

OVERVIEW SCREEN OPTIONS:

DEBTORS: (click on arrow)



- (click on) invoice / statement: this option allows one to do a transaction which will be a plus (debit) to a debtor account and a minus(credit) to a sales allocation.

- (click on)payment: this option allows one to do a minus(credit) to a debtor's account and force one to go to account 571 which is the cash flow control account.

Debtors Payment

Transaction No:

Account No:

Date: 14/03/2006

Reason: Current Month:

Amount: Post To Month:

Ref: Total Balance:

Transaction No:

Account: 571 - CASH CONTROL

Date: 14/03/2006

Reason: Current Month:

Amount: Post To Month:

Ref: Total Balance:

Tax Account No: 0 - No Tax

Transactions: Balance Year to Date:

- Note:** One must allocate payment to the month is paying (click on "post to month" and then allocate the payment to the actual invoice selected, by using the multiple posting option: using the "open invoice" system. If one does not select the month, the program will allocate the amount to the current month.

Debtors Journal Entry

Transaction No:

Account No:

Date: 14/03/2006

Reason: Current Month:

Amount: Post To Month:

Ref: Total Balance:

Transaction No:

Account:

Date: 14/03/2006

Reason: Current Month:

Amount: Post To Month:

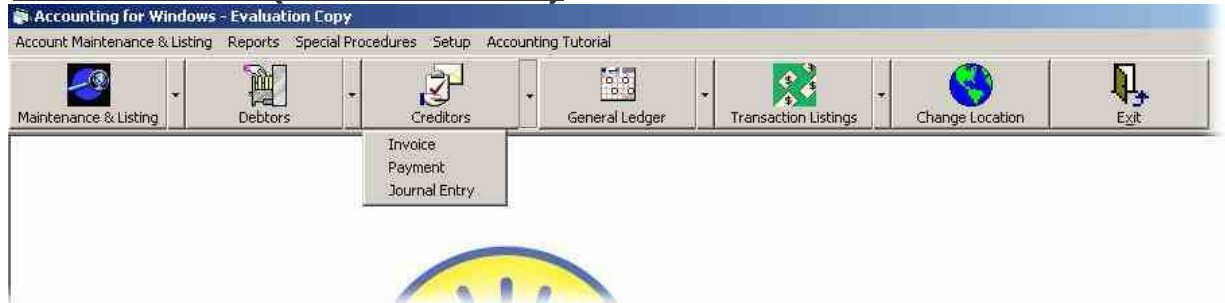
Ref: Total Balance:

Tax Account No: 660 - SALES TAX PAYABLE

Transactions: Balance Year to Date:

- (click on)journal entry: this option allows one to use any symbol of either minus (credit) or plus (debit). one must handle this option carefully in order to avoid using the wrong symbol in the wrong place.

CREDITORS: (click on arrow)



- (click on)invoice / statement: this option allows one to do a transaction which will force one to do a minus (credit) to a creditor's account and a plus (debit) to an expense account

- (click on)payment: this option will force one to go to a creditor's account as a plus (debit) and a minus (credit) to a bank account if it is

a cheque / electronic transfer, or cash flow control account 571 if it is a cash payment

Creditors Payment

Transaction No:

Account No:

Date: 14/03/2006

Reason: Current Month:

Amount: Post To Month:

Ref: Total Balance:

Multiple Postings

Transaction No:

Account:

Date: 14/03/2006

Reason: Current Month:

Amount: Post To Month:

Ref: Total Balance:

Tax Account No: 0 - No Tax

Transactions: Balance Year to Date:

Record Cancel

- Note: one must allocate payments to the month that one is paying. (Click on "post to Month") and then allocate the payment to the actual invoices selected by using the multiple posting option: using the "open invoice" system. If one does not allocate to the month, the program will allocate the payment to the current month.

Creditors Journal Entry

Transaction No:

Account No:

Date: 14/03/2006

Reason: Current Month:

Amount: Post To Month:

Ref: Total Balance:

Transaction No:

Account:

Date: 14/03/2006

Reason: Current Month:

Amount: Post To Month:

Ref: Total Balance:

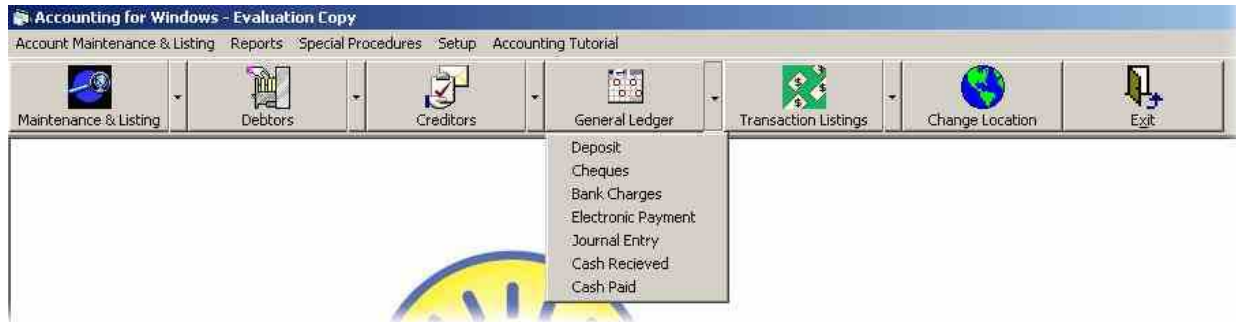
Tax Account No: 560 - Creditor 560

Transactions: Balance Year to Date:

Record Cancel

- Journal Entry: (click on) this option allows one to use any symbol of either minus (credit) or plus (debit). One must handle this option carefully in order to avoid using the wrong symbol in the wrong place

General Ledger: (click on arrow)



- (click on)Banking Deposits: this option forces one to plus(debit) the bank account and minus(credit) to cash flow control account 571

General Ledger Deposit

Transaction No:

Account No:

Date:

Reason:

Amount:

Ref: Total Balance:

Transaction No:

Account:

Date:

Reason:

Amount:

Ref: Total Balance:

Tax Account No:

Transactions: Balance Year to Date:

- (click on)Cheque payment: this option forces one to minus(credit) a bank account and plus(debit) any expense account

General Ledger Cheque

Transaction No:

Account No:

Date:

Reason:

Amount:

Ref: Total Balance:

Transaction No:

Account:

Date:

Reason:

Amount:

Ref: Total Balance:

Tax Account No:

Transactions Balance Year to Date:



- (click on)Eft (electronic funds transfer): this option forces one to minus (credit) a bank account and plus(debit) any expense account

General Ledger Electronic Payment

Transaction No:

Account No:

Date:

Reason:

Amount:

Ref: Total Balance:

Transaction No:

Account:

Date:

Reason:

Amount:

Ref: Total Balance:

Tax Account No:

Transactions Balance Year to Date:



- (click on)Bank charges: this option forces one to minus(credit) a bank account and plus(debit) to account 402

General Ledger Bank Charges

Transaction No:

Account No:

Date:

Reason:

Amount:

Ref: Total Balance:

Transaction No:

Account:

Date:


Reason:

Amount:

Ref: Total Balance:

Tax Account No:

Transactions: Balance Year to Date:



- (click on)Cash received: this option forces one to plus(debit) to cash flow control account 571 and minus(credit) any sales or expense account

General Ledger Cash Received

Transaction No:

Account No:

Date:

Reason:

Amount:

Ref: Total Balance:

Transaction No:

Account:

Date:

Reason:

Amount:

Ref: Total Balance:

Tax Account No:

Transactions: Balance Year to Date:



- (click on)Cash paid: this option forces one to minus(credit) cash flow control account 571 and plus(debit) any expense account

General Ledger Cash Paid

Transaction No:

Account No:

Date:

Reason:

Amount:

Ref: Total Balance:

Transaction No:

Account:

Date:

Reason:

Amount:

Ref: Total Balance:

Tax Account No:

Transactions: Balance Year to Date:



Note:

It is important to remember that vat or sales tax can be calculated on any entry. Either account 660 for sales or account 560 for expenses. However, where vat or sales tax does not have to be calculated, the software will not allow one to use this option, namely deposits or payment of debtors or creditors.