



dk Business Solutions

- First Steps -

Quick Setup of General ledger

20. January 2012

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Software release

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

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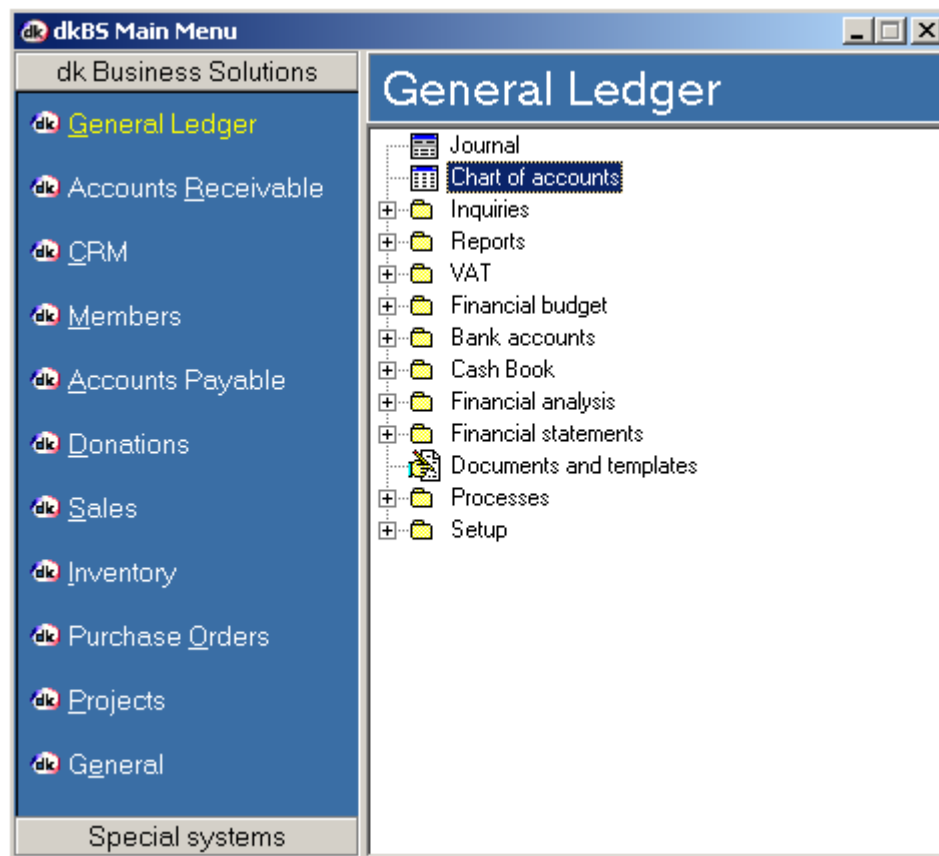
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Introduction

The Quick Setup of the General ledger (Nominal ledger) module tells you how to set up the Chart of accounts, VAT, dimensions, journals, budgets and enter transactions 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 dkBS.



The General ledger module 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 General ledger, the ledger is set up, which includes the chart of accounts and journals, as well as VAT, currencies, accounting periods and other dimensions. All of the company's financial activity resides in General ledger.

Debits and credits are entered for each transaction in a journal and journal entries are posted to the General ledger. All transactions are recorded in a journal that appears in the journal table, which is accessed in the module. Ledgers are populated by entries made in any associated journal from a module other than the General ledger module. Entries made, such as sales orders, purchase orders and payments, also populate the associated accounts automatically.

The features explained in the following are dependent of the licence key setting in your system. Because of this you do not necessarily have access to all of the fields and/or features explained.

The main features of the General ledger module are:

- Chart of accounts structure creation, including dimensions (Departments, Cost centres, Subjects, Funds and References)
- setting up budgets
- registration of transactions in journals, with help of Recurring journals and automatic reversals
- automatically maintain an audit trail for each financial transaction
- data presentation through reports, statements, inquiry grids and analysis trees

The Quick Setup

The Chart of accounts structure

The chart of accounts, the central collection location for daily financial transactions, is the heart of the General ledger module. It provides information on the company's financial state. The chart of accounts is used to create accounts, set standard parameters, access transactions and view company's financial state.

When creating the chart of accounts, similar accounts types should be listed together and group revenues, costs and balance accounts together by type. For example, group all balance accounts such as liquidity, customer balances, vendor balances, owed taxes and so on. The system's automatic postings to the ledger can also be used from other modules. The following accounts for posting are necessary:

- Sales revenue and consumption from invoices
- Invoice totals to customer and vendor summary accounts
- Taxes, charges and discounts from invoices
- Realized and unrealized losses and profits when using foreign currency
- Interests from interest notes
- Inventory transactions from sales, purchases, losses and gains
- Transactions to system accounts
- Payments on customers and vendors

Add accounts to the chart of accounts while setting up the system and decide how the transactions from other modules are going to be posted. If the transaction types are separated, you will have a simple and effective system that will help also in reconciling the ledger and the modules.

Accounting periods

Define the accounting period by entering the start and end date of the accounting year. Once a period is closed, you cannot post any transactions to it.

Before posting in a new accounting year, first create the period for that year. It is not necessary to close the previous year, because more than one accounting year can stay open in dk Business solution.

Journals

The journals for daily use are set up using the General ledger. Some of these are for example:

- Daily journal
- Invoice register
- Approval journal
- Customer payment journal
- Recurring journal

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

Step/Task	Location in dkBS
1. Create the chart of accounts	General ledger – Chart of accounts
2. 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
3. Setup (look at) VAT categories	General ledger – VAT – VAT categories
4. Create accounting periods	General ledger – Setup – Accounting period
5. Create dimensions	General ledger – Setup – Dimensions
6. Create references	General ledger – Setup – References
7. Create journals	General ledger – Journal
8. View posted transactions	General ledger – Chart of accounts – F5 Menu or General ledger – Inquiries
9. Adjusting transactions	General ledger – Inquiries – Account transactins – F5 Menu – Adjust transactions
10. Setup (look at) General ledger parameters	General ledger – Setup – General settings
11. Setup (look at) Bank accounts and run a Bank reconciliation	General ledger – Bank accounts – Bank accounts
12. Run a VAT return report	General ledger – VAT – VAT return
13. Setting up Financial budgets	General ledger – Financial budget – Financial budget
14. Setup (look at) Financial statements	General ledger – Financial statements
15. Working with reports	General ledger – Reports
16. Working with inquiries	General ledger – Inquiries
17. Working with analysis	General ledger – Financial analysis

Next 17 steps

1. Create the chart of accounts

The chart of accounts is the heart of General ledger module. It provides information on the company's financial state. The Financial statements and the financial analysis are based on the structure of the Chart of accounts

The chart of accounts is created by:

- Setting up the accounts one by one.
- Pulling in the "Company template" information when the company is set up. These so called "Company templates" come with dkBS and include fully set up chart of accounts.

For more information about company templates, see "dkBS Quick Setup of Company".

Considerations

Before creating the chart of accounts, consider the following factors:

Factor	Consideration
Numbering the chart of accounts	Number the accounts in a meaningful order during set up because the accounts are sorted in numerical order when they appear in a window or report. For example, the numbering can suggest grouped operations, or balance accounts that synchronize the debit and credit values.
Leaving room between the accounts	Leave numerical intervals between accounts because the company might grow, or change structure. To allow for new accounts to be added, separate the accounts by naming every last account in a series with a distinguishing character, such as zero (0).
Understanding local accounting laws	Familiarize yourself with the locally required format for financial statements.

Setting up a chart of accounts

The Chart of accounts is the main table in the General Ledger module. It is used as the basis for all economic reporting. The account numbers from the Chart of accounts are used throughout dkBS. The values in each field are mostly used when entering transactions in journals.

To create new account select from the General Ledger menu, 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 20%	Income statement	Postable	S1	Operating revenue	
	1001	Sales 20% - Non taxable	Income statement	Postable	S1	Operating revenue	
	1002	Sales 5%	Income statement	Postable	S2	Operating revenue	
	1003	Sales 17.5%	Income statement	Postable	S3	Operating revenue	
	1004	Sales 17.5% - Non taxable	Income statement	Postable	S3	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	
	269	GROSS PROFIT (LOSS)	Income statement	Title/Sum		Other operating items	1000..2685
	270	Other income:	Income statement	Title/Sum		Operating revenue	2700..2895
	2710	Grants received	Income statement	Postable		Operating revenue	
	2800	Gain on sale of fixed assets	Income statement	Postable		Operating revenue	
	30	Other costs:	Income statement	Title/Sum		Operating expenses	3000..585
	300	WAGES AND RELATED COSTS:	Income statement	Title/Sum		Operating expenses	3000..3495

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

Records: 150

Press Insert key on the keyboard, or select the [INS New] button to create a new account in the chart of accounts table.

Chart of accounts		2100 Purchases	
General	Totals	Reports	Dimensions
Code	2100		
Name	Purchases	Close for posting	<input type="checkbox"/>
Group	Income statement	Direct posting	<input type="checkbox"/>
Subgroup	Operating expenses	Reverse account	
Type	Postable	Year end bal. account	
VAT category	P1 VAT on purchases 20%	Debit/Credit	Bæði
VAT changes	<input checked="" type="checkbox"/>	Reference	
		Condition for reference	Optional

F1 Help F2 Browse **F5 Menu** ESC Exit F12 Save

Records: 150

On the General tab, enter information in the applicable fields. Fields that are completed automatically are populated either from values entered on other tabs, or the first values from a list of choice.

Field	Action
Code	Enter an account number
Name	Enter a name for the account
Group	Select the account group [Income statement or Balance sheet]
Subgroup	Select the account subgroup [Operating revenue, Operating expenses, Financial items, Other operating items, Assets, ..., or Current liabilities]
Type	Select the account type [Postable or Title/Sum]
VAT category	Select the default VAT category to use for the account
VAT changes	Select this check box to allow changes of VAT category, when posting to the account
Close for posting	Select this check box to close the account for all posting
Direct posting	Select this check box to close the account for posting in journals, only direct postings from other modules on the account is allowed
Reverse account	Select the default reverse (offset) account in journals
Year end bal. Account	Select the account to transfer opening transactions to
Debit/Credit	Select default proposal for a typical transaction on the account. If Both is selected, the debit will be proposed by default
Reference	Select the default reference to use for the account
Condition for reference	Select how the reference should be validated when posting to the account

On the Totals tab, do the following:

For accounts of type "Postable", you only need to select the check box "In financial statements" or "In details".

For accounts of type "Title/Sum", you have to specify "Sum range", "Type of total" and whether you want the account name to appear in Financial statements (Income statement and Balance sheet) and/or Details to Financial statements.

On the Reports tab, enter information in the appropriate fields to set up how financial statement reports, such as income statement and balance sheet, will look when printed.

On the Dimension tab, optionally, select the dimensions to use when posting to the account and for reporting and how to validate the dimension fields when posting to the account.

Fields that are completed automatically 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 – Chart of accounts	Print a list of all your accounts.
Account transactions	View all transactions for the selected account.
Balances	View trial balance.
Information tree	View various information regarding the account on a tree like form.
Chart of accounts mapping	To set up a table for mapping of another systems accounts to dkBS accounts.
Notebook	Set up or view additional account information in a notebook.
Attached files	Attache files or folders to the account. The files can be of any type, i.e. doc, xls, pdf and jpg.

Shortcut key:

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

Setting up title/sum accounts

Sum accounts can be set up to show the total of any number of accounts. For example, you may want to set up a title/sum account for all VAT accounts to check the total tax liabilities at any given time.

From the General ledger menu, select Chart of accounts.

9430	PAYE payable	Balance sheet	Postable	Current liabilities	
950	VAT:	Balance sheet	Title/Sum	Current liabilities	9500..9595
9511	VAT on purchases 20%	Balance sheet	Postable	Current liabilities	
9512	VAT on purchases 5%	Balance sheet	Postable	Current liabilities	
9513	VAT on purchases 17.5%	Balance sheet	Postable	Current liabilities	
9531	VAT on sales 20%	Balance sheet	Postable	Current liabilities	
9532	VAT on sales 5%	Balance sheet	Postable	Current liabilities	
9533	VAT on sales 17.5%	Balance sheet	Postable	Current liabilities	
9535	VAT balance, payable	Balance sheet	Postable	Current liabilities	
960	OTHER CURREN LIABILITIES:	Balance sheet	Title/Sum	Current liabilities	9600..9695

The title account is also a sum account, therefore you only need to create one account of type Title/sum and then you create as many postable accounts as needed.

On the Totals tab, do the following:

Chart of accounts

950 VAT:

General Totals Reports Dimensions

Sum range: 9500..9595

Financial st. In financial st. ☒ Sum text: VAT Type of total: Linesum

Details In details ☒ Sum text: Total VAT Type of total: Group sum Fund ☐

Let's look at Financial statements, to see how this account appears in the balance sheet and details to the balance sheet.

Report - Financial statements

Retained earnings	43,031
Profit (loss) of the year	48,147
Total shareholders' equity	36,752
LONG TERM LIABILITIES:	
Loan - Barclays Bank a/c #12345	(26,653)
Loan - AMC 12345 (land) 1st month	(30,668)
Loan AMC 112233/123 (house) 21st month	(43,774)
Loan AMC 54321 (Fleet) 21st month	(2,062)
Total long term liabilities	(15,609)
CURRENT LIABILITIES:	
Creditors	14 (17,562)
Wages and related items payable	15 (498)
VAT	16 (1,393)
Total current liabilities	(16,667)
Total liabilities	(32,276)
TOTAL SHAREHOLDERS EQUITY AND LIABILITIES	4,476

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Report - Financial statements

DEMO COMPANY - NOTES TO THE ACCOUNTS

2008-2009

15. WAGES AND RELATED ITEMS PAYABLE:

Pension fund payable	(498)
Total wages and related items payable	(498)

16. VAT:

VAT on purchases 20%	(14,376)
VAT on purchases 5%	(334)
VAT on purchases 17.5%	(2,165)
VAT on sales 20%	24,309
VAT on sales 5%	3,312
VAT on sales 17.5%	2,295
VAT balance, payable	(11,648)
Total VAT	1,393

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You see one line in the Balance sheet (because the "Type of total" was Linesum) and in Details to the Balance sheet you see the breakdown (because the "Type of total" was Group sum).

Control accounts (system accounts)

Control accounts (System accounts) based on the Chart of accounts, are used throughout dk Business Solutions for miscellaneous automatic posting. When dk Business Solutions are installed, a list of account types, selected from available company templates is included and accounts such as VAT accounts, Trade debtors account and Penny difference (Round off) can be chosen.

The Penny difference account is used to record minor difference, such as a few pennies difference between the purchase invoice total amount and accumulated lines amount or a few pennies difference between the invoice amount and payment amount when transactions are settled.

These control accounts are specified in the posting groups that are setup in each sub-module, such as Customer posting groups and Vendor posting groups.

Customer posting groups

0001 Trade Debtors

General

Posting group: **0001**

Description: **Trade Debtors**

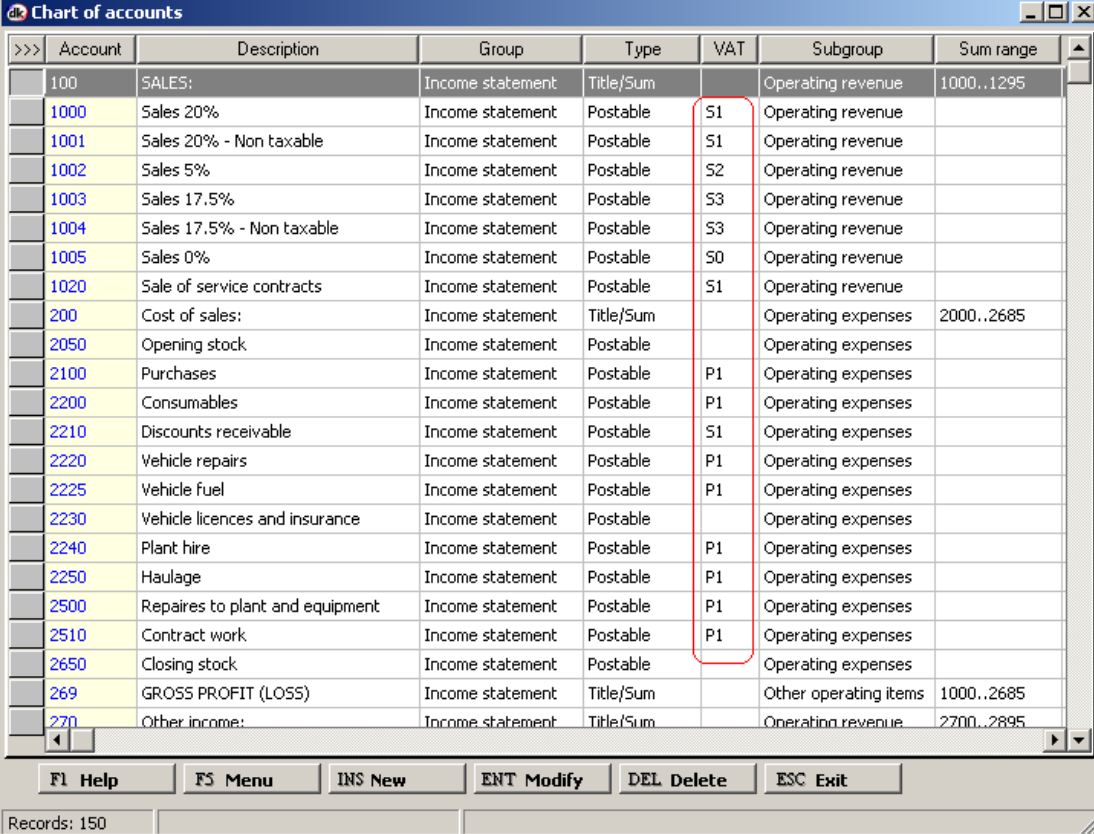
Control account: **6600** ☐ Trade Debtors

Interest revenue: **1915** ☐ Interest Charged to Customers

2. VAT categories on accounts in General ledger

VAT amounts are calculated by way of categories (S1, P1, S0, P0, etc.) which specify the rate that is to be applied. These categories can also specify an earlier rate which can be applied up to a particular date in circumstances where the Government alters the VAT rate in force.

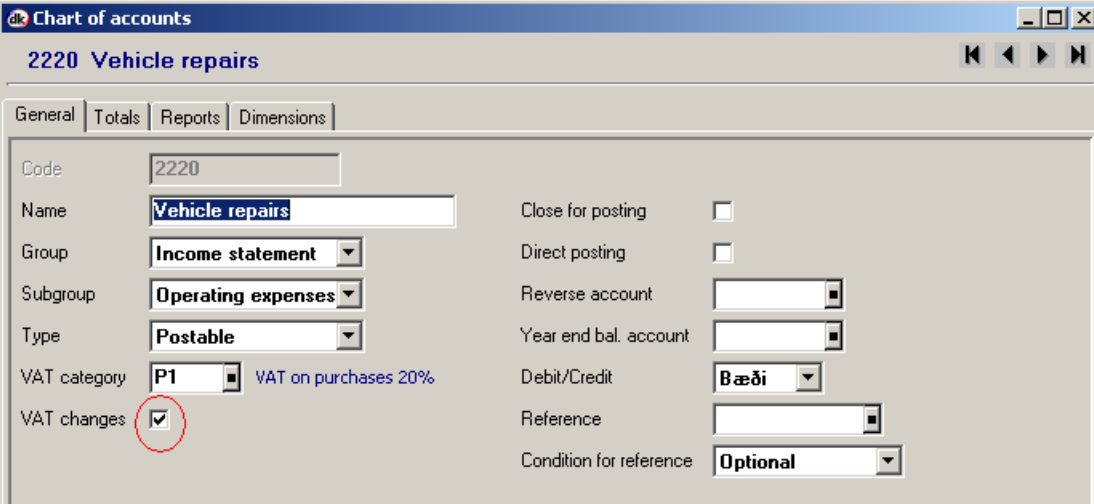
Go to General ledger – Chart of accounts



>>>	Account	Description	Group	Type	VAT	Subgroup	Sum range
	100	SALES:	Income statement	Title/Sum		Operating revenue	1000..1295
	1000	Sales 20%	Income statement	Postable	S1	Operating revenue	
	1001	Sales 20% - Non taxable	Income statement	Postable	S1	Operating revenue	
	1002	Sales 5%	Income statement	Postable	S2	Operating revenue	
	1003	Sales 17.5%	Income statement	Postable	S3	Operating revenue	
	1004	Sales 17.5% - Non taxable	Income statement	Postable	S3	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	Repairs 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	
	269	GROSS PROFIT (LOSS)	Income statement	Title/Sum		Other operating items	1000..2685
	270	Other income:	Income statement	Title/Sum		Operation revenue	2700..2895

Records: 150

In the VAT column you see the VAT category code. You 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 you can modify the VAT category code on the account.



2220 Vehicle repairs

General | Totals | Reports | Dimensions

Code: 2220

Name: Vehicle repairs

Group: Income statement

Subgroup: Operating expenses

Type: Postable

VAT category: P1 VAT on purchases 20%

VAT changes: ☒

Close for posting: ☐

Direct posting: ☐

Reverse account:

Year end bal. account:

Debit/Credit: Bæði

Reference:

Condition for reference: Optional

In VAT category you select the appropriate code and if you click the box VAT changes, then you can change the VAT category code when you enter transactions to this account in a journal.

3. VAT categories

When you set up a company, dkBS asks you for your VAT registration number and the first accounting period. Once you do this, dkBS automatically sets up a VAT category table and a VAT control accounts and starts tracking VAT in your transactions.

There are currently three rates of VAT, depending on the goods or services the business provides. The rates are:

- Standard – 20 per cent
- Reduced – 5 per cent
- Zero – 0 per cent

There are also some goods and services that are:

- Exempt from VAT
- Outside the UK VAT system altogether

To ensure that dkBS calculates VAT the way you want; you need to check and if necessary modify dkBS VAT setup.

To check the VAT categories, go to General ledger – VAT – VAT categories

VAT category	Description	Type	Per. %	Posting account	In use	On VAT report
EU	VAT on EU purchases 20%	Input VAT	20.00	9511	X	X
P0	VAT on purchases 0%	Input VAT	0.00		X	X
P1	VAT on purchases 20%	Input VAT	20.00	9511	X	X
P2	VAT on purchases 5%	Input VAT	5.00	9512	X	X
S0	VAT on sales 0%	Output VAT	0.00		X	X
S1	VAT on sales 20%	Output VAT	20.00	9531	X	X
S2	VAT on sales 5%	Output VAT	5.00	9532	X	X
S3	VAT at 17.5%	Output VAT	17.50	9533	X	X

Records: 8

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, type, rate (VAT percentage), control account, and complete entering the information in the applicable fields.

VAT amounts are calculated by way of categories (S1, P1, S0, P0, etc.) which specify the rate that is to be applied. These categories can also specify an earlier rate which can be applied up to a particular date in circumstances where the Government alters the VAT rate in force. The categories also specify which GL account the system will post these VAT transactions to. It is important that input VAT and output VAT transactions are posted to different control accounts.

Note. If you modify the VAT setup, dkBS does not alter transactions you have already entered. The new rates only apply to any new transactions you enter.

VAT setup

Before you start entering transactions in journals, you should check the VAT setup.

Go to General ledger – VAT – VAT setup

The screenshot shows a dialog box titled "Setup for registration of VAT settlement" with a close button (X) in the top right corner. It has three tabs: "Posting of VAT settlement", "VAT period", and "Mixed activity". The "Posting of VAT settlement" tab is selected. Inside this tab, there is a "Voucher number" label followed by a text input field. Below this, there are two radio buttons: "General voucher number" (unselected) and "Sep. voucher series" (selected). To the right of the "Sep. voucher series" radio button is a text input field containing "VAT-0123". Below the radio buttons is a label "Current voucher number:" followed by the same "VAT-0123" text input field. Further down, there is a "VAT statement" label followed by a text input field. At the bottom, there is a label "VAT settlement account:" followed by a text input field containing "9535" and a small square icon to its right. Below the "VAT settlement account" field, the text "VAT balance, payable" is displayed in blue.

You can choose to have a separate voucher series and you must enter the VAT settlement account. The VAT settlement account is for balancing all output VAT accounts (VAT on purchases) and all input VAT accounts (VAT on sales).

On the VAT period tab, indicate how often you pay VAT, so dkBS knows how to set up your VAT reports.

The screenshot shows the same dialog box as before, but with the "VAT period" tab selected. The "Posting of VAT settlement" tab is now disabled. The "Mixed activity" tab is also visible. The main area of the "VAT period" tab contains the text "One can choose between two VAT periods but quarterly return is the most common." Below this text is a label "Period:" followed by a dropdown menu. The dropdown menu is open, showing "Quarterly return" as the selected option.

The Mixed activity tab is for those with both VAT and none VAT activity.

Note. The VAT registration number is held in the company information. To change it, go to General – Company and select the VAT / Bank tab.

Each time you record a transaction, dkBS keeps track of the VAT amount involved. It does this by transferring the VAT amount to the VAT Control account. VAT outputs (VAT on sales) are recorded as increase in your liability and VAT inputs (VAT on purchases) are recorded as decrease. With all your business transactions recorded in this way, you can use reports to show your VAT figures for each VAT period.

4. Create accounting period

Define the accounting period by entering the start and end date of the accounting year.

Go to General ledger – Setup – Accounting period

The screenshot shows the 'Accounting period' window with a table of accounting periods. The table has columns for ID, Period begins, Period ends, Period closed, and months from January to July. The years 2006 to 2011 are listed, with 2010 and 2011 highlighted in yellow. The 'Period closed' column is empty for all years. Below the table are buttons for F1 Help, F5 Menu, INS New, ENT Modify, DEL Delete, and ESC Exit. The status bar shows 'Records: 6'.

ID	Period begins	Period ends	Period closed	January	February	March	April	May	June	July
2006	01/04/2005	31/03/2006								
2007	01/04/2006	31/03/2007								
2008	01/04/2007	31/03/2008								
2009	01/04/2008	31/03/2009								
2010	01/04/2009	31/03/2010								
2011	01/04/2010	31/03/2011								

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

The screenshot shows the 'Accounting period' window with the details for the period 01/04/2010 to 31/03/2011. The 'Accounting period' is set to 'Closed for registration'. The 'Period begins' is 01/04/2010 and 'Period ends' is 31/03/2011. The 'Period closed' checkbox is checked, and the 'Receipt period closed' checkbox is unchecked. Below the form are buttons for F1 Help, F2 Browse, F5 Menu, ESC Exit, and F12 Save. The status bar shows 'Records: 6'.

01/04/2010 31/03/2011

Accounting period: Closed for registration

Period begins: 01/04/2010

Period ends: 31/03/2011

Period closed: ☒

Receipt period closed: ☐

Before posting in a new accounting year, first create the period for that year. It is not necessary to close the previous year, because more than one accounting year can stay open in dk Business solution.

Once a period is closed, you cannot post any transactions to it. It is possible to close either a whole year (click Period closed) or individual months (select the tab Closed for registration and then click those months you want to close for posting) within dkBS in order to prevent any unauthorised postings and hence to protect the existing account balances from unwanted changes. These periods can be re-opened and re-closed at any time.

For more information about closing a period and opening balances, see Appendix.

5. Create dimensions

Dimensions define the Department, Cost centre and Subject codes. These are the 3 standard dimensions in dkBS. Dimensions (properties) can be used to categorize ledger transactions – when specifying the ledger account, more than one dimension can be specified. Associating dimensions with entries allows the creation of many different types of analysis for a single account.

Because the dimensions are independent of each other, dkBS allows the use of any combination of dimensions in connection with ledger accounts, transactions and budgets. Other modules in the system can also be marked with dimensions that are automatically entered for relevant transactions.

Before you can start creating dimensions you must activate them, by going to General – Company – General settings... and click "Use dimensions" and then click those dimensions you want to use.

NOTE. There is a difference between those 3 dimensions. Cost centres and Subjects are more optional, but Departments are mandatory, that means if you activate departments, you have to use them in all modules in dkBS, every transaction has to have a department code and every posting group has to have a department code.

To access the 3 dimension tables, from the main menu, go to General ledger – Setup, expand Dimensions and double-click the Department table, Cost centre table or Subject table.

To create departments

Go to General ledger – Setup – Dimensions – Departments

>>>	Dept. number	Department name	Closed for posting	Activity exempt from VAT
	01	CEO		
	02	Human Resources		
	03	Youth		
	04	Children		
	05	Branches		
	06	Overseas		
	07	Hospitality		
	08	Training		
	09	Arts Training		
	10	Production/Media		
	11	Music		
	12	Publications & Design		
	13	Shops		
	14	Cinema		
	15	Technical		
	16	IT		
	17	Operations & Facilities		
	18	Corporate Services		
	19	Finance		

Records: 20

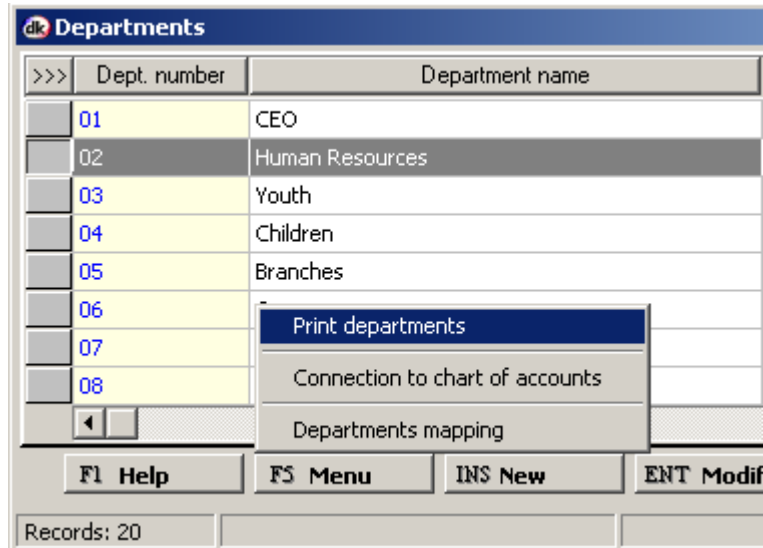
Buttons: F1 Help, F5 Menu (circled), INS New, ENT Modify, DEL Delete, ESC Exit

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

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

You can link accounts to department in two ways:

- In the Chart of accounts table, select an account and on the Dimensions tab select appropriate department and condition.
- In the departments table press [F5 Menu] and select Connection to chart of accounts.



Once you select to go this route, you have to do it for all departments. You have to highlight each department and then select Connection to chart of accounts.

Departments

>>>	Dept. number	Department name	Closed for posting	Activity exempt from VAT
	01	CEO		
	02	Human Resources		

Connecting accounts to departments

Connecting accounts to departments
It is possible to connect accounts and departments by deciding on which accounts you can enter transactions in each department. If the column "Marked" has a checkmark you can enter transactions to that account in respective department.

Dept.: 02 Human Resources

Marked	Account	Description	Group	Type	VAT
X	100	TOTAL INCOME	Income statement	Title/Sum	
X	1001	TOTAL MAIN INCOME STREAMS	Income statement	Title/Sum	
X	1003	Main Income Streams	Income statement	Title/Sum	
X	101	Income Stream 01	Income statement	Title/Sum	
X	1010	Income Stream 01A	Income statement	Postable	
	1011	Income Stream 01B	Income statement	Postable	
	1015	Income Stream 01C	Income statement	Postable	
	102	Income Stream 02	Income statement	Title/Sum	
	1020	Income Stream 02A	Income statement	Postable	
	1021	Income Stream 02B	Income statement	Postable	

ESC Exit

Those accounts not marked are not accessible in that particular department.

To create cost centres

Go to General ledger – Setup – Dimensions – Cost centres

Cost centres

>>>	Cost centre number	Cost centre name	Bank account	Closed for posting
	D25	Portuguese General	04431577	
	D26	Portuguese Specific	04431577	
	D27	Cinema Management	04349544	
	D28	The Hill Centre W11	02106776	
	D29	The Hill Centre W5	02106776	
	D30	Specialist Training - Short Courses	02075633	
	D31	Middle East	01908046	
	D32	New Hope Academy	02106776	
	D33	Cinema Live	04349544	
	D34	Redbridge Branch	01908046	
	D35	Portuguese - West Moreland House	04431577	
	R01	Guest Speakers	02106776	
	R02	GFAP	03955416	

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

Records: 71

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

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

To create subjects

Go to General ledger – Setup – Dimensions – Subjects

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

Working with dimensions

If you have dimensions activated, you will see them everywhere, in main tables, in journals, in inquiries, in reports, in statements, in analysis.

The left screenshot shows the 'Chart of accounts' window for '2100 Purchases'. The 'Dimensions' tab is selected and circled in red. The 'Department' field is empty, 'Condition for dept.' is set to 'Table', 'Cost centre' is empty, and 'Condition for c. centre' is set to 'Optional'.

The right screenshot shows the 'Report selection - Trial balance' window. The 'Dimensions' tab is selected. The 'Enter selection for dimensions' section has 'Department' and 'Cost centre' fields, both empty. There are checkboxes for 'Breakdown by departments' and 'Breakdown by cost centres', both unchecked. The bottom of the window shows function key shortcuts: F1 Help, F6 Screen, F7 Print, F10 Clear, ESC Exit, and F5 Printers.

6. Create references

References are one dimension. They are similar to cost centres and subjects, but not as widely used throughout dk Business Solutions. References can be seen as supplementary General ledger codes and can be used on an entirely ad hoc basis. Example of use might include the tracking of expenditures (and income) on a particular vehicle, by a particular individual, for a particular event or with respect to a certain project where it would not be appropriate to set these up as subjects, departments or even cost centres (due to their small size or transitory nature). A more limited amount of reporting is possible by references than is the case for dimensions. Again, references can be changed on posted General ledger transactions.

Go to General ledger – Setup – References

Reference	Reference name	Name
LAN	LAN Event Feb 05/ Nov05	
LAN06	LAN Event 17/Aug 2006	
LAN07	LAN Event Feb/Aug 2007	
LAN08	LAN Event Apr 2008	
LAN10	LAN Event Feb 2010	
LEE	Gypsy Willim Lee use GWL	
LFBOOK	Living Free Book by Colin Dye (CB&M)	
LIFETV	Life TV General Production	
LIVECOR	Live at The Coronet Sunday 10.30am Servc	

Records: 388

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

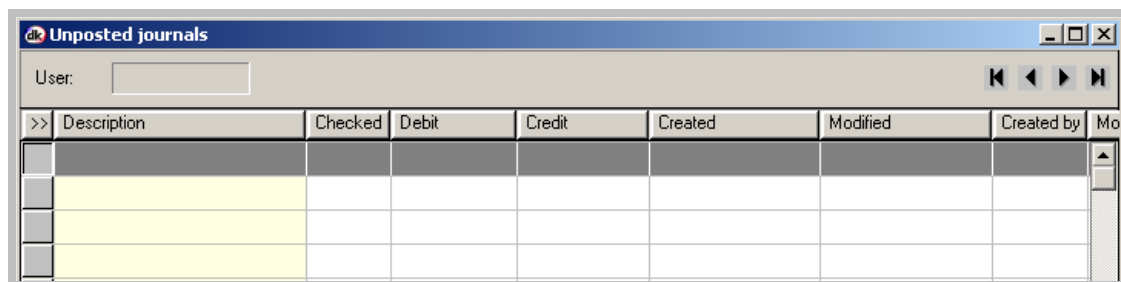
7. Start entering transactions in journals

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.

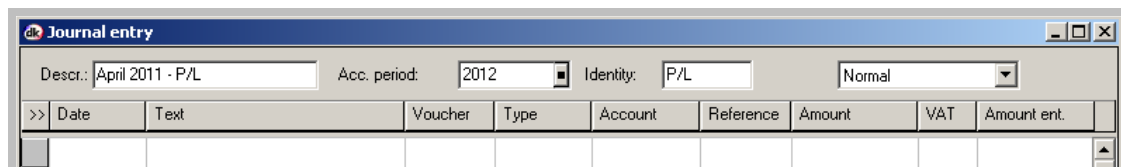
Journal for purchase transactions

Go to General ledger – Journal



>>	Description	Checked	Debit	Credit	Created	Modified	Created by	Mo

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



Journal entry									
Descr.:	April 2011 - P/L	Acc. period:	2012	Identity:	P/L	Normal			
>>	Date	Text	Voucher	Type	Account	Reference	Amount	VAT	Amount ent.

In the journal header you must enter a description and select an accounting period. You can, optionally enter an identity code for the journal. Press [F12 Confirm] to go to the lines.

Journal entry

Descr.: **April 2011 - P/L** Acc. period: **2012** Identity: **P/L** **Normal**

>>	Date	Text	Voucher	Type	Account	Reference	Amount	VAT	Amount ent.
	12/04/2011	Watson petroleum	PI0001	Ledger	2225		114.68	P1	137.68
	12/04/2011	Watson petroleum	PI0001	Ledger	9511		23.00	P1	23.00
	12/04/2011	Watson petroleum	PI0001	Vendors	WAT1		137.68-		137.68-
	19/04/2011	TCS Leo	PI0002	Ledger	2225		52.12	P1	63.12
	19/04/2011	TCS Leo	PI0002	Ledger	9511		11.00	P1	11.00
	19/04/2011	TCS Leo	PI0002	Vendors	TCS1		63.12-		63.12-
	19/04/2011	Tarmac Quarry	PI0003	Ledger	2250		3.60	P1	4.60
	19/04/2011	Tarmac Quarry	PI0003	Ledger	9511		1.00	P1	1.00
	19/04/2011	Tarmac Quarry	PI0003	Vendors	TAR1		4.60-		4.60-
	22/04/2011	Axis Telecom	PI0004	Ledger	4110		17.20	P1	20.20
	22/04/2011	Axis Telecom	PI0004	Ledger	9511		3.00	P1	3.00
	22/04/2011	Axis Telecom	PI0004	Vendors	AXI1		20.20-		20.20-
	22/04/2011	Axis Telecom	PI0005	Vendors	AXI1				0.00

Creditors control account
AXIS TELECOM LTD

Total debit: 225.60
Total credit: 225.60
Difference: 0.00

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

13:12

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).

When you have entered the amount, you get a pop up screen where you can enter the invoice number and the due date.

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.

19/04/2011	Tarmac Quarry	PI0003	Ledger	2250			3.60	P1
19/04/2011	Tarmac Quarry	PI0003	Ledger	9511			1.00	P1
19/04/2011	Tarmac Quarry			TAR1			4.60-	
22/04/2011	Axis Telecom			4110			17.20	P1
22/04/2011	Axis Telecom			9511			3.00	P1
22/04/2011	Axis Telecom			AXI1			20.20-	

Check registration
Print registration
Post registration
Browse transactions Ctrl+T
Text with line Ctrl+I
Set vouchers
Reverse voucher
Change dates
Recurring journals

Total debit: 225.60

Select: Check registration, Print registration and Post registration.

Journal for cheque 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. In the journal header you enter the description: “April 2011 – Payments” and select the accounting period: “2012”. You can, optionally enter the identity code, i.e.: “PAY” for the journal. Press [F12 Confirm] to go to the lines.

Journal entry									
Descr.: April 2011 - Payments		Acc. period: 2012		Identity: PAY		Normal			
>>	Date	Text	Voucher	Type	Account	Reference	Amount	VAT	Amount ent.
	06/04/2011	Post office Ltd.	BP0001	Ledger	7810	200543	180.00-		180.00-
	06/04/2011	Post office Ltd.	BP0001	Vendors	POS1		180.00		180.00
	10/04/2011	R. Smith	BP0002	Ledger	7810	200544	240.00-		240.00-
	10/04/2011	R. Smith	BP0002	Vendors	ZCON01		240.00		240.00
	10/04/2011	R. Smith	BP0003	Vendors	ZCON01				0.00

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

Notice that the Credit amount goes to bank. You select Type=Ledger and Account=7810. The Debit amount goes to vendor. You select Type=Vendors and Account=vendor number. When you have entered the amount you get a pup up screen where you can enter the invoice number you are paying. You can browse and select the unpaid invoice.

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, select: Check registration, Print registration and Post registration.

Journal for payments received from customers

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. In the journal header you enter the description: “April 2011 – Customer payments” and select the accounting period: “2012”. You can, optionally enter the identity code, i.e.: “CPAY” for the journal. Press [F12 Confirm] to go to the lines.

Journal entry									
Descr.: April 2011 - Customer paym		Acc. period: 2012		Identity: CPAY		Normal			
>>	Date	Text	Voucher	Type	Account	Reference	Amount	VAT	Amount ent.
	09/04/2011	BJD - Payment	CP0001	Customers	BJD1		32.50-		32.50-
	09/04/2011	BJD - Payment	CP0001	Ledger	7810		32.50		32.50
	14/04/2011	LDS - Payment	CP0002	Customers	LDS1		751.76-		751.76-
	14/04/2011	LDS - Payment	CP0002	Ledger	7810		751.76		751.76
	14/04/2011	LDS - Payment	CP0003	Ledger	7810				0.00

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

Notice that the Debit amount goes to bank. You select Type=Ledger and Account=7810. The Credit amount goes to customer. You select Type=Customers and Account=customer number and after you have entered the amount, you 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: Check registration, Print registration and Post registration.

Cash book journal

The cash book journal is a simpler version of the General ledger journal, were you can register payments from the bank and deposits (receipts). In this simpler version you are not able to enter transactions going to the customer ledger and the vendor ledger, only involving the nominal ledger accounts.

Recurring journals

You can set up recurring journal entries which are used in all periods, for example, depreciation, prepayments and other accruals. Amounts can be fixed, or entered in a template each period. The transactions can be set to automatically reverse the next period, if needed. This minimizes data re-entry and the risk of errors.

To set up the recurring journal templates, go to General ledger – Setup – Recurring journals

ID	Description	ID	Inactive	Connect voucher	Incr. voucher	Automatic update	Automatic date	Voucher
31	Bookshop Funding from G/Funds	CB&MFN						
86	Bookshop IAT-Loan repayment	IATBSH						
52	Bookshop internal sales to Kid	INT2						
51	Bookshop internal sales to SMO	INT1						
32	BT One Bill Monthly Recharges	BT1BIL						
25	C/Cd Processing Weekly	C/CDIN						

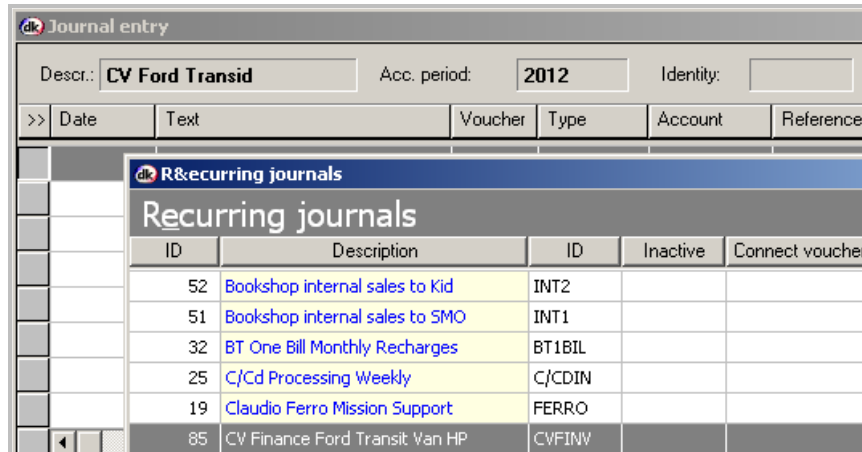
Press Insert key on the keyboard, or select the [INS New] button to create a new line in the journal table.

Type	Function	Date	Text	Type	Account	Reference	Amount	VAT	Dept	Cost centre	Fund
Entry	None	/ /	Ford Transit Van Loan/interest repymt	Ledger	7110	FORDTR	268.89-		99	U01	
Entry	None	/ /	Ford Transit Van Loan/interest repymt	Ledger	4123	FORDTR	0.00	02P2	01	U01	
Entry	None	/ /	Ford Transit Van Loan/interest repymt	Ledger	8547	FORDTR	0.00	02P2	01	U01	

To set properties for each line, highlight a line and from the [F5 Menu] select Line properties.

To select a recurring journal template in a new journal

Create a new journal and fill out the header. When in lines press [F5 Menu] and select Recurring journals



The screenshot shows the 'Journal entry' window with the 'Recurring journals' dialog box open. The dialog box has a title bar 'dlc R&curring journals' and a main title 'Recurring journals'. It contains a table with the following data:

ID	Description	ID	Inactive	Connect voucher
52	Bookshop internal sales to Kid	INT2		
51	Bookshop internal sales to SMO	INT1		
32	BT One Bill Monthly Recharges	BT1BIL		
25	C/Cd Processing Weekly	C/CDIN		
19	Claudio Ferro Mission Support	FERRO		
85	CV Finance Ford Transit Van HP	CVFINV		

1. Select a template to work with
2. Complete entering information in the template
3. Select [F5 Menu] – Post to journal
4. Enter date and Voucher for the transactions that will be updated to the journal

8. View posted transactions

Inquiries show the transactions of selected period, account, voucher, or dimension. The transactions are shown in windows, very similar to one another.

To view posted transaction go to the chart of account table, highlight the appropriate account and from the F5 Menu select Account transactions.

Date	Sub-account	Reference	Voucher	Text	Amount	YTD balance	Type
01/04/2009			PI697	AE EVANS	192.00	192.00	B
09/04/2009			PI696	AE EVANS	192.90	384.90	B
16/04/2009			PI698	AE EVANS	185.10	570.00	B
08/05/2009			PI711	AE EVANS	154.80	724.80	B
03/06/2009	AEE1	AEE1	PI738	AE EVANS	99.35	824.15	B
24/06/2009	AEE1	AEE1	PI739	AE EVANS	74.04	898.19	B

Debit: 898.19 Credit: 0.00 Bal.: 898.19

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

You see all transactions, black transactions are from posted journals and blue are from unposted journals. You can filter, group, sort and drill down (click the arrow). Press F5 Menu for more functionality, like Change dimensions on transaction (Edit transaction).

If you want to see transactions from unposted journals, then from the F5 Menu select Transactions from unposted journals.

To print out the inquiry, press [F7 Print] or select from the F5 Menu other print options.

RDS - Demo Company
03/10/2011 21:05 Page 1

INQUIRY ON TRANSACTIONS

Date Text Voucher Reference Sub-acc. Debit Credit Balance Cd

Print transactions for period 01/04/2009 to 31/03/2010

Account: 2100 Purchases

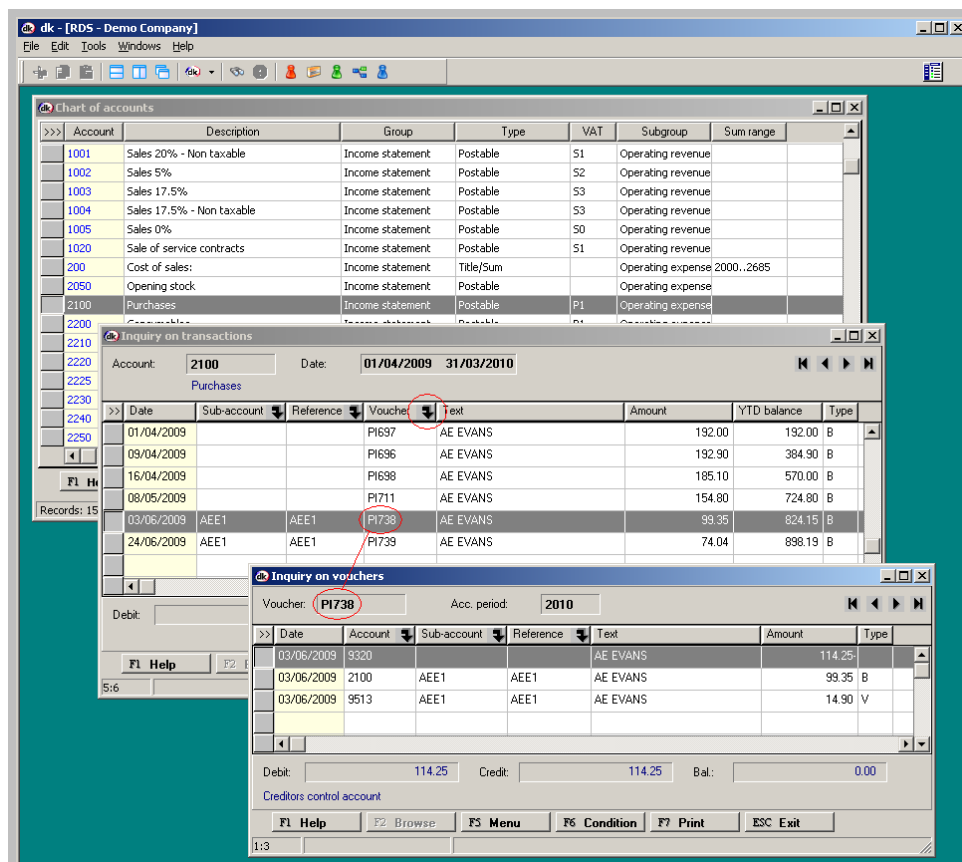
01/04/2009	AE EVANS	PI697			192.00		192.00 B
09/04/2009	AE EVANS	PI696			192.90		384.90 B
16/04/2009	AE EVANS	PI698			185.10		570.00 B
08/05/2009	AE EVANS	PI711			154.80		724.80 B
03/06/2009	AE EVANS	PI738	AEE1	AEE1	99.35		824.15 B
24/06/2009	AE EVANS	PI739	AEE1	AEE1	74.04		898.19 B
					898.19		
					898.19		

Total number 6

Page 1 of 1

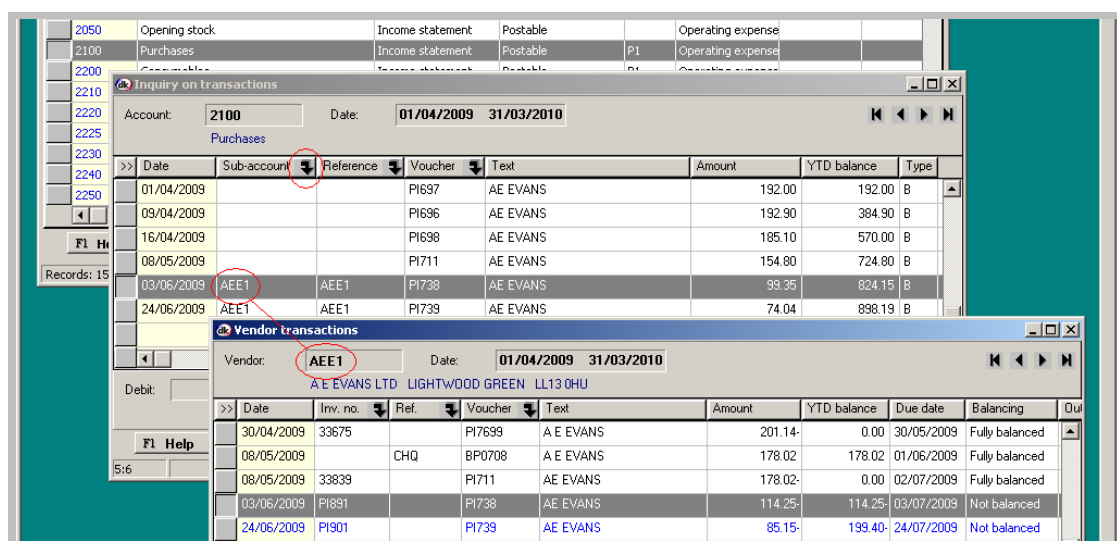
Drill down

By clicking the black arrow button on the column you can drill down or open up a new window showing more information.



By highlighting a particular transaction and then pressing the Vouchers arrow button, you get a window showing the full voucher.

Similarly, if you press the Sub-accounts arrow button, you get a window showing all transactions on particular vendor.

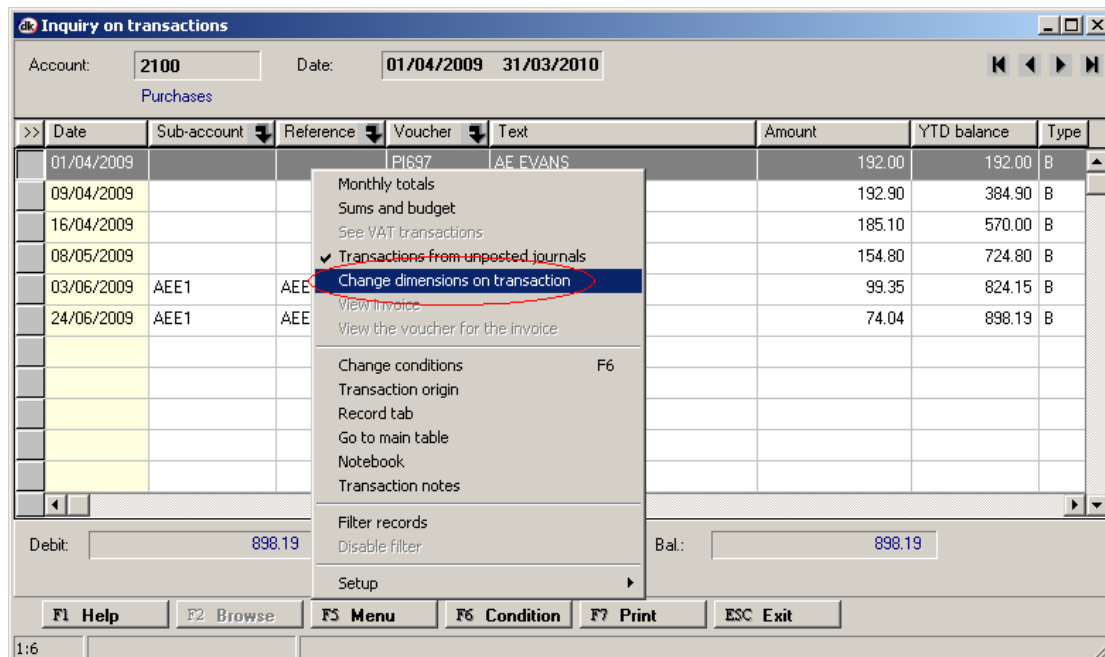


Similarly, if you press F5 Menu and select: View invoice: PI891, you get the vendor invoice, as registered in the Accounts payable module.

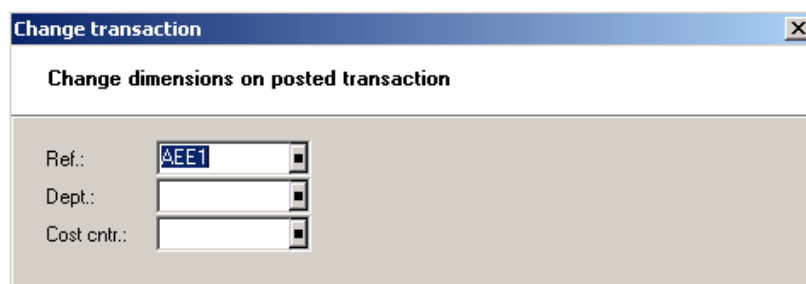
9. Adjusting transactions

When you have posted transactions from i.e. journals, sales and purchases you can only change the dimensions (department, cost centre, subject and reference).

To adjust transaction, go to the chart of accounts table and select an account. Then click [F5 Menu] – Account transactions, and then again click [F5 Menu] and select Change dimensions on transaction.



The following transaction characteristic can be changed.



When finished making the adjustment, click [F12 Confirm] to post the update.

10. General ledger parameters

Parameters for the General ledger are defined in following places:

- General ledger – Setup – General settings.
- General ledger – VAT – Setup.
- General ledger – Bank accounts – Setup – Setup.
- General ledger – Financial analysis – Setup.
- General ledger – Financial statements – Financial statement setup.
- General ledger – Financial statements – Cash flow setup.
- General ledger – Processes – Exchange rate difference – Setup.
- General – Company – General settings.

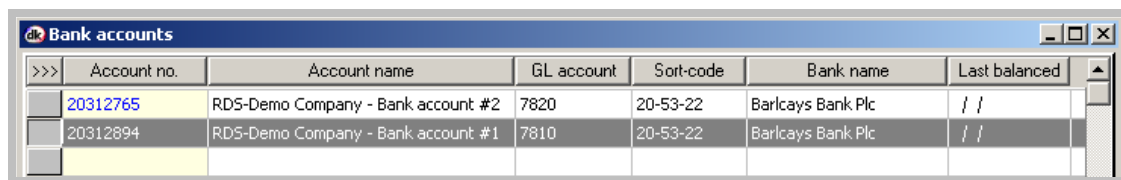
11. Bank accounts

Bank management includes administration of payments by check, deposits, management of check printing and reconciliation of bank account statements. Bank management is used in connection with customer payment receipt, vendor payments and various postings from the daily journal.

A company's bank account is the most important piece of information in bank management. Daily use of various parts of the application updates the bank account with postings.

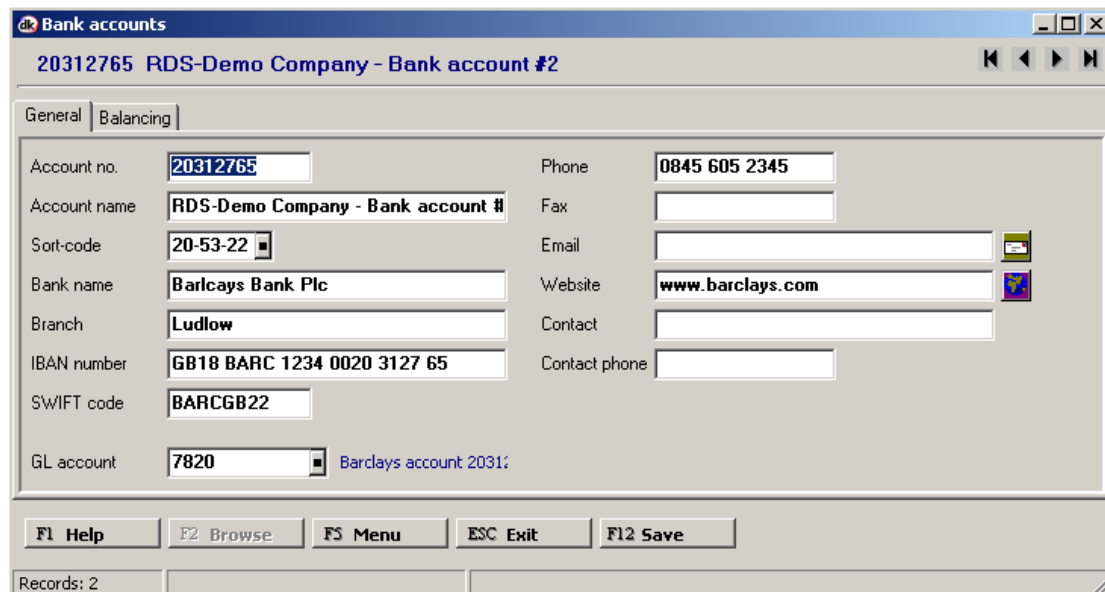
Creating a bank account

To access the Bank accounts table, go to General ledger – Bank accounts – Bank accounts



>>>	Account no.	Account name	GL account	Sort-code	Bank name	Last balanced
	20312765	RDS-Demo Company - Bank account #2	7820	20-53-22	Barclays Bank Plc	/ /
	20312894	RDS-Demo Company - Bank account #1	7810	20-53-22	Barclays Bank Plc	/ /

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



20312765 RDS-Demo Company - Bank account #2

General | Balancing

Account no.	20312765	Phone	0845 605 2345
Account name	RDS-Demo Company - Bank account #	Fax	
Sort-code	20-53-22	Email	
Bank name	Barclays Bank Plc	Website	www.barclays.com
Branch	Ludlow	Contact	
IBAN number	GB18 BARC 1234 0020 3127 65	Contact phone	
SWIFT code	BARCGB22		
GL account	7820	Barclays account 20312	

F1 Help F2 Browse F5 Menu ESC Exit F12 Save

Records: 2

On the General tab you must enter the bank account number and name and complete entering the information in the applicable fields. The GL account links the bank account to the nominal ledger.

On the Balancing tab, you can decide whether you are going to reconcile with or without imported bank transactions.

Daily work with bank management

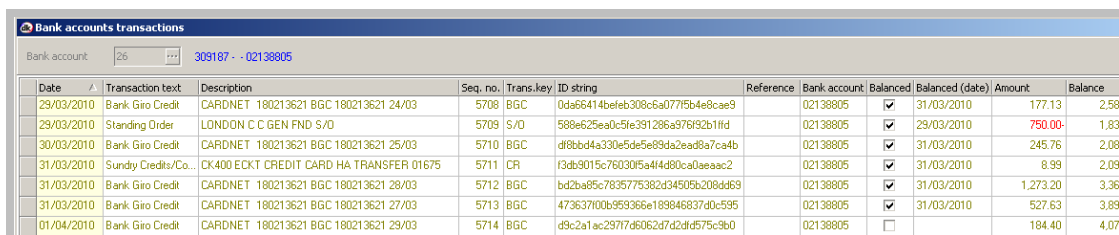
The following is a description of some of the daily routines in the bank management. Most of the routines are centred on the bank account and the facilities that are offered from here.

To inspect bank transactions

There are two kinds of bank transactions, transactions that you enter through journals and transactions that you import electronically from the bank. The transactions that you import from the bank are used in the reconciliation process. You can inspect both of these transactions.

To inspect GL bank account transactions, go to the chart of accounts table and select a bank account and from the F5 Menu select Account transactions. You see all transactions, black transactions are from posted journals and blue are from unposted journals. You can filter, group, sort and drill down (click the arrow). Press F5 Menu for more functionality. To print out the inquiry, press [F7 Print] or select from the F5 Menu other print options.

To inspect the imported bank account transactions, go to the Bank transactions table from the Bank accounts folder and select a bank account and press [F6 Load] to read in transactions.



Date	Transaction text	Description	Seq. no.	Trans. key	ID string	Reference	Bank account	Balanced	Balanced (date)	Amount	Balance
29/03/2010	Bank Giro Credit	CARDNET 180213621 BGC 180213621 24/03	5708	BGC	0da66414befe308c6a0775b4e8cae9		02138805	<input checked="" type="checkbox"/>	31/03/2010	177.13	2.58
29/03/2010	Standing Order	LONDON C C GEN FND S/O	5709	S/O	588e625ea0c5fe391286a976f92b1ffd		02138805	<input checked="" type="checkbox"/>	29/03/2010	750.00	1.83
30/03/2010	Bank Giro Credit	CARDNET 180213621 BGC 180213621 25/03	5710	BGC	d18bbd4a330e5de5e89da2ead8a7ca4b		02138805	<input checked="" type="checkbox"/>	31/03/2010	245.76	2.08
31/03/2010	Sundry Credits/Co...	CK400 ECKT CREDIT CARD HA TRANSFER 01675	5711	CR	f3db9015c76030f5a414d80ca0aeaac2		02138805	<input checked="" type="checkbox"/>	31/03/2010	8.99	2.09
31/03/2010	Bank Giro Credit	CARDNET 180213621 BGC 180213621 28/03	5712	BGC	bd2ba85c7835775382d34505b208dd69		02138805	<input checked="" type="checkbox"/>	31/03/2010	1,273.20	3.36
31/03/2010	Bank Giro Credit	CARDNET 180213621 BGC 180213621 27/03	5713	BGC	473637f00b959366e189846837d0c595		02138805	<input checked="" type="checkbox"/>	31/03/2010	527.63	3.89
01/04/2010	Bank Giro Credit	CARDNET 180213621 BGC 180213621 29/03	5714	BGC	d9c2a1ac2977d6062d7d2df57c9b0		02138805	<input type="checkbox"/>		184.40	4.07

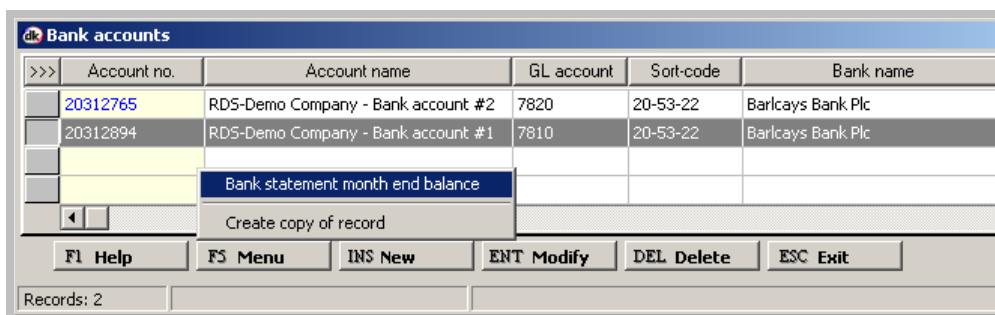
You can edit and delete transactions from this table.

To reconcile a bank account

Account reconciliation is initiated when receiving notice from the bank. Usually the bank sends an account statement with the date, account statement number, begin balance and end balance for each month.

Entering bank statement month end balance

You start by looking at bank accounts month end balance, by selecting from the bank accounts table, F5 Menu and then Bank statement month end balance



>>>	Account no.	Account name	GL account	Sort-code	Bank name
	20312765	RDS-Demo Company - Bank account #2	7820	20-53-22	Barclays Bank Plc
	20312894	RDS-Demo Company - Bank account #1	7810	20-53-22	Barclays Bank Plc
		Bank statement month end balance			
		Create copy of record			

Records: 2

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

Here you enter the month end bank statement balance for the bank account which you are going to reconcile.

You are going to reconcile bank account 20312894. You get an account statement from you bank for April 2009, which is the first month of the accounting period 2010 (01.04.2009 – 30.03.2010). You highlight the bank account and from F5 Menu select Bank statement month end balance and type in -480.03, which is an overdraft (a negative figure indicates an overdraft). You press [F12 Confirm] to save.

Bank accounts

>>>	Account no.	Account name	GL account	Sort-code	Bank name
	20312765	RDS-Demo Company - Bank account #2	7820	20-53-22	Barclays Bank Plc
	20312894	RDS-Demo Company - Bank account #1	7810	20-53-22	Barclays Bank Plc

Bank Statement - Monthly end balance

>>>	Bank account	Accounting period	January	February	March	April
	20312894	2008	27,895.71-	28,377.46-	29,859.41-	18,165.03-
	20312894	2009	22,513.01-	26,844.20-	30,321.29-	30,675.72-
	20312894	2010	0.00	0.00	0.00	480.03-

Bank Statement - Monthly end balance

20312894 2010

General

Bank account: **20312894** RDS-Demo Company - Bank acco.

Accounting period: **2010** 01/04/2009 - 31/03/2010

January: **0.00**

February: **0.00**

March: **0.00**

April: **480.03-**

May: **0.00**

The begin balance on the bank statement you got must match the March monthly end balance in accounting period 2009, which is the last month of that accounting period.

Matching transactions

From the bank accounts folder, select Matching transactions and highlight the bank account and from the F5 Menu, select Get transactions

Selection for transactions to be matched

Get transactions
This process collects transactions for matching of the selected bank account.

Delimitation
Transactions dated: 01/04/2009 - 30/04/2009

☒ GL transactions
☒ Unmatched ☐ Matched

F1 Help F12 Confirm F10 Clear ESC Cancel

You select April and click Unmatched.

Normally you will only click the Unmatched box. You can click the Matched box if you have previously matched transactions and you wish to release the matching.

Unmatched transactions (bank and GL)											
>>>	Marked	Date	Balance date	Description	Trans.key	Origin	Reference	Amount	Unsigned amount	Voucher	
		01/04/2009	//	A M C		Ledger	DD	1,392.36-	1,392.4	BP716	
		01/04/2009	//	A E EVANS LTD		Ledger	200922	220.80-	220.8	BP0677	
		02/04/2009	//	CUSTOMER RECEIPT		Ledger		1,960.00	1,960.0	CR153	
		03/04/2009	//	CASH		Ledger	ATM	200.00-	200.0	BP718	
		03/04/2009	//	O2 ONLINE		Ledger	DD	34.25-	34.3	BP717	
		04/04/2009	//	A EVANS / EVA		Ledger	200923	1,500.00-	1,500.0	BP0678	
		05/04/2009	//	BRYAN JONES		Ledger	200925	201.25-	201.3	BP0680	
		05/04/2009	//	BRITISH TELECOM		Ledger	200924	101.09-	101.1	BP0679	
Total for GL:		480.03-		GL matched:		0.00					
Total for bank:		480.03-		Bank matched:		0.00					
Difference:		0.00		Difference:		0.00					
Matching status Matched transactions GL transactions											
F1 Help		F5 Menu		INS New		ENT Modify		DEL Delete		ESC Exit	
Records: 42											

You can see that you have 42 unmatched transactions.

To match a transaction, two steps are needed:

Unmatched transactions (bank and GL)						
>>>	Marked	Date	Balance date	Description	Trans.key	Origin
>	X	01/04/2009	//	A M C		Ledger
>	X	01/04/2009	//	A E EVANS LTD		Ledger
>	X	02/04/2009	//	CUSTOMER RECEIPT		Ledger
		03/04/2009	//	CASH		Ledger
		03/04/2009	//	O2 ONLINE		Ledger
		04/04/2009	//	A EVANS / EVA		Ledger

- Mark each line which has cleared the bank statement by the reconciliation date by pressing the space bar on the keyboard (pressing the space bar again un-marks a line)
- Update the matching by pressing F12 button (or by selecting Update matching from the F5 Menu)

Repeat this process until all transactions which have cleared the bank statement by the reconciliation date have been marked and matched.

Print bank reconciliation report

From the bank accounts folder, select Reports – Bank reconciliation. Select April and the bank account

Report - Bank reconciliation						
RDS - Demo Company 04/10/2011 10:22						
BANK RECONCILIATION				Page 1		
Date	Description	Transaction text	Voucher	Reference	Date balance	Amount
Selected to print for the period 01/04/2009 to 30/04/2009						
20312894 RDS-Demo Company - Bank account #1						
Balance per Bank Statement @ 30/04/2009						480-
Computed Cash Book Balance @ 30/04/2009						480-
7810 Barclays account 20312894						
Balance per Ledger @ 30/04/2009						480-
Difference						0

This report shows a standard bank reconciliation report. If the figures are correct and the difference is zero then you may proceed with the next month. If the

difference is not zero then you must investigate this and correct it before proceeding on to the next month.

Possible causes of difference can be:

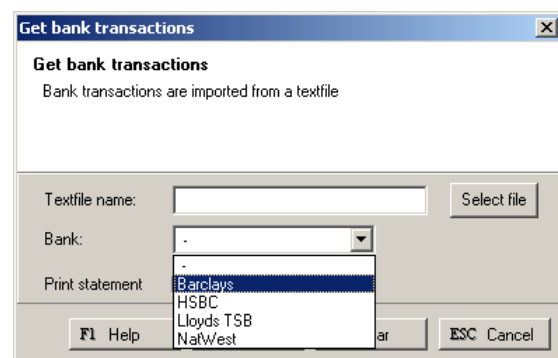
- Lines which are showing as outstanding on the above bank reconciliation report may, in fact, have cleared the bank and not be outstanding. This can be corrected by repeating the Matching transactions process described above
- Perhaps certain transactions have been left in Unposted GL journals. This can be rectified by posting the journals and repeating the Matching transactions process again
- Certain items (lines from the bank statement) may not have been entered in to the General ledger at all (entered in to journal). Clearly these need to be entered and then matched
- Certain transactions may have been entered incorrectly or may have cleared the bank account as a different amount to the original ledger entry. Correcting entries will need to be processed and then matched. This may involve un-matching certain transactions and then re-matching them along with their correcting counterparts. In the case of a bank error where the bank post a correction in a following month the bank reconciliation can be left as it is, it will „correct itself“ when the bank post the correcting adjustment in the later month

Bank reconciliations involving imported bank data

Another way to reconcile bank accounts is to read in (import) transactions from the bank into the bank transactions table in the Bank account folder and then run an automatic bank reconciliation process.

The first step is to open up your bank link and save the bank transactions from the bank (e.g. one month) to a text file and then you import the text file to dkBS.

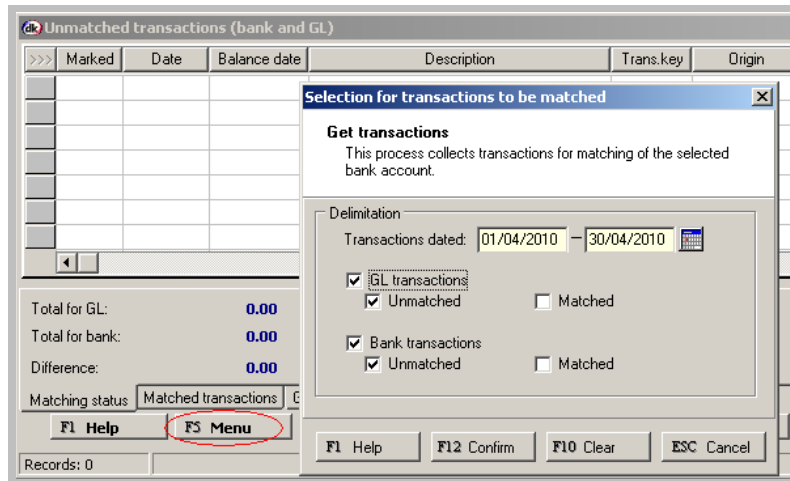
To import (read in) bank transactions from a text file, select Get bank transactions from the Bank accounts folder.



You enter the name of the saved text file and select the right bank.

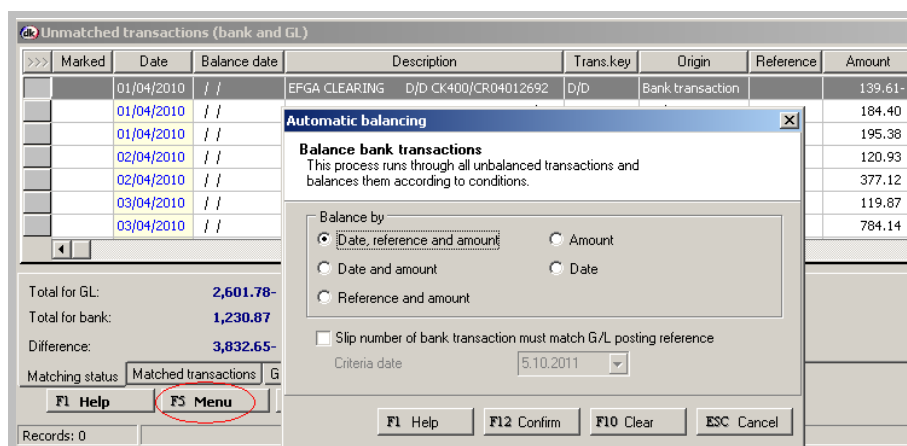
Step two is matching bank transactions to General ledger bank transactions.

From the bank accounts folder, select Matching transactions and highlight the bank account and from the F5 Menu, select Get transactions



Here you want to read in unmatched General ledger transactions and unmatched bank transactions.

The matching process is basically the same as done above but you can let dkBS to the matching by selecting, Reconcile from F5 Menu in the Matching transactions window.



You can start by letting dkBS try to match transactions by comparing date, reference and amount. dkBS automatically marks each line that matches the selected conditions. You must look at the transactions that have been marked and if the difference amount at the bottom is 0.00 you update the matching by pressing F12 button (or by selecting Update matching from the F5 Menu).

Repeat this process by selecting the next condition (compares date and amount).

If there are still transactions that have not been marked and matched, you must manually try to match them (you mark each transaction by pressing the space bar on the keyboard).

12. Run a VAT return report

dkBS is designed to make tracking VAT easy for you. Once you've entered all your transactions into dkBS accounts, dkBS can create complete and useful reports to show your VAT situation.

There are basically three types of VAT reports:

- VAT transactions report. This shows a complete of all your VAT-related transactions. It includes the VAT and net amounts for each item recorded with a VAT code in any account. You can use this report to substantiate your VAT figures if you receive a VAT inspection.
- VAT summary report. This summarises your business and VAT figures for VAT period.
- VAT return (VAT 100) report. This show you the figures you need for your VAT return.

The VAT transactions report (detail report) is an exploded version of the VAT summary report. If you receive a VAT inspection, your VAT inspector will probably want to see the VAT summary report first. You can then cross-refer to the VAT transactions report to investigate specific transactions if necessary.

To print out the VAT return report, go to General ledger – VAT – VAT return report and select the right VAT period.

Before you fill in this form please read the notes on the back and the VAT leaflet "Filling in your VAT return". Fill in all boxes clearly in ink, and write "none" where necessary. Do not put a dash or leave any box blank. If there are no pence write "00" in the pence column. Do not enter more than one amount in any box

		£	p
For official use.	VAT due in this period on sales and other outputs	1	4312 68
	VAT due in this period on acquisitions from other EC Member States	2	none
	Total VAT due (the sum of boxes 1 and 2)	3	4312 68
	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	4	1148 67
	Net VAT paid to Customs or reclaimed by you (Difference between boxes 3 and 4)	5	3164 01
	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure	6	31457 55
	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure	7	7708 07
	Total value of all supplies of goods and related services, excluding any VAT, to other EC Member States	8	none

You see the net VAT to pay (or reclaim if negative), shown in box 5.

Once the final VAT return report has been run and printed the VAT return can be submitted. It is currently not possible to file this directly from dkBS. Instead, however, the totals from the report should be keyed in to the relevant page on the HMRC website.

VAT clear-down

Once the VAT return has been finalised and/or submitted to HMRC, it is important to mark all of the underlying transactions as having been included on the VAT return so that they can be excluded from any further VAT returns. This is done by running the "Registration of VAT settlement" process from the VAT folder.

The dialogue box allows the selection of the relevant period and, if required, to limit the transactions to be handled to one or more departments. The period will normally be the quarter relating to the VAT return being submitted. However, if back-dated transactions from an earlier quarter within the current accounting period have been included in the VAT return then the start date used in the date range should be the date of the earliest back-dated transaction. In most cases, the VAT return will relate to the whole organisation and hence the department field will be left blank.

The VAT settlement process also creates a journal in the General ledger so the dialogue box allows the entry of a suitable voucher number (VAT-11/09, for example, being for the VAT return for the quarter ended 30th September 2011). This journal will bring to zero the balance on the VAT control accounts (those accounts to which transactions of a "V" type have been posted by the system) and post the net difference to a single VAT account (e.g. "VAT settlement account" or "Amount due to/(from) HMRC", etc.) showing the net amount due to or from HMRC.

The journal created will comprise 3 lines:

- a) a credit to the input VAT control account to bring to zero the balance on that account;
- b) a debit to the output VAT control account to bring to zero the balance on that account also; and
- c) a third entry being the difference between the values in a) and b) above.

The value in c) should equal the amount in "Box 6" of the VAT return and will be the amount due to / from HMRC.

The journal should then be checked and posted in the usual manner. The entries on the journal will each be dated on the last day in the VAT quarter. If the last month in the quarter has been closed for posting then it will be necessary to temporarily re-open to allow this journal to be posted.

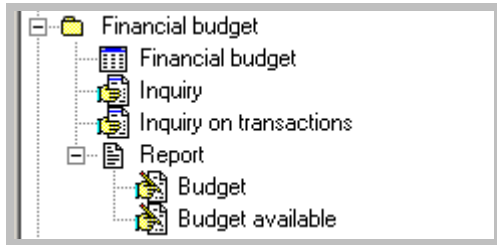
By following this process the input and output VAT control accounts will be allowed to accumulate VAT transactions during a VAT quarter and will then be set to zero at the end of each quarter in an orderly fashion, with the resulting amount due to/from HMRC being shown clearly in a single account containing just a few accounting entries each year.

Posting the VAT payment/receipt

The payment made to (or received from) HMRC should subsequently be posted to this single VAT settlement account once the amount has been paid or the remittance received. By confining these summary quarter-end transactions to this dedicated VAT settlement account, any under/over payments can be easily identified and followed-up with HMRC.

13.Setting up Financial budgets

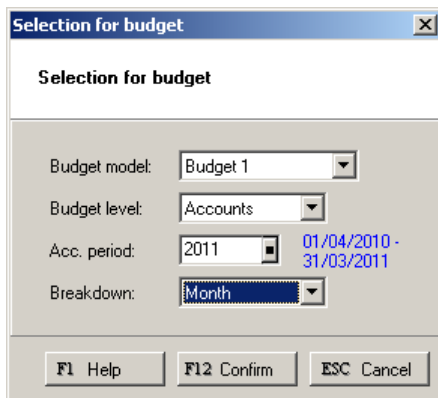
Budgets can be broken down into two levels that, in turn, can be linked with a budget model. You can set up several budgets: each department and cost centre, for example, can have its own budget, which forms the basis for the company's budget model. This makes decentralized budgeting easy and manageable.



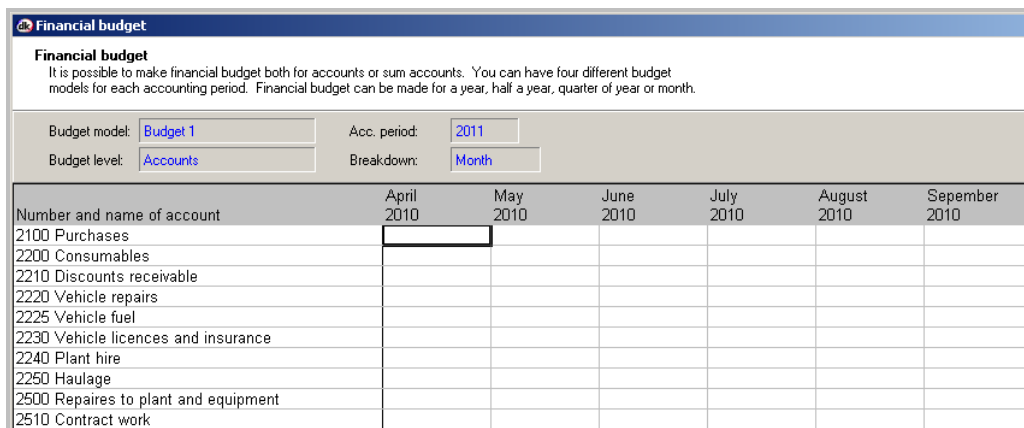
You can have 4 different budget models for each financial year. Budgeting for departments, cost centres or subjects is optional.

Setting up budgets

To access the budgets table, select Financial budget from the Financial budget folder.



Select budget model, budget level, accounting period and breakdown. For one accounting period you can have as many as four budgets and you can choose whether you want the budget to go down to each account or just the sum accounts. Press the F12 button to confirm and you get a table where you can start entering budget.



Number and name of account	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010
2100 Purchases						
2200 Consumables						
2210 Discounts receivable						
2220 Vehicle repairs						
2225 Vehicle fuel						
2230 Vehicle licences and insurance						
2240 Plant hire						
2250 Haulage						
2500 Repairs to plant and equipment						
2510 Contract work						

When entering the budget amount, enter a negative number for credit amount (e.g. for sales and liabilities).

By pressing the [F3 Get actls] button, you can read in actual figures from e.g. previous year and increase or decrease by a factor each month.

When you have finished setting up budgets, press the F12 Button to save the budgets.

Budgeting for dimensions: departments, cost centres or subjects

Budgeting for dimensions: departments, cost centres or subjects is optional. Many people set up budgets just for accounts.

To create a budget for dimension, select Financial budget

Selection for budget

Budget model: Budget 1

Budget level: Accounts

Acc. period: 2011 01/04/2010 - 31/03/2011

Breakdown: Month

☒ Delimit by dimension

Dimensions: Department

Department: 1

F1 Help F12 Confirm ESC Cancel

Click [] Delimit by dimension and select appropriate dimension type: Department, Cost centre or Subject and then the appropriate dimension.

Changing budgets

You can always change an existing budget by returning to the Financial budget window or selecting Inquiries on transactions from the Financial budget folder.

Pre-set budget reports

There are several pre-set budget reports you can choose from. From the Financial budget folder select Reports – Budget to see an overview of your budget. Other budget reports are:

Income statement (P&L) and/or Balance sheet overview report. Go to Financial analysis folder, select Analysis tree and then create a new analysis and create columns for Budgeted amounts for each month.

General Ledger Analysis tree

Items	Budget - Apr '09	Budget - May '09	Budget - Jun '09	Budget - Jul '09	Budget - Aug '09	Budget - Sep '09	Budget - Oct '09	Budget - Nov '09
Operating revenue	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	
Sales	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	
Grants received	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Gain on sale of fixed assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Operating expenses	4,951.00	4,951.00	4,951.00	4,951.00	4,951.00	4,951.00	4,951.00	
Opening stock	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Purchases	500.00	500.00	500.00	500.00	500.00	500.00	500.00	
Consumables	40.00	40.00	40.00	40.00	40.00	40.00	40.00	
Discounts receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Vehicle repairs	600.00	600.00	600.00	600.00	600.00	600.00	600.00	
Vehicle fuel	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	

This analysis (report) does not compare budgeted amounts with actuals. To do so, just create a new column with actuals by the side of each budget column.

General Ledger Analysis tree							
Items	Actuals - Apr '09	Budget - Apr '09	Actuals - May '09	Budget - May '09	Actuals - Jun '09	Budget - Jun '09	Budget - Jul '09
Operating revenue	13,956.96	6,250.00	13,241.92	6,250.00	3,568.27	6,250.00	
Sales	13,956.96	6,250.00	13,241.92	6,250.00	3,568.27	6,250.00	
Grants received	0.00	0.00	0.00	0.00	0.00	0.00	
Gain on sale of fixed assets	0.00	0.00	0.00	0.00	0.00	0.00	
Operating expenses	3,605.59	4,951.00	4,551.59	4,951.00	173.39	4,951.00	
Opening stock	0.00	0.00	0.00	0.00	0.00	0.00	
Purchases	570.00	500.00	154.80	500.00	173.39	500.00	
Consumables	0.00	40.00	38.05	40.00	0.00	40.00	
Discounts receivable	0.00	0.00	0.00	0.00	0.00	0.00	
Vehicle repairs	996.45	600.00	1,575.51	600.00	0.00	600.00	
Vehicle fuel	1,658.66	2,200.00	2,328.85	2,200.00	0.00	2,200.00	
Vehicle licences and insurance	0.00	500.00	0.00	500.00	0.00	500.00	

You can print this analysis or send it to Excel.

Income statement (P&L) and/or Balance sheet budget vs. actual report.

Go to Financial statements folder, select Financial statements and then in Compare with, select Budget 1, 2, 3 or 4 and in Type of comparison, select None, Percentage, Percentage and amount or Percentage to base. This report has column for actual amount, budgeted amount and, if selected, shows difference in pounds and actual amount as a percentage of budgeted amount.

Income statement (P&L) and/or Balance sheet budget by dimension overview report. Go to Financial analysis folder, select Analysis tree and then create a new analysis and create columns for Budgeted amounts for each month and delimit by dimensions.

Income statement (P&L) and/or Balance sheet budget vs. actual by dimension report. Go to Financial statements folder, select Financial statements and then in Compare with, select Budget 1, 2, 3 or 4 and in Type of comparison, select None, Percentage, Percentage and amount or Percentage to base. On the Dimensions tab select appropriate dimension (department, cost centre and/or subject). This report has column for actual amount, budgeted amount and, if selected, shows difference in pounds and actual amount as a percentage of budgeted amount.

Transferring budgets to MS-Excel

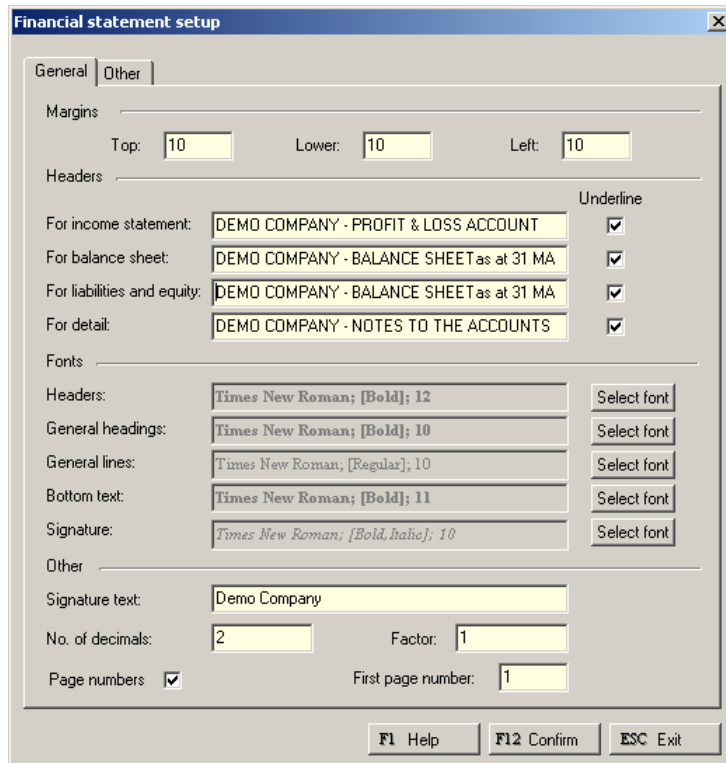
From the Financial budget folder select Inquiry on transactions – F5 Menu – Export to Excel. You can change the budget and read it back into dk by selecting from the F5 Menu, Import from Excel.

14.Setup (look at) Financial statements

These provide, in a single report, an Income Statement, a Balance Sheet and a series of related "Details" (detailed breakdowns) flowing directly from the Chart of accounts with a variety of options to make the report flexible, including the ability to include or exclude un-posted transactions.

Before you run the Financial statements for the first time, you need to set up some parameters.

From the Financial statements folder, select Financial statements setup



The image shows a 'Financial statement setup' dialog box with two tabs: 'General' and 'Other'. The 'General' tab is active. It contains several sections: 'Margins' with input fields for Top (10), Lower (10), and Left (10); 'Headers' with a list of items for the income statement, balance sheet, liabilities and equity, and details, each with a text field and an 'Underline' checkbox; 'Fonts' with text fields for Headers, General headings, General lines, Bottom text, and Signature, each with a 'Select font' button; and 'Other' with a 'Signature text' field, 'No. of decimals' (2), 'Factor' (1), 'Page numbers' checkbox (checked), and 'First page number' (1). At the bottom are buttons for 'F1 Help', 'F12 Confirm', and 'ESC Exit'.

Complete entering the information in the applicable fields and click the [F12 Confirm] to save the set up. Now you can run the Financial statements.

There are several Financial statements reports you can select:

- Standard. Standard income statement, balance sheet and details for selected period, e.g. month(s), quarter, year(s) or YTD.
- YTD comparison. Like standard, but with columns for this year to date, last year to date, change amount and % change.
- Prev Year Comparison. Like standard, but with columns for selected months this year, same period last year, change amount and % change
- By Dimension. Like standard and YTD comparison, but with column for selected dimension (range of departments, range of cost centres or range of subjects). Amounts are for selected period, e.g. month(s), quarter, year(s) or YTD.
- Budget Overview. Shows budgeted amounts for selected period, e.g. month(s) or YTD for each income, expense and balance sheet account for which you have set up a budget.
- Budget vs. Actual. Shows income statement, balance sheet and details for selected period, e.g. month(s), quarter, year(s) or YTD, compared to

budgeted amounts. If selected, shows difference in pounds and actual amount as a percentage of budgeted amount.

- Budget by Dimension. Compares actual income, expenses and balance sheet for selected dimension (range of departments, range of cost centres or range of subjects) with budgeted amounts. Shows difference in pounds and actual amount as a percentage of budgeted amount.

Example of financial statements reports

Go to General ledger – Financial statements – Financial statements

You can select to print Income statement (Profit and loss statement), Balance sheet and details, compare actuals with other accounting period or budgets and select columns for difference in pounds and actual amounts as a percentage of budgeted amounts.

To create a standard profit and loss statement with balance sheet and details, choose Inc. statement, Balance sheet and Details, Compare with: Nothing and Type of comparison: Nothing.

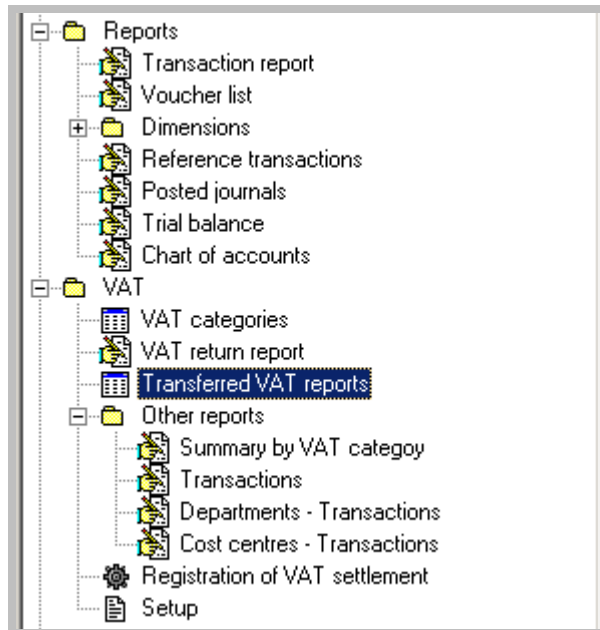
On the Selection tab, select one year.

On the Miscellaneous tab, select Automatic allocation of numbers on details and Skip items with zero balance.

DEMO COMPANY - PROFIT & LOSS ACCOUNT		
	Notes	2008-2009
Sales	1	101,592.99
Cost of sales:		
Purchases		5,395.90
Consumables		421.31
Vehicle repairs		6,619.62
Vehicle fuel		21,998.98

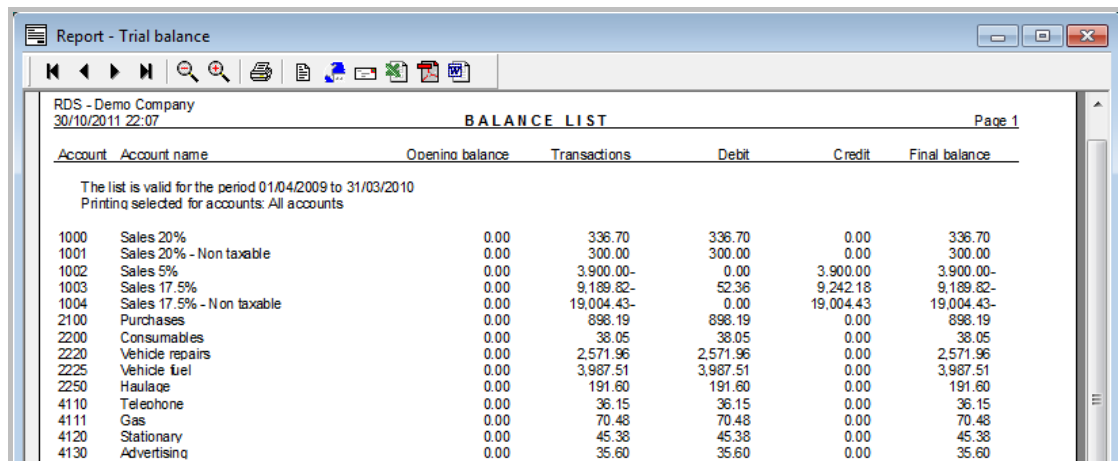
15. Working with reports

From the General ledger menu select Reports. Then you select the report you want to run.



The main reports folder in General ledger shows standard pre-set reports, like Transaction report, Trial balance report, and Dimensions reports. There are other reports which can be found under other folders like VAT reports, Budget reports and Financial statements reports.

Let's take a look at Trial balance report.

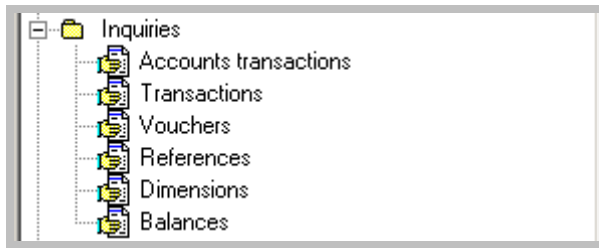


Account	Account name	Opening balance	Transactions	Debit	Credit	Final balance
The list is valid for the period 01/04/2009 to 31/03/2010 Printing selected for accounts: All accounts						
1000	Sales 20%	0.00	336.70	336.70	0.00	336.70
1001	Sales 20% - Non taxable	0.00	300.00	300.00	0.00	300.00
1002	Sales 5%	0.00	3,900.00-	0.00	3,900.00	3,900.00-
1003	Sales 17.5%	0.00	9,189.82-	52.36	9,242.18	9,189.82-
1004	Sales 17.5% - Non taxable	0.00	19,004.43-	0.00	19,004.43	19,004.43-
2100	Purchases	0.00	898.19	898.19	0.00	898.19
2200	Consumables	0.00	38.05	38.05	0.00	38.05
2220	Vehicle repairs	0.00	2,571.96	2,571.96	0.00	2,571.96
2225	Vehicle fuel	0.00	3,987.51	3,987.51	0.00	3,987.51
2250	Haulage	0.00	191.60	191.60	0.00	191.60
4110	Telephone	0.00	36.15	36.15	0.00	36.15
4111	Gas	0.00	70.48	70.48	0.00	70.48
4120	Stationary	0.00	45.38	45.38	0.00	45.38
4130	Advertising	0.00	35.60	35.60	0.00	35.60

This report summarises your debits and credits for each account on your chart of accounts.

16. Working with inquiries

From the General ledger menu select Inquiries. Then you select the inquiry (lookup/query) you want to use.



The main inquiries folder in General ledger shows inquiries, like Accounts transactions inquiry, Transactions inquiry, Vouchers inquiry, References inquiry, Dimensions inquiry and Balances inquiry.

Let's take a look at Transactions inquiry. This inquiry will bring up all transactions in a specific period.

You select the period and press [F6 Load] to read in transactions.

The screenshot shows the 'Inquiries - Transactions' window. At the top, there's a date range selector set to '01/04/2009' to '31/03/2010'. Below this are checkboxes for 'Show unposted invoices' and 'Show commitments'. A section for grouping by column header is visible. The main part of the window is a table with the following columns: Date, Account, Account name, Voucher, Reference, Invoice no., Description, Amount, and Due date. The table contains several rows of transaction data, including purchases from AE EVANS LTD and customer receipts from various individuals. At the bottom, there's a filter section and a row of function keys: F1 Help, F2 Browse, F5 Menu, F6 Load, F7 Print, and ESC Exit.

Date	Account	Account name	Voucher	Reference	Invoice no.	Description	Amount	Debit	Due date
1.4.2009	2100	Purchases	PI697			AE EVANS	192,00		
1.4.2009	7810	Barclays account 20312894	BP0677	200922		A E EVANS LTD	220,80-		
1.4.2009	7810	Barclays account 20312894	BP716	DD		A M C	1.392,36-		
1.4.2009	8720	Loan - AMC 12345 (land) 1st m...	BP716			A M C	1.392,36		
1.4.2009	9320	Creditors control account	BP0677	CHQ		A E EVANS LTD	220,80		1.6.2009
1.4.2009	9320	Creditors control account	PI697		33525	AE EVANS	220,80-		2.7.2009
1.4.2009	9513	VAT on purchases 17.5%	PI697			AE EVANS	28,80		
2.4.2009	7620	Debtors control account	CR153	CHQ		CUSTOMER RECEIPT	170,00-		12.5.2009
2.4.2009	7620	Debtors control account	CR153	C COOPER		CUSTOMER RECEIPT	85,00-		12.5.2009
2.4.2009	7620	Debtors control account	CR153	PG MUNDAY		CUSTOMER RECEIPT	30,00-		12.5.2009
2.4.2009	7620	Debtors control account	CR153	PS GILLARD		CUSTOMER RECEIPT	75,00-		12.5.2009
2.4.2009	7620	Debtors control account	CR153	DJ FRENCH		CUSTOMER RECEIPT	85,00-		12.5.2009
							0,00		

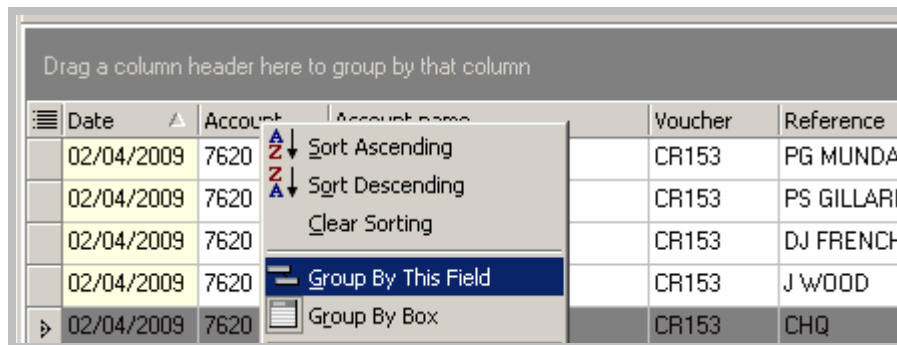
Now you have all transactions for the period 01/04/2009 – 31/03/2010. Let's take a look at what you can do now.

Group transactions

This screenshot shows the same 'Inquiries - Transactions' window, but with the date range set to '02/04/2009' to '02/04/2009'. The table now displays only transactions from that specific date. The 'Date' column header is circled in red. The function keys at the bottom are the same as in the previous screenshot.

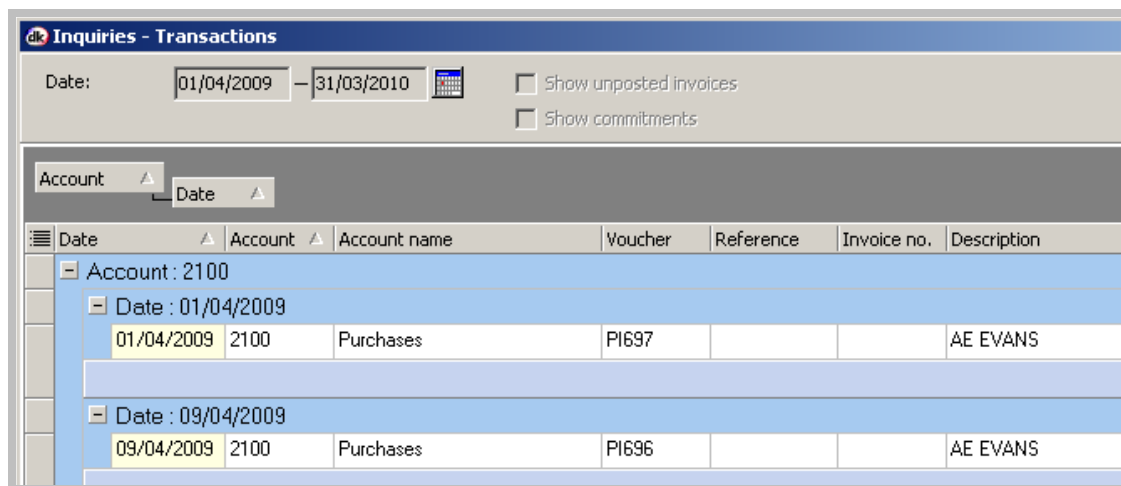
Date	Account	Account name	Voucher	Reference	Invoice no.	Description	Amount	Debit
02/04/2009	7620	Debtors control account	CR153	PG MUNDAY		CUSTOMER RECEIPT	30,00-	
02/04/2009	7620	Debtors control account	CR153	PS GILLARD		CUSTOMER RECEIPT	75,00-	
02/04/2009	7620	Debtors control account	CR153	DJ FRENCH		CUSTOMER RECEIPT	85,00-	
02/04/2009	7620	Debtors control account	CR153	J WOOD		CUSTOMER RECEIPT	85,00-	

The dark grey area is what we call a grouping area. You can drag a column header to that area or right click with the mouse on a column header and select Group By This Field.

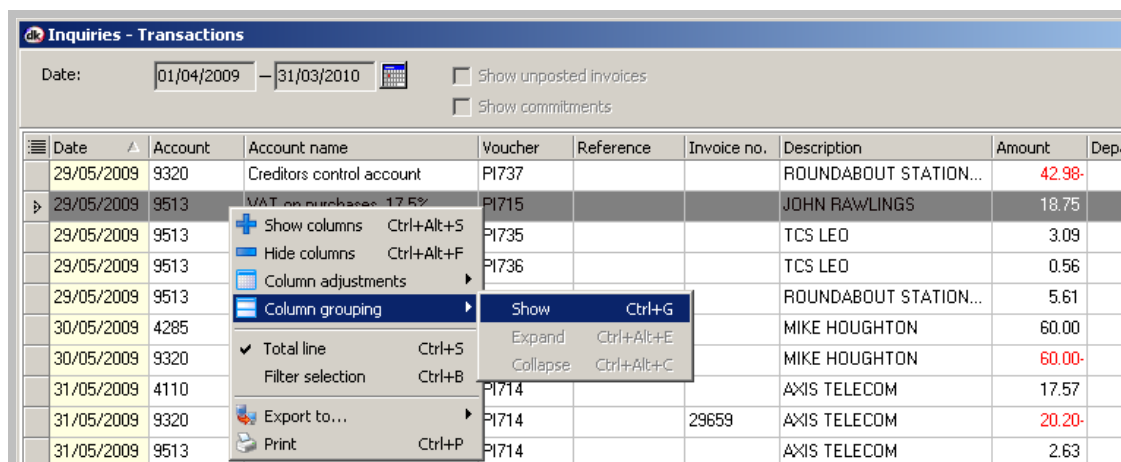


Example:

Let's say you want to group all transactions by account and then by date, you drag these two columns to the grouping area.



If this grouping area is not visible, you can bring it up by right clicking on the transactions area and select Column grouping – Show.



Note. The shortcut key for the grouping area is Ctrl+G. By pressing this shortcut key you can toggle the grouping area on and off.

Let's now take a look at the lower part of the transaction window.

31/05/2009	9513	VAT on purchases 17.5%	PI714			AXIS TELECOM	2.63			P3
02/06/2009	7620	Debtors control account	CR169	PAYMENT		CUSTOMER RECEIPTS	1,101.21		03/07/2009	
02/06/2009	7810	Barclays account 20312894	CR169			CUSTOMER RECEIPTS	1,101.21			
03/06/2009	2100	Purchases	PI738	AEE1	PI891	AE EVANS	99.35		03/07/2009	P3
							0.00			

<Filter is Empty> Customize...

F1 Help F2 Browse F3 Menu F6 Load F7 Print ESC Exit

518:550

Filter transactions

The dark grey area is the Filter area. By pressing the button [Customize...] brings up a Filter. Another way to filter is by pressing the arrow button on the column header and select (Custom...).

Inquiries - Transactions					
Date:	01/04/2009	–	31/03/2010	<input type="checkbox"/>	Show unposted invoices
				<input type="checkbox"/>	Show commitments
Date	Account	Account name	Voucher	Referen	
29/05/2009	(All)	Creditors control account	PI737		
29/05/2009	(Custom...)	VAT on purchases 17.5%	PI715		
29/05/2009	1000	VAT on purchases 17.5%	PI735		
29/05/2009	1001	VAT on purchases 17.5%	PI735		

Example:

Say you want to filter all transactions with amount 10 to 200. You click the button [Custom...] and type in:

Filter builder - [untitled.flt]

Filter AND <root>

Amount is greater than or equal to 10.00

Amount is less than or equal to 200

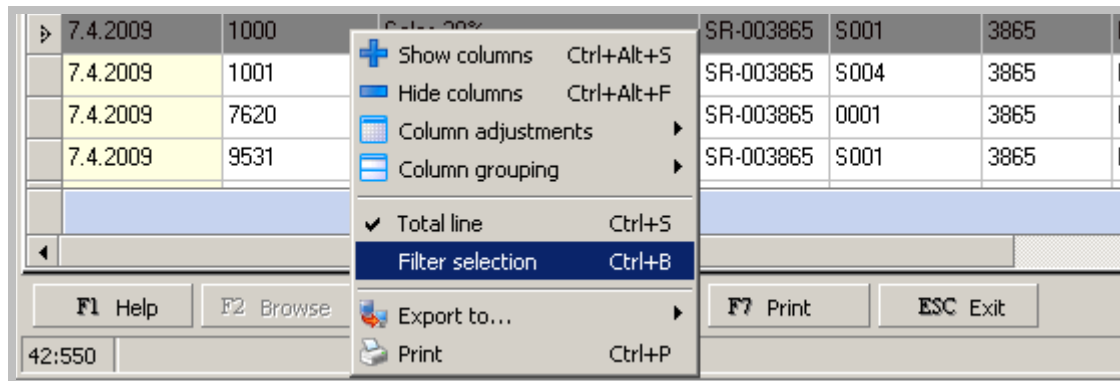
press the button to add a new condition

Open... Save As... OK Cancel Apply

Then press the [Apply] button and if you are happy with the result you press the [OK] button.

If this filter area is not turned on, you can always turn it on by right clicking and select from the drop down menu Filter selection.

Note. The shortcut key for the filter area is Ctrl+B. By pressing this shortcut key you can toggle the filter area on and off.



Now turn your attention back to the inquiry and the transactions.

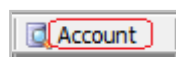
Inquiries - Transactions

Date: 01/04/2009 - 31/03/2010 ☐ Show unposted invoices

Drag a column header here to group by that column

Date	Account	Account name	Voucher	Reference	Invoice no.	Description	Amount	Dep...	Due date
01/04/2009	2100	Purchases	PI697			AE EVANS	192.00		
01/04/2009	7810	Barclays account 20312894	BP0677	200922		A E EVANS LTD	-220.80		
01/04/2009	7810	Barclays account 20312894	BP716	DD		A M C	-1,392.36		
01/04/2009	8720	Loan - AMC 12345 (land) 1st...	BP716			A M C	1,392.36		
01/04/2009	9320	Creditors control account	BP0677	CHQ		A E EVANS LTD	220.80		01/06/2009

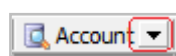
And look at following buttons:



You can sort the transactions by clicking on a column button. That column becomes yellow.



You can drill down (or go to the origin) by clicking the magnifying glass on a button.

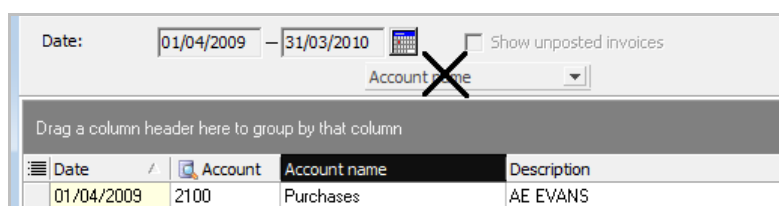


This is a filter button. By clicking it you get a drop-down menu, where you can select (All), (Custom...) or just click those items you want filtered.



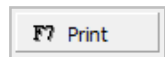
This button brings up a list of all columns you can show or hide. Those columns that are already marked are the ones that are shown in the inquiry, like Date, Account, Account name, Voucher, Reference, ...

Another way to hide or remove columns is simply to click on the column and drag it up from the column line, above the grouping area





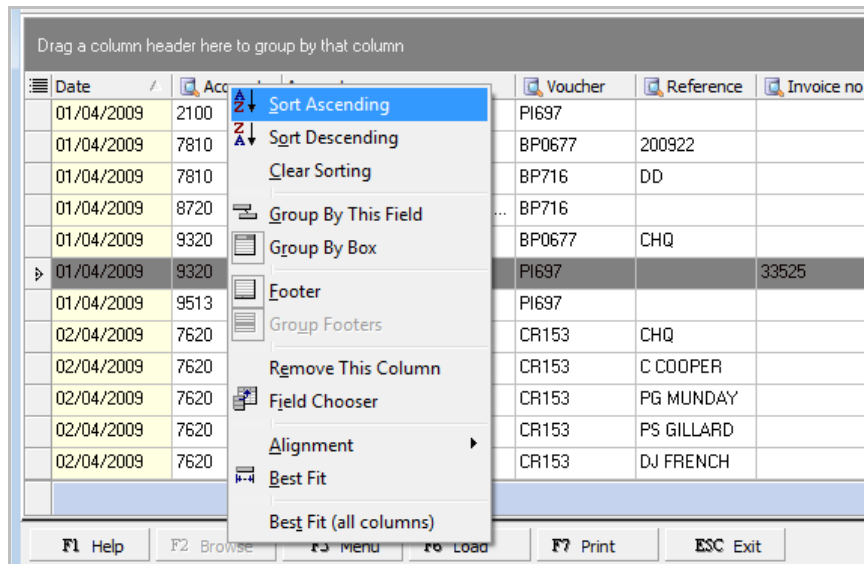
From the F5 Menu you can select Setup and Transaction notes.



To print the transactions. The report has the same columns as is shown in the inquiry. This means that you can create your own report with those columns and subtotals you want.

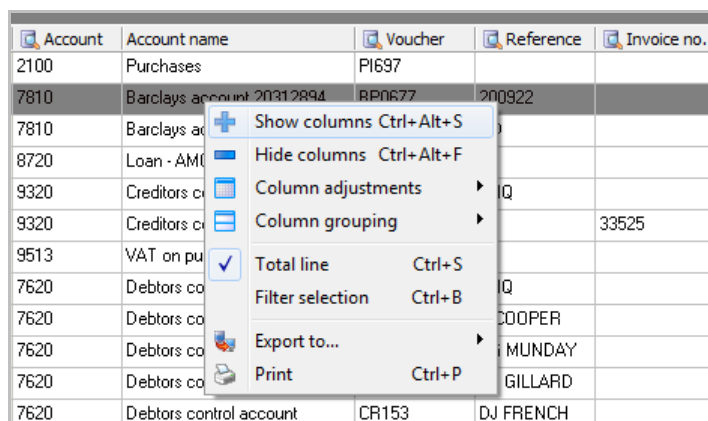
Let's take a look at other menus that you can bring up.

By right clicking on a column header you get the following menu



These menu items are self-explanatory. We have already talked about Group By This Field and Group By Box (Show Column Grouping). Remove This Column hides the column you right clicked on. Footer is the blue total line.

By right clicking anywhere on transactions you get the following menu



These menu items are self-explanatory. We have already talked about Column grouping (Show) and Filter selection.

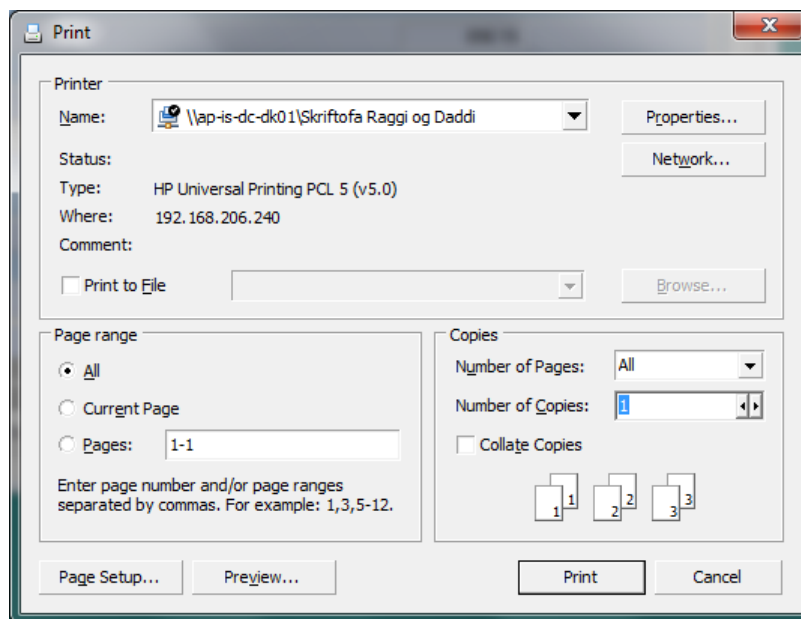
Export to... allows you to export transactions to Excel, Html, Txt or XML.

You can also bring up this menu by selecting from the F5 Menu, Setup.

Let's take a look at the print out. As mentioned above you can look at this inquiry as a simple report writer. Where you can select columns and group them with subtotal. You can filter the transactions. You can define the report layout.

Example:

Say you want to print all the accounts belonging to Cost of sales for one accounting period. You drag the Account column to the grouping area, click on the filter button on the column and mark all accounts in the range 2000 – 2685. Then click the [F7 Print] button and you get the following print menu



You select Preview... and you get the following report

NewReport - Print Preview

Preview

Load Unload Save Design... Rebuild Print Print Dialog Export To PDF Page Setup... Format Background... Fit to Page Whole Page Two Pages Pages Zoom Navigation Close Print Preview

Margins Left: 5 mm Top: 11 mm Right: 5 mm Bottom: 11 mm Header: 6.5 mm Footer: 6.5 mm

30 oktober 2011 11:38 Inquiries - Transactions daddi

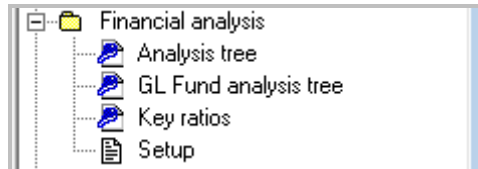
Date	Acc...	Account name	Voucher	Reference	Invoice ...	Description	Amount	Dep...	Due date
Account : 2100									
01/04/2009	2100	Purchases	PI697			AE EVANS	192.00		
09/04/2009	2100	Purchases	PI696			AE EVANS	192.90		
16/04/2009	2100	Purchases	PI698			AE EVANS	185.10		
08/05/2009	2100	Purchases	PI711			AE EVANS	154.80		
03/06/2009	2100	Purchases	PI738	AEE1	PI891	AE EVANS	99.35		03/07/2009
24/06/2009	2100	Purchases	PI739	AEE1	PI901	AE EVANS	74.04		24/07/2009
							898.19		
Account : 2200									
26/05/2009	2200	Consumables	PI719			BORDER ENGINEERING	1.60		
26/05/2009	2200	Consumables	PI720			BORDER ENGINEERING	36.45		
							38.05		
Account : 2220									
26/04/2009	2220	Vehicle repairs	PI693			TOM INGRAM	292.80		
30/04/2009	2220	Vehicle repairs	PI704			JL ALLEN	703.65		
12/05/2009	2220	Vehicle repairs	PI802	JLA1	10893	JL ALLEN	282.50		12/06/2009
20/05/2009	2220	Vehicle repairs	PI709			SARACENS TYRES	588.00		
20/05/2009	2220	Vehicle repairs	PI700			TYRE KUDZONY	444.00		

Page: 1 of 2 Pages Paper Size: 210.8 mm x 297.2 mm Status: One or more margins are set outside the printable area of the page

17. Working with analysis

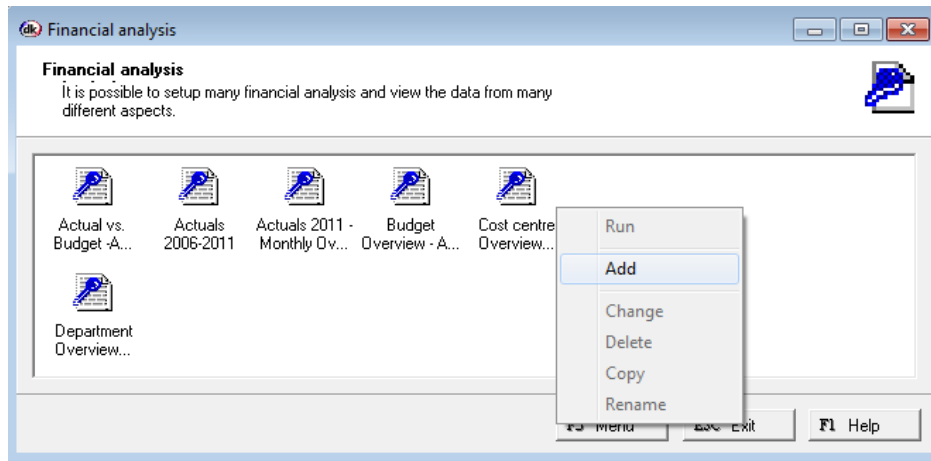
There are powerful analytical tools in General ledger. The analytical applications are functioning from the beginning and there is no need for a long and troublesome setup process with following experiments and tests. It is very easy to monitor the "big picture" and drill down into the data to specific transactions.

From the General ledger menu select Financial analysis.



Analysis tree

Select the Analysis tree and you get the following window



You can create as many analyses as you want. To create a new analysis, select Add from the F5 Menu.

In this setup several column have already been created. To create a new column, just click the New button, enter a name for the column and then choose the column type: Amount, Percentage, Difference or formula. You must specify whether you want the figures to be actual figures or budgeted figures. You must specify the accounting period and the month(s). Then you can include opening balance, include from unposted journals and include unposted vendor invoices. If you are using dimensions, you can delimit by them.

To save the setup click the [F12 Confirm] button and give the analysis a meaningful name

To run the analysis just double click the analysis or right click the analysis and select Run. Let's take a look at this analysis, Budget vs. Actual for months Apr 2009 – Mars 2010. You double click the analysis and get the following window

General Ledger Analysis tree			
Items	Actuals - Apr '09	Budget - Apr '09	Actuals - May '09
Operating revenue	13,956.96	6,250.00	13,241.92
Operating expenses	3,605.59	4,951.00	4,551.59
Operating profit (loss)	10,351.37	1,299.00	8,690.33
Financial income and expenses	0.00	0.00	321.61-
Other operating items	0.00	0.00	0.00
Total profit (loss)	10,351.37	1,299.00	8,368.72
Fixed assets	0.00	0.00	0.00
Current assets	3,459.97	0.00	29,007.80
Owner's equity	9,244.82	1,299.00	17,311.79
Long term liabilities	3,213.73-	0.00	15,730.80
Current liabilities	2,571.12-	0.00	4,034.79-

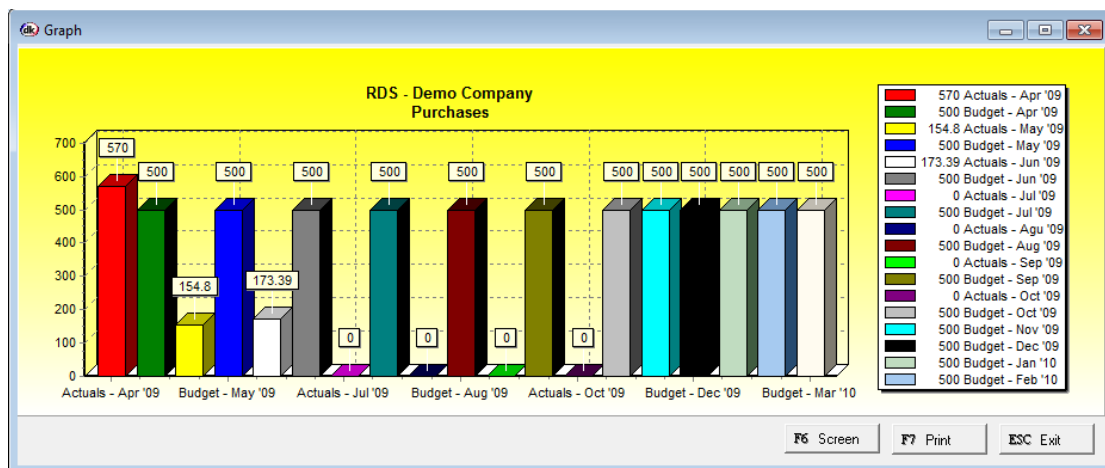
You see a compact overview of the financial statement. To expand it click the [+] button. To drill down to transactions, just double click the highlighted account name or select Transactions from the F5 Menu.

Items	Actuals - Apr '09	Budget - Apr '09	Actuals - May '09	Budget - May '09	Act
Operating revenue	13,956.96	6,250.00	13,241.92	6,250.00	
Operating expenses	3,605.59	4,951.00	4,551.59	4,951.00	
Opening stock	0.00	0.00	0.00	0.00	
Purchases	570.00	500.00	154.80	500.00	
Consumables	0.00	40.00	38.05	40.00	

You can print the analysis tree by pressing the F7 Print button. You can print the analysis tree as it is seen, only the first level or all levels (the tree fully expanded).

You can export the analysis to excel by selecting from the F5 menu, Export to → Excel.

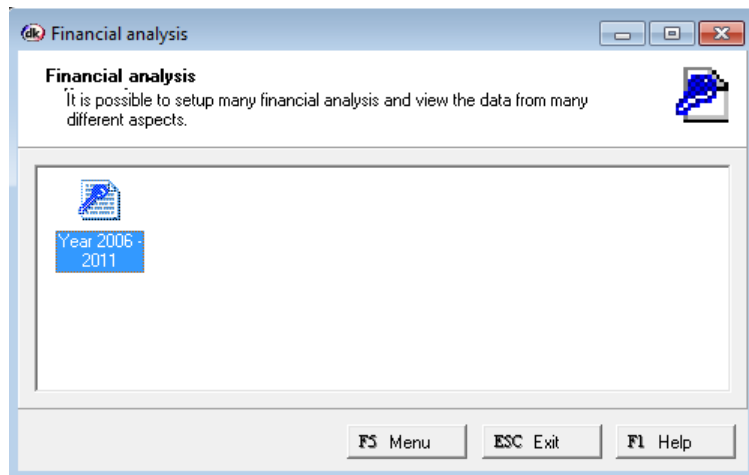
You can see the figures on a graph for the highlighted account name by selecting Graph from the F5 Menu



You can print the Graph by pressing the F7 Print. The F6 Screen button prints the Graph to the screen.

Key ratios

Select the Key ratios and you get the following window



You can create as many key ratios setup as you want. To create a new key ratios, select Add from the F5 Menu. You create the column the same way as in the analysis setup. When you have created the key ratios, click the [F12 Confirm] button to give it a name and save it.

To run the key ratios, just double click on it or select Run from the F5 Menu.

Key ratios	2007	2008	2009	2010
(EBITDA) Earnings before interest, tax and dep'n. og assets	42,726	65,103	50,939	23,127
Profit before financial items and taxes	42,726	65,103	50,939	23,127
Total profit (loss)	40,593	57,261	48,147	22,805
Return on sale	40.73 %	44.29 %	47.20 %	72.50 %
Profit before financial items and taxes	40,593	57,261	48,147	22,805
Operating revenue	99,664	129,277	102,012	31,458
Return on sale	42.87 %	50.36 %	49.93 %	73.52 %
Return on investment	432.55 %	230.22 %	1,075.24 %	61.03 %
Return on equity	149.68 %	507.70 %	131.00 %	74.43 %
Earnings per share	0.00 %	0.00 %	0.00 %	156.71 %
Inventory turnover [%]	0.00 %	0.00 %	0.00 %	0.00 %
Inventory turnover [days]	0 days	0 days	0 days	0 days
Receivables turnover [%]	0.00 %	0.00 %	0.00 %	0.00 %
Receivables turnover [days]	0 days	0 days	0 days	0 days
Fixed assets turnover	4.43	11.36	8.96	0.00
Assets turnover	10.62	5.20	22.78	0.84
Current ratio	0.87	4.47	0.41	6.45
Quick ratio	0.87	4.47	0.41	6.45
Equity ratio	2.89	0.45	8.21	0.82
Accountable value of shares	0.00	0.00	0.00	2.11
Price-earnings ratio	0.00	0.00	0.00	0.64

You can print the key ratios by pressing the F7 Print button.

You can export it to Excel by selecting from the F5 Menu, Export to → Excel.

Appendix

Closing an Accounting period

It is possible to close a whole year or individual months within dkBS in order to prevent any unauthorised postings to be made within General ledger and hence to protect the existing account balances from unwanted changes. These periods can be re-opened and re-closed at any time. The process should, therefore, be limited to the menu of the Admin user or someone in overall charge of Finance function. If a period is re-opened and changes are made after having run the opening balances process for the succeeding year then the opening balances for that period should then be re-run.

Closing a period

To close either a month or a year, select General – Accounting period. Select the relevant accounting period and press enter to open up the registration cards.

General Ledger

Accounting period

ID	Period begins	Period ends	Period closed	January	February	March
2006	01/04/2005	31/03/2006				
2007	01/04/2006	31/03/2007				
2008	01/04/2007	31/03/2008				
2009	01/04/2008	31/03/2009				
2010	01/04/2009	31/03/2010				
2011						
2012						

Accounting period

01/04/2010 31/03/2011

Accounting period Closed for registration Closed for sale and purchase

January ☒

February ☐

March ☐

April ☐

May ☐

June ☐

To close the year simply click the box Period closed on the Accounting period tab; similarly, click the relevant boxes adjacent to the relevant month(s) you wish to close from the Closed for registration tab, as shown above. Press F12 to save these changes.

It would be normal practice to close a month after all of the bank reconciliations have been correctly performed. It would also be normal practice to close all 3 months relating to a VAT return quarter once the return is ready to submit to HMRC. The final month(s) or the period as a whole may be closed at various times during the year-end accounts preparation process as appropriate and certainly once the final opening balances are ready to be transferred in to the following period.

Opening balances

The "Opening balances" process can be found within the Processes folder of the General ledger (GL). It creates an un-posted GL journal where each line carries the opening balance of each GL account with a closing balance in the current accounting period. Where dimensions are used, a journal line entry is created for the balance of each dimension relating to each account.

Create the opening balances journal

In the diagram below, 2012 is the new financial year in to which the opening account balances are to be posted. In this example, GL account 8400 is the opening reserves (accumulated profit and loss) account.

Opening balances

Balance Sheet balance must be transferred between accounting periods and this process performs such transfer. It can be carried out as often as is necessary because previous journal is deleted when new journal is created.

Opening balance period: 2012 01/04/2011 - 31/03/2012

Text for journal transactions: Opening Balances 1/4/2011

Account for profit and loss: 8400 Retained earnings

Department | Cost centre | Fund |

Department for profit and loss: 0 General department

☐ Merge opening balances to one department

Department for merge:

F1 Help F12 Confirm ESC Cancel

Dimensions

a) Departments

Where departments are used, the system will automatically break-down the opening balance brought forward on each account by department. However, the system offers two options to the user:

- the opening reserves (profit and loss) account can be consolidated in to one department, such as a general department, code 0; and/or
- all opening GL account balances balance can merged in to one department and be brought forward under a single department.

This latter option is used where accounts need to be analysed by department within accounting periods but where the split of cumulative running balances by department across different accounting periods does not need to be maintained.

Department | Cost centre | Fund |

Department for profit and loss: [General department](#)

☐ Merge opening balances to one department

Department for merge:

F1 Help **F12** Confirm **ESC** Cancel

b) Cost centres and Funds

Unlike departments, dkBS will not break-down opening balances by either cost-centre or fund unless this is selected via the first tick-box on the relevant tab. Where this option is selected, the user can then limit the breakdown by cost centre or fund to just the opening reserves or profit and loss brought forward account.

Not-for-profit organisations will tend to use funds as their primary dimension code. They will normally choose to breakdown only the opening reserves brought forward account by fund and leave the rest of the balance sheet either without a fund code or just one, general fund code.

GL Journal

The resulting GL journal is known as a „system generated“ journal and carries an identity in the header of „OS“ (denoting operating system). This has the effect of preventing the user from making changes to any of the fields (except for the voucher and date fields).

Journal entry

Descr.:	Opening Balances	Acc. period:	2012	Identity:	OS	Normal		
>>	Date	Text	Voucher	Type	Account	Reference	Amount	VAT
	01/04/2011	Opening Balances 1/4/2011		Ledger	8740		18,782.97-	
	01/04/2011	Opening Balances 1/4/2011		Ledger	9320		8,118.56	
	01/04/2011	Opening Balances 1/4/2011		Ledger	9512		3.52	
	01/04/2011	Opening Balances 1/4/2011		Ledger	9513		1,145.15	
	01/04/2011	Opening Balances 1/4/2011		Ledger	9531		111.42	
	01/04/2011	Opening Balances 1/4/2011					195.00-	
	01/04/2011	Opening Balances 1/4/2011					4,229.10-	
	01/04/2011	Opening Balances 1/4/2011					839.18	
	01/04/2011	Opening Balances 1/4/2011					22,805.36-	
<div>Check registration Print registration Post registration Browse transactions Ctrl+T Text with line Ctrl+I Set vouchers Reverse voucher Change dates</div>								
Total debit:						60,564		
Total credit:						60,564		

Before the journal can be posted in to the new accounting period the lines must be given a voucher entry. The process to „set vouchers“ can be found from the list under the F5 Menu button as shown above. The user is given a number of different options but the simplest and recommended option to make the following entries, after which the journal can be checked and posted as normal.

Re-running opening balances

The opening balances process can be run and re-run as many times as is required until the correct figures and dimensional split are established. Each time a new opening balances journal is posted the previous version is overwritten.

It is recommended, therefore, that the opening balances are run up to at least 3 times as follows:

- As soon as the first accounting entries are to be made in to the new financial period;
- As soon as the accounts from the previous financial period are ready for audit (independent examination); and
- After the audit or independent examination and once the previous financial period has been finalised with any agreed audit adjustments

Once the final, audited, balances have been brought forward the previous accounting period should be closed.

Should it be necessary, say, in the case of a prior year adjustment, it is possible to re-run opening balances across several accounting periods. The only prior requirement is that the relevant accounting period (year and month) is temporarily re-opened.

Currencies

Before you can start handling foreign currencies, you must activate currencies by going to General – Company – General settings... and click "Use currencies" and enter Company base currency. If dk Business Solutions is set up locally, then it is ok to skip "Use own currency table", but if it is set up in an ASP environment, then that must be checked.

Then got to General – Currencies – Currencies and set up currencies for those currencies that are needed and exchange rate.

Then all accounts where transactions in foreign currencies are entered must be properly set up.

Go to General ledger – Chart of accounts and on every appropriate account select the Currencies tab, click "Use currency", "Allow exchange rate adj." and enter Currency.

It is good practice to click "Fixed currency".

"Every branch of knowledge has its fundamentals discovery. In mechanics it is the wheel, in science fire, in politics the vote. Similarly, in economics, in the whole commercial side of man's social existence, money is the essential invention on which all the rest is based."

Sir Geoffrey Crowther (1907 - 1972)