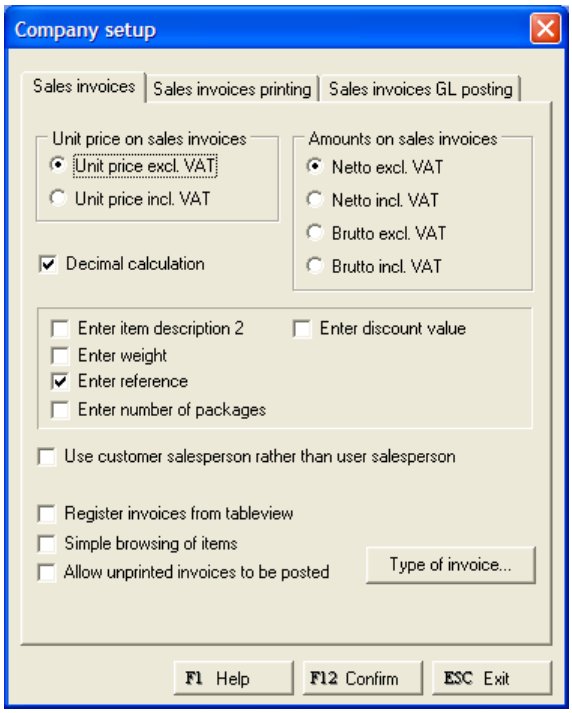


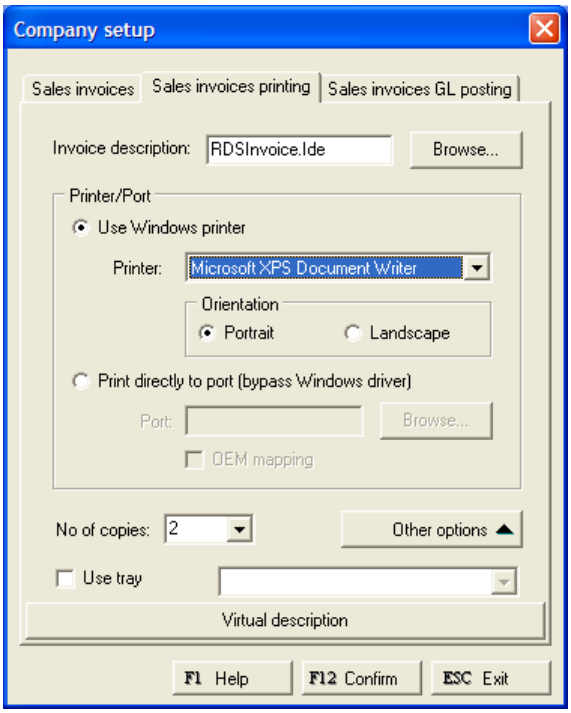


You can select up to 3 sales prices on each item by selecting Price 1, 2 and 3 and on the Inventory (2) tap you should tick Show extra info when browsing item table.

11.General settings in the Sales module

Go to Sales – Setup – General settings

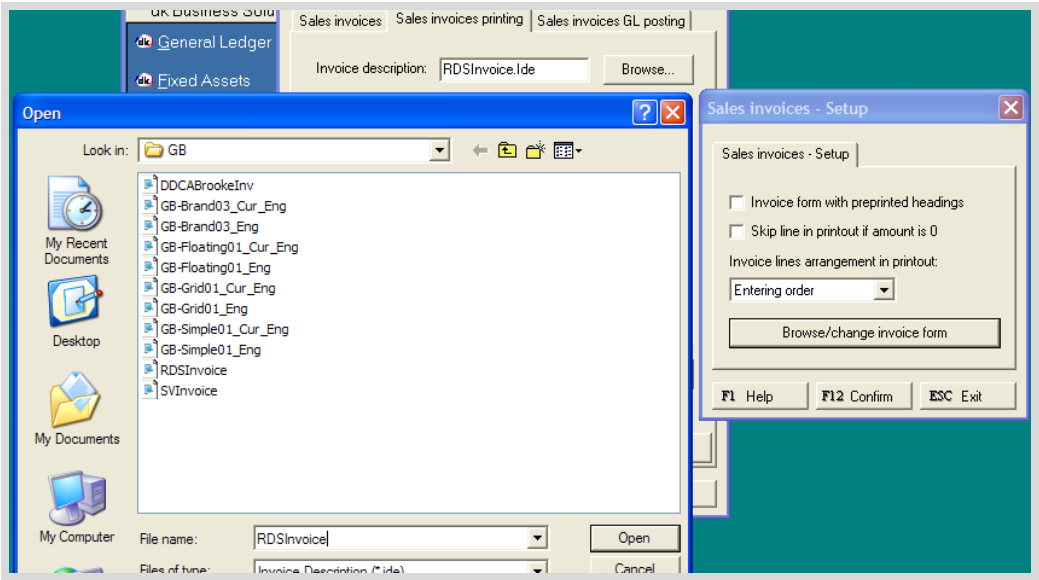




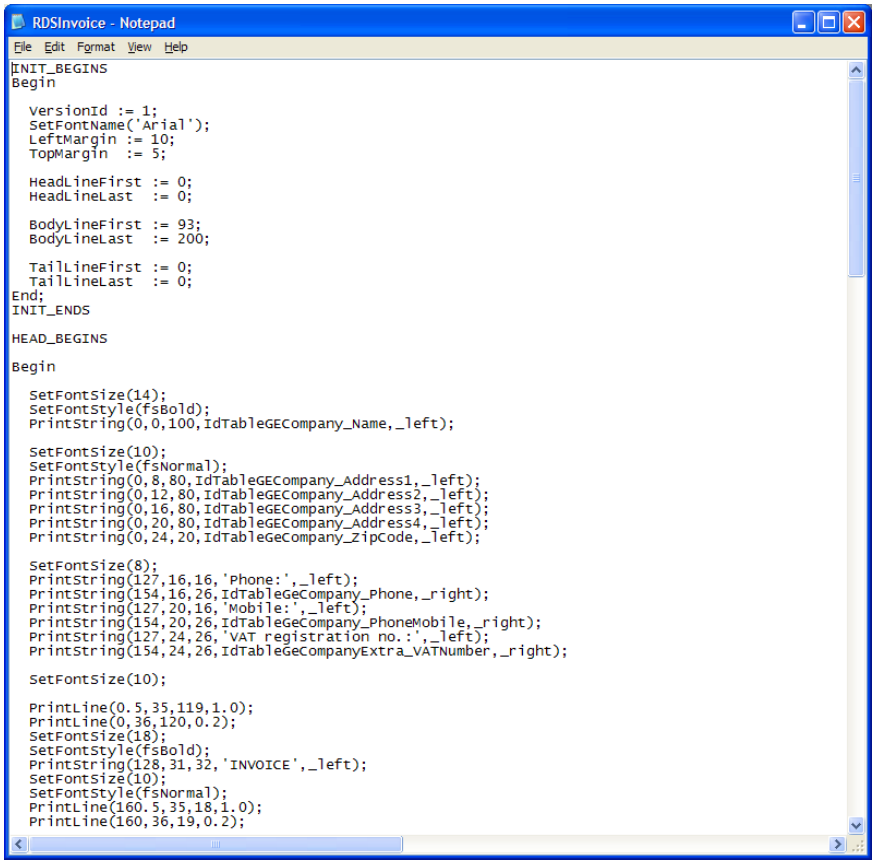
When you create a new company these settings are set for the most common settings, but you can change them, i.e. tick Enter reference. You must select Invoice description and number of copies when you print out invoices. If you need to setup all kinds of other forms that you want to print out in parallel to the invoice, you go to [Other options] and Other forms. There you can add, i.e. picking list, packing slip and label.

12.Invoice layout/form – description file

Go to Sales – Setup – General settings – Sales invoices printing – Other options – Invoice description-setup – Browse/change invoice form



You open the layout form and it opens up in Notepad.

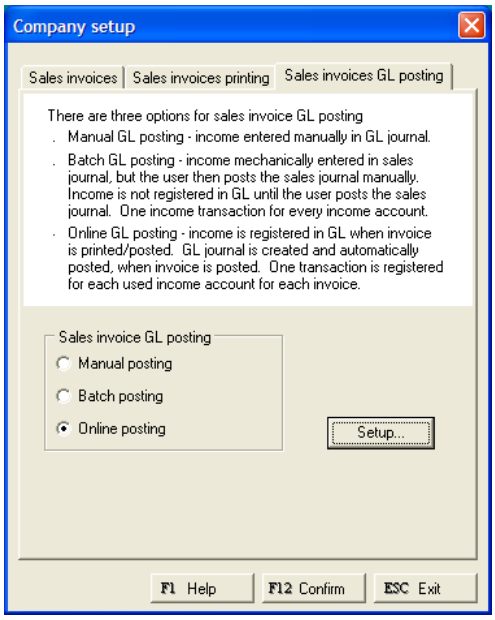


```
INIT_BEGINS
Begin

  VersionId := 1;
  SetFontName('Arial');
  LeftMargin := 10;
  TopMargin  := 5;

  HeadLineFirst := 0;
  HeadLineLast  := 0;

  BodyLineFirst := 93;
  BodyLineLast  := 200;

  TailLineFirst := 0;
  TailLineLast  := 0;
End;
INIT_ENDS

HEAD_BEGINS

Begin

  SetFontSize(14);
  SetFontStyle(fsBold);
  PrintString(0,0,100,IdTableGECompany_Name,_left);

  SetFontSize(10);
  SetFontStyle(fsNormal);
  PrintString(0,8,80,IdTableGECompany_Address1,_left);
  PrintString(0,12,80,IdTableGECompany_Address2,_left);
  PrintString(0,16,80,IdTableGECompany_Address3,_left);
  PrintString(0,20,80,IdTableGECompany_Address4,_left);
  PrintString(0,24,20,IdTableGeCompany_ZipCode,_left);

  SetFontSize(8);
  PrintString(127,16,16,'Phone:',_left);
  PrintString(154,16,26,IdTableGeCompany_Phone,_right);
  PrintString(127,20,16,'Mobile:',_left);
  PrintString(154,20,26,IdTableGeCompany_PhoneMobile,_right);
  PrintString(127,24,26,'VAT registration no.:',_left);
  PrintString(154,24,26,IdTableGeCompanyExtra_VATNumber,_right);

  SetFontSize(10);

  PrintLine(0.5,35,119,1.0);
  PrintLine(0,36,120,0.2);
  SetFontSize(18);
  SetFontStyle(fsBold);
  PrintString(128,31,32,'INVOICE',_left);
  SetFontSize(10);
  SetFontStyle(fsNormal);
  PrintLine(160.5,35,18,1.0);
  PrintLine(160,36,19,0.2);
```

Here you can make changes to the sales invoice layout.

13.Sales invoices posting to General ledger

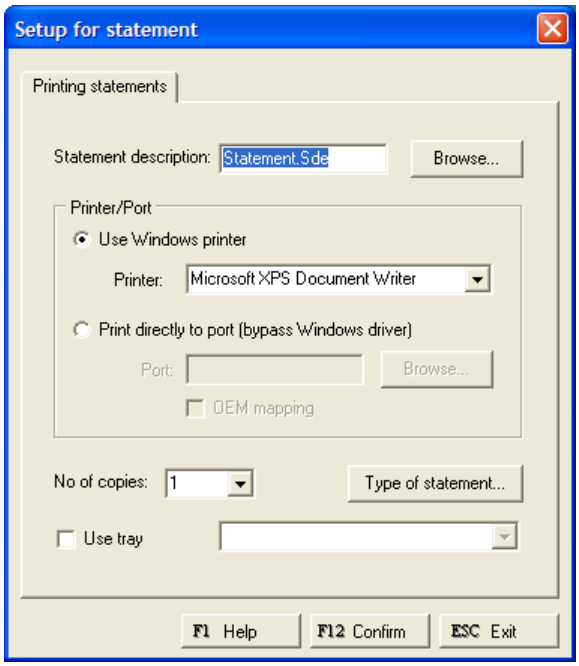
Go to Sales – Setup – Sales invoice GL posting



You select Online posting and then Setup... to select the Voucher number and type of reference.

14.Customer statement layout / form – description file

Go to Accounts receivable – Statement – Setup



Make sure that the Statement description is Statement.sde

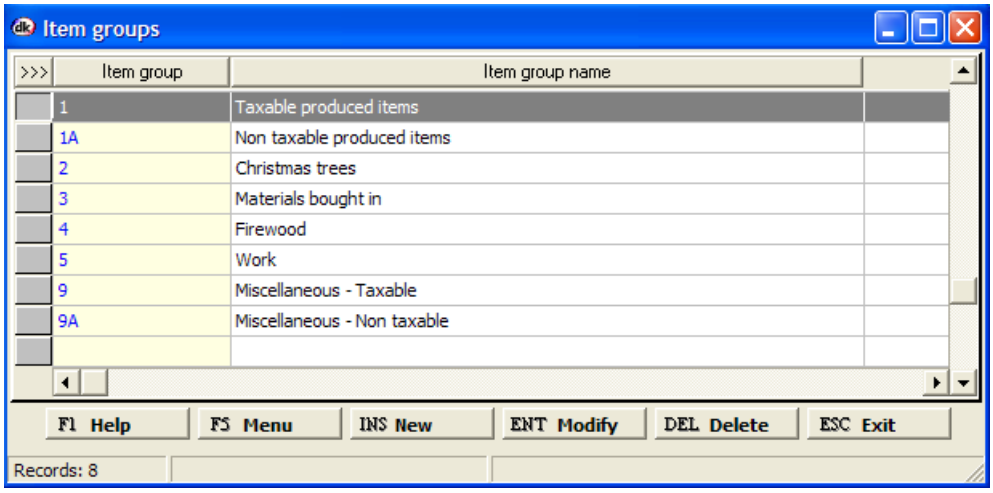
15.Item groups

When you have set up your Inventory base data, the next step is to create items. This involves:

- Creating item groups (optional)
- Creating items

You can create item groups to logically organize your items in a way that suits your business needs.

Go to Inventory – Setup – Item groups

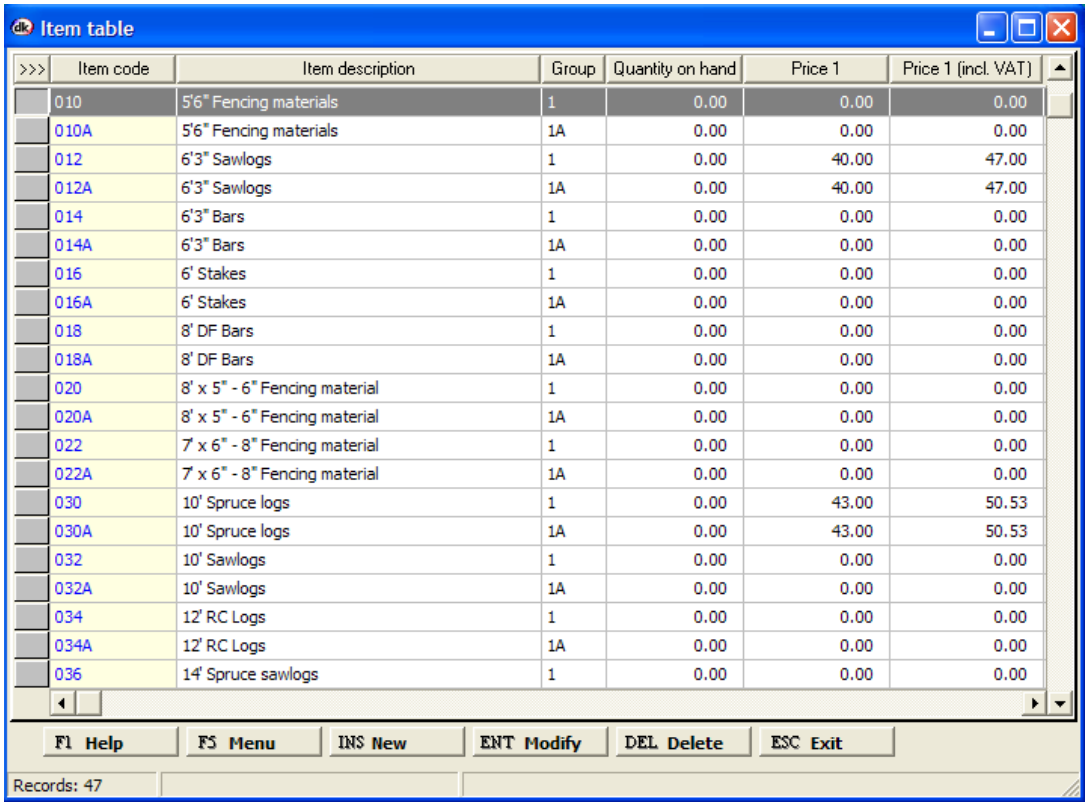


Press Insert key on the keyboard, or select the [INS New] button to create a new line in the item groups table.

On the General information tab you must enter a unique code for the current item group and an item group name (description).

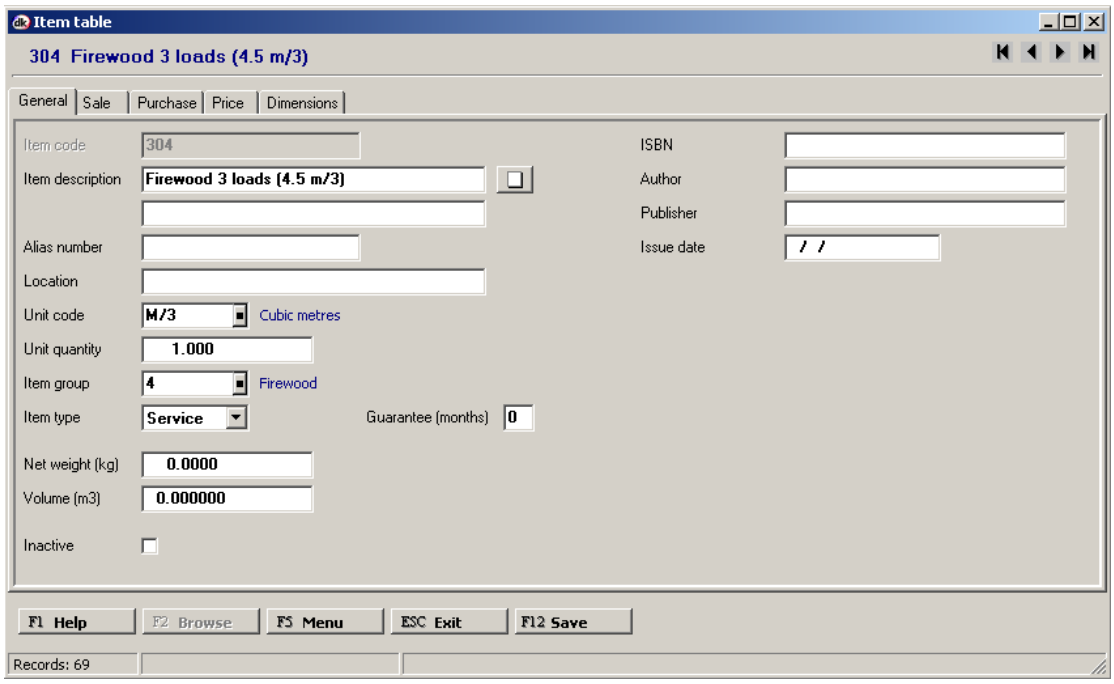
16.Items

Go to Inventory – Items



>>>	Item code	Item description	Group	Quantity on hand	Price 1	Price 1 (incl. VAT)
	010	5'6" Fencing materials	1	0.00	0.00	0.00
	010A	5'6" Fencing materials	1A	0.00	0.00	0.00
	012	6'3" Sawlogs	1	0.00	40.00	47.00
	012A	6'3" Sawlogs	1A	0.00	40.00	47.00
	014	6'3" Bars	1	0.00	0.00	0.00
	014A	6'3" Bars	1A	0.00	0.00	0.00
	016	6' Stakes	1	0.00	0.00	0.00
	016A	6' Stakes	1A	0.00	0.00	0.00
	018	8' DF Bars	1	0.00	0.00	0.00
	018A	8' DF Bars	1A	0.00	0.00	0.00
	020	8' x 5" - 6" Fencing material	1	0.00	0.00	0.00
	020A	8' x 5" - 6" Fencing material	1A	0.00	0.00	0.00
	022	7' x 6" - 8" Fencing material	1	0.00	0.00	0.00
	022A	7' x 6" - 8" Fencing material	1A	0.00	0.00	0.00
	030	10' Spruce logs	1	0.00	43.00	50.53
	030A	10' Spruce logs	1A	0.00	43.00	50.53
	032	10' Sawlogs	1	0.00	0.00	0.00
	032A	10' Sawlogs	1A	0.00	0.00	0.00
	034	12' RC Logs	1	0.00	0.00	0.00
	034A	12' RC Logs	1A	0.00	0.00	0.00
	036	14' Spruce sawlogs	1	0.00	0.00	0.00

Press Insert key on the keyboard, or select the [INS New] button to create a new line in the items table.



On the General tab you must enter a unique item code for the current item, enter the description for the item, select appropriate type for the item and group and complete entering the information in the applicable fields.
On the Sale tab you must enter the VAT category for sale, the sale posting group and complete entering the information in the applicable fields.
On the Purchase tab you must enter the VAT category for purchase, the purchase posting group and complete entering the information in the applicable fields.
On the Price tab, optionally, enter the cost price and the sale price.
On the Dimension tab, optionally, select the dimensions to use when posting to the item and for reporting.

Fields that are completed are populated either from values entered on other tabs, or the first values from a list of choices.

Optionally, click on the [F5 Menu] button:

Click on		To...
Foreign price		Set up or view foreign prices.
Bar code		Set up or view Bar codes for the selected item.
Warehouses		Set up or view item information in warehouses.
Vendors		Set up or view vendors for selected item.
Item transactions		View all transactions for the selected item.
Report – Item list		Print a list of all your items.
Print item location slip		Print shelf label.
Information tree	Ctrl+T	View various information regarding the vendor on a tree like form.
Sales information		View verious sales information for the selected item.
Notebook		Set up or view additional item information in a notebook.
Attached files		
Picture		Set up or view picture of the selected item.
Change inventory setup		Change various fields for selected items.

Shortcut key:
Alt + Insert To copy information from an existing item, with all attached information into a new one with the same information.

17.Customer groups

When you have set up your Accounts receivable base data, the next step is to create customer accounts. This involves:

- Creating customer groups (optional)
- Creating customers

You can create customer groups to logically organize your customers in a way that suits your business needs.

Go to Accounts receivable – Setup – Customer groups

Press Insert key on the keyboard, or select the [INS New] button to create a new line.

In the Customer group field, enter an alpha-numeric identifier for a customer group. You can group customers by location, size or a variety of other criteria.
In the Description field, enter a short description for the customer group.

18.Customers

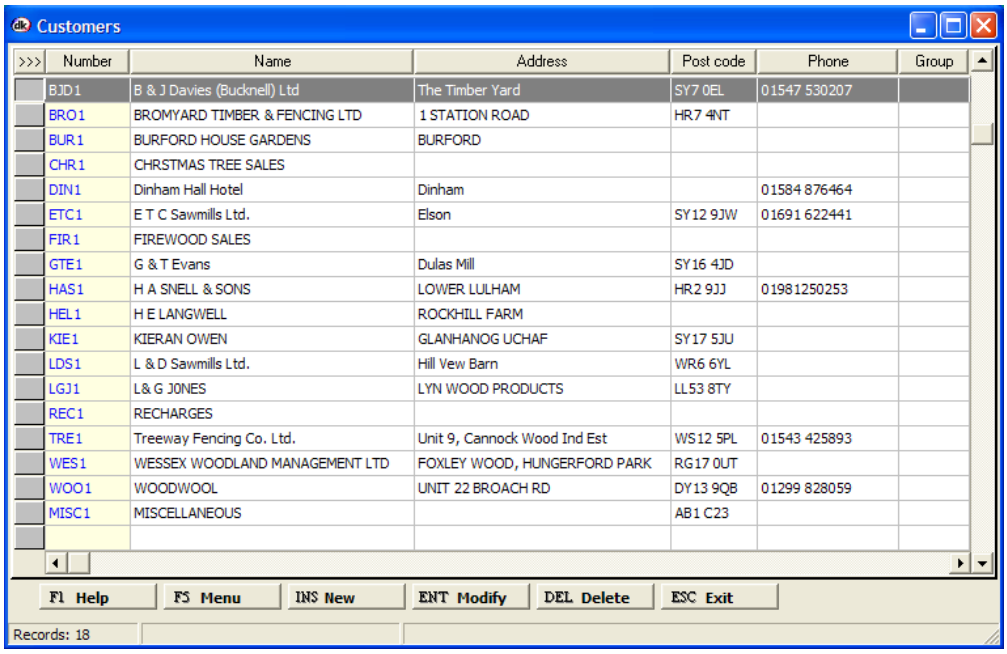
Working with Accounts receivable involves the following:

- Setting up specific information related to Accounts receivable (because you can select from the related tables in the Customer table)

- Creating customer accounts
- Accessing transactions
- Recording payments

Customer activity and transaction information are the foundation of Accounts receivable. When you enter a sale in the Sales order module, the Accounts receivable module records the transaction to the customer file, and creates a batch detailing all receivable transactions by customer. dkBS then balances the information accordingly.

Go to Accounts receivable – Customers



Customers

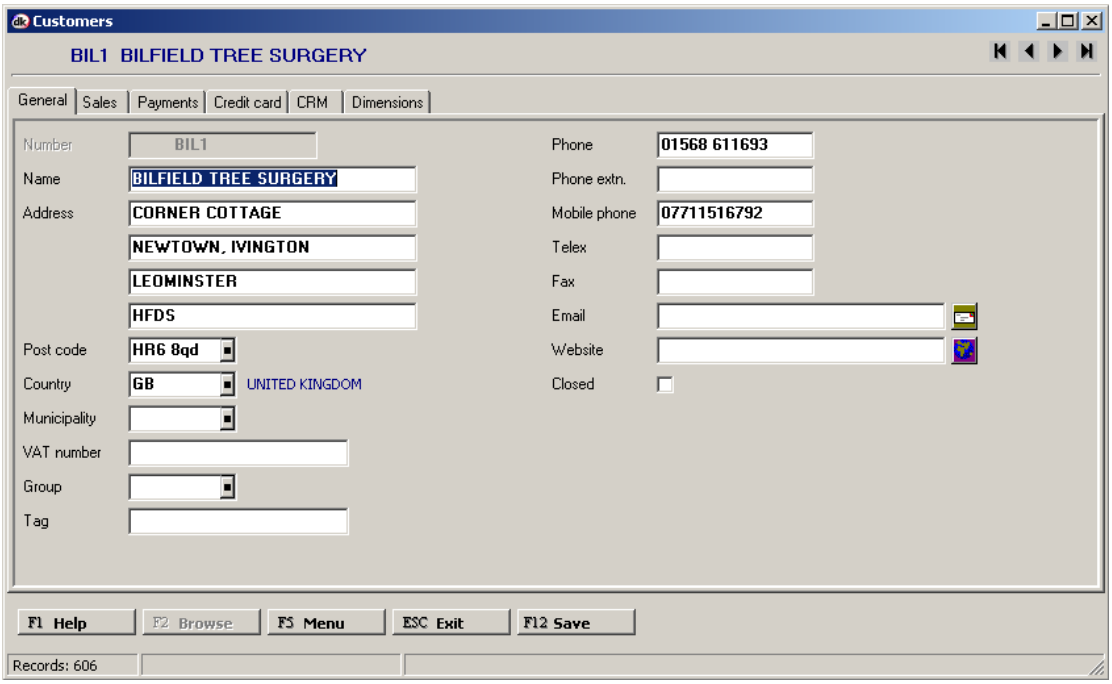
>>>	Number	Name	Address	Post code	Phone	Group
	BJD1	B & J Davies (Bucknell) Ltd	The Timber Yard	SY7 0EL	01547 530207	
	BRO1	BROMYARD TIMBER & FENCING LTD	1 STATION ROAD	HR7 4NT		
	BUR1	BURFORD HOUSE GARDENS	BURFORD			
	CHR1	CHRSTMAS TREE SALES				
	DIN1	Dinham Hall Hotel	Dinham		01584 876464	
	ETC1	E T C Sawmills Ltd.	Elson	SY12 9JW	01691 622441	
	FIR1	FIREWOOD SALES				
	GTE1	G & T Evans	Dulas Mill	SY16 4JD		
	HAS1	H A SNELL & SONS	LOWER LULHAM	HR2 9JJ	01981250253	
	HEL1	H E LANGWELL	ROCKHILL FARM			
	KIE1	KIERAN OWEN	GLANHANOG UCHAF	SY17 5JU		
	LDS1	L & D Sawmills Ltd.	Hill Vew Barn	WR6 6YL		
	LGJ1	L& G JONES	LYN WOOD PRODUCTS	LL53 8TY		
	REC1	RECHARGES				
	TRE1	Treeway Fencing Co. Ltd.	Unit 9, Cannock Wood Ind Est	WS12 5PL	01543 425893	
	WES1	WESSEX WOODLAND MANAGEMENT LTD	FOXLEY WOOD, HUNGERFORD PARK	RG17 0UT		
	WOO1	WOODWOOL	UNIT 22 BROACH RD	DY13 9QB	01299 828059	
	MISC1	MISCELLANEOUS		AB1 C23		

F1 Help | F5 Menu | INS New | ENT Modify | DEL Delete | ESC Exit

Records: 18

You can create a record on each of your customers that contain basic information you can use throughout dkBS.

Press Insert key on the keyboard, or select the [INS New] button to create a new line in the Customer table.



On the General tab you must enter a unique account number for the current customer, enter the name of the customer and complete entering the information in the applicable fields.
On the Sale tab you must enter the posting group for the customer and complete entering the information in the applicable fields.
On the Payment tab, optionally, you may enter payment term, payment mode, interest term, bank account information.
On the Dimension tab, optionally, select the dimensions to use when posting to the account and for reporting.

Fields that are completed are populated either from values entered on other tabs, or the first values from a list of choices.

Optionally, click on the [F5 Menu] button:

Click on		To...
Report – Customer list		Print a list of all your customers.
Single labels		Print customer information on a label.
Customer transactions		View all transactions that you have made to the customer.
Customers without transactions		Print a list of all customers without transactions.
Customer balance		Show all customers balance in a table with drill down capability.
Item recipients		Set up or view information on item recipients.
Contacts		Set up or view information on contacts.
Monthly totals		View monthly statistics for the customer, like discounts, profit margin, turnover, payments and payment history.
Information tree	Ctrl+T	View various information regarding the customer on a tree like form.
Payment history		View the payment history for the customer.
Notebook		Set up or view additional information for the customer in a notebook.
Notebook – Report		
Properties		
Attached files		
Create customer notebook		Create notebook for selected customers.
Change customer setup		Change setup parameters for customers.

19.Vendor groups

When you have set up your Accounts payable base data, the next step is to create vendor accounts. This involves:

- Creating vendor groups (optional)
- Creating vendors

Go to Accounts payable – Setup – Vendor groups

You can create vendor groups to logically organize your vendors in a way that suits your business needs.

Press Insert key on the keyboard, or select the [INS New] button to create a new line.

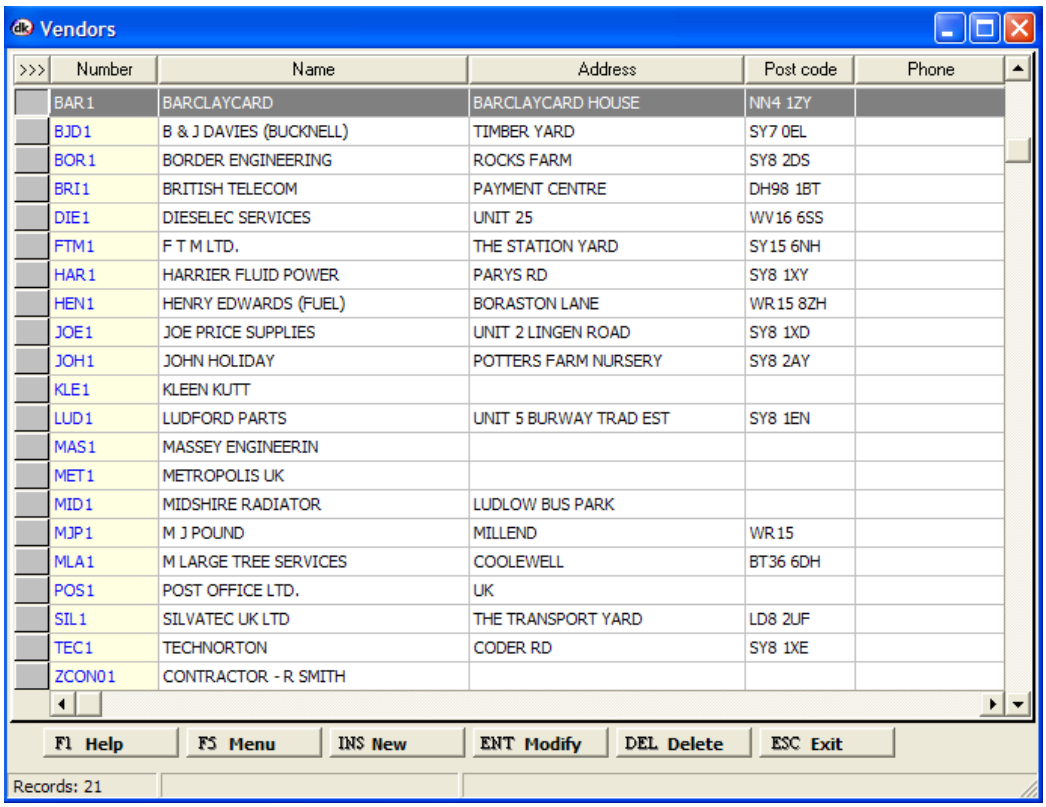
In the Vendor group field, enter an alpha-numeric identifier for a vendor group. You can group vendors by location, size or a variety of other criteria. In the Description field, enter a short description for the vendor group.

20.Vendors

Working with Accounts Payable involves the following:

- Setting up specific information related to Accounts payable (because you can select from the related tables in the Vendor table)
- Creating vendor accounts
- Accessing transactions
- Recording payments

Go to Accounts payable – Vendors



Vendors

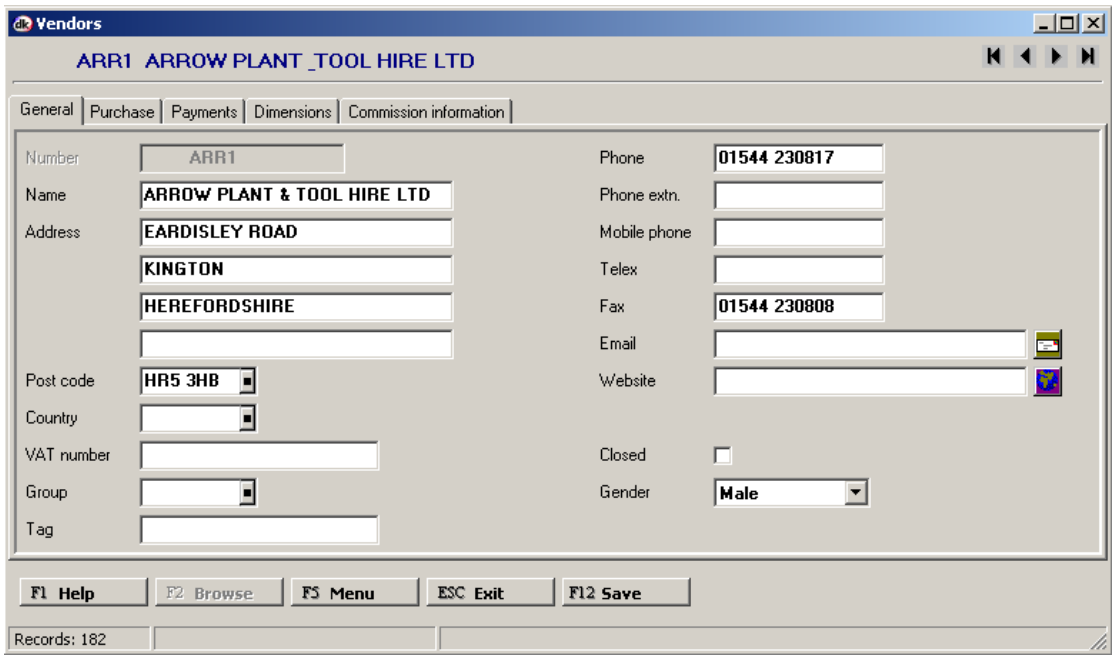
>>>	Number	Name	Address	Post code	Phone
	BAR1	BARCLAYCARD	BARCLAYCARD HOUSE	NN4 1ZY	
	BJD1	B & J DAVIES (BUCKNELL)	TIMBER YARD	SY7 0EL	
	BOR1	BORDER ENGINEERING	ROCKS FARM	SY8 2DS	
	BRI1	BRITISH TELECOM	PAYMENT CENTRE	DH98 1BT	
	DIE1	DIESELEC SERVICES	UNIT 25	WV16 6SS	
	FTM1	F T M LTD.	THE STATION YARD	SY15 6NH	
	HAR1	HARRIER FLUID POWER	PARYS RD	SY8 1XY	
	HEN1	HENRY EDWARDS (FUEL)	BORASTON LANE	WR15 8ZH	
	JOE1	JOE PRICE SUPPLIES	UNIT 2 LINGEN ROAD	SY8 1XD	
	JOH1	JOHN HOLIDAY	POTTERS FARM NURSERY	SY8 2AY	
	KLE1	KLEEN KUTT			
	LUD1	LUDFORD PARTS	UNIT 5 BURWAY TRAD EST	SY8 1EN	
	MAS1	MASSEY ENGINEERIN			
	MET1	METROPOLIS UK			
	MID1	MIDSHIRE RADIATOR	LUDLOW BUS PARK		
	MJP1	M J POUND	MILLEND	WR15	
	MLA1	M LARGE TREE SERVICES	COOLEWELL	BT36 6DH	
	POS1	POST OFFICE LTD.	UK		
	SIL1	SILVATEC UK LTD	THE TRANSPORT YARD	LD8 2UF	
	TEC1	TECHNORTON	CODER RD	SY8 1XE	
	ZCON01	CONTRACTOR - R SMITH			

F1 Help | F5 Menu | INS New | ENT Modify | DEL Delete | ESC Exit

Records: 21

You can create a record on each of your vendors that contain basic information you can use throughout dkBS.

Press Insert key on the keyboard, or select the [INS New] button to create a new line in the vendor table.



On the General tab you must enter a unique account number for the current vendor, enter the name of the vendor and complete entering the information in the applicable fields.
On the Purchase tab you must enter the posting group for the vendor and complete entering the information in the applicable fields.
On the Payment tab, optionally, you may enter payment term, payment mode, interest term, bank account information.
On the Dimension tab, optionally, select the dimensions to use when posting to the account and for reporting.

Fields that are completed are populated either from values entered on other tabs, or the first values from a list of choices.

Optionally, click on the [F5 Menu] button:

Click on		To...
Report – Vendor list		Print a list of all your vendors.
Single labels		Print vendor information on a label.
Vendor transactions		View all transactions for the selected vendor.
Contacts		Set up or view information on contacts.
Information tree	Ctrl+T	View various information regarding the vendor on a tree like form.
Notebook		Set up or view additional information for the vendor in a notebook.
Attached files		

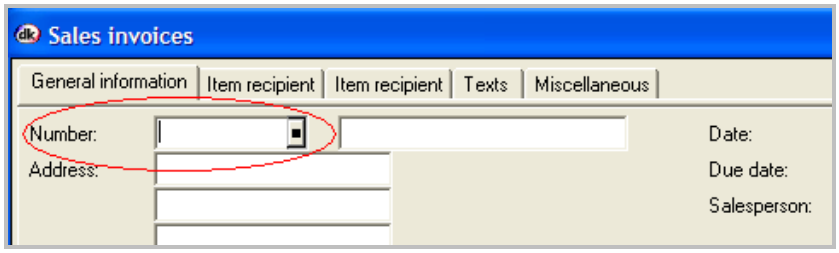
21.Sales invoices

Selling, delivering, and invoicing products is essential to every business. dkBS's Sales module automates this process for you. You can start with a quotation. If your customer accepts the quotation, you convert the quotation to a sales order. If you do not need a quotation, start with the sales order. On the basis of the sales order, deliver the goods, and invoice the customer. You can print quotations, order confirmations, picking lists, packing slips, and invoices.
The system does the following:

- Calculates applicable taxes and fees
- Checks stock
- Verifies credit
- Alerts you to any obstacles

dkBS ensures that the customer gets the right price based on trade agreements, quantity discounts, and specials. If items are out of stock, on-screen messages offer suggestions and shipment information. You can even reallocate products from other orders for special customers.

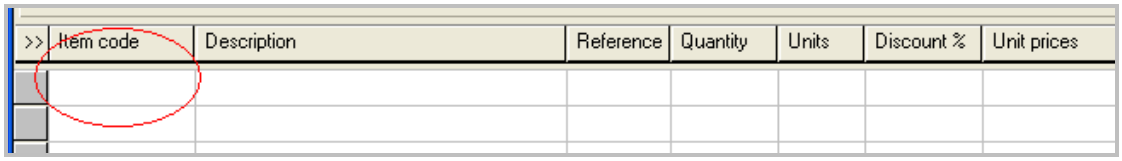
Go to Sales – Sales invoices



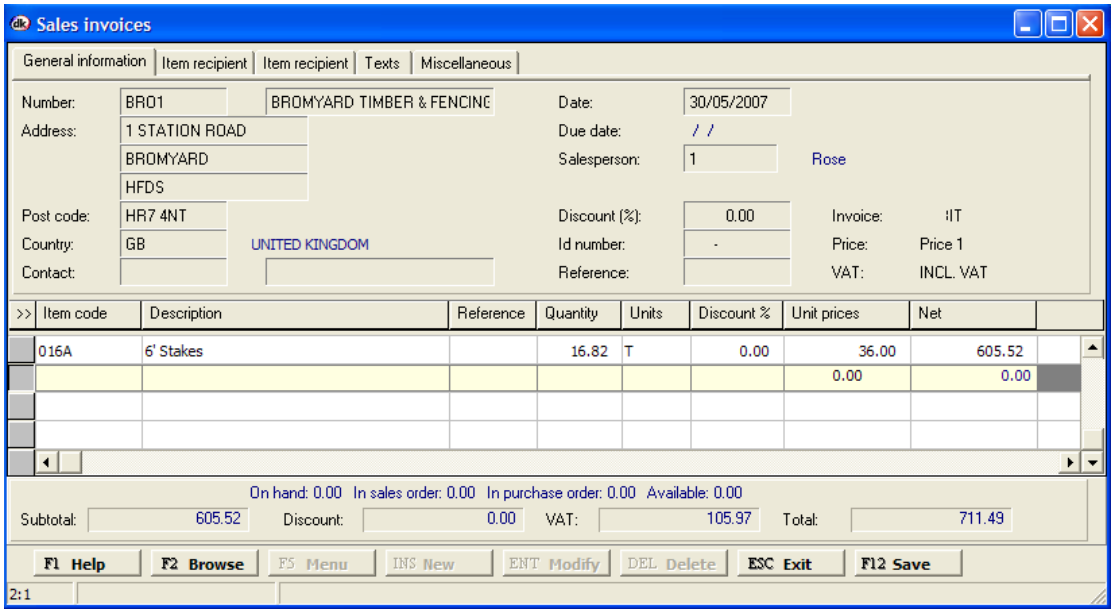
Enter the customer account number when you enter the invoice, and the system adds all applicable information from the customer table to the invoice form.

Click the [F2 Browse] button to browse the customer table to find the right customer. You can also click the button in the number field [▪].

You can press the Enter key to go through all fields in the invoice header until you come to the lines or you can press the [F12 Save] button to save the information in header and go straight to entering lines.



Enter the item code. Click the [F2 Browse] button to browse the item table to find the right item. It is best you press the Enter key to go through all fields in the line.



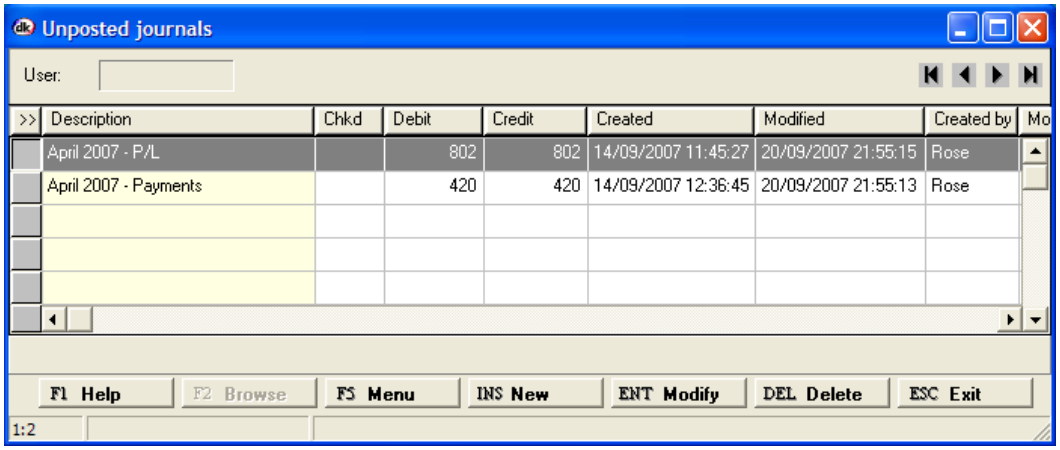
When all the lines have been entered you must press [ESC Exit] button to exit new line. Now you can print the invoice by pressing the F7 button on the keyboard or go to F5 Menu and select Print Invoice.

22.Journal for purchase transactions

Entering transactions is mainly done through journals. You can enter transactions through journals in General ledger and they will go to sub-ledgers when appropriate.

You can also enter transactions in every sub-ledger, i.e. Accounts receivable and Accounts payable. Journals in sub-ledgers are more advanced and complicated than journals in General ledger. For small companies it might be best to enter most transactions through journals in General ledger, i.e. purchase transactions, payments transactions and cash book transactions.

Go to General ledger – Journal



Press Insert key on the keyboard, or select the [INS New] button to create a new line in the journal table.
Press Enter key on the keyboard, or select the [ENT Modify] button to keep on entering transactions to the journal (April 2007 – P/L).

Journal entry

Descr.: April 2007 - P/L Acc. period: 2008 Identity: Normal

>>	Date	Text	Voucher	Type	Account	Reference	Amount	VAT	Amount ent.
	20/04/2007	Premium Search	PI0001	Ledger	2230	L3010RF	215.49		215.49
	20/04/2007	Husky sport	PI0001	Ledger	2500		6.20	P1	7.28
	20/04/2007	Husky sport	PI0001	Ledger	9511		1.08	P1	1.08
	20/04/2007	Hereford Hydraulic	PI0001	Ledger	2500		57.10	P1	67.09
	20/04/2007	Hereford Hydraulic	PI0001	Ledger	9511		9.99	P1	9.99
	20/04/2007	Basmatic India	PI0001	Ledger	8140		88.00		88.00
	20/04/2007	Shell Crosskey	PI0001	Ledger	2225		119.57	P1	140.50
	20/04/2007	Shell Crosskey	PI0001	Ledger	9511		20.93	P1	20.93
	20/04/2007	Shrewsbury S/stn	PI0001	Ledger	2225		155.11	P1	182.26
	20/04/2007	Shrewsbury S/stn	PI0001	Ledger	9511		27.15	P1	27.15
	20/04/2007	Tex Crosslikley	PI0001	Ledger	2225		40.53	P1	47.62
	20/04/2007	Tex Crosslikley	PI0001	Ledger	9511		7.09	P1	7.09
	20/04/2007	Tex Crosslikley	PI0001	Ledger	8140		6.11		6.11
	20/04/2007	Arkay	PI0001	Ledger	8140		47.94		47.94
	20/04/2007	April 2007	PI0001	Vendors	BAR1		802.29-		802.29-
	20/04/2007	April 2007	PI0002	Vendors	BAR1				0.00

Domestic creditors control account
BARCLAYCARD

Total debit: 802.29
Total credit: 802.29
Difference: 0.00

F1 Help | F2 Browse | F5 Menu | INS New | ENT Modify | DEL Delete | ESC Exit | F12 Save

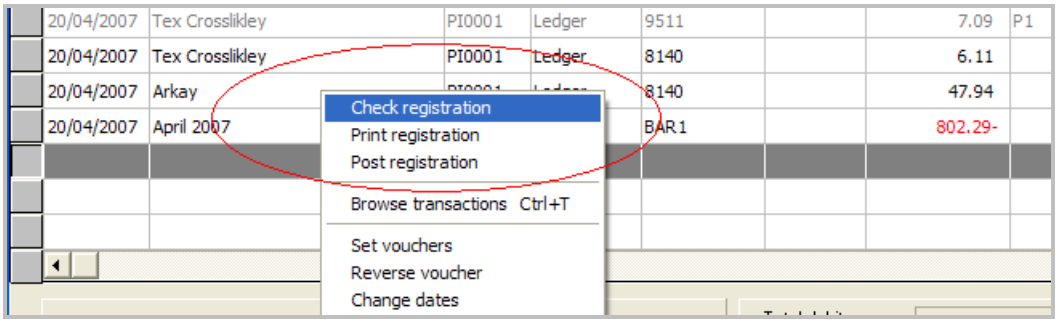
16:15

When entering the first transaction you must enter a voucher number and after that the system automatically raises the number, when the difference, seen at the bottom is 0.00. For purchase invoices a voucher series like PI0001 to PI9999 is very appropriate.

The system automatically creates the VAT transaction, you must enter the total amount (incl. VAT).

It is recommended that you create at least one journal for each month. You can of course create a journal and enter as many transactions as you choose.

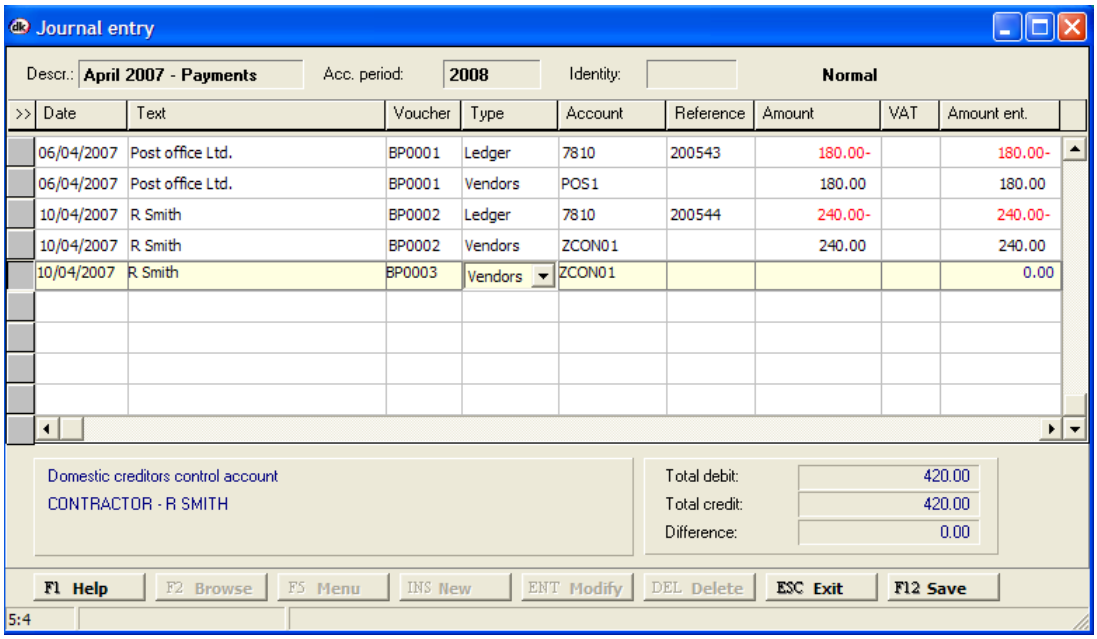
When you have enter all transactions, say for one month, you must exit out of a new line (by pressing the [ESC Exit] button) and go to F5 Menu.



You must check the registration to look for errors, print out the transactions in the journal and then post them.

23.Journal for cheque transactions

Go to General ledger – Journal and select the journal: April 2007 – Payments



>>	Date	Text	Voucher	Type	Account	Reference	Amount	VAT	Amount ent.
	06/04/2007	Post office Ltd.	BP0001	Ledger	7810	200543	180.00-		180.00-
	06/04/2007	Post office Ltd.	BP0001	Vendors	POS1		180.00		180.00
	10/04/2007	R Smith	BP0002	Ledger	7810	200544	240.00-		240.00-
	10/04/2007	R Smith	BP0002	Vendors	ZCON01		240.00		240.00
	10/04/2007	R Smith	BP0003	Vendors	ZCON01				0.00

In this journal you enter all cheques paid to vendors. We select a voucher series that starts with BP0001 (Bank payment nr. 1). In the Reference field we enter the cheque number.

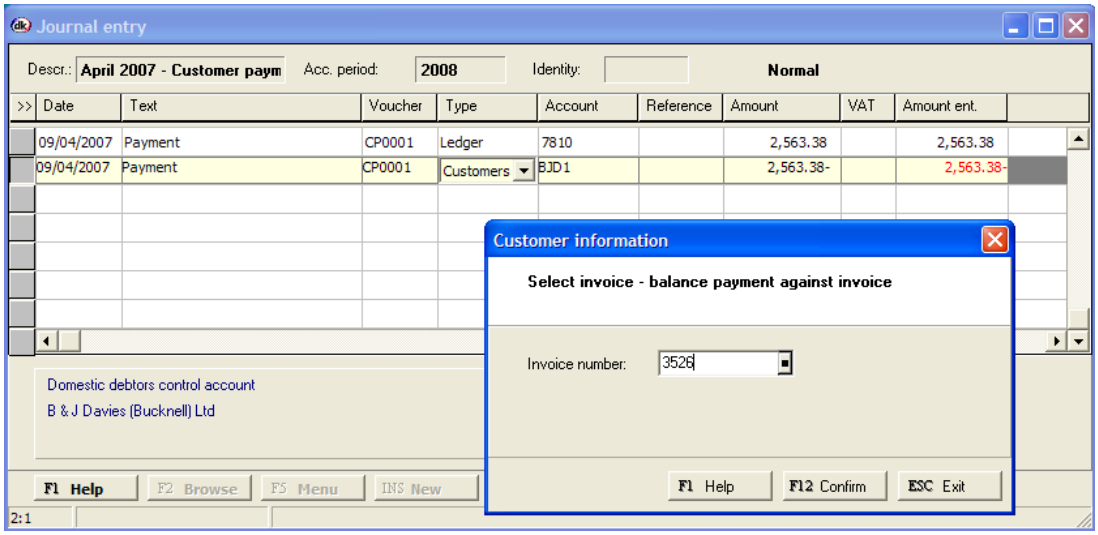
Notice that the Credit amount goes to bank. We select Type=Ledger and Account=7810. The Debit amount goes to vendor. We select Type=Vendors and Account=vendor number.

It is recommended that you create at least one journal for each month. You can of course create a journal and enter as many transactions as you choose, i.e. just one payment.

When you have enter all transactions, say for one month, you must exit out of a new line (by pressing the [ESC Exit] button) and go to F5 Menu to check the registration, print out the transactions in the journal and then post them.

24.Journal for payments received from customers

Go to General ledger – Journal and select the journal: April 2007 – Customer payments



In this journal you enter all payments from customers (cheques, cash and bank transfer). We select a voucher series that starts with CP0001 (Customer payment nr. 1).

Notice that the Debit amount goes to bank. We select Type=Ledger and Account=7810. The Credit amount goes to customer. We select Type=Customers and Account=customer number and then we enter the invoice number the customer is paying.

It is recommended that you create at least one journal for each month. You can of course create a journal and enter as many transactions as you choose, i.e. just one payment.

When you have enter all transactions, say for one month, you must exit out of a new line (by pressing the [ESC Exit] button) and go to F5 Menu to check the registration, print out the transactions in the journal and then post them.

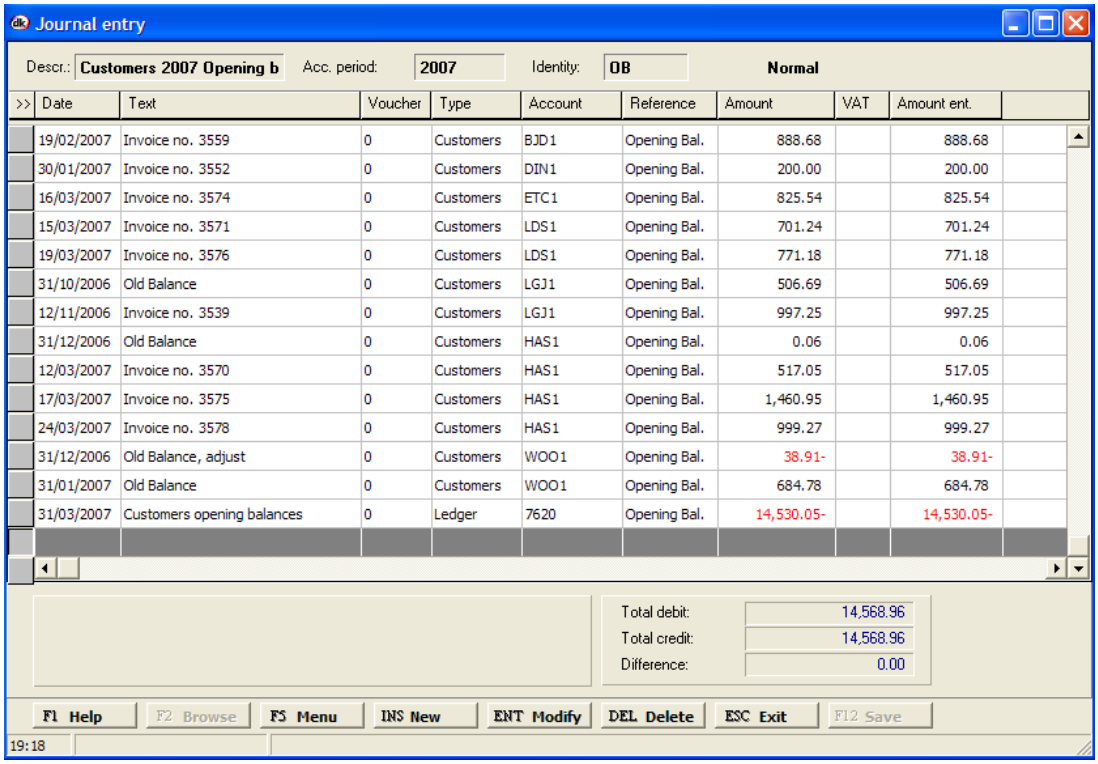
25.Opening balance for customers

Opening balance for customers can be entered two ways:

- Select journal from the General ledger menu, create a new journal and enter invoices as any other transactions. If you want to enter more than one invoice per customer then this way should be used.
- Select from the Accounts receivable menu, Setup and Registration of opening balances. Use this way if you only need to enter one amount per customer.

We will use the former way.

Go to General ledger – Journal and create a new journal. Let's call it: Customer 2007 Opening balances. We select the accounting period for last year (2007) for Acc. Period and Identity can be OB. We then start entering outstanding invoices.



Journal entry

Descr.: Customers 2007 Opening b Acc. period: 2007 Identity: OB Normal

>>	Date	Text	Voucher	Type	Account	Reference	Amount	VAT	Amount ent.
	19/02/2007	Invoice no. 3559	0	Customers	BJD1	Opening Bal.	888.68		888.68
	30/01/2007	Invoice no. 3552	0	Customers	DIN1	Opening Bal.	200.00		200.00
	16/03/2007	Invoice no. 3574	0	Customers	ETC1	Opening Bal.	825.54		825.54
	15/03/2007	Invoice no. 3571	0	Customers	LDS1	Opening Bal.	701.24		701.24
	19/03/2007	Invoice no. 3576	0	Customers	LDS1	Opening Bal.	771.18		771.18
	31/10/2006	Old Balance	0	Customers	LGJ1	Opening Bal.	506.69		506.69
	12/11/2006	Invoice no. 3539	0	Customers	LGJ1	Opening Bal.	997.25		997.25
	31/12/2006	Old Balance	0	Customers	HAS1	Opening Bal.	0.06		0.06
	12/03/2007	Invoice no. 3570	0	Customers	HAS1	Opening Bal.	517.05		517.05
	17/03/2007	Invoice no. 3575	0	Customers	HAS1	Opening Bal.	1,460.95		1,460.95
	24/03/2007	Invoice no. 3578	0	Customers	HAS1	Opening Bal.	999.27		999.27
	31/12/2006	Old Balance, adjust	0	Customers	WOO1	Opening Bal.	38.91-		38.91-
	31/01/2007	Old Balance	0	Customers	WOO1	Opening Bal.	684.78		684.78
	31/03/2007	Customers opening balances	0	Ledger	7620	Opening Bal.	14,530.05-		14,530.05-

Total debit: 14,568.96
Total credit: 14,568.96
Difference: 0.00

F1 Help | F2 Browse | F5 Menu | INS New | ENT Modify | DEL Delete | ESC Exit | F12 Save

19:18

We now enter all the outstanding invoices belonging to last accounting year per customer and select Type=Customers, Reference=Opening Bal. and Voucher=0 (You may skip the voucher number, leave it empty) and at the end the Difference must be entered to the customers Control account (7620). Select Type=Ledger.

When finished, you must check the registration, print it out if you like and then post it (select from F5-menu Check registration, Print registration and Post registration).

26.Opening balance for vendors

Opening balance for vendors can be entered two ways:

- Select journal from the General ledger menu, create a new journal and enter invoices as any other transactions. If you want to enter more than one invoice per vendor then this way should be used.
- Select from the Accounts payable menu, Setup and Registration of opening balances. Use this way if you only need to enter one amount per vendor.

We will use the former way.

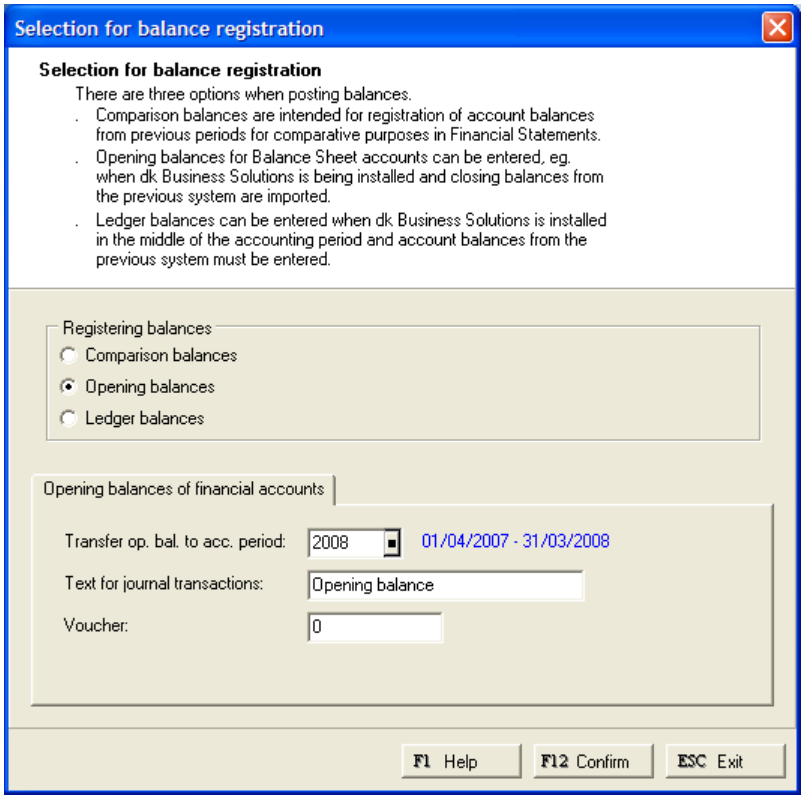
Go to General ledger – Journal and create a new journal. Let's call it: Vendor 2007 Opening balances. We select the accounting period for last year (2007) for Acc. Period and Identity can be OB. We then start entering outstanding invoices.

We now enter all the outstanding invoices belonging to last accounting year per vendor and select Type=Vendors, Reference=Opening Bal. and Voucher=0 (You may skip the voucher number, leave it empty) and at the end the Difference must be entered to the vendors Control account (9320). Select Type=Ledger.

When finished, you must check the registration, print it out if you like and then post it (select from F5-menu Check registration, Print registration and Post registration).

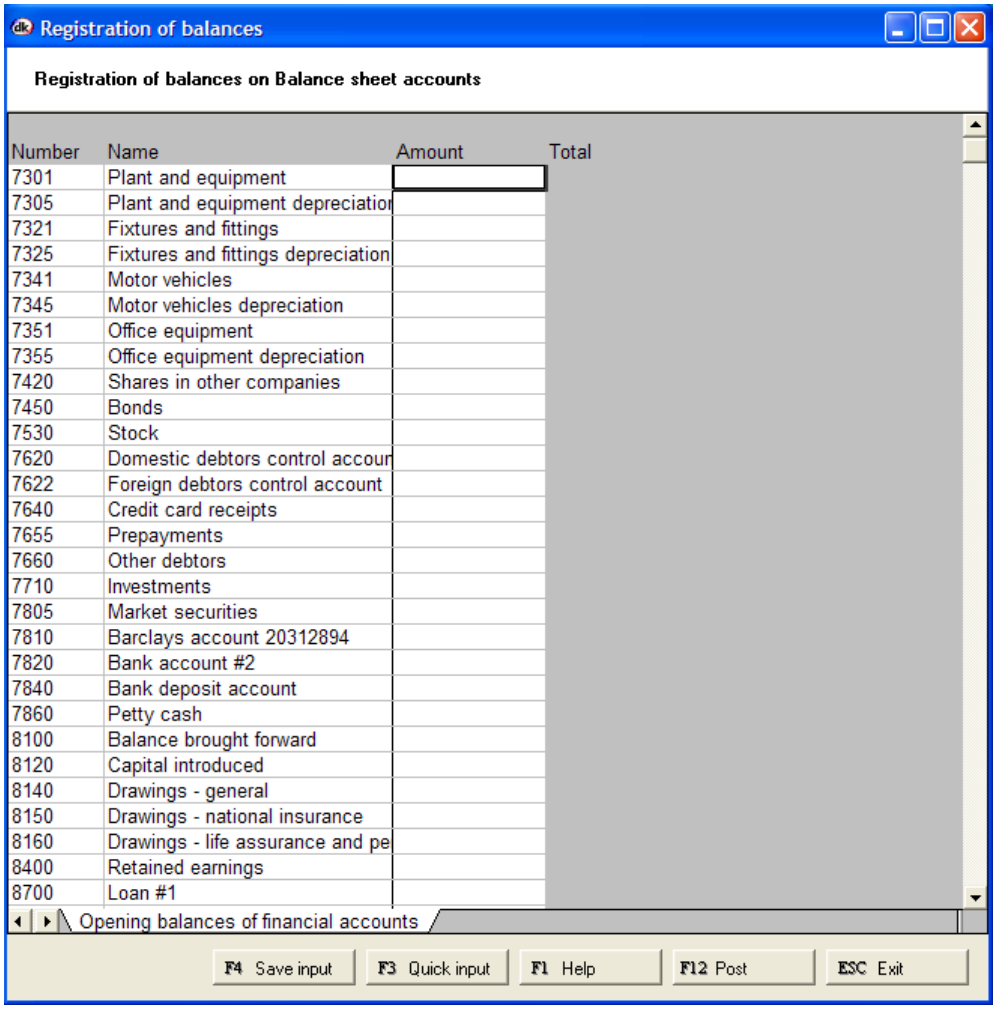
27.Opening balance for General ledger balance sheet

Go to General ledger – Setup – Registration of balances



We select the 2008 (01/04/2007 – 31/03/2008) accounting year, text could be "Opening balance" and Voucher may be left empty or 0 or any number you like.

Press [F12 Confirm]. You can now start entering balance for each Balance sheet account.



To be able to post the opening balance the Total at the end must be ZERO. That is to say the opening balances must balance.

To post it press [F12 Post]. A journal is created that must be posted like any other journal (select from F5 Menu: Check registration, Print registration and Post registration).

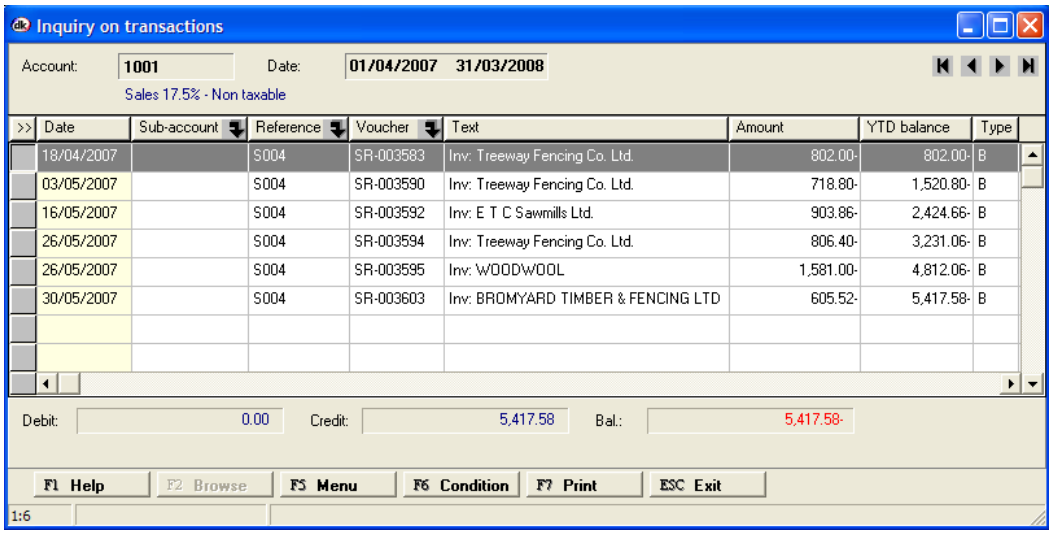
Now we are ready for day to day activity in dkBS.

Reports and inquiries in dkBS

Let's look at the transactions we have been entering in dkBS so far.

Inquiries in General ledger

Go to General ledger – Chart of accounts – F5 Menu – Account transactions for account 1001 Sales 17.5% - Non taxable



>>	Date	Sub-account	Reference	Voucher	Text	Amount	YTD balance	Type
	18/04/2007		S004	SR-003583	Inv: Treeway Fencing Co. Ltd.	802.00-	802.00-	B
	03/05/2007		S004	SR-003590	Inv: Treeway Fencing Co. Ltd.	718.80-	1,520.80-	B
	16/05/2007		S004	SR-003592	Inv: E T C Sawmills Ltd.	903.86-	2,424.66-	B
	26/05/2007		S004	SR-003594	Inv: Treeway Fencing Co. Ltd.	806.40-	3,231.06-	B
	26/05/2007		S004	SR-003595	Inv: WOODWOOL	1,581.00-	4,812.06-	B
	30/05/2007		S004	SR-003603	Inv: BROMYARD TIMBER & FENCING LTD	605.52-	5,417.58-	B

To print the transactions press [F7 Print]

Other inquiries are:

Transactions – To read in all transactions in General ledger for selected period. Here you can Filter and group transactions
Vouchers – To query on vouchers
References – To query on references
Balances – To bring up account balances. You can drill down to trans.

Inquiries in Accounts receivable

Go to Accounts receivable – Customers – F5 Menu – Customer transactions for customer HAS1 H A SNELL & SONS

Customer transactions

Customer: HAS1 Date: 01/04/2006 31/03/2008

H A SNELL & SONS LOWER LULHAM HR2 9JJ 01981250253

Date	Inv. no.	Ref.	Voucher	Text	Amount	YTD balance	Due date	Balancing	Outstanding	Sta
31/12/2006	OldBal	Opening Bal.	0	Old Balance	0.06	0.06	31/12/2006	Not balanced	0.06	
12/03/2007	3570	Opening Bal.	0	Invoice no. 3570	517.05	517.11	12/03/2007	Not balanced	517.05	
17/03/2007	3573	Opening Bal.	0	Invoice no. 3575	1,460.95	1,978.06	17/03/2007	Not balanced	1,460.95	
24/03/2007	3578	Opening Bal.	0	Invoice no. 3578	999.27	2,977.33	24/03/2007	Not balanced	999.27	
06/04/2007	3582	Pencoed	SR-003582	Invoice: 3582	1,478.58	4,455.91	/ /	Not balanced	1,478.58	
01/05/2007	3589		SR-003589	Invoice: 3589	1,665.67	6,121.58	/ /	Not balanced	1,665.67	

Debit: 6,121.58 Credit: 0.00 Bal.: 6,121.58

F1 Help | F2 Browse | F5 Menu | F6 Condition | F7 Print | ESC Exit

1:6

To print the transactions press [F7 Print]

Other inquiries are:

Transactions – To read in all transactions in Accounts receivable
Sales information – To query on customer sales information

Inquiries in Accounts payable

Got to Accounts payable – Vendors select a vendor and then press F5 Menu – Vendor transactions

Vendor transactions

Vendor: APT1 Date: 01/04/2007 31/03/2008

A P TAVERNOR & PARTNER

Date	Inv. no.	Ref.	Voucher	Text	Amount	YTD balance	Due date	Balancing	Outstanding	Paym. status	Su
01/04/2007				Total for period	0.00	0.00	/ /	Fully balanced	0.00		
17/07/2007	363964		PI0088	A P TAVERNOR & PARTNER	24.68-	24.68-	21/02/2008	Fully balanced	0.00		
06/09/2007	502141		PI0166	ADRIAN P TAVERNOR & PARTNER	75.20-	99.88-	03/01/2006	Fully balanced	0.00		
07/09/2007	200574		BP0136	PAYMENT	99.88	0.00	01/04/2008	Fully balanced	0.00		
24/11/2007	200690		BP0208	PAYMENT	90.48	90.48	01/04/2008	Fully balanced	0.00		
24/11/2007	503940		PI0182	ADRIAN P TAVERNOR & PARTNER	90.48-	0.00	28/02/2008	Fully balanced	0.00		

Debit: 190.36 Credit: 190.36 Bal.: 0.00

F1 Help | F2 Browse | F5 Menu | F6 Condition | F7 Print | ESC Exit

1:6

To print the transactions press [F7 Print]

Other inquiries are:

Transactions – To read in all transactions in Accounts payable
Posted invoices – To browse in posted invoices
Invoices on hold – To put invoices on hold and see all invoices that have been put on hold
Posted payments – To see all posted payments

Inquiries in Sales

Go to Sales – Inquiries – Printed invoices

Printed and posted invoices

>>>	Invoice no.	Customer	Customer name	Date	Due date	Total	Type of sale	Posted in gen. ledger	Voucher
	3592	ETC1	E T C Sawmills Ltd.	16/05/2007	15/06/2007	1,058	Debit	Posted to General ledger	SR-003592
	3593	TRE1	Treeway Fencing Co. Ltd.	19/05/2007	18/06/2007	881	Debit	Posted to General ledger	SR-003593
	3594	TRE1	Treeway Fencing Co. Ltd.	26/05/2007	25/06/2007	948	Debit	Posted to General ledger	SR-003594
	3595	WOO1	WOODWOOL	26/05/2007	/ /	2,034	Debit	Posted to General ledger	SR-003595
	3596	HEL1	H E LANGWELL	31/05/2007	/ /	130	Debit	Posted to General ledger	SR-003596
	3597	MISC1	MISCELLANEOUS	31/05/2007	/ /	0	Debit	Posted to General ledger	SR-003597
	3598	BUR1	BURFORD HOUSE GARDENS	31/05/2007	/ /	120	Debit	Posted to General ledger	SR-003598
	3599	FIR1	FIREWOOD SALES	31/05/2007	/ /	1,810	Debit	Posted to General ledger	SR-003599
	3600	FIR1	FIREWOOD SALES	09/05/2007	/ /	70	Debit	Posted to General ledger	SR-003600
	3601	CHR1	CHRSTMAS TREE SALES	11/05/2007	/ /	165	Debit	Posted to General ledger	SR-003601
	3602	WES1	WESSEX WOODLAND MANAGEMENT LTD	20/06/2007	/ /	3,269	Debit	Posted to General ledger	SR-003602
	3603	BRO1	BROMYARD TIMBER & FENCING LTD	30/05/2007	/ /	711	Debit	Posted to General ledger	SR-003603
	3604	TRE1	Treeway Fencing Co. Ltd.	07/06/2007	07/07/2007	890	Debit	Posted to General ledger	SR-003604
	3605	WES1	WESSEX WOODLAND MANAGEMENT LTD	03/07/2007	/ /	4,715	Debit	Posted to General ledger	SR-003605
	3606	WES1	WESSEX WOODLAND MANAGEMENT LTD	03/07/2007	/ /	806	Debit	Posted to General ledger	SR-003606
	3607	WES1	WESSEX WOODLAND MANAGEMENT LTD	03/07/2007	/ /	333	Debit	Posted to General ledger	SR-003607

F1 Help | F5 Menu | INS New | ENT Modify | DEL Delete | ESC Exit

Records: 26

Here you can see all invoices made so far. By pressing [ENT Modify] you can see the invoice and print it out again, sent it via e-mail.

Go to Sales – Inquiries – Transactions. Select a period and press F6 Load.

Inquiries - Sales transactions

Date: 01/04/2007 31/03/2008

Records | Chart

Drag a column header here to group by that column

Date	Acco...	Customer	Item code	Item description	Quantity	Unit price	Net amount incl...	Discou...	Margin ...	Line discount	Margin	Salesp...	Item grou
03/04/20...	3587	HEL1	302	Firewood 2 loads (3 m/3)	1.00	133.33	140	0.00	100.00	0.00	133.33	1	4
06/04/20...	3582	HAS1	040	Poplar logs	21.61	19.00	482	0.00	100.00	0.00	410.59	1	1
06/04/20...	3582	HAS1	040	Poplar logs	21.61	19.00	482	0.00	100.00	0.00	410.59	1	1
06/04/20...	3582	HAS1	040	Poplar logs	23.01	19.00	514	0.00	100.00	0.00	437.19	1	1
13/04/20...	3584	TRE1	012	6'3" Sawlogs	19.25	40.00	905	0.00	100.00	0.00	770.00	1	1
18/04/20...	3583	TRE1	012A	6'3" Sawlogs	20.05	40.00	942	0.00	100.00	0.00	802.00	1	1A
23/04/20...	3586	GTE1	034	12' RC Logs	17.28	39.00	792	0.00	100.00	0.00	673.92	1	1
24/04/20...	3585	TRE1	012	6'3" Sawlogs	19.45	40.00	914	0.00	100.00	0.00	778.00	1	1
01/05/20...	3589	HAS1	040	Poplar logs	25.62	19.00	572	0.00	100.00	0.00	486.78	1	1
01/05/20...	3589	HAS1	040	Poplar logs	27.26	19.00	609	0.00	100.00	0.00	517.94	1	1
01/05/20...	3589	HAS1	040	Poplar logs	21.73	19.00	485	0.00	100.00	0.00	412.87	1	1
01/05/20...	3588	KIE1	500	Delivery charge	22.12	6.00	156	0.00	100.00	0.00	132.72	1	9
03/05/20...	3590	TRE1	012A	6'3" Sawlogs	17.97	40.00	845	0.00	100.00	0.00	718.80	1	1A
09/05/20...	3600	FIR1	300	Firewood 1 load (1.5 m/3)	1.00	66.67	70	0.00	100.00	0.00	66.67	1	4
					3,063.62		130,193	0.00	84.15	0.00	113,282.74		

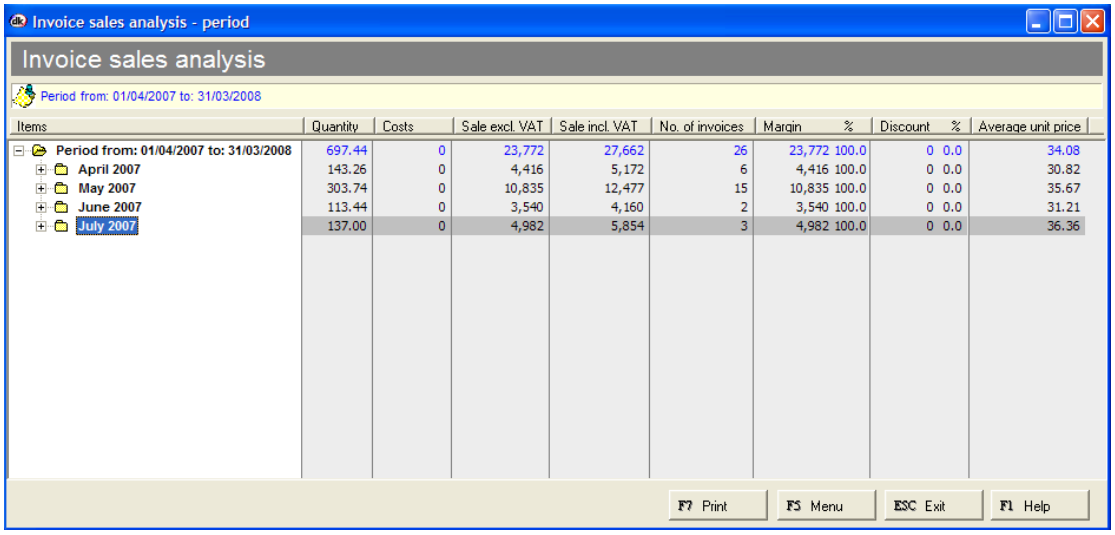
F1 Help | F2 Browse | F5 Menu | F6 Condition | F7 Print | ESC Exit

1:183

Here you can see all sales transactions for selected period. You can filter out transactions and group them.

To print the transactions press [F7 Print]

Go to Sales – Sales analysis – Analysis tree and select the period and breakdown by Period



Invoice sales analysis - period

Invoice sales analysis

Period from: 01/04/2007 to: 31/03/2008

Items	Quantity	Costs	Sale excl. VAT	Sale incl. VAT	No. of invoices	Margin	%	Discount	%	Average unit price
Period from: 01/04/2007 to: 31/03/2008	697.44	0	23,772	27,662	26	23,772	100.0	0	0.0	34.08
April 2007	143.26	0	4,416	5,172	6	4,416	100.0	0	0.0	30.82
May 2007	303.74	0	10,835	12,477	15	10,835	100.0	0	0.0	35.67
June 2007	113.44	0	3,540	4,160	2	3,540	100.0	0	0.0	31.21
July 2007	137.00	0	4,982	5,854	3	4,982	100.0	0	0.0	36.36

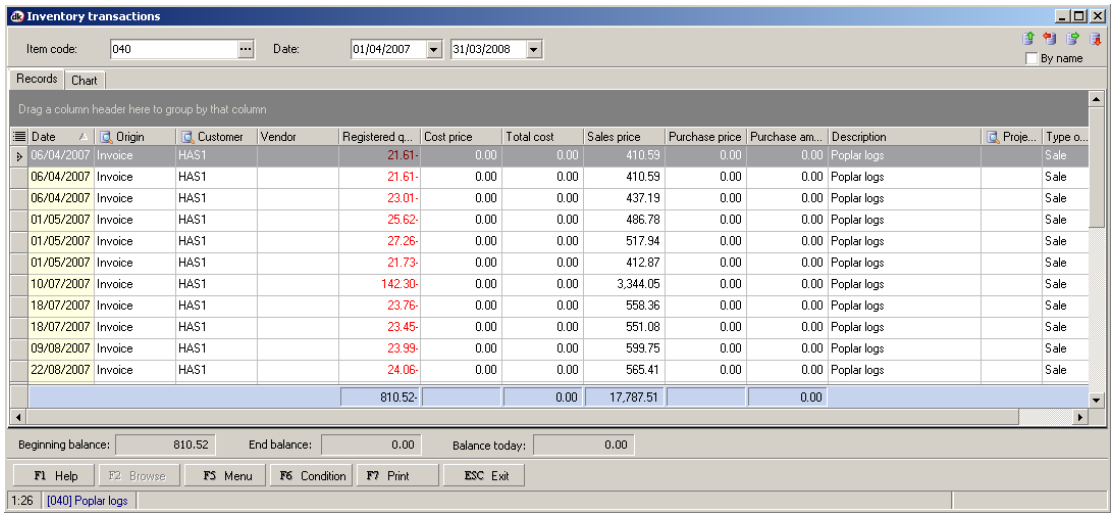
F7 Print | F5 Menu | ESC Exit | F1 Help

Other inquiries are:

- Unprinted invoices
- Sales order lines
- Delivered sales orders
- Posted sales journals
- Intrastat

Inquiries in Inventory

Go to Inventory – Inquiries – Inventory transactions and select an item and period. Press F6 Load to read in transactions



Inventory transactions

Item code: 040 Date: 01/04/2007 31/03/2008

By name

Records | Chart

Drag a column header here to group by that column

Date	Origin	Customer	Vendor	Registered q...	Cost price	Total cost	Sales price	Purchase price	Purchase am...	Description	Proje...	Type o...
06/04/2007	Invoice	HAS1		21.61-	0.00	0.00	410.59	0.00	0.00	Poplar logs		Sale
06/04/2007	Invoice	HAS1		21.61-	0.00	0.00	410.59	0.00	0.00	Poplar logs		Sale
06/04/2007	Invoice	HAS1		23.01-	0.00	0.00	437.19	0.00	0.00	Poplar logs		Sale
01/05/2007	Invoice	HAS1		25.62-	0.00	0.00	486.78	0.00	0.00	Poplar logs		Sale
01/05/2007	Invoice	HAS1		27.26-	0.00	0.00	517.94	0.00	0.00	Poplar logs		Sale
01/05/2007	Invoice	HAS1		21.73-	0.00	0.00	412.87	0.00	0.00	Poplar logs		Sale
10/07/2007	Invoice	HAS1		142.30-	0.00	0.00	3,344.05	0.00	0.00	Poplar logs		Sale
18/07/2007	Invoice	HAS1		23.76-	0.00	0.00	558.36	0.00	0.00	Poplar logs		Sale
18/07/2007	Invoice	HAS1		23.45-	0.00	0.00	551.08	0.00	0.00	Poplar logs		Sale
09/08/2007	Invoice	HAS1		23.99-	0.00	0.00	599.75	0.00	0.00	Poplar logs		Sale
22/08/2007	Invoice	HAS1		24.06-	0.00	0.00	565.41	0.00	0.00	Poplar logs		Sale
				810.52-		0.00	17,787.51		0.00			

Beginning balance: 810.52 End balance: 0.00 Balance today: 0.00

F1 Help | F2 Browse | F5 Menu | F6 Condition | F7 Print | ESC Exit

1:26 [040] Poplar logs

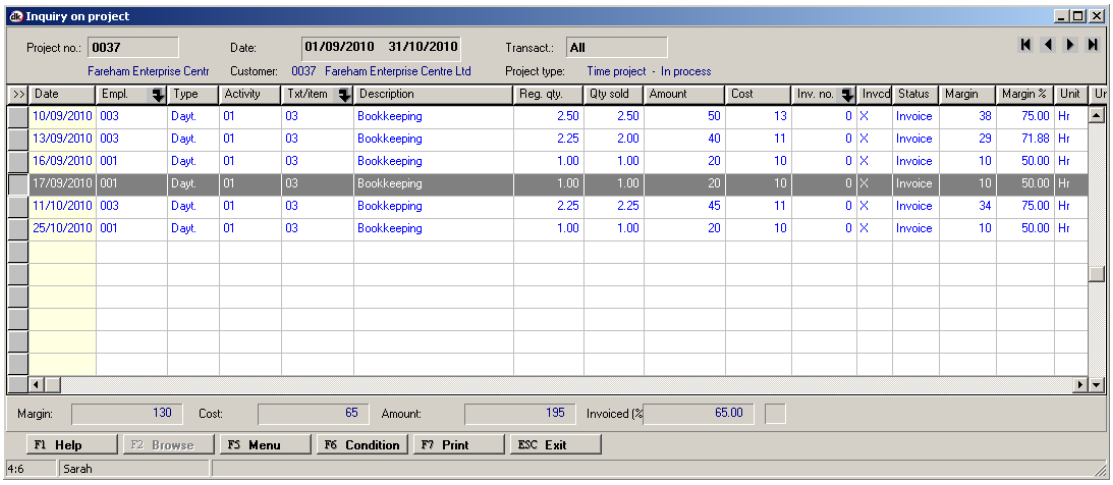
To print the transactions press [F7 Print].

Other inquiries are:

- Sales information
- Items

Inquiries in Projects

Go to Projects – Inquiries – Projects and select a project, period and transaction type. Press F6 Load to read in transactions



Inquiry on project

Project no.: 0037 Date: 01/09/2010 31/10/2010 Transact.: All

Fareham Enterprise Centr Customer: 0037 Fareham Enterprise Centre Ltd Project type: Time project - In process

Date	Empl.	Type	Activity	Txt/item	Description	Reg. qty.	Qty sold	Amount	Cost	Inv. no.	Invcd	Status	Margin	Margin %	Unit	Ur
10/09/2010	003	Dayt.	01	03	Bookkeeping	2.50	2.50	50	13	0	X	Invoice	38	75.00	Hr	
13/09/2010	003	Dayt.	01	03	Bookkeeping	2.25	2.00	40	11	0	X	Invoice	29	71.88	Hr	
16/09/2010	001	Dayt.	01	03	Bookkeeping	1.00	1.00	20	10	0	X	Invoice	10	50.00	Hr	
17/09/2010	001	Dayt.	01	03	Bookkeeping	1.00	1.00	20	10	0	X	Invoice	10	50.00	Hr	
11/10/2010	003	Dayt.	01	03	Bookkeeping	2.25	2.25	45	11	0	X	Invoice	34	75.00	Hr	
25/10/2010	001	Dayt.	01	03	Bookkeeping	1.00	1.00	20	10	0	X	Invoice	10	50.00	Hr	

Margin: 130 Cost: 65 Amount: 195 Invoiced (% 65.00

F1 Help F2 Browse F5 Menu F6 Condition F7 Print ESC Exit

4:6 Sarah

To print the transactions press [F7 Print].
By pressing the F5 Menu you have several functions to select, like Edit transaction to adjust part of the transaction.

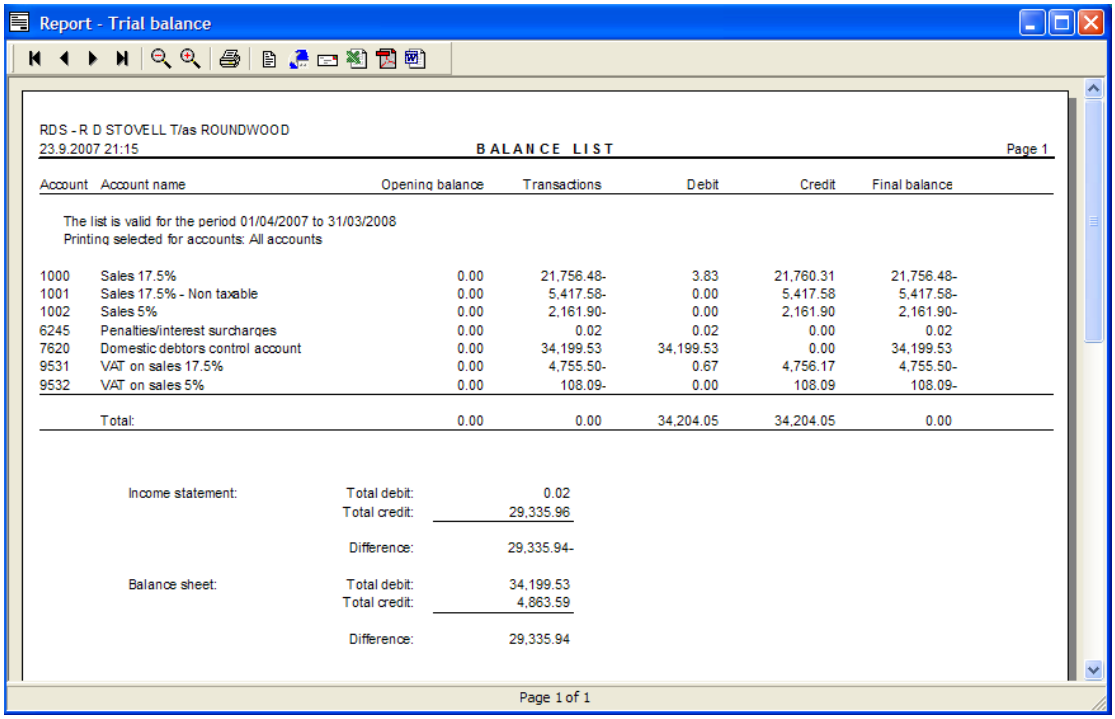
Other inquiries are:

- Employees
- Transactions
- Supervisors
- Employees totals
- Customers
- Parent projects
- Posted project journals
- Activities

Reports in General ledger

Got to General ledger – Reports – Transaction report to print accounts transactions. You can select period, accounts and vouchers

Go to General ledger – Reports – Trial balance to print for each account its balance.



Report - Trial balance

RDS - R D STOVELL T/as ROUNDWOOD
23.9.2007 21:15 **BALANCE LIST** Page 1

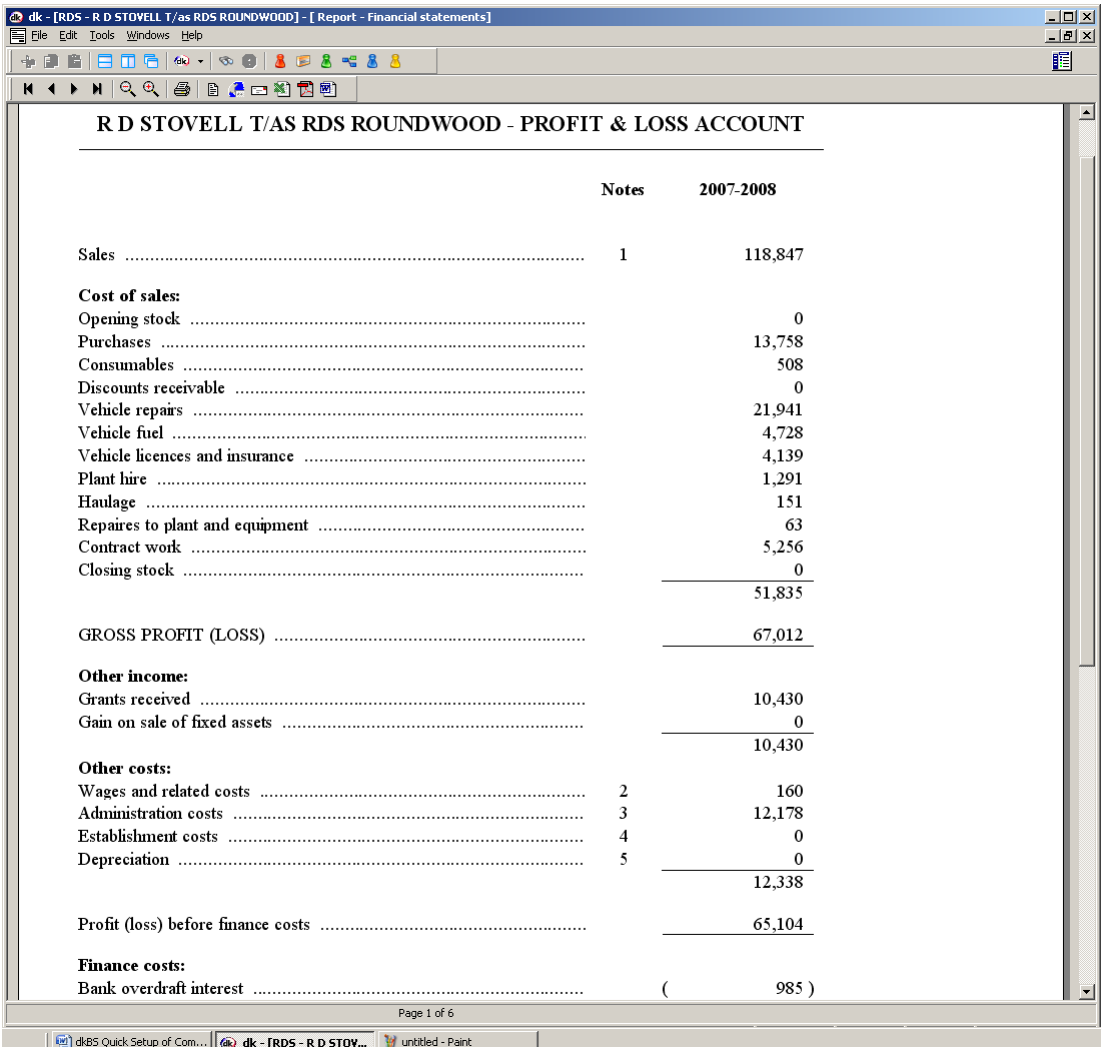
The list is valid for the period 01/04/2007 to 31/03/2008
Printing selected for accounts: All accounts

Account	Account name	Opening balance	Transactions	Debit	Credit	Final balance
1000	Sales 17.5%	0.00	21,756.48-	3.83	21,760.31	21,756.48-
1001	Sales 17.5% - Non taxable	0.00	5,417.58-	0.00	5,417.58	5,417.58-
1002	Sales 5%	0.00	2,161.90-	0.00	2,161.90	2,161.90-
6245	Penalties/interest surcharges	0.00	0.02	0.02	0.00	0.02
7620	Domestic debtors control account	0.00	34,199.53	34,199.53	0.00	34,199.53
9531	VAT on sales 17.5%	0.00	4,755.50-	0.67	4,756.17	4,755.50-
9532	VAT on sales 5%	0.00	108.09-	0.00	108.09	108.09-
	Total:	0.00	0.00	34,204.05	34,204.05	0.00

Income statement:	Total debit:	0.02
	Total credit:	29,335.96
	Difference:	29,335.94-
Balance sheet:	Total debit:	34,199.53
	Total credit:	4,863.59
	Difference:	29,335.94

Page 1 of 1

Go to General ledger – Financial statements – Financial statements and select to print to screen to see P/L statement and Balance sheet



R D STOVELL T/AS RDS ROUNDWOOD - PROFIT & LOSS ACCOUNT

	Notes	2007-2008
Sales	1	118,847
Cost of sales:		
Opening stock		0
Purchases		13,758
Consumables		508
Discounts receivable		0
Vehicle repairs		21,941
Vehicle fuel		4,728
Vehicle licences and insurance		4,139
Plant hire		1,291
Haulage		151
Repaires to plant and equipment		63
Contract work		5,256
Closing stock		0
		51,835
GROSS PROFIT (LOSS)		67,012
Other income:		
Grants received		10,430
Gain on sale of fixed assets		0
		10,430
Other costs:		
Wages and related costs	2	160
Administration costs	3	12,178
Establishment costs	4	0
Depreciation	5	0
		12,338
Profit (loss) before finance costs		65,104
Finance costs:		
Bank overdraft interest		(985)

Other reports:

- Voucher list
- Dimensions
- Reference transactions
- Posted journals
- Chart of accounts

Reports in Accounts receivable

Go to Accounts receivable – Reports – Invoices to see all outstanding invoices.

Report - Invoices

RDS - R D STOVELL T/as ROUNDWOOD
23.9.2007 21:23 CUSTOMERS - UNPAID INVOICE Page 1

Number	Date	Due date	Age	Type	Amount	Deposited	Outstanding
Selected to print transactions for period 01/04/2006 to 23/09/2007							
BRO1 BROMYARD TIMBER & FENCING LTD, 1 STATION ROAD, HR7 4NT [ ]							
3603	30/05/2007	/ /	116	Debit	711.49	0.00	711.49
			Total transaction:		711.49	0.00	711.49
BUR1 BURFORD HOUSE GARDENS, BURFORD, [ ]							
3598	31/05/2007	/ /	115	Debit	120.00	0.00	120.00
			Total transaction:		120.00	0.00	120.00
CHR1 CHRSTMAS TREE SALES, , [ ]							
3601	11/05/2007	/ /	135	Debit	164.97	0.00	164.97
			Total transaction:		164.97	0.00	164.97
ETC1 E T C Sawmills Ltd., Elson, SY12 9JW [D30 30 days net]							
3592	16/05/2007	15/06/2007	100	Debit	1,057.54	0.00	1,057.54
			Total transaction:		1,057.54	0.00	1,057.54
FIR1 FIREWOOD SALES, , [ ]							
3600	09/05/2007	/ /	137	Debit	70.00	0.00	70.00
3599	31/05/2007	/ /	115	Debit	1,809.99	0.00	1,809.99
			Total transaction:		1,879.99	0.00	1,879.99
GTE1 G & T Evans, Dulas Mill, SY16 4JD [D30 30 days net]							
3586	23/04/2007	23/05/2007	123	Debit	791.86	0.00	791.86
			Total transaction:		791.86	0.00	791.86
HAS1 H ASNELL & SONS, LOWER LULHAM, HR2 9JJ [ ]							
3582	06/04/2007	/ /	170	Debit	1,478.58	0.00	1,478.58
3589	01/05/2007	/ /	145	Debit	1,665.67	0.00	1,665.67
			Total transaction:		3,144.25	0.00	3,144.25
HEL1 H E LANGWELL, ROCKHILL FARM, [ ]							
3587	03/04/2007	/ /	173	Debit	140.00	0.00	140.00

Page 1 of 2

Go to Accounts receivable – Reports – Aged debtors list to print an aged customers balance list.

Other reports:

- Transactions report
- Customer balance list
- Customers list
- Sales information
- Item recipients

Reports in Accounts payable

Go to Accounts payable – Reports – Transactions to see all vendors transactions.

dk - [RDS - R D STOVELL T/as RDS ROUNDWOOD]

File Edit Tools Windows Help

Report - Transactions report

RDS - R D STOVELL T/as RDS ROUNDWOOD
04/09/2009 16:34 **VENDOR TRANSACTIONS** Page 2

Date	Inv. no.	Reference	Voucher	Text	Debit	Credit	Balance
Selected to print transactions for the period 01/04/2007 to 31/03/2008							
AXI1 AXIS TELECOM LTD							
30/06/2007	29659		PI0078	AXIS TELECOM LIMITED		185.05	185.05-
31/07/2007	29659		PI0107	AXIS TELECOM		79.84	264.89-
31/08/2007	29659 AUGI		PI0135	AXIS TELECOM		64.45	329.34-
01/09/2007	29659		PI0152	AXIS TELECOM		98.37	427.71-
30/11/2007	29659-49		PI0181	AXIS TELECOM		69.93	497.64-
17/12/2007	DD		BP0241	PAYMENT	69.93		427.71-
31/12/2007	2007/12		PI0191	AXIS TELECOM		64.31	492.02-
21/01/2008	200711		BP0273	PAYMENT	64.31		427.71-
31/01/2008	2008/01296		PI0211	AXIS TELECOM		40.68	468.39-
20/02/2008	DD		BP0293	PAYMENT	40.68		427.71-
29/02/2008	FEB 08		PI0246	AXIS TELECOM		32.47	460.18-
14/03/2008	DD		BP0319	PAYMENT	32.47		427.71-
31/03/2008	MAR08		PI0311	AXIS TELECOM		25.46	453.17-
				Total transaction:	340.80	793.97	453.17-
BJD1 B & J DAVIES (BUCKNELL)							
				From previous period	585.15	3,801.13	3,215.98-
14/06/2007	768		BP0054	B & J Davies	3,613.13		397.15
28/08/2007	20624		PI0126	B & J DAVIES, BUCKNELL		577.52	180.37-
25/10/2007	200672		BP0175	PAYMENT	577.52		397.15
				Total transaction:	4,775.80	4,378.65	397.15

Page 2 of 20

dkMain DP RDS 04/09/2009 16:35:27

Go to Accounts payable – Reports – Aged vendors list to print an aged vendors balance list.

dk - [RDS - R D STOVELL T/as RDS ROUNDWOOD]

File Edit Tools Windows Help

Report - Aged vendors list

RDS - R D STOVELL T/as RDS ROUNDWOOD
04/09/2009 16:26 **ACCOUNTS PAYABLE AGING** Page 1

Criteria date: 31/03/2008

Number	Vendor name	Current	1-30	31-60	61-90	91-120	>120	Total aged	Unbal. paym.	Balance
AJP1	A J POSTANS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00-
ADR1	ADRIAN KRAKIEWIC	0.00	0.00	0.00	0.00	0.00	260.00	260.00	0.00	260.00
ALE1	Alexander & Duncan Ltd	0.00	0.00	0.00	0.00	0.00	29.72	29.72	0.00	29.72
AXI1	AXIS TELECOM LTD	25.46	0.00	0.00	0.00	0.00	427.71	453.17	0.00	453.17
BJD1	B & J DAVIES (BUCKNELL)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	397.15	397.15-
BCC1	B C COMPUTERS	0.00	0.00	434.16	0.00	0.00	0.00	434.16	0.00	434.16
BAR1	BARCLAYCARD	885.11	748.63	0.00	51.37	0.00	0.00	1,685.11	0.00	1,685.11
BEA1	BEARWOOD ASSOCIATES LTD	0.00	0.00	0.00	0.00	0.00	2,966.88	2,966.88	0.00	2,966.88
BOR1	BORDER ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	483.57	483.57-
BPE1	BP EXPRESS	0.00	0.00	0.00	0.00	0.00	91.90	91.90	0.00	91.90
BRI2	BRIGHTWELLS	0.00	0.00	0.00	0.00	0.00	237.12	237.12	0.00	237.12
BRI1	BRITISH TELECOM	103.13	0.00	12.58	0.00	0.00	2.00	117.71	0.00	117.71
BDC1	BUSINESS DEBIT CARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	743.13	743.13-
ROG1	C A ROGERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,527.50	1,527.50-
CAP1	Capital One	3,009.24	918.70	0.00	0.00	0.00	0.00	3,927.94	0.00	3,927.94
CAR1	CARPENTER GOODWIN LTD	0.00	0.00	28.96	0.00	0.00	1,527.50	1,556.46	0.00	1,556.46
CAS1	CASH EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,857.43	16,857.43-
CEN1	CENTRAL GARAGE	0.00	0.00	35.00	0.00	0.00	0.00	35.00	0.00	35.00
CLI1	CLIFFORD JONES TIMBER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.88	5.88-
CMP1	CMP INFO (METROPOLIS INT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.00	47.00-
CON1	CONCORD HYDRAULICS LTD	0.00	0.00	0.00	0.00	0.00	8.46	8.46	0.00	8.46
ZCON14	CONTRACTOR - A KRAKIEWIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	260.00	260.00-
ZCON15	CONTRACTOR - D DREW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	950.00	950.00-
ZCON06	CONTRACTOR - D MACDONALD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	180.00-
ZCON04	CONTRACTOR - F Jones	0.00	0.00	0.00	0.00	0.00	0.00	0.00	520.00	520.00-
ZCON05	CONTRACTOR - G DALLOW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00-
ZCON02	CONTRACTOR - J CRAMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,550.00	2,550.00-
ZCON13	CONTRACTOR - K DREW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,560.00	1,560.00-
ZCON12	CONTRACTOR - M BORKOWSKI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,750.00	1,750.00-
ZCON07	CONTRACTOR - R MORRIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,650.80	2,650.80-
ZCON01	CONTRACTOR - R SMITH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,405.00	4,405.00-

Page 1 of 3

dkMain DP RDS 04/09/2009 16:29:04

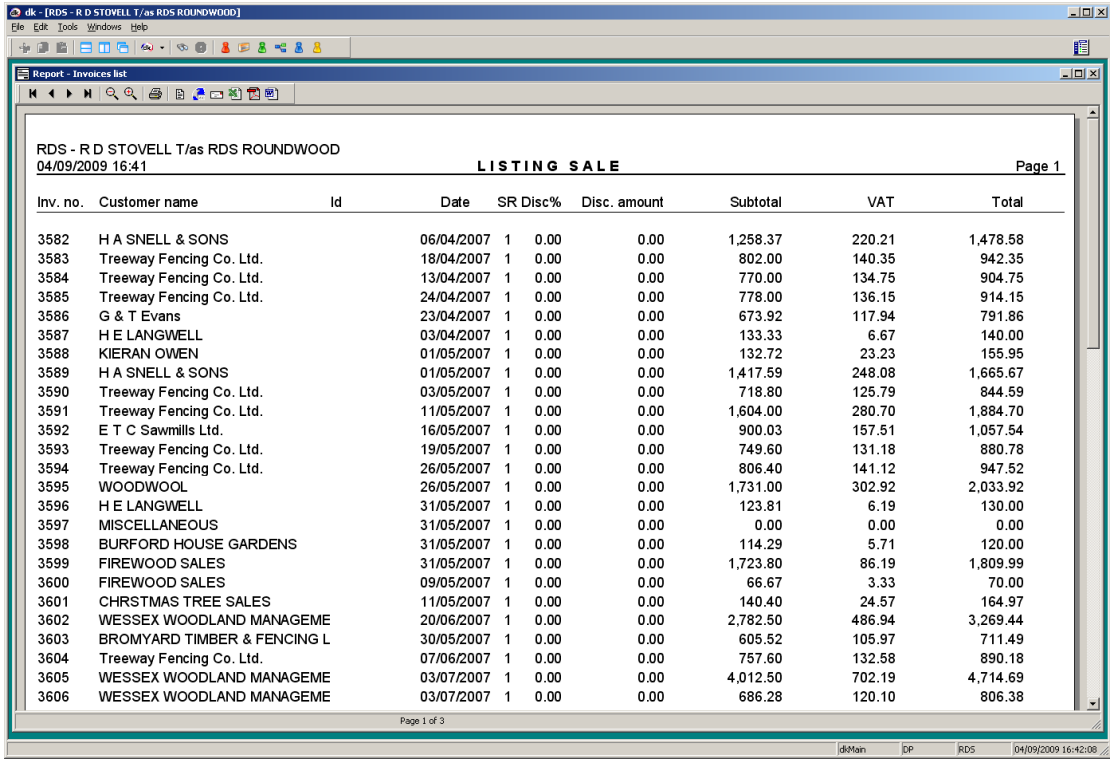
Other reports:

- Vendors balance list
- Payment plan
- Suggested payments
- Invoices

List of vendors
Turnover list
Vendor labels

Reports in Sales

Go to Sales – Reports – Invoices list to print a list of invoices for selected period.



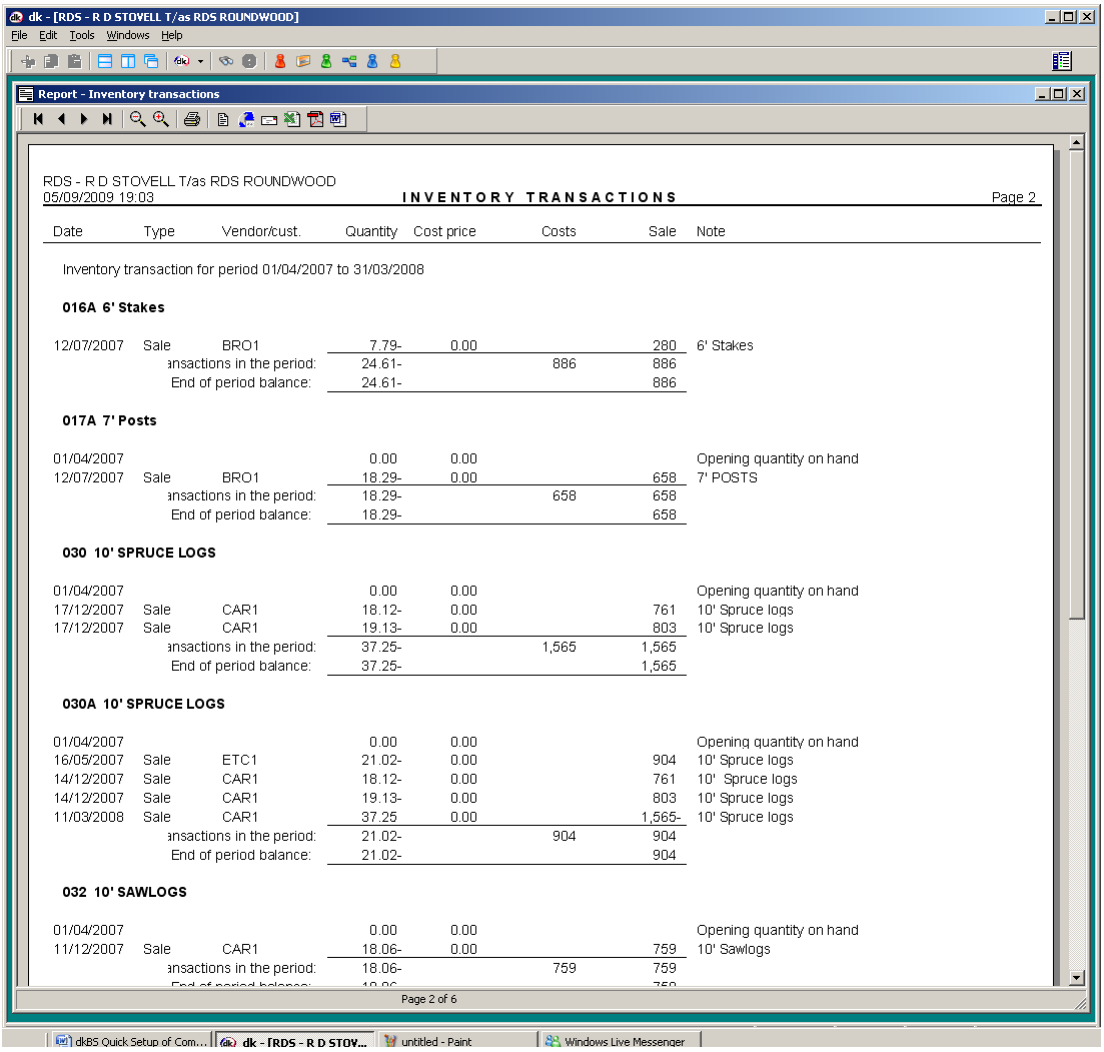
RDS - R D STOVELL T/as RDS ROUNDWOOD
04/09/2009 16:41 LISTING SALE Page 1

Inv. no.	Customer name	Id	Date	SR	Disc%	Disc. amount	Subtotal	VAT	Total
3582	H A SNELL & SONS		06/04/2007	1	0.00	0.00	1,258.37	220.21	1,478.58
3583	Treeway Fencing Co. Ltd.		18/04/2007	1	0.00	0.00	802.00	140.35	942.35
3584	Treeway Fencing Co. Ltd.		13/04/2007	1	0.00	0.00	770.00	134.75	904.75
3585	Treeway Fencing Co. Ltd.		24/04/2007	1	0.00	0.00	778.00	136.15	914.15
3586	G & T Evans		23/04/2007	1	0.00	0.00	673.92	117.94	791.86
3587	H E LANGWELL		03/04/2007	1	0.00	0.00	133.33	6.67	140.00
3588	KIERAN OWEN		01/05/2007	1	0.00	0.00	132.72	23.23	155.95
3589	H A SNELL & SONS		01/05/2007	1	0.00	0.00	1,417.59	248.08	1,665.67
3590	Treeway Fencing Co. Ltd.		03/05/2007	1	0.00	0.00	718.80	125.79	844.59
3591	Treeway Fencing Co. Ltd.		11/05/2007	1	0.00	0.00	1,604.00	280.70	1,884.70
3592	E T C Sawmills Ltd.		16/05/2007	1	0.00	0.00	900.03	157.51	1,057.54
3593	Treeway Fencing Co. Ltd.		19/05/2007	1	0.00	0.00	749.60	131.18	880.78
3594	Treeway Fencing Co. Ltd.		26/05/2007	1	0.00	0.00	806.40	141.12	947.52
3595	WOODWOOL		26/05/2007	1	0.00	0.00	1,731.00	302.92	2,033.92
3596	H E LANGWELL		31/05/2007	1	0.00	0.00	123.81	6.19	130.00
3597	MISCELLANEOUS		31/05/2007	1	0.00	0.00	0.00	0.00	0.00
3598	BURFORD HOUSE GARDENS		31/05/2007	1	0.00	0.00	114.29	5.71	120.00
3599	FIREWOOD SALES		31/05/2007	1	0.00	0.00	1,723.80	86.19	1,809.99
3600	FIREWOOD SALES		09/05/2007	1	0.00	0.00	66.67	3.33	70.00
3601	CHRSTMAS TREE SALES		11/05/2007	1	0.00	0.00	140.40	24.57	164.97
3602	WESSEX WOODLAND MANAGEME		20/06/2007	1	0.00	0.00	2,782.50	486.94	3,269.44
3603	BROMYARD TIMBER & FENCING L		30/05/2007	1	0.00	0.00	605.52	105.97	711.49
3604	Treeway Fencing Co. Ltd.		07/06/2007	1	0.00	0.00	757.60	132.58	890.18
3605	WESSEX WOODLAND MANAGEME		03/07/2007	1	0.00	0.00	4,012.50	702.19	4,714.69
3606	WESSEX WOODLAND MANAGEME		03/07/2007	1	0.00	0.00	686.28	120.10	806.38

Other reports:
Transaction report
Breakdown of sales on week/total
Intrastat report

Reports in Inventory

Go to Inventory – Reports – Inventory transactions to print a list of inventory transactions for selected period and items.



RDS - R D STOVELL T/as RDS ROUNDWOOD
05/09/2009 19:03 **INVENTORY TRANSACTIONS** Page 2

Date	Type	Vendor/cust.	Quantity	Cost price	Costs	Sale	Note
Inventory transaction for period 01/04/2007 to 31/03/2008							
016A 6' Stakes							
12/07/2007	Sale	BRO1	7.79-	0.00		280	6' Stakes
	ansactions in the period:		24.61-		886	886	
	End of period balance:		24.61-			886	
017A 7' Posts							
01/04/2007			0.00	0.00			Opening quantity on hand
12/07/2007	Sale	BRO1	18.29-	0.00		658	7' POSTS
	ansactions in the period:		18.29-		658	658	
	End of period balance:		18.29-			658	
030 10' SPRUCE LOGS							
01/04/2007			0.00	0.00			Opening quantity on hand
17/12/2007	Sale	CAR1	18.12-	0.00		761	10' Spruce logs
17/12/2007	Sale	CAR1	19.13-	0.00		803	10' Spruce logs
	ansactions in the period:		37.25-		1,565	1,565	
	End of period balance:		37.25-			1,565	
030A 10' SPRUCE LOGS							
01/04/2007			0.00	0.00			Opening quantity on hand
16/05/2007	Sale	ETC1	21.02-	0.00		904	10' Spruce logs
14/12/2007	Sale	CAR1	18.12-	0.00		761	10' Spruce logs
14/12/2007	Sale	CAR1	19.13-	0.00		803	10' Spruce logs
11/03/2008	Sale	CAR1	37.25	0.00		1,565-	10' Spruce logs
	ansactions in the period:		21.02-		904	904	
	End of period balance:		21.02-			904	
032 10' SAWLOGS							
01/04/2007			0.00	0.00			Opening quantity on hand
11/12/2007	Sale	CAR1	18.06-	0.00		759	10' Sawlogs
	ansactions in the period:		18.06-		759	759	

Other reports:

- Items – customers
- Stock status
- Price list
- Stock value
- Aged inventory items
- Item list
- Items – vendors
- Returns ratio list
- Vendors sale
- Price changes
- Items without sales transactions
- Inventory transaction without cost price

Reports in Projects

Go to Projects – Reports – Projects – Project – transaction list to print a list of project transactions for selected period and projects.

Report - Project - transaction list

EMMAUS - Emmaus Chartered Accountants
30/03/2011 13:49 **PROJECT TRANSACTIONS** Page 1

Selected to print transactions for period 01/09/2010 to 31/10/2010

0001 Alaric Systems Customer:0001 Mitchell & Co Ltd (Alaric)

Date	Employee	Type	Description	Rate/Pno.	tered quantity	Quantity sold	Costs	Amount	Ino.	Sp.
07/09/2010	Sarah	Dayt.	Bookkeeping	05	7.00	6.75	105	203	11	I
13/09/2010	Sarah	Dayt.	Bookkeeping	05	0.50	0.48	8	14	11	I
14/09/2010	Sarah	Dayt.	Bookkeeping	05	6.00	5.78	90	173	11	I
16/09/2010	Sarah	Dayt.	Bookkeeping	05	3.00	2.89	45	87	11	I
21/09/2010	Sarah	Dayt.	Bookkeeping	05	7.50	7.23	113	217	11	I
23/09/2010	Sarah	Dayt.	Bookkeeping	05	1.00	0.96	15	29	11	I
24/09/2010	Sarah	Dayt.	Bookkeeping	05	1.50	1.45	23	44	11	I
28/09/2010	Sarah	Dayt.	Bookkeeping	05	8.00	7.71	120	231	11	I
29/09/2010	Lisa	Dayt.	Bookkeeping	05	0.25	0.24	1	7	11	I
01/10/2010	Sarah	Dayt.	Bookkeeping	05	0.25	0.25	4	8		I

Other reports:

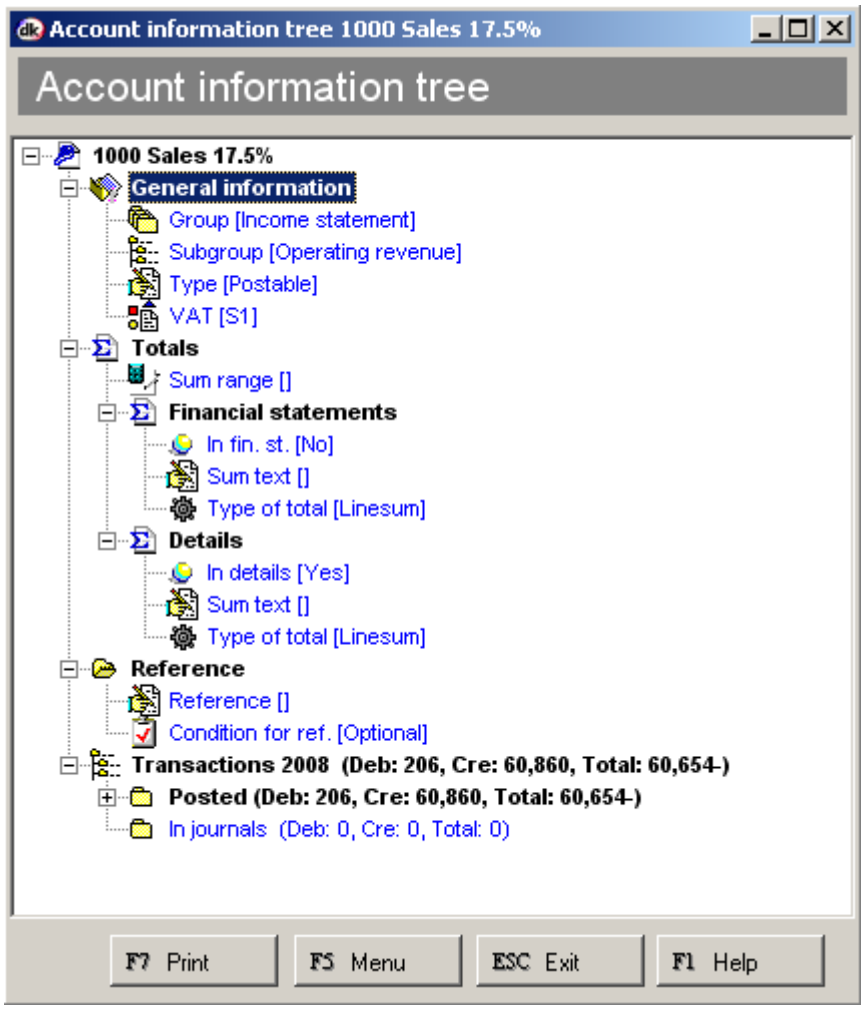
- Project
- Project – balance list
- Project – activities list
- Project – YTD of work
- Project – personal fund expense
- Project – quotation
- Project – customers/item groups
- Aging of projects
- Parent project – transaction list
- Project – employee/rate
- Projects – status on certain point
- Employees
- Employees – year summary for work
- Employees – other departments
- Supervisor list
- Supervisor – totals
- Supervisor list – invoices
- Supervisors – invoices for project transactions
- Supervisor list – projects
- Supervisors – project totals
- Project groups
- Customers
- Invoices – analysis
- Departments
- Invoices – price variation
- Price variation
- Personal fund expense
- Project groups – supervisors
- Parent project – balance list
- Parent project – transactions list

Information trees in dkBS

Let's look at information trees in main tables in dkBS.

Information tree for accounts in General ledger

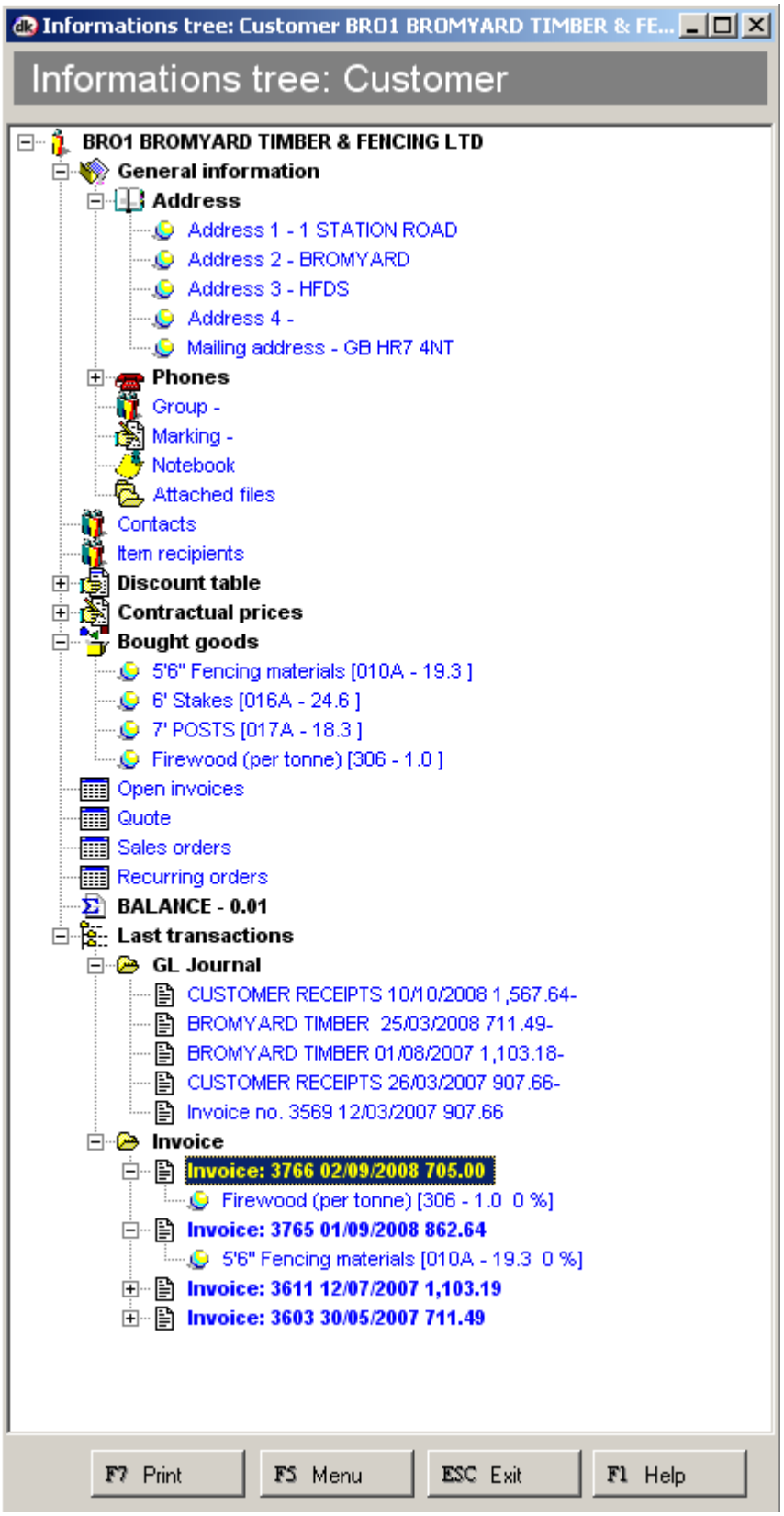
Go to General ledger – Chart of accounts, select an account and then press F5 menu – Information tree



To print the information tree press [F7 Print].

Information tree for customers in Accounts receivable

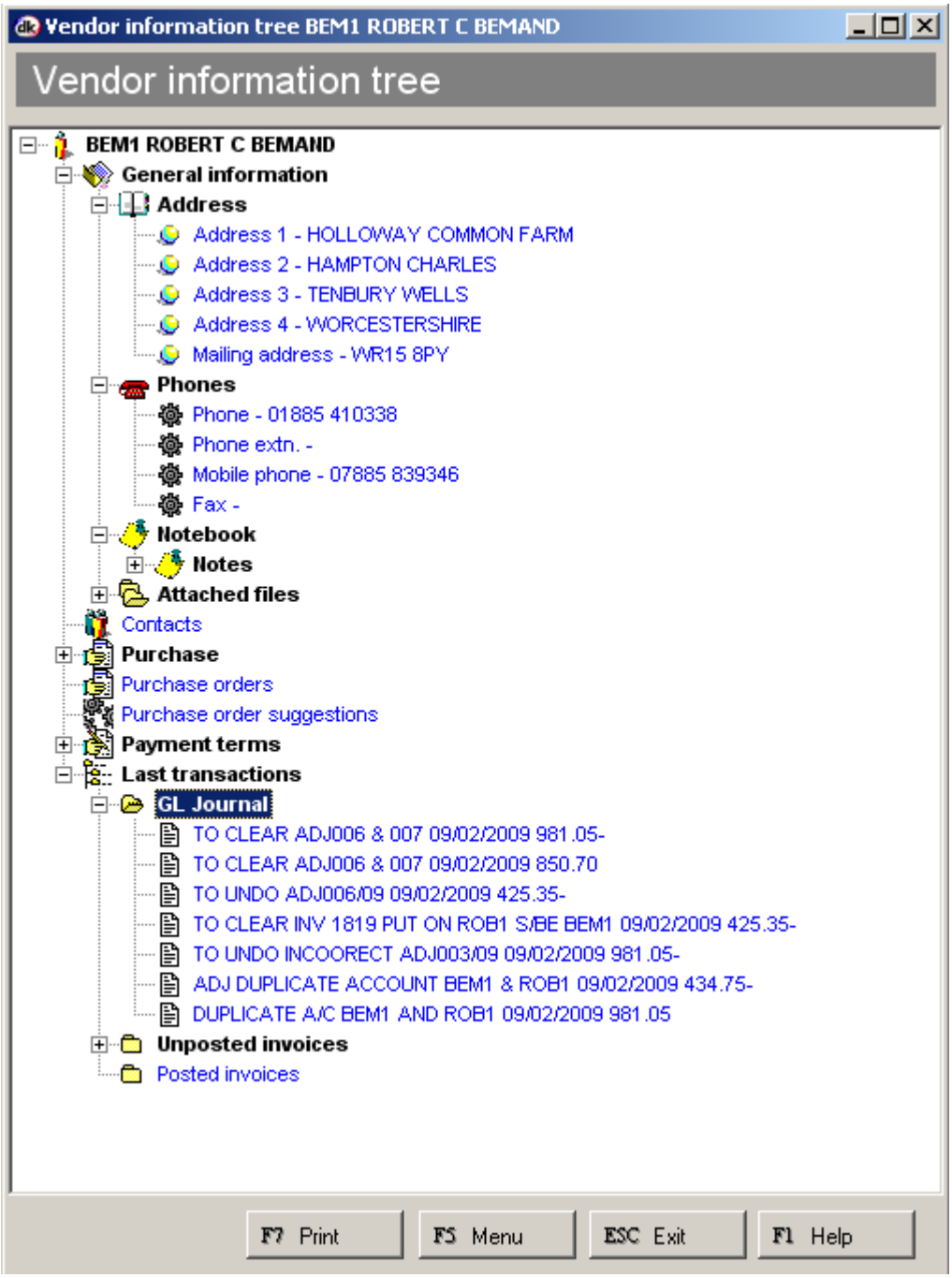
Go to Accounts receivable – Customers, select a customer and then press F5 menu – Information tree



To print the information tree press [F7 Print].

Information tree for vendors in Accounts payable

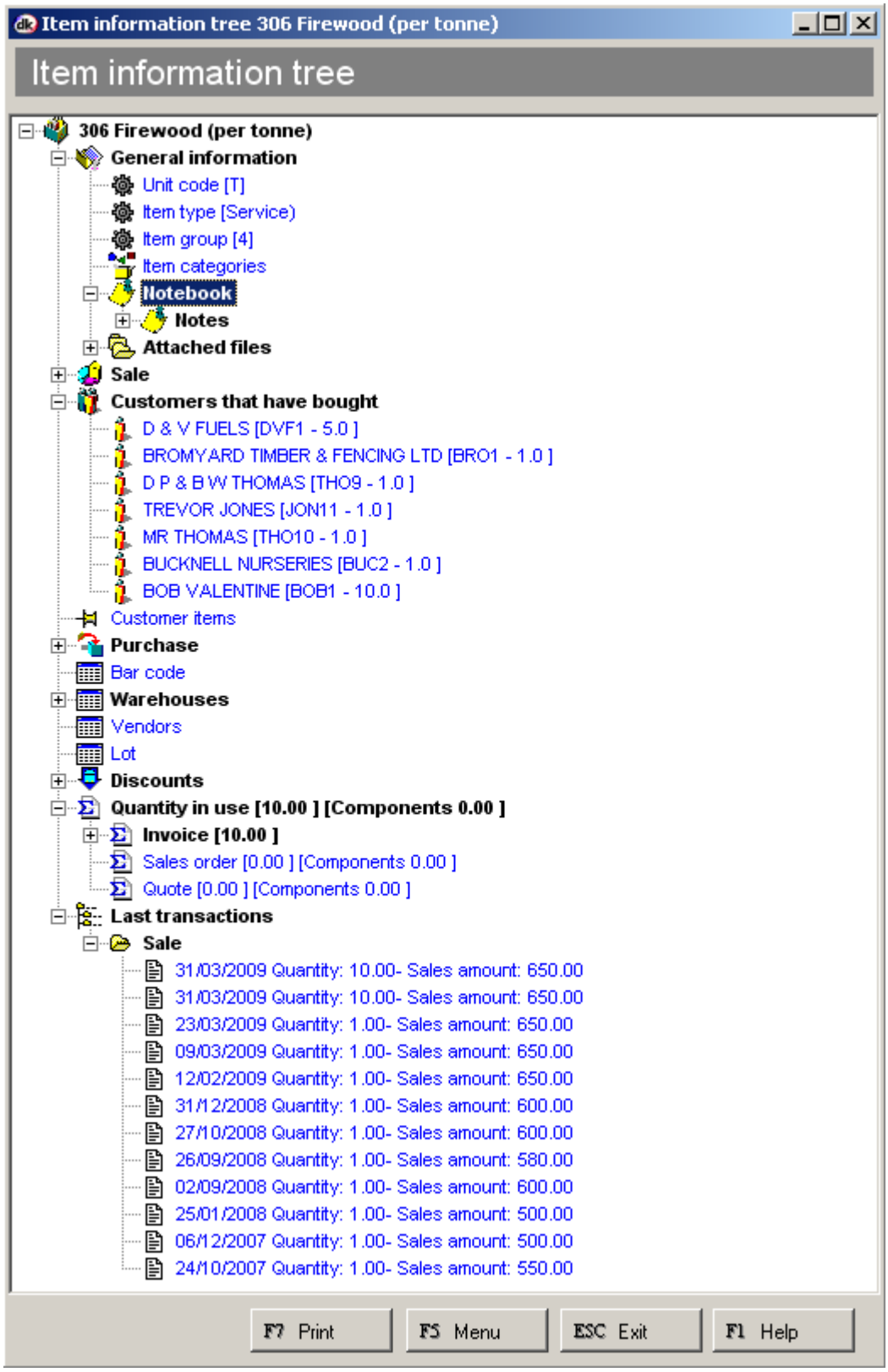
Got to Accounts payable – Vendors, select a vendor and then press F5 Menu – Information tree



To print the information tree press [F7 Print].

Information tree for items in Inventory

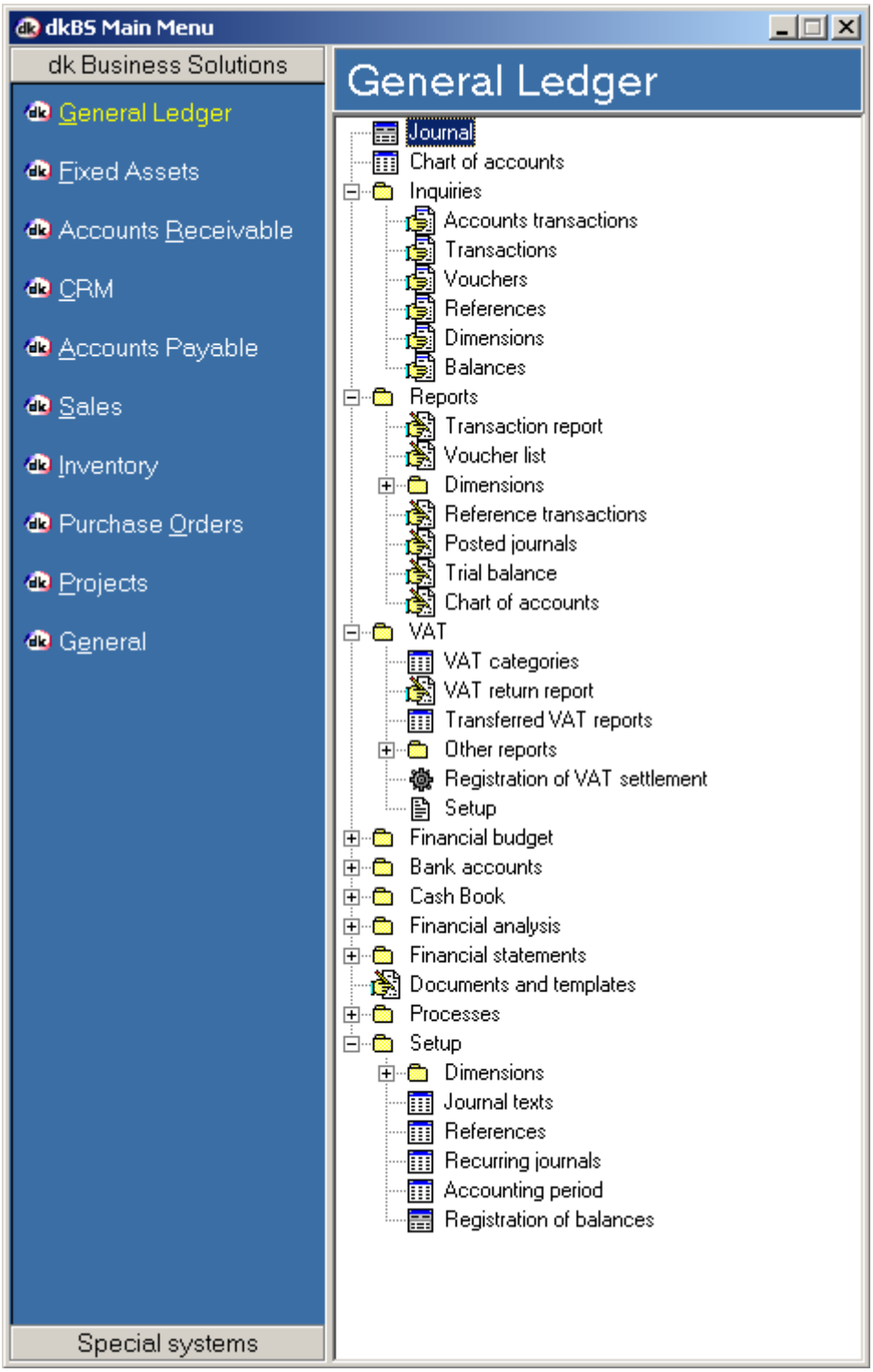
Go to Inventory – Items, select an item and then press F5 Menu – Information tree



To print the information tree press [F7 Print].

Working with General ledger

Let's now look closer at General ledger.



The General ledger is the centralized location for data. Information is posted from various journals to the individual accounts in the General ledger. The General ledger is central to most processes in dkBS – all parts of dkBS are linked to their general ledger accounts. In the General ledger, the ledger is set up, which includes the chart of accounts and journals, as well as taxes (VAT),

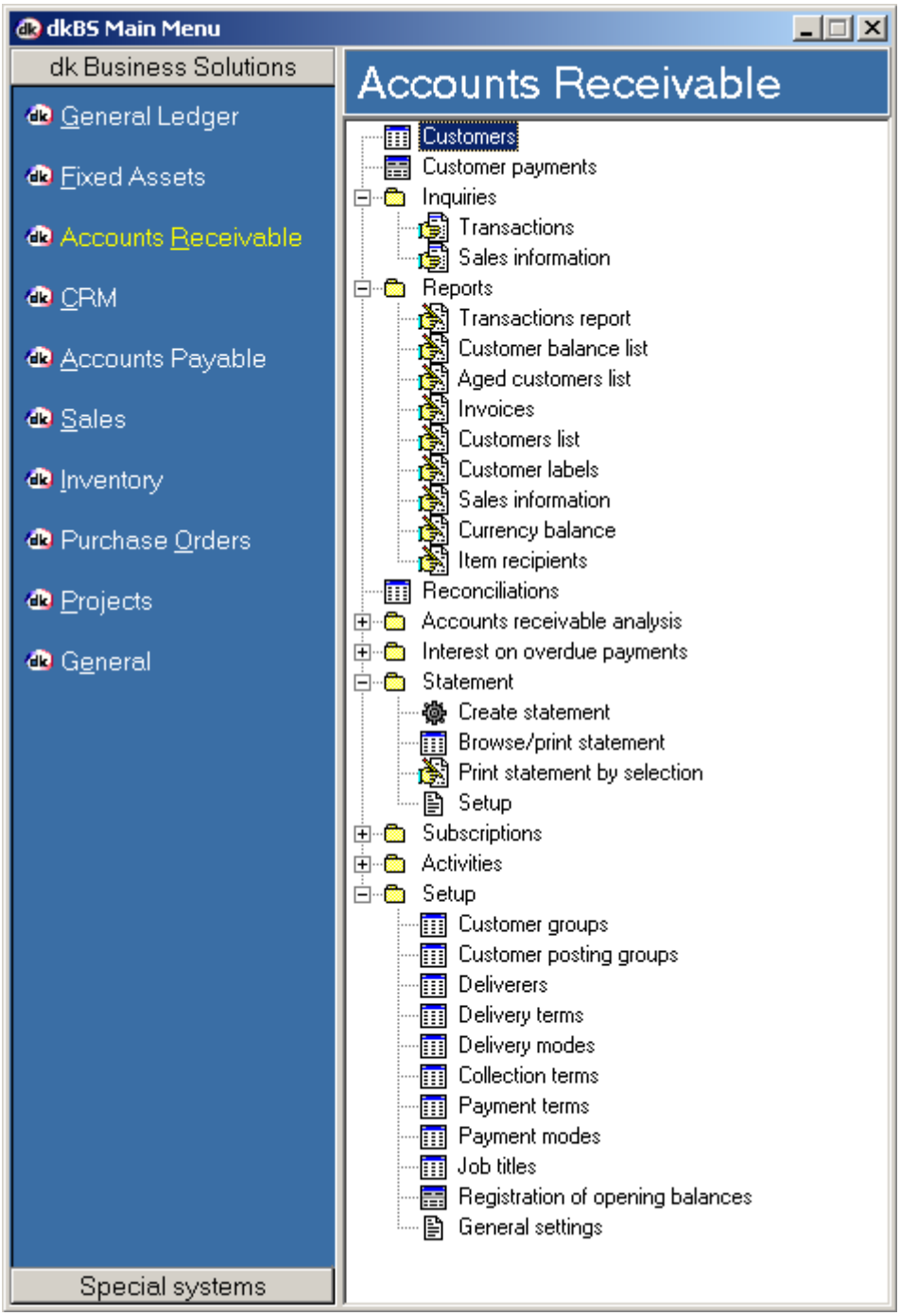
currencies, dimensions, and accounting periods. All of the company's financial activity resides in the General ledger.

Debits and credits are entered for each transaction in a journal, and the journal entries are posted to the General ledger. All transactions are recorded in a journal that appears in the journal table, which is accessed from the General ledger module. Ledgers are populated by entries made in any associated journal from a module other than the General ledger module.

Although the journals in dkBS are set up using the General ledger, only ledger journals appear in the journal table. The entries that are made to journals in other part of dkBS populate the associated accounts automatically. In addition, the entries made such as sales invoices, purchase orders, and payments, also populate the associated accounts automatically.

Working with Accounts receivable

Let's now look closer at Accounts receivable.



Accounts Receivable is a subledger of the General ledger that holds base data on customers, the money that customers owe to your company, and payment transactions. dkBS manages the company's relationships with these customers by providing tools in several modules that optimize the daily aspects of your business.

For example, the Accounts Receivable module stores customers information, such as: Contacts, Item recipients, Credit terms, Payment schedules, Delivery modes,

Delivery terms, Discounts, Credit limits and Budgeting. While the General Ledger provides information regarding your company's income and gains or losses. Accounts Receivable shows your receivables from sales, re-sale of items for profit, refund on returned purchases, revenues from late charges, or any other kind of incoming revenue or profit the company may have. dkBS passes on the relevant information from Accounts Receivable module to the General Ledger.

Accounts Receivable receives journal entries and transactions from the Sales Order module. When you create a transaction, all of the information previously entered appears as the default, but you can override it. dkBS matches payments and credits against sales, finance charges and other transactions.

Understanding the accounts receivable process

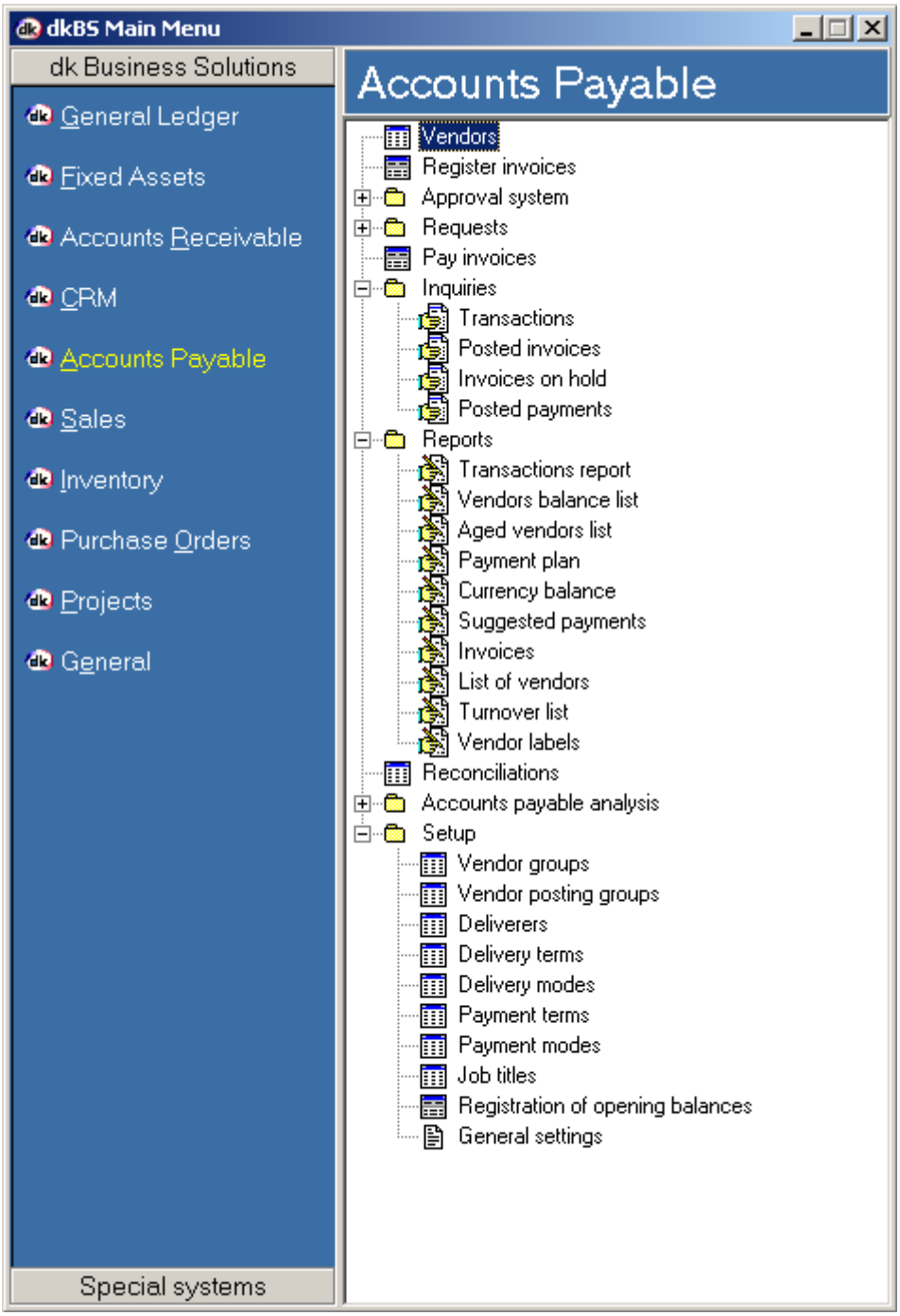
Working with Accounts Receivable involves the following:

- Setting up specific information related to Accounts Receivable (because you can select from the related tables in the Customer table)
- Creating customer accounts
- Accessing transactions
- Recording payments

Customer activity and transaction information are the foundation of Accounts Receivable. When you enter a sale in the Sales Order module, the Accounts Receivable module records the transaction to the customer file, and creates a batch detailing all receivable transactions by customer. dkBS then balances the information according

Working with Accounts payable

Let's now look closer at Accounts payable.



Accounts Payable is a subledger of the General ledger that list money your company owes to vendors. The Accounts Payable module stores vendor information, such as: Contacts, Credit limits, Payment terms and plans, Delivery terms, Delivery modes and Budgeting. dkBS tracks the amount your company owes vendors, and when payments are due based on agreements made with each vendor. The system keeps a record of amounts paid.

One of the most important purposes of Accounts Payable is to organize the detailed information on vendor accounts because the General Ledger focuses on a different kind of account detail. While the General Ledger provides information regarding your financial state, the Accounts Payable module provides a direct financial focus onto your company's activities. These financial activities can include purchases of merchandise, materials, supplies, equipment or services. The system passes on the relevant information from the Accounts Payable module to the General Ledger.

Understanding the accounts payable process

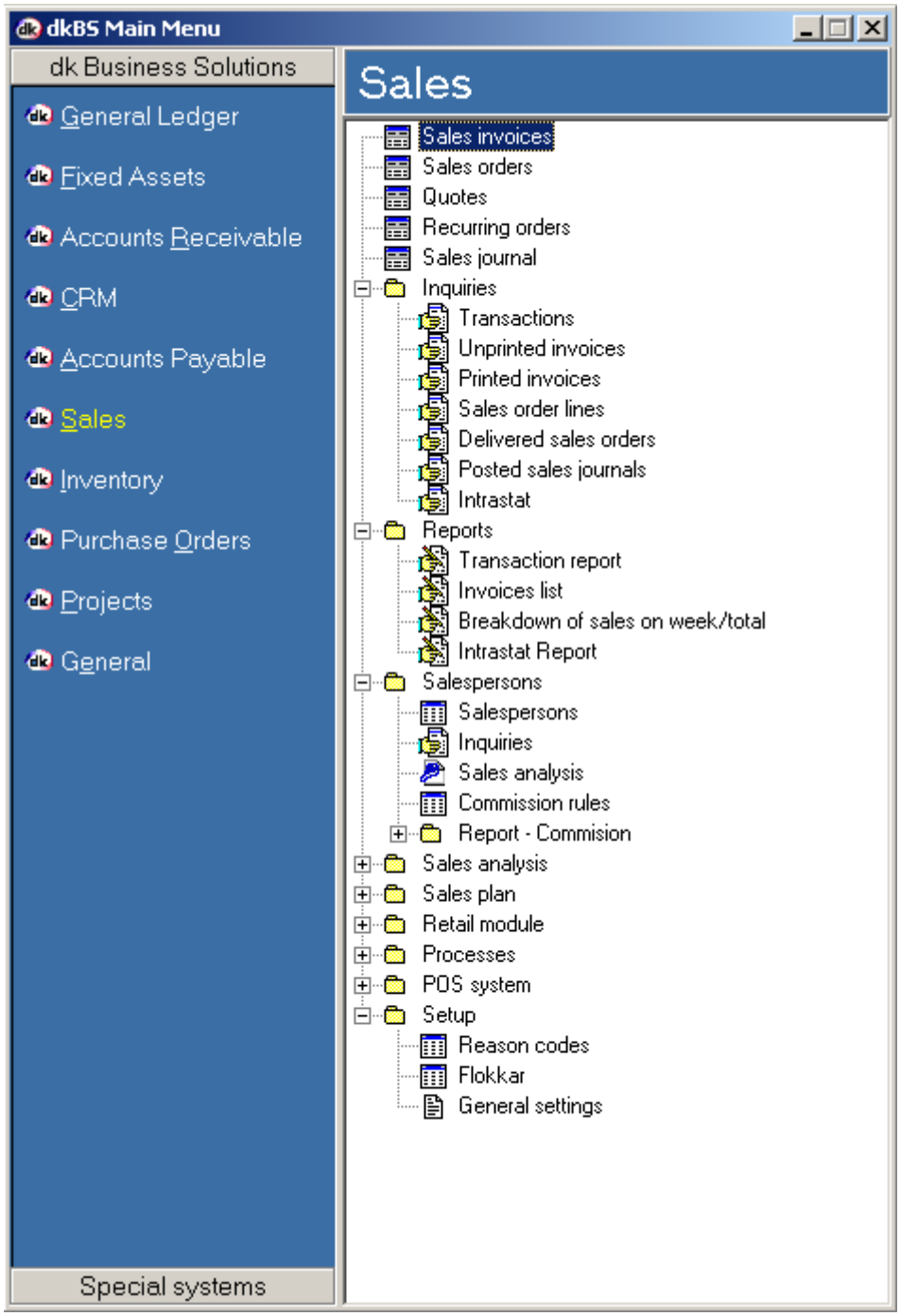
Working with Accounts Payable involves the following:

- Setting up specific information related to Accounts Payable (because you can select from the related tables in the Vendor table)
- Creating vendor accounts
- Accessing transactions
- Recording payments

As part of the process, dkBS records purchases based on information from vendor transactions. Accounts Payable automatically receives journal endtries and transactions from the Purchase Order module. When you create a transaction, all of the information previously entered on the vendor account appears as default, but you can override it.

Working with Sales

Let's now look closer at Sales.



Selling, delivering, and invoicing products is essential to every business. dkBS's Sales module automates this process for you. You can start with a quotation. If your customer accepts the quotation, you convert the quotation to a sales order. If you do not need a quotation, start with the sales order. On the basis of the sales order, deliver the goods, and invoice the customer. You can print quotations, order confirmations, picking lists, packing slips, and invoices.
The system does the following:

- Calculates applicable taxes and fees

- Checks stock
- Verifies credit
- Alerts you to any obstacles

dkBS ensures that the customer gets the right price based on trade agreements, quantity discounts, and specials. If items are out of stock, on-screen messages offer suggestions and shipment information. You can even reallocate products from other orders for special customers.

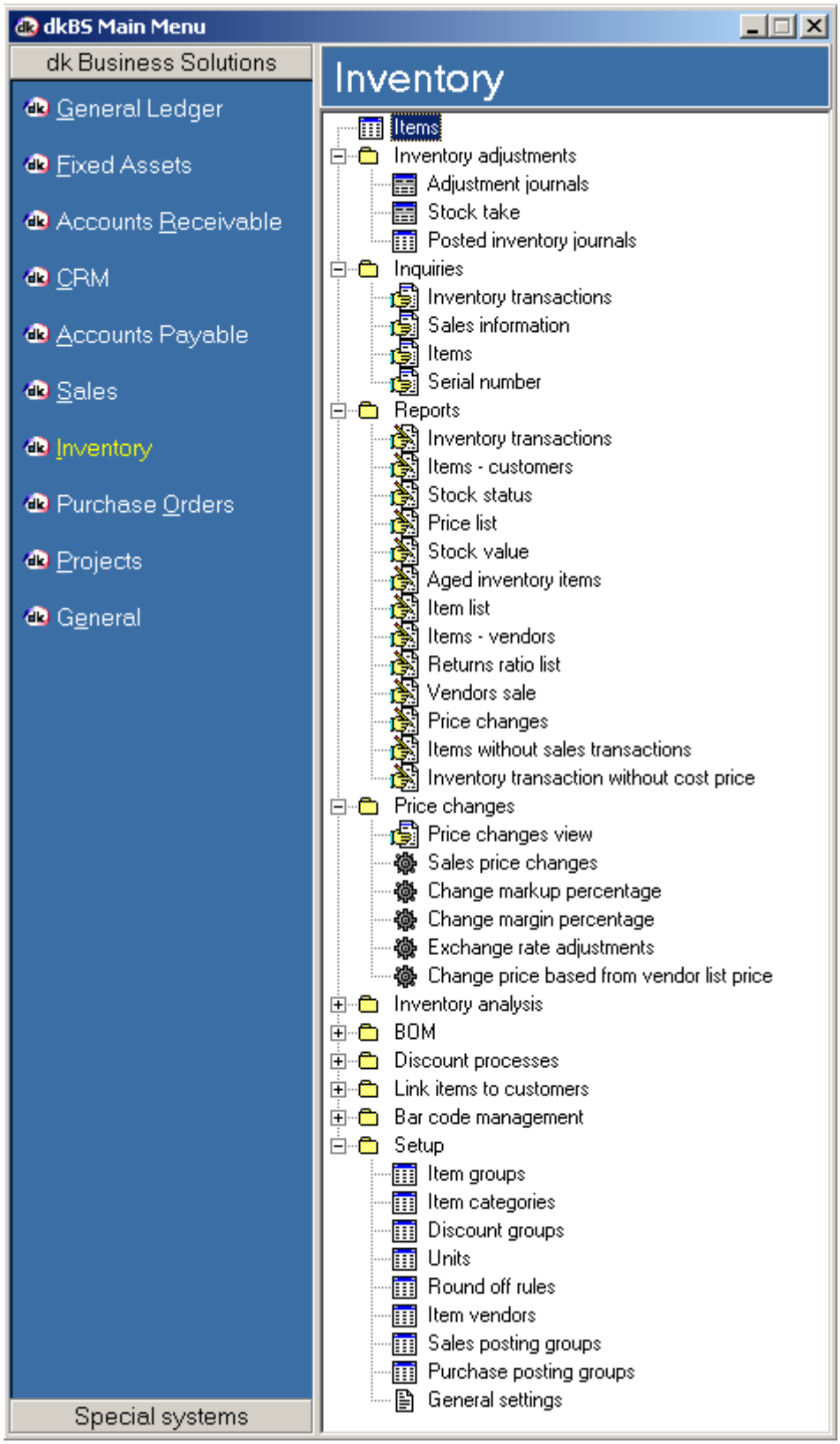
The Sales module gives you the necessary tools to perform tasks related to: Quotations, Orders, Returns, Subscriptions, Confirmations, Picking lists, Packing slips, Invoices, Credit notes, Back orders, Cash on delivery, Commissions, Sales tax, Inquiries, Reports, Sales analysis and Sales planning. You can enter and invoice sales orders in foreign currency. All posted transactions are transferred to domestic currency, and hold information on the amounts in both domestic and foreign currency.

Understanding the sales order process

When you receive an order from a customer and enter it in the system, dkBS automatically assign the next available order number to the new order. Enter the customer account number when you enter the order, and the system adds all applicable information from the customer table to the order form.

Working with Inventory

Let's now look closer at Inventory.



Inventory management is central to dkBS's trade series, in the same way that General ledger is central to the financial series.

dkBS's Inventory management manages the cost and quantities of items you buy and sell. Whether you have a retail business with merchandise inventory or a manufacturing company with finished good, materials and work in progress, the system provides inventory management from two standpoints: Physical and Financial. The system tracks inventory movement in your business and also allows you to compute the cost of goods sold. You can use several units of measure for purchasing, selling, stocking and pricing items. Inventory movements are tracked with quantities and costs. As a result, you are always in control of every aspect of your inventory.

Understanding the inventory process

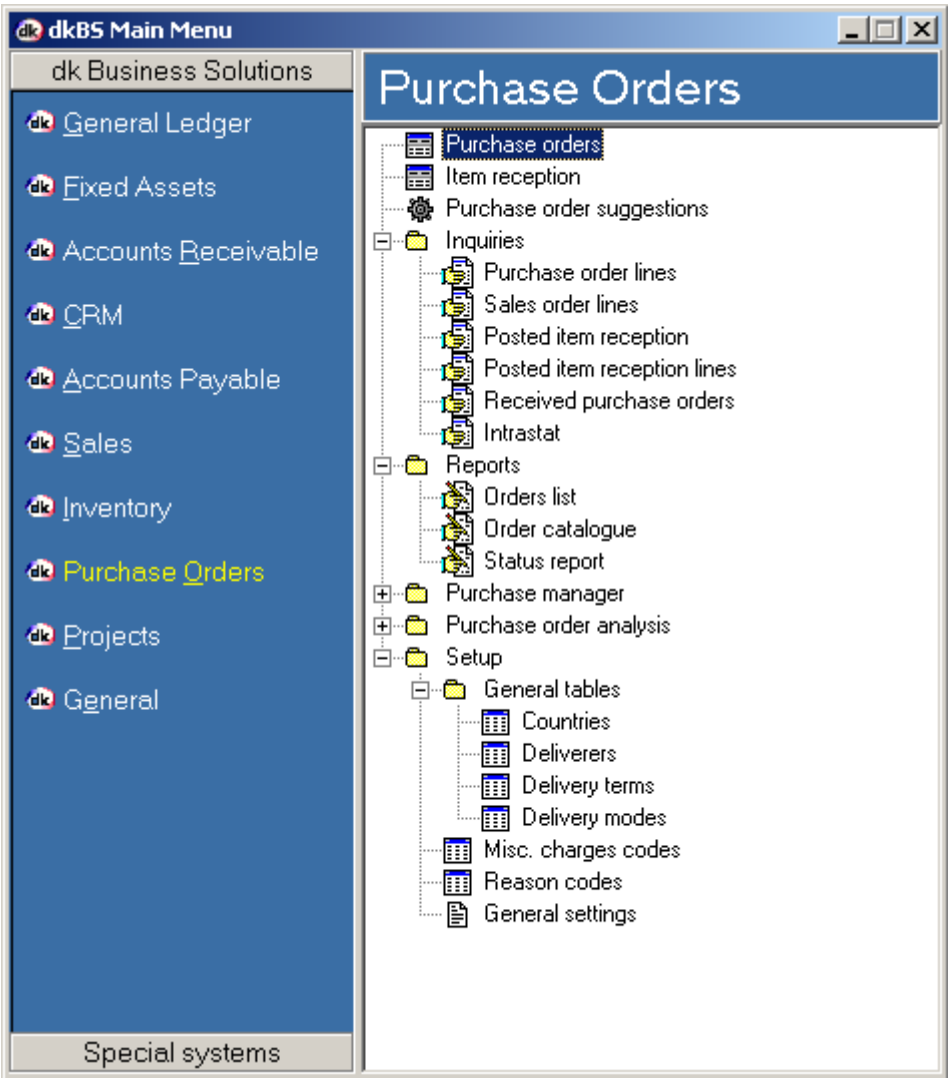
Working with Inventory involves the following:

- Setting up specific information related to Inventory (because you can select from the related tables in the item table)
- Creating items
- Accessing transactions
- Inventory adjustments (journals for movement, transfer and counting)

When a sales order comes in, the system calculates what is needed to fill the order. First, dkBS checks the physical inventory, and automatically produces the necessary production or purchase orders if the items are not available. Then the system calculates statistics on sales and purchases.

Working with Purchase orders

Let's now look closer at Purchase orders.



The Purchase Order module keeps track of the products being ordered and also maintains the vendor information. In addition, dkBS automatically updates your inventory and the appropriate financial accounts when you place an order and receive and invoice purchases. Purchase orders can include both products and services.

Working with purchase orders involves two main tasks:

1. Creating a purchase order
   - Entering vendor and order information
   - Entering items or services you want to purchase
2. Posting a purchase order
   - Posting the purchase order to inventory or item reception
   - Printing the packing slip
   - Printing the receipts list
   - Posting the vendor invoice

The system does the following:

- Calculates applicable taxes and fees
- Updates stock values
- Verifies credit
- Alerts you to any obstacles
- Updates the Accounts payable
- Updates the General ledger
- dkBS ensures that you get the right price based on trade agreements, quantity discounts and specials

Understanding the purchase order process

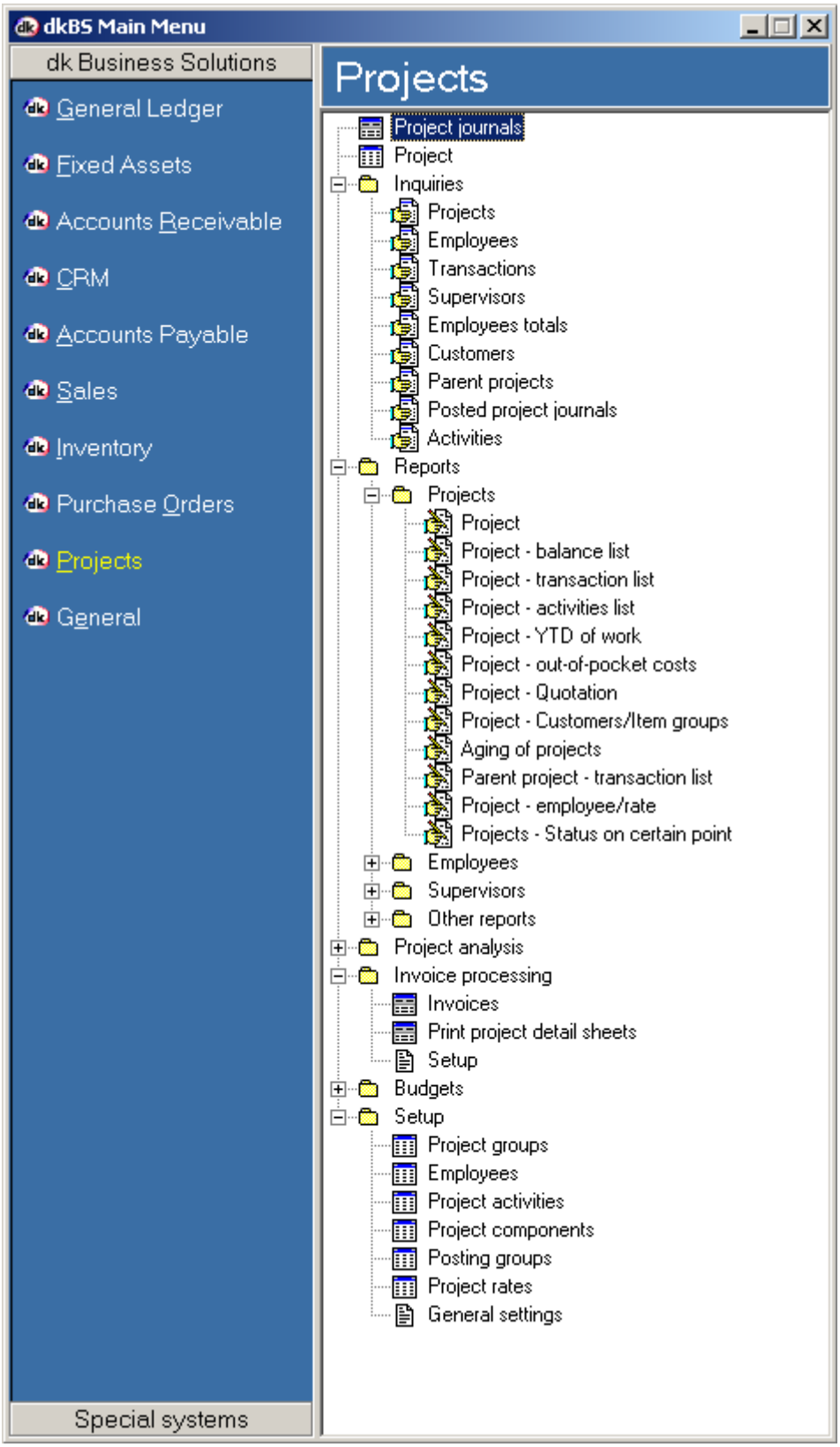
Working with Purchase orders involves the following:

- Setting up specific information related to Inventory (because you can select from the related tables in the item table)
- Creating items
- Accessing transactions
- Inventory adjustments (journals for movement, transfer and counting)

When a sales order comes in, the system calculates what is needed to fill the order. First, dkBS checks the physical inventory, and automatically produces the necessary production or purchase orders if the items are not available. Then the system calculates statistics on sales and purchases.

Working with Projects

Let's now look closer at Projects.



The Project module can be used for variety of purposes. You may want to use only part of the module, or a wide range of features. The main purpose of the module is to keep track of time, items and financial funds used on project-oriented assignments. The tree structure of projects, where projects can be devided into main projects and sub-projects, enables you to control very small tasks, as well as long-term projects for large assignments with multiple aspects of project handling.

The main features of the Project module are:

- project structure creation, including activities and components
- forecast on hour-, cost-, revenue-, and item transactions
- registration of hour, cost, and item transactions in journals
- invoicing hour, cost and item transactions
- data presentation through reports, inquiry grids and analysis trees

The project structure

You define the project structure in dkBS. Projects are divided into sub-projects that can be divided into more projects. A project with subordinates is referred to as a parent, and sub-projects are referred to as children. Activities can be setup on all project levels.

Journals

In the Projects module, several transactions are entered through journals. The benefit of entering transactions in journals instead of posting transactions directly, is that transactions can be checked, printed and edited before they are actually posted. Users can enter transactions in a journal during a certain period and at the end of the period all of the transactions can be posted (updated).

Transactions can be entered in the following journal types:

- Hour journals
- Item journals
- Cost journals

"There is nothing more difficult to take in hand, more perilous to conduct or more uncertain in its success than to take the lead in the introduction of a new order of things."

Niccolo Machiavelli

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