osFinanc€ial$

osFinancials5 - Business class

Accounting Made Easy

Tutorial and Reference Guide

2024

Get started with osFinancials

- √ A very extensive base
- √ Various industry oriented solutions
- √ Easy to expand with various plugins

Accounting Made Easy with osFinancials5: Tutorial and Reference Guide

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WELCOME to osFinancials

Thank you for choosing osFinancials. This program is easy to use, but an exceptionally powerful accounting program. This program allows you to set up your accounting system quickly and then adjust it to according to your own requirements.

osFinancials5 can be customised to accommodate virtually any business' requirements. The program is so versatile, that, if your business expands and you change to another form of ownership, (e.g., from sole proprietor to partnership, close corporation or company) or even if need to you register or de-register for VAT/GST/Sales tax, osFinancials5 can accommodate these changes with ease.

Starting a small business is a dream for many, but managing the finances can be quite challenging, especially if you are new to accounting. osFinancials5 is an accounting software that simplifies your financial processes and management and gives you more time to focus on growing your business. This book will provide an in-depth review of osFinancials5, including its features, benefits, and frequently asked questions.

The osFinancials program runs locally, with data stored on your own computer. Unlike some cloud-based accounting systems, you have full control of your data.

osFinancials also offers modular expansions and industry specific solutions using a variety of plugins available at our osFinancials webshop.

If you have never used osFinancials5 before, time should be well spent doing the Handyman tutorial before launching into your own Set of Books.

In this tutorial, we will guide you through the basics of accounting and show you how to use osFinancials to manage your business's finances. Whether you are new to accounting or have some experience, this tutorial is designed to help you become proficient in using osFinancials for all your accounting needs.

We will start by introducing you to the osFinancials software and its features. Then, we will walk you through the process of setting up your company's chart of accounts, creating transactions, processing sales and purchase documents and generating reports. This tutorial will also serve as a reference guide to osFinancials.

By the end of this tutorial, you will have a solid understanding of the accounting process and be able to confidently use osFinancials to manage your business's finances. So, let's get started!

When osFinancials5 is set up correctly, you, as the user, will enjoy the benefits of increased financial control of your enterprise. Each business entity is different from the next. It is for this reason that the osFinancials5 program was developed with built-in flexibility.

osFinancials includes a comprehensive context-sensitive help file and a comprehensive online help in English and Afrikaans language:

Online Help:

English - *osFinancials5 - Business Class - Online Help*

Afrikaans - *osFinancials5 - Besigheidsklas - Hulp in Afrikaans*

Videos:

- - *osFinancials - Videos*
- - *TurboCASH -Videos*

Because osFinancials5 can work in over 20 languages and in over 79 different tax regimes, there are many ways to set it up. The key to the osFinancials5 *program is in the setting up of the parameters.*
Failure to setup the program correctly will yield incorrect results.
Fortunately you do not have to worry about this. If this is the first time that you are using the software then it is best to use the EXAMPLE set of books installed for your country rather than creating your own Set of Books. The fewer changes you make to this the better.

In our experience 95% of all osFinancials5 problems are caused by:

- Inadequate setting up of the program
- Inadequate knowledge of the program
- Inadequate computer hardware
- Most of all - inaccurate data capture (finger problems!).

We call this the "***GIGO***" effect. **Garbage In - Garbage Out**.

HOW TO USE THIS BOOK

The book starts with a table of contents, which can be used as a quick reference to the relevant page(s). This is a step by step guide to performing all the actions associated with osFinancials. In order to facilitate quick referencing, the table of contents is comprehensively numbered.

*To access more detailed information, on any topic in this book, or on any other issue in the osFinancials program, you may press the **F1** key on your keyboard to access the Help files in osFinancials.*

A comprehensive online help in English and Afrikaans language:

Online Help:

English - *osFinancials5 - Business Class - Online Help*

Afrikaans - *osFinancials5 - Besigheidsklas - Hulp in Afrikaans*

To follow the tutorial Sets of Books, you need to click on the **Open** icon on the **Start** ribbon. On the "*Set of Books*" screen, click on the **Browse** icon and select the desired tutorial Set of Books that you wish to follow:

Accounting Made Easy - English tutorials

English tutorials (using the default payments and receipt batches for banking / cash transactions):

The following Set of Books based on this tutorial, are installed in the

"*...\bin\Tutorials\ENGLISH*" folder:

- **HANDYMAN** – No transactions in batches and documents.
- **HANDYMAN-A** – Unposted transactions in batches and documents.
- **HANDYMAN-B** – All transactions in batches and documents have been posted (updated) to the ledger.

The following folders contains files which may be imported into batches:

- *EXPORTED-BATCH-Delimited-File – Exported batch transactions using the "Write delimited file" option and may be imported into a batch using the "Delimited file import" option icon on batches.*
- *EXPORTED-BATCH-Spreadsheets – Exported batch transactions in the *.xlsx (Excel 2007-365) file format. These transaction files may be opened in the Spreadsheet import icon on batches, and imported into a selected batch.*

Accounting Made Easy – BankImport Plugin - English tutorials

English tutorials (using the BankImport plugin for banking / cash transactions):

The following Set of Books based on this tutorial, are installed in the

"…*bin**Tutorials**BANK-IMPORT*\" folder:

- **HANDY-BANK** – No transactions in batches and documents.
- **HANDY-BANK-A** – Unposted transactions in batches and documents, except the Payments and Receipt batches, which is cleared for the Bank account and the Petty cash.
- **HANDY-BANK-B** – All transactions in batches and documents, including the imported bank statement and processed Petty cash transactions have been posted (updated) to the ledger.
- **HANDY-BANK-UNPOSTED-BANK-STATEMENT** – All transactions, except the cash book transactions, have been posted (updated) to the ledger.

> *The sample Bank statement in the "…\bin\Tutorials\BANK-IMPORT\BANK-STATEMENTS" folder needs to be imported and Petty cash transactions needs to be processed).*

Rekeningkunde Met Gemak – Afrikaanse handleiding

The following Set of Books based on the Afrikaans tutorial, Rekeningkunde met Gemak are installed in the

"…*bin**Tutorials**AFRIKAANS*\" folder.

- **NUTSMAN** – No transactions in batches and documents.
- **NUTSMAN-A** – Unposted transactions in batches and documents.
- **NUTSMAN-B** – All transactions in batches and documents have been posted (updated) to the ledger.

To follow the Afrikaans tutorial, you need to click on the **Browse** icon and select these Sets of Books.

Cost centres

You may follow Cost centres in the English Help topic. The following Set of Books to configure and process transactions in batches and documents for cost centres and the reporting, are installed in the

"…*bin**Tutorials**COST-CENTRES*\" folder:

- **COST-CENTRES-A** - All transactions in batches and documents is not yet posted (updated) to the ledger.
- **COST-CENTRES-B** - All transactions in batches and documents have been posted (updated) to the ledger.

Projects

You may follow Projects in the the English Help topic.

The following Set of Books to configure and process transactions in batches and documents for projects and the reporting, are installed in the

"*...\bin\Tutorials\PROJECTS*" folder:

- **PROJECTS-A** - All transactions in batches and documents is not yet posted (updated) to the ledger.
- **PROJECTS-B** - All transactions in batches and documents have been posted (updated) to the ledger.

This book is based on the **Accounting Made Easy - English tutorials (using the default payments and receipt batches for banking / cash transactions)** and is divided into the following modules:

- **MODULE A** – **INTRODUCTION TO ACCOUNTING** - A brief overview of accounting basics and accounting principles.
- **MODULE B** – **INSTALLING, LAUNCHING AND REGISTERING osFinancials** - Installing, registering and launching with osFinancials.
- **MODULE C** – **WORKING IN osFinancials** - A reference guide to the osFinancials5 program, interface, filters, features, etc.
- **MODULE D** – **BACKUP AND RESTORE** - Backing up and restoring your data in the event of mistakes or hardware failures.
- **MODULE E** – Creating a Set of Books and set up procedures, settings and configuration.
- **MODULE F** – **SETTING UP ACCOUNTS** - This is a work-through tutorial, providing "hands-on" knowledge to create / edit your chart of accounts, bank accounts, tax accounts, debtor and creditor accounts.
- **MODULE G** – **CREATING / EDITING STOCK ITEMS** - This is a work-through tutorial, providing "hands-on" knowledge to create / edit stock items to generate documents for purchases and sales of non trading stock items as well as trading stock items.
- **MODULE H** – **ENTERING YOUR OPENING BALANCES** - This is a work-through tutorial, providing "hands-on" knowledge to enter your opening balances.
- **MODULE I** – **PROCESSING BATCH TRANSACTIONS** - This is a work-through tutorial, providing "hands-on" knowledge to enter and process your daily transactions in batches. This will illustrate the transactions in the Purchase, Sales, as well as the repeating batches

  Processing of cash book transactions in Payments, Receipt batches (which are linked to bank accounts) as well as the Bank reconciliation will be dealt with in **MODULE L – PROCESSING CASH BOOK TRANSACTIONS AND THE BANK RECONCILIATION**.
- **MODULE J** – **PROCESSING DOCUMENTS – NON-TRADING STOCK** - This is a work-through tutorial, providing "hands-on" knowledge to enter and process your daily transactions in the purchase and sales batches using documents for non trading stock items.

- **MODULE K** – **PROCESSING DOCUMENTS – TRADING STOCK** - This is a work-through tutorial, providing “hands-on” knowledge to enter and process your daily transactions in the purchase and sales batches using documents for trading stock items. If you do trade in stock items, you need to follow this MODULE.
- **MODULE L – PROCESSING CASH BOOK TRANSACTIONS AND THE BANK RECONCILIATION** - This is a working tutorial describing processing of cash book transactions in Payments and Receipt batches (which are linked to bank accounts) as well as the Bank reconciliation. Petty cash transactions will also be dealt with in this module.
- **MODULE M** – **CALENDAR / PLANNER** - This is a working tutorial describing to schedule create repeating invoices for your debtors (customers) using the calendar. A new feature has been added where quotes for hours can be scheduled. Once these appointments are completed, quotes for hours may be converted to invoices.
- **MODULE N** – This is a working tutorial of how to enter **budgets** and to generate reports to view your budget figures. These budget figures are used as comparative figures on the budget performance report, income statement, trial balance, user reports, etc. compare your actual income and expenses against the budgeted figures.
- **MODULE O** – **REPORTS** - Available **reports** are listed and how to generate these reports. The reports from the tutorials are also included with each tutorial so that you may check your reports after having completed the tutorials. Pivot table grids are introduced based on the Trial balance.
- **MODULE P** – **OPEN ITEM PROCESSING AND REPORTS** - The basics and features of open item processing and reports for open item are outlined.
- **MODULE Q** – **REPORTMAN** - The **Report designer** interface and file structure of reports and layout files for printing documents are outlined.
- **MODULE R** – **LIST OF SHORT-CUT KEYS -** A list of the basic **keyboard short-cuts** for those users who prefers to use the keyboard instead of the mouse to get around osFinancials.

This book is structured in a step-by-step format to guide you in setting up your company's Set of Books with osFinancials. The Chart of Accounts provided in the book is a basic and generalized one. It is recommended that you expand and customize the Chart of Accounts according to your specific business requirements. For example, you may need to add an account called "*Commissions paid*".

It is important to work carefully and accurately, as trying to find a mistake can be a nightmare.

If you are not familiar with osFinancials, it is recommended that you work through the tutorials before creating your own personalized Set of Books. Screen shots or "*screen dumps*" have been included throughout the tutorials to show you exactly what information to enter in each field for your convenience.

The following icons have been placed on specific places throughout the documentation:

	*Press the **F1** key when focussed on screens to get more help.*
	Note (Additional information)
	Tip / Help
	Important
	Warning
	Next step / Proceed
	Plugins
	*Scale – Accounting equation - **Debits** = **Credits***
	Videos - https://accounting.ning.com/videos
	See – Read more
	Delivery note

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A.1- NEW TO ACCOUNTING AND osFinancials

Welcome to the world of accounting with osFinancials accounting software! Whether you are starting a new business or taking over the financial management of an existing one, osFinancials provides a powerful and easy-to-use accounting solution for your needs. With osFinancials, you can easily manage your finances, keep track of transactions, generate reports, and more. This software is designed to simplify accounting tasks and provide accurate financial information to help you make informed decisions. As a beginner to accounting and osFinancials, we will guide you through the basics of the software and help you get started on your journey towards financial management success.

osFinancials accounting software can help you save time and reduce errors, allowing you to focus on other important aspects of your business. In this introduction, we will discuss the benefits of using osFinancials accounting software and how it can help simplify your accounting tasks, even if you have little to no experience with accounting.

A.1.1- Hands-on Tutorials

osFinancials5 installation includes tutorial Sets of Books in English and Afrikaans.

To open the tutorial Sets of Books, installed in the "*bin / Tutorials*" directory, you need to click on the **Open** icon on the **Start** ribbon. On the "*Set of Books*" screen, click on the **Browse** icon and select the desired tutorial Set of Books that you wish to follow.

In these tutorials, we will guide you through the basics of accounting and show you how to use osFinancials to manage your business's finances. Whether you are new to accounting or have some experience, this tutorial is designed to help you become proficient in using osFinancials for all your accounting needs.

We will start by introducing you to the osFinancials software and its features. Then, we will walk you through the process of setting up your company's chart of accounts, creating transactions, processing sales and purchase documents and generating reports. This tutorial will also serve as a reference guide to osFinancials.

By the end of this tutorial, you will have a solid understanding of the accounting process and be able to confidently use osFinancials to manage your business's finances.

A.1.2- Online Help - Documentation

osFinancials accounting software provides a comprehensive online help system in both English and Afrikaans. This help system is designed to assist users in understanding and navigating the osFinancials accounting software, as well as to provide guidance on accounting principles and practices. Whether you are new to accounting or an experienced professional, the help system offers a wealth of information to help you get the most out of osFinancials. With easy-to-follow instructions and detailed explanations, the help system is an invaluable resource for anyone using osFinancials for their accounting needs.

A.2- ACCOUNTING BASICS

A.2.1- History of Accounting

The history of accounting dates back thousands of years, with the earliest known records of accounting practices dating back to ancient civilisations such as Mesopotamia and Egypt. These early accounting systems were primarily manual, involving the use of clay tablets, papyrus scrolls, and other primitive record-keeping methods.

In manual accounting systems, transactions were recorded by hand in a ledger or journal, and account balances were calculated manually using a pen and paper. This process was time-consuming and prone to errors, and it often required a team of trained accountants to manage a company's financial records.

With the advent of computers in the 20th century, accounting systems began to shift towards automation. The first computerized accounting systems were developed in the 1950s and 1960s, and they quickly gained popularity among businesses looking to streamline their financial processes.

During the 1980s and 1990s, accounting software became more sophisticated and widely available, making it easier for businesses to transition from manual bookkeeping to computerized accounting systems. The advantages of computerized accounting systems, such as increased efficiency, accuracy, and productivity, made them a popular choice among businesses of all sizes. As technology continued to advance, computerized accounting systems became even more powerful and customisable, allowing businesses to tailor their financial processes to their specific needs and requirements. Today, computerized accounting systems are the norm for most businesses, and they continue to evolve and improve with advances in technology.

Automated systems like accounting software can process large volumes of data quickly and accurately, which can help reduce the risk of errors that can occur when data is entered manually. This can save business owners and accountants a significant amount of time, allowing them to focus on other important tasks such as analysis, strategy, and decision-making. In addition,

automated systems can also provide real-time insights into a company's financial health, allowing business owners to make informed decisions about their business.

One of the most significant advantages of computerized accounting systems is their ability to generate real-time financial reports, allowing businesses to make informed decisions based on up-to-date financial data. Additionally, computerized systems can help businesses stay compliant with tax laws and other financial regulations, reducing the risk of penalties or legal issues.

Overall, while manual accounting systems have a long and rich history, computerized accounting systems have revolutionized the way businesses manage their finances, making accounting faster, more accurate, and more accessible than ever before.

A.2.2- Importance of Accounting

Accounting is important for several reasons:

1. **Keeping track of financial transactions**: Accounting provides a structured way to keep track of financial transactions such as sales, purchases, expenses, and revenues. Without accounting, it would be difficult to know how much money is coming in and going out of a business, making it hard to make informed decisions.
2. **Making informed decisions**: Accounting provides the financial information necessary for making informed decisions. For example, a business owner can use financial statements to analyze their company's financial performance, identify areas of improvement, and make decisions that will improve the financial health of their business.
3. **Complying with regulations**: Accounting is necessary for complying with tax laws and other regulations. Financial records must be kept in accordance with accounting principles and standards, which helps ensure that a business is in compliance with the law.
4. **Attracting investors**: Investors are often interested in a company's financial performance before making a decision to invest. Accounting provides the necessary financial information to potential investors to make an informed decision about investing in a business.
5. **Facilitating communication**: Accounting facilitates communication between different stakeholders in a business, such as managers, employees, investors, and lenders. Financial reports and statements provide a common language for stakeholders to understand a company's financial position and performance.

Overall, accounting is essential for the effective management of a business, compliance with regulations, making informed decisions, and attracting investors. Without accounting, it would be difficult to keep track of financial transactions, assess a company's financial performance, and communicate financial information to stakeholders.

A.2.3- Accounting Principles

Many accounting systems have been marketed as "*easy-to-use*," but their main function is to present financial reports or statements to investors, bank managers, creditors, and consultants in an understandable format. These reports provide crucial financial information that is essential for decision-making.

However, systems that take shortcuts and fail to comply with accounting principles often fail to communicate important financial information to accountants. Accountants have their own language, and if you are not familiar with it, accounting systems like osFinancials may seem obscure at first. You don't need to be fluent in accounting language, but it's important to understand the basics.

osFinancials is a system that is designed to comply with Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). This means that the system is built to adhere to the standards and principles that are commonly accepted and adopted by accounting professionals worldwide.

Additionally, osFinancials includes various steps and features that can help guide users in using the system properly, thereby reducing the need for extensive accounting knowledge.

There are several basic accounting principles that are followed by most accounting systems, including osFinancials. These principles include:

1. **Accrual principle** - This principle states that revenue and expenses should be recorded when they are earned or incurred, regardless of when payment is received or made.
2. **Consistency principle** - This principle requires that accounting methods and procedures should be consistent from one period to another.
3. **Materiality principle** - This principle states that insignificant amounts should be recorded in the simplest way possible, and only significant amounts should be given detailed treatment.
4. **Historical cost principle** - This principle requires that assets be recorded at their original cost, regardless of their current market value.
5. **Going concern principle** - This principle assumes that a business will continue to operate for the foreseeable future, allowing it to meet its obligations and commitments.
6. **Objectivity principle** - This principle requires that financial transactions be recorded based on objective evidence, such as receipts, invoices, and bank statements.

By following these basic accounting principles, businesses can ensure that their financial information is accurate and reliable. While accounting may seem like a complex language at first, there are tools and resources available, such as osFinancials, that can help simplify the process and minimise the need for extensive accounting knowledge.

A.2.4- Accounting Process

The accounting process is a set of steps that businesses and organisations follow to record, analyse, and report their financial transactions. It involves several stages, which typically include:

1. **Recording transactions**: This is the first step in the accounting process, where all financial transactions are documented and recorded in the company's books as they occur. These transactions can include sales, purchases, expenses, and any other financial activity.
2. **Classifying transactions**: After recording, the transactions are categorised into different accounts based on the type of transaction. Each transaction is classified according to the appropriate account in the chart of accounts. The chart of accounts is a list of all the accounts used by the business to record transactions.
3. **Posting transactions**: Once the transactions are recorded and classified, they are then posted to the general ledger, which is a master record of all the company's accounts.
4. **Adjusting entries**: At the end of the accounting period, adjusting entries are made to ensure that the financial statements accurately reflect the company's financial position. These entries may include accruals or deferrals of expenses or revenue.
5. **Preparing financial statements**: Financial statements, such as the income statement and balance sheet, are then prepared to provide an overview of the company's financial position and performance.
6. **Closing the books**: After the financial statements are prepared, the books are closed for the accounting period, and the cycle starts again for the next period.

Overall, a computerised accounting system can streamline the accounting process, provide accurate and timely financial information to stakeholders, including investors, creditors, and management, and improve the efficiency of the business.

Financial information is the summary of all this financial data, The Trial balance is devided into the following two basic reports:

- **Income statement** reflecting how well or poor the business or organisation has performed over a specific period.
- **Balance sheet** reflecting the business' financial position as at a specific date.

Additional summarised information with respect to certain items and budgets may also be necessary to determine performance or financial position. osFinancials contains many of these reports and includes a report writer to supplement your own reports.

A.2.5- DOUBLE-ENTRY ACCOUNTING SYSTEM - DEBITS AND CREDITS

A.2.5.1- What is the double-entry accounting system?

The double-entry accounting system is a method of recording financial transactions that has been used for centuries by businesses, accountants, and bookkeepers. It is based on the principle that every financial transaction has two equal and opposite effects on the accounting equation, which must be recorded in two accounts.

Under the double-entry accounting system, every transaction is recorded in at least two accounts: a debit account and a credit account. Debits and credits must always balance, meaning that the total amount debited must equal the total amount credited.

For example, let's say that a company receives $1,000 in cash from a customer for a product sale. The double entry accounting system would record this transaction as follows:

1. The company's Cash account is debited for $1,000, which increases the Cash balance.
2. The company's Sales revenue account is credited for $1,000, which increases the Sales revenue balance.

In this example, the debits and credits are equal and balance each other out, which ensures that the company's accounting equation remains in balance.

ASSETS = CAPITAL + LIABILITIES

The double entry accounting system is important because it provides a systematic and accurate way to record financial transactions and generate financial statements. It allows businesses to track their financial performance, monitor their cash flow, and make informed financial decisions based on reliable data.

A.2.5.2- What are debits and credits?

In accounting, there is a basic principle known as the "give and receive" principle. This means that in any transaction, there is a give and a receive, and that the two must be of equal value.

Business transactions are always written up or entered into two accounts. If you know where your left-hand side and right-hand side is, you already know something about accounting. A debit is always on your left-hand side and a credit is always on your right-hand side.

Debit	Credit
The account receiving the value is debited.	*The account giving the value is credited.*

The following example illustrates debits and credits:

On 1 March your business sells goods to the value of 100 to a customer, Tom on credit and issues a sales invoice for the transaction:

On 1 March the customer receives the goods to the value of 100 from the business.

Debit		*Customer Tom's Account*			Credit
Date	Description	Amount	Date	Description	Amount
1 March	Sales Account - Goods	100			

On 1 March the business gives the goods to the value of 100 to the customer.

Debit		***Sales Account***			Credit
Date	Description	Amount	Date	Description	Amount
			1 March	Tom's Account - Goods	100

The customer account debit is debited and the sales account is credited.

What happens if the customer settles his account with the business on 20 March? Your business will issue a receipt of 100 as a source document.

On 20 March Tom gives the money to the value of 100 to the business.

Debit		*Customer Tom's Account*			Credit
Date	Description	Amount	Date	Description	Amount
			20 March	Bank	100

On 20 March the business receives the money to the value of 100 from Tom.

Debit		*Bank*			Credit
Date	Description	Amount	Date	Description	Amount
20 March	Tom's Account	100			

You will debit the bank and credit the customer account.

Only transactions between the business and another entity (i.e. the purchasing of a computer for office use) should be recorded. Any personal transactions made by the owner of a company (i.e. the purchase of a computer for gaming at home) should not be entered. As a rule, the owner and the business are seen as two separate entities in the eyes of the law.

A.2.6- ACCOUNTING CYCLE

The accounting cycle is the process of recording, classifying, and summarizing financial transactions of a business to produce financial statements. It is a series of steps that business owners, book-keepers, accountants follow to ensure that the financial records of a business are accurate and complete. The accounting cycle usually takes place over a period of one year and can be broken down into several steps.

A.2.6.1- Steps in the accounting cycle

The steps in the accounting cycle:

1. **Recording Transactions**: In this step, accountants record all financial transactions of a business in a journal, which is a chronological record of all transactions.
2. **Posting to Ledger**: In this step, accountants transfer the information from the journal to the ledger, which is a book of accounts that provides a complete record of all financial transactions.
3. **Trial Balance**: In this step, accountants prepare a trial balance by listing all the balances of the accounts in the ledger to ensure that debits equal credits.
4. **Adjusting Entries**: In this step, accountants make adjusting entries to ensure that all revenues and expenses are recorded in the correct period.
5. **Adjusted Trial Balance**: In this step, accountants prepare an adjusted trial balance to ensure that all adjusting entries are correctly recorded and that debits still equal credits.
6. **Financial Statements**: In this step, accountants prepare financial statements, including the income statement, balance sheet, and cash flow statement, to report the financial performance of the business.
7. **Closing Entries**: In this step, accountants make closing entries to close out temporary accounts, such as revenue and expense accounts, and transfer their balances to the retained earnings account.
8. **Post-Closing Trial Balance**: In this step, accountants prepare a post-closing trial balance to ensure that all temporary accounts have been closed and that the accounting equation is in balance.

A.2.6.2- Examples of how the accounting cycle is used in practice

The accounting cycle is used in practice to ensure that financial records are accurate and complete. Here are some examples of how the accounting cycle is used in practice:

At the end of each accounting period, a company will go through the accounting cycle to produce financial statements, which are used by management, investors, and creditors to make financial decisions.

A company may also use the accounting cycle to reconcile bank statements and ensure that their cash balances are correct.

The accounting cycle is also used to prepare tax returns and ensure compliance with tax laws and regulations.

A company may use the accounting cycle to monitor and analyse its financial performance over time and identify areas for improvement.

In summary, the accounting cycle is a critical process for producing accurate financial records and ensuring that a company's financial statements are reliable. By understanding the steps of the accounting cycle, businesses can manage their finances effectively and make informed decisions.

A.2.7- TRANSACTION CYCLE

A.2.7.1- The transaction cycle in accounting

The transaction cycle in accounting refers to the process of recording financial transactions in a systematic manner. This process typically includes several steps:

1. **Identification**: This step involves identifying the financial transactions that need to be recorded. Transactions can include purchases, sales, payments, receipts, and other financial activities.
2. **Recording**: Once the transactions have been identified, they are recorded in a journal or a general ledger. This step involves recording the details of each transaction, such as the date, amount, and accounts involved.
3. **Posting**: After the transactions have been recorded, they are posted to the appropriate accounts in the general ledger. This step involves transferring the information from the journal to the ledger accounts.
4. **Trial balance**: A trial balance is prepared to ensure that the total debits equal the total credits. This step is important to identify any errors that may have been made during the recording or posting process.
5. **Adjusting entries**: Adjusting entries are made to update the accounts for any items that were not recorded during the regular transaction cycle. Examples include depreciation, prepaid expenses, and accruals.
6. **Financial statements**: Finally, financial statements are prepared to summarize the financial transactions for a specific period. These statements include the income statement and balance sheet. Financial information is the summary of all this financial data into the following two basic reports:
   - **Income statement** reflecting how well or poor the business or organisation has performed over a specific period.
   - **Balance sheet** reflecting the business or organisations financial position as at a specific date.
   - Additional summarised information with respect to certain items and budgets may also be necessary to determine performance or financial position. osFinancials contains many of these reports and includes a report designer to supplement your own reports.

The transaction cycle is an important part of the accounting process as it ensures that all financial transactions are recorded accurately and in a timely manner.

A.2.7.2- Transaction cycle and transactions

Financial data is created through various business transactions, including investments by the owner, purchases of assets, payment of expenses, and sales of goods or services. These transactions impact the accounting equation, which is:

ASSETS = CAPITAL + LIABILITIES

This equation must always remain balanced. If assets increase, either capital or liabilities must also increase, and if assets decrease, capital or liabilities must also decrease.

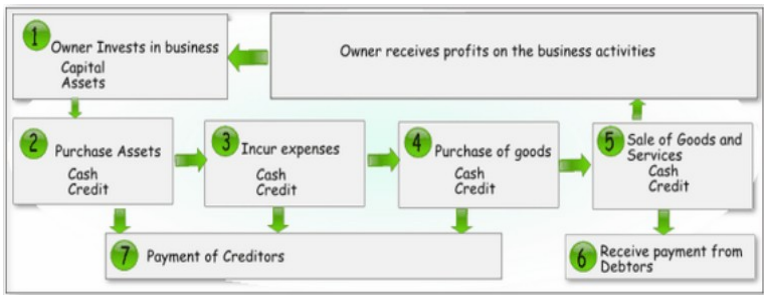
Each type of transaction affects the equation in a specific manner. For instance, when the owner invests cash, the bank account (asset) and capital increase. If the business purchases an asset with cash, the vehicle (asset) increases and the cash account (asset) decreases. When the business buys assets on credit, the asset account increases and the creditor account (liability) also increases.

In the same vein, if the business incurs expenses and pays for them with cash, the expense account increases and the cash account (asset) decreases. If expenses are incurred on credit, the expense account increases, and the creditor account (liability) also increases. If the business sells services or goods for cash, the cash account (asset) and the income (sales) account increase. When the business sells goods or services on credit, the debtor account (asset) increases, and the sales account (income) also increases.

It is essential to comprehend these basic transactions and their impacts on the accounting equation for effective financial management. This enables businesses to track their financial position and performance accurately and make informed decisions based on that information.

A.2.7.3- Examples of common business transactions in the transaction cycle

The following diagram provides a clear illustration of common transactions that occur in a business, involving various parties:



These basic transactions impact the accounting equation, and their effects is as follows:

1. **The owner invests in the business:**

   a) **Owner invests cash**: The business receives cash from the owner. The business then owes this amount to the owner, which is the owners interest in the business (Capital).

   ASSETS = + CAPITAL
   DEBIT : Bank account = CREDIT : Capital account

   b) **Owner invests assets:** The business receives an asset e.g. a motor vehicle from the owner and it increases the business assets. On the other hand it also increases the owners interest in the business (Capital).

   + ASSETS = + CAPITAL
   DEBIT : Vehicles Account = CREDIT : Capital account

2. **Purchase of assets:**

   a) **Purchase of assets and pay cash:** The business receives an asset e.g. a motor vehicle, stock; etc. from another party (the supplier) and it increases the business assets. On the other hand it also decreases the assets (cash in the bank).

   + ASSETS = - ASSETS
   DEBIT : Vehicles Account = CREDIT : Bank account

   b) **Purchase assets on credit:** The business receives an asset e.g. a motor vehicle, etc. from another party (the supplier) and it increases the business assets. On the other hand it also increases the liabilities towards the supplier, which will then be referred to as the creditor.

   + ASSETS = + LIABILITIES
   DEBIT : Vehicles Account = CREDIT : Creditor's account

3. **Incur expenses:**

   a) **Incur expenses and pay cash:** The business receives the value of goods and services, which the business will consume or use up in the normal business activities, e.g. placing of an advertisement, fuel for the motor vehicle, etc. and it increases the business nominal accounts, the expense accounts. On the other hand it also decreases the assets (cash in the bank).

   + EXPENSES = - ASSETS
   DEBIT : Advertisements Fuel and oil Account = CREDIT : Bank account

   b) **Incur expenses on credit:** The business receives the value of goods and services, which the business will consume or use up in the normal business activities, e.g. placing of an advertisement, fuel for the motor vehicle, etc. and it increases the business nominal accounts, the expense accounts. On the other hand it also increases the liabilities towards the supplier, which will then be referred to as the creditor.

   + EXPENSES = + LIABILITIES
   DEBIT : Advertisements Fuel and oil Account = CREDIT : Creditor's account

4. **Purchase of stock or goods for resale:**

   a) **Purchase of stock or goods and pay cash:** The business receives an asset (stock) from another party (the supplier) and it increases the business assets. On the other hand it also decreases the assets (cash in the bank).

   + ASSETS = - ASSETS
   DEBIT : Stock, Purchase account = CREDIT : Bank account

   b) **Purchase of stock or goods on credit:** The business receives an asset (stock) from another party (the supplier) and it increases the business assets. On the other hand it also increases the liabilities towards the supplier, which will then be referred to as the creditor.

   + ASSETS = + LIABILITIES
   DEBIT : Stock, Purchase account = CREDIT : Creditor's account

5. **Sell services or goods:**

   a) **Sell services for cash:** The business receives an asset (cash) from another party (the customer) and it increases the business assets. On the other hand it also increases the nominal accounts (income).

   + ASSETS = + INCOME
   DEBIT : Bank account = CREDIT : Sales account

   b) **Sell services on credit:** The business receives an asset (debtor) from another party (the customer) and it increases the business assets. On the other hand it also increases the nominal accounts (income).

+ ASSETS = + INCOME
DEBIT : Debtor's account = CREDIT : Sales account

c) **Sell trading stock for cash:** The business gains an asset (cash) from another party (the customer) and it increases the business assets. On the other hand it also increases the nominal accounts (income). The business loses an asset (stock at cost price) and it decreases the business assets. On the other hand it also decreases the nominal accounts (cost of sales).

(Selling price of goods sold)
+ ASSETS = + INCOME
DEBIT : Bank account = CREDIT : Sales account

(Cost price of goods sold)
- COST OF SALES = - ASSETS
DEBIT : Cost of sales account = CREDIT : Stock Account

d) **Sell stock on credit:** The business gains an asset (debtor) from another party (the customer) and it increases the business assets. On the other hand it also increases the nominal accounts (income). The business loses an asset (stock at cost price) and it decreases the business assets. On the other hand it also decreases the nominal accounts (cost of sales).

(Selling price of goods sold)
+ ASSETS = + INCOME
DEBIT : Debtor's account = CREDIT : Sales account

(Cost price of goods sold)
- COST OF SALES = - ASSETS
DEBIT : Cost of sales account = CREDIT : Stock Account

6. **Receive cash from debtors:** The business gains an asset (cash) from another party (the customer) and it increases the business assets. On the other hand it also decreases the business assets (debtors).

+ ASSETS = - ASSETS
DEBIT : Bank account = CREDIT : Debtor's account

7. **Payment of creditors:** The business decreases a liability (creditor) with the money paid to the other party (the creditor) and it decreases the business assets (cash).

- LIABILITIES = - ASSETS
DEBIT : Creditor's account = CREDIT : Bank account

Understanding how these basic transactions affect the accounting equation is essential for proper financial management. It enables businesses to accurately track their financial position and performance, make informed decisions based on that information, and ensure that the accounting equation always remains balanced.

A.2.7.4- Transaction List - Debits and Credits

The following list of most commonly used transactions illustrates the debit and credit transactions on the double-entry accounting principle:

TRANSACTION	*DEBIT*	*CREDIT*
Capital - cash contribution	*Assets - Bank*	*Capital*
Sales - cash	*Assets - Bank*	*Income*
Sales - credit	*Assets - Debtors*	*Income*
Purchases - cash	*Assets - applicable*	*Assets - Bank*
Purchases - credit	*Assets - applicable*	*Liabilities - Creditors*
Expenses - cash	*Expenses - applicable*	*Assets - Bank*
Expenses - credit	*Expenses - applicable*	*Liabilities - Creditors*
Debtors - receipts	*Assets - Bank*	*Assets - Debtors*
Creditors - payments	*Liabilities - Creditors*	*Assets - Bank*

A.3- MAIN CLASSIFICATION OF ACCOUNTS / FINANCIAL CATEGORIES

The accounting equation is a fundamental principle in accounting that shows the relationship between a company's assets, liabilities, and capital. It can be expressed as:

ASSETS = LIABILITIES + CAPITAL

This equation means that the total assets of a company must always be equal to the total of its liabilities and capital.

Assets refer to the resources that a company owns, such as cash, inventory, property, and equipment.

Liabilities, on the other hand, are the debts or obligations that a company owes to others, such as loans, accounts payable, and taxes.

Capital (equity) represents the residual interest in the assets of a company after deducting its liabilities. It includes the funds that the owners have invested in the company as well as the retained earnings.

The accounting equation is used to ensure that a company's financial statements are accurate and balanced. It is a useful tool for analysing a company's financial position and making important business decisions.

A.3.1- Accounting equation - Income statement

The income statement is a financial statement that shows all the income and expense accounts of a business, which are also called nominal accounts. It is divided into two main financial categories: income accounts and expense accounts. It consists of two basic financial categories:

Financial category	*What do they tell us?*	*Examples of accounts*
Income accounts (Nominal accounts)	*Income accounts represent the sources of income for the business.*	*Sales* *Interest received*
Expense accounts (Nominal accounts)	*On the other hand, expense accounts reflect the expenses incurred by the business in order to generate income.*	*Motor vehicle expenses* *Rent* *Telephone* *Salaries and wages* *Water and lights*

The difference between the total of the income and the total of the expense accounts will reflect how much profit/loss the business made.

The profit is the return or remuneration the owner or owners of the business receives on their investment in the business. This difference (Profit / Loss) is transferred to the Balance sheet (Retained income / earnings account) as it will increase the owner / owners equity (capital interest) in the business.

PROFIT = INCOME – EXPENSES

A.3.2- Accounting equation - Balance sheet

In accounting, the balance sheet typically reflects three main types of accounts: proprietary accounts, asset accounts, and liability accounts. These accounts provide a snapshot of the business's worth on a specific date, by showing the value of assets held (such as stock, motor vehicles, and machinery), monies owed, and the capital (equity) and loan accounts of the owners. The balance sheet is an important financial statement that provides a summary of a company's financial position, and helps stakeholders make informed decisions about investing, lending, and doing business with the company.

Financial category	*What do they tell us?*	*Examples of accounts*
Proprietary accounts	*These accounts are used to enter all the personal transactions between the owner(s) of the business and themselves. This reflects how much the owner(s) has invested in the business and how much they have taken out of the business.*	*Capital* *Drawings* *Retained income / earnings*
Asset accounts	*These accounts will reflect all the assets owned by the business, which is used in the activities of the business.*	*Vehicles* *Equipment* *Furniture and fittings* *Debtors* *Bank* *Petty cash* *Trading stock*
Liability accounts	*These accounts will reflect all the liabilities of the business, to which the business owes money.*	*Loans* *Bank overdrafts* *Creditors*

CAPITAL = ASSETS – LIABILITIES

The balance sheet reflects a list of all the assets that the business owns and a list of how these assets are financed. The balance sheet is nothing more than a list of the sources used to finance the assets of the business and a list of the assets, which were financed.

Owner's equity or interest in the business is the capital invested by the owner in the business. Capital and liabilities finance all assets the business has acquired and are also known as the "*sources of financing*" or "*capital employed*". On the other hand, the assets that the business owns, is known as the "*employment of capital*".

A.3.3- Expanded accounting equation - Income statement and Balance sheet

The expanded accounting equation takes into account the impact of all transactions on assets, liabilities, capital, income, and expenses. When sales are made, assets such as cash in the bank or accounts receivable increase, along with income. Conversely, expenses like advertising decrease assets, such as cash in the bank, or increase liabilities, like accounts payable. Income increases profit while expenses decrease profit.

Given that most transactions affect both the income statement and balance sheet, it's necessary to look at the full accounting equation. The expanded accounting equation is as follows:

ASSETS + EXPENSES = INCOME + CAPITAL + LIABILITIES
DEBITS = CREDITS

A.4- GROUPS/CLASSIFICATION OF FINANCIAL CATEGORIES

In order to facilitate the generation proper reports, our template sets of books have been divided into financial categories, which may be further divided into account groups.

A.4.1- Account groups - Financial categories - Income statement

Each of the Income statement Financial categories (i.e. INCOME and EXPENSES), are further classified or grouped as follows:

FINANCIAL CATEGORY	REPORTING GROUPS FOR ACCOUNTS	DESCRIPTION	DR / CR
NET PROFIT / NET LOSS	RETAINED INCOME	Income received is greater than incurred expenses.	CREDIT
		Incurred expenses are greater than income received.	DEBIT
INCOME	INCOME	Revenue generated from the sale of goods and services.	CREDIT
	OTHER INCOME	Revenue from ventures and activities outside the "normal"	CREDIT
EXPENSES	EXPENSES	Incurred in the normal business activities to generate income.	DEBIT

RETAINED EARNINGS / INCOME, at the beginning of the financial year, the income/expense accounts are zeroed and the resulting balance transferred to the retained income account.

Income / Expense accounts created (in osFinancials) should be assigned to an appropriate reporting group and linked to a financial category in osFinancials (INCOME or EXPENSES).

The Financial results influence the net worth of a business. A profit will increase the capital value of a business; the opposite is true for a loss.

A.4.2- Account groups - Financial categories - Balance sheet

Each of the Balance sheet Financial categories CAPITAL, ASSETS and LIABILITIES, are further classified or grouped as follows:

FINANCIAL CATEGORY	*REPORTING GROUPS FOR ACCOUNTS*	*DESCRIPTION*	*DR / CR*
CAPITAL	*CAPITAL* *MEMBERS' CONTRIBUTION SHARE CAPITAL*	*The value of the owners' equity.* *Sole Proprietor or Partnership* *Close Corporation* *Companies*	*CREDIT*
ASSETS	*FIXED ASSETS* *CURRENT ASSETS*	*Physical items with a value, e.g. Land and buildings, Plant and machinery, Motor vehicles, Furniture and fittings, Computers, etc.* *Cash in the Bank, Petty cash, and Value of the Debtors ledger, stock holding and prepaid expenses.*	*DEBIT*
LIABILITIES	*LONG-TERM LIABILITIES* *CURRENT LIABILITIES*	*All amounts owed to third parties or financial obligations repayable normally more than one year.* *All amounts owed by the business to Creditors, Taxes payable, accounts payable and provisions for expenses.*	*CREDIT*

Each Balance sheet account type created in osFinancials should be assigned to an appropriate REPORTING ACCOUNT GROUP and linked to a FINANCIAL CATEGORY in osFinancials (CAPITAL, ASSETS or LIABILITIES).

A.5- CHARTS OF ACCOUNTS in osFinancials

Sets of Books (templates) has already been installed, for use when you create your own Set of Books. All the necessary settings are already pre-set for your convenience.

In osFinancials, the chart of accounts that is created or selected may be customised to suit your specific needs. All accounts in your chart of accounts must be linked to either a Balance sheet or Income statement category. It may be a good idea to print the Chart of accounts and to check that all the accounts necessary for your business appear. You may add/delete accounts to cater for your specific requirements.

In the "*EN-SOUTHAFRICA*" Set of Books, the chart of accounts (listed below) is split into the two parts i.e. Income statement accounts and Balance sheet accounts, for your convenience.

A.5.1- Income / Expense accounts - Chart of accounts

The first part reflects the Income / Expense type of accounts, which is reported on the Income statement:

NETT PROFIT / NET LOSS = INCOME – EXPENSES

Income statement Financial categories - (Income and Expenses):

Account	Description	Account group1	Type
G010	Sales	INCOME	Inc / Exp
G050	Other Sales	INCOME	Inc / Exp
G060	Bad Debts Recovered	OTHER INCOME	Inc / Exp
G065	Cash Discount Received	OTHER INCOME	Inc / Exp
G070	Interest Received	OTHER INCOME	Inc / Exp
G075	Profit/Loss- Sale of Fixed assets	OTHER INCOME	Inc / Exp
G080	Sundry Income	OTHER INCOME	Inc / Exp
G100	Cost of sales	COST OF SALES	Inc / Exp
G180	Delivery Charges	EXPENSES	Inc / Exp
G200	Accountancy Fees	EXPENSES	Inc / Exp
G205	Advertising	EXPENSES	Inc / Exp
G210	Audit Fees	EXPENSES	Inc / Exp
G215	Bad Debts Written-off	EXPENSES	Inc / Exp
G220	Bank Charges	EXPENSES	Inc / Exp
G225	Cleaning	EXPENSES	Inc / Exp
G230	Commissions Paid	EXPENSES	Inc / Exp
G235	Consultancy Fees	EXPENSES	Inc / Exp
G240	Depreciation	EXPENSES	Inc / Exp
G245	Entertainment	EXPENSES	Inc / Exp
G250	Finance Charges	EXPENSES	Inc / Exp
G255	Gifts and Donations	EXPENSES	Inc / Exp
G260	Insurances	EXPENSES	Inc / Exp
G262	Interest Paid	EXPENSES	Inc / Exp
G265	Legal Fees	EXPENSES	Inc / Exp
G270	Lights and Water	EXPENSES	Inc / Exp
G275	Medical Expenses	EXPENSES	Inc / Exp
G280	Motor Vehicle Expenses	EXPENSES	Inc / Exp

Account	Description	Account group1	Type
G280001	Fuel	EXPENSES	Inc / Exp
G280005	Motor Repairs	EXPENSES	Inc / Exp
G280010	Motor Costs - Other	EXPENSES	Inc / Exp
G285	Printing Postage and Stationery	EXPENSES	Inc / Exp
G290	Rent Paid	EXPENSES	Inc / Exp
G295	Repairs and Maintenance	EXPENSES	Inc / Exp
G300	Salaries - Directors	EXPENSES	Inc / Exp
G305	Salaries - Staff	EXPENSES	Inc / Exp
G310	Salaries/Wages- Employers Contrib.	EXPENSES	Inc / Exp
G315	Subscriptions	EXPENSES	Inc / Exp
G320	Telephone and Fax	EXPENSES	Inc / Exp
G330	Travelling Expenses	EXPENSES	Inc / Exp

A.5.2- Balance sheet accounts - Chart of accounts

The second part reflects the Balance sheet (Assets, Capital and Liabilities) type of accounts, which is reported on the Balance sheet:

CAPITAL = ASSETS – LIABILITIES

Balance sheet Accounts – Financial categories (Capital, Liabilities and Assets):

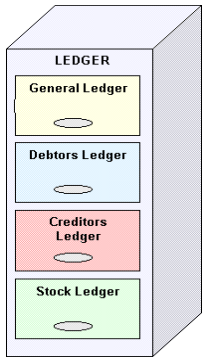
Account	Description	Account group1	Type
G505	SHARE CAPITAL	CAPITAL	
G510	RETAINED INCOME	CAPITAL	Retained Income
G550	Long Term Loans	LONG TERM LIABILITIES	
G560	Installment Sale - Creditors	LONG TERM LIABILITIES	
G600	FURNITURE AND FITTINGS	FIXED ASSETS	
G600010	Furniture and Fittings at Cost	FIXED ASSETS	
G600020	Furniture/Fittings Accum. Deprec.	FIXED ASSETS	
G610	OFFICE EQUIPMENT	FIXED ASSETS	
G610010	Office Equipment at Cost	FIXED ASSETS	
G610020	Office Equipment Accum. Depreciation	FIXED ASSETS	
G620	MOTOR VEHICLES	FIXED ASSETS	
G620010	Motor Vehicles at Cost	FIXED ASSETS	
G620020	Motor Vehicles Accum. Depreciation	FIXED ASSETS	
G700	DEBTORS CONTROL ACCOUNT	CURRENT ASSETS	Debtors control
G730	DEPOSITS PAID	CURRENT ASSETS	
G740	POS-Till Account	CURRENT ASSETS	

Account	Description	Account group1	Type
G745	POS-Cheque Payments Account	CURRENT ASSETS	
G750	STOCK CONTROL ACCOUNT	CURRENT ASSETS	
B810	CURRENT BANK ACCOUNT	CURRENT ASSETS	Bank account
B820	PETTY CASH	CURRENT ASSETS	Bank account
G900	CREDITORS CONTROL ACCOUNT	CURRENT LIABILITY	Creditors control
G920	SALARIES CONTROL	CURRENT LIABILITY	
G920001	Salaries	CURRENT LIABILITY	
G920005	UIF Payable	CURRENT LIABILITY	
G920010	PAYE Payable	CURRENT LIABILITY	
G920015	Skills Development Levy	CURRENT LIABILITY	
G950	VAT CONTROL ACCOUNT	CURRENT LIABILITY	
T950005	Output (Sales) VAT 15%	CURRENT LIABILITY	Tax account
T950010	Input VAT - Standard rate - 15%	CURRENT LIABILITY	Tax account
T950015	Input VAT - Capital goods - 15%	CURRENT LIABILITY	Tax account
T950020	Zero Rated VAT - 0%	CURRENT LIABILITY	Tax account
G950100	VAT PAYMENT ACCOUNT	CURRENT LIABILITY	
G999	SUSPENSE ACCOUNT	CURRENT LIABILITY	

The chart of accounts may be customised to suit your specific needs. You may change descriptions, add new accounts and sub-accounts. You may create up to 999 main accounts. For each of these main accounts you may also create up to 999 sub-accounts.
In a Set of Books consisting of a 4-Digit Main Accounts, you may create up to 9999 main accounts.
In a Set of books consisting of 5-digit main accounts, you may create up to 99999 main accounts.

A.6- THE LEDGER

The Ledger consists of the General ledger (Chart of accounts), the Debtor's ledger; the Creditor's ledger and the Stock ledger (if you are trading in Stock items). The ledger can be illustrated as follows:



1. **General ledger -** consists of the Income and Expense accounts and Capital, Assets and Liabilities (Balance sheet) accounts.

   It also includes a control account for the debtors, creditors and stock items.

2. **Debtor's ledger -** consists of the individual debtor accounts. Each individual debtor's account contains the contact information, messages and accounting information.

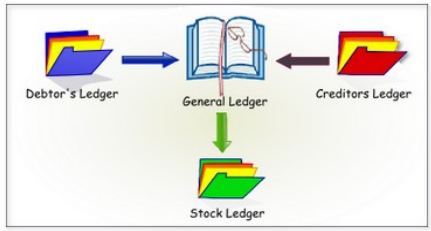
   The total outstanding balance of all the debtor accounts in the debtor's ledger is automatically updated and reported in the **Debtor's control** in the General ledger.

3. **Creditor's ledger -** consists of the individual creditor accounts. Each individual creditor's account contains the contact information, messages and accounting information.

   The total outstanding balance of all the creditor accounts in the creditor's ledger is automatically updated and reported in the **Creditor's control account** in the General ledger.

4. **Stock ledger -** consists of the individual stock item records. Each individual stock item records contain specific information, such as quantities, cost prices, selling prices, units, re-order levels, etc. The total outstanding cost price value of all the stock item records in the stock ledger is automatically updated and reported in the **Stock control account** in the General ledger. It also includes a control account for the debtors, creditors and stock items.

The outstanding balances of the individual accounts and records in the Debtor's ledger, the Creditor's ledger and the Stock ledger is automatically updated and reported in the respective **Control accounts** in the General ledger.



A.7- CONTROL ACCOUNTS

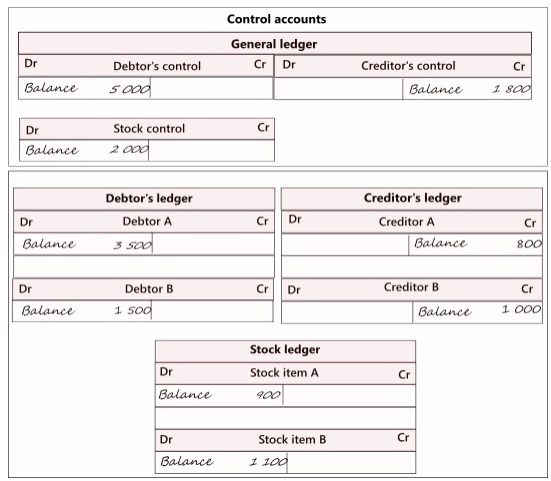
Control accounts are used to keep track of the total amounts owed by debtors and owed to creditors, as well as the total value of stock items. Instead of creating individual ledger accounts for each debtor, creditor, and stock item, a single control account is created in the general ledger. The control account shows the total amounts owed by all debtors or owed to all creditors, and the total value of all stock items.

To keep track of individual debtor accounts, creditor accounts, and stock items, separate subsidiary ledgers are created for each. The subsidiary ledgers contain individual ledger accounts for each debtor, creditor, and stock item. The subsidiary ledgers are managed by the debtors clerk or the purchases department, who maintain the individual ledger accounts for each debtor, creditor, and stock item.

At the end of a period, the balances in the individual ledger accounts are totalled, and the total is compared to the balance in the corresponding control account in the general ledger. If the balances match, it means that all individual ledger accounts have been properly recorded and reconciled. The same principles apply to the purchases department.

Using control accounts and subsidiary ledgers allows for more efficient management of accounting records, especially in large business enterprises with many debtors, creditors, and stock items. It also enables effective credit control and debt collection.

Using control accounts and subsidiary ledgers allows for a more organised and efficient system of managing and storing information about debtors, creditors, and stock items. It also enables businesses to delegate the management of subsidiary ledgers to specific clerks or departments, allowing for greater control and oversight. The subsidiary ledgers and the general ledger can be illustrated as follows:



General ledger - The general ledger is a comprehensive record that includes your chart of accounts, income and expenses, capital, assets, and liabilities. The chart of accounts comprises control accounts for debtor accounts, creditor accounts, and stock items (inventory items) in the form of stock ledgers. The individual subsidiary ledgers, such as the debtor's ledger, creditor's ledger, and stock ledger, contain specific details. The subsidiary ledgers and the general ledger, is as follows:

1. **Debtor's control account** – This account reflects the total amount owed by all the individual debtor accounts. The balance of the debtor's control account must equal the total of the debtors' list, which represents the amounts owed by the individual debtors obtained from the individual balances in the various subsidiary ledger accounts for each debtor. This subsidiary ledger is known as the debtors' ledger.

   In the debtors' ledger, the transaction details and additional information regarding each debtor such as their personal and contact information, credit limit, terms, etc. may be stored. This debtors' ledger is also a register of each and every transaction that you and a specific debtor entered into.

2. **Creditor's control account** – This account reflects the total amount owed to all the individual creditor accounts. The balance of the creditor's control account must equal the total of the creditors list, which represents the amounts owed by the individual creditors obtained from the individual balances in the various subsidiary ledger accounts for each creditor. This subsidiary ledger is known as the creditors' ledger.

   In the creditors' ledger, the transaction details and additional information regarding each creditor such as their personal and contact information, credit limit, terms, etc. may be stored. This creditors' ledger is also a register of each and every transaction that you and a specific creditor entered into.

3. **Stock control account** – This account reflects the total amount or value of all stock items. The balance of each of the individual stock item ledger accounts or records must equal the total of the stock item list, which represents the amounts or value of the individual stock items obtained from the individual balances in the various subsidiary ledger accounts for each stock item. This subsidiary ledger is known as the stock ledger.

   In the stock ledger, the transaction details and additional information regarding each stock item such as the cost prices, selling prices, quantities, and location on the shelves, etc. may be stored. This stock ledger is also a register of each and every stock transaction, how many items are purchased, sold, etc.

A.8- THE STRUCTURE OF osFinancials

osFinancials is a software that is straightforward to set up and use. You only need to create a Set of Books once, add your master records, set some defaults, and begin processing your transactions. Whenever you need to manage your financial activities, you can generate, print, or export various reports.

The user interface of osFinancials is designed to be user-friendly and intuitive, making it easy for users to perform most functions with just a few clicks and minimal typing. In certain fields, search facilities are available to help you select transaction details or report selection criteria quickly.

The financial data in osFinancials is processed, stored, and reported on using a specific structure in the osFinancials file system:

1. **Sets of Books**

   The osFinancials file system consists of various components that are used to manage and monitor financial activities for different entities. You can create an unlimited number of Sets of Books, which are sets of computerized files used to enter, process, summarize, and report financial data for a business entity or organisation. Each Set of Books is stored in a separate directory or folder on your system, and the list of these Sets of Books is kept in the "*books.fdb*" file.

2. **Company info, defaults and settings**

   For each Set of Books, the entity's information and defaults or settings are stored. This information is reflected on reports, and the defaults or settings are used to enter, process, and report on the data.

3. **Accounting periods**

   The accounting periods are used to report on financial activities for a specific period. The financial year is divided into accounting periods, usually representing the calendar months. All transactions of an entity must be recorded in the accounting period in which they occurred. The accounting periods are used to generate reports on the transaction data, and osFinancials stores the totals and other financial information for any number of years to allow for comparison between reports for this year and last year.

   The "*totals*" table in osFinancials stores the total amounts for each accounting period of the current year and the previous year. This table is used to cross-reference and ensure that the Set of Books is balanced. For each account, the total of the debits (positive numbers) and credits (negative numbers) for any given period must be equal to zero, as every transaction should have an equal amount debited and credited.

4. **Accounts**

   The chart of accounts is the core component of a Set of Books. This data is kept in the "*accounts*" table, and there are five types of accounts files specific to each type:

   a) **General ledger accounts** - Assets, Capital, Liabilities, Income or Expense accounts.

   b) **Bank accounts** - Cashbook payments and receipts batch.

   c) **Creditor accounts** - Creditor contact information, remittance advice messages, credit limits, charge amounts, tax references, groups, etc.

   d) **Debtor accounts** - Debtor contact information, statement messages, credit limits, charge amounts, interest percentage, tax references, groups, etc.

   e) **Tax accounts** - Percentages for VAT/GST/Sales Tax and effective dates for which these percentages apply.

5. **Stock items**

   osFinancials stores specific data of your stock items (inventory items / products) in the "*stock*" table, including codes, descriptions, selling prices, and barcodes, tax accounts, sales, cost of sales, and stock account information.

6. **Transactions** All transactions are entered in batches (journals) and documents, such as, invoices, credit notes, purchases and supplier returns), and these batches are posted to the ledger. The information of each transaction is kept in the "*transact*" table, including the batch type, date and period of the transaction, reference number, description, amount, tax amounts, account, and contra account.

7. **Documents**

   The details of documents such as invoices, credit notes, quotes, purchases, supplier returns, and orders are stored in various tables. These tables contain information about the inventory items and quantities as selected on the documents. When documents are updated or posted to the general ledger, osFinancials will generate transactions and update the appropriate accounts with these transactions. This saves you the effort of unravelling the complex relationships between transactions.

MODULE B - INSTALLING, LAUNCHING AND REGISTERING osFinancials

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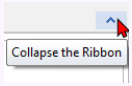
B.1- HARDWARE AND SOFTWARE REQUIREMENTS

In order to run osFinancials5 you will need, as a minimum, the following system requirements:

1. An IBM compatible computer running a 32-bit Microsoft Windows 98, Windows 2000, Windows ME, Windows NT, Windows XP, Vista, Windows 7, Windows 8, Windows 10 or Windows 11.
2. 256 MB of RAM for a single user and 512 MB for a multi-user.
3. Approximately 1 GB of Disk Storage space.
4. SVGA / LCD / LED screen (1440 x 900 screen resolution or higher).

On devices with a 1366 x 768 screen resolution; or if you set your Display Settings of your system, to 1366 x 768); you may need to:

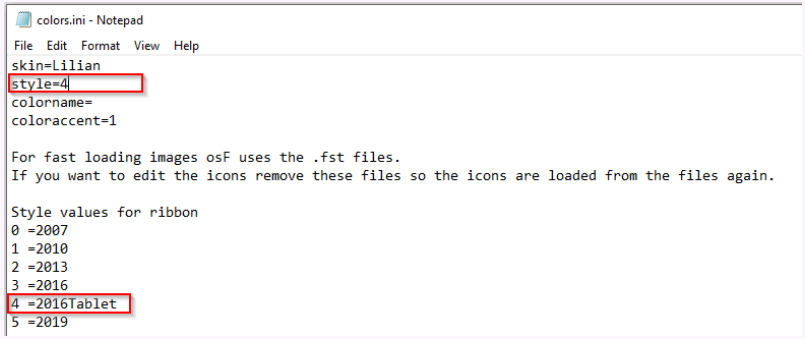
Collapse the ribbons (automatically hide the ribbons) when working in forms or screens such as Documents, Debtors, Creditors, Stock, etc.



or

Set the Ribbons to Tablet mode,

To do this, you need to set the style value to style=4 in the "colors.ini" file inside your theme folder:



Exit and Restart osFinancials5

5. Microsoft Excel (Office) or other program which supports spreadsheets (e.g. LibreOffice, OpenOffice or UltraOffice) installed to save or export data and / or reports to spreadsheets.

6. To print the "*Budget vs actual*" and "*This year vs last year*" reports, the "*Customize Format – Numbers*" of your Windows operating system number format needs to be set as follows:
   - **Decimal symbol** - set to period (.)
   - **Digit grouping symbol** - set to comma (,) (If Digit grouping symbol is set to blank it does not print but produces an error.

Recent decreases in the cost of hardware have made even the simplest of modern devices, orders of magnitude better than older devices. It will run more securely on a better device. The costs saved by using an old device will soon be at risk given the time and effort that it will take to construct a Set of Books and re-enter the data.

B.2- INSTALLING osFinancials5 SINGLE-USER

The osFinancials5 installation process should only take a few minutes. During this process you may need to select a few options. The most important options, you may need to select is your country and language, reading and accepting the licence agreement.

OsFinancials5 should, by default, install in the osFinancials5 directory (e.g. C : / osFinancials5). If you choose to install osFinancials5 in different directory or folder on your system, DO NOT install osFinancials5 in any Program files directories.
If you wish to install osFinancials5 on a device that has a Solid State Drive which is small, e.g. 32GB as the C: drive, you need to select the D: drive that is bigger in size.

This documentation will describe to do a standard installation to run osFinancials locally on one computer for 1 user only.
- *Multi-User installation and configuration will be dealt with in separate documentation.*
- *Multi-user is limited in this edition! You will need to buy a multi-user license.*

After installing osFinancials5, the following optional additional components, is included in the "*installs*" folder of the osFinancials5 root installation directory:

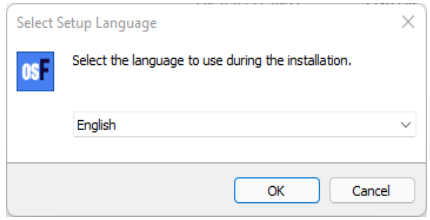
- Firebird Version 2.1 - Advanced users may wish to download and install a later version of the discontinued downloads - Firebird version 2.5.9.

  Later releases of Firebird Versions 3 and Versions 4 is currently not supported in osFinancials5 databases (Sets of Books).

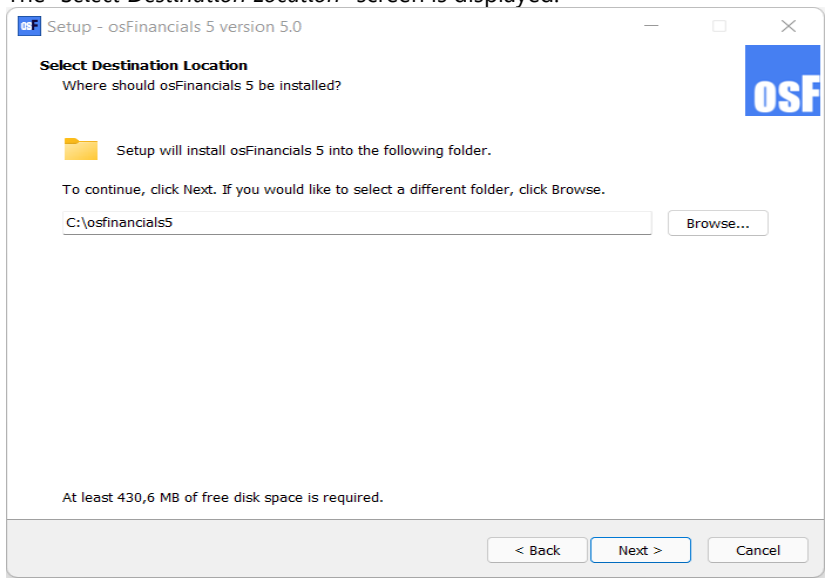
- FlameRobin Version 0.9.3 - Advanced users may wish to download and install a later version of FlameRobin (version 0.9.6) FlameRobin Database Admin software to manage and explore your osFinancials databases (Sets of Books).

To install osFinancials5 single-user:

1. Once the osFinancials5 installation file is downloaded, select the file and open it. The "*Select Setup Language*" screen is displayed:



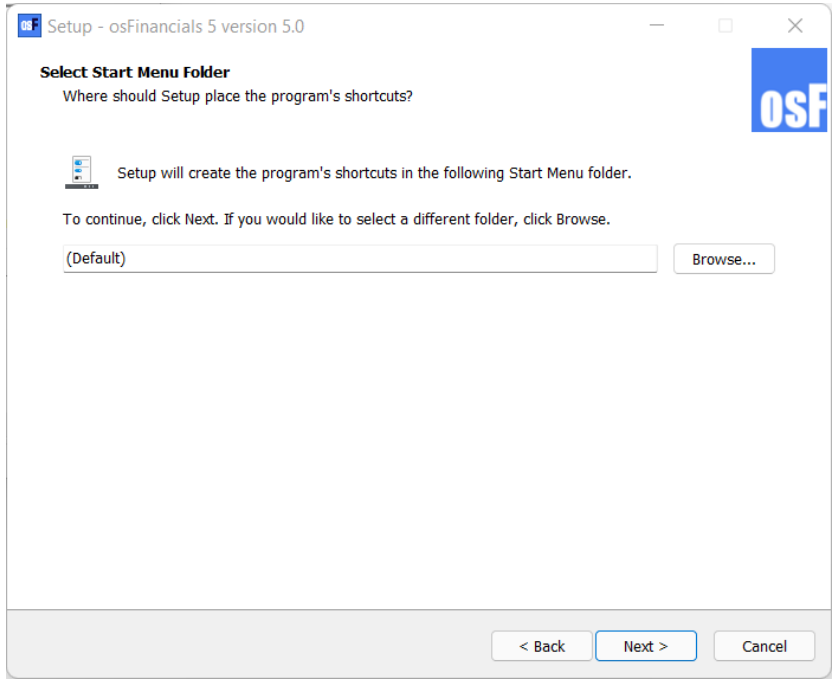
2. English is the default setup language. Click **OK**. The "*License agreement*" screen will be displayed.
4. Please read the agreement carefully. If you agree with the terms and conditions of the license agreement, select the "*I accept the agreement*" option and click **Next**.
5. The "*Select Destination Location*" screen is displayed:



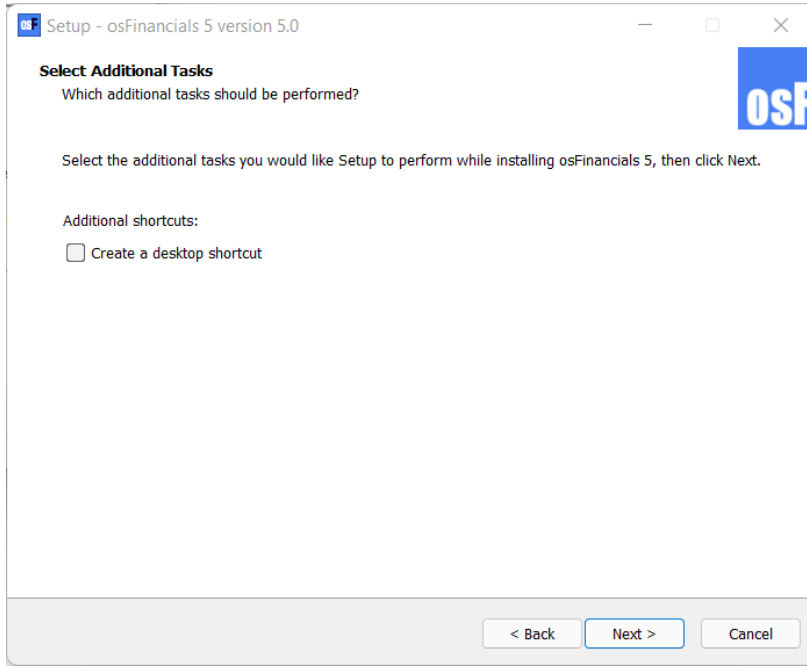
6. The default path is osFinancials5 on your system's default drive, (e.g. C:/osFinancials5).

   *You may click on the **Browse** button to select any other folder than the default path where you wish to install osFinancials5 on the "Browse For Folder" screen.*
   If you wish to install osFinancials5 on a device that has a Solid State Drive, which is small e.g. 32GB as the C: drive, you need to select the D: drive that is bigger in size.

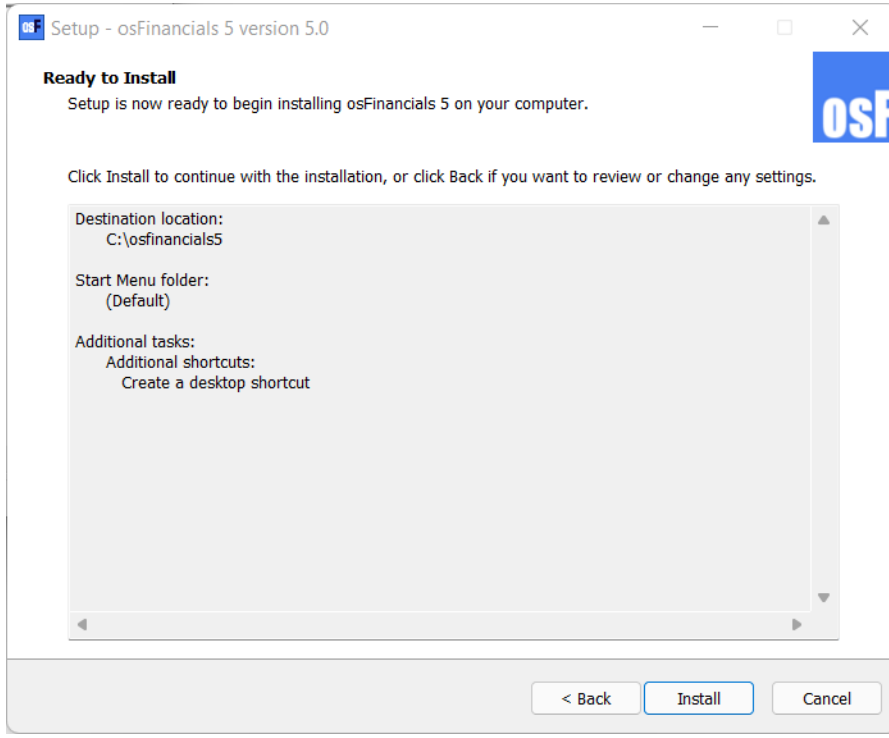
7. Once finished, click **Next**. The "*Select Start Menu Folder*" screen is displayed:



8. The default option is "*(Default)*". You may select or specify a different folder.
9. Once finished, click **Next**. The "*Select Additional Tasks*" screen is displayed:



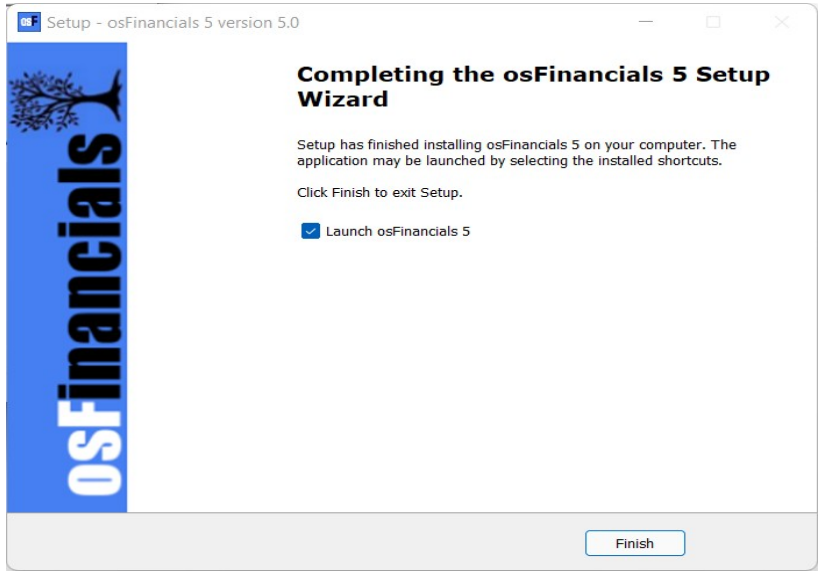
10. By default, no options are selected. Select the *"Create desktop icon"* - This will create an icon on your desktop from where you may start or launch the osFinancials5 program.
11. Once finished, click **Next**. The "*Ready to Install*" screen is displayed:



12. Please check the following selections to be installed:
    a) Destination location
    b) Start Menu folder
    c) Additional tasks (icons)

    *This is your last chance to change anything to be installed. If you are not satisfied with your selection, click on the **Back** buttons to change the Installation directory, or the Start menu folder or select / deselect the necessary options.*

13. Click **Install**. The osFinancials5 installation process will start. Once the osFinancials5 installation process is finished, the "*Completing the osFinancials 5 Setup Wizard*" screen is displayed:

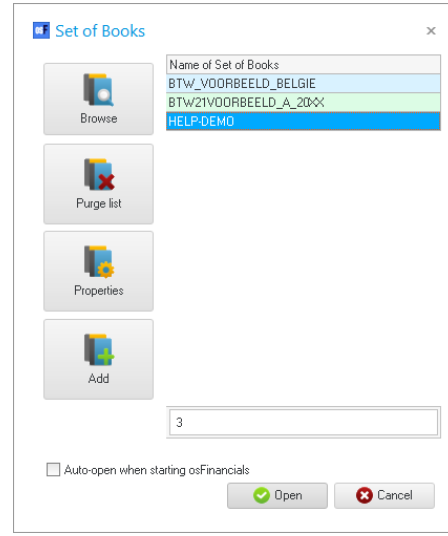


14. If the "*Launch osFinancials 5*" option is selected, the osFinancials 5 program will automatically be launched.

    If you do not select this option (remove the tick), you may then launch or start osFinancials5 from the "Desktop icon(if selected): -
    - *Quick Launch icon (on the Quick Launch Toolbar on your Windows™ Task bar).*
    - ***Start → Programs→ osFinancials5** menu from the Windows™ **Start** button.*

15. Once finished selecting or deselecting the necessary options, click **Finish**. The osFinancials5 program will be started if you did not remove the tick on the Launch osFinancials 5 option.

B.3- LAUNCHING osFinancials5 FOR THE FIRST TIME



1. The first screen which will display after osFinancials5 is launched for the first time, is the "*Set of Books*" (to open a Set of Books) screen. By default, only the Set of Books will be installed for the country language selected in the "*Select your country and language*" when installing osFinancials5.

   The osFinancials5 interface will display in the language linked to the selected Set of Books.

   When opening a Set of Books, it will automatically load the language file. All screens, reports and layout files are translatable via the language files.

   It will display the tax terminology for the selected country e.g. en-South-Africa will display VAT, af-Afrikaans will display BTW, en-Australia and en-New-Zealand will display GST, en-American will display Sales tax, etc.

   *The **HELP-DEMO** Set of Books will also be listed in a **RED** font colour if osFinancials5 is installed in a different "Destination Location"; other than the default option - (e.g. C:\osFinancials5).*
   *This **HELP-DEMO** Set of Books listed in a **RED** font colour may be removed.*
   *To do this, right-click on the **Cancel** button, and select the "Delete not local (books this PC can not find)" option.*

2. Select your Set of Books and click **OK**.

*Some languages may not display correctly if your system locale in the **Regional and Language Settings** option in the **Control Panel** of your system does not support the language and system locale (unicode).*

English is the default (driver language file – used as the basis for translation, and to customise language files). For example, the en-American and the en-UK files contain specific label, text, currency and tax terminology for each country.
*Should you select the incorrect language at this stage, you may change the language in the **Switch language** (Start ribbon).*

B.4- STARTING osFinancials5

To start osFinancials5:

1. To start osFinancials5, double-click on the

icon (if the "*Create a desktop icon*" option was selected on the "*Additional tasks*" screen in the "*Setup*" install screen).

   Or select osFinancials on the Windows **Start** button **osFinancials5,**

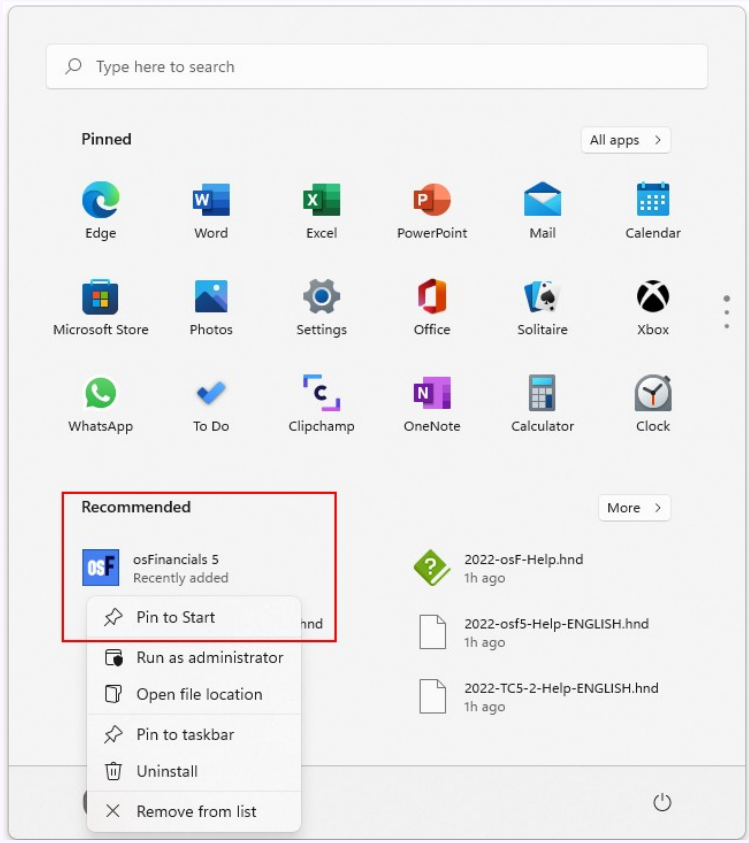
   The following progress screen will be displayed:

   The osFinancials5 program will be launched.

   Unregistered version of osFinancials5:
   Each time an unregistered version of osFinancials5 is launched, the following confirmation message is displayed:

   > *"This software is limited to 500 transactions or 500 documents! Please register and buy a licence for osFinancials.*
   > *This copy of osFinancials is not registered! Do you wish to register it now?"*

Pin osFinancials5 to the Quick access area (Windows 11):
After installing osFinancials5, *the* osFinancials5, *should be displayed in the* ***Recently added*** *list; or under* ***O*** *on the* ***Start*** *menu.*



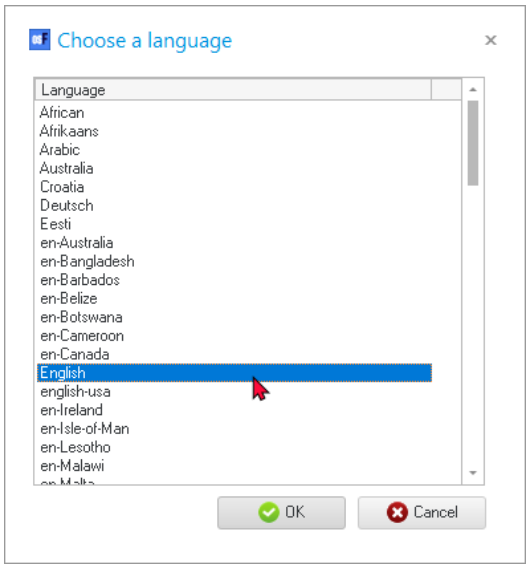
The osFinancials 5 icon should be displayed as ***Recommended*** *or* ***Recently added****. On the osFinancials 5 icon, right-click and select Pin to Start.*

2. Once you have launched osFinancials5, for the fist time (after installation), the first screen that will be launched is the select the "*Choose a language*" screen.

B.5- SELECTING A LANGUAGE

Once you have launched osFinancials5, for the fist time (after installation), the first screen that will be launched is the select the "*Choose a language*" screen.

Select a Language and click on the **OK** button.



The osFinancials5 interface will display in the language linked to the Set of Books of the country. Depending on the Set of Books, you open in osFinancials5, the specific language linked to each Set of Books will, by default, be displayed in the osFinancials5 interface.

*Default languages have already been set for each Set of Books. (**Setup → Access control** on the **Setup** ribbon).*

When opening a Set of Books, it will automatically load the language file. All screens, reports and layout files are translatable via the language files.

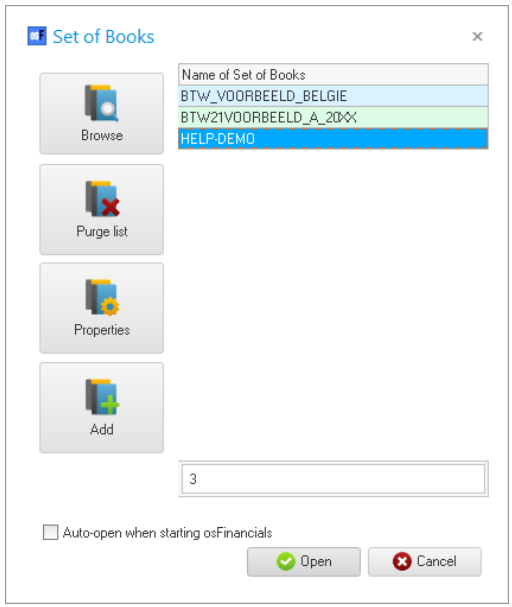
*Some languages may not display correctly if your system locale in the **Regional and Language Settings** option in the **Control Panel** of your system may not support the language and system locale (unicode).*

English is the default (driver language file – used as the basis for translation, and to Customise language files). For example, the American and the English files contain specific label, text, currency and tax terminology for each country.

*Should you select the incorrect language at this stage, you may change the language in **Switch language** on the **Start** ribbon).*

B.6- OPENING SETS OF BOOKS

After a new osFinancials5 installation, the following Sets of Books will be available to open:



	Set of Books name	*Country*	*Language*	*Number of account digits*
	BTW_VOORBEELD_BELGIE	*Belgium*	*Nederlands*	*6-digit main account and 3-digit sub-accounts*
	BTW21VOORBEELD_A_20XX	*Netherlands*	*Nederlands*	*4-digit main account and 3-digit sub-accounts*
	HELP-DEMO	*All English countries*	*English*	*3-digit main account and 3-digit sub-accounts*

*To display the interface of osFinancials5 in the default "English" language, select the "HELP-DEMO" Set of Books and click on the **Open** button.*

*At first only the items under the **Start** ribbon are active. Before you can select any of the menu options, you will need to "Open a Set of Books" (On the **Start** ribbon, select **Open**).*

B.7- TUTORIALS

To follow these tutorials, you need to click on the **Browse** icon (on **Open Set of Books** screen) and select these Sets of Books.

> *When opening these English tutorials, the default English language file, will be initialised to display on the osFinancials5 interface, reports and document layout files. The English language file refers to Tax instead of VAT/GST/Sales tax.*
> *Should you wish to use the Tax terminology for your country, you may select the country specific English language file.*

B.7.1- Accounting Made Easy - English tutorials

English tutorials (using the default payments and receipt batches for banking / cash transactions):

The following Set of Books based on this tutorial, are installed in the

"*...\bin\Tutorials\ENGLISH*" folder:

- **HANDYMAN** – No transactions in batches and documents.
- **HANDYMAN-A** – Unposted transactions in batches and documents.
- **HANDYMAN-B** – All transactions in batches and documents have been posted (updated) to the ledger.

> *The following folders contains files which may be imported into batches:*
> - *EXPORTED-BATCH-Delimited-File – Exported batch transactions using the "Write delimited file" option and may be imported into a batch using the "Delimited file import" option icon on batches.*
> - *EXPORTED-BATCH-Spreadsheets – Exported batch transactions in the *.xlsx (Excel 2007-365) file format. These transaction files may be opened in the Spreadsheet import icon on batches, and imported into a selected batch.*

B.7.2- Accounting Made Easy – BankImport Plugin - English tutorials

English tutorials (using the BankImport plugin for banking / cash transactions):

The following Set of Books based on this tutorial, are installed in the

"*...\bin\Tutorials\BANK-IMPORT*" folder:

- **HANDY-BANK** – No transactions in batches and documents.
- **HANDY-BANK-A** – Unposted transactions in batches and documents, except the Payments and Receipt batches, which is cleared for the Bank account and the Petty cash.
- **HANDY-BANK-B** – All transactions in batches and documents, including the imported bank statement and processed Petty cash transactions have been posted (updated) to the ledger.
- **HANDY-BANK-UNPOSTED-BANK-STATEMENT** – All transactions, except the cash book transactions, have been posted (updated) to the ledger.

The sample Bank statement in the "...\bin\Tutorials\BANK-IMPORT\BANK-STATEMENTS" folder needs to be imported and Petty cash transactions needs to be processed).

B.7.3- Rekeningkunde Met Gemak – Afrikaanse handleiding

The following Set of Books based on the Afrikaans tutorial, Rekeningkunde met Gemak are installed in the "*...\bin\Tutorials\AFRIKAANS*" folder.

- **NUTSMAN** – No transactions in batches and documents.
- **NUTSMAN-A** – Unposted transactions in batches and documents.
- **NUTSMAN-B** – All transactions in batches and documents have been posted (updated) to the ledger.

To follow the Afrikaans tutorial, you need to click on the **Browse** icon and select these Sets of Books.

B.7.4- Cost centres

You may follow Cost centres in the English Help topic. The following Set of Books to configure and process transactions in batches and documents for cost centres and the reporting, are installed in the "…*bin**Tutorials**COST-CENTRES*\" folder:

- **COST-CENTRES-A** - All transactions in batches and documents is not yet posted (updated) to the ledger.
- **COST-CENTRES-B** - All transactions in batches and documents have been posted (updated) to the ledger.

B.7.5- Projects

You may follow Projects in the English Help topic. The following Set of Books to configure and process transactions in batches and documents for projects and the reporting, are installed in the "…*bin**Tutorials**PROJECTS*\" folder:

- **PROJECTS-A** - All transactions in batches and documents is not yet posted (updated) to the ledger.
- **PROJECTS-B** - All transactions in batches and documents have been posted (updated) to the ledger.

B.8- SELECTING A LANGUAGE

The osFinancials5 interface will display in the selected language (**Switch language** (**Start** ribbon). Depending on your country / language installation of osFinancials5, the specific language / country language have already been set for each Set of Books. (**Access control** (**Setup** ribbon).

When opening a Set of Books for a specific country, it will automatically load the language file (containing specific currency and tax terminology). All screens, reports and layout files are translatable via the language files.

It will display the tax terminology for the selected country e.g. en-South-Africa will display VAT, af-Afrikaans will display BTW, en-Australia and en-New-Zealand will display GST, en-American will display Sales tax, etc.

List of the English language files which refers to country specific currency and Tax terminology:

English VAT	*English GST*	*English Sales tax / Consumption Tax*
en-Bangladesh	*en-Australia*	*en-American (Sales tax)*
en-Barbados	*en-Belize*	*en-Tonga (Consumption tax)*
en-Botswana	*en-New-Zealand*	
en-Cameroon		
en-Ireland		
en-Isle-of-Man		
en-Lesotho		
en-Malawi		
en-Malta		
en-Mauritius		
en-Namibia		
en-Rwanda		
en-South-Africa		
en-Tanzania		
en-Trinidad		
en-Uganda		
en-UK		
en-Zambia		
en-Zimbabwe		

B.8.1- Changing language files

Should the incorrect language file and / or Tax terminology be displayed, you may set the language files in the following options:

To choose a language (global setting):

1. On the **Start** ribbon, select **Switch language**.
2. Select the language of your choice.
3. Click **OK**.

To set a language for a Set of Books:

1. On the **Setup** ribbon, select **Access control**.
2. In the "*System lang*" field, select the language of your choice for the Set of Books.
3. Click **Apply**. Each time when the Set of Books is opened, the selected language file will be loaded.

B.8.2- Changing language files for debtors / creditors

Multiple language – Document layout files – Supports the automatic translation via the language files (**Switch language** (**Start** ribbon)) maintained in **Tools→ Customise language** menu (**Setup** ribbon).

Document layout files will be printed in the language set for debtor (customer / client) and creditor (supplier) accounts. Layout file 2 is also supported to print a copy of another layout file or a delivery note.

For example, in South Africa, the language that may be selected for English speaking debtors (customers / clients) and creditors (suppliers) is "*en-South-Africa*", and for Afrikaans speaking debtors (customers / clients) and creditors (suppliers) is "*Afrikaans*".

To set a language for a Debtor or Creditor:

1. On the **Default** ribbon, select **Debtors** or **Creditors**.
2. In the "*Language*" field, select the language for the debtor (customer / client) or creditor (supplier).
3. Click **Save**. When printing documents for the debtor (customer / client) (invoices, credit notes and quotes), or documents for the creditor (supplier) (purchases, supplier returns and orders) it will print in the selected language.

B.8.3- Customising language files (optional)

You may edit or translate the existing labels or descriptions used in the osFinancials5 to suit your specific needs or industry. You may also create or add a new language for a specific country or industry. You may also create or add a new language for a specific country or industry.

The following languages (87 countries / tax regimes), are available: Afrikaans, Arabic, English (25), Croatian (3), Español (13), Français (18), German, Greek (2), Indonesian, Italian, Lithuanian, Netherlands, Slovenian, Swedish, Swahili, Thai, Turkish (3), and Xhôsa, etc.

Language files are prefixed with the Language code followed by the Country name (e.g. en-Australia, en-UK, en-South Africa, etc.).

The names of the Sets of Books (stored in the "…*bin**Repository*\" folder) are also (prefixed with the Language code followed by the Country name). Most of these Sets of Books are linked to the applicable language file (**Setup** → **Access control** (**Setup** ribbon)).

The language files are stored in the *.dfm file type. The language files are located in the "…*bin**Languages*" directory, or other directory, where osFinancials5 is installed. The default language for the country you have selected when installing osFinancials5 will automatically be displayed when launching osFinancials5 for the first time.

If a Set of Books is opened, it will load the language file (**Setup** → **Access control** (**Setup** ribbon)).

If this is not the correct language, you may select any of the available languages. To do this, access **Switch language** (**Start** ribbon).

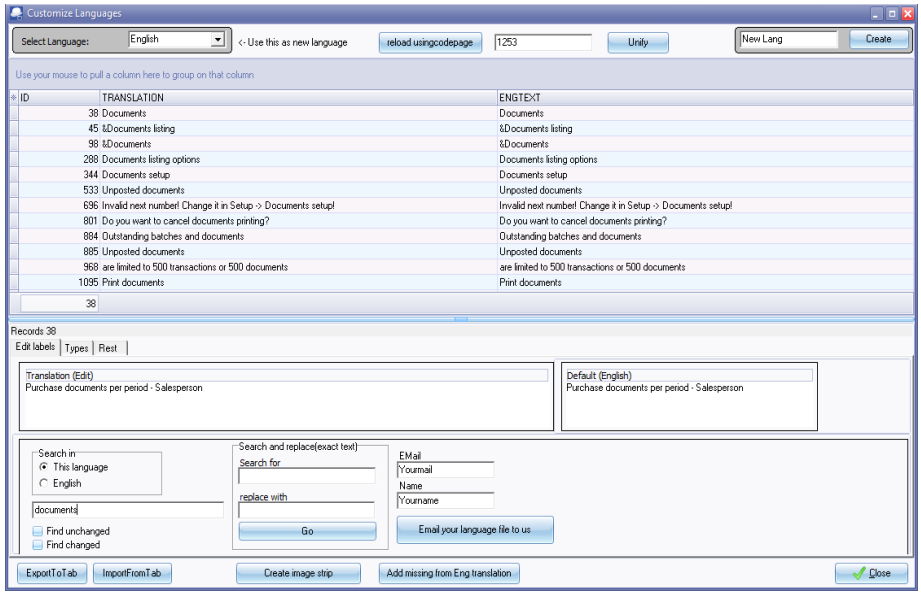
Care must be taken to ensure that existing labels in the master language are not amended. You need to create a new name for the file you wish to edit.

You may at any time switch over to the master (English, Afrikaans or any other available language) in the **Switch language** (**Start** ribbon), and back again to your new customised language file.

If you have created or edited a language file, it is recommended that you need to save a copy of the language file somewhere else on your system, in the event of uninstalling and reinstalling osFinancials5.

To create, edit or translate language labels or descriptions:

1. On the **Setup** ribbon, select **Tools** → **Customise language.**



2. Check in the "*Select Language*" field that the correct details is selected.
3. In the "*New Lang*" field, Enter the name for your new language.
4. Click **Create**.
5. Edit or change the labels as necessary.
6. Once finished creating or editing your language file, click **E-mail your language file to us** to send the language file to the osFinancials5 developers. This will automatically launch your system's default e-mail program and attach your language file in the e-mail message. The developers will then add your language file in the next osFinancials5 release.
7. Once finished, click **Close**.

It is strongly recommended that the label, which is edited or entered, is not longer than the "Default English" labels' length. If your label is too long, it may cause some options in the program not to function or display properly. Do not use the ***Delete*** *button to remove any of the existing edited labels.*

Unify button – Do not click on the Unify button.
osFinancials5 and TurboCASH5.2 share the same source.
The <@APPNAME@> is included in the language files. Language files can be used in both osFinancials5 as well as TurboCASH5.2.
This will change the language labels from <@APPNAME@> to TurboCASH on the screens and will cause hyper-links <@APPURL@> to refer to incorrect websites.

B.9- REGISTERING osFinancials5

Thank you for purchasing osFinancials5 If you have purchased osFinancials5. Included in the registered version of osFinancials5 - Business Class:

osFinancials5 Subscription - Process unlimited (more than 500) transactions and documents.

Bank import - Using this Bank Import Plug-in, you may import a valid bank statement file (downloaded from your online banking) saved on your system into a Bank Account (Cash book).

This BankImport Plugin will save you time, since you do not need to physically enter the transactions manually in the Payments Journal and Receipts Journal.

This plug-in uses Bank references to automatically allocate or link payments and deposits, receipts, other debits. credits, etc. to the correct accounts.

Documentation : Help file - Bank import plugin

Documentation : osFinancials website - Bank Import plugin -

Documentation : osFinancials website - Bank Reconciliations Plugin -

Multi-workstation - Do you want to use osFinancials5 or TurboCASH5.2 with multiple users at the same time? That is possible with the Multi-workstation plugin. The number of users is unlimited, as long as the hardware sustains. To use the Multi-workstation a network with a shared folder is required.

Documentation : TurboCASH website - Multi User Installation -

Documentation : osFinancials website - osFinancials / TurboCASH multi user setup - Windows server.

Documentation : osFinancials website - Multi Werkplek (linux server) Plugin - Linux server (Dutch only).

Document E-mail Pro - With this plugin you can email your documents (invoices or quote). Each email you sent can get a different layout. For example: an invoice gets a different layout from a quote. You can create the email layout yourself. For that reason you decide what kind of email you will send.
It is also possible to send multiple examples of you documents at once. Therefore the document layout and email layout of the documents you want to send have to be the same.

It's even possible to send multiple document at the same time. Therefore the documents must be the same type (i.e. quote or invoice).

Documentation : Help file - Document email pro plugin -

Documentation : osFinancials website - Document email pro plugin -

Multimedia Pack - The multimedia plug-in is a versatile product. You can link files in different forms of TurboCASH5.2 or osFinancials.

Examples are debtor, creditor, stock items and document groups. You can link an image to stock items or debtors but also link signed and scanned documents to debtors.

If you also have the email pro email send will also be linked to the document that was send and the debtor. This makes finding that email to the client with great ease. The outlook link plugin can scan through your outlook in and out box to see if there is email that uses the clients email address. If so it copies the email to the multimedia of that debtor / creditor.

Documentation : Help file - Multimedia plugin -

Documentation : osFinancials website - Multimedia plugin -

MODULE C - WORKING IN osFinancials5

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C.1- osFinancials FEATURES

The osFinancials5 program is an exceptionally powerful accounting program yet easy to use. osFinancials5 helps you to get started quickly and automates many time consuming processes.

C.1.1- Get started easily

- Easy step-by-step installation.
- Use our templates or create your own Set of Books. You may create a Set of Books and design your Chart of accounts to accommodate up to 8-digits main accounts and 3-digit sub-accounts.
- Comprehensive manuals, tutorials and Help system.

C.1.2- Multiple language support

Multiple language / Country specific Sets of Books – Can be used in 87 Language / Country configurations. Some languages / countries are; Afrikaans, Arabic, English (25), Croatian (3), Español (13), Français (18), Hrvatski (3) German, Greek (2), Indonesian, Italian, Lithuanian, Netherlands, Portuguese (9) Slovenian, Swedish, Swahili, Thai, Turkish (3), and Xhôsa, etc.

Multiple Language Set of Books
This makes it possible for a multi-lingual country or an international company to work in different languages on the same set of books.

C.1.3- Calendar / Planner

- Create and manage general events (appointments) and events (appointments) for debtor (customer / client) and creditor (supplier) accounts.
- Schedule Repeating invoices.
- Create and manage appointments for hours (labour, consulting, etc.). This will generate Quotes which can be confirmed and converted when the appointment is completed.
- Print a list of events (appointments) for any period or date(s).

C.1.4- Debtors / Creditors

- **Quick access to websites** - Double-click on the "*Website*" field of debtor (customer / client) and creditor (supplier) accounts to directly visit the websites of debtor (customer / client) and creditor (supplier) accounts in your system's default web-browser.

- **Quick access to e-mail** - Double-click on the "*E-mail*" field of debtor (customer / client) and creditor (supplier) accounts to directly insert the e-mail address of debtor (customer / client) and creditor (supplier) accounts in your default e-mail program.
- Up to two (2) Reporting groups for debtor (customer / client) and creditor (supplier) accounts.
- Manage debtor (customer / client) accounts in nine (9) tabs (i.e. Delivery address, Accounting information, Contacts, Appointment, Documents, Transactions, Bank account, Backorders and Stock items tabs.
- Manage creditor (supplier) accounts in eight (8) tabs (i.e. Delivery address, Accounting information, Contacts, Appointment, Documents, Transactions, Bank account and Stock items tabs.

C.1.5- Full stock control

- Up to eleven (11) stock item types can be used to create (add), copy, stock items.
- Up to two (2) reporting groups for stock items.
- Financial entry stock type can be used to process invoices, from the ledger accounts.

C.1.6- Batch processing

- Repeating transactions.
- Cancel / Reverse posted batches.
- Abbreviation Definitions
- Generate multiple transactions (Charge amounts, Interest, Fixed amount, Debtors with balances less than a specified amount).
- Create receipts (Receipt batches).
- Receive payment - Open item. This will automatically generate transactions in the receipt batch and post it to the ledger.
- Creditors balance at date (Payments batches) – This will import the creditor (supplier) accounts balances into the payments batch).

C.1.7- Document processing

- Up to two (2) **reporting groups** for documents. These can be changed on the context menu.
- **Salespersons** – The salesperson can be changed on the context menu. Salespersons is added to purchase document layout files (i.e. Purchases, Supplier returns and Orders). This will indicate who processes orders, purchases and supplier return documents.

- **Repeating invoices** – Processed in the **Edit** menu or the **Calendar** (**Default** ribbon).
- **Quotes** can be generated from the **Calendar / Planner** and be converted to Invoices.
- Create documents from the context menu, for example, **Convert invoices to quotes**, **Convert orders to purchases**, **Copy documents**, **Change account**, etc.
- Documents supports **abbreviations** to auto-complete the "*Description*" fields in document lines.
- Change the sort sequence of transactions and / or comments on posted as well as unposted documents.
- Cancel / Reverse posted documents.
- Export / Import Documents.
- Clear / Reset a Set of Books and retain the documents as unposted.

C.1.8- Powerful comprehensive reporting

- Up to two (2) **reporting groups** for Accounts, Debtors, Creditors, Stock, Documents, Cost centres.
- **Multi-year reporting periods / dates** – All transaction reports can be printed for a period (Month, 2 Months, Quarter (3 Months), 4 Months, Half Year (6 Months) or Year) or specific date(s).
- **Report footers** – The Data source (i.e. full system path, name of the Set of Books), User (i.e. System user and osFinancials5 user) as well as the date time stamp and page numbers are printed on the report footers.
- **Ledger analyser**
    - Budget listing and Actual figures in the Trial balance, Income statement, Balance (Balance sheet) and Standard column balances reports.
    - Budget vs Actual report.
    - Column balances in the General ledger, Debtor's ledger and Creditor's ledger.
- **T-Account viewer** – Filter, Print and Export the transactions.
- **Sales and Purchase analysis**.
- **Report designer** - In addition to the reports, you may design your own customised user reports with the powerful Report designer. The Report designer allows you to write your own external reports. With this tool you can edit and customize the layout of all reports documents (e.g. quotes, invoices, credit notes, etc).

  You have complete control of the report layouts: you can add your own logo, arrange address information, modify how products information is displayed - complete flexibility. You can copy an existing report and easily modify it for special purpose reporting.

- **Batch type reports** – These may be printed from various options:
  - **Posted batches** tab of "*Batch entry*" screen.
  - **Documents** and **Transactions** tabs of debtor (customer / client) and creditor (supplier) accounts. Only the transactions applicable to the selected account will be listed.

C.1.9- Export / Import

The following supports export and import of Accounts, Debtors, Creditors, Stock, Documents and Posted batches.

C.1.10- Export to spreadsheets

The following can be exported to spreadsheets:

- Debtor (customer / client) accounts
- Creditor (supplier) accounts
- Documents
- Stock items
- **Ledger analyser** reports
  - Budget listing and Actual figures in the Trial balance, Income / Expenses (Income statement), Balance (Balance sheet) and Standard column balances reports.
  - Budget vs Actual report.
  - Column balances in the General ledger, Debtor's ledger and Creditor's ledger.
- **T-Account viewer** – Transaction Reports - Filter, Print and Export the transactions.

  *The **T-Account viewer** may be launched from the **T-Account viewer** (**Reports** ribbon) or right-click (Show details).*

  These transactions may also be viewed, printed and exported for specific accounts from the following options:
  - **Ledger analyser** – Selected account or reporting group.
  - **Search (F3)** – Selected account or batch in the search results (double-click or right-click).
  - **Documents** and **Transactions** tabs of debtor (customer / client) and creditor (supplier) accounts. Only the transactions applicable to the selected account will be listed.

C.1.11- Additional features

Supports the following features, if activated:

- Cost centres - Cost centre 1 and Cost centre 2 supports budgets.
- Projects – Support budgets.

C.2- NEW FEATURES IN osFinancials5 Business Class

After years of development and support of osFinancials and TurboCASH we came to the conclusion the current model does not work. To break through this glass ceiling we are introducing "osFinancials5 Business".

osFinancials 4 / TurboCASH 4 is free to use but if you want more out of your software then "*osFinancials 5 Business / TurboCASH 5.2 Business Class*" is the version you want to use.

If you have less then 500 transactions / documents you can use this version free of charge. Above that we ask you for a contribution of 50 euro (excl.)/ 60 dollars per year.

If you have any subscription already like multi-user or retail POS, etc., the licence will also be included.

Included in the registered version of osFinancials5 - Business Class:

osFinancials5 Subscription - Process unlimited (more than 500) transactions and documents.

Bank import - Using this Bank Import Plug-in, you may import a valid bank statement file (downloaded from your online banking) saved on your system into a Bank account (Cash book).

This BankImport Plugin will save you time, since you do not need to physically enter the transactions manually in the Payments Journal and Receipts Journal.

This plug-in uses Bank references to automatically allocate or link payments and deposits, receipts, other debits. credits, etc. to the correct accounts.

Documentation : Help file - Bank import plugin

Documentation : osFinancials website - Bank Import plugin -

Documentation : osFinancials website - Bank Reconciliations Plugin -

Multi-workstation - Do you want to use osFinancials5 with multiple users at the same time? That is possible with the Multi-workstation plugin. The number of users is unlimited, as long as the hardware sustains. To use the Multi-workstation a network with a shared folder is required.

Documentation : TurboCASH website - Multi User Installation -

Documentation : osFinancials website - osFinancials / TurboCASH multi user setup - Windows server.

Documentation : osFinancials website - Multi Werkplek (linux server) Plugin - Linux server (Dutch only).

Document E-mail Pro - With this plugin you can email your documents (invoices or quote). Each email you sent can get a different layout. For example: an invoice gets a different layout from a quote. You can create the email layout yourself. For that reason you decide what kind of email you will send.
It is also possible to send multiple examples of you documents at once. Therefore the document layout and email layout of the documents you want to send have to be the same.

It's even possible to send multiple document at the same time. Therefore the documents must be the same type (i.e. quote or invoice).

Documentation : Help file - Document e-mail pro plugin

Documentation : osFinancials website - Document email pro plugin -

Multimedia Pack - The multimedia plug-in is a versatile product. You can link files in different forms of osFinancials5.

Examples are debtor, creditor, stock items and document groups. You can link an image to stock items or debtors but also link signed and scanned documents to debtors.

If you also have the email pro email send will also be linked to the document that was send and the debtor. This makes finding that email to the client with great ease. The outlook link plugin can scan through your outlook in and out box to see if there is email that uses the clients email address. If so it copies the email to the multimedia of that debtor / creditor.

Documentation : Help file - Multimedia plugin

Documentation : osFinancials website - Multimedia plugin -

Budgets *may be added, edited and / or imported (**Budgets** icon on the **Reports** ribbon).*

Bulk time entries *- See video on Bulk time entries*
Bulk time entries may be added for selected debtors (customers / clients) accounts. For example, if a debtor (customer / client) books a training course or workshop for a week, you may schedule the appointments for every day of the week.

These bulk time entries will add the multiple appointments for a selected debtor (customer / client) account to the calendar as hours type events for selected dates and time slots.
Quotes can be created for these events. These quotes can be edited, if necessary and sent to the debtor (customer / client).
Once these appointments are completed, you may convert the quotes to invoices.
Spreadsheet reports and the power of Spreadsheets

- ***Spreadsheet sales*** *(**Default** ribbon)*
- ***Spreadsheet reports*** *(**Reports** ribbon) - See video on Spreadsheet reports.*

Spreadsheet Export / Import *- See video on Improved Export/Import -*
The Spreadsheet Export / Import spreadsheet feature allows to easily export data into spreadsheets, edit the data and import it.
Spreadsheet Export / Import is available in the following options:
Setup *ribbon:*

- *Setup → Accounts*
- *Setup → Groups*
- *Import Accounts, Import Debtors/Creditors, Import Stock*

Default *ribbon:*

- *Batch entry (all batches)*
- *Edit → Repeating transactions*
- *Stock (Import / Export tab)*
- *Documents - Context menu – Documents → Spreadsheet import*

Ledger analyser 1 and Ledger analyser 2

- ***Zoom in / Zoom out + / -*** *buttons added to resize (increase / decrease the font) the reports (i.e. Trial balance, Balance sheet and Income statement) on screen.*
- ***Pivot*** *– View, filter and analyse your report on screen, view graphs, customise datasets and types of graphs.*
- ***SBR view*** *- Add SBR references for accounts and reporting groups in **Setup → Accounts**. Once the references are set, and generate reports on screen, click on the **SBR view** button, check, filter and copy to clipboard. Open your spreadsheet program, and copy the contents into your spreadsheet, save the data, etc.*

Documents - Graph
*Click on the **Graph** button to view the documents in a graph. Use the filter options on the Documents list screen, to view graphs for specific filtered results in documents.*

See video on Themes. The values for the themes are set in the colors.ini file in the themes folder.
Material theme added and updated. This tutorial is based on the Material theme.

Age analysis *- See video on new age analysis reporting and open item.*
*View and choose options for the new **Age analysis** report on screen and print it on the **Reports** ribbon and on the Open Item - **Due** tab (**Default** ribbon).*

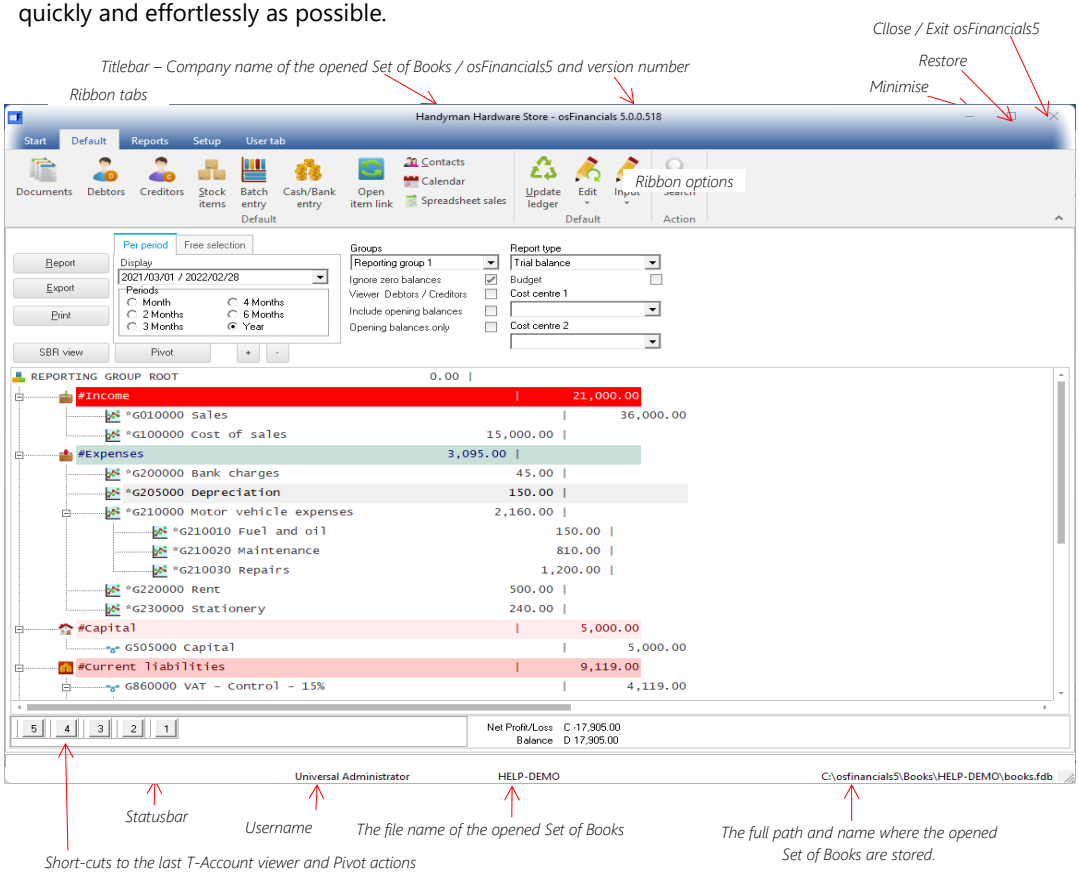
C.3- THE osFinancials5 PROGRAM

The osFinancials5 program is easy to use with a user-friendly graphical interface. When launching osFinancials5 for the first time, the osFinancials5 program will be displayed in the language selected when osFinancials5 is launched for the first time.

For the purpose of this documentation, the images (screen shots) are displayed in the default English language.

Most of the program options can be easily accessed by one or more mouse-clicks or by pressing a few buttons on the keyboard.

osFinancials5 offers many features and options. To enhance your effectiveness and efficiency to perform your tasks in the program, it is important that you can access the required options as quickly and effortlessly as possible.



The design of the osFinancials5 user-interface (UI) offers you different options, which displays information and / or allows you to access the different features and options:

1. **Titlebar** – Displays the Company name of the opened Set of Books and the version number of the osFinancials5 program.

2. **Ribbons** – The functions and features and utilities are grouped in five (5) ribbon tabs. These are:

   a) **Start** – Open, Register (will be displayed until your osFinancials5 is registered), Backup / Restore, Delete Set of Books, Create Set of Books, Save as (Set of Books), Close Set of Books, Switch language and Help (menu list).

   b) **Default** – Documents, Debtor, Creditor, Stock items, Batch entry, Reconciliation, Open item link, Contacts, Calendar, Accounts, Update ledger, Edit (menu list), Input (menu list), Search, Workflow and Projects (if activated).

   c) **Reports** – Reports (menu list), User reports (menu list), Ledger analyser 1, Ledger analyser 2, T-Account viewer, Printer and Report designer.

   d) **Setup** – Company Info, Documents, Groups, Stock information, Reporting Dates, Access control, Batch types, Salesperson, Printer, Workflow setup, Setup (menu list), Report designer, Calculator, Import, Export and Tools (menu list).

   e) **User tab** – This tab is by default not activated. The **User tab** is a quick menu to manage (customise) the menus, most frequently used. It can be grouped into up to six (6) groups. If users are added in the **Access control** (**Setup** ribbon), it will store the custom menus for each user. There are two (2) options to activate this tab, i.e.:

      i) **Auto learn** – Tick this option to add the last accessed options to the User tab.

      ii) **Edit – Add / Remove** the options to be displayed in the **User tab**.

      *All options and menus on the **Start**, **Default**, **Reports** and **Setup** ribbon tabs, are available via a context menu.*
      You may right-click anywhere in the program (e.g. Ribbon bar, Statusbar, etc.) to access the main context menu.

3. **Statusbar** – The following is displayed in the Status-bar:

   a) **User name** – "*Universal Administrator*" will be displayed when a Set of Books with no users and passwords. If users and passwords were set in the **Access control** (**Setup** ribbon), it will display User and the user's name.

   b) **Name of the Set of Books** – The name of the opened (active) Set of Books is displayed in the fourth section.

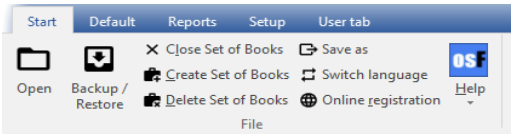
   c) **Path of the Set of Books** – The full path of the opened Set of Books is displayed in the last section.

C.3.1- RIBBONS AND MENUS

*Most of these program options are only accessible if a valid Set of Books are opened. If no Set of Books are opened, only the **Start** ribbon tab will be displayed. The **Default, Reports, Setup** and **User tab** ribbons will be inactive.*
*On the **Start** ribbon, the **Open**, **Backup / Restore**, **Delete Set of Books**, **Create Set of Books** and, **Switch language** options will be accessible.*
*You need to have a Set of Books opened to access the **Register** and **Save as** options.*

C.3.1.1- Start ribbon

The **Start** ribbon is used to manage your sets of books, registration and language.



The following nine (9) options are available:

1. **Open** - Open an existing Set of Books in any valid folder on the system.
2. **Backup / Restore** - Create a backup file of your Set of Books. You may also restore the Set of Books from a valid backup file.
3. **Close Set of Books** - The opened Set of Books will be closed. All other ribbon tabs will not be accessible.
4. **Create Set of Books** - This option is used to create, copy or convert a Set of Books using the creation wizard. (osFinancials5 allows you to create unlimited Sets of Books).
5. **Delete Set of Books** - This option is used to permanently delete a Set of Books.
6. **Save as** - This option is used to save an exact copy of the Set of Books.
7. **Switch language** - The osFinancials5 program will by default use the language selected after installing osFinancials5. You may select a different language. The program interface, reports and layout files will by default be printed in this language.

   *You may set the language for a Set of Books in the "Language" field in **Access control** (**Setup** ribbon).*
   *You may also set a language in the "Language" field for debtor (customer / client) accounts in **Debtors** (**Default** ribbon) and for creditor (supplier) accounts in **Creditors** (**Default** ribbon).*

8. **Online registration** - Register the osFinancials5 program.

9. **Help** - Access the help file, websites (forum, bug reporting, webshop), support details, etc. Access the following eight (8) options:

   a) **Help** - Launch the osFinancials5 Help system where you may locate topics on osFinancials5. Context sensitive help has been implemented on most features. osFinancials includes a comprehensive context-sensitive help file and a comprehensive online help in English and Afrikaans language:

   > *Online Help:*
   >
   > *English* - *osFinancials5 - Business Class - Online Help*
   >
   > *Afrikaans* - *osFinancials5 - Besigheidsklas - Hulp in Afrikaans*

   b) **Support** - View contact information of osFinancials5 or go to the support page via the Internet.

   c) **Show welcome** - By default, the "*Welcome to osFinancials5*" screen displays the website.

   > *If the website is updated, new content will be displayed in the "Welcome to osFinancials5" screen.*

   d) **Updates –** Update the osFinancials5 program.

   e) **Forum** - Please visit our Forum to find solutions or to post comments, etc.

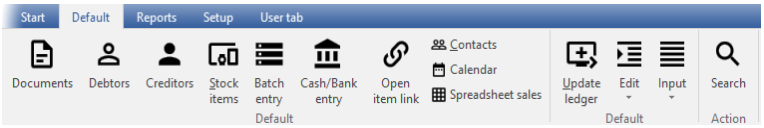
   f) **Webshop** - Please visit our webshop.

   g) **Bug report** - View, search and report any bugs.

C.3.1.2- Default ribbon

The **Default** ribbon is used to manage the following:

- **Master files** – Ledger accounts (chart of accounts), debtors, creditors, contacts, stock items, appointments, tasks, etc.
- **Transactions** - Processing of transactions in sales documents (i.e. invoices, credit notes and quotes) and purchase documents (i.e. purchases, supplier returns and orders), batches (journals), managing open item accounts (adjust payment dates and / or process receipts / remittance advice for payments and / or refunds, etc.).
- **Periodic processing** – Reconciliation, repeating transactions and invoices.
- **Search** – Search for data and print transactions and documents, etc.



The following fourteen (14) options are available:

1. **Documents** - Access, process and manage sales documents (i.e. invoices, credit notes and quotes) and purchase documents (i.e. purchases, supplier returns and orders).
2. **Debtors** – Maintain (manage) debtor (customer / client) accounts. You may create, edit, delete and / or disable debtor (customer / client) accounts.
3. **Creditors** - Maintain (manage) creditor (supplier) accounts. You may create, edit, delete and / or disable creditor (supplier) accounts.
4. **Stock items** – Maintain (manage) stock (inventory) items. You may create, edit, delete and / or disable stock (inventory) items for eleven (11) stock item types. These are, Default, Sales, Sales (no stock), Purchases, Purchases (no stock), Financial entry, Option item, Option item (no stock), BOM (Bills of Materials), BOM (production) and Linked items.
5. **Batch entry** - Enter and process transactions in batches.
6. **(Cash/Bank entry (Reconciliation)** - Reconcile transactions in payment and receipt batches (linked to a bank account) with printed bank statements.
7. **Open item link** – Process, edit, delete links for ledger accounts (income, expense, balance sheet, bank and tax), debtor (customer / client) and / or disable creditor (supplier) accounts set as Open item accounts. You may also adjust the payment dates for these accounts or process receipts / remittance advice for payments and / or refunds.

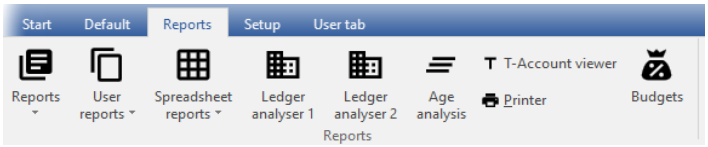
8. **Contacts** - Maintain (manage) contact persons and print a list of contacts.
9. **Calendar** - The calendar (planner) allows you to manage (schedule, add, edit, delete) events (general appointments, debtor appointments(up to 6 categories), creditor appointments, repeating invoices and to generate quotes / invoices for events). It also allows you to (add, edit and / or delete) contacts and tasks.
10. **Spreadsheet sales** - The power of Spreadsheet sales and Spreadsheet reports is introduced in osFinancials5.

    See video on Spreadsheet reports and Spreadsheet sales.

11. **Update ledger** - Update (post) sales documents (i.e. invoices and credit notes) and purchase documents (i.e. purchases and supplier returns) and batches to the ledger.
12. **Edit** - Access the following four (4) options:
    a) **Backorders –** Add, edit or delete backorders for stock items.
    b) **Repeating transactions** - Enter and / or edit transactions in batches of a recurring nature.
    c) **Repeating invoices** - Generate and process invoices of a recurring nature by selecting invoices to repeat from the invoice history.
    d) **Delete** - Delete sales documents (i.e. invoices, credit notes and quotes) and purchase documents (i.e. purchases, supplier returns and orders).
13. **Input** - Access the following options:
    a) **Confirm** - Confirm and convert quotes to invoices and orders to purchases.
    b) **Adjust stock** - Launch the **Stock items** (**Default** ribbon) as a separate floating screen.
    c) **Backorders** - Add, edit and delete back orders for stock items.
    d) **Sales documents** - Process / edit invoices, credit notes and quotes.
    e) **Purchase documents** - Process / edit purchases, supplier returns and orders.
    f) **POS Invoice** - Run and manage a point-of-sales shift and process point-of-sale invoices.
    g) **Checking for unposted items** – Check for transactions in batches and documents which have not yet been posted (updated) to the ledger.
14. **Search** - Launch the Investigator to search and filter for data in the Set of Books.

C.3.1.3- Reports ribbon

The **Reports** ribbon is used to access and print all reports, user reports and reports from the Ledger analyser 1 / 2 and T-Account viewer. It is also used to access the Printer (setup) and Report designer.



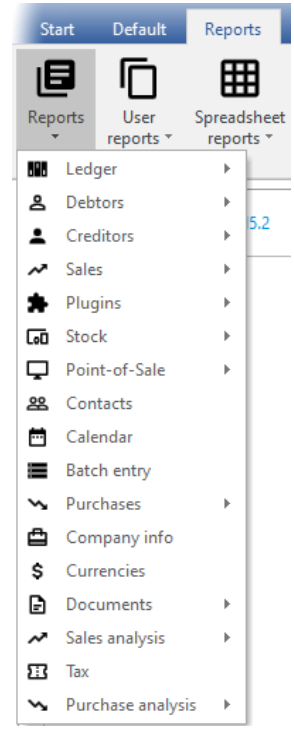
The following nine (9) options are available:

1. **Reports** - List the reports in seventeen (17) menu items and groups.
2. **User reports** - Any other reports that are under construction. Users may add their own reports in the ...*plug_ins\reports\userreports* folder.
3. **Spreadsheet reports** – These spreadsheet reports are stored in the ...\plug_ins\reports\ excelreports folder. Selected reports will be opened in the powerful spreadsheet feature in osFinancials5.

   See video on Spreadsheet reports.

4. **Ledger analyser 1** - Trial balance, Income statement, Balance sheet, Standard column balances (column view of the Trial balance, Income statement and Balance sheet in one report), Budget versus actual, This year versus last year as well as Column balances.
5. **Ledger analyser 2** - The same reports are available as for the Ledger analyser 1, but it gives you another option to generate different views and reports.
6. **Age analysis** - View and choose options for the new Age analysis report on screen and print it on the **Reports** ribbon and on the **Open item** – **Due** tab (**Default** ribbon).
7. **T-Account viewer** - Analyse and print transactions for specific accounts, etc.
8. **Printer** - Setup and configure the printers on your system.
9. **Budgets** - This is a different option to enter and process Budgets than the process described in **MODULE N – BUDGETING** of this tutorial.

C.3.1.3.1- Reports menu



This menu lists all the standard reports, which are required to manage the information in a Set of Books. In addition to these standard reports, you may also create your own user or custom reports in the **Report designer**.

These reports that are stored in the ...*plug_ins**reports**systemreports* folder.

If you are creating transactions from your stock file (processing documents - invoices, credit notes, purchases and supplier returns documents), you will need to view reports in the stock ledger, document listing, sales analysis, purchase analysis reports.

To access the reports menu:

1. On the **Reports** ribbon, select **Reports**. A list of the seventeen (17) reports (groups of reports) will be listed.
2. The summary of these reports, is as follows:

   a) **Ledger** - The following reports are available to manage all the accounts in the general ledger:

   - **Budget vs actual (3 periods)** – Compare budget vs actual figures for any 3 periods.
   - **Listing** - List the General ledger accounts (Chart of accounts).
   - **Transactions** - Transactions, Transactions - Standard and Transactions - Extra details.

   b) **Debtors** - The following reports are available to manage the accounts in the debtor's ledger:

   - **Debtor statements -** Debtor statements and Debtor statements – Outstanding.
   - **Age analysis** - The Debtor age analysis reports allows you to analyse the outstanding amounts your debtors (customers / clients) owes you in specified periods such as total, 30, 60 and 90 days, or more. These reports are essential for cash flow control. You may also wish to use this facility for credit control, to send reminders to your debtors (customers / clients), to optimise your cash flow management. These reports offers different options of views to support the details of debtor statements.

- **Listing** - Contacts, Listing, List delivery address, List postal address, List details, Tax and company registration numbers and the Credit control listing (Credit limit vs current balance and available balances as at the date and time of printing).
- **Print labels** - Postal and Delivery address labels.
- **Transactions** - Transactions – Open item, Transactions - Standard and Transactions - Extra details.

c) **Creditors** - The following reports are available to manage the accounts in the creditor's ledger:

- **Creditor remittance advises – Remittance advises and Remittance advises – Outstanding.**
- **Age analysis** - The Creditor age analysis reports (Balances detail, Balances detail history (open item) and Balances) reports allows you to analyse the outstanding amounts you owe to your creditors (suppliers) in specified periods such as total, 30, 60 and 90 days, or more. These reports are essential for cash flow control. You may also wish to use this facility to schedule the payments to your creditors, to optimise your cash flow management. These reports offers different options of views to support the details of creditor remittance advices.
- **Listing** - Contacts, Listing, List delivery address, List postal address or List details, Tax and company registration numbers and the Credit control listing (Credit limit vs current balance and available balances as at the date and time of printing) report.
- **Print labels** - Postal and Delivery address labels.
- **Transactions** - Transactions - Open item, Transactions - Standard and Transactions - Extra details.

d) **Sales** - Various reports are available to analyse your sales documents. Print Debtors, Sales and Items reports for Invoices, Credit notes and Quotes.

e) **Plugins** – Price agreement report for the Price agreement plugin.

f) **Stock** - The following reports are available to manage the stock items:

- **Reorder** - Stock reorder report to list only those stock items that needs to be reordered. The Current stock levels report lists all the current stock levels.
- **Print barcodes** – Print the Barcodes or the Yagoda barcodes.
- **Listing** - Print lists of All selling prices (Selling price 1 / 2 / 3) and the Stock item listing (Quantities and Cost prices). You may select to print extra details for these reports. You may also print the Stock - Tax class listing report.
- **Backorder** - Print a list of backorders.

- **Stock In / Out** - The following two (2) reports:
  - **Stock In / Out - Documents** - Displays a summary of sales and purchase documents for each stock item. The "*Show details*" option will list and display the document dates and document numbers for each stock item.
  - **Stock In / Out** - Displays a list of the stock items and the quantities in and out as well as the total prices. The "*Show details*" option will list and display the document dates and document numbers for each stock item.

g) **Point-of-Sale** - Sales and Receipt reports for the plugin point-of-sale systems (if you purchased and use the HorecaPOS or RetailPOS point-of-sale systems).

h) **Contacts** - Lists the details of all your contacts.

> *To list only the contacts for debtor (customer / client) accounts, you need to print it in the **Debtors → Listing - Contacts** menu. To list only the contacts for creditor (supplier) accounts, you need to print it in the **Creditors → listing - Contacts** menu.*

i) **Calendar** - Print the appointments (events) (i.e. Appointment, Debtor appointment, Creditor appointment and Hours) that was scheduled in the Calendar / Planner.

j) **Batch entry** - Print the transactions of posted invoices, credit notes purchase and supplier return documents as well as posted batch transactions (i.e. sales journal, purchase journal, payments journals, receipts journals, general journals, etc.).

k) **Purchases** - Various reports are available to analyse your purchase documents. Print Creditors, Purchases and Items reports for Purchase and Supplier return documents as well as Orders.

l) **Company info** –

- **Bank accounts** - List of Banking details (for up to two (2) bank accounts) as entered in **Company info** (**Setup** ribbon).
- **Information** – List of Lists the details of the following:
- **Document heading and messages** (up to 3 lines) as entered in the **Documents setup** (**Setup** ribbon) for each of the Sales documents (i.e. **Invoices**, **Credit notes** and **Quotes** tabs) as well as Purchase documents (i.e. **Purchases**, **Supplier returns** and **Orders** tabs). This information is standard and will be printed on all documents.
- **Global statement** message (up to 3 lines) as entered on the **Statement setup** tab on **Documents setup** (**Setup** ribbon). This information will print standard on all **Statements (Reports** → **Debtors – Outstanding** (**Reports** ribbon)). This is in addition to the specific messages (up to 4 lines) that can be entered in the **Delivery address** tab individual debtor accounts (**Debtors** - **Default** ribbon).

- **Selling price descriptions** – The descriptions of Selling price 1, Selling price 2 and Selling price 3 as entered in the Selling price descriptions (**Stock information** (**Setup** ribbon).
- **Cost of Sales** –
  - **Create Cost of Sales** -
    - **Yes** - Cost of Sales is activated.
    - **No** - Cost of Sales is not activated.
  - **Average cost** -
    - **Yes** – Average Cost of Sales is activated.
    - **No** – Latest Cost of Sales is activated.

m) **Currencies** – List of the Currencies added in **Setup** → **Currencies** (**Setup** ribbon). These currencies can be selected when processing documents, such as invoices, credit notes, purchases, supplier returns documents, orders and quotes.

n) **Documents** - Lists your documents, such as invoices, credit notes, purchases, supplier returns documents, orders and quotes or a selection of documents or for a selected period.

o) **Sales analysis** -

- **Sales documents for each document type** (i.e. **Invoices**, **Credit notes** and **Quotes**) - You may print reports for five (5) reporting groups (i.e. Debtor group 1, Debtor group 2, Document group 1, Document group 2 and Salespersons).
- **Invoices and Credit notes** - You may print reports for five (5) reporting groups (i.e. Creditor group 1, Creditor group 2, Document group 1, Document group 2 and Salespersons).
- **Sales per product - Stock group 1** and **Stock group 2** are also available to analyse the sales (invoices) and returns (credit notes) of trading stock items (default stock type).

p) **Tax** - If you are registered as a VAT/GST/Sales tax vendor, you need to print and view reports for a specific period for all your Tax (VAT/GST/Sales tax) or for a specific tax code such as Input VAT/GST/Sales tax, Output VAT/GST/Sales tax, Zero-rated VAT/GST/Sales tax, etc.

q) **Purchase analysis** -

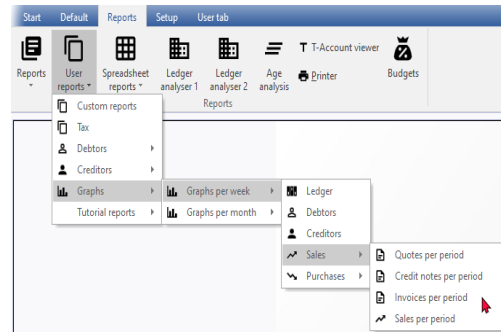
- **Purchase documents for each document type** (i.e. **Purchase**, **Supplier return documents** and **Orders**) - You may print reports for five (5) reporting groups

(i.e. Creditor group 1, Creditor group 2, Document group 1, Document group 2 and Salespersons).

- **Purchase and Supplier return documents** - You may print reports for five (5) reporting groups (i.e. Creditor group 1, Creditor group 2, Document group 1, Document group 2 and Salespersons).
- **Purchases per product - Stock group 1** and **Stock group 2** are also available to analyse the purchases and returns for trading stock items (default stock type).

C.3.1.3.2- User reports menu

Any other reports that are under construction. Users may add their own reports in the ...*plug_ins**reports**userreports* folder.



The following user reports are included in osFinancials5:

1. **Custom reports** – This is custom sales and purchase reports.

   a) **2cred-sku-det** - Lists the Purchase and Supplier return documents for a selected creditor (supplier).

   b) **2deb-sku-det** - Lists the Invoice and Credit note documents for a selected debtor (customer / client).

2. **Tax** - List the Tax type accounts and the tax rates which is added / edited in **Setup** → **Accounts** (**Setup** ribbon).

3. **Debtors** - **Outstanding** - "*Due date*" and "*Debtors Outstanding at date*" reports. These reports will list all the transactions before and on a selected period (date). It will list the details for each transaction (i.e. Reference No., Date, Due date, Debit, Credit and the accumulative balance for each of the debtor (customer / client) account.

4. **Creditors** - **Outstanding** - "*Due date*" and "*Creditors Outstanding at date*" reports. These reports will list all the transactions before and on a selected period (date). It will list the details for each transaction (i.e. Reference No., Date, Due date, Debit, Credit and the accumulative balance for each of the creditor (supplier) account.

   a) **Sales - Graphs**

      i) Quotes per week - Quantities and Quotes per week - Turnover

      ii) Credit notes per week - Quantities and Credit notes per week - Turnover

      iii) Invoices per week - Quantities and Invoices per week - Turnover

b) **Purchases - Graphs**

i) Purchases per week - Quantities and Purchases per week - Cost

ii) Supplier returns per week - Quantities and Supplier returns per week – Cost

iii) Orders per week - Quantities and Orders per week - Cost

5. **Graphs -**

a) **Graphs per week** -

i) **Ledger** - The "*Graph - Profit / Loss per week*" displays the Net Profit / Loss per week in a bar chart.

ii) **Debtors** - The "*Graph - Debtors per week*" displays the debit and credit transaction totals of all debtor (customer / client) accounts per week in a bar chart.

iii) **Creditors** - The "*Graph - Creditors per week*" displays the debit and credit transaction totals of all creditor (supplier) accounts per week in a bar chart.

iv) **Sales** -

- Quotes per week - Quantities and Quotes per week - Amount
- Credit notes per week - Quantities and Credit notes per week - Amount
- Invoices per week - Quantities and Invoices per week - Amount
- Sales per week - Invoices minus Credit notes - Quantities and Invoices minus Credit notes – Amount

v) **Purchases** -

- Purchases – Purchases minus Supplier returns - Quantities and Purchases minus Supplier returns per week - Amount
- Supplier returns per week - Quantities and Supplier returns per week – Amount
- Orders per week - Quantities and Orders per week – Amount
- Purchases per period - Quantities and Purchases per week - Amount

b) **Graphs per month** -

i) **Ledger** - The "*Graph - Profit / Loss per month*" displays the Net Profit / Loss per week in a bar chart.

ii) **Debtors** - The "*Graph - Debtors per month*" displays the debit and credit transaction totals of all debtor (customer / client) accounts per week in a bar chart.

iii) **Creditors** - The "*Graph - Creditors per month*" displays the debit and credit transaction totals of all creditor (supplier) accounts per week in a bar chart.

iv) **Sales** -

- Quotes per month - Quantities and Quotes per month - Amount
- Credit notes per month - Quantities and Credit notes per month - Amount
- Invoices per month - Quantities and Invoices per month - Amount
- Sales per month - Invoices minus Credit notes - Quantities and Invoices minus Credit notes – Amount

v) **Purchases** -

- Purchases – Purchases minus Supplier returns - Quantities and Purchases minus Supplier returns per month - Amount
- Supplier returns per week - Quantities and Supplier returns per month – Amount
- Orders per week - Quantities and Orders per month – Amount
- Purchases per period - Quantities and Purchases per month - Amount

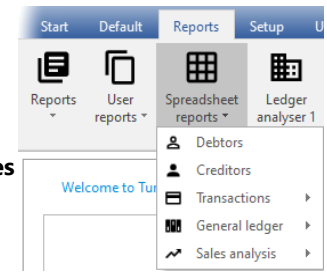
6. **Tutorial reports** - These are simple debtor listing and creditor listing reports added with Reportman.

C.3.1.3.3- Spreadsheet reports menu

These spreadsheet reports are stored in the ...\plug_ins\reports\excelreports folder.

See video on Spreadsheet reports.

The following reports will be opened in the powerful spreadsheet feature in osFinancials5:



1. **Debtors** – **The Debtors → Listing – List postal addresses** report will be imported into the spreadsheet.
2. **Creditors** – The **Creditors → Listing – List postal addresses** report will be imported into the spreadsheet.

3. **Transactions per period** – The posted transactions in batches and documents for a selected period, will be imported into a spreadsheet.

4. **General ledger – Budget**

   a) **Column balances this year – Reporting group 1** – The budget totals (for accounts linked to the Reporting group 1), will be imported into a spreadsheet.

   b) **Column balances this year – This year** – The budget totals, will be imported into two (2) sheets in the spreadsheet:

      - **Settings** – The budget totals for each period in rows per period.
      - **Column balances** – The budget totals for each period in separate columns.

5. **General ledger (Transaction totals)**

   a) **Column balances this year – Reporting group 1** – The totals of posted transactions in batches and documents (for accounts linked to the Reporting group 1), will be imported into a spreadsheet.

   b) **Column balances this year** – This year Column balances will import the transaction totals in two (2) sheets in the spreadsheet:

      - **Settings** – The totals for each period in rows per period.
      - **Column balances** – The totals for each period in separate columns.

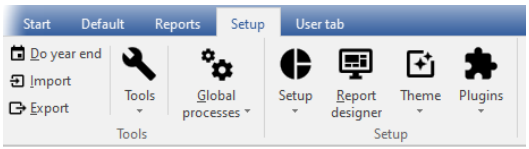
6. **Sales analysis**

   a) **Stock movement** – The totals in and out for the default stock type (i.e. trading stock) will be summarised in a spreadsheet.

   b) **Sales per period** – The total sales amount, excluding as well as including tax (VAT/GST/ Sales tax), for each period will be listed in a spreadsheet.

C.3.1.4- Setup ribbon

The **Setup** ribbon tab is used to access the **Setup** and **Tools**.



The options are grouped in the following nine (9) options:

1. **Do year end** - This option allows you to close off all the nominal accounts (income and expense accounts) and transfer the balances for the financial year to the Retained

earnings account. The start date and the reporting dates for the financial year will also be created for the new financial year.

2. **Import** - Import accounts, debtors, creditors, documents and stock from specific file formats.

3. **Export** - Export accounts, debtors, creditors, documents, stock and posted batches to specific file formats.

4. **Tools** – Access the following five (5) options:

   a) **Blockchain** -

   See video on osFinancials and Blockchain.

   b) **Data integrity check** - Run a Data integrity check and print a Data integrity check report.

   c) **Customise language** - Customise (edit, change and translate) language files.

   d) **Close active forms** - Close any open forms (e.g. "*Documents, Debtors, Creditors, Stock items*" screens, etc.)

   e) **Activate plugins** - By default, no plugins is activated when osFinancials5 is installed. This option allows you to activate / deactivate all plugins, registered plugins or specific plugins. The activated plugins will be added to the **Plugins** menu.

5. **Global processes** - The following three (3) options are available:

   a) **Clear / Reset** - This option allows you to clear all the transactions and balances in a Set of Books. This will clear or reset the Set of Books and delete all the transactions and balances. You may also select to retain all documents and set them to unposted.

   b) **Copy from a Set of Books** - This option allows you to copy the data from a selected Set of Books into the active (open) Set of Books. This will replace all the data in the active Set of Books.

   c) **Reverse posted document / batch** - This feature allows you to reverse or cancel the transactions in posted documents and batches.

      i) **Reverse posted batch (journal)** - The transactions entered or imported in batches (journals) which are already updated (posted) to the ledger, may be reversed or cancelled. This option will cancel all the transactions already updated (posted) to the ledger, remove it from the transaction file, and import the transactions to the selected batch (journal).

      You may then erase or delete the entire batch (journal) as well as the transactions, edit or correct the transactions, balance the batch, print the batch list and post it to the ledger.

ii) **Reverse posted document** - The documents as well as any transactions generated by the documents (invoices and credit notes, purchase documents and supplier returns documents) when the documents were updated (posted) to the ledger, will be reversed or cancelled.

The selected reversed document will be available as an unposted document.

You may edit the document in **Documents** (**Default** ribbon) and then post (update) it to the ledger. If you do not need to update (post) the document to the ledger, you may delete the document in **Edit** → **Documents** menu (**Default** ribbon).

6. **Setup** - Access the following seventeen (17) options:

a) **Company info** - Enter the company information (name, address telephone, fax numbers e-mail address) and registration numbers for the Company and VAT/GST/Sales tax, if applicable.

i) You also may to set the default tax method and output method for reports (to "*screen, printer, file, e-mail*" or *"fax"*).

ii) Load your logo or picture, which you wish to be displayed on the documents.

iii) Set the default currency format and date format in your Operating System.

b) **Reporting dates** - Set the start date of your financial year and the periods in a financial year. You may also close a specific period or year for posting transactions to the ledger.

c) **Documents setup** - Settings for sales documents (i.e. invoices, credit notes and quotes) and purchase documents (i.e. purchases, supplier returns and orders). Set the defaults for documents, such as the numbers, batch types, headings and messages and document layout files.

On the **Statement setup** tab, you may enter a global message to be printed on **Debtor statements** (**Reports** → **Debtors** → **Debtor statement** menu).

d) **Accounts** - Create, edit, delete general ledger accounts (income / expense, bank and tax accounts).

e) **Groups** - Set up to 2 Groups for Accounts, Debtors, Creditors, Stock items and Documents for printing reports.

f) **Stock information** - The following settings are available:

i) **Default** -

- **Selling prices** - Enter (edit) the descriptions for up to 3 selling prices. You may set the default selling price 1 / 2 / 3 which will be used globally when processing documents.

- **Cost of sales** - Set the parameters for Cost of sales (account, batch type, whether you will be using average cost or latest cost).
- **Documents setup** - This also contains various settings when processing documents and / or working with stock.

ii) **Units** - Specify the unit descriptions and sizes to be displayed in the "*Stock item*" screens and reports.

The unit description is implemented on the Layout file (LanguageID - TRN_1910) and Delivery note (LanguageID - TRN_1313 layout files.

*Launch the **Help file**. - Copy this text "Add unit descriptions to layout files" to the **Search** tab and click on the **List topics** button.*
Follow the steps (procedure) to add this to your own customised layout files.

iii) **Tax classes** - Create, add, edit Tax classes (Account classes) to which you may select Input Tax codes, Output Tax codes, Sales, Cost of sales and Stock control accounts.

g) **Batch types** - Create or delete batch types or journals in which you wish to enter transactions. Batch types also need to be linked to sales documents (i.e. invoices and credit notes) and purchase documents (i.e. purchases and supplier returns) on Setup Documents.

h) **Access control** - Set the passwords, users and access to certain menus for each of your users.

i) **Salesperson** - Add or remove any salespersons, which will be processing sales documents (i.e. invoices, credit notes and quotes) and purchase documents (i.e. purchases, supplier returns and orders) or cashiers operating Point-of-Sale.

j) **Financial categories** - Link your Ledger Account groups to Assets, Capital, Expenses, Income or Liabilities.

k) **System parameters** - Select the indicators for debit and credit, number of decimals to be displayed on reports and documents as well as the number of decimals to be stored. You may also select to display the default system currency symbol.

Select 1 of 2 methods for reconciling bank statements with the transactions in your cash book (receipts and payments batches). If you have purchased the **BankImport** Plugin, you need to change the setting import the transactions from your bank statement and allocate these transactions to the accounts.

l) **Internet** - Configure your Internet, e-mail accounts to send reports, lists and documents via the internet or to configure a network server.

m) **Countries** – Add and manage the ISO CODE2 and ISO CODE3 as well as ICL CODES for each country.

n) **Currencies** - You may add / edit currencies and the exchange rates. When processing documents, you may select the currency. This will automatically calculate the prices for that currency.

o) **Point-of-Sale** - Set Point-of-Sale parameters, configure printers, peripherals, etc. for the standard point-of-sale system.

p) **Workflow setup** -

q) **Printer** - Select the default settings for printing reports and documents.

7. **Report designer** - Edit existing reports and layout files for documents. You may also create and edit your own reports and layout files.

8. **Theme** - Select the "*Material, Classic, Blue, Glass, Silver, Soft-blue*" or "*VS2010*" theme. If the "*Classic, Blue, Glass, Silver, Soft-blue*" or "*VS2010*" themes are selected, the icons in the "*Classic*" theme will be displayed. The "*Material*" theme is used for screen captures in this book.

9. **Plugins** - By default, no plugins are listed on this menu. Only activated plugins will be listed.

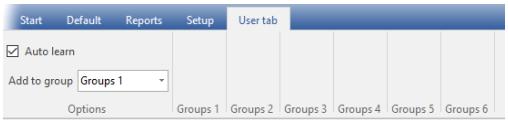
*Most of these plugins are licensed under commercial licenses. You need to purchase a license on which a registration code and instructions will be mailed to you to unlock the full features of these plugins. Plugins needs to be registered in the **Plugins → Tools→ Register plugins** menu (**Setup** ribbon).*

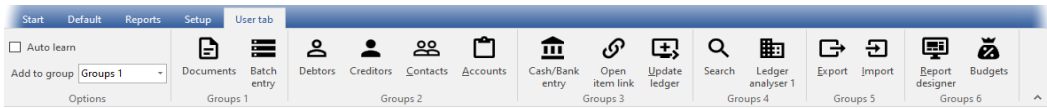
C.3.1.5- User tab ribbon

The **User tab** ribbon is a custom quick menu. It is used to manage user navigation in a Set of Books. You may select (tick) the "*Auto-learn*" feature to add the last accessed options in up to six (6) groups.

By default, when opening the Set of Books, the **Default** ribbon will be displayed.

If the **User tab** ribbon, is activated, the **User tab** ribbon will automatically be displayed when opening the Set of Books.





The user options are added to the **User tab** ribbon, using the **Auto-learn** - Select (tick) this option to automatically add your accessed functions (menu items) to the **User tab** ribbon.

*The **User tab** ribbon may be edited and accessed in the **User tab** on **Setup → Access control** (**Setup** ribbon).*

C.4- WORKING WITH osFinancials5 RIBBONS AND SCREENS

C.4.1- Show / Hide ribbon options

Hide ribbon

You may need some extra space when working with, Documents, Stock, Debtors, Creditors, Ledger analyser, etc.

To "*Auto hide*" the ribbons options, double-click on any of the ribbon tabs. This will hide the options on the ribbon and only display the ribbon tabs and auto-resize (larger) the screens in osFinancials5. You may then click on a ribbon tab to select and access the options. Once you have selected an option, the ribbon options will auto hide and only display the ribbon tabs.

Show ribbon

To "*Show*" the ribbon options and resize the screens (smaller), you may double-click on a ribbon tab.

C.4.2- Menu lists

You may right-click basically anywhere on the program to access menus (and sub-menus, where applicable) for each of the ribbon tabs.

C.4.3- Dock / Undock sections of screens

By default, all sections of screens are docked (maximised). If you see the following button on a screen, you may click to undock (maximise) resize a screen (or section of a screen) or to dock (minimise) the screen:

C.4.4- Dragging / Resizing sections of screens

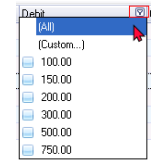
When the mouse is moved over some areas of a screen, you may drag the area of the screen to resize it.

C.5- FILTERS AND SEARCH FEATURES

C.5.1- Filter options in column headings

The grid (implemented in osFinancials5) is very powerful because of its sophisticated easy to use filter and sort features does this quicker than any other way. It has the ability to group, sort and filter any data column(s) on most screens in a Set of Books with only a view mouse clicks.

If you need to view or find specific data, there are various options available to locate and find your data.

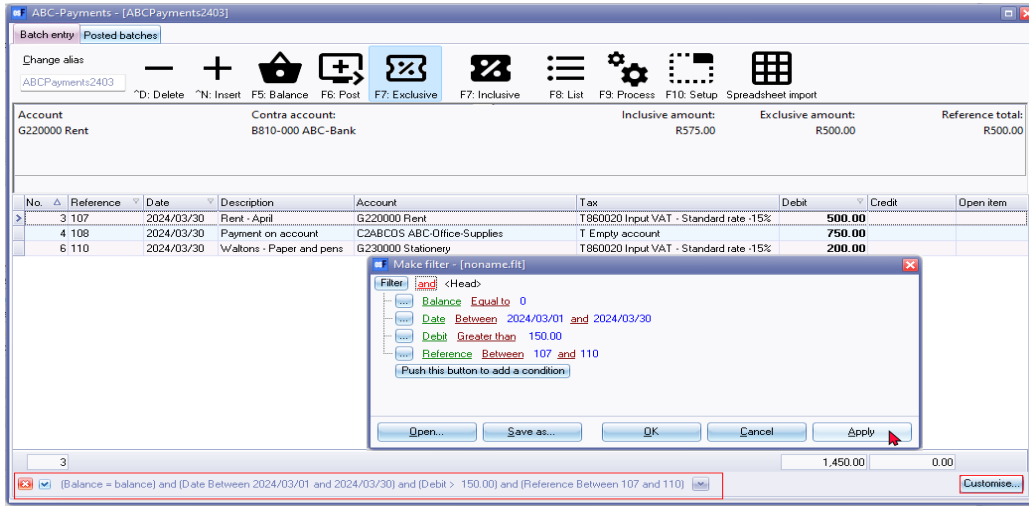


Some of the options are:

1. **Sort** - Click on a column heading to sort and list the data ascending or descending sequence. All the data is by default displayed ascending; from the smallest to the highest value (e.g. a-z or 0-9) according to the record number (e.g. line number in a batch, etc.) To change the sort order from ascending (e.g. a-z or 0-9) to descending (e.g. z-a or 9-0) select a column and click on it. If you click on it again it will change back to ascending sequence.
2. **Drag and drop columns** - You may click on a column and drag it to the left or to the right to change the sequence your data is displayed on screens.
3. **Filter** - Click in the arrow to list the data in a specific column. A list displaying the data, as well as an "*All*" option and a "*Custom...*" option in the selected column will be displayed. For example, if amounts are entered in a "*Batch entry*" screen, all the amounts will be listed. By adding a tick next to a specific amount, only transactions, matching that amount will be listed.
4. **Custom** - You can easily build customised filters according to your needs. These filter files can be saved and opened for future use.

C.5.2- Custom filters

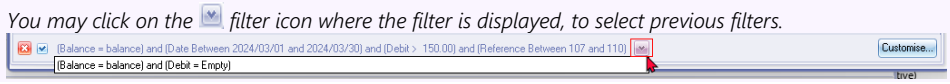
Once you have selected an option on a list, the your selection will be displayed at the bottom section of the "*Batch entry*" screen as follows:



You may click on the "*Customise...*" option on a column list or click on the **Customise** button to:

1. Make a filter (add or delete conditions and groups).
2. Save a filter.
3. Open a filter.

You may click on the filter icon where the filter is displayed, to select previous filters.



C.5.2.1- Make a custom filter

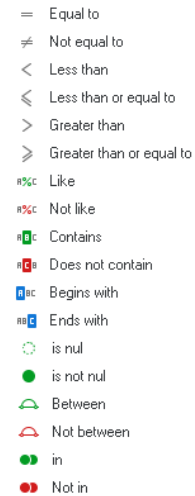
To make a filter:

1. Click on the "*Customise...*" option on a column list or click on the **Customise** button.
2. Select an operator (i.e. and, or, and not, or not).
3. Click on the **Filter** button (or on the **...** button) and select one of the following options on the context menu:
4. **New condition** – Create a new condition.
5. **New group** – Create a new group.
6. **Delete row** (If you click on the **Filter** button, you may delete all rows (conditions and groups)).

7. Select a column from the list of available data applicable to the screen. In this example, the **Date** is selected.
8. Select a filter condition. In this example, the **Between** is selected. Another field is opened to select another date.
9. Once you have created your conditions or groups, click on the **Apply** button.
10. Click **OK** to close and exit this "*Make filter*" screen.

C.5.2.2- Conditions

The values of conditions, is as follows:



1. **Equal to** - list or display all values which is the same as the specified value.
2. **Not equal to** - list or display all values which is not the same as the specified value.
3. **Less than** - list or display all values smaller than the specified value.
4. **Less than or equal to** - list or display all values smaller or equal to the specified value.
5. **Greater than** - list or display all values greater than the specified value.
6. **Greater than or equal to** - list or display all values greater or equal to the specified value.
7. **Like** - list all values similar to the specified value.
8. **Not like** - list all values not similar to the specified value
9. **Contains** - list all values which contains (includes) the specified value.
10. **Does not contain** - list all values which does not contain (excludes) the specified value.
11. **Begins with** - list all values which does not contain (excludes) the specified value.
12. **Ends with** - list all values which ends with the specified value.
13. **Is null** - excludes any value entered, will not be listed or displayed.
14. **Is not null** - is not zero - any value which is not equal to zero will be listed or displayed.

15. **Between** - Specify specific values, etc. to include only matching values. (For example, between reference numbers 105 and 111 will exclude any lower numbers than 105 and higher numbers than 111).
16. **Not between** - Specify specific values, etc. to exclude values. (For example, Not between reference numbers 105 and 111 will exclude these numbers and will list any lower numbers than 105 and higher numbers than 111).
17. **In** - In a specified value.
18. **Not in** - Not in a specified value.

If a Date for a column condition is selected, additional conditions will be available (i.e. is this month, is this year, is next 7 days, is next week, is next 14 days, is next two weeks, is next 30 days, is next month, is future, is this week, is yesterday, is today, is last 7 days, is last week, is last 14 days, is last two weeks, is last 30 days, is last month, is last year, is past, is this week, etc.

C.5.2.3- Save custom filter files

To save a custom filter file:

1. Once you have sorted or filtered your data with the Make filter utility, click on the **Save as...** button. The "*Save active filter as*" screen will be displayed.
2. Select a directory in which you wish to save the custom filter file.
3. Enter a file name.
4. Click on the **Save** button to save the Filter in a (*.flt) Filter File format. You may then at any later stage open the saved *.flt file.

C.5.2.4- Open custom filter files

To open a saved a custom filter file:

1. Once you have sorted or filtered your data with the Make filter utility, click on the **Open...** button. The "*Open saved filter as*" screen will be displayed.
2. Select a directory in which you have saved the custom filter file.
3. Select a valid filter file.
4. Click **Open**. The selected filter file's name will be displayed in the titlebar of the "*Make filter*" screen.

C.6- LOOKUPS

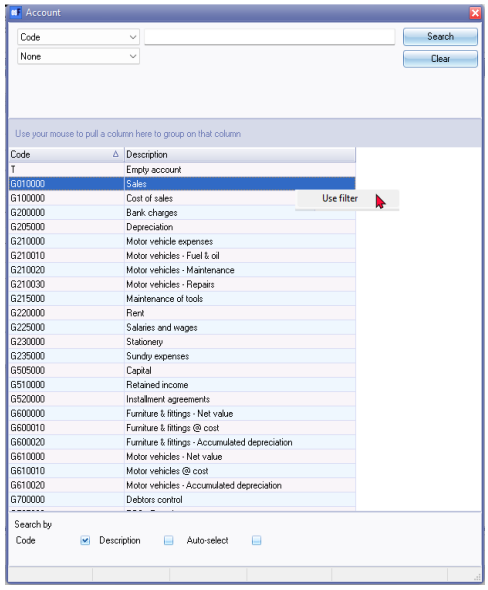
C.6.1- Accounts lookup

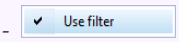
When the cursor is in various fields on a screen of the osFinancials5 program, osFinancials5 will display the lookup screen for that specific field. A lookup screen is basically a list of all the valid master records in a Set of Books from which you need to select one item from the list.

Some lookup screens contains all accounts. Other lookup screens lists only ledger accounts / only debtor accounts and / only creditor accounts.

Disabled or blocked accounts will be excluded from some lookups.
Debtor / Creditor *accounts - "Account disabled" field selected (ticked) on "Accounting information" tab (**Default** ribbon).*
Ledger accounts *- "Status" field set to "Disabled". (**Setup → Accounts** on the **Setup** ribbon). For example;*

- *if a ledger account is disabled, it will not be listed on the Accounts lookup when processing transactions.*
- *if a Tax type account (Tax code) is disabled, the disabled accounts will not be available on the Tax lookup in batches.*



You may right-click on any area of the lookup to enable or disable the filter.
*If the **Use filter** is enabled, the Use filter context menu will display a tick as follows -* 

To disable the filter, click on the menu to remove the tick. If the filter is enabled, you may locate and select accounts, stock items, periods, etc. on the lookup screen with ease.

C.6.2- Stock item lookup

When processing documents you need to select the stock item in the document lines section. There are basically three (3) options to select stock items in any open / unposted document:

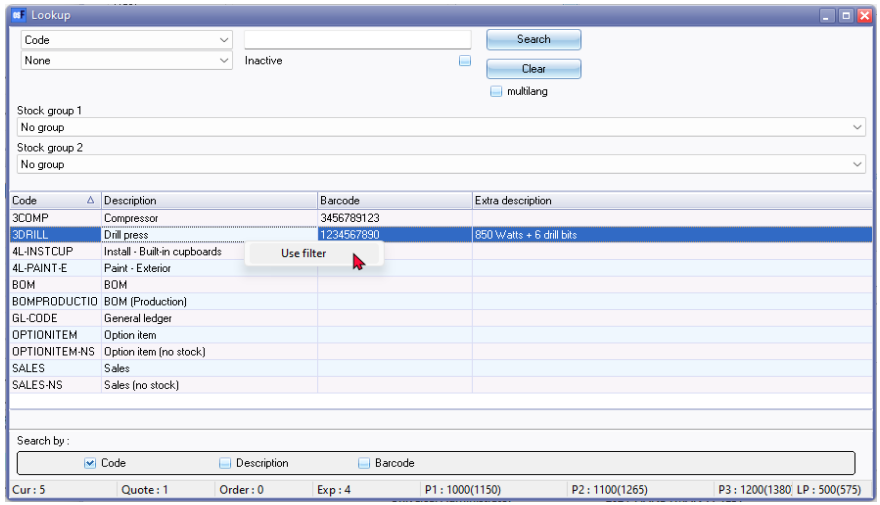
1. **Lookup** - Click on the "*Item no.*" column of document line or when proceeding to a new line, the Lookup will automatically be launched. To edit / select an existing Item, you need to double-click on the selected item in the document line.

2. **Open fast add** - The icon will launch the lookup as a part of the "*Document entry*" screen (replace the header section of the document). Once finished selecting stock items, you may click on the **Close fast add** icon.

   *You may enter a valid stock code, barcode or serial number and press the **Enter** key in the "Fast add item (stock code / barcode / serial)" field in the footer section of the "Document entry" screen. This will insert the stock transaction in the document line.*

3. **Button lookup** - This will launch a graphical image view of Stock group 1 and Stock images.

The default "*Stock lookup*" screen, is as follows:



The values and fields, are as follows:

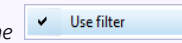
1. **Code** - "*Code*" is the default option. You may select the "*Description, Barcode, Description and Extra description*" or "*Code, Description and Extra description*" option. This will allow you to enter any valid values for a stock item. If you click on the **Search** button, it will list only those stock items matching the value entered.

2. **Operator** - None is the default. You may select an operator (i.e. and / or). These operators will add another field where you may enter values to filter the stock items. If you click on the **Search** button, it will list only those stock items matching the values entered in the first search values field and / or the values entered in the second search values field.

3. **Stock group 1** - You may select a stock group 1 (created / added in **Groups** - **Stock group 1** (**Setup** ribbon) and linked to the stock item). This will only list those stock items linked to Stock group 1.

4. **Stock group 2** - You may select a stock group 2 (created / added in **Groups** - **Stock group 2** (**Setup** ribbon) and linked to the stock item). This will only list those stock items linked to Stock group 2.

5. **Search by: Code**, **Description** and **Barcodes** is the default options. If any of these are selected (ticked), it will change the sort sequence in which the stock items are listed.

   *The **Auto-select** tick box will only be displayed when the* 

   (right-click) is selected (ticked). The "Auto-select" option allows you to enter any keys to filter by stock code, description, barcode, etc.

6. **Statusbar** - This bar is located right at the bottom of the lookup screen. It will display the following details for the selected stock item:

   a) **Cur:** This displays the current actual quantities on hand for the selected stock item. This is the totals of the "*Quantity on hand*" field of the "*Values*" section on the **Ledger** tab of the **Stock items** (**Default** ribbon), (as updated by posted documents) *PLUS* any unposted purchase documents.

   b) **Quote:** This displays the quantities of any open / unconfirmed quotes which have not yet been converted to invoices.

   c) **Order:** This displays the quantities of any open / unconfirmed orders which have not yet been converted to purchase documents.

   d) **Exp:** This displays the expected quantities on hand for the selected stock item. This is the current quantities on hand for the selected stock item. This is the totals of the "*Quantity on hand*" field of the "*Values*" section on the **Ledger** tab of the **Stock items** (**Default** ribbon) *LESS* the quantities of any open / unconfirmed quotes which have not yet been converted to invoices *PLUS* the quantities of any open / unconfirmed orders which have not yet been converted to purchase documents.

   e) **P1:** This displays the "*Selling price 1*" field of the "*Selling prices*" section on the **Ledger** tab of the **Stock items** (**Default** ribbon). The price is displayed as exclusive of tax (VAT/GST/Sales tax) and the price is displayed as inclusive of tax (VAT/GST/Sales tax) between brackets.

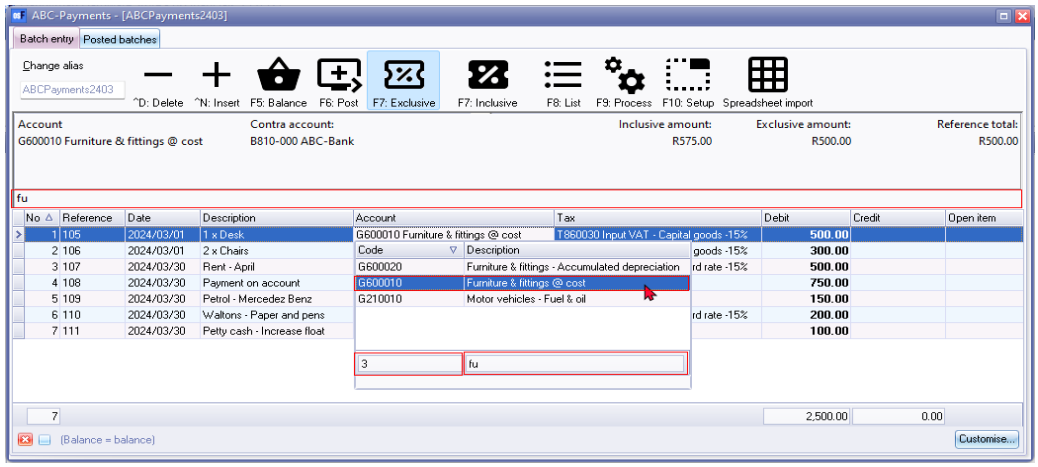
f) **P2:** This displays the "*Selling price 2*" field of the "*Selling prices*" section on the **Ledger** tab of the **Stock items** (**Default** ribbon). The price is displayed as exclusive of tax (VAT/GST/Sales tax) and the price is displayed as inclusive of tax (VAT/GST/Sales tax) between brackets.

g) **P3:** This displays the "*Selling price 3*" field of the "*Selling prices*" section on the Ledger tab of the **Stock items** (**Default** ribbon). The price is displayed as exclusive of tax (VAT/GST/Sales tax) and the price is displayed as inclusive of tax (VAT/GST/Sales tax) between brackets.

h) **LP:** This displays the Latest cost (last cost price) field of the Values section on the Ledger tab of the **Stock items** (**Default** ribbon). The price is displayed as exclusive of tax (VAT/GST/Sales tax) and the price is displayed as inclusive of tax (VAT/GST/Sales tax) between brackets.

C.6.3- Batches lookup

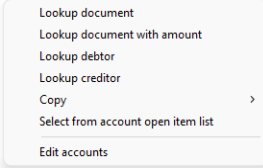
The lookup in the "*Batch entry*" screen automatically filter the code or the description. When the Account or Tax columns are focused, you may type the code or description. In this example, the description is typed as "fu" and it lists only those accounts with the starting with the typed characters, e.g. *Fuel & oil* and *Furniture...*



The number of records matching your search characters will be displayed.
Your search characters entered will be displayed at the bottom of the lookup as well as above the column descriptions.

To resize the Account lookup list, you may simply click on the bottom right corner and drag the screen to the desired size,

Context menu (right-click) lookup on Batch entry screen:



You may right-click on a selected transaction to allocate a transaction to a debtor (customer / client) or creditor (supplier) account , or to copy and paste a contra account, reference or date from one transaction to other transaction(s)

*You may configure the Account types to be included in the Account lookup. On the **F10:Setup** - **Advanced** tab, you may set the Account lookup type to:*

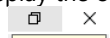
- ***All** (default) all account types,*
- ***General ledger** – All account types, except Debtors, Creditors.*
- ***Debtors** (only Debtor accounts),*
- ***Creditors** (only Creditor accounts).*
- ***Open item** – Only those General ledger, Debtor and Creditor accounts for which Open item is activated.*

C.7- WORKING WITH OTHER WINDOWS / SCREENS

C.7.1- Minimise, restore and closing of programs or screens

The following buttons are found on the right side of the titlebar:

– **Minimise** - Click on this button to minimise the program in the *Windows Task bar*.

– **Maximize** - Click on this button to display the osFinancials5 screens as a larger screen on your desktop. This button will change to the 

Restore Down button. When you click on this button, the osFinancials5 screens will be restored to its original size.

> *If the **Restore** button is displayed in a titlebar, you may double-click anywhere on the titlebar to display the screen in the full size of your desktop and double-click again to return to it's original size.*

– **Close** - This button will exit the osFinancials5 screens. On the top right-hand corner osFinancials5 program's titlebar, it will close or **Exit osFinancials5**.

> *If no Set of Books are opened, the osFinancials5 program will be closed.*
> *If a Set of Books are opened, the following information message is displayed:*
>
> > *"osFinancials would like to remind you that:*
> >
> > *It is good practice to make regular backups and archive copies of your Sets of Books to prevent loss of data.*
> >
> > *Do you wish to close osFinancials?"*

C.7.2- Resizing of screens on your desktop

Pressing

on the titlebar, will re-size osFinancials5 to the full screen option. On the bottom left corner of the osFinancials5 program will change to .

You may resize the screen to any size on your desktop by moving the mouse pointer to any place on the edge of the osFinancials5 or window. When the mouse pointer changes to a double-sided arrow, click on the mouse and drag the edge of the screen to desired size.

C.7.3- Accessing menu options using short-cut keys

For your convenience, a list of the short-cut keys are listed in **MODULE R** at the end of this book.

C.8- NAVIGATION IN osFinancials5

C.8.1- Yes / No, OK / Cancel, Back / Next and Finish buttons

These options may be selected with a mouse click, or, by pressing the key corresponding to the first letter of the command, e.g.:

Yes = Y or **Enter**

No = N or **Esc**

Next = N

Back = B

Cancel = C, etc.

C.8.2- Moving between fields on screens when entering data

Once data has been entered, pressing **Tab** or **Enter**, will shift the cursor to the next field, this can also be achieved by clicking with the mouse cursor. To move to the previous field, use the mouse or press the **Shift** and **Tab** keys simultaneously.

C.8.3- Arrow keys

Whenever a lookup is listed on your screen, and you need to select an account, use the mouse or the **Up** and **Down** keys to scroll through the accounts. To select the required account, click with your mouse or simply press the **Enter** key on your keyboard.

C.8.4- Drop-down lists

A Drop-down list is represented by a small block, with a down arrow or three dots (...) on the right-hand side of the respective field. By clicking on this button, a list will be displayed. Examples are reporting groups, selling prices, salespersons, etc.

C.8.5- Tick boxes

You will come across many fields where you have to place tick to select certain options. An example of a tick box, is as follows:

The **Space bar** on your keyboard allows you to toggle between a tick and a blank space in the tick box.

C.9- GETTING HELP IN osFinancials

To access the help file, you have three (3) options:

1. Press the **F1** key on your keyboard for context sensitive help. On most screens, the relevant topic will be launched.
2. Click on the **Help** → **Help** menu (**Start** ribbon).
3. **Online help** – This is similar to the Help file included in the release. This help file may be updated from time to time as the existing documentation are improved and topics added.

   Videos - https://accounting.ning.com/videos

MODULE D - BACKUP AND RESTORE A SET OF BOOKS

IN THIS MODULE

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D.1- OPTIONS TO MAKE BACKUPS OF BOOKS

In addition to the Backup / Restore feature you may also create exact copies from existing sets of books, templates (installed in your "*.../books*" directory or other sets of books in the "*.../bin/Repository*" directory). The following options are available:

- **Backup / Restore** (**Start** ribbon).
- **Save as** (**Start** ribbon).
- **Create Set of Books** ("*Copy from a Set of Books*" option on the "*Creation wizard*") (**Start** ribbon).
- **Global processes** → **Copy from a Set of Books** (**Setup** ribbon).

D.2- CREATING A BACKUP FILE ONTO A DISK OR HARD DRIVE

The **Backup / Restore** option will backup your data onto disk or your hard drive, or other selected location in a tcBackup.zip file. This option will to compress or zip the size of files contained in the backup file.

Backup files are used to Restore a Set of Books to the set of data from which the Backup file was created. Backups are copies of your data that you make on a regular basis.

The following options to create backup files, are available:

- **Normal backup** - All the files contained in the folder of the Set of Books, including images, pdf files (added with plugins such as the multimedia plugin, etc.) will be included in the backup file.
- **Small backup (books)** - Only one file, the database (e.g. books.fdb - for the firebird database), will be included in the backup. All other files will be excluded from the backup.

You will need backups:
- *In case of file corruption, hardware failures and other errors.*
- *Send backup files via e-mail.*

As a general rule, it is good practice to back up often, preferably upon closing the program. Backing up can be to an External hard drive, CD-ROM, USB-Drive, etc. Backing up to your hard disk is also a good practice but the best backup is not stored on your computer. (In case of a hard drive failure!!)

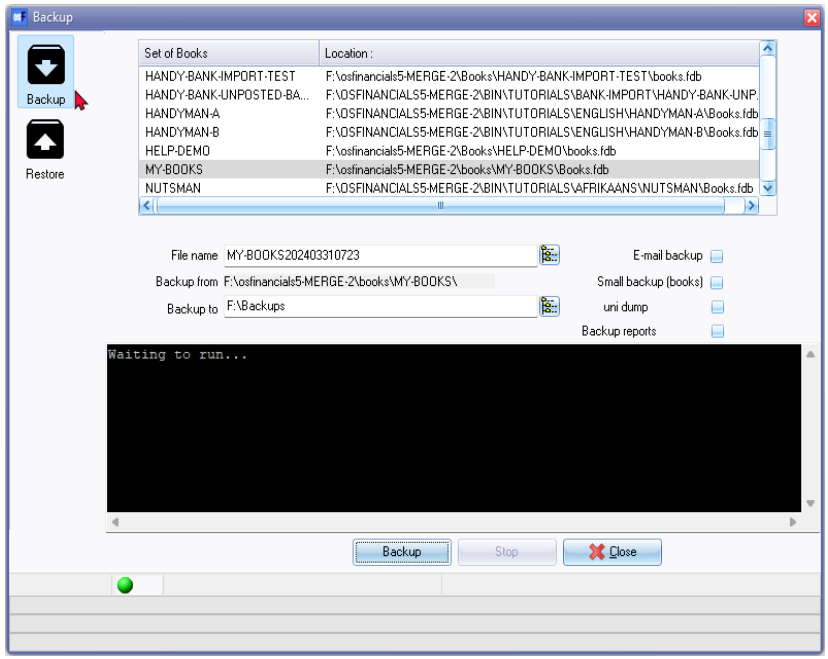
It is also recommended that you complete a BACKUP in the following instances:

- Prior to performing any major processes, such as Delete a Set of Books and Global processes (Clear / Reset Set of Books, Do year end, Copy from a Set of Books, Cancel / Reverse posted batches / documents, etc.).
- Old data on your previous version of osFinancials5 or other accounting package prior to conversion to osFinancials5.
- On a regular basis: Depending on your need and volume of work. The following minimum is recommended:
    - 2 - 3 sets daily re-used weekly or every 3rd to 4th day.
    - 2 weekly sets - re-used every 3rd week.
    - 12 Monthly sets - done at the end of each month, and re-used each year.
    - 1 set prior to year-end and kept permanent.

The very same backup disks or backup files on your hard drive are used to restore your data in your Set of Books. In this version of osFinancials5, you may also restore a Set of Books from a valid Backup file stored on a Network Server, if a Network Server has been set up and configured on your system. If you do not make regular backups, you may have to re-enter thousands of transactions and general ledger, debtor, creditor and stock information.

To create a backup file:

1. On the **Start** ribbon, select **Backup / Restore**. If a Set of Books is open on your system, osFinancials5 will automatically close the Set of Books and the "*Backup Set of Books*" screen is displayed:



*If no Set of Books are opened, the **Restore** button is automatically selected.*
*If a Set of Books are opened, the **Backup** button is automatically selected.*

2. Select the **Backup** option, if not already selected.

3. Select the Set of Books you wish to backup.

4. You may over type the Backup file name with a name of your own.

The date and time of your operating system is automatically inserted in the file name (e.g. "MY-BOOKS202403310723") after the default backup file name.
(In this example, the date and time format is YYYYMMDD, followed by the Hour and Minutes). The format may differ if your operating system's short date style or format is set different.) It is recommended that this date and time not be over typed, if you enter a name for your backup file. You may then later select that file name to restore a Set of Books from.

5. Select the drive or folder to backup to.

6. Click on the **Backup** button to start the backup process. While the Backup process is running, the files are backed up from and added on your backup disk or location on your hard drive or network drive will be displayed.

When the backup process is completed, an information message is displayed:

"The Backup process is completed!"

7. Click **OK** and click **Cancel** on the "*Backup Set of Books*" screen. You may also press the **Esc** key on your keyboard to exit the "*Backup Set of Books*" screen.

D.3- CREATING AN E-MAIL BACKUP FILE

To use this option, your computer system must be properly set up and the Internet account with your Internet Service Provider. The process to create a backup file must be followed.

To send a backup file via e-mail:

1. Select the **E-mail backup** option on the "*Backup Set of Books*" screen. When the backup process is finished, your e-mail program will automatically be launched.
2. The e-mail address of osFinancials5 will automatically be entered in this field. Should you wish to change it to a different e-mail address, (e.g. that of your auditor or consultant), you may enter a valid e-mail address to that field.
3. Add a description to the subject if you wish (e.g. your company name).
4. The file is automatically attached to the e-mail message. You may attach another document to the e-mail.

   Your Internet Service Provider may limit your e-mail message (e.g. including attachments to 1.2MB). If the message is larger than the allowed message, your message may not reach the recipient and may be returned.

5. Enter your message.
6. Click on the **Send** button.

D.4- RESTORING A SET OF BOOKS

This option will restore your data for a specific Set of Books or your hard drive or in a valid folder on your system.

To restore a Set of Books from a backup, a valid backup (tcBackup.zip) file must exist.

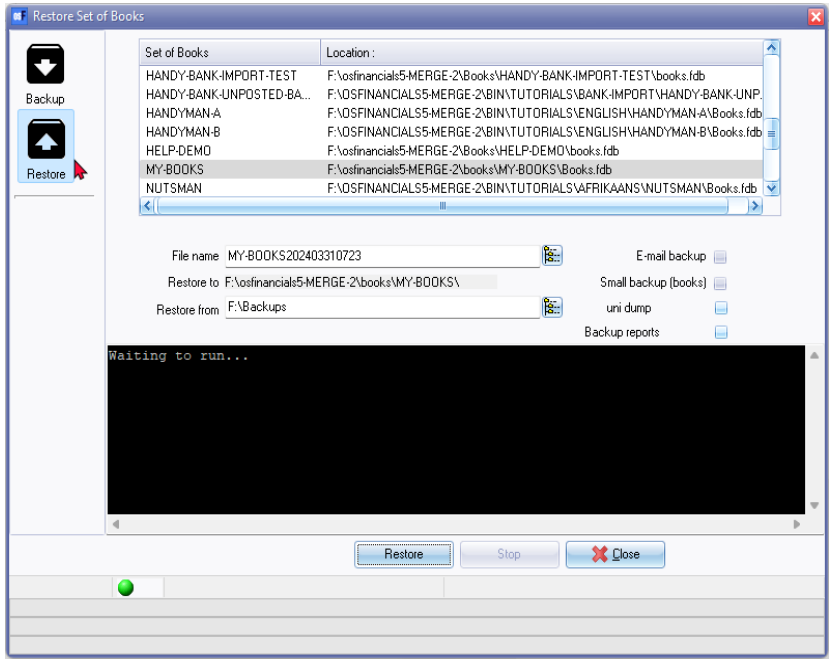
If your data becomes corrupt for some reason, restoring from backup will fix this.

It will be necessary to re-enter all the data from the date of the last backup to the present. It can be seen that backing up often is a good habit that can potentially save a lot of work. If you do not make regular backups, you may have to re-enter thousands of transactions and general ledger, debtor, creditor and stock information.

It is also important to keep record of your backup disks or files or to label your backup disks to prevent restoring a Set of Books from an incorrect backup disk or file. It is recommended that you keep a record of which data is backed up and which is not, to prevent re-entering data that is already on your backup disks.

To restore a Set of Books:

1. On the **Start** ribbon, select **Backup / Restore**. If a Set of Books is open on your system, osFinancials5 will automatically close the Set of Books.



2. Select the **Restore** option. The "*Backup Set of Books*" screen will change to the "*Restore Set of Books*" screen.

3. Click on the icon next to the "*File name*" field and select the backup file on the "*osFinancials5 select backup file*" screen.

> *The default backup path (drive or folder) for a Set of Books, is the installation folder of osFinancials5, will be displayed.*
> *You may select any other drive or folder on your system. You could also choose to Restore from your hard drive or any available drive on your network. osFinancials5 also allows you to restore*

from an external hard drive, USB drive, a CD/DVD, provided that you have a CD/DVD writer installed on your system and the backup is correctly done.

4. Click on the **Restore** button.

If you click on the Restore button, to overwrite an existing Set of Books, the following Warning message is displayed:

> *Restore from backup*
>
> *New No*
>
> *WARNING this will overwrite your current Set of Books! Are you sure you want to continue?" This will seriously affect your Set of Books! Are you sure you want to clear this Set of Books?"*

5. If you are absolutely sure, click on the **Yes** button. Another warning message is displayed:

> *"This will seriously affect your Set of Books! Are you sure you want to clear this Set of Books?"*

6. If you are absolutely sure, tick the "*I have read this instruction and understand the action!*" field. The **Yes** and **No** buttons will be available on this screen.

7. Click on the **Yes** button. The confirmation message is displayed:

> *"This will seriously affect your Set of Books! Are you sure you want to clear this Set of Books?"*

8. If you click on the **No** button, the process will be cancelled. Click on the **Yes** button, if you are absolutely sure. The information message is displayed:

> *"Your Set of Books will be restored in:*
> *D:\osFinancials5\books\MY-BOOKS*
> *Do you wish to continue?"*

9. Click on the **Yes** button, to start the restore process. If you click on the **No** button, the process will be cancelled. When the restore process is completed, an information screen will be displayed.

> *"The Restore process is completed!"*

10. Click **OK** and click **Cancel** on the "*Backup Set of Books*" screen. You may also press the **Esc** key to exit the "*Backup Set of Books*" screen.

MODULE E - CREATING A SET OF BOOKS AND SETUP

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E.1- OPTIONS TO CREATE A SET OF BOOKS

E.1.1- Existing users with existing Sets of Books

TurboCASH4, TurboCASH5 (4.0.0.969), osFinancials4 (4.0.0.1093) Sets of Books do not need to be converted to osFinancials5.

You may copy the Sets of Books using File Explorer to the "*books*" directory of your osFinancials5 installation.

You may also Restore a Set of Books from a valid Backup file in osFinancials5.

E.1.2- Sets of Books (databases / templates) available for download

At first, after a new installation of osFinancials, only the following Sets of Books will be available:

	Set of Books name	*Country*	*Language*	*Number of account digits*
	BTW_VOORBEELD_BELGIE	*Belgium*	*Nederlands*	*6-digit main account and 3-digit sub-accounts*
	BTW21VOORBEELD_A_20XX	*Netherlands*	*Nederlands*	*4-digit main account and 3-digit sub-accounts*
	HELP-DEMO	*All English countries*	*English*	*3-digit main account and 3-digit sub-accounts*

osFinancials5 supports 79 different languages and tax regimes languages liked to 87 Sets of Books (databases) which may be downloaded and customised to meet your requirements.

E.1.3- New Set of Books

If you are new to osFinancials; or if you are looking for a Set of Books to customise for your own specific needs; you may download an existing template for your country and language from the Let osFinancials help you to create a Set of Books - Download option. See a list of available Firebird Sets of Books and linked languages available as a free download. You may then Customise the Set of Books to meet your own requirements.

E.1.4- New to Accounting and osFinancials

Download Tutorials - Basic Tutorials is available from the Let osFinancials help you to create a Set of Books - Download option.

A list of these Sets of Books linked to different languages, is as follows:

All Sets of Books (templates) is consists of a 3-digit main account and 3-digit sub accounts, except for the following Sets of Books (templates):

Books with 4-digit main account and 3 -digit-sub-accounts		*Books with 5-digit main account and 3 -digit-sub-accounts*	
	Language		*Language*
EN-CANADA-CORPORATION	*en-Canada*	*EN-USA*	*english-usa*
EN-CANADA-OTHER	*en-Canada*	*EN-USA CALIFORNIA*	*english-usa*
BE_Books (Belgium)	*Nederlands*		
BTW21VOORBEELD_A_20XX (installed)	*Nederlands*		
BTW09VOORBEELD_A_2019PLUS	*Nederlands*		
6-digit main account and 3-digit sub-accounts			
BTW_VOORBEELD_BELGIE	*Nederlands*		

E.1.4.1- Tutorials - English

	English	*Linked language file*	*Comments*
	HANDYMAN	*English*	*Set of Books with no transactions or documents*
	HANDYMAN-A	*English*	*Unposted batches and documents*
	HANDYMAN-B	*English*	*Posted batches and documents*

South African users may set the language to en-SouthAfrica to display the correct terminology, e.g. VAT, instead of Tax, etc.

E.1.4.2- Tutorials - Afrikaans

	Books name	*Linked language file*	*Comments*
	NUTSMAN	*Afrikaans*	*Set of Books with no transactions or documents*
	NUTSMAN-A	*Afrikaans*	*Unposted batches and documents*
	NUTSMAN-B	*Afrikaans*	*Posted batches and documents*

E.1.4.3- Afrikaans - Books

	Country (official name)	*Books name*	*Linked language file*
	The Republic of South Africa	*AF-SUID-AFRIKA*	*Afrikaans*
		BOERDERY	
		DIENS	
		KERK	
		MEDIES	
		VERVAARDIGING	
		WERKSWINKEL	

E.1.4.4- English

E.1.4.4.1- English - Europe

	Country (official name)	***Books name***	***Linked language file***
	Ireland	*EN-IRELAND*	*en-Ireland*
	The Isle of Man	*EN-ISLEOFMAN*	*en-Isle-of-Man*
	The Republic of Malta	*EN-MALTA*	*en-Malta*
	The United Kingdom of Great Britain and Northern Ireland	*EN-UK*	*en-UK*
	Iceland	*ICELAND-BASIS*	*en-UK*

E.1.4.4.2- English - Africa

	Country (official name)	Books name	Linked language file
	The Republic of Botswana	EN-BOTSWANA	en-Botswana
	The Republic of Cameroon	EN-CAMEROON	en-Cameroon
	The Kingdom of Lesotho	EN-LESOTHO	en-Lesotho
	The Republic of Malawi	EN-MALAWI	en-Malawi
	The Republic of Malta	EN-MALTA	en-Malta
	The Republic of Mauritius	EN-MAURITIUS	en-Mauritius
	The Republic of Namibia	EN-NAMIBIA	en-Namibia
	The Republic of Rwanda	EN-RWANDA	en-Rwanda
	The Republic of South Africa	EN-SOUTHAFRICA	en-South-Africa
	The United Republic of Tanzania	EN-TANZANIA	en-Tanzania
	The Kingdom of Tonga	EN-TONGA	en-Tonga
	The Republic of Trinidad and Tobago	EN-TRINIDADTOBAGO	en-Trinidad
	The Republic of Uganda	EN-UGANDA	en-Uganda
	The Republic of Zambia	EN-ZAMBIA	en-Zambia
	The Republic of Zimbabwe	EN-ZIMBABWE	en-Zimbabwe

E.1.4.4.3- English - USA

	Country (official name)	Books name	Linked language file
	The United States of America	EN-US-CALIFORNIA	english-usa
	The United States of America	EN-US-GENERIC	english-usa
	The United States of America	EN-USA	english-usa

E.1.4.4.4- English - Canada

	Country (official name)	Books name	Linked language file
	Canada	EN-CANADA-CORPORATION	en-Canada
	Canada	EN-CANADA-OTHER	en-Canada

E.1.4.4.5- English - Oceania

	Country (official name)	*Books name*	*Language file*
	The Commonwealth of Australia	*EN-AUSTRALIA*	*Australia*
	New Zealand	*EN-NEWZEALAND*	*en-New-Zealand*
	The Kingdom of Tonga	*EN-TONGA*	*en-Tonga*

E.1.4.4.6- English - Other

	Books name	*Linked language file*
	EN-INDUSTRIES	*English*
	CHURCH	
	FARMING	
	MANUFACTURING	
	MEDICAL	
	PERSONAL	
	RESTAURANT	
	RETAIL	
	SCHOOL	
	SERVICE	
	WORKSHOP	

E.1.5- Spanish (Español)- South America

Country (official name)	Books name	Linked language file
The Argentine Republic	ES-ARGENTINA	es-Argentina
The Republic of Chile	ES-CHILE	es-Chile
The Republic of Ecuador	ES-ECUADOR	es-Ecuador
The Republic of El Salvador	ES-ELSALVADOR	es-ElSalvador
The Republic of Honduras	ES-HONDURAS	es-Honduras
The United Mexican States	ES-MEXICO	es-Mexico
The Republic of Panamá	ES-PANAMA	es-Panama
The Republic of Paraguay	ES-PARAGUAY	es-Paraguay
The Republic of Perú	ES-PERU	es-Peru
The Oriental Republic of Uruguay	ES-URUGUAY	es-Uruguay
The Bolivarian Republic of Venezuela	ES-VENEZUELA	es-Venezuela

E.1.6- French - (Français)

Flag	Country (official name)	Books name	Linked language file
	The French Republic	FR-BOOKS	Français
	The French Republic	FR-FRANCE	Français
	The Republic of Benin	FR-BENIN	fr-Benin
	Burkina Faso	FR-BURKINAFASO	fr-Burkina
	The Republic of Cameroon	FR-CAMEROUN	fr-Cameroun
	The Central African Republic	FR-CENTRAFRICAINEREPUBLIQUE	fr-C-African-Rep
	The Union of the Comoros	FR-COMORES	fr-Comores
	The Gabonese Republic	FR-GABON	fr-Gabon
	The Republic of Guinea	FR-GUINEE	fr-Guinee
	The Republic of Haiti	FR-HAITI	fr-Haiti
	The Republic of Mali	FR-MALI	fr-Mali
	The Republic of Mauritius	FR-MAURICE	fr-Maurice
	The Republic of the Niger	FR-NIGER	fr-Niger
	The Democratic Republic of the Congo	FR-REPCONGO	fr-Rep-Congo
	The Republic of Rwanda	FR-RWANDA	fr-Rwanda
	The Republic of Senegal	FR-SENEGAL	fr-Senegal
	The Republic of Chad	FR-TCHAD	fr-Tchad
	The Republic of Vanuatu	FR-VANUATU	fr-Vanuatu

E.2- Other Languages

E.2.1- Croatia

Country (official name)	Books name	Language name
The Republic of Croatia	HR-CROATIAN-CONTOH_INA	Croatia
The Republic of Croatia	HR-CROATIAN-PERSONID	Croatia
Montenegro	HR-MONTENEGRO	Croatia

E.2.2- Estonia

Country (official name)	Books name	Language file
The Republic of Estonia	ET-ESTONIAN-2X	Est
The Republic of Estonia	ET-ESTONIAN-3X	Est

E.2.3- Greek

Country (official name)	Books name	Language file
The Republic of Cyprus	EL-CYPRUS	Greek
The Hellenic Republic	EL-GREECE	Greek

E.2.4- Indonesia

Country (official name)	Books name	Language name
The Republic of Indonesia	ID-INDONESIA-PRIBADI	Indonesia

E.2.5- Lithuania

	Country (official name)	Books name	Language name
	The Republic of Lithuania	*LT-LITHUANIA*	*Lithuanian*

E.2.6- Thai

	Country (official name)	Books name	Language name
	The Kingdom of Thailand	*TH-THAILAND*	*Thai*

E.2.7- Turkish

	Country (official name)	Books name	Language name
	The Republic of Turkey	*TR-TURKEY*	*Turkish*

In addition to the "*Creation wizard*" feature you may also create exact copies from existing sets of books, templates (installed in your "*books*" directory or other sets of books in the "*.../bin/Repository*" directory). The following options are available:

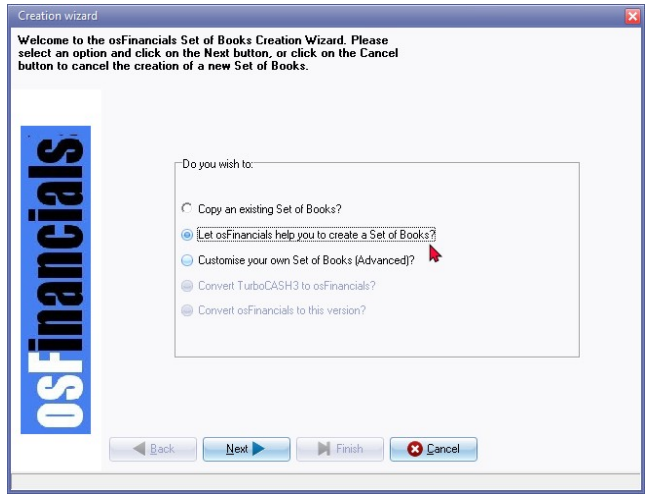
- **Save as** (**Start** ribbon).
- **Create Set of Books** ("*Copy from a Set of Books*" option on the "*Creation wizard*") (**Start** ribbon).
- **Global processes** → **Copy from a Set of Books** (**Setup** ribbon).

E.3- DOWNLOAD A SET OF BOOKS USING THE CREATION WIZARD

To create a Set of Books only takes a few minutes. The "*Creation wizard*" will help you to create a new Set of Books.

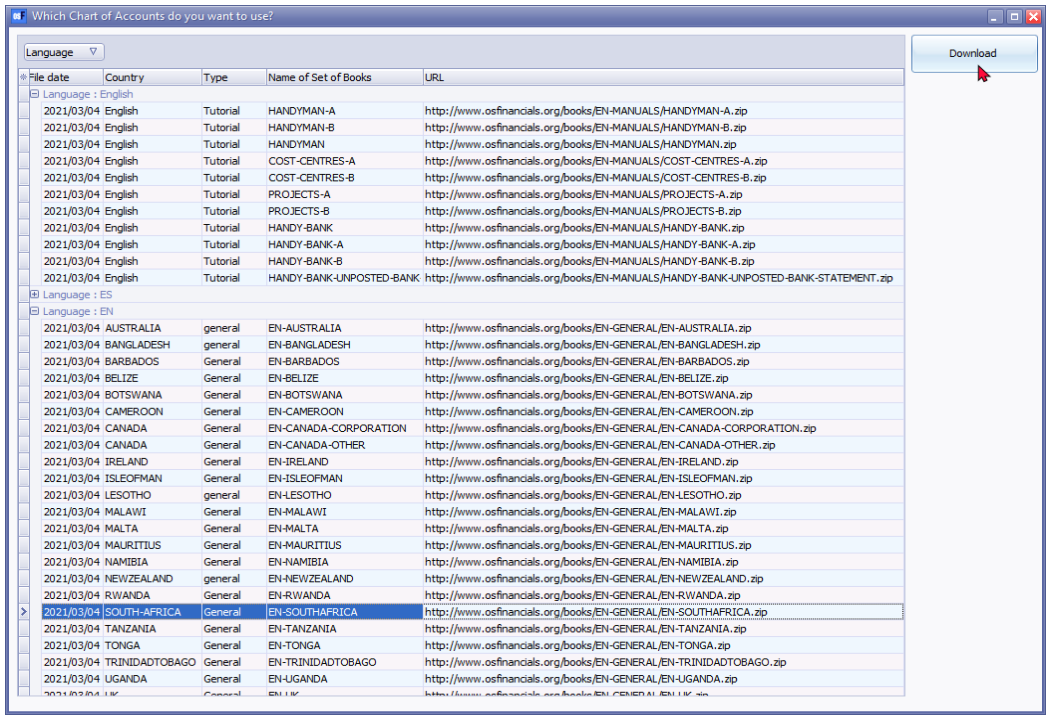
To create a Set of Books:

1. On the **Start** ribbon, select **Create Set of Books**. The "*Creation wizard*" is displayed giving you three (3) options to create a Set of Books.



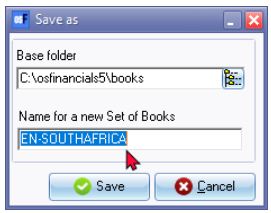
2. Check that it is selected and click **Next**. On the next screen, ("*Which Chart of Accounts you wish to use?*") you need to select a template (existing Set of Books).

3. The "*Download books*" screen will automatically be launched. You may select any of these templates (Firebird databases) for your country and language.



*You may access the "Download books" screen, when clicking on the **Online** button on the "Which Chart of Accounts you wish to use?" screen.*
These downloadable books are updated for 2024.
Updated versions of these Sets of Books (except the Netherlands and Island) are included in the install of osFinancials5..

4. Select the Chart of Accounts (Set of Books) and click on the **Download** button. Once the download, is completed, the "*Save as*" screen will display the Name of the selected downloaded Set of Books.



5. Enter a unique name for the Set of Books.

If the name for the new Set of Books already exists, an information message is displayed:

> *That Set of Books already exists! Please re-enter!*

Enter a new name for the Set of Books.

6. Click **Save**. The following information message is displayed:

> *Set of Books created!*

7. Click **OK** to confirm. The Set of Books will automatically be opened.

Year-end confirmation

Should you open the Set of Books, and the date of the end of the year, is in the past, a conformation message will be displayed, for example;

> *This year Ends on 2024/02/29*
>
> *Today 2024/04/04*
>
> *Warning, this date does not fall into any of this or last year's reporting dates!*
>
> *Do year end?*

*You need to adjust the Start of the financial year in one of the following options on the **Setup** ribbon:*

- ***Setup → Reporting dates** (if no transactions were processed for the Set of Books).*
- ***Do year end**.*

The following screens from the **Setup** ribbon, as selected, will automatically be launched to enable you to set the basic information and defaults for the Set of Books:

a) Company info (See – **MODULE E.5.1**)

b) Reporting dates (See – **MODULE E.5.2**)

c) Batch types (See – **MODULE E.5.3**)

d) Groups (See – **MODULE E.5.4**)

e) Documents setup (See – **MODULE E.5.5**)

f) Stock information (See – **MODULE E.5.6**)

g) Salespersons (See – **MODULE E.5.7**)

E.4- COMPLETING YOUR SETUP PROCEDURES

It is good practice to check all the available menus in **Setup**, before moving to the next step. This will take a few minutes of your time, but it will save you problems in future. We will therefore discuss the **Setup** menu options briefly. Before you may start with this process you need to Open your Set of Books.

To open your Set of Books:

1. On the **Start** ribbon, select **Open** (**Alt** + **O**).
2. Select the Set of Books, which you were creating, and click on the **Open** button.

E.5- SETUP

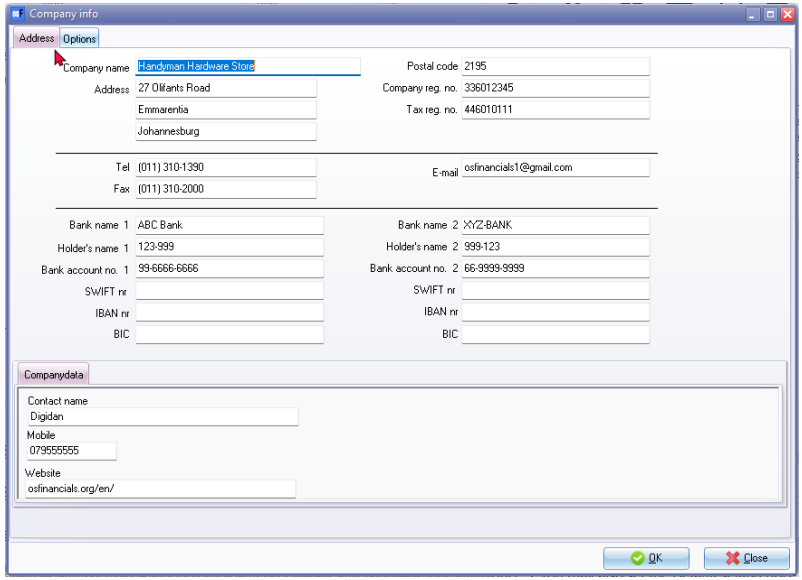
E.5.1- Company info

This option allows you to enter all your business' details such as the address, e-mail address, contact numbers, company and tax registration numbers. These will be displayed on all reports, statements and lists. You may also select the applicable Tax method, and the default output options for reports, statements and lists. It is also important to set the Windows default date and currency formats.

You may also load a logo picture to be displayed on your documents and / or statements. For documents you need to select to print the logo on documents.

To enter and set the company information and defaults:

1. If the "*Company info*" screen is not automatically displayed, go to the **Setup** ribbon, and select **Company info**.

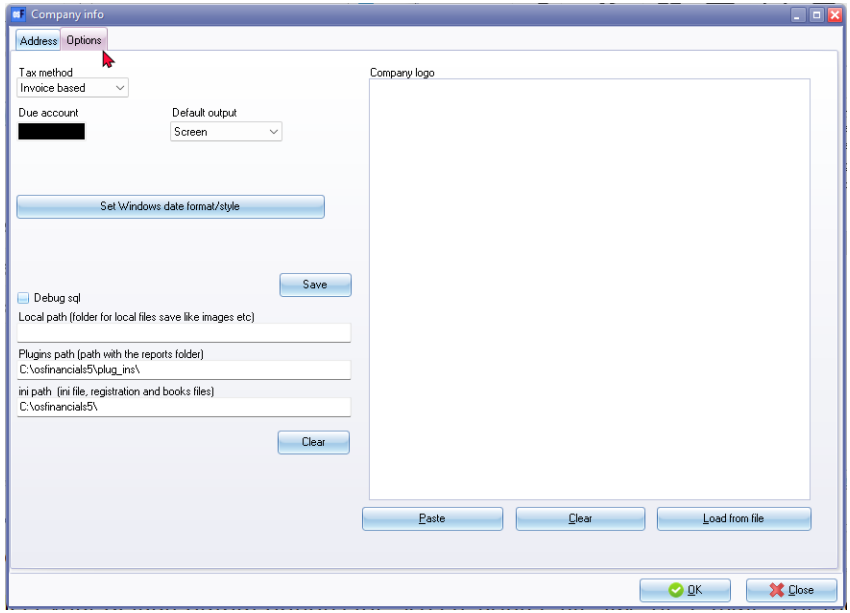


2. Enter the relevant details of your company in the available fields.

Company reg. no.:	*If you are registered as a company, a close corporation or a non-profit organisation, the relevant registration number must be.*
Tax reg. no.:	*If you are registered as a VAT/GST/Sales tax vendor, the VAT/GST/Sales tax registration number must be entered.*

For the purpose of this manual, the relevant company details are already entered in the "HANDYMAN" Set of Books we have selected.

3. Click on the **Options** button. The "*Company info - Options*" screen is displayed:



4. The "*Tax method*" is by default set to "*Invoice based*".

5. Select your default output options for "*screen, printer, file, fax*" or "*e-mail*". For the purpose of this tutorial, select "*Screen*".

6. Leave the "*Company logo*" blank, for the purpose of this tutorial.

   If you have a company logo or picture, which includes the address, you may right-click on the Company logo to load the logo from a valid file format on your system.
   This logo can be selected to display on documents (invoices, etc.) and statements.

7. Click on the **Set Windows date format/style** button to set the date format of your operating system.

   *You may also click on the **DateTime settings** button on **Setup → System parameters** (**Setup** ribbon) to open the **Regional and language settings** in the Control Panel.*

   This option does not work on Linux or Apple operating systems. The settings for this, should be done via the specifics of that operating systems.

   *If the **Set Windows date format/style** button does not launch your operating system's (version of Windows™), Regional Settings, you need to open the **Regional and language settings** in the Control Panel to set the format of the Short date and the correct Currency symbol.*

It is important to check your Windows date format, since this format will determine the format in which you will enter your dates for your transactions. It will also determine the format dates are displayed on screens and reports.
It will also determine the format in which your dates will be displayed in the lookup screens, screens, reports, debtor statements, etc.
The date for 1 March 2024 may be displayed in one of the following formats:

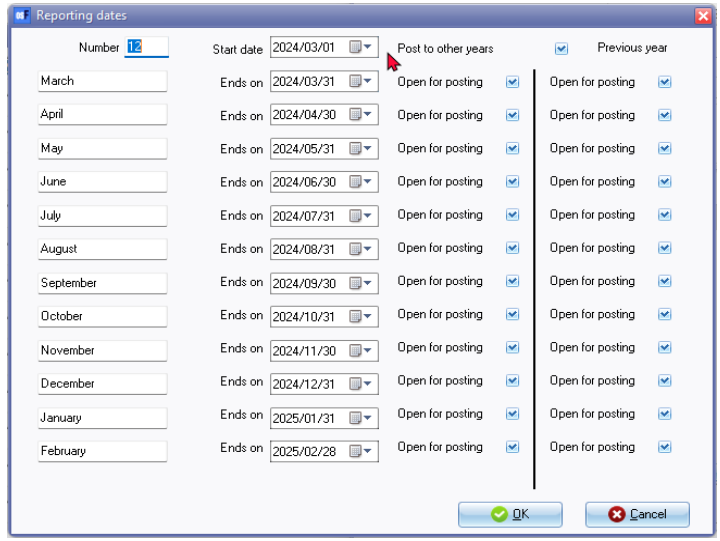
- *YY/MM/DD - 24/03/01*
- *DD/MM/YY - 01/03/24*
- *YYYY/MM/DD - 2024/03/01*
- *DD/MM/YYYY - 01/03/2024*
- *The YYYY/MM/DD (2024/03/01) is the format, which is used in this tutorial.*

8. Click **OK** to save your changes.

E.5.2- Reporting dates (Periods)

To set the start of the financial year:

1. If the "*Reporting dates*" screen is not automatically displayed, go to the **Setup** ribbon, and select **Reporting dates**.



2. Select the following options for the Set of Books:

   a) **Number** - Number of reporting dates (financial periods) for which you can enter transactions and view reports. Usually the number 12 for each calendar month in a financial year is used.

b) **Start date** - The starting date of your financial year. For the purpose of this tutorial, it is set to "*2024/03/01*".

c) **Post to other years** - If this box is not ticked, you will not be able to post any transactions, budgets, etc. to the financial year preceding the financial year entered in the "*Start date*" field.

d) **Open for posting** - If this box is not ticked, you will not be able to post any transactions, budgets, etc. to the financial period, which ends on the specified "*Ends on*" field.

e) **Previous year** – This option allows you to block posting to any closed financial years older than last year periods.

3. Click **OK**.

E.5.3- Batch types

This option allows you to create batch to capture and enter your transactions. The Sales, Purchases, Receipts, Payments and General journal are standard defaults.

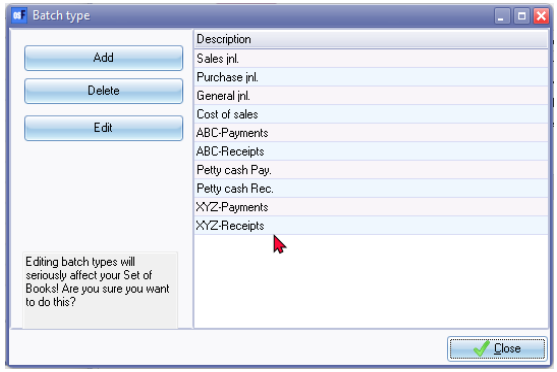
You can create any additional batches by adding them to this list. If you have more than one Bank account, you need to create a payments and receipts batch for each one. If you were initially short of batch types, you may enter additional batch types to accommodate your reporting requirements. These will not be retroactive, so thorough setting up is preferable.

Batch types	*Lookup type*	*Contra account lookup type*	*Debit / Credit*
Sales	*Debtors*	*General ledger*	*Debit*
Sales returns	*General ledger*	*Debtors*	*Credit*
Purchases	*General ledger*	*Creditors*	*Credit*
Purchase returns	*Creditors*	*General ledger*	*Debit*
Payments	*All*	*All*	*Debit*
Receipts	*All*	*All*	*Credit*
General journal	*All*	*All*	*Allow both / Debit / Credit*

You can also set the batch defaults to reduce incorrect capturing of transactions. For example, in a Sales journal, only debit entries may be entered. Batch defaults such as "contra accounts", "*contra account per line*", "*inclusive*" (of VAT/GST/Sales tax) or "*exclusive*" capture and increment reference numbers, and can only be set from within the batch.

To check and add batch types:

1. If the "*Batch types*" screen is not automatically displayed, go to the **Setup** ribbon, and select **Batch types**.



2. Check that the basic batches "*Petty cash Pay.*" and "*Petty cash Rec.*" (for the Petty cash account) "*Sales jnl.*, *Purchase jnl.*", and "*General jnl.*" is added.

3. If the "*Payments jnl*" and "*Receipt jnl*" (for the Current Bank account) is displayed, rename them to "*ABC-Payments*" and "*ABC-Receipts*", for the purpose of this tutorial – (See – **MODULE F.1.3.1**).

   *You may click on the **Edit** button to set the options for this batch.*
   *You may also click on the **F10:Setup** button on the "Batch entry" screen) **Batch entry** (**Default** ribbon).*

4. Click **Close**.

E.5.4- Groups

This option allows you to set up to 2 reporting groups for your general ledger accounts, debtors and creditors, stock and documents. These reporting groups will allow you to select the applicable reporting category within the available reporting groups. When you generate reports or documents, you may also select these groups to print reports or to filter for specific reporting groups.

For the purpose of this tutorial, the basic settings for reporting groups 1 are already set in the "HANDYMAN" Set of Books we have selected.

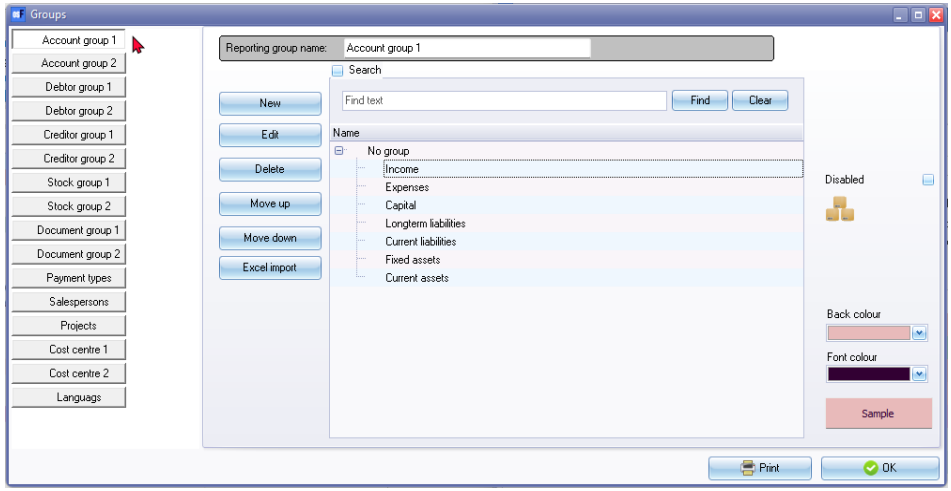
E.5.4.1- Account groups

This option allows you to set up to two (2) reporting groups for your general ledger accounts, debtors and creditors, stock and documents. These reporting groups will allow you to select the applicable reporting category within the available reporting groups.

When you generate reports or documents, you may also select on some of the "*Report options / parameter*" screens to generate reports or documents for specific reporting group(s).

To set the groups:

1. If the "*Groups*" screen is not automatically displayed, go to the **Setup** ribbon, and select **Groups**.



*You may click on the **Print** button to print a list of the groups.*

*Select the groups and use the **Move up** and* Move down *buttons to change the sequence. For the purpose of the tutorial, move the groups to display Income, Cost of sales, Expenses, Capital, Longterm liabilities, Current liabilities, Fixed assets and Current assets, if necessary.*
*This will determine the sequence in which your Groups are listed on the **Accounts** (**Setup** ribbon) and on the **Ledger analyser1 / 2** (**Reports** ribbon) is displayed, when Reporting group 1 is selected.*

2. Check the "*Account groups*" and click **OK**.

For the purpose of this tutorial, the basic settings for reporting groups 1 are already set in the "HANDYMAN" Set of Books we have selected.

You may set colours (Background and Font colours) to be displayed on the Ledger analyser.
To add colours for account groups:

1. *Click on the **Back colour** button and select the colour.*
2. *Set the **Font colour** (necessary to store the colours).*
3. *Click on the **OK** button of the "Color" window.*

E.5.4.2- Creditor groups

To illustrate the colours on the "*Creditors – List view*" screen, add the following two (2) groups for Creditor group 1:

- Creditor group 1A
- Creditor group 1B

Set the Background and Font colours for these groups.

E.5.4.3- Debtor groups

To illustrate the colours on the "*Debtors – List view*" screen, add the following two (2) groups for Debtor group 1:

- Debtor group 1A
- Debtor group 1B

Set the Background and Font colours for these groups.

E.5.4.4- Stock groups

To illustrate the colours on the "*Stock items – List view*" screen, add the following two (2) groups for Stock group 1:

- Stock group 1A
- Stock group 1B

Set the Background and Font colours for these groups.

You may also add images for Stock group 1 to be displayed on the ***Button*** *lookup, if activated on* ***Stock information****. (****Setup*** *ribbon).*
Images may be added for each Stock item in the ***Images*** *tab on the "Stock items" edit screen (****Default*** *ribbon).*

E.5.4.5- Document groups

To illustrate the colours on the "*Documents – List view*" screen, add the following two (2) groups for Document group 1:

- Document group 1A
- Document group 1B

Set the Background and Font colours for these groups.

E.5.5- Documents setup

This option allows you to set up defaults for your documents. The defaults for all document numbers to begin with 000001 (prefixed by 2 alphabetical characters **IN** for Invoices, **CR** for Credit notes, **PU** for Purchase documents, **SR** for Supplier returns documents, **OR** for Orders and **QU** for Quotes), but you may change this to suit your needs. Thereafter the document numbers will automatically allocate the document numbers in the numerical sequence they were generated.

The default Batch types have been pre-set for each document type (i.e. Invoices, Credit notes, Purchases and Supplier returns).

You may also specify the heading, message for each document type.

*By default, comments is inserted below a selected item. The option "Append notes below item" (**Setup → Documents setup** (**Setup** ribbon)) is added to set the preference if comments should be added before, or below (default option), a selected item when processing documents and printing comments on layout files.*

*The default "**Append notes below item**" setting is **not selected**. It will display on document lines and document layout files as follows:*

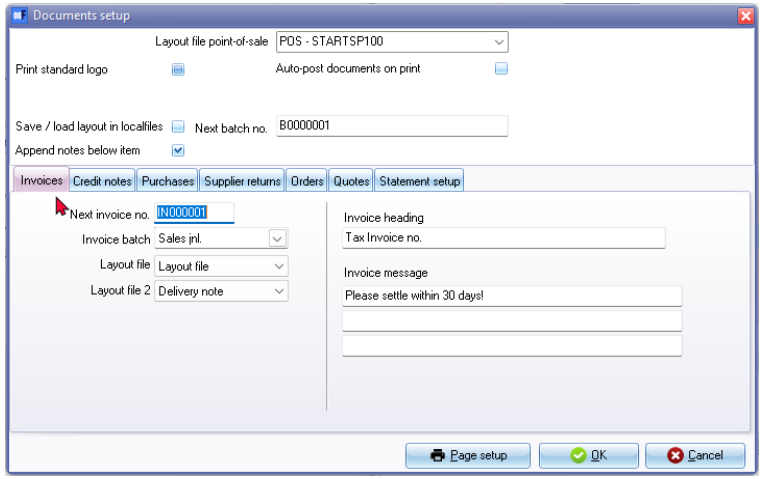
1. *Comment*
2. *Item*
3. *Remark*

*The "**Append notes below item**" setting is **TICKED** (selected). It will display on document lines and document layout files as follows:*

1. *Item*
2. *Remark*
3. *Comment*

To set the defaults for documents:

1. If the "*Documents setup*" screen is not automatically displayed, go to the **Setup** ribbon, and select **Documents setup**.



For the purpose of this tutorial, the relevant settings for documents are already set in the "HANDYMAN" Set of Books we have selected.

2. Click on each of the tabs and check or change the following, if necessary:

Layout file point-of-sale:	*Leave as is.*
Print standard logo:	*Remove tick.*
Next batch no.	*Leave as is.*
Auto-post on print:	*Leave blank.*
Save / load layout in local files:	*Leave blank.*
Append notes below item:	*Tick for the purposes of this tutorial. This will insert the comments below a selected stock item in the document lines, and print it below the stock item on layout files when printing documents.*
Next invoice no.:	*For the purpose of this tutorial, all documents should start with 000001 prefixed by 2 characters (i.e. IN000001 for Invoices, CR000001 for Credit notes, PU000001 for Purchases, SR000001 for Supplier returns, OR000001 for Orders and QU000001 for Quotes).*

Invoice batch:	*Select the "Sales jnl." for* ***Invoices****.* *Select the "Sales jnl." for* ***Credit notes****.* *Select the "Purchase jnl." for* ***Purchases****.* *Select the "Purchase jnl." for* ***Supplier returns****.* *You cannot select a batch type for Orders and Quotes, since they need to be confirmed and cannot be posted (updated to the ledger).*
Layout file:	*Select "Layout file" on the other tabs. These are the global default settings for each document type.*
Layout file2	*Leave blank.*
Invoice heading:	*For the purpose of this tutorial, the headings are already set.*
Invoice message:	*For the purpose of this tutorial, the messages for each of these documents are already entered.*

3. Click on the **Statement setup** tab to enter up to 3 Statement message lines to print globally on all Debtor statements (**Reports** → **Debtors** → **Debtor statement** menu (**Reports** ribbon).

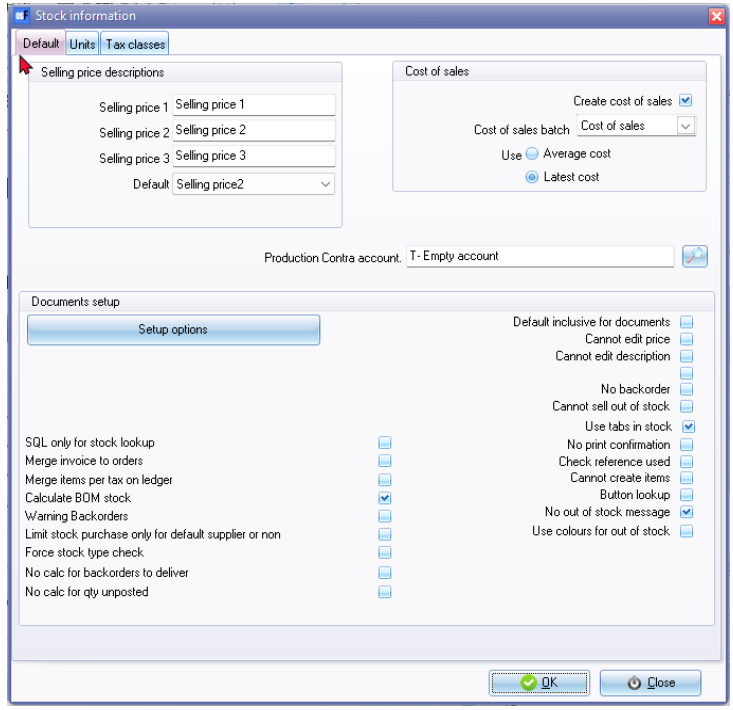
4. Click **OK** to save your changes and close / exit this screen.

E.5.6- Stock information

This option should be used if you need to generate sales documents (quotes, invoices and credit notes) and / or purchase documents (i.e. purchases, supplier returns and orders). The "*Stock information*" screen consists basically of five (5) sections (i.e. "*Unit size, Selling prices, Cost of sales, Documents setup*" and "*Tax classes*").

To set the stock information and cost of sales parameters:

1. If the "*Stock information*" screen is not automatically displayed, go to the **Setup** ribbon, and select **Stock information**.



2. **Unit size** - Check that "*Each*" and "*Hours*", is displayed. If not; enter these and click on the **Add** button.

3. **Selling price descriptions** –

   a) **Selling price descriptions** – The Default (Selling price 1, Selling price 2, Selling price 3) is displayed. You may over-type these with your own.

   b) **Default** – The default selling price as the global setting. Select Selling price 1 for the purpose of this tutorial.

*You may set a different selling price for specific debtor (customer / client) accounts on the **Debtors** - **Accounting information** tab (**Default** ribbon).*

4. **Cost of sales - settings** – This is applicable to the Default (trading stock) stock type only. Select the following:

   a) **Create Cost of sales** – Select (tick).

   b) **Cost of sales batch** – Select the Cost of sales batch.

   c) **Use** "*Average cost*" or "*Latest cost*" option. For the purpose of this tutorial, the "*Average cost*" option is selected.

   This setting is very important for calculating the value of your stock. If you are not sure whether to use "average cost" or "latest cost", please consult with your accountant. The value of your stock can affect your profit and loss figures.

5. **Documents setup** – The rest of the options (tick boxes) are used to set and configure document processing. Deselect (remove the tick) for all these options; if necessary.

   *See – **MODULE J.2 – SETTINGS / CUSTOMISE DOCUMENT PROCESSING – Setup stock information.***

6. Click **OK** to save your changes and close or exit this screen.

E.5.7- Salespersons

This option allows you to add / delete the salespersons, who sell your stock items or services. Salespersons may be selected on sales documents (quotes, invoices and credit notes).

You may select the default salesperson for each debtor account. When sales documents are generated and the debtor (customer / client) account is selected, the default salesperson will be displayed for the document or you may select any available salesperson.

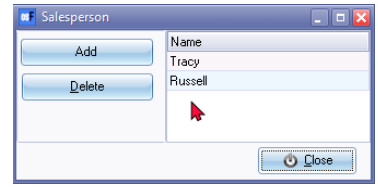
This feature makes it easy to see who made the most sales or did not make target. It is also a useful tool if it is necessary to pay commission on those sales.

Salespersons may also be selected for purchase documents (i.e. purchases, supplier returns and orders). This allows you to see who handled the purchase document.

To check the salespersons:

*Salespersons may also be added or deleted in the **Groups (Salespersons)** (**Setup** ribbon).*

1. If the "*Salesperson*" screen is not automatically displayed, go to the **Setup** ribbon, and select **Salesperson**.
2. Check "*Tracy*" and "*Russell*" are displayed as salespersons.
3. Click **Close**.



For the purpose of this tutorial, we have included Tracy and Russell as the salespersons.
To add a salesperson:

1. *Select the Salesperson on the Description list where you need to add a new Salesperson.*
2. *Click on the **Add** button. An entry displaying "Change name" will be inserted above the selected Salesperson.*
3. *Over-type the "Change name" on the list with the name for your Salesperson.*
4. *Click on the **Close** button.*

E.5.8- Printer

This option allows you to select the default printer. You may set and configure up to two (2) Reporting printers and Ticket printers and up to nine (9) user printers. Other printers that may be configured, are:

- Plain text printer
- Full plain text printer
- Character-based printer
- Graphics printer

It is recommended that you *select the printer with which you intend to print most of your reports and / or documents.*

E.5.9- Access control (Optional)

This option allows you to set the default language and security options for a specific Set of Books. User passwords and access levels may also be set. You may have as many users to work on a Set of Books as you wish. You may set differing passwords for each user, in order that they are enabled to perform only the function(s) assigned to them.

Multi-user plugin
This version of osFinancials5, may be configured and set up a Network server for multi-users. To enable the full multi-user functionality, you need to purchase a multi-user license and register osFinancials5 as a multi-user product.

E.5.10- Setup menu

E.5.10.1- Financial categories

This option allows you to link your available reporting groups (which you have already set up on the Account groups tab) to one of the Assets, Capital, Expenses, Income, or Liabilities categories. It is important to base this linkage, to the respective categories, on the accounting equation.

Once your reporting groups for Account groups 1 and / or 2 is added, you need to link each of these to a financial category (i.e. Assets, Capital, Expenses, Income or Liabilities).

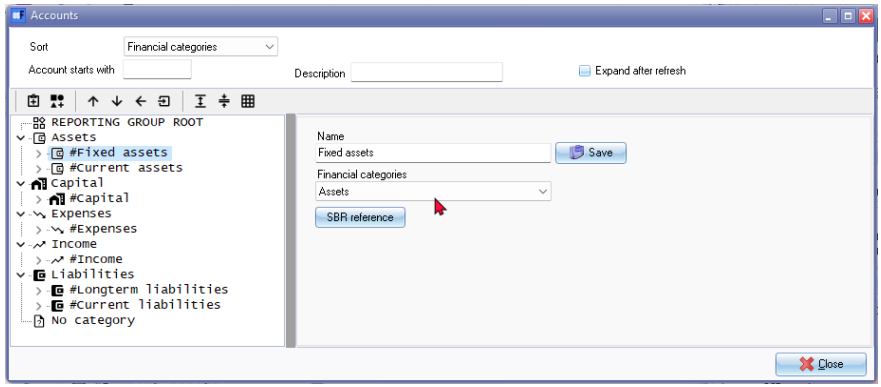
It is important to base this linkage, to the respective categories, on the accounting equation. Please refer to MODULE A – INTRODUCTION TO ACCOUNTING for more information.

The following two (2) options are available to link the financial categories:

1. **Setup** → **Financial categories** (**Setup** ribbon).
2. **Setup** → **Accounts** (**Setup** ribbon).

To link groups to financial categories:

1. On the **Setup** ribbon, select **Setup** → **Accounts**.
2. Select Reporting group 1. The Groups as created on "*Account groups*" screen "Reporting group 1" will be listed in the "*Accounts*" screen:



3. Select a Group and select a Financial category (i.e. Assets, Capital, Expenses, Income or Liabilities) from the list.
4. Click on the **Save** button to save your changes.
5. Repeat the process for all the Account groups.
6. Once finished with Reporting group 1, select Reporting group 2 and repeat the link process.

*The **Save** button will only be displayed (next to the "Name" field of the Financial category), once any changes are made.*
*You need to click on the **Save** button to save the changes. If you do not do this, your changes will be lost.*

***Account groups - Reporting group 1** and **2** – The sequence in which the groups and accounts are listed, may be changed in **Groups**. (**Setup** ribbon) This is done by selecting the groups on the list and use the **Move up** or **Move down** buttons.*
In this tutorial, we have created Accounts - Reporting groups 1 and 2 which is set to different sequences:

Reporting group 1	*Reporting group 2*
REPORTING GROUP ROOT Income Expenses Capital Longterm liabilities Current liabilities Fixed assets Current assets	REPORTING GROUP ROOT Capital2 Longterm liabilities2 Current liabilities2 Fixed assets2 Current assets2 Income2 Expenses2

This will enable you to generate general ledger reports (i.e. Trial balance, Income statement, Balance sheet, Chart of accounts, to list accounts and balances to be listed according to Reporting group 1 or according to Reporting group 2 sequences.

E.5.10.2- System parameters

This option allows you various options to configure your Set of Books. These are:

1. **Report amounts with** – This is not applicable to osFinancials5.
2. **Data storage** - Set the rounding of decimals or no rounding (real numbers).
3. **Reporting decimals** -
    - **Number** - Set the number of decimals to be displayed on screens, reports and documents. For most Sets of Books these should be set to "*2*".
    - **Date/Time Settings** - This will launch the "*Regional and language*" options in which you may configure or set the formats of your operating system. (See – **Company info – Options** in **MODULE E.4.1**).
    - **Use currency symbol** - You may also select to display the default currency symbol of your Windows operating system on screens, reports and documents.
    - **Dutch text numbering** - This setting is used when creating receipts from the "*Create receipts*" (**F9:Process** option in receipt batches) or the "*Receive payment*" option in **Open item link** (**Default** ribbon). For most languages, this option should not be selected. If you wish to create and print a receipt in the Dutch language, select this option. It will display (print) the number to words for the Dutch language correctly.
4. **Speed – Do not calculate batches** - This is not applicable to osFinancials5.
5. **Special settings** -
    - **Show calendar** - By default, this option is not selected. If you select (tick) this field, the Calendar will be the default view when opening the Set of Books.
    - **No warning unposted** - This option is not applicable to osFinancials5.
    - **Contra ref as account reference** - By default, this option is not selected. This is the global settings for batches.
    - **Strict tax on account** - By default, this option is not selected. This is the global settings for batches.
    - **Projects** - By default the Projects feature is not enabled. If this option is selected, it will activate the Projects in **Projects** (**Default** ribbon).
    - **Default bank reconciliation method** - by default, this option is selected (ticked). The bank transactions are manually entered from source documents in the Payments and Receipts batches. The bank reconciliation using the default method is discussed in this tutorial.

    The Online Bank Plugin allows you to import the transactions from your bank statement and allocate these transactions to the accounts. This will be dealt with in separate documentation.

- **Enable Blockchain** -

  See video on osFinancials and Blockchain.

- **Enable auto set inactive debtor after x days unpaid** – Not tested yet.
- **General ledger differences** – You may create a general ledger account (**Accounts** (**Setup** ribbon)) and select that account in this field. If there any rounding differences, it will be posted to this account.
- **Log Level** – "*Off*" is the default setting. It may be set up to level 7. You may print the log report in **Access control** (**Setup** ribbon).

E.5.10.3- Internet (Optional)

You to set your Internet in order to send reports, statements and lists to any person or institution by e-mail. You need to specify your e-mail's outgoing mail server as your Internet Service Provider has set up your e-mail account on your computer system. You may also test your e-mail server, and view the test log file from this option.

If you have set up any users on the system, the user's User ID and his/her e-mail address, that is logged on in the Set of Books and his/her e-mail address will be displayed in this screen.

*This option will only be available to the users that have been granted access for "System setup" under **Access control**, but all users, with a valid e-mail address will be able to send reports, statements and lists on the Internet.*

In this version of osFinancials5, you may configure and set up a Network server. You may also update the data and transactions to the Network Server and restore a Set of Books from a remote Network sever.

E.5.10.4- Currency (Optional)

Multi-currency is implemented when processing documents. On the **Setup** → **Currencies** (**Setup** ribbon), you may add currencies. When processing documents, you may select the currency. The document layout files for sales documents (i.e. Quotes, Invoices and Credit notes), and / or purchase documents (i.e. Purchases, Supplier returns and Orders) will print in that currency.

E.5.10.5- Point-of-Sales (Optional)

Point-of-Sale can be set up if you are selling stock items. Improved security and access control has been added for users to access or start a Point-of-Sale session or shift. You may now link the salespersons (cashiers) added in the **Salespersons** (**Setup** ribbon) to users on the **Others** tab of the **Access control** (**Setup** ribbon). This feature will add more security when users access or start a Point-of-Sale invoicing session.

E.5.10.6- Theme

This option allows you to choose between "*Material, Classic, Blue, Glass, Silver, Soft-blue*" or "*VS2010*".

If the "*Classic, Blue, Glass, Silver, Soft-blue*" or "*VS2010*" themes are selected, the icons in the "*Classic*" theme will be displayed.

In addition to the Material theme's black icons, you may select other coloured variants such as "*Material-blue, Material-green, Material-maroon, Material-navy*" or "*Material-pink*". Selecting a different theme from the **Theme** menu allows you to customize the interface to your preferences.

The "*Material*" theme is used for screen captures in this book.

You may change the default Background1.jpg with your own image (photo, logo, products), etc.

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F.1- SETTING UP GENERAL LEDGER ACCOUNTS

F.1.1- PLANNING YOUR CHART OF ACCOUNTS

A Chart of accounts or the list of accounts consists of the account numbers. Each of these accounts is linked to a certain account type. It is important to note the types of accounts, which will be reflecting in your List of Accounts (Chart of accounts) as you will create, edit and delete them in **Accounts** (**Setup** ribbon):

Account type	*Brief description of the Account type*
Bank accounts	*Bank accounts should be linked to a Receipts and Payment journal (batch).*
General ledger accounts	*Accounts are aligned to either an Income / Expense or Balance sheet type.* *The Balance sheet account type, needs to include the following 3 control accounts;* • *Retained earnings / income.* • *Creditor's control account.* • *Debtor's control account.*
Tax accounts	*Accounts containing the Tax percentages. These are the Output Tax and Input Tax codes.* *These are country specific and should contain the VAT / GST / Sales tax terminology and codes as prescribed by the tax authority of your specific country.*

Creditor (supplier) and debtor (customer / client) accounts, are created, edited or deleted from the **Default** ribbon.

Ribbon option	*Brief description of the account type*
Creditors	*Creditor (supplier) accounts containing the details of the creditors, remittance advice messages, contacts, land terms. It also contains detail of processed transactions and a list of purchase documents (i.e. Purchases, Supplier returns and Orders).* *The total of all individual accounts in the Creditor's ledger will be displayed as the Creditor's control account in the General ledger.*
Debtors	*Debtor (customer / client) accounts containing the details of the debtors, statement messages and terms. It also contains detail of processed transactions and a list of sales documents (i.e. Invoices, Credit notes, Quotes and Point-of-Sale invoices).* *The total of all individual accounts in the Debtor's ledger will be displayed as the Debtor's control account in the General ledger.*

Plan your chart of accounts according to the following guidelines:

- Increment each account number by either 5 or 10 to cater for future additions.
- If possible, list your accounts in alphabetical order.
- Group similar accounts in similar predefined ranges e.g. 600 - 699 for "*Fixed assets*".
- List your accounts in the order in which you would like them reported.

osFinancials allows for 999 main accounts. Each account may also have up to 999 sub-accounts. This should be enough for most businesses.
The Chart of accounts should be carefully planned so that the accounts fall in the required ranges.
*Some Sets of Books may contain 4-digit main, and 5-digit main accounts. The option to "Customise your own Set of Books (Advanced)?" on the "Creation wizard" (**Create Set of Books** (**Start** ribbon)), allows you to create your own Set of Books from scratch. This will then ask you to specify the number of digits for accounts (from 3 to 8-digits). You need to enter the following 3 control accounts;*

- *Retained earnings / income.*
- *Creditor's control account.*
- *Debtor's control account.*

The following ranges (based on the 3-digit main account codes) are an example that you should try to follow. It is NOT the Chart of accounts you will be using - it is merely a guide as to the ranges.

Description	*Range*	*Group*
Total chart	*001-999*	
Income	*001-099*	*Income*
Expenses	*200-499*	*Expenses*
Capital	*500-599*	*Capital*
Fixed assets	*600-699*	*Fixed assets*
Current assets	*700-899*	*Current assets*
Current liabilities	*900-999*	*Current liabilities*
Tax Codes for Tax main account	*850-860*	*Current liabilities*
Bank account + Positive balance	*810*	*Current assets*
Bank account – Negative balance (O/D)	*910*	*Current liabilities*

F.1.2- EDITING YOUR CHART OF ACCOUNTS

In the **Setup** → **Accounts** (**Setup** ribbon) you may create, edit, delete accounts (general ledger, bank and tax) as well as enter and edit budget figures for accounts.

When creating or editing accounts you need to link the accounts to Account groups 1 and / or Account group 2. These Account groups must be linked to Financial categories.

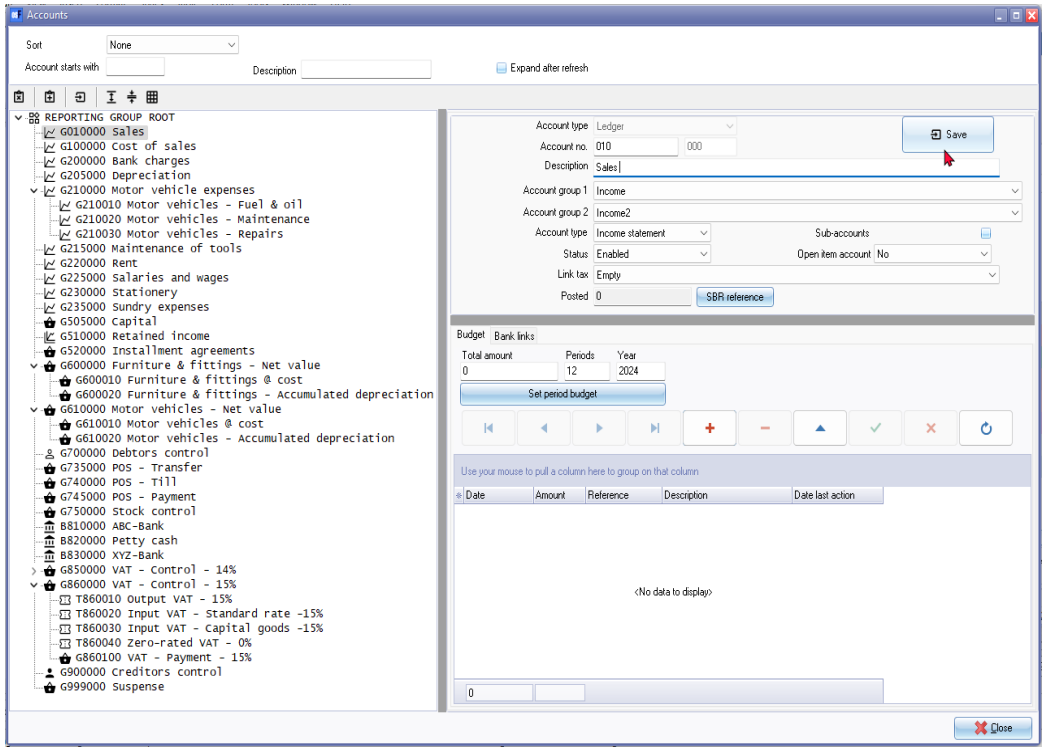
For the purpose of this tutorial, the Account groups, have already been created and linked to Financial categories.

The **Setup** → **Accounts** (**Setup** ribbon) allows you to create Reporting Groups and link these Account groups to Financial categories for the Balance sheet (i.e. Assets, Capital, Liabilities) and Financial categories for the Income statement (i.e. Income and Expenses).

*In addition to this, you may create Account group 1 and / or Account group 2 in **Setup → Groups** (**Setup** ribbon) and link them to the Financial categories. These Account groups may also be linked to Financial categories in the **Setup → Financial categories** (**Setup** ribbon).*

To create a new ledger account:

1. On the **Setup** ribbon, select **Setup** → **Accounts**.



2. You may filter and search for accounts and account groups as follows:

Search/Filter option	*Description*
Sort:	*The default is "None". - This will list all accounts according to the account number (code).* *You may select to sort / list accounts according to Reporting group 1 or Reporting group 2 or Financial categories.*
Account starts with:	*Filter your accounts by entering the first digit of the account number (code). For example entering 2 will list only those account numbers starting with 2 (e.g. 200 to 299). To filter the list further, you may, for example, enter 21 to list only those accounts from 210 to 219.*
Description:	*Enter any character in the account description. Only those accounts containing that character will be listed (e.g. "B" will list all accounts containing the character "b". By typing "BANK" in this field, only the accounts containing bank in the account description field will be listed.*
Expand after refresh:	*If this field is selected, the expanded list of accounts will be displayed (when clicking on the Refresh icon (or clicking on the "Refresh" option on the context menu).*

The icons indicates the following:

Account groups	*Financial categories*
REPORTING GROUP ROOT Income Expenses Capital Longterm liabilities Current liabilities Fixed assets Current assets	REPORTING GROUP ROOT Assets Capital Expenses Income Liabilities No category

Account groups - Reporting group 1 and 2 – The sequence in which the groups and accounts are listed, may be changed in Groups. (Setup ribbon). This is done by selecting the groups on the list and use the Move up or Move down buttons.

In this tutorial, we have created Accounts - Reporting groups 1 and 2 which is set to different sequences:

Reporting group 1	*Reporting group 2*
REPORTING GROUP ROOT Income Expenses Capital Longterm liabilities Current liabilities Fixed assets Current assets	REPORTING GROUP ROOT Capital2 Longterm liabilities2 Current liabilities2 Fixed assets2 Current assets2 Income2 Expenses2

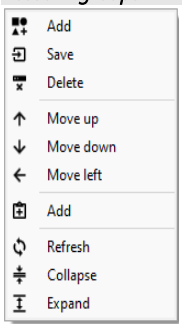
This will enable you to generate general ledger reports (i.e. Trial balance, Income statement, Balance sheet, Chart of accounts, to list accounts and balances to be listed according to Reporting group 1 or according to Reporting group 2 sequences.

Icons for accounts:

Icon	*Account type*	*Reported on*	*Description*
	Income / Expense	*Income statement*	*Income – Expenses = Net Profit / Loss*
	Assets / Liability	*Balance sheet*	*What you own = Assets* *What you owe to others = Liabilities*
	Bank	*Balance sheet*	*Current assets*
	Tax	*Balance sheet*	*Current liabilities (Output Tax – Input Tax)*
	Retained earnings / income	*Balance sheet*	*Capital (Profit / Loss – Previous Years)*
	Debtor's control	*Balance sheet*	*Debtor's control = Current assets*
	Creditor's control	*Balance sheet*	*Creditor's control = Current liabilities*

Processing Icons and Context menus:

Account groups

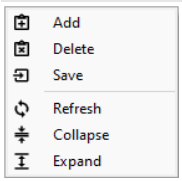


Add Group.
Save – Only activated, if any group financial category or account, is changed.
Delete a selected Group / Account / Sub-account.
Move selected Group up 1 entry.
Move selected Group down 1 entry.
Move selected Group to the left.
Add new Account / Add new Sub-account.
Refresh the items on the Groups / Accounts list.
Collapse the expanded Groups / Accounts list.
Expand the short list of Accounts and Groups.

The ***Delete*** *icon (option) will not be available for the following accounts:*

- *Accounts which has any transactions processed (posted). The "Posted" field display a value of more than 0.*
- *The Retained earnings / income account.*
- *The* ***Delete*** *icon (option) is available for Debtor's control and Creditor's control accounts. Trying to delete these control accounts, will produce an error message "You cannot delete a control account!".*

Accounts



Add Account / Add Sub-account.
Delete a selected Account / Sub-account.
Save – Only available if an account is edited,
Refresh the items on the Groups / Accounts list.
Collapse the expanded Groups / Accounts list.
Expand the short list of Accounts and Groups.

Options to add, edit accounts:

Field	*Description*
Account type:	*Select the following options:* 1. ***Ledger*** *Income / Expense , Asset / Liability / Capital accounts, Retained earnings (Retained income), Debtor's control and Creditor's control accounts.* 2. ***Bank account*** *will allow you to link a Payments and Receipts batch on the* ***Bank*** *tab.* 3. ***Tax*** *will allow you to set the tax percentage for (VAT/GST/Sales tax) and specific tax settings.* *This field may only be selected for a new account. For existing accounts; this field will be disabled.*
Account number:	*This consists of 2 parts. The first block is for the main account; and the second block for the sub-account.*
Description:	*The description for the account which will be used to lookup (select) accounts. This is also the description which will be displayed on reports.*
Account group1:	*This is used to group and classify the accounts on reports.*
Account group2:	*This is used to group and classify the accounts on reports.*
Type:	***Balance sheet accounts*** *– (i.e. Capital, Liabilities and Assets) or Income statement accounts (i.e. Income or Expense).* *Balance sheet accounts retains the balances of the previous financial year (opening balances).* ***Income statement accounts*** *– these accounts are closed off during the Year-end process and the balance (Net Profit / Loss) is transferred to the Retained Earnings / Income account.*
Sub-accounts:	*Select this option to create a main account. Once this option is selected, you first need to click on the* ***Save*** *button before you are allowed to create sub-accounts for that main account. You may then create sub-accounts for this main account.* *You will not be allowed to process (post) any transactions; or enter / edit any budget figures to the main account. All transactions and budget figures are entered on sub-accounts. The total of these individual sub-accounts will add up to the main account.* *To delete a main account, you first need to delete all sub-accounts.*
Status:	*By default, all accounts are enabled (active). Once you have any transactions processed (posted) to an account, you may not delete the account.* *You may then select the "Disabled" option to block a selected account or sub-account. This will disable; or set the selected account's status to inactive. This will produce error messages to remind you that the account or sub-account is disabled, when trying to process (post) transactions to the disabled account or sub-account.*

Field	*Description*
Open item account:	*By default all accounts are set to "No". If you select the "Yes" option, you may select to link (match) a receipt transaction to a debit transaction; or a payment transaction to a credit transaction, etc.* *This feature is useful when, for example, you need to control specific payments to specific transactions and specific receipts to specific transactions.*
Posted:	*This field indicates the number of transactions processed (posted) for the selected account. Once any transactions have been processed (posted) (the value is more than 0), you will not be allowed to delete the account.*
Link tax:	*Link a Tax account to a ledger account. This will then be the default tax account when selecting the ledger account when processing transactions in the payments journal, receipts journal or other journals (batches).*

Only the "Account type, Account number, Description, Group 1" and "Group 2" fields will be displayed for control accounts; i.e. Retained Income and for Debtor's control and Creditor's control.

*The **Save** button will only be displayed (next to the "Description (Account name)" field), once any account is created or any field of an existing selected account is changed.*
*You need to click on the **Save** button to save the changes. If you do not do this, your changes will be lost.*

F.1.3- CREATING / EDITING BANK ACCOUNTS

You will be using this option whenever you wish to create a new bank account, change the descriptions of an existing account, or to delete an existing account.

You may have more than one Bank account and wish to add this to your Chart of accounts. osFinancials5 will have set up a Bank account for you in your selected template. (We have used account number "*810-000 - Current Bank account*").

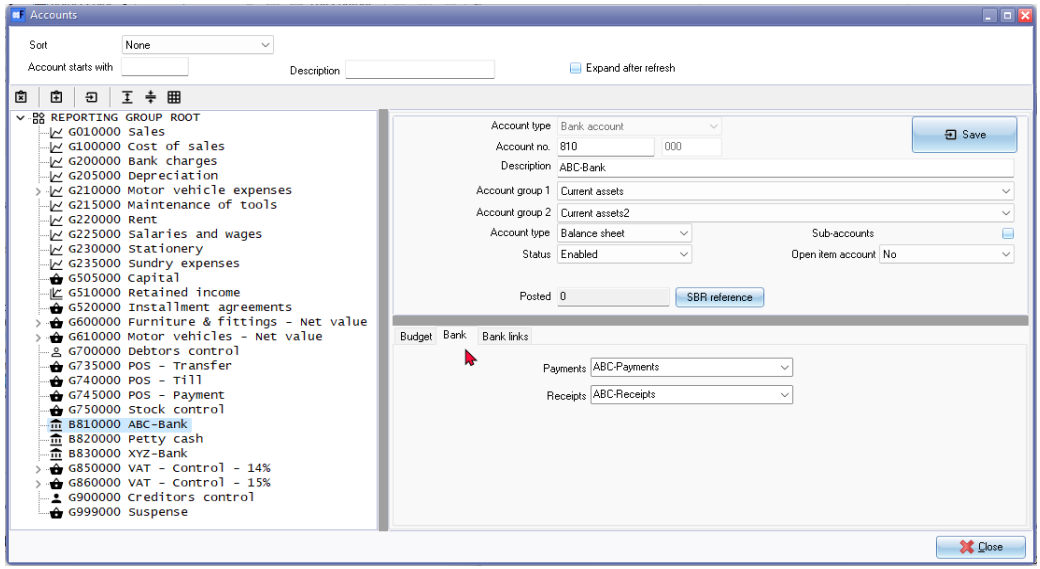
If you wish to add another Bank account remember that in planning your Chart of accounts you would like accounts of a similar nature to be grouped together.

Bank accounts must be linked to a unique Payments and Receipts batch.

F.1.3.1- Renaming an existing bank account

To rename an existing bank account:

1. On the **Setup** ribbon, select **Setup** → **Accounts**.
2. Select the "*810-000 - Current Bank account*" (*Current assets - Reporting group*), if not already displayed as "*ABC – Bank*".
3. Replace (over-type) "*Current Bank account*" with "*ABC-Bank*" in the "*Description*" field.



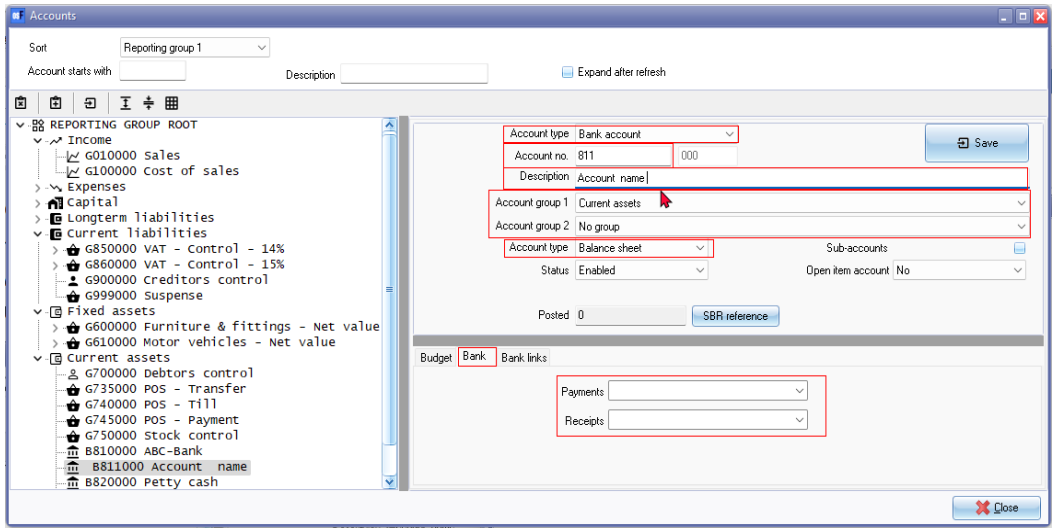
4. Enter "*ABC-Payments*" and the "*ABC-Receipts*" batches.
5. Click on the **Save** button.

> *It is recommended to type your own Payments and Receipts batch names in the **Bank** tab of the Bank account when creating a Bank account.*
> *If you have edited the Payments jnl. and Receipts jnl. in **Batch types** (**Setup** ribbon), the descriptions would be available to select from the list (See – **MODULE E.4.3**). You may delete these Payments jnl. and Receipt jnl. in **Batch types** (**Setup** ribbon).*

F.1.3.2- Creating a new bank account

To create a new bank account:

1. **On the Setup** ribbon, select **Setup** → **Accounts**.
2. Select the last Bank account (e.g. "*B820000 - Petty cash*") (*Current assets – Reporting group*) and click on the **Add:Account** icon (or select the **Add** on the Context menu). An Entry for the new Ledger account is displayed as "*B821000 - Account name*" on the account list.



3. Enter or select the following:

Account type:	*Select "Bank account".*
Account No.:	*Replace "821" with "830".*
Description:	*Replace "Account name" with "XYZ-Bank".*
Account group 1:	*Select "Current assets".*
Account group 2:	*Select "Current assets2".*
Type:	*See that "Balance sheet" is selected, since the Bank account needs to be reported on the Balance sheet.*
Sub-accounts:	*Do not tick. You cannot create sub-accounts for bank accounts.*
Status:	*"Enabled" (default) should be selected.*

Open item account: *"No" (default) should be selected.*

Link Tax: *"Empty" (default) should be selected.*

4. Click on the **Bank** tab.
5. Enter "*XYZ-Payments*" and the "*XYZ-Receipts*" batches.

When saving the bank account, the "XYZ-Payments" and the "XYZ-Receipts" batches will automatically be created. You may edit these batches in the ***Batch types*** *(****Setup*** *ribbon).*

If the "Default bank reconciliation method" option is not selected (tick removed) on ***Setup*** *→* ***System parameters*** *menu (****Setup*** *ribbon); the "Payments" and "Receipts batch" fields will be combined. You may then select either the Payments journal or the Receipts journal.*

Once any transactions is posted (updated to the ledger) for a selected bank account; you cannot change the Payments or Receipts batches.

6. Click on the **Save** button.

F.2- CREATING / EDITING TAX ACCOUNTS

You use this option whenever you wish to create a new tax account for VAT/GST/Sales tax where you have to charge a percentage of Tax on your sales (Output Tax) and may claim some percentage on your purchases (Input Tax).

Being registered for VAT/GST/Sales tax, you will have two basic accounts, i.e. Output Tax that is charged when selling services or goods (not trading stock), and Input Tax when you purchase from another registered VAT/GST/Sales tax vendor.

Within these Tax types you may need to create additional sub-accounts to accommodate the various classifications and / or tax percentages to assist you in completing your VAT/GST/Sales tax returns and make correct payments to the Tax authorities.

F.2.1- Tax Account Structure

Basic Output Tax (VAT/GST/Sales tax and Input Tax (VAT/GST/Sales tax) accounts as sub-accounts of the Tax - Control account (in the Current liabilities account group) are already included in the templates.

The basic tax account structure, in the HANDYMAN Sets of Books, is as follows:

```
G860000 VAT - Control - 15%
  T860010 Output VAT - 15%
  T860020 Input VAT - Standard rate -15%
  T860030 Input VAT - Capital goods -15%
  T860040 Zero-rated VAT - 0%
  G860100 VAT - Payment - 15%
```

This tutorial is based on tax (VAT) at a rate of 15% for taxable transactions.

The Tax authorities may impose changes in the VAT (GST/Sales tax) rates. For example, in South Africa, the South African Revenue Services (SARS), changed the VAT rate from 14% to 15% on 1 April 2018.

*Press **F1** and Search for "Change Tax Rates" in the help. This will describe how to configure, manage and process transactions in osFinancials5 to accommodate changes in the tax rates (i.e. VAT based on 14% tax for taxable transactions up to 31 March 2018 and 15% for taxable transactions as from 1 April 2018).*

F.2.2- Add Tax codes (Tax accounts) for a Tax type

In this tutorial, the HANDYMAN, HANDYMAN-A and HANDYMAN-B Sets of Books includes both the VAT accounts for the VAT rate of 14% up to 31 March 2018, and VAT accounts for the VAT rate of 15% as from 1 April 2018.

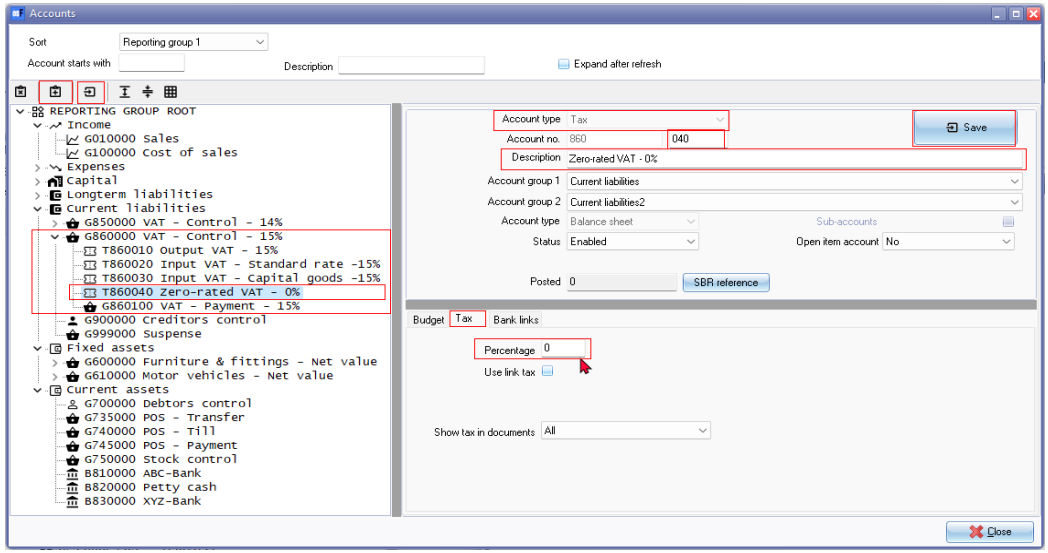
All "*Enabled*" Tax / VAT codes are listed in the Tax lookup in the "*Tax*" column. Transactions are taxable at the VAT rate of 14% up to 31 March 2018, and transactions as from 1 April 2018 are taxable at the VAT rate of 15%.

This tutorial is based on tax (VAT) at a rate of 15% for taxable transactions. Since no taxable transactions, at a tax rate of 14%, is applicable in the financial year (i.e. 1 March 2024 to 28 February 2025), the Status of tax accounts and tax codes of 14%, is set to disabled.

Disabled tax (VAT) accounts will not be displayed in the Tax lookups when processing transactions in batches and documents.

To Add VAT accounts – Tax Sub accounts:

1. On the **Setup** ribbon, select **Setup** → **Accounts**.
2. Select the Tax Control Account (as in this case, "*G860-000 VAT Control Account*") and click on the (**Add:Account**) icon (or select the **Add** on the Context menu). An entry for the new ledger account is displayed as "*G860 000 Account name*" on the Account list. The reason for this is that we need to create a Tax code, which is a Sub-account for the Tax main account (i.e. "*VAT Control – 15% account*").



3. Enter or select the following:

   a) **Account type** - Select "Tax (VAT/GST/Sales tax)".

   b) **Account no.** - The Main account "*860*" is displayed and the sub accounts number field enter "*040*".

   c) **Description** - Replace "*Account name*" with "*Zero-rated VAT – 0%*".

   d) **Account group 1** - If you have set up "*Account group 1*", select your account group, e.g. "*Current liabilities*". This is the Account group which is linked to the main account.

   e) **Account group 2** - If you have set up "*Account group 2*", select your account group, e.g. "*Current liabilities2*". This is the Account group which is linked to the main account.

   f) **Type** - "*Balance sheet*" should be displayed. This field cannot be selected, since the main account is a Balance sheet type account.

   g) **Sub-accounts** - This field cannot be selected, since this is a sub-account.

   h) **Status** - "*Enabled*" (default) should be selected.

   i) **Open item account** - "No" (default) should be selected.

   j) **Link tax** - "Empty" (default) should be selected.

4. Click on the **Tax** tab.
   a) **Percentage** - Enter the percentage as "*0*".
   b) **Use link tax** - Do not select this option.
   c) **Show tax in documents** – Leave the option as "*All*" for the purpose of this tutorial.
5. Click on the **Save** button.

F.3- CREDITOR (SUPPLIER) ACCOUNTS

You will be using this option whenever you wish to create a new creditor (supplier) account, change the name, contact details addresses, messages, accounting information and terms of an existing account, or to delete an existing account.

To add a creditor (supplier) account, the only fields which is needed to fill in is the Creditor code and a description (account name (description)). The rest of the fields are optional.
It is recommended to enter as much information about creditor (supplier) as possible (and to keep it updated as regularly as possible).
*You may read the "Working with Creditor accounts" section in the Help file and / or press the **F1** key when focussed on the following eight (8) tabs:*

- ***Delivery address*** *- Delivery address, Address 2, Address 3, Postal code, Country, Message, Message 1, Message 2 and Message 3 and Layout files for purchase documents (i.e. Purchases, Supplier returns and Orders).*
- ***Accounting information*** *- Account disabled, Open item account, Due days (Payment date), Credit limit, Charge amount, Bank account (i.e. Bank account type, Bank account no., Bank name and Branch code), Use default account and Use default tax.*
- ***Contacts*** *- Any contacts linked to the creditor (supplier) account will be listed. You may also add, edit, delete and search for contacts. The "Auto-copy info" feature allows you to copy the searched contacts details, which may be edited if required.*
  *Contacts may also be maintained (managed) in the in the **Contacts** and **Calendar** – **Contacts** (**Default** ribbon).*
- ***Appointments*** *- Any events or appointments have been scheduled in the **Calendar** (**Default** ribbon) for that creditor (supplier) account will be listed.*
- ***Documents*** *- Any Purchase, Supplier returns and / or Orders processed for the creditor (supplier) account will be listed on this tab. You may print these documents or a posted batches report for these documents.*
- ***Transactions*** *- Any debit and credit transactions (in batches and / or documents) posted (updated) to the ledger will be listed on this tab. You may print a posted batches report for these transactions or view and print the transactions in the T-Account viewer.*
- ***Bank accounts*** *– This is used for the BankImport Plugin.*
- ***Stock items*** *– This tab will list all the posted as well as unposted purchase documents (i.e. Purchases, Supplier returns and Orders) for the selected creditor (supplier) account.*

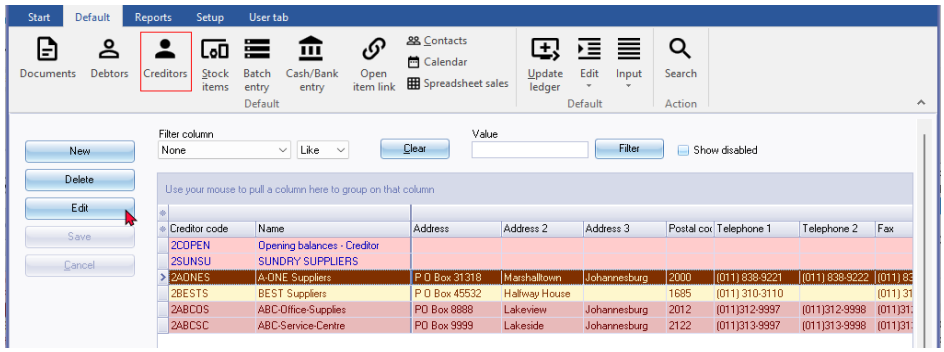
F.3.1- CREATING / EDITING CREDITOR (SUPPLIER) ACCOUNTS

For this example, create one creditor, "A-ONE Suppliers".

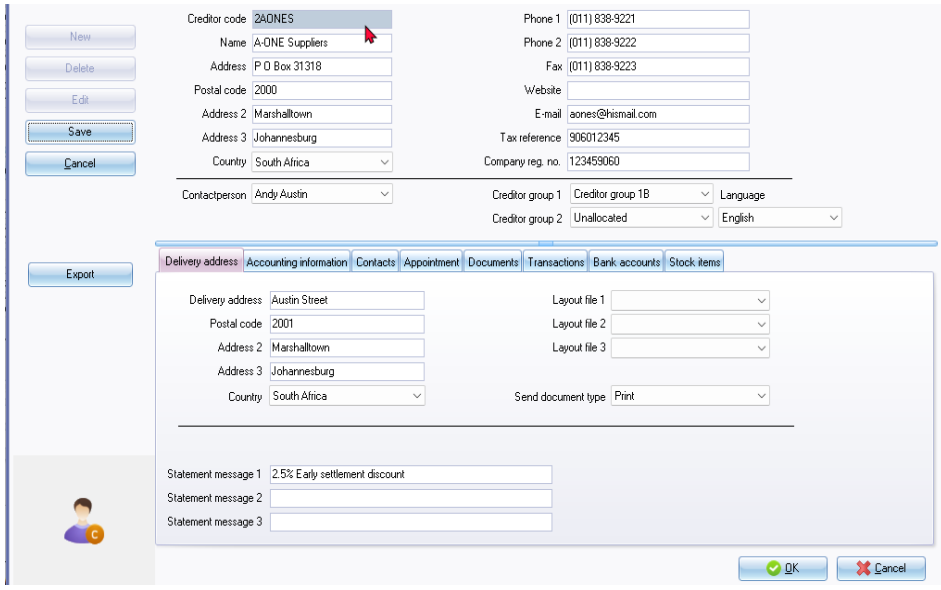
- *If you have selected the HANDYMAN Set of Books, you may follow this procedure.*
- *If you have selected the HANDYMAN-A or HANDYMAN-B Set of Books, you can click on the **Edit** button to check the settings.*

To create a new creditor (supplier) account:

1. On the **Default** ribbon, select **Creditors** (**F5**).



2. To create a new account, click on the **New** button. If the new (blank) creditor account screen is launched, you may need to enter the details, as necessary. To edit a creditor account, select the account and click on the **Edit** button to check / edit the details.



3. Enter and / or select the following options:

Creditor code: *Enter "2AONES" (or over-type with your own code) and press **Enter**.*

> *It is important to prefix the account code for creditors to start with 2 and debtors to start with 1.*
> *This will make it easier to select accounts, in some features, for example, selecting a Contra account in Batch setup.*

Name: *Enter "A-ONE Suppliers"*

Address, Address 2, Address 3 and Postal code: *Enter "PO Box 31318, Marshalltown, Johannesburg, 2000"*

Country: *Leave "Empty".*

Phone 1: *Enter "(011) 838-9221".*

Phone 2: *Enter "(011) 838-9222".*

Fax: *Enter "(011) 838-9223".*

Website: *Enter "osfinancials,org/en/".*

> *You may double-click on the "Website" field to launch the web page of the creditor (supplier) in your operating system's default web browser.*

E-mail: *"aone@hismail.com".*

> *You may double-click on the "E-mail" field to launch a blank e-mail message in your operating system's default e-mail program with the e-mail address of the creditor (supplier).*

Tax reference: *Enter "906012345".*

Company reg. no.: *Enter "123459060".*

Contactperson: *No contact person will be available at this stage. You may click on the **Contacts** tab to create a contact person and enter the necessary contact information, if the contact has different Fax, Telephone numbers or an E-mail address as entered on the Creditor accounts default screen.*
*Should you already have entered a contact person in the **Contacts** or in the **Calendar** (**Default** ribbon), you may select the Contact person.*

Creditor group 1: *Select "Creditor group 1A".*

Creditor group 2: *Leave "Unallocated".*

Language: *The default language when osFinancials5 is launched for the first time will be selected.*
You may select a different language; provided that your system's ***Regional and language settings*** *supports the locale for the language.*
If the language is selected, it will print translatable document layout files (purchases, supplier returns and orders) in the selected language of the creditor (supplier) account. - See – Multi-language accounts plugin topic in the Help file.

4. Enter and / or select the following on the **Delivery address** tab:

Delivery address and Postal address: *You may wish to enter the physical address of the creditor (supplier) if different from the postal address.*

Layout file 1: *Leave "Empty".*

Layout file 2: *Leave "Empty".*

Layout file 3: *Leave "Empty".*

Send document type: *Leave as is on "Print".*

Statement message 1 / 2 / 3: *You may enter the message to be displayed on the Remittance Advises, e.g. "Less 2.5% early settlement discount".*

Country: *Leave "Empty".*

5. Click on the **Accounting information** tab.

Account disabled: *Do not tick.*

Open item account: *Leave blank.*

Read the explanation of open item accounting in Debtor receipts if you wish to change this option. If you leave this blank, the Balance will be brought forward when posting.

Due days *Enter "30". This is the number of days as agreed upon to pay the creditor (supplier).*

Credit limit: *Enter "12000".*

Charge amount: *Leave blank.*

Bank account type: *Leave blank.*

Bank account no.: *Leave blank.*

Bank name: *Leave blank.*

Use default account: *Do not tick.*

Use default tax: *Do not tick*

Debtor code: *Leave blank.*

6. Click on the **Save** button. Confirm if you wish to "*create this account?*"
7. Click on the **Yes** button.

F.3.2- CREATING A CREDITOR ACCOUNT FOR OPENING BALANCES

2COPEN - Opening balances – Creditor has already been created.
If you have selected the HANDYMAN Set of Books, you may follow this procedure.
*If you have selected the HANDYMAN-A or HANDYMAN-B Set of Books, you can click on the **Edit** button to check the settings.*

To create a new creditor account for opening balances:

1. On the **Default** ribbon, select **Creditors** (**F5**). The "*Creditor accounts*" screen will displayed.
2. Click on the **New** button. Enter "*2COPEN*" as the account code.

   It is important to prefix the account code for creditors to start with 2 and debtors to start with 1. This will make it easier to select accounts, in some features, for example, selecting a Contra account in Batch setup.

3. Enter the Name for the Account (i.e. "*Opening Balances – Creditor*").
4. Select a Creditor group 1 (if created in Setup Creditor group1).
5. Click on the **Save** button or **OK** button. A confirmation message, is displayed:

   "Create this account?"

6. Click on the **Yes** button.

   *One finished processing the opening balances, you may disable the Opening balances account (tick the "Disabled" field on the **Accounting information** tab).*

F.4- DEBTOR (CUSTOMER / CLIENT) ACCOUNTS

You will be using this option whenever you wish to create a new debtor (customer / client) account, change the name, contact details addresses, messages, accounting information and terms of an existing account, or to delete an existing account.

To add a debtor (customer / client) account, the only fields which is needed to fill in is the Debtor code and a description (account name (description)). The rest of the fields are optional.
It is recommended to enter as much information about debtor (customer / client) as possible (and to keep it updated as regularly as possible).
*You may read the "Working with Debtor accounts" section in the Help file and / or press the **F1** key when focussed on the following nine (9) tabs:*

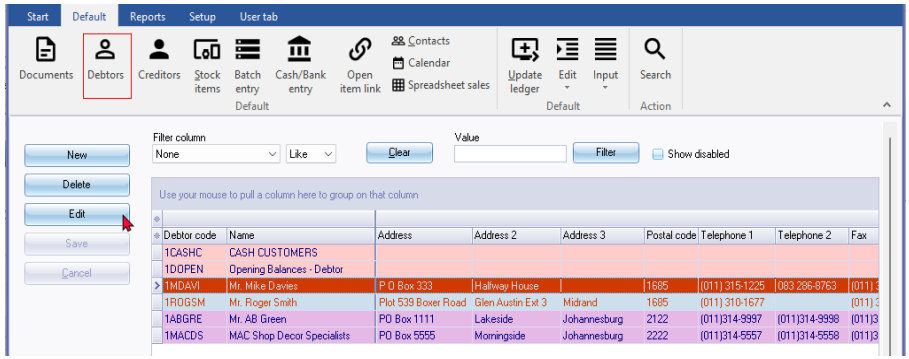
- ***Delivery address*** *- Delivery address, Address 2, Address 3, Postal code, Country, Message, Message 1, Message 2 and Message 3 and Layout files for sales documents (i.e. Quotes, Invoices and Credit notes).*
- ***Accounting information*** *- Account disabled, Open item account, Due days (Payment date), Credit limit, Charge amount, Customer discount percentage, Monthly interest percentage on overdue amounts, Selling prices, Bank account (i.e. Bank account type, Bank account no., Bank name and Branch code), Use default account and Use default tax.*
- ***Contacts*** *- Any contacts linked to the debtor (customer / client) account will be listed. You may also add, edit, delete and search for contacts. The "Auto-copy info" feature allows you to copy the searched contacts details, which may be edited if required.*
  *Contacts may also be maintained (managed) in the in the **Contacts** and **Calendar** – **Contacts** (**Default** ribbon).*
- ***Appointments*** *- Any events or appointments have been scheduled in the **Calendar** (**Default** ribbon) for that debtor (customer / client) account will be listed.*
- ***Documents*** *- Any Invoices, Point-of-Sale Invoices, Credit notes and / or Quotes generated for the debtor (customer /client) account will be listed on this tab. You may print these documents or a posted batches report for these documents.*
- ***Transactions*** *- Any debit and credit transactions (in batches and / or documents) posted (updated) to the ledger will be listed on this tab. You may print a posted batches report for these transactions or view and print the transactions in the T-Account viewer.*
- ***Bank accounts*** *– This is used for the BankImport Plugin.*
- ***Backorders*** *– This tab will list all backorders for the debtor (customer / client) account.*
- ***Stock items*** *– This tab will list all the posted as well as unposted sales documents (i.e. Quotes, Invoices and Credit notes) for the selected debtor (customer / client) account.*

F.4.1- CREATING / EDITING DEBTOR (CUSTOMER / CLIENT) ACCOUNTS

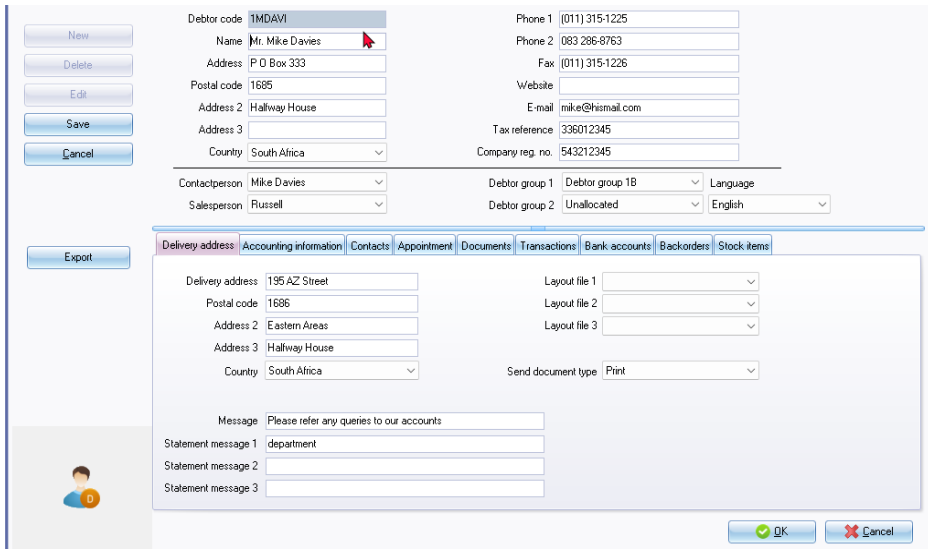
For this example, create a debtor (customer / client), "Mr. Mike Davies".
If you have selected the HANDYMAN Set of Books, you may follow this procedure:
*If you have selected the HANDYMAN-A or HANDYMAN-B Set of Books, you can click on the **Edit** button to check the settings.*

To create a new debtor (customer / client) account:

1. On the **Default** ribbon, select **Debtors** (**F4**). The "*Debtor accounts*" screen is displayed:



2. To create a new account, click on the **New** button. If the new (blank) debtor account screen is launched, you may need to enter the details, as necessary. To edit a debtor account, select the account and click on the **Edit** button to check / edit the details.



3. Enter and / or select the following options:

Debtor code: *Enter "1MDAVI" (or over-type with your own code) and press **Enter**.*

It is important to prefix the account code for creditors to start with 2 and debtors to start with 1.
This will make it easier to select accounts, in some features, for example, selecting a Contra account in Batch setup.

Name:	*Enter "Mr. Mike Davies".*
Address, Address 2, Address 3 and Postal code:	*Enter "PO Box 333, Halfway House, 1685".*
Country:	*Leave "Empty".*
Phone 1:	*Enter "(011) 315-1225".*
Phone 2:	*Enter "083 286-8763".*
Fax:	*Enter "(011) 315-1226"*
Website:	*Enter "osfinancials.org/en/".* *You may double-click on the "Website" field to launch the web page of the debtor (customer / client) in your operating system's default web browser.*
E-mail:	*"mike@hismailaccount.com"* *You may double-click on the "E-mail" field to launch a blank e-mail message in your operating system's default e-mail program with the e-mail address of the debtor (customer / client).*
Tax reference:	*Enter "336012345".*
Company reg. no.:	*Enter "543212345".*
Contactperson:	*No contact person will be available at this stage. You may click on the* ***Contacts*** *tab to create a contact person and enter the necessary contact information, if the contact has different Fax, Telephone numbers or an E-mail address as entered on the Debtor accounts default screen.* *Should you already have entered a contact person in the* ***Contacts*** *or on the* ***Calendar*** *(****Default*** *ribbon), you may select the Contact person.*
Salesperson:	*Select "Russell".*
Debtor group 1:	*Select "Debtor group 1B".*
Debtor group 2:	*Leave "Unallocated".*
Language:	*The default language when osFinancials5 is launched for the first time will be selected.* *You may select a different language; provided that your system's* ***Regional and language settings*** *supports the locale for the language.* *If the language is selected, it will print translatable document layout files (invoices, credit notes and quotes) in the selected language of the debtor (customer / client) account. - See – Multi-language accounts plugin topic in the Help file.*

4. Enter and / or select the following on the **Delivery address** tab:

Delivery address and Postal code:	*You may wish to enter the physical address of the debtor (customer / client); if different from the postal address.*
Country:	*Leave "Empty".*
Layout file 1:	*Leave "Empty".*
Layout file 2:	*Leave "Empty".*
Layout file 3:	*Leave "Empty".*
Send document type:	*Leave as is on "Print".*
Statement message and Statement message 1 / 2 / 3:	*You may enter the message to be displayed on the Debtor statements, e.g. "Please refer any queries to our accounts department".*

5. Click on the **Accounting information** tab.

Account disabled:	*Do not tick.*
Open item account:	*Tick.*
	Read the explanation of open item accounting in Debtor receipts if you wish to change this option. If you leave this blank, the Balance will be brought forward when posting.
Due days:	*Enter "30". This is the number of days as agreed upon to to receive payment from the debtor (customer / client).*
Credit limit:	*Enter "10000".*
Charge amount:	*Leave blank.*
Customer discount:	*Leave blank.*
Monthly interest on overdue amounts:	*Leave blank.*
Selling price:	*Select "Selling price 1"*
Bank account type:	*Leave blank.*
Bank account no.:	*Leave blank.*
Bank name:	*Leave blank.*
Use default account:	*Do not tick.*
Use default tax:	*Do not tick*

6. Click on the **Save** button or **OK** button. Confirm if you wish to "*create this account?*"
7. Click on the **Yes** button.

F.4.2- CREATING A DEBTOR ACCOUNT FOR OPENING BALANCES

1DOPEN - Opening Balances – Debtor has already been created.
If you have selected the HANDYMAN Set of Books, you may follow this procedure.
*If you have selected the HANDYMAN-A or HANDYMAN-B Set of Books, you can click on the **Edit** button to check the settings.*

To create a new debtor account for opening balances:

1. On the **Default** ribbon, select **Debtors** (**F4**). The "*Debtor accounts*" screen will displayed.
2. Click on the **New** button. Enter "*1DOPEN*" as the account code.

   It is important to prefix the account code for creditors to start with 2 and debtors to start with 1. This will make it easier to select accounts, in some features, for example, selecting a Contra account in Batch setup.

3. Enter the Name for the Account (i.e. "*Opening Balances – Debtor*").
4. Select a Debtor group 1 (if created in Setup Debtor group1).
5. Click on the **Save** button or **OK** button. Confirm if you wish to "*create this account?*"
6. Click on the **Yes** button.

   *One finished processing the opening balances, you may disable the Opening balances account (tick the "Disabled" field on the **Accounting information** tab).*

ONCE YOU HAVE ENTERED ALL YOUR DEBTORS (CUSTOMERS), CREDITORS (SUPPLIERS) AND ADDED THE EXTRA GENERAL LEDGER ACCOUNTS YOU NEED, YOU HAVE COMPLETED THE SET-UP AND CHART OF ACCOUNTS IN ORDER FOR osFinancials5 TO RUN YOUR SET OF ACCOUNTS.

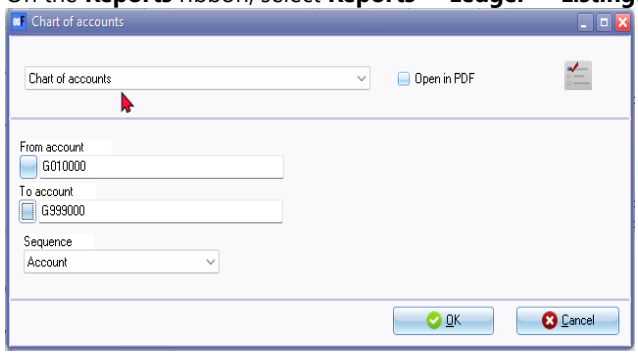
F.5- PRINTING LISTS OF ACCOUNTS, DEBTORS AND CREDITORS

We recommend that you print your Chart of accounts and Debtors and Creditors details to check that everything you have setup is, in fact, correct. In accounting it is best to follow the rule: check, recheck and check again. It is easier to find and fix any mistakes at this stage, rather than when you have captured transactions.

F.5.1- PRINTING ACCOUNTS LISTING (CHART OF ACCOUNTS)

To print a list of your accounts:

1. On the **Reports** ribbon, select **Reports** → **Ledger** → **Listing**.



2. Select the following options:

   From account: *Select the first account.*

   To account: *Select the last account.*

   Sequence: *Select "Account", if not selected. You may also select "Description, Type, Reporting group1" or "Reporting group2".*

3. Click **OK** to print your "*Chart of accounts*".

The printed "*Chart of accounts*" ("*Accounts*" sequence), is as follows:

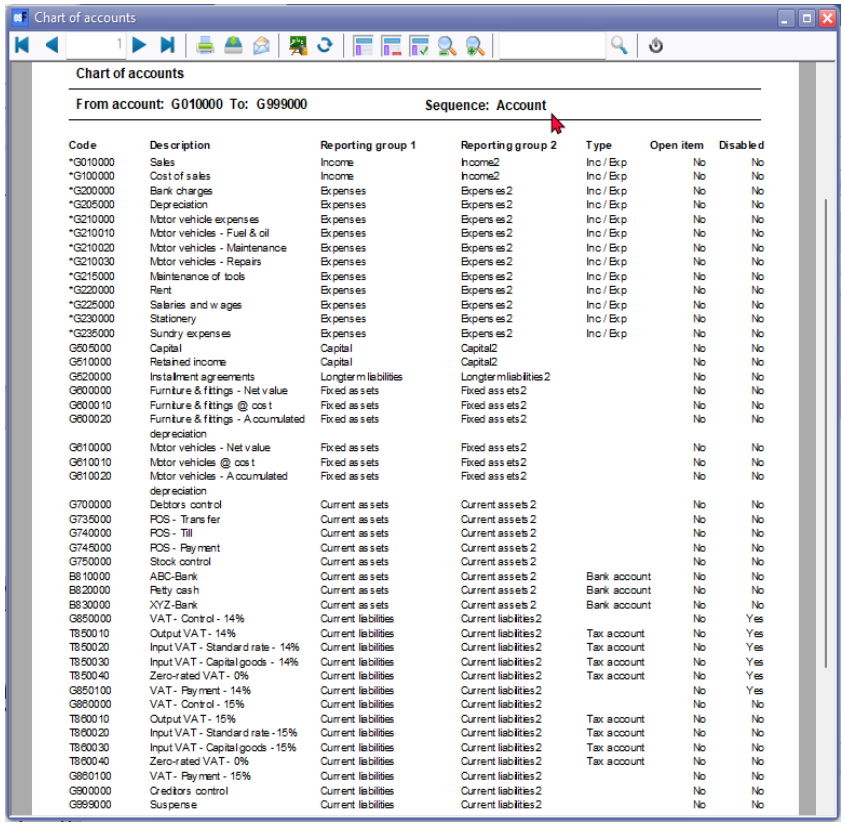


Chart of accounts

From account: G010000 To: G999000 Sequence: Account

Code	Description	Reporting group 1	Reporting group 2	Type	Open item	Disabled
*G010000	Sales	Income	Income2	Inc / Exp	No	No
*G100000	Cost of sales	Income	Income2	Inc / Exp	No	No
*G200000	Bank charges	Expenses	Expenses2	Inc / Exp	No	No
*G205000	Depreciation	Expenses	Expenses2	Inc / Exp	No	No
*G210000	Motor vehicle expenses	Expenses	Expenses2	Inc / Exp	No	No
*G210010	Motor vehicles - Fuel & oil	Expenses	Expenses2	Inc / Exp	No	No
*G210020	Motor vehicles - Maintenance	Expenses	Expenses2	Inc / Exp	No	No
*G210030	Motor vehicles - Repairs	Expenses	Expenses2	Inc / Exp	No	No
*G215000	Maintenance of tools	Expenses	Expenses2	Inc / Exp	No	No
*G220000	Rent	Expenses	Expenses2	Inc / Exp	No	No
*G225000	Salaries and wages	Expenses	Expenses2	Inc / Exp	No	No
*G230000	Stationery	Expenses	Expenses2	Inc / Exp	No	No
*G235000	Sundry expenses	Expenses	Expenses2	Inc / Exp	No	No
G505000	Capital	Capital	Capital2		No	No
G510000	Retained income	Capital	Capital2		No	No
G520000	Installment agreements	Longterm liabilities	Longterm liabilities2		No	No
G600000	Furniture & fittings - Net value	Fixed assets	Fixed assets2		No	No
G600010	Furniture & fittings @ cost	Fixed assets	Fixed assets2		No	No
G600020	Furniture & fittings - Accumulated depreciation	Fixed assets	Fixed assets2		No	No
G610000	Motor vehicles - Net value	Fixed assets	Fixed assets2		No	No
G610010	Motor vehicles @ cost	Fixed assets	Fixed assets2		No	No
G610020	Motor vehicles - Accumulated depreciation	Fixed assets	Fixed assets2		No	No
G700000	Debtors control	Current assets	Current assets 2		No	No
G735000	POS - Transfer	Current assets	Current assets 2		No	No
G740000	POS - Till	Current assets	Current assets 2		No	No
G745000	POS - Payment	Current assets	Current assets 2		No	No
G750000	Stock control	Current assets	Current assets 2		No	No
B810000	ABC-Bank	Current assets	Current assets 2	Bank account	No	No
B820000	Petty cash	Current assets	Current assets 2	Bank account	No	No
B830000	XYZ-Bank	Current assets	Current assets 2	Bank account	No	No
G850000	VAT - Control - 14%	Current liabilities	Current liabilities2		No	Yes
T850010	Output VAT - 14%	Current liabilities	Current liabilities2	Tax account	No	Yes
T850020	Input VAT - Standard rate - 14%	Current liabilities	Current liabilities2	Tax account	No	Yes
T850030	Input VAT - Capital goods - 14%	Current liabilities	Current liabilities2	Tax account	No	Yes
T850040	Zero-rated VAT - 0%	Current liabilities	Current liabilities2	Tax account	No	Yes
G850100	VAT - Payment - 14%	Current liabilities	Current liabilities2		No	Yes
G860000	VAT - Control - 15%	Current liabilities	Current liabilities2		No	No
T860010	Output VAT - 15%	Current liabilities	Current liabilities2	Tax account	No	No
T860020	Input VAT - Standard rate - 15%	Current liabilities	Current liabilities2	Tax account	No	No
T860030	Input VAT - Capital goods - 15%	Current liabilities	Current liabilities2	Tax account	No	No
T860040	Zero-rated VAT - 0%	Current liabilities	Current liabilities2	Tax account	No	No
G860100	VAT - Payment - 15%	Current liabilities	Current liabilities2		No	No
G900000	Creditors control	Current liabilities	Current liabilities2		No	No
G999000	Suspense	Current liabilities	Current liabilities2		No	No

It is important to check that the VAT based on 14% tax for taxable transactions up to 31 March 2018 is replicated for the VAT based on 15% for taxable transactions as from 1 April 2018.

This tutorial is based on tax (VAT) at a rate of 15% for taxable transactions. Since no taxable transactions, at a tax rate of 14%, is applicable in the financial year (i.e. 1 March 2024 to 28 February 2025), the Status of tax accounts and tax codes of 14%, is disabled.

Check that all the reporting groups are correct and that all the types are correct. The following needs special attention i.e.

- ***Income*** *and* ***Expense*** *account types should be prefixed with an asterisk e.g. *G010000"*
- **Bank account** *type should be "Bank account" - Code prefixed with a* ***B*** *and* ***Bank account*** *in the Type column.*
- ***Tax*** *(VAT/GST/Sales tax) sub-accounts type should be "Tax account" - Code prefixed with a* ***T*** *and* ***Tax account*** *in the Type column.*

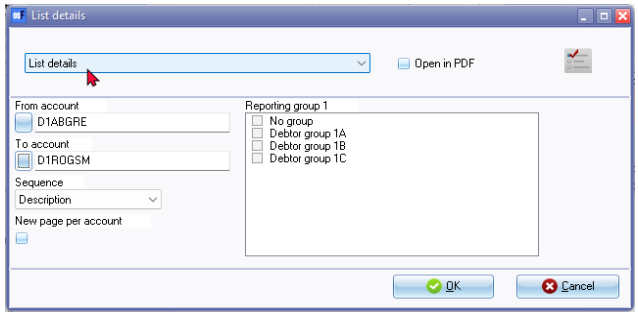
F.5.2- PRINTING DEBTOR LISTING

The Debtor listing allows you to print the following seven (7) reports:

1. **Contacts** - This report will list the Name of the Contact, Telephone 1 / 2 and the debtor (customer / client) account code and name (description) linked to the contact.
2. **Listing** - This report will list the Account code, Name of the Debtor (account description), Delivery address, Telephone 1 / 2, Fax, E-mail address and Website.
3. **List - Delivery address** - This report will list the Account code, Name of the Debtor (account description), Delivery address, Telephone 1 / 2, Fax, E-mail address and Website.
4. **List - Postal address** - This report will list the Account code, Name of the Debtor (account description), Postal address, Telephone 1 / 2, Fax, E-mail address and Website.
5. **List details** - This report will display the Contact details, Registration details, Banking details, Reporting details, Accounting terms and information for each debtor (customer / client) account.
6. **Tax and company registration numbers** - List the registration numbers as entered on the Debtor accounts (edit screen) (**Default** ribbon).
7. **Credit control listing** - Credit limit vs current balance and available balances as at the date and time of printing.

To print a list of your debtors (customers / clients):

1. On the **Reports** ribbon, select **Reports** → **Debtors** → **Listing**. The "*Contacts*" (default report) will be displayed.
2. Select the "*List details*" report.



3. Select the following options:

From account:	*Select the first account.*
To account:	*Select the last account.*
Reporting group 1	*Do not tick. You may select to print only those accounts that are linked to specific Debtor group(s) 1.*
Sequence:	*Select "Debtor code". You may also select "Description, Reporting group1" or "Reporting group2".*
New page per account:	*Tick this option for this report.*

4. Click **OK** to print a list of your debtor (customer /client) accounts.

The "*List details*" report will display the following information:

1. **Contact details** - Contactperson, Telephone 1 / 2, Fax, E-Mail, Website, Postal address, Delivery address and Language of the debtor (customer / client).
2. **Registration details** - Company Registration number and Tax registration number.
3. **Banking details** - Bank account type, Name of Bank account, Bank account number and Branch code.
4. **Reporting details** - Reporting group 1 / 2, Layout file 1 (Invoices), Layout file 2 (Credit notes) and Layout file 3 (Quotes). If no layout files are selected, the documents will be printed for the global settings in **Documents setup** (**Setup** ribbon).
5. **Accounting terms and information** - Statement message, Credit limit, Monthly interest rate, Customer discount rate, Due days (payment terms), account settings (i.e. Open item / Balance B/F), Account disabled, Default selling price and Salesperson.

F.5.3- PRINTING CREDITOR LISTING

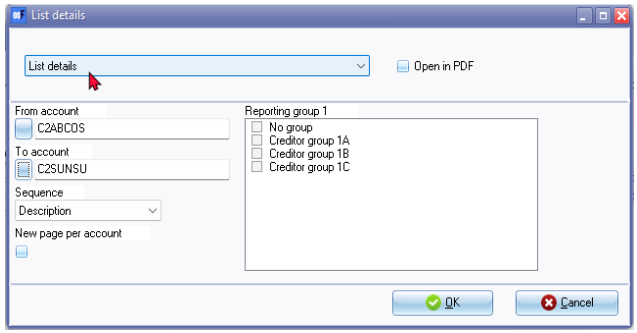
The Creditor listing allows you to print the following seven (7) reports:

1. **Contacts** - This report will list the Name of the Contact, Telephone 1 / 2 and the creditor (supplier) account code and name (description) linked to the contact.
2. **Listing** - This report will list the Account code, Name of the Creditor (account description), Delivery address, Telephone 1 / 2, Fax, E-mail address and Website.
3. **List - Delivery address** - This report will list the Account code, Name of the Creditor (account description), Delivery address, Telephone 1 / 2, Fax, E-mail address and Website.

4. **List - Postal address** - This report will list the Account code, Name of the Creditor (account description), Postal address, Telephone 1 / 2, Fax, E-mail address and Website.
5. **List details** - This report will display the Contact details, Registration details, Banking details, Reporting details, Accounting terms and information for each creditor (supplier account).
6. **Tax and company registration numbers** - List the Registration numbers as entered on the Creditor accounts (edit screen) (**Default** ribbon).
7. **Credit control listing** - Credit limit vs current balance and available balances as at the date and time of printing.

To print a list of your creditors (suppliers):

1. On the **Reports** ribbon, select **Reports** → **Creditors** → **Listing**. The "*Contacts*" screen will be displayed.
2. Select the "*List details*" report.



3. Select the following options:

From account:	*Select the first account.*
To account:	*Select the last account.*
Reporting group 1	*Do not tick. You may select to print only those accounts that are linked to specific Creditor group(s) 1.*
Sequence:	*Select "Creditor code". You may also select "Description, Reporting group1" or "Reporting group2".*
New page per account:	*Tick this option for this report.*

4. Click **OK** to print a list of your creditor (supplier) accounts.

The "*List details*" report will display the following information:

1. **Contact details** - Contactperson, Telephone 1 / 2, Fax, E-Mail, Website, Postal address, Delivery address and Language of the creditor (supplier).
2. **Registration details** - Company Registration number and Tax registration number.
3. **Banking details** - Bank account type, Name of Bank account, Bank account number and Branch code.
4. **Reporting details** - Reporting group 1 / 2, Layout file 1 (Purchases), Layout file 2 (Supplier returns) and Layout file 3 (Orders). If no layout files are selected, the documents will be printed for the global settings in **Documents setup** (**Setup** ribbon).
5. **Accounting terms and information** - Statement message, Credit limit, Due days (payment terms), account settings (i.e. Open item / Balance B/F) and Account disabled.

YOU ARE NOW READY TO ENTER YOUR OPENING BALANCES AND TO PROCESS TRANSACTIONS.

MODULE G - CREATING / EDITING STOCK ITEMS

IN THIS MODULE

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G.1- INTRODUCTION

In the HANDYMAN Set of Books, we have included eleven (11) Stock items. The following Stock item types are used in this tutorial:

1. **Default (Trading stock)**: These Stock items are for retail industries which purchase stock items for resale.

   *For the purpose of this tutorial, we will be purchasing and selling Compressors and Drill Presses. - (See **MODULE K**).*

2. **Financial entry**: This Stock item type allows you to select a General ledger account. This may be used for services or any other purchase or sales which is not trading stock items.

   *For the purpose of this tutorial, orders and purchase documents are used for purchases of non trading stock, (e.g. service and fitting of tyres on a delivery van as well as installing of office equipment). - (See – **MODULE J.3**). This will illustrate similar transactions than in the Purchase journal. - (See – **MODULE I.2**).*

3. **Sales (no stock)**: – Used for selling of non-trading stock – Need to select a Sales account only and an Output Tax (VAT / GST / Sales tax) account.

   *For the purpose of this tutorial, quotes and invoices are used for selling of non-trading stock, (e.g. service and fitting of shelves). - (See – **MODULE J.4**). This will illustrate similar transactions than in the Sales journal. - (See – **MODULE I.3**).*

You may create, add, copy, delete and / or disable up to eleven (11) stock item types.
*You may read the "Working with Stock" section in the Help file and / or press the **F1** key when focussed on the following stock item's "Type" fields:*

- ***Default** – Used for trading stock – Need to select the Sales, Cost of sales and Stock control accounts. It can also be linked to the Input and Output Tax accounts. For the purpose of this tutorial, we will be using two (2) trading stock items (i.e. Compressor and a Drill press).*
- ***Sales** – Used for non-trading stock – Need to select a Sales account only. It can only be linked to the Output Tax account.*
- ***Sales (no stock)** – Used for non-trading stock – Need to select a Sales account only. It can only be linked to the Output Tax account.*
- ***Purchases** – Used for non-trading stock – Need to select the Cost of sales and the Stock control or Purchase account. It can only be linked to the Input Tax account. No Selling prices can be entered.*
- ***Purchases (no stock)** – Used for non-trading stock – Need to select the Cost of sales and the Stock control or Purchase account. It can only be linked to the Input Tax account. No Selling prices can be entered.*

- ***Financial entry*** *– Cannot select the Sales, Cost of sales and Stock control accounts. This allows you to select a ledger account on the Accounts lookup when processing documents. Once you select this stock item type when processing documents, the Accounts lookup will be displayed. You may then select any general ledger account on the Accounts lookup. You need to select the Input as well as Output Tax accounts for this stock type. The Selling prices may also be entered.*
  You need to create a financial entry stock item for each Tax Type (different rates).
- ***Option item*** *– This stock type allows items that are a combination of options (like colour and size) options can be defined in* ***Stock information****. (****Setup*** *ribbon). These options are then linked to the Options Stock type (****Stock items*** *on the* ***Options*** *tab (****Default*** *ribbon)). When processing documents, the available options (options list) will be launched from the "Quantity" fields when selecting documents.*
- ***Option item (no stock)*** *– This is similar to the Option item with stock, but does not allow every entry to have a sales price, cost price, quantity and minimum stock level. This will also be used in generating purchases on supplier 1.*
- ***BOM – Bill of Materials*** *– allows you to add other stock items or products consisting of various other stock items (components) and / or some services, etc. to the BOM list. The BOM stock item is the finished product. You may only select the Sales account and the Output Tax account. For trading stock, the cost of sales and stock control accounts are controlled via the default stock items linked to the BOM item. An example would be the components (Stock items) of a computer system which are used to make the complete system, which is then sold as a finished product.*
- ***BOM (Production)*** *– This is similar to the BOM stock type. It has a feature where you may assemble (specify the quantities) of finished items or disassemble a specified quantity of finished items.*
- ***Linked item*** *- To be advised.*

G.2- ADDING TAX CLASSES

This option allows you to create and maintain account / tax classes. Tax classes are a set of five (5) accounts which are linked to the **Ledger** tab of the *"Stock item"* screen (**Default** ribbon) for a selected stock item.

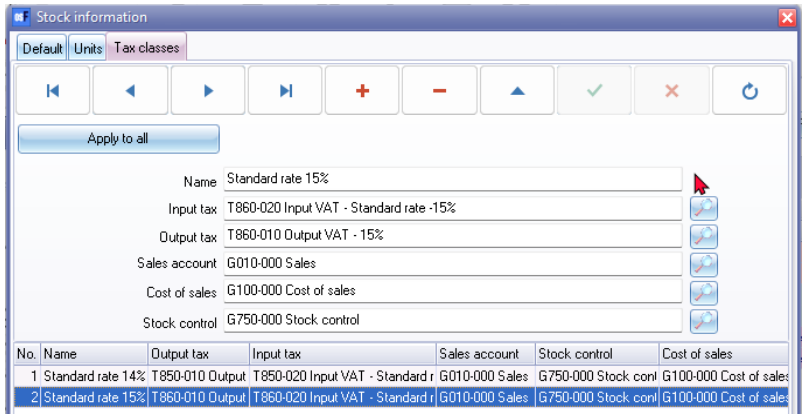
When a stock item is linked to a tax class, it will disable the **Lookup** button on the **Ledger** tab of the *"Stock item"* screen (**Default** ribbon) for a selected stock item. It will automatically set the Input and Output Tax accounts, Sales account, Cost of sales accounts without having to select them for each stock item.

You need to create tax classes for each of your tax codes applicable to stock items. For the purpose of this tutorial, we create a Tax class – Standard rate. If you have Stock items applicable to, for example, Zero-rated Tax (VAT / GST / Sales tax), you need to create them.

To set stock tax classes:

1. On the **Setup** ribbon, select **Stock information**.
2. Click on the **Tax classes** tab.

   If "English" as the default language is used, Tax classes will be displayed.
   If you have selected, "en-South-Africa" the Tax classes description, will reflect VAT classes.



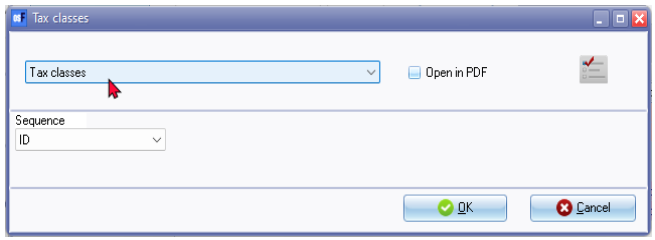
3. Select the existing Tax class and add 14% to the Name field, if not reflected.
4. Click ✓ to save the changes.
5. Click + to add a new Tax class.
6. Enter the Name (description) e.g. Standard rate 15% for the tax class.
7. Select the following accounts:
   a) **Input Tax** - Select the Input Tax account (*860-020*).
   b) **Output Tax** - Select the Output Tax account (*860-010*).
   c) **Sales account** - Select the Sales account (*010-000*).
   d) **Cost of sales** - Select the Cost of sales account (*100-000*).
   e) **Stock control** - Select the Stock control account (*750-000*).
8. Click ✓ to save the changes.
9. Click **OK** to close the "*Stock information*" screen.

G.2.1.1- Printing a report for Tax classes

When a stock item is linked to a tax class, it will disable the **Lookup** button on the **Ledger** tab of the **Stock items** screen (**Default** ribbon) for a selected stock item. It will automatically set the Input tax and Output tax, Sales, Cost of sales and Stock control account fields without having to select them for each stock item.

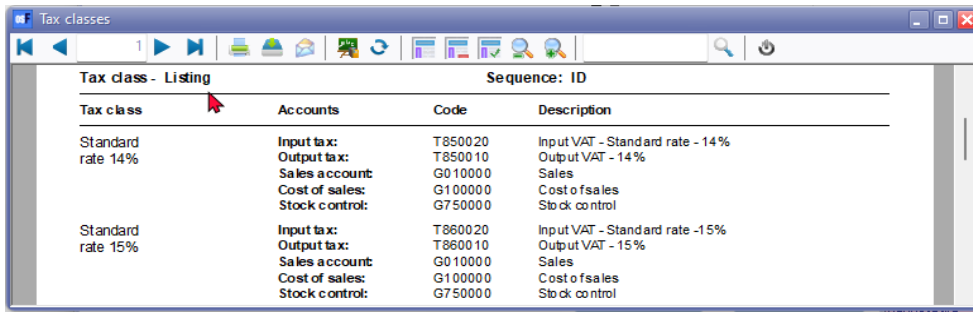
To print Stock item listing - Tax classes reports:

1. On the **Reports** ribbon, select **Reports** → **Stock** → **Stock item listing**.
2. Select "*Tax classes*" report.



3. Select the **Sequence** (i.e. "*ID*" (record Id) or "*Description*") for the sequence to list the tax classes.
4. Click **OK**.

An example of the Stock item listing - "*Tax class - Listing*" report, is as follows:



Tax classes

Tax class - Listing — Sequence: ID

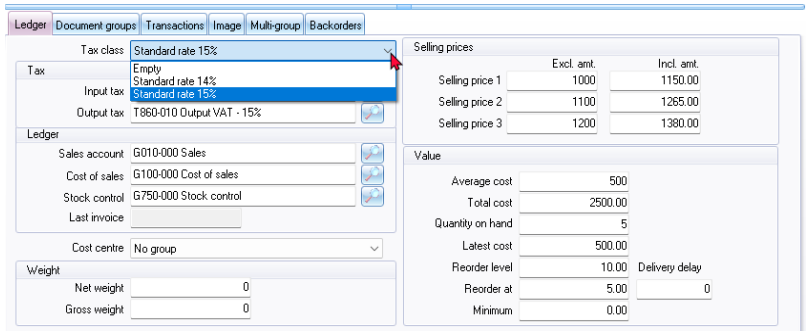
Tax class	Accounts	Code	Description
Standard rate 14%	Input tax:	T850020	Input VAT - Standard rate - 14%
	Output tax:	T850010	Output VAT - 14%
	Sales account:	G010000	Sales
	Cost of sales:	G100000	Cost of sales
	Stock control:	G750000	Stock control
Standard rate 15%	Input tax:	T860020	Input VAT - Standard rate -15%
	Output tax:	T860010	Output VAT - 15%
	Sales account:	G010000	Sales
	Cost of sales:	G100000	Cost of sales
	Stock control:	G750000	Stock control

The next step is to link the accounts to the stock items.

G.2.1.2- Linking Tax classes to Stock items

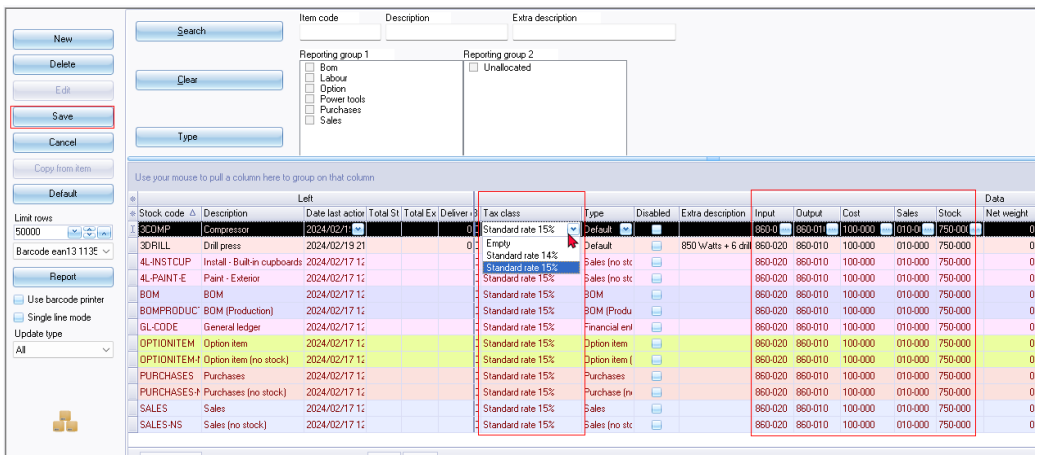
To link stock class accounts to stock items:

1. On the **Default** ribbon, select **Stock items**.
2. Select a Stock item.
3. Click on the **Ledger** tab.



4. Tax class, select "*Standard rate 15%*".
5. Click on the **Save** button. The inclusive amount will automatically be updated with the new tax rate.
6. Repeat the process for all the stock items.

> *You may also change the tax classes on the grid view. In this example, the Tax class column was dragged from the Right to the Left.*
> *Select the Stock item and Tax class Standard rate 15% and click on the **Save** button.*
> *Repeat the process for all the stock items.*



G.3- SETTING UP A STOCK ITEM FOR FINANCIAL ENTRY

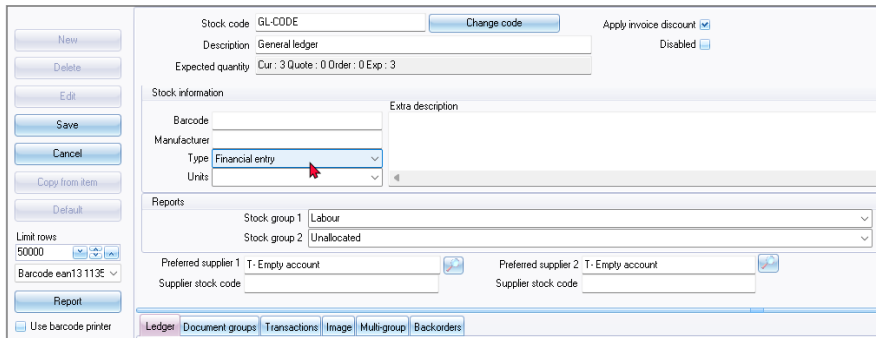
When a Financial entry stock item type is selected, when processing documents, the Accounts lookup will be displayed. You may then select any general ledger account on the Accounts lookup.

Examples of accounts that may be selected on documents:

- Sales documents (i.e. Invoices, Credit notes and Quotes)
  - Income accounts - Selling miscellaneous services and goods not trading stock.
- Purchase documents (i.e. Purchases, Supplier returns and Orders)
  - Expense accounts - e.g. Purchasing of Stationery (Consumables)
  - Asset accounts – Purchasing of Fixed assets

To set up a stock item for financial entry:

1. On the **Default** ribbon, select **Stock items** (**F12**).
2. Click on the **New** button. A blank "*Stock item*" screen will be displayed.



3. Enter and / or select the following options:

   a) **Main**

Option	*Description*
Stock code:	*Enter a stock code. For the purpose of this tutorial, "GL-CODE" was entered.*
Description:	*For the purpose of this tutorial, "General ledger" was entered.*
Disabled:	*Leave blank.*
Apply invoice discount:	*Leave blank.*
Expected quantity:	*Field disabled – The values in this field should be 0 at this stage.*

b) **Stock information**

Option	*Description*
Barcode:	*Leave blank.*
Manufacturer:	*Leave blank.*
Extra description:	*Leave blank.*
Type:	*Default is the standard Stock item type. Select "Financial entry". This will disable the "Sales, Cost of sales" and "Stock control" accounts as well as the "Latest invoice" fields.*
Unit size:	*Click on this field and select "Each".*

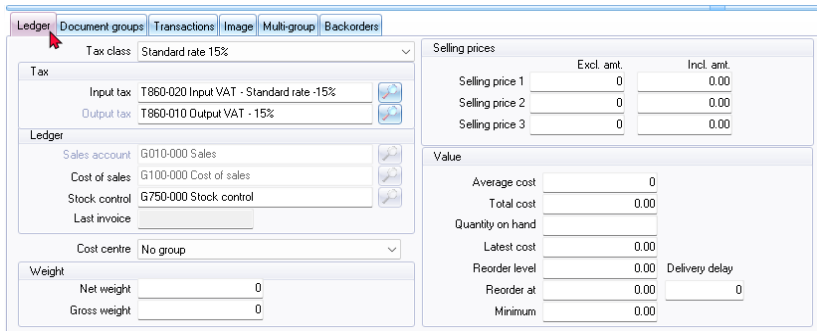
c) **Reports**

Option	*Description*
Stock group 1:	*Select "Labour".*
Stock group 2:	*Leave blank.*

d) **Preferred suppliers**

Option	*Description*
Preferred supplier 1:	*Leave blank.*
Supplier stock code:	*Leave blank.*
Preferred supplier 2:	*Leave blank.*
Supplier stock code:	*Leave blank.*

4. Click on the **Ledger** tab; if not displayed by default.



5. Select and / or enter the following options:

a) **Tax class / Tax / Ledger**

Option	*Description*
Tax class:	*Select "Standard rate 15%" – It will automatically link:* • *Input Tax to "T860-020 Input VAT – Standard rate - 15%"* • *Output Tax to "T860-010 Output VAT - 15%"* „ *Sales account to "G010-000 Sales" (disabled)* „ Cost of sales to *"G100-000 Cost of sales" (disabled)* „ Stock control to *"G750-000 Stock control"*
Last invoice:	*Option inactive. The date of the last purchase or other document generated on which the service Stock item was selected. This field will not display any date if it is a new item, or if no Stock items have been selected on any documents.*

b) **Cost centre / Weight**

Option	*Description*
Cost centre:	*Disabled.*
Nett weight:	*Leave blank.*
Gross weight:	*Leave blank.*

c) **Selling prices**

Option	*Description*
Selling price 1:	*Leave blank.*
Selling price 2:	*Leave blank.*
Selling price 3:	*Leave blank.*

d) **Value**

Option	*Description*
Average cost:	*Leave blank.*
Total cost:	*Leave blank.*
Quantity on hand:	*Leave blank.*
Latest cost:	*Leave blank.*
Re-order level:	*Leave blank.*
Reorder at:	*Leave blank.*
Minimum:	*Leave blank.*

6. Click on the **Save** button to save changes.

G.4- SETTING UP A STOCK ITEM FOR SALES (NO STOCK)

The disabled and inactive options for the Sales (no stock) Stock item type is the same. If you select this Sales or the Sales (no stock) Stock item type on an invoice or a credit note, no Cost of sales transactions would be generated. You will also not be allowed to specify the re-order level and select the Cost of sales, Stock control and Input Tax accounts.

Should you need to generate invoices and credit notes to customers (debtors / clients) for services, fees, charges or other sales which is not trading stock, you may create a Sales or Sales (no stock) Stock item type. You may generate invoices and credit notes for these non trading Stock items only or add these item codes to an invoice or credit note containing physical Stock items.

Some examples where you would create a Sales or Sales (no stock) Stock item type, is the following:

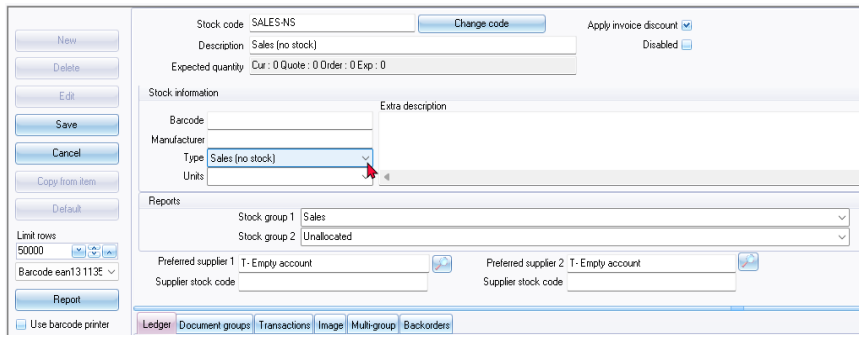
- Invoicing services such as labour, consulting fees, etc.
- Invoicing carting fees, delivery fees, other charges, etc.

For the purpose of this tutorial, we will be selling 2 services (i.e. Install - Built-in cupboards and Paint Exterior (outside of houses)) at 500.00 per hour to our debtors / clients).

The "Sales (no stock)" Stock item type is already created and added in the HANDYMAN, HANDYMAN-A or HANDYMAN-B Sets of Books.
You may select the "Sales (no stock)" Stock item type and click on the Copy from item and only need to change a few details for the new services item.

To set up a stock item for sales (no stock) for services:

1. On the **Default** ribbon, select **Stock items** (**F12**).
2. Select the "*Sales (no stock)*".
3. Click on the **Copy from item** button. The *"Stock item"* screen with all the data as entered in the original "*Stock item*" screen (except the Stock code) is displayed:



4. Enter and / or select the following:

a) **Main**

Option	*Description*
Stock code:	*Enter "4L-PAINT-E".*
Description:	*Enter "Paint Exterior".*
Disabled:	*Leave blank.*
Apply invoice discount:	*Leave as is.*

b) **Stock information**

Option	*Description*
Barcode:	*Leave blank.*
Manufacturer:	*Leave blank.*
Extra description:	*Leave blank.*
Type:	*Default is the standard Stock item type. Select "Sales (no stock)". This will disable the "Input Tax, Cost of sales" and "Stock control" accounts as well "Last invoice" fields.*
Unit size:	*Click on this field and select "Hours".*

c) **Reports**

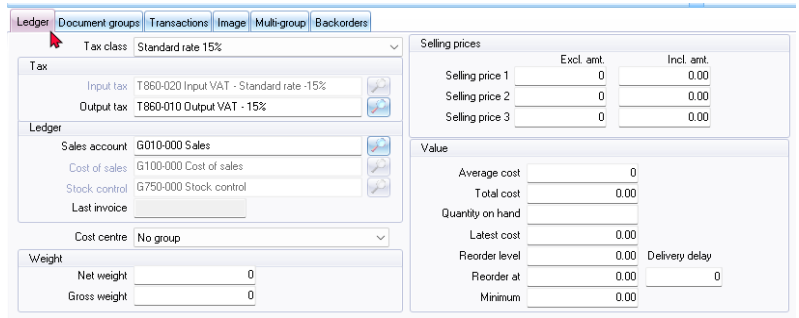
Option	*Description*
Stock group 1:	*Select "Labour".*
Stock group 2:	*Leave blank.*

d) **Preferred suppliers**

Option	*Description*
Preferred supplier 1:	*Leave blank.*
Supplier stock code:	*Leave blank.*
Preferred supplier 2:	*Leave blank.*
Supplier stock code:	*Leave blank.*

5. Click on the **Ledger** tab; if not displayed by default.

6. Select and / or enter the following options:



a) **Tax class / Tax / Ledger**

Option	*Description*
Tax class:	*Select "Standard rate 15%" – It will automatically link:* • *Input Tax to "T860-020 Input VAT – Standard rate – 15%" (disabled)* • *Output Tax to "T860-010 Output VAT - 15%"* „ *Sales account to "G010-000 Sales"* • Cost of sales to *"G100-000 Cost of sales"* (disabled) „ Stock control to *"G750-000 Stock control" (disabled)*
Last invoice:	*Option inactive. The date of the last purchase or other document generated on which the service Stock item was selected. This field will not display any date if it is a new item, or if no Stock items have been selected on any documents.*

b) **Cost centre / Weight**

Option	*Description*
Cost centre:	*Disabled.*
Nett weight:	*Leave blank.*
Gross weight:	*Leave blank.*

c) **Selling prices**

Option	*Description*
Selling price 1:	*Enter "500" exclusive or "575.00" as inclusive of VAT/GST/Sales tax.*
Selling price 2:	*Enter "550" exclusive or "632.50" as inclusive of VAT/GST/Sales tax.*
Selling price 3:	*Enter "600" exclusive or "690.00" as inclusive of VAT/GST/Sales tax.*

d) **Value**

Option	*Description*
Average cost:	*Leave blank.*
Total cost:	*Leave blank.*
Quantity on hand:	*Leave blank.*
Latest cost:	*Leave blank.*
Re-order level:	*Leave blank.*
Reorder at:	*Leave blank.*
Minimum:	*Leave blank.*

7. Click on the **Save** button to save changes.

Select the Paint Exterior "4L-PAINT-E" Stock item and click on the ***Copy from item*** *button.*

1. *Enter "4L-INSTCUP" as the stock code.*
2. *Enter "Install - Built-in cupboards" in the "Description" field.*
3. *All other fields and the selling prices should be the same as for the Paint Exterior Stock item.*
4. *Click on the* ***Save*** *button.*

G.5- CREATING A TRADING STOCK ITEM

The Default Stock item type is used for Trading stock items. The Cost of sales settings for these are important as these may have an impact on your gross profit.

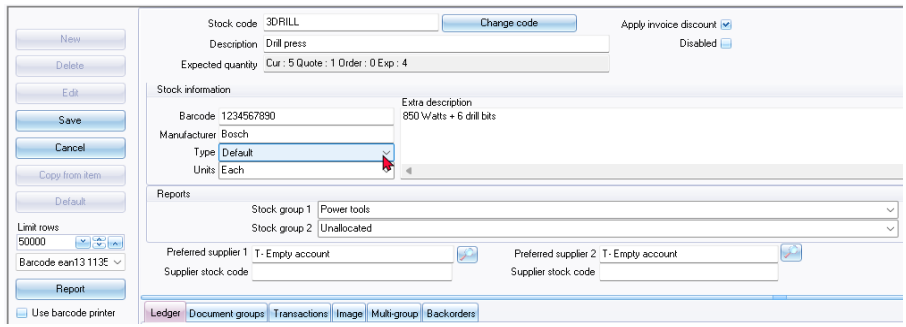
For the purpose of this tutorial, we will be selling 2 items, i.e. compressors drill presses:

Handyman Hardware Store List of Stock Items as at 29 February 2024				
Stock Item	Stock Code	Quantity on Hand	Unit Cost Price	Value of Stock on Hand
Compressor Drill Press	3Comp 3Drill	4 5	1 000.00 500.00	4 000.00 2 500.00
Total				6 500.00

For this example, we will create one stock item, "Drill press".
If you have selected the HANDYMAN Set of Books, you may follow this procedure.
If you have selected the HANDYMAN-A or HANDYMAN-B Set of Books, you can click on the ***Edit*** *button to check the settings.*

To create and edit stock items:

1. On the **Default** ribbon, select **Stock items** (**F12**). The "*Stock item*" screen is displayed.
2. Click on the **New** button. A blank *"Stock item"* screen will be displayed. "*Default*" is the standard "*Stock item type*".
3. Check that "*Default*" is selected for the purpose of this tutorial.



4. Enter and /or select the following options:

a) **Main**

Option	*Description*
Stock code:	*Enter "3DRILL".*
Description:	*Enter "Drill press".*
Disabled:	*Leave blank.*
Apply invoice discount:	*Leave blank.*
Expected quantity:	*Field disabled – The values in this field should be 0 at this stage.*

b) **Stock information**

Option	*Description*
Barcode:	*Enter "1234567890".*
Manufacturer:	*Enter "Bosch".*
Extra description:	*Enter "850 Watts + 6 drill bits".*
Type:	*Default is the standard Stock item type. Check that "Default" is selected for the purpose of this tutorial.*
Unit size:	*Click on this field and select "Each".*

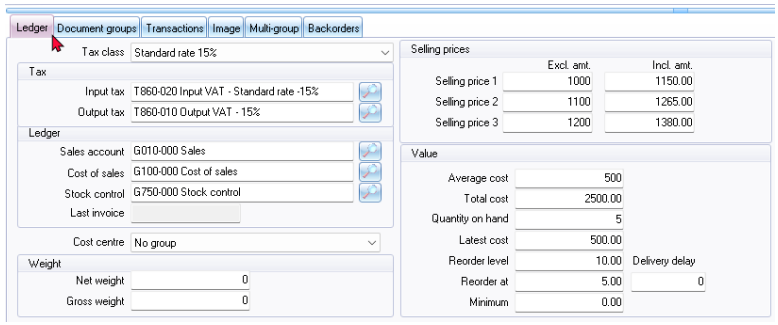
c) **Reports**

Option	*Description*
Stock group 1:	*Select "Power tools".*
Stock group 2:	*Leave blank.*

d) **Preferred suppliers**

Option	*Description*
Preferred supplier 1:	*Leave blank.*
Supplier stock code:	*Leave blank.*
Preferred supplier 2:	*Leave blank.*
Supplier stock code:	*Leave blank.*

5. Click on the **Ledger** tab; if not displayed by default.



Stock can be categorised into groups by the prefix of the code. The Sales, Cost of sales and Stock accounts can also be split into sub-accounts per stock category.
Each stock item can then be linked to the appropriate Sales, Cost of sales and Stock sub-account for its particular category.
Each stock item can be linked to different tax types catering for varied VAT/GST/Sales tax rates.

6. Select and / or enter the following options:

a) **Tax class / Tax / Ledger**

Option	*Description*
Tax class:	*Select "Standard rate 15%" – It will automatically link:* • *Input Tax to "T860-020 Input VAT – Standard rate - 15%"* • *Output Tax to "T860-010 Output VAT - 15%"* • *Sales account to "G010-000 Sales"* • *Cost of sales to "G100-000 Cost of sales"* • *Stock control to "G750-000 Stock control"*

Option	*Description*
Last invoice:	*Option inactive. The date of the last purchase or other document generated on which the service Stock item was selected. This field will not display any date if it is a new item, or if no Stock items have been selected on any documents.*

b) **Cost centre / Weight**

Option	*Description*
Cost centre:	*Disabled.*
Nett weight:	*Leave blank.*
Gross weight:	*Leave blank.*

c) **Selling prices**

Option	*Description*
Selling price 1:	*Enter "1000" exclusive or "1150" as inclusive of VAT/GST/Sales tax.*
Selling price 2:	*Enter "1100" exclusive or "1265" as inclusive of VAT/GST/Sales tax.*
Selling price 3:	*Enter "1200" exclusive or "1380" as inclusive of VAT/GST/Sales tax.*

d) **Value**

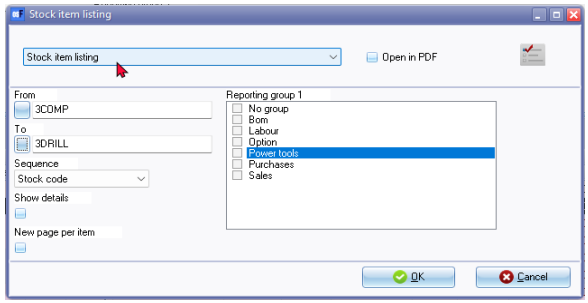
Option	*Description*
Average cost:	*Leave blank.*
Total cost:	*Leave blank.*
Quantity on hand:	*Leave blank.*
Latest cost:	*Leave blank. We will enter the Cost price when we do the Stock take-on (entering Quantities on hand and Cost prices).*
Re-order level:	*Enter "10".*
Reorder at:	*Enter "5".*
Minimum:	*Enter "4".*

7. Click on the **Save** button to save changes.

G.6- PRINTING STOCK ITEM LISTING

To print a stock item listing report:

1. On the **Reports** ribbon, select **Reports** → **Stock** → **Stock item listing**. The "*All selling prices*" report options will be displayed.
2. Select the "*Stock item listing*" from the list of reports.



3. Select the following options:

From:	*Select the first Stock item i.e. "3COMP" on the list.*
To:	*Select the last Stock item i.e. "SALES-NS" on the list.*
Show details:	*Select to view additional details for the stock items.*
Reporting group 1:	*Leave blank.*
Show details:	*Leave blank.*
New page per account:	*Leave blank.*

4. Click on the **OK** button.

If you click on the "Power tools" Stock group 1 only these 2 items linked to "Power tools" Stock group 1 (i.e. Compressor and Drill press) should be displayed.

It is good practice to retrieve a detailed report to check that you have entered all the details and information correctly. To view additional information, select the "Show details" option. This will list the Extra description, Manufacturer, Unit size, Net and Gross weight, Selling prices 1 / 2 / 3, Barcode and Reporting group 1 / 2.

*It is also recommended that the **All selling prices** Stock item listing report is printed to check your selling prices, before you start invoicing.*

MODULE H - ENTERING YOUR OPENING BALANCES

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H.1- ENTERING OPENING BALANCES

FOR THIS TUTORIAL; WE WILL USE THE HANDYMAN SET OF BOOKS.
TO BEGIN THE TUTORIAL PLEASE GO TO THE MAIN SPEED TOOLBAR - CLICK ON THE OPEN ICON AND SELECT THE "HANDYMAN" SET OF BOOKS.
(It is in the ".../bin/Tutorials/EN-TUTORIALS" directory on your system).

We advise you to follow this tutorial carefully when setting up your new Set of Books, expanding on the Chart of accounts, adding your debtors and creditors to suit your particular company.

You may start to use osFinancials5 at any point (not necessarily the same day as you start your business). You will, possibly, need to enter the balances for all your existing ledger accounts from your manual Set of Books. These balances are called opening balances. It is advisable to enter your opening balances at the time of setting up the system.

Opening balances are obtained from your latest trial balance or balance sheet. If your company has been running for some time, it is a good idea to enter the balance sheet or trial balance figures from the previous year into the system. For example, if your financial year starts on 2024/03/01, enter your opening balances into the system using the date 2024/02/29. This will give you a prior year to this year comparison.

If you enter your trial balance figures from your previous financial year, osFinancials5 will calculate your net profit/loss, putting it to the Retained income account. (It will not carry the expense figures over to the current year.)

If you do not enter any opening balances, your set of accounts will not be complete. However, if it is a brand new business you are starting, it will obviously not be necessary to enter any opening balances, as you will not have any.

The opening balances are captured in the General journal.

H.2- DEBTOR / CREDITOR ACCOUNTS FOR OPENING BALANCES

H.2.1- Creating a debtor account for opening balances

See – MODULE F.4.2.

H.2.2- Creating a creditor account for opening balances

See – MODULE F.3.2.

H.3- CAPTURING OPENING BALANCES

If you have started to use osFinancials5, and you already have balances in a hand system or any other computerised accounting system, you need to enter the balances from your previous accounting system.

For the purpose of this tutorial, the following examples will be used to illustrate the opening balances:

General ledger : The Trial balance:

Handyman Hardware Store
Closing Trial Balance as at 29 February 2024

Description	Account No.	Debit	Credit
Capital	505		11 500.00
Retained Income	510		4 200.00
Furniture & Fittings - @ Cost	600-010	1 007.00	
Furniture & Fittings - Accumulated Depreciation	600-020		300.00
Motor Vehicles - @ Cost	610-010	5 000.00	
Motor Vehicles - Accumulated Depreciation	610-020		500.00
Debtor's Control	700	1 800.00	
Creditor's Control	900		1 000.00
Stock Control	750	6 500.00	
Bank	810	3 193.00	
Petty Cash	820	100.00	
Output VAT	860-010		100.00
Total		17 600.00	17 600.00

Control accounts:
Individual balances needs to be taken on separately for the following Control accounts:
- *Debtor's control (G700).*
- *Creditor's control (G900).*
- *Stock control (G750)*

Control accounts in the General ledger must always be in balance with the total of the sub-ledgers.

Debtor's ledger : The balances of the individual Debtor accounts:

Handyman Hardware Store
Debtor's Age analysis as at 29 February 2024

Debtor	Account no.	Outstanding amount	Outstanding as at 29/02/2024	31/01/2024	31/12/2023
Mr. Mike Davies	D1MD-AVI	800.00	500.00	200.00	100.00
Mr. Roger Smith	D1RO-GSM	1 000.00	600.00	200.00	200.00
Total		1 800.00	1 100.00	400.00	300.00

Debtor's ledger:
Individual balances may be taken on for the following:
- *Outstanding amount.*
- *Each period separately.*

Each period separately will allow you to use the Ageing feature.

Creditor's ledger : The balances of the individual Creditor accounts:

Handyman Hardware Store
Creditor's Age Analysis as at 29 February 2024

Creditor	Account No.	Outstanding Amount	Outstanding as at 29/02/2024	31/01/2024	31/12/2023
A-One Suppliers	2AO-NES	600.00	300.00	200.00	100.00
BEST Suppliers	2BE-STS	400.00	200.00	100.00	100.00
Total		1 000.00	500.00	300.00	200.00

Creditor's ledger:
Individual balances may be taken on for the following:
- *Outstanding amount.*
- *Each period separately.*

Each period separately will allow you to use the Ageing feature.

Stock ledger: The balances (Quantities and Cost prices) of the individual Stock items:

Handyman Hardware Store List of Stock Items as at 29 February 2024				
Stock Item	Stock Code	Quantity on Hand	Unit Cost Price	Value of Stock on Hand
Compressor	3Comp	4	1 000.00	4 000.00
Drill Press	3Drill	5	500.00	2 500.00
Total				6 500.00

Stock ledger:
Only the total value (cost price of stock) is entered as the opening balance of your stock items.

The opening balances for your trading stock items (Default stock type) must be entered for each individual stock item - you cannot simply enter the total from the trial balance. You need to inform the program of the quantities on hand and the cost prices for each stock item. See – MODULE K.3.

The value of each stock item, is calculated, by multiplying the quantities on hand by the cost price. After all the quantities and cost prices of your stock items are entered, the total value of all stock items should be equal to the control figure (stock control account), as per your financial statements.

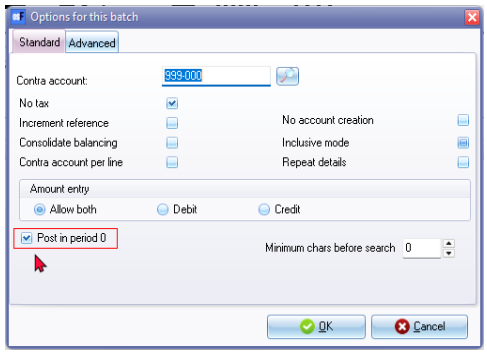
H.3.1- Capturing opening balances for general ledger accounts

To enter opening balances from your trial balance:

1. On the **Default** ribbon, select **Batch entry** (**F2**).
2. Select **General jnl.**, and click on the **Open** button.
3. Enter the alias (batch name) in the "*Change alias*" field. In this example, enter "*OpenBalances*" to indicate that the Opening balances was entered in this General jnl. batch.

   The alias option allows you to identify a batch by a unique name. You will be able to select the batch by alias or batch name if you need to reverse the posted batch or import a posted batch.

4. Click on the **F10:Setup** icon to set your batch up. The *"Options for this batch"* screen is displayed:



   The first time you enter transactions in a General journal, you should set it up according to your requirements. This should be done for each journal, but only need to be done once, unless your requirements change.

5. Set up the General journal as follows:

Contra account:	*Select the contra account for the batch (i.e. the account to which balancing entries will be generated).* *Click on the **Lookup** button and select the suspense account, i.e. "999 - Suspense Account".*
No tax:	*Select this option, as no VAT/GST/Sales tax (Output VAT/GST/Sales Tax and Input VAT/GST/Sales tax) is applicable to the opening balance transactions.*
Increment reference:	*If you tick this field, the reference number will be incremented by 1 on each subsequent line. DO NOT tick this option.*
Consolidate balancing:	*If you tick this field, all balancing entries will be consolidated into 1 entry, if you have used an account more than once. As for the take-on of opening balances, it is NOT necessary to tick this option, since you will be entering both debits and credits from your Trial balance. It is not necessary to balance the batch.*
Contra account per line:	*If you tick this field, osFinancials5 will ask to allocate a contra account for each transaction. As this will be a batch in which you wish to enter both debits and credits DO NOT tick this field.*
Inclusive mode:	*If you tick this field, all amounts are expected to be entered as inclusive of VAT/GST/Sales tax. Tick this option.*
Repeat details:	*If you tick this field, the detail entered in the Description column will be repeated (duplicated) on each subsequent line. Tick this option to repeat the details for the next transactions.*
Amount entry:	*Set to "Allow both", since you will enter amounts in both the debit and credit column.*
Post in period 0:	*Tick this option.* *If you do not tick this option, you will not be allowed to post to the Retained earnings / income account. An error message (similar to this error message "This batch does not validate! Line JNL1 Opening balance - Take-on retained income must be adjusted in opening balance batch! See F10 in batch for setup." will be produced.*

6. Click on the **Advanced** tab.

7. Leave all fields blank, and make sure that the default option, "*Account lookup type*", is set to "*All*" and the "*Contra account lookup type*" is set to "*General ledger*".

8. Click **OK**.

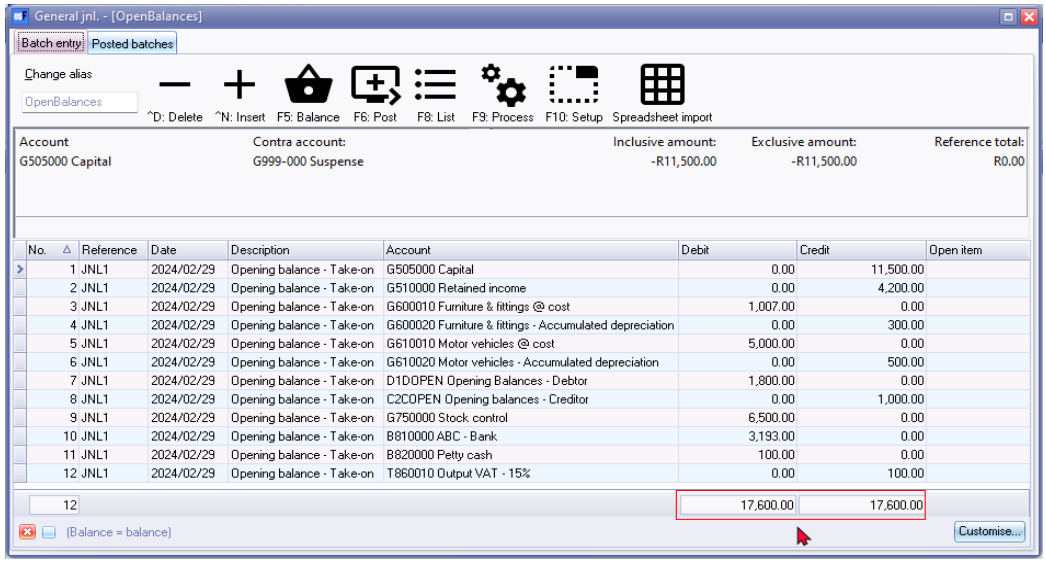
9. Capture the first transaction as follows:

Reference:	JNL1
Date:	2024/02/29
Description:	Opening balance - Take-on
Account:	Select - "*G505 Capital*"
Amount:	11,500.00 CR

Use the same reference number, date and details for all the entries.

Tax
Since No tax (VAT/GST/Sales tax) is applicable, to the opening balance transactions in this tutorial, we have selected to hide the Tax column in the Setup options or this batch.

10. Repeat as above for capturing the rest of the Trial balance. After capturing the Trial balance, the transactions should reflect as follows:



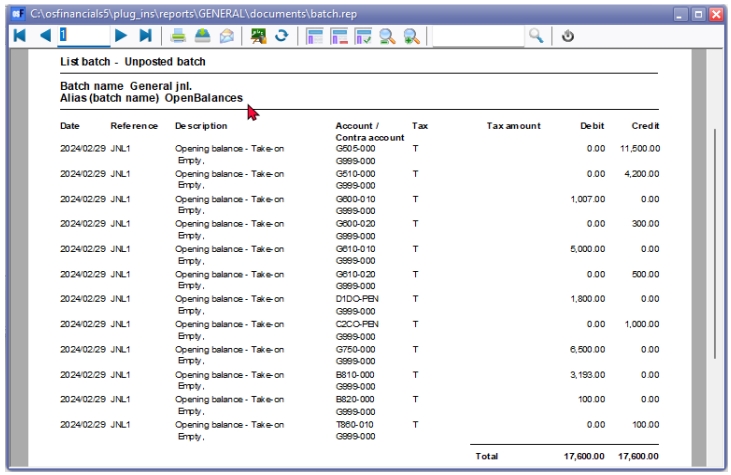
No.	Reference	Date	Description	Account	Debit	Credit	Open item
1	JNL1	2024/02/29	Opening balance - Take-on	G505000 Capital	0.00	11,500.00	
2	JNL1	2024/02/29	Opening balance - Take-on	G510000 Retained income	0.00	4,200.00	
3	JNL1	2024/02/29	Opening balance - Take-on	G600010 Furniture & fittings @ cost	1,007.00	0.00	
4	JNL1	2024/02/29	Opening balance - Take-on	G600020 Furniture & fittings - Accumulated depreciation	0.00	300.00	
5	JNL1	2024/02/29	Opening balance - Take-on	G610010 Motor vehicles @ cost	5,000.00	0.00	
6	JNL1	2024/02/29	Opening balance - Take-on	G610020 Motor vehicles - Accumulated depreciation	0.00	500.00	
7	JNL1	2024/02/29	Opening balance - Take-on	D1DOPEN Opening Balances - Debtor	1,800.00	0.00	
8	JNL1	2024/02/29	Opening balance - Take-on	C2COPEN Opening balances - Creditor	0.00	1,000.00	
9	JNL1	2024/02/29	Opening balance - Take-on	G750000 Stock control	6,500.00	0.00	
10	JNL1	2024/02/29	Opening balance - Take-on	B810000 ABC - Bank	3,193.00	0.00	
11	JNL1	2024/02/29	Opening balance - Take-on	B820000 Petty cash	100.00	0.00	
12	JNL1	2024/02/29	Opening balance - Take-on	T860010 Output VAT - 15%	0.00	100.00	
12					17,600.00	17,600.00	

If you are not selling trading stock:
When entering the opening balance for the Stock control account (Account number G750-000), you may use the Suspense Account (Account number G999-000), for the purpose of this tutorial.

When entering the opening balance for the Debtor's control account (Account number G700-000), you will not be allowed to select the Debtor's control account.
The same applies to the Creditor's control account (Account number G900-000).
The reason for this is that you cannot post any transactions to the Debtor's control account in the General ledger.
You need to select the individual Debtor accounts in the Debtor's ledger, to take on each individual Debtor's opening balance. When posting the transactions for the opening balances in the General journal, the Debtor's control account in the General ledger will automatically be updated with the total of all the individual transactions posted to the Debtor's ledger.

It is not necessary to "balance" your batch, as your Trial balance should already be in balance. You will note that there is an amount indicating the difference between the debit and credit entries at the end of the Debit amount column.
This amount (and the Reference total at the top right corner) should reflect a zero after entering all your transactions.

11. Click on the **F8:List** icon to print a list of the transactions in the batch. The batch list is displayed as follows:



C:\osfinancials5\plug_ins\reports\GENERAL\documents\batch.rep

List batch - Unposted batch

Batch name General jnl.
Alias (batch name) OpenBalances

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2024/02/29	JNL1	Opening balance - Take-on Empty.	G505-000 G999-000	T		0.00	11,500.00
2024/02/29	JNL1	Opening balance - Take-on Empty.	G510-000 G999-000	T		0.00	4,200.00
2024/02/29	JNL1	Opening balance - Take-on Empty.	G600-010 G999-000	T		1,007.00	0.00
2024/02/29	JNL1	Opening balance - Take-on Empty.	G600-020 G999-000	T		0.00	300.00
2024/02/29	JNL1	Opening balance - Take-on Empty.	G610-010 G999-000	T		5,000.00	0.00
2024/02/29	JNL1	Opening balance - Take-on Empty.	G610-020 G999-000	T		0.00	500.00
2024/02/29	JNL1	Opening balance - Take-on Empty.	D1DO-PEN G999-000	T		1,800.00	0.00
2024/02/29	JNL1	Opening balance - Take-on Empty.	C2CO-PEN G999-000	T		0.00	1,000.00
2024/02/29	JNL1	Opening balance - Take-on Empty.	G750-000 G999-000	T		6,500.00	0.00
2024/02/29	JNL1	Opening balance - Take-on Empty.	B810-000 G999-000	T		3,193.00	0.00
2024/02/29	JNL1	Opening balance - Take-on Empty.	B820-000 G999-000	T		100.00	0.00
2024/02/29	JNL1	Opening balance - Take-on Empty.	T860-010 G999-000	T		0.00	100.00
					Total	17,600.00	17,600.00

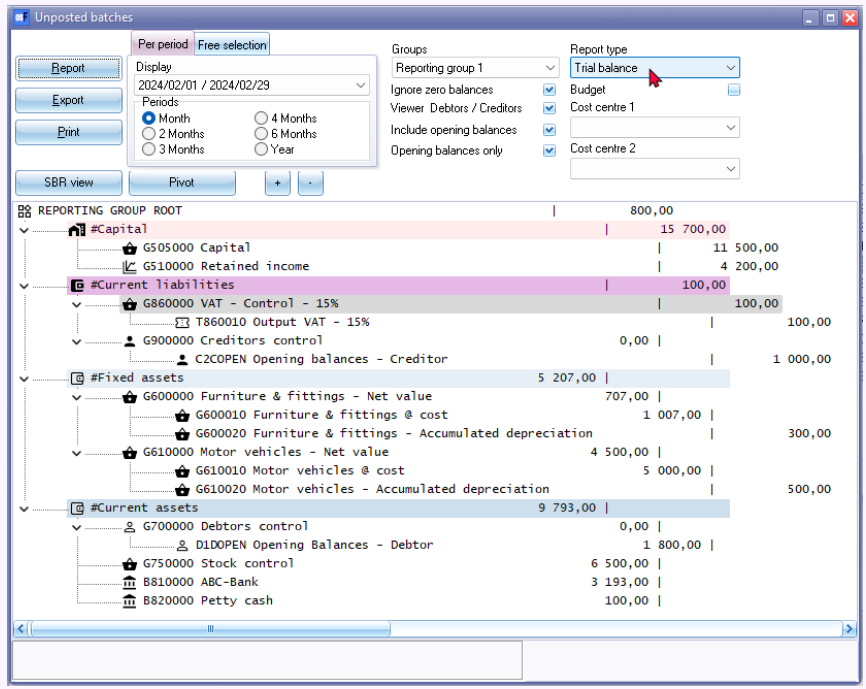
It is recommended that the source document (e.g. trial balance or balance sheet and income statement, etc.) be attached to this List of the transactions (take-on of opening balances) and that it be retained for record and audit purposes.

Print a Trial balance for unposted batches

*You may print a Trial balance of unposted batches journals. To do this, press the **F2**-key and right-click on the Batch entry selection screen and select "Trail balance" from the context menu. A confirmation screen will be displayed:*

"Unposted only?"

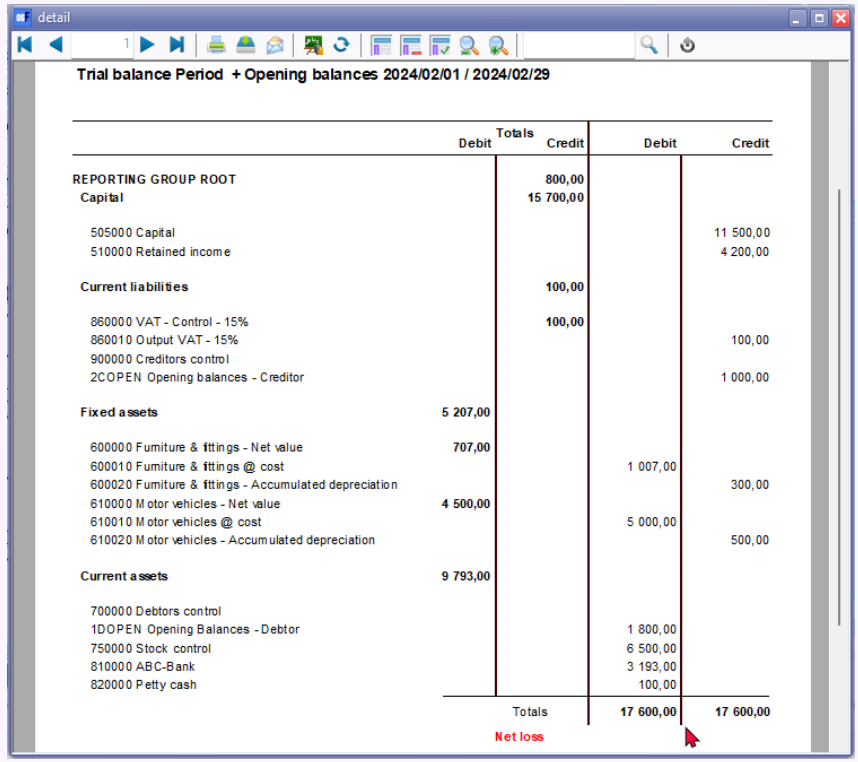
*Click **Yes** and the Trial balance for unposted batches (journals) will be launched:*



***NOTE**: Initially, the **Print** button will not be displayed. To display the **Print** button, go to the "Report type" and re-select the "Trial balance.*

You may print the Trial balance for unposted batches.

An example of the Trial balance for the opening balances (not updated (posted) to the ledger should display as follows:



Trial balance Period + Opening balances 2024/02/01 / 2024/02/29

	Totals Debit	Totals Credit	Debit	Credit
REPORTING GROUP ROOT		**800,00**		
Capital		**15 700,00**		
505000 Capital				11 500,00
510000 Retained income				4 200,00
Current liabilities		**100,00**		
860000 VAT - Control - 15%		**100,00**		
860010 Output VAT - 15%				100,00
900000 Creditors control				
2COPEN Opening balances - Creditor				1 000,00
Fixed assets	**5 207,00**			
600000 Furniture & fittings - Net value	**707,00**			
600010 Furniture & fittings @ cost			1 007,00	
600020 Furniture & fittings - Accumulated depreciation				300,00
610000 Motor vehicles - Net value	**4 500,00**			
610010 Motor vehicles @ cost			5 000,00	
610020 Motor vehicles - Accumulated depreciation				500,00
Current assets	**9 793,00**			
700000 Debtors control				
1DOPEN Opening Balances - Debtor			1 800,00	
750000 Stock control			6 500,00	
810000 ABC-Bank			3 193,00	
820000 Petty cash			100,00	
		Totals	**17 600,00**	**17 600,00**
		Net loss		

Handyman Hardware Store
Closing Trial Balance as at 29 February 2024

Description	Account No.	Debit	Credit
Capital	505		11 500.00
Retained Income	510		4 200.00
Furniture & Fittings - @ Cost	600-010	1 007.00	
Furniture & Fittings - Accumulated Depreciation	600-020		300.00
Motor Vehicles - @ Cost	610-010	5 000.00	
Motor Vehicles - Accumulated Depreciation	610-020		500.00
Debtor's Control	700	1 800.00	
Creditor's Control	900		1 000.00
Stock Control	750	6 500.00	
Bank	810	3 193.00	
Petty Cash	820	100.00	
Output VAT	860-010		100.00
Total		17 600.00	17 600.00

12. Click on the **F6:Post** icon. A confirmation message is displayed:

> *"Do you want to continue posting?*
> *Batch contains transactions posting to last year!"*

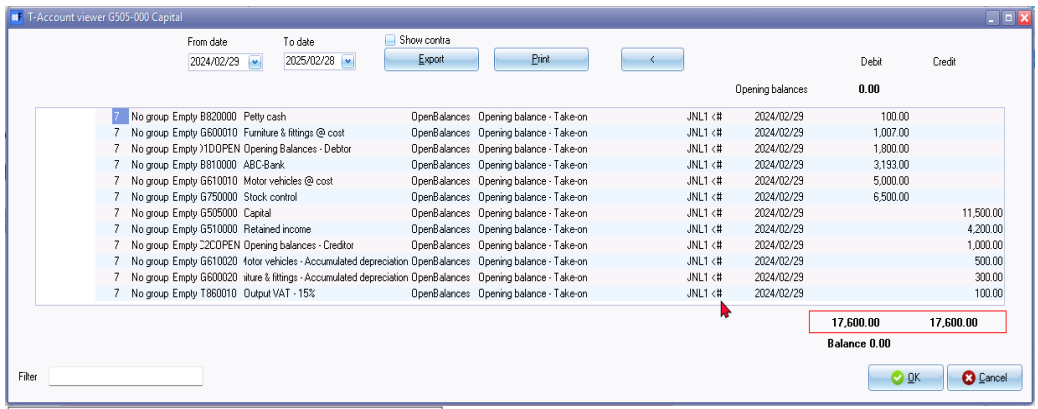
13. Click on the **Yes** button. A confirmation message is displayed:

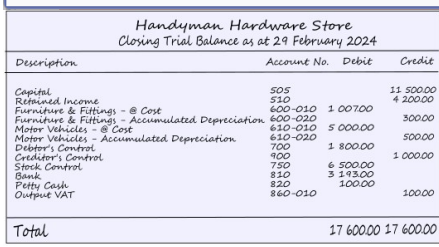
> *"Do you wish to post on the retained earnings account?"*

14. Click on the **Yes** button to continue posting. The transactions will be posted (updated to the ledger).

> ***Confirmation: Post to last year***
> *If you click on the **No** button, the transactions will not be posted.*
> ***Confirmation: Retained earnings***
> - *If you have not ticked the "Opening Balances – This year" field on the **F10: Setup Standard** tab, you will not be allowed to post to the Retained earnings / income account.*
> - *If you click on the **No** button, the transactions will not be posted.*
>
> ***Leap years:***
> *If a leap year is, for example, February 2024, the transactions are entered and posted on 29 February 2024.*

The "*Opening balances*" account should have a zero balance after balances were debited and credited to the accounts as entered in the Opening balances batch.





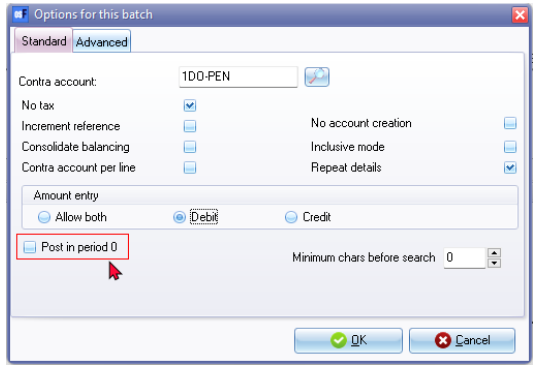
Handyman Hardware Store
Closing Trial Balance as at 29 February 2024

Description	Account No.	Debit	Credit
Capital	505		11 500.00
Retained Income	510		4 200.00
Furniture & Fittings - @ Cost	600-010	1 007.00	
Furniture & Fittings - Accumulated Depreciation	600-020		300.00
Motor Vehicles - @ Cost	610-010	5 000.00	
Motor Vehicles - Accumulated Depreciation	610-020		500.00
Debtor's Control	700	1 800.00	
Creditor's Control	900		1 000.00
Stock Control	750	6 500.00	
Bank	810	3 193.00	
Petty Cash	820	100.00	
Output VAT	860-010		100.00
Total		17 600.00	17 600.00

H.3.2- Capturing opening balance for debtors (customers / clients)

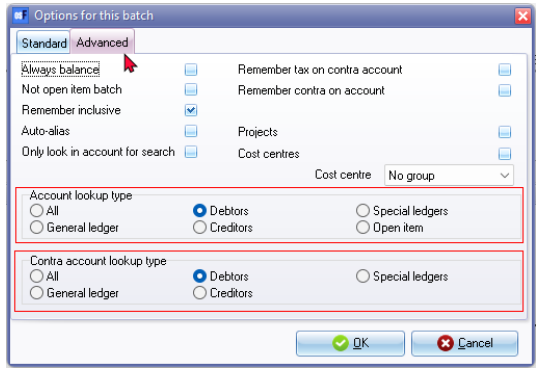
To enter opening balances for your debtor accounts:

1. On the **Default** ribbon, select **Batch entry** (**F2**).
2. Select **General jnl.**, and click on the **Open** button.
3. Enter the alias (batch name) in the "*Change alias*" field. In this example, enter ''*D-OpenBalances*'' to indicate that the opening balances for debtor (customer / client) accounts was entered in this General journal batch.
4. Click on the **F10:Setup** icon to set your batch up. The *"Options for this batch"* screen will be displayed. The settings are basically the same as for the opening balances of the General ledger account. Change the batch settings as follows:
   - **Standard** tab – Select the "Contra account" - "*D1DO-PEN Opening balances – Debtors*" and set "*Amount entry*" to "*Debit*".



The tick in the "Post in period 0" field must not be selected (not ticked) for opening balances for debtors (customers / clients).

   - **Advanced** tab – Set the "*Account lookup type*" and "*Contra account lookup type*" both to "*Debtors*".



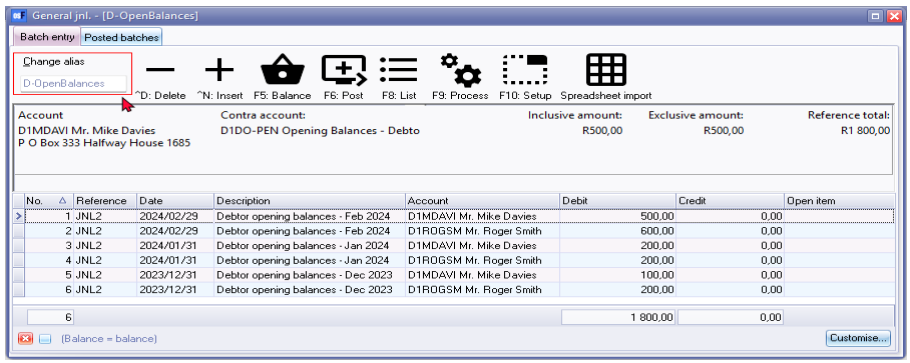
5. Once setup, click on the **OK** button.

6. Enter the following transactions:

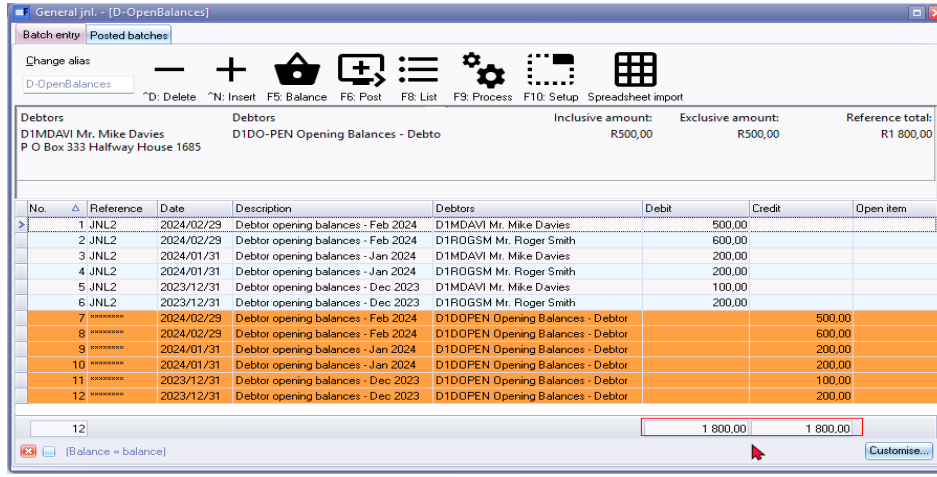
Handyman Hardware Store Debtor's Age analysis as at 29 February 2024					
Debtor	Account no.	Outstanding amount	Outstanding as at		
			29/02/2024	31/01/2024	31/12/2023
Mr. Mike Davies	D1MD-AVI	800.00	500.00	200.00	100.00
Mr. Roger Smith	D1RO-GSM	1 000.00	600.00	200.00	200.00
Total		1 800.00	1 100.00	400.00	300.00

The Opening Balances – Debtor account should reflect the total of all Debtor accounts (in the Debtor's control account). You only need to list (select) the individual debtor accounts and enter their balances.
You may enter only the total outstanding balance (i.e. 1,800.00 as per this example) as at 29 February 2024 for each debtor account (2 entries).
If you wish to optimise the ageing feature, you may enter the balances for each debtor account as at the end of each period, e.g. 29 February 2024 – 1,100.00, 31 January 2024 – 400.00 and 31 December 2023 – 300.00.

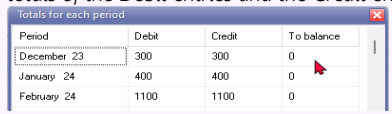
7. After entering the individual balances, for each period, the transactions should be displayed as follows:



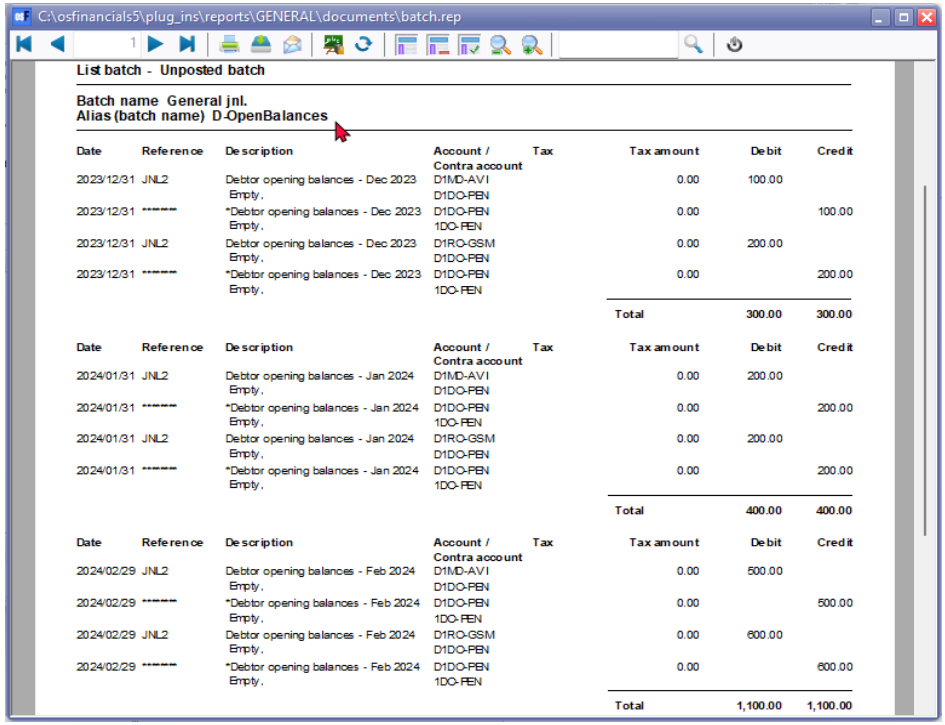
8. Click on the **F5: Balance** icon. Balancing entries, for each period (i.e. Feb2024, Jan2024 and Dec2023), are generated as follows:



*You may click on the **F9: Process** icon and select the "Totals per period" option. This will list the totals of the Debit entries and the Credit entries for each period. The difference should be zero.*



9. Click on the **F8:List** icon to print a list of the transactions in the batch. The batch list is displayed as follows:



C:\osfinancials5\plug_ins\reports\GENERAL\documents\batch.rep

List batch - Unposted batch

Batch name General jnl.
Alias (batch name) D-OpenBalances

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2023/12/31	JNL2	Debtor opening balances - Dec 2023 Empty,	D1MD-AVI D1DO-PEN		0.00	100.00	
2023/12/31	******	*Debtor opening balances - Dec 2023 Empty,	D1DO-PEN 1DO-PEN		0.00		100.00
2023/12/31	JNL2	Debtor opening balances - Dec 2023 Empty,	D1RO-GSM D1DO-PEN		0.00	200.00	
2023/12/31	******	*Debtor opening balances - Dec 2023 Empty,	D1DO-PEN 1DO-PEN		0.00		200.00
					Total	300.00	300.00

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2024/01/31	JNL2	Debtor opening balances - Jan 2024 Empty,	D1MD-AVI D1DO-PEN		0.00	200.00	
2024/01/31	******	*Debtor opening balances - Jan 2024 Empty,	D1DO-PEN 1DO-PEN		0.00		200.00
2024/01/31	JNL2	Debtor opening balances - Jan 2024 Empty,	D1RO-GSM D1DO-PEN		0.00	200.00	
2024/01/31	******	*Debtor opening balances - Jan 2024 Empty,	D1DO-PEN 1DO-PEN		0.00		200.00
					Total	400.00	400.00

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2024/02/29	JNL2	Debtor opening balances - Feb 2024 Empty,	D1MD-AVI D1DO-PEN		0.00	500.00	
2024/02/29	******	*Debtor opening balances - Feb 2024 Empty,	D1DO-PEN 1DO-PEN		0.00		500.00
2024/02/29	JNL2	Debtor opening balances - Feb 2024 Empty,	D1RO-GSM D1DO-PEN		0.00	600.00	
2024/02/29	******	*Debtor opening balances - Feb 2024 Empty,	D1DO-PEN 1DO-PEN		0.00		600.00
					Total	1,100.00	1,100.00

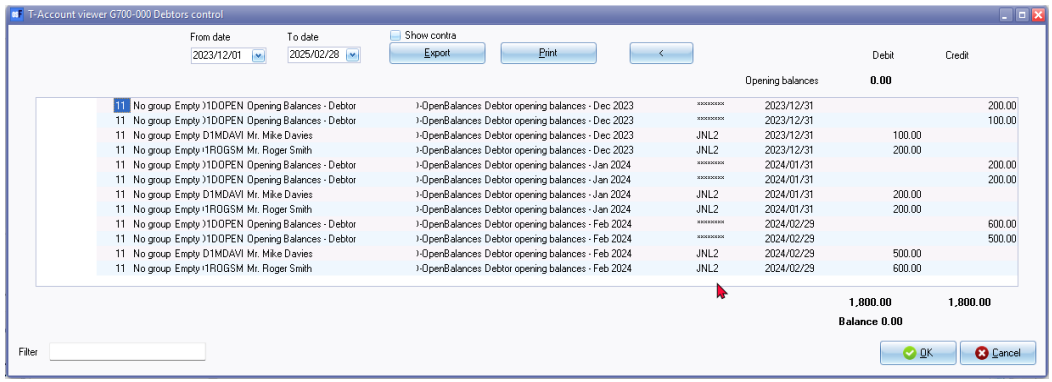
It is recommended that the source document (e.g. trial balance or balance sheet and income statement, etc.) be attached to this List of the transactions (take-on of opening balances) and that it be retained for record and audit purposes.

10. Click on the **F6: Post** icon. A confirmation message is displayed:

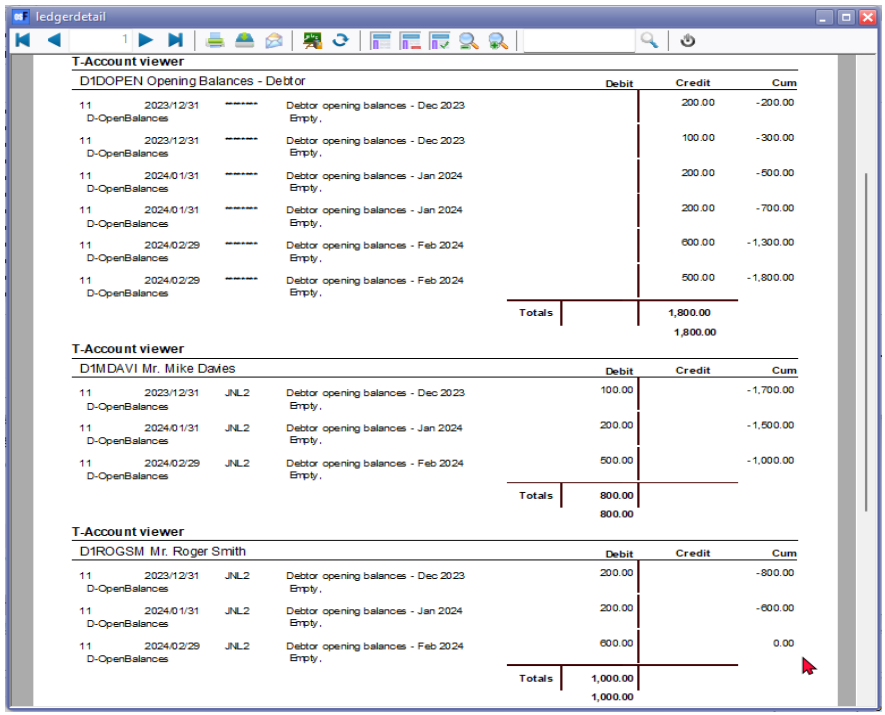
> *"Do you want to continue posting?*
> *Batch contains transactions posting to last year!"*

11. Click on the **Yes** button to post the entries and update the transactions to the ledger.

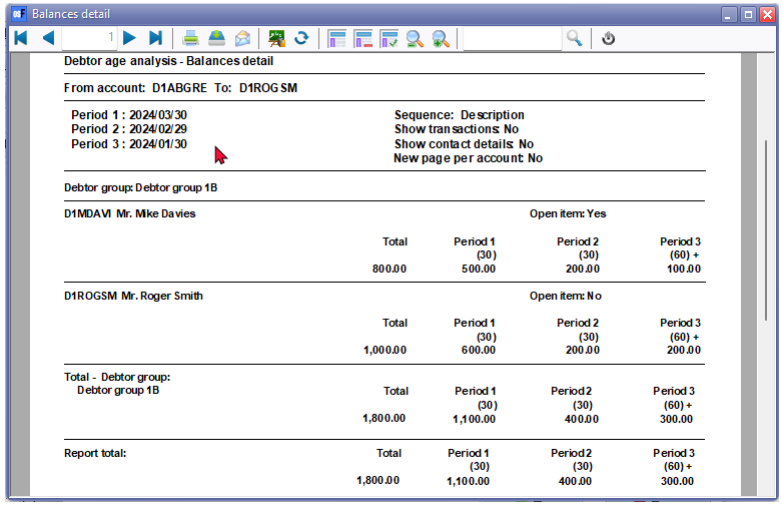
The "*Opening balances – Debtor*" account should have a zero balance after balances were debited to the individual debtor (customer / client) accounts.



Click on the **Print** button.



The "*Debtor age analysis – Balances detail*" report for March 30, 2024 (**Reports → Debtors → Age analysis** menu (**Reports** ribbon)) should display the totals for each period as follows:



Balances detail

Debtor age analysis - Balances detail

From account: D1ABGRE To: D1ROGSM

Period 1 : 2024/03/30
Period 2 : 2024/02/29
Period 3 : 2024/01/30

Sequence: Description
Show transactions: No
Show contact details: No
New page per account: No

Debtor group: Debtor group 1B

D1MDAVI Mr. Mike Davies — Open item: Yes

Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
800.00	500.00	200.00	100.00

D1ROGSM Mr. Roger Smith — Open item: No

Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
1,000.00	600.00	200.00	200.00

Total - Debtor group: Debtor group 1B

Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
1,800.00	1,100.00	400.00	300.00

Report total:

Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
1,800.00	1,100.00	400.00	300.00

Handyman Hardware Store
Debtor's Age analysis as at 29 February 2024

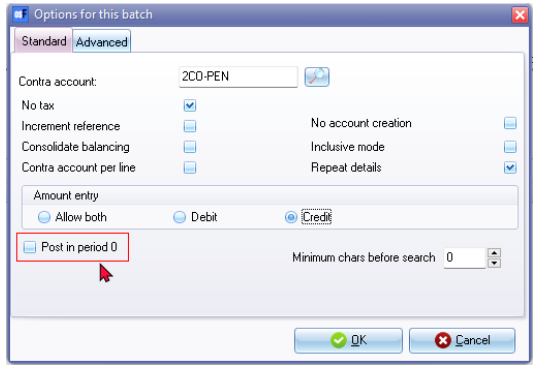
Debtor	Account no.	Outstanding amount	Outstanding as at 29/02/2024	31/01/2024	31/12/2023
Mr. Mike Davies	D1MD-AVI	800.00	500.00	200.00	100.00
Mr. Roger Smith	D1RO-GSM	1 000.00	600.00	200.00	200.00
Total		1 800.00	1 100.00	400.00	300.00

H.3.3- Capturing opening balances for creditors (suppliers)

To enter opening balances for your creditor accounts:

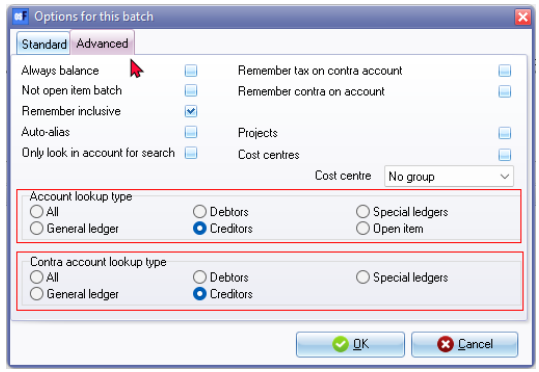
1. On the **Default** ribbon, select **Batch entry** (**F2**).
2. Select **General jnl.**, and click on the **Open** button.
3. Enter the alias (batch name) in the "*Change alias*" field. In this example, enter ''*C-OpenBalances*'' to indicate that the opening balances for creditor (supplier) accounts was entered in this General journal batch.
4. Click on the **F10:Setup** icon to set your batch up. The *"Options for this batch"* screen will be displayed. The settings are basically the same as for the opening balances of the General ledger account. Change the batch settings as follows:

- **Standard** tab – Select the "*Contra account*" - "*Opening balances – Creditors*" and set "*Amount entry*" to "*Credit*".



The tick in the "Post in period 0" field must not be selected (not ticked) for opening balances for creditors (suppliers).

- **Advanced** tab – Set the "*Account lookup type*" and "*Contra account lookup type*" both to "*Creditors*".



5. Once setup, click on the **OK** button.

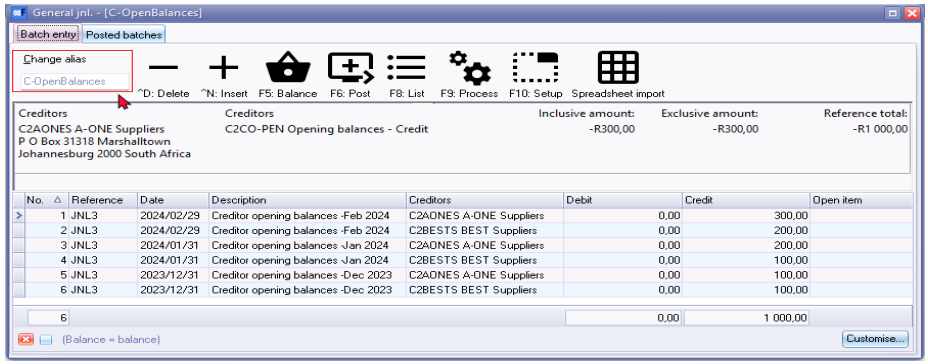
6. Enter the following transactions:

Handyman Hardware Store Creditor's Age Analysis as at 29 February 2024					
Creditor	Account No.	Outstanding Amount	Outstanding as at		
			29/02/2024	31/01/2024	31/12/2023
A-One Suppliers	2AO-NES	600.00	300.00	200.00	100.00
BEST Suppliers	2BE-STS	400.00	200.00	100.00	100.00
Total		1 000.00	500.00	300.00	200.00

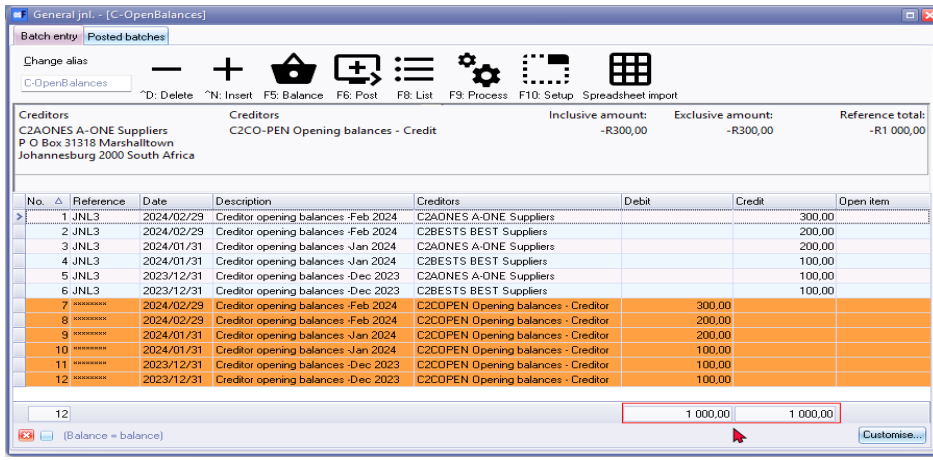
The Opening Balances – Creditor account should reflect the total of all Creditor accounts (in the Creditor's control account). You only need to list (select) the individual creditor accounts and enter their balances.

You may enter only the total outstanding balance (i.e. 1,000.00 as per this example) as at 29 February 2024 for each creditor account (2 entries).
If you wish to optimise the ageing feature, you may enter the balances for each creditor account as at the end of each period, e.g. 29 February 2024 – 500.00, 31 January 2024 – 300.00 and 31 December 2023 – 200.00.

7. After entering the individual balances, for each period, the transactions should be displayed as follows:

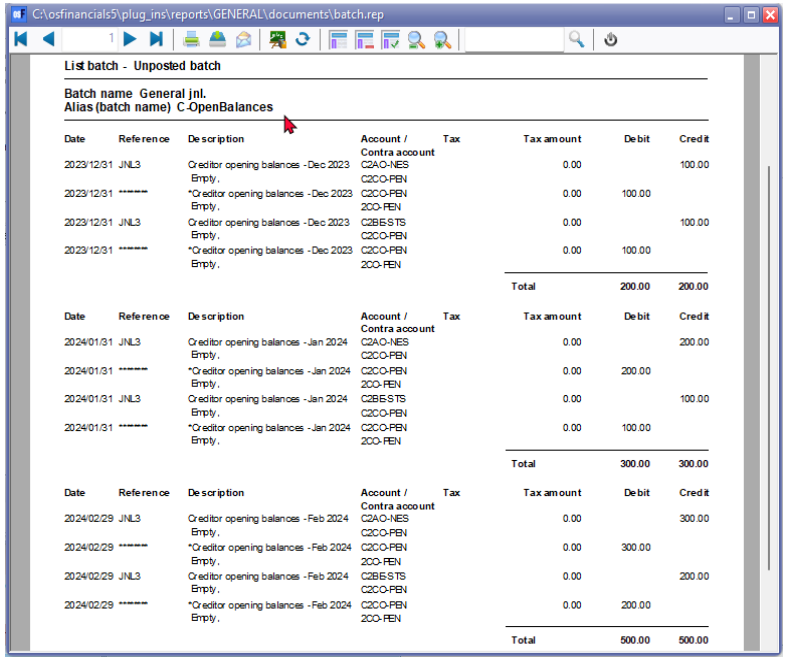


8. Click on the **F5: Balance** icon. Balancing entries, for each period (i.e. Feb2024, Jan2024 and Dec2023), are generated as follows:



*You may click on the **F9: Process** icon and select the "Totals per period" option. This will list the totals of the Debit entries and the Credit entries for each period. The difference should be zero.*

9. Click on the **F8:List** icon to print a list of the transactions in the batch. The batch list is displayed as follows:



C:\osfinancials5\plug_ins\reports\GENERAL\documents\batch.rep

List batch - Unposted batch

Batch name General jnl.
Alias (batch name) C-OpenBalances

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2023/12/31	JNL3	Creditor opening balances - Dec 2023 Empty.	C2AO-NES C2CO-PEN		0.00		100.00
2023/12/31	******	*Creditor opening balances - Dec 2023 Empty.	C2CO-PEN 2CO-PEN		0.00	100.00	
2023/12/31	JNL3	Creditor opening balances - Dec 2023 Empty.	C2BS-STS C2CO-PEN		0.00		100.00
2023/12/31	******	*Creditor opening balances - Dec 2023 Empty.	C2CO-PEN 2CO-PEN		0.00	100.00	
				Total		200.00	200.00

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2024/01/31	JNL3	Creditor opening balances - Jan 2024 Empty.	C2AO-NES C2CO-PEN		0.00		200.00
2024/01/31	******	*Creditor opening balances - Jan 2024 Empty.	C2CO-PEN 2CO-PEN		0.00	200.00	
2024/01/31	JNL3	Creditor opening balances - Jan 2024 Empty.	C2BS-STS C2CO-PEN		0.00		100.00
2024/01/31	******	*Creditor opening balances - Jan 2024 Empty.	C2CO-PEN 2CO-PEN		0.00	100.00	
				Total		300.00	300.00

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2024/02/29	JNL3	Creditor opening balances - Feb 2024 Empty.	C2AO-NES C2CO-PEN		0.00		300.00
2024/02/29	******	*Creditor opening balances - Feb 2024 Empty.	C2CO-PEN 2CO-PEN		0.00	300.00	
2024/02/29	JNL3	Creditor opening balances - Feb 2024 Empty.	C2BS-STS C2CO-PEN		0.00		200.00
2024/02/29	******	*Creditor opening balances - Feb 2024 Empty.	C2CO-PEN 2CO-PEN		0.00	200.00	
				Total		500.00	500.00

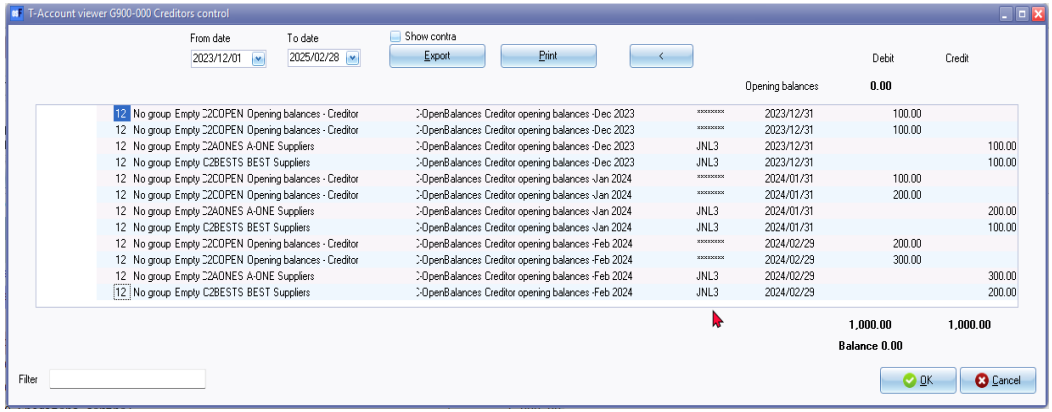
It is recommended that the source document (e.g. trial balance or balance sheet and income statement, etc.) be attached to this List of the transactions (take-on of opening balances) and that it be retained for record and audit purposes.

10. Click on the **F6: Post** icon. A confirmation message is displayed:

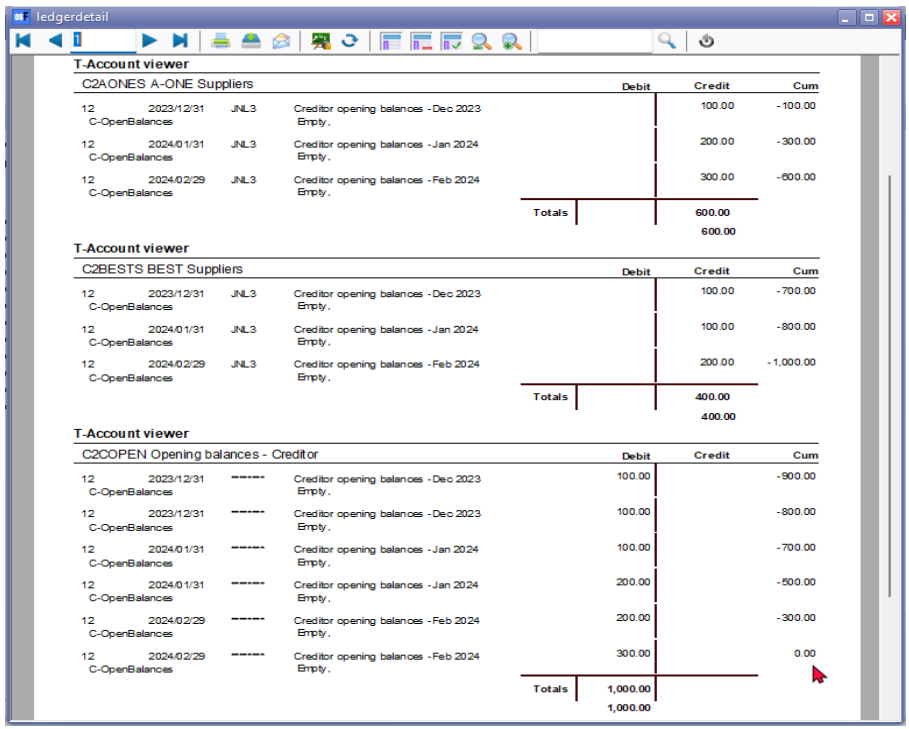
"Do you want to continue posting? Batch contains transactions posting to last year!"

11. Click on the **Yes** button to post the entries and update the transactions to the ledger.

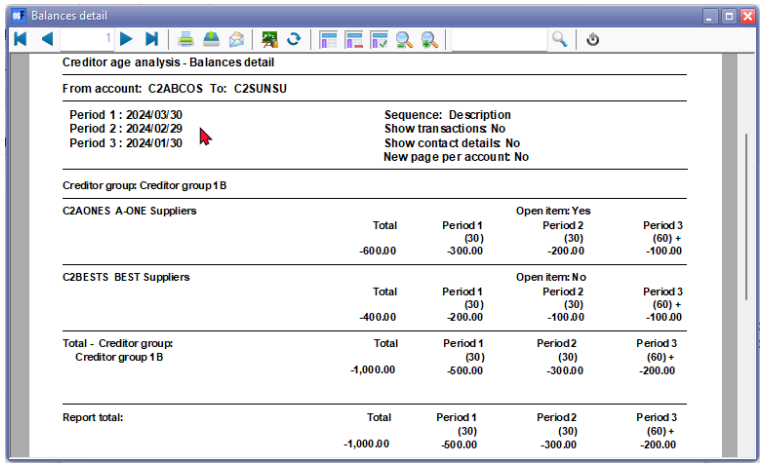
The "*Opening balances – Creditor*" account should have a zero balance after balances were credited to the individual creditor (supplier) accounts.



Click on the **Print** button.



The "*Creditor age analysis – Balances detail*" report for March 30, 2024 (**Reports → Creditors → Age analysis** menu (**Reports** ribbon)) should display the totals for each period as follows:



Balances detail

Creditor age analysis - Balances detail

From account: C2ABCOS To: C2SUNSU

Period 1 : 2024/03/30
Period 2 : 2024/02/29
Period 3 : 2024/01/30

Sequence: Description
Show transactions: No
Show contact details: No
New page per account: No

Creditor group: Creditor group 1 B

C2AONES A-ONE Suppliers	Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
			Open item: Yes	
	-600.00	-300.00	-200.00	-100.00

C2BESTS BEST Suppliers	Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
			Open item: No	
	-400.00	-200.00	-100.00	-100.00

Total - Creditor group: Creditor group 1 B	Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
	-1,000.00	-500.00	-300.00	-200.00

Report total:	Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
	-1,000.00	-500.00	-300.00	-200.00

Handyman Hardware Store
Creditor's Age Analysis as at 29 February 2024

Creditor	Account No.	Outstanding Amount	Outstanding as at 29/02/2024	31/01/2024	31/12/2023
A-One Suppliers	2AO-NES	600.00	300.00	200.00	100.00
BEST Suppliers	2BE-STS	400.00	200.00	100.00	100.00
Total		1 000.00	500.00	300.00	200.00

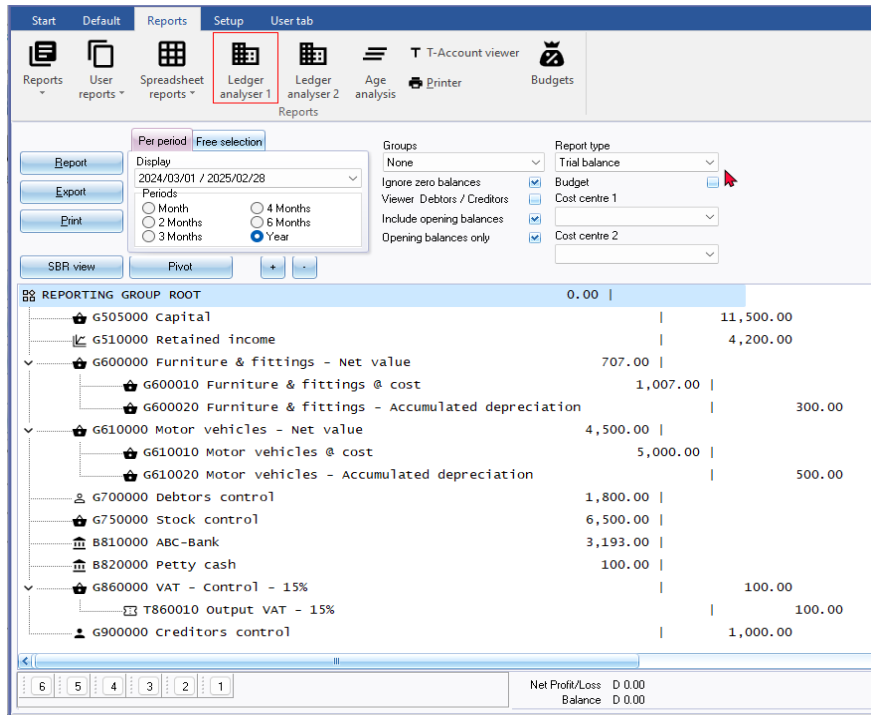
H.4- PRINTING A TRIAL BALANCE

It is good practice to print a Trial balance in osFinancials5 at this point and check it with the Trail Balance of your previous accounting records from which you have entered your transactions.

It is recommended that this printed Trial balance be retained with your working papers and the previous trial balance for record and audit purposes.

To print a trial balance from the Ledger analyser:

1. On the **Reports** ribbon, select **Ledger analyser 1** or **2**.



If you need to check the individual balances of the Debtor's accounts in the Debtor's control account (G700), you need to generate Debtor's age analysis report.
If you need to check the individual balances of the Creditor's accounts in the Creditor's control account (G900), you need to generate Creditor's age analysis report.
If you need to check the opening balances of the individual stock items in the Stock control account, you need to generate a Stock item listing report.

2. Select the following:

   a) **Periods** – On the default "*Per period*" tab, select "*Year*" and Period "*2024/03/01-2025/02/28*".

b) **Report type** – Select *"Trial balance"*.

c) **Reporting group** – The following options are available:

i) **None** – Select this option. This will list the accounts according to the Account code (account number).

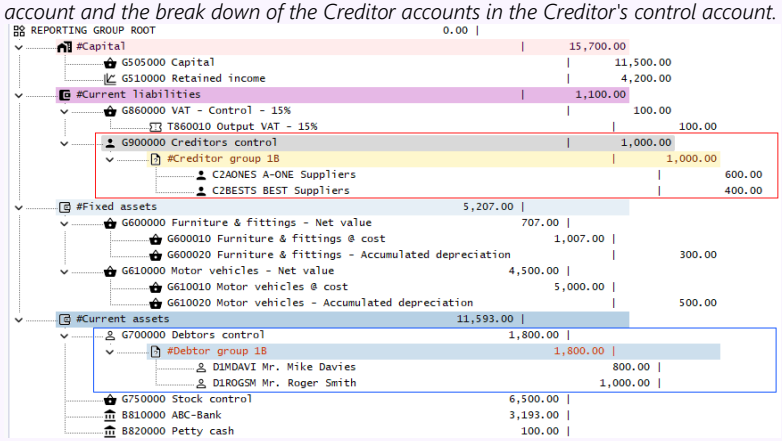
ii) **Reporting group 1** – This will list the accounts according to the Account Group 1 (**Groups** - **Account group1**) (**Setup** ribbon).

iii) **Reporting group 2** – This will list the accounts according to the Account Group 2 (**Groups** (**Account group2**) (**Setup** ribbon).

d) **Ignore zero balances** – Tick – This will list only those accounts for which opening balances was entered.

e) **Viewer Debtors / Creditors** – If this option is not ticked, it will list only the balances of the Debtor's control account and the Creditor's control account.

Tick this option to show the break down of the Debtor accounts in the Debtor's control account and the break down of the Creditor accounts in the Creditor's control account.



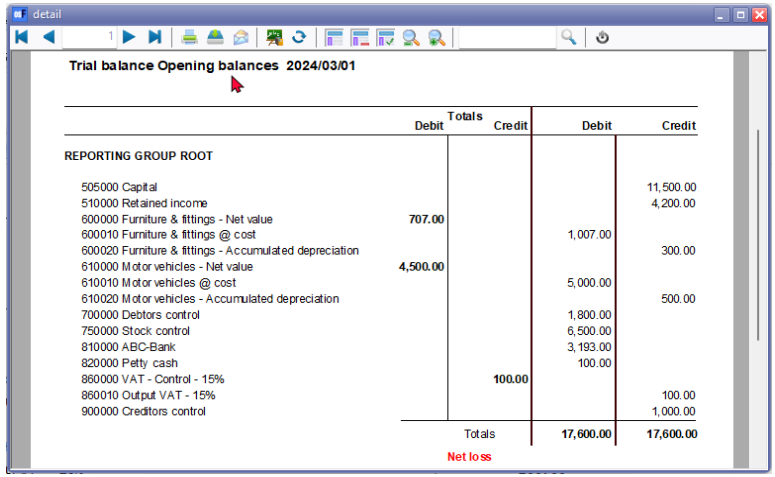
f) **Include opening balances** – Tick this option to include the opening balances.

g) **Opening balances only** – Tick this option to include only the opening balances.

If any transactions is posted for the selected period, you need to tick this option to list only the accounts for which opening balances have been entered.
You may leave this option blank, if no other transactions are entered and posted for the selected period.

3. Click on the **Report** button. You may change the sequences, and click on the **Print** button to print the trial balance.

An example of the "*Trial balance*" (account code sequence), is as follows:



Trial balance Opening balances 2024/03/01

	Totals Debit	Totals Credit	Debit	Credit
REPORTING GROUP ROOT				
505000 Capital				11,500.00
510000 Retained income				4,200.00
600000 Furniture & fittings - Net value	**707.00**			
600010 Furniture & fittings @ cost			1,007.00	
600020 Furniture & fittings - Accumulated depreciation				300.00
610000 Motor vehicles - Net value	**4,500.00**			
610010 Motor vehicles @ cost			5,000.00	
610020 Motor vehicles - Accumulated depreciation				500.00
700000 Debtors control			1,800.00	
750000 Stock control			6,500.00	
810000 ABC-Bank			3,193.00	
820000 Petty cash			100.00	
860000 VAT - Control - 15%		**100.00**		
860010 Output VAT - 15%				100.00
900000 Creditors control				1,000.00
		Totals	**17,600.00**	**17,600.00**
		Net loss		

The totals should balance with the previous financial year. Check that the totals are in balance and that the correct balances correspond with the balances on your source trial balance.

Handyman Hardware Store
Closing Trial Balance as at 29 February 2024

Description	Account No.	Debit	Credit
Capital	505		11 500.00
Retained Income	510		4 200.00
Furniture & Fittings - @ Cost	600-010	1 007.00	
Furniture & Fittings - Accumulated Depreciation	600-020		300.00
Motor Vehicles - @ Cost	610-010	5 000.00	
Motor Vehicles - Accumulated Depreciation	610-020		500.00
Debtor's Control	700	1 800.00	
Creditor's Control	900		1 000.00
Stock Control	750	6 500.00	
Bank	810	3 193.00	
Petty Cash	820	100.00	
Output VAT	860-010		100.00
Total		17 600.00	17 600.00

AT THIS POINT YOU HAVE COMPLETED YOUR SETUP, CHARTED YOUR ACCOUNTS, CAPTURED YOUR DEBTORS AND CREDITORS; AND ENTERED YOUR OPENING BALANCES INTO osFinancials5.

MODULE I - PROCESSING BATCH TRANSACTIONS

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I.1- PURCHASE AND SALES TRANSACTIONS – BATCHES OR DOCUMENTS

If you generate documents from your stock item code file in osFinancials5, transactions will automatically be generated when documents are updated or posted to the ledger as follows:

- **Sales documents (Invoices and Credit notes)** in the **Sales journal** (as linked to the "*Batch type*" field of the **Invoices** and **Credit notes** tabs in **Documents setup** (**Setup** ribbon).
- **Purchase documents (Purchases and Supplier returns)** in the **Purchase journal** (as linked to the "*Batch type*" field of the **Purchases** and **Supplier returns** tabs in **Documents setup** (**Setup** ribbon).

In addition to the Sales and Purchase journals for transactions generated by documents, you also need to enter transactions in other batches (journals) (i.e. **Payments Jnl, Receipts Jnl, Petty cash Jnl, General Jnl**, etc.). These are the *books of prime entry* in which you need to capture payments, receipts, opening balances, etc. and post or update it to the ledger.

I.2- CAPTURING YOUR PURCHASES IN BATCHES

You need to capture all the supplier invoices you have received for purchases on credit, from your creditors (suppliers).

In addition to the Purchase journal in the Batch entry mode, you may also use the Document entry to create Purchases using the following stock item types:

- *Financial entry – Use the Accounts lookup to select General ledger accounts.*
- *Sales (no stock) – Create a Stock item for services only (e.g. consulting, labour, etc.)*

Purchases are also usually linked to the Purchase journal in the Documents setup (Purchases tab) (Setup ribbon).
Using the Document entry, Purchases may be printed by osFinancials5, which will generate similar transactions as the Purchase journal batch entry as discussed here.
You may also create, print orders and convert these to Purchase documents.
For the purpose of this tutorial, the similar transactions as in the Purchases Batch are also replicated for Purchase documents – See – MODULE J.3.

I.2.1- Entering supplier invoices (Purchase journal)

To enter purchase transactions:

1. On the **Default** ribbon, select **Batch entry** (**F2**).
2. Select the **Purchase Jnl** and click on the **Open** button.

   *If no contra account is displayed on the "Batch type selection" screen, you need to set up the options for the batch. If you have not yet set the Purchase journal, or if your requirements should change, click on the **F10:Setup** icon.*

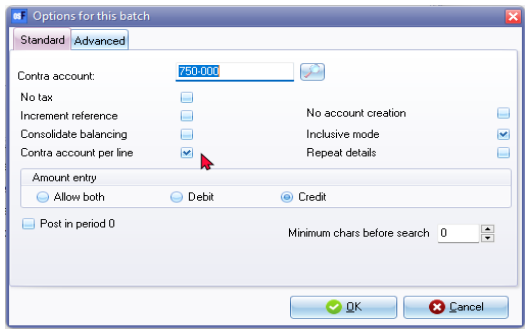
   If you have a few supplier credit notes, you may enter a negative (minus sign), followed by the amount in the credit column. These amounts will be transferred to the debit column.

   *If you have many supplier credit notes to capture, you need to set the amount entry to debit in the **F10:Setup – Standard** tab for the Purchase journal, before entering supplier credit notes in the Purchase journal. Alternatively, you may enter the supplier credit notes in the Purchase returns journal.*

3. Enter the alias (batch name) in the "*Change alias*" field. In this example, enter "*Purchases2403*" to indicate that the Purchases for March 2024 was entered in this Purchase batch.

   This will help you if you wish to identify a specific batch to generate a batch type report, or if you wish to export posted batches to a file.

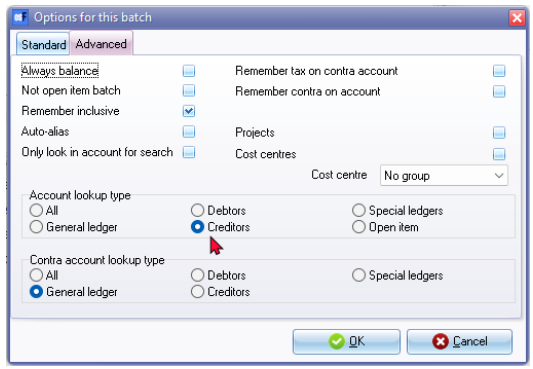
4. Click on the **F10:Setup** icon to set your batch up. The "*Options for this batch*" screen is displayed:



5. Set up the Purchase journal as follows:

Contra account:	*Click on the **Lookup** button and select "750-000 - Stock control".*
No tax:	*Leave blank.*
Increment reference:	*Leave blank.*
Consolidate balancing:	*Leave blank.*
Contra account per line:	*Tick.*
Inclusive mode:	*Tick.*
Repeat details:	*Leave blank.*
Amount entry:	*Tick on "Credit".*
Post in period 0:	*Leave blank.*

6. Once set up; click on the **Advanced** tab.



7. Select the "*Creditors*" option for the "*Account lookup type*", since you only need to select "*Creditor*" accounts when you enter transactions for purchases on credit to creditor (supplier) accounts.

8. Set the "*Contra account lookup type*" may be set to "*General ledger*", since you need to select the ledger account for each purchase.

9. Once set up; click on the **OK** button.

10. Enter the following supplier invoices in the Purchase journal:

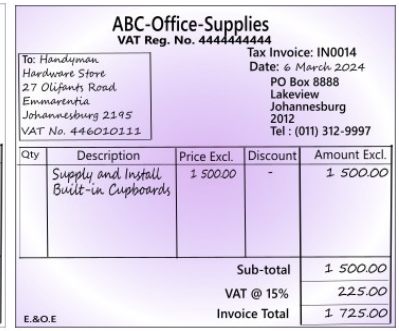
ABC-Service-Centre
VAT Reg. No. 3333333333

To: Handyman
Hardware Store
27 Olifants Road
Emmarentia
Johannesburg 2195
VAT No. 446010111

Tax Invoice: IN0107
Date: 5 March 2024
PO Box 9999
Lakeside
Johannesburg
2012
Tel : (011) 313-9997

Qty	Description	Price Excl.	Discount	Amount Excl.
	Service Delivery Van	400.00	-	400.00
	5 x New Tyres Fitting and Balancing	600.00		600.00
			Sub-total	1 000.00
			VAT @ 15%	150.00
			Invoice Total	1 150.00

E.&O.E



ABC-Office-Supplies
VAT Reg. No. 4444444444

To: Handyman
Hardware Store
27 Olifants Road
Emmarentia
Johannesburg 2195
VAT No. 446010111

Tax Invoice: IN0014
Date: 6 March 2024
PO Box 8888
Lakeview
Johannesburg
2012
Tel : (011) 312-9997

Qty	Description	Price Excl.	Discount	Amount Excl.
	Supply and Install Built-in Cupboards	1 500.00	-	1 500.00
			Sub-total	1 500.00
			VAT @ 15%	225.00
			Invoice Total	1 725.00

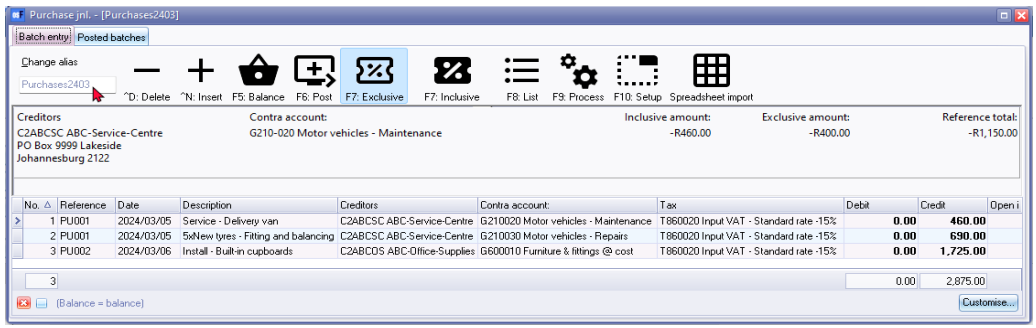
E.&O.E

11. Enter and / or select the following:
    a) **Reference** - Enter the purchase or other applicable number you allocate to the supplier invoice.
    b) **Date** - Enter or select the date of the transaction.
    c) **Description** - Enter a brief description for the transaction.
    d) **Account** - Select the creditor account.
    e) **Contra account** - Select the account to be debited with the credit purchase (expense or asset).
    f) **Tax** - Select the applicable Input Tax account for the expense or purchase.

    This is only applicable if Input VAT/GST/Sales tax is allowed on a transaction, and if you are registered as a VAT/GST/Sales tax Vendor. If no VAT/GST/Sales tax is applicable to the transaction, select the No tax code.

    *You may also select to hide the Tax column, and lookup in the **F10:Setup – Standard** tab for the Purchase journal, if no VAT/GST/Sales tax is applicable to all transactions in this batch; or if you are not registered as a VAT/GST/Sales tax Vendor.*

    g) **Amount** - Enter the amount of the transaction (Inclusive or Exclusive of VAT/GST/Sales tax) in the Credit amount column.
12. After entering the supplier invoices in the Purchase journal, the transactions should be displayed as follows:



Purchase jnl. - [Purchases2403]
Batch entry | Posted batches
Change alias: Purchases2403
^D: Delete | ^N: Insert | F5: Balance | F6: Post | F7: Exclusive | F7: Inclusive | F8: List | F9: Process | F10: Setup | Spreadsheet import

Creditors: C2ABCSC ABC-Service-Centre, PO Box 9999 Lakeside, Johannesburg 2122
Contra account: G210-020 Motor vehicles - Maintenance
Inclusive amount: -R460.00
Exclusive amount: -R400.00
Reference total: -R1,150.00

No.	Reference	Date	Description	Creditors	Contra account:	Tax	Debit	Credit	Open i
1	PU001	2024/03/05	Service - Delivery van	C2ABCSC ABC-Service-Centre	G210020 Motor vehicles - Maintenance	T860020 Input VAT - Standard rate -15%	0.00	460.00	
2	PU001	2024/03/05	5xNew tyres - Fitting and balancing	C2ABCSC ABC-Service-Centre	G210030 Motor vehicles - Repairs	T860020 Input VAT - Standard rate -15%	0.00	690.00	
3	PU002	2024/03/06	Install - Built-in cupboards	C2ABCOS ABC-Office-Supplies	G600010 Furniture & fittings @ cost	T860020 Input VAT - Standard rate -15%	0.00	1,725.00	
3							0.00	2,875.00	

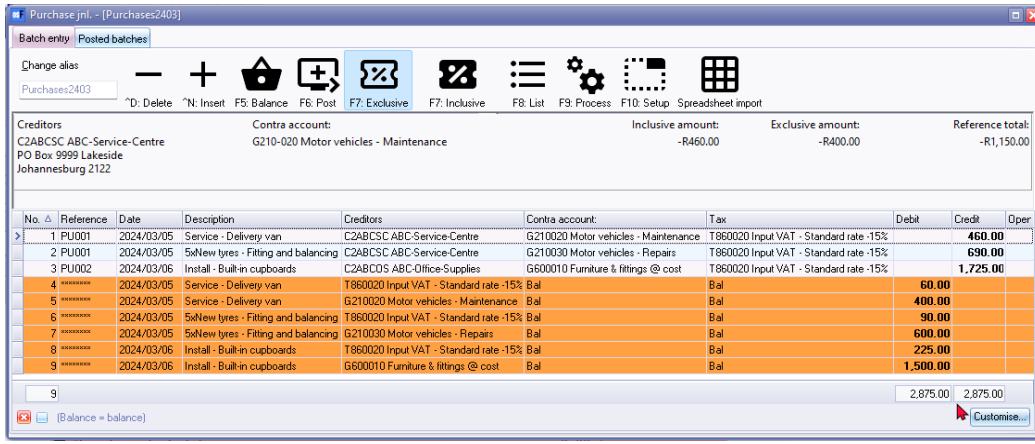
(Balance = balance)
Customise...

You have now captured all your supplier invoices for the month and may proceed with posting.

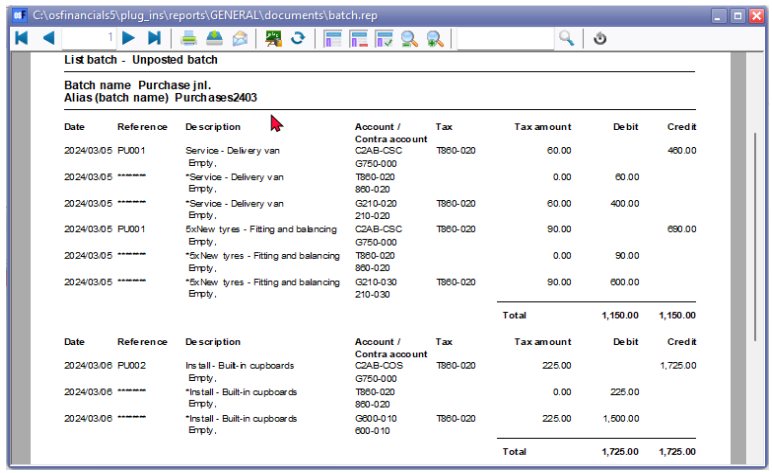
I.2.2- Updating supplier invoices to the ledger

Once you have completed entering these supplier invoices, and you are sure they are correct, you may proceed to finalise the batch. The recommended process, is as follows:

1. Click on the **F5:Balance** icon to balance the batch.



2. Click on the **F8:List** icon to list the batch.



It is a good idea to list the batch, and check the entries on the batch thoroughly. If there are any errors, you may edit the batch, before posting the batch.

3. Click on the **F6:Post** icon to post (update) the batch to the ledger.

It is not necessary to post (update) the transactions at the end of each day. You may add and / or post the transactions on a daily, or weekly basis, or at the end of a month. When you have entered a few transactions, you may close or exit the batch. The data will not be lost.

I.2.3- T-Account view of transactions

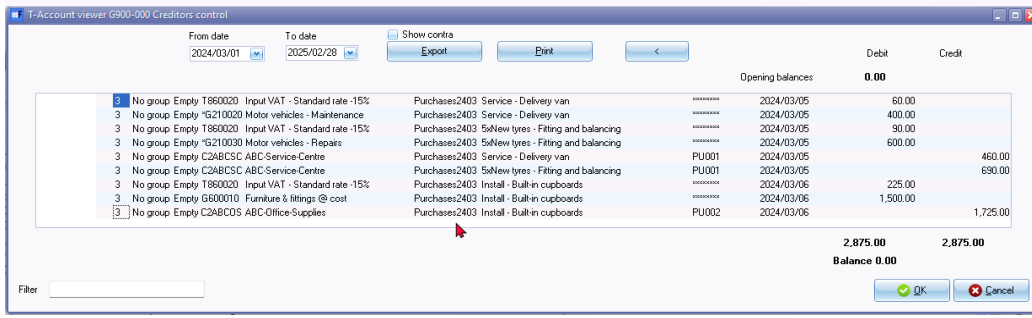
All processed (posted) transactions will be accumulated in the Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

To access the T-Account view of the transactions:

1. On the **Reports** ribbon, select **Ledger analyser 1** or **Ledger analyser 2**.
2. Select "*Trial balance*" report type and click on the **Report** button.
3. On the "*Trial balance*", select the "*Creditor control*" account.
4. Double-click on the selected account; or right-click and select **Show details** on the context menu.
5. Click on the following to get specific views of transactions:
    - **Batch id** (e.g. 3 automatically generated). This will list only the transactions for a specific batch (journal).
    - **Account code** (e.g. G210-020 Maintenance, G210-030 Repairs, G610-010 Furniture and fittings, T860-020 Input VAT/GST/Sales tax-Standard rate - 15%, C2ABCOS ABC-Office Supplies, C2ABCSC ABC-Service Centre). This will list the transactions for a specific account.
    - **Date** – This will list the transactions for a specific date. If you double-click on a date, the "*From date*" and "*To date*" will be changed to the selected date.

After posting the transactions in the Purchase journal, the transactions should display as follows in the T-Account viewer:

Batch view



Account view

Accounts in the Creditor's ledger:

ABC-Service-Centre

C2ABCSC ABC-Service-Centre

				Debit	Credit
3 Purchases 2403	2024/03/05	FU001	Service - Delivery van Empty.		460.00
3 Purchases 2403	2024/03/05	FU001	5xNew tyres - Fitting and balancing Empty.		690.00
			Totals		1,150.00

ABC-Office-Supplies

C2ABCOS ABC-Office-Supplies

				Debit	Credit
3 Purchases 2403	2024/03/06	FU002	Install - Built-in cupboards Empty.		1,725.00
			Totals		1,725.00

Accounts in the General ledger:

Motor vehicles - Maintenance

G210020* Motor vehicles - Maintenance

				Debit	Credit
3 Purchases 2403	2024/03/05	******	Service - Delivery van Empty.	400.00	
			Totals	400.00	

Motor vehicles - Repairs

G210030* Motor vehicles - Repairs

				Debit	Credit
3 Purchases 2403	2024/03/05	******	5xNew tyres - Fitting and balancing Empty.	600.00	
			Totals	600.00	

Furniture and fittings @ cost

G600010 Furniture & fittings @ cost

				Debit	Credit
3 Purchases 2403	2024/03/06	******	Install - Built-in cupboards Empty.	1,500.00	
			Totals	1,500.00	

Input Tax – Standard rate - 15%

T860020 Input VAT - Standard rate -15%

				Debit	Credit
3 Purchases 2403	2024/03/05	******	Service - Delivery van Empty.	60.00	
3 Purchases 2403	2024/03/05	******	5xNew tyres - Fitting and balancing Empty.	90.00	
3 Purchases 2403	2024/03/06	******	Install - Built-in cupboards Empty.	225.00	
			Totals	375.00	

Debits = Credits

Debit transactions in the General ledger (i.e. Purchases Furniture + Expenses + Input Tax (VAT/GST/Sales Tax) accounts).

=

Credit transactions in the Creditor's ledger (i.e. individual Creditor accounts).

I.3- CAPTURING YOUR SALES

In addition to the Sales journal in the Batch entry mode, you may also use the Document entry to create Invoices using the following stock item types:

- ***Financial entry*** *– Use the Accounts lookup to select General ledger accounts.*
- ***Sales (no stock)*** *– Create a Stock item for services only (e.g. consulting, labour, etc.)*

Sales are also usually linked to the Sales journal in the ***Documents*** *(****Invoices*** *tab) (****Setup*** *ribbon).*
Using the Document entry, Invoices may be printed by osFinancials5, which will generate similar transactions as the Sales journal batch entry as discussed here. Using the documents feature to record sales transactions in the Sales journal, you do not have to write out hand written invoices as in this example.
You may also create, print quotes and convert these to Invoices.
For the purpose of this tutorial, the similar transactions as in the Sales batch are also replicated for Invoices – (See – ***MODULE J.4****).*

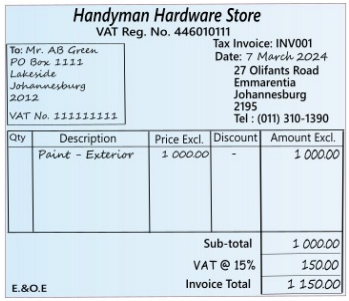
I.3.1- Entering your sales invoices

You need to capture the invoices you have manually issued for sales to your debtors (customers).

For the purpose of the sales journal in this tutorial, assume that you will be writing out your invoices manually. You simply need to capture the details such as the invoice number, date of the invoice, details of the services or goods sold, the amount and VAT/GST/Sales tax (if you are registered as a VAT/GST/Sales tax vendor) in the Sales journal.

The hand written invoices in this MODULE are only applicable to the selling of services and items, which does not constitute your trading stock items to debtors (customers / clients). In this case, you need to manually produce hand-written invoices, which are captured in the Sales journal.

Capture the following four (4) hand-written invoices:



Handyman Hardware Store
VAT Reg. No. 446010111

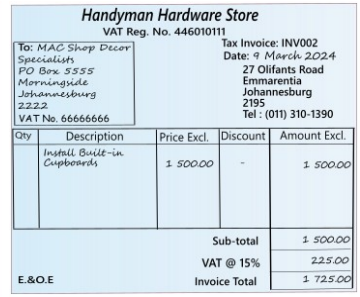
To: Mr. AB Green
PO Box 1111
Lakeside
Johannesburg
2012
VAT No. 111111111

Tax Invoice: INV001
Date: 7 March 2024
27 Olifants Road
Emmarentia
Johannesburg
2195
Tel : (011) 310-1390

Qty	Description	Price Excl.	Discount	Amount Excl.
	Paint - Exterior	1 000.00	-	1 000.00

Sub-total	1 000.00
VAT @ 15%	150.00
Invoice Total	1 150.00

E.&O.E



Handyman Hardware Store
VAT Reg. No. 446010111

To: MAC Shop Decor
Specialists
PO Box 5555
Morningside
Johannesburg
2222
VAT No. 66666666

Tax Invoice: INV002
Date: 9 March 2024
27 Olifants Road
Emmarentia
Johannesburg
2195
Tel : (011) 310-1390

Qty	Description	Price Excl.	Discount	Amount Excl.
	Install Built-in Cupboards	1 500.00	-	1 500.00

Sub-total	1 500.00
VAT @ 15%	225.00
Invoice Total	1 725.00

E.&O.E

Handyman Hardware Store
VAT Reg. No. 446010111

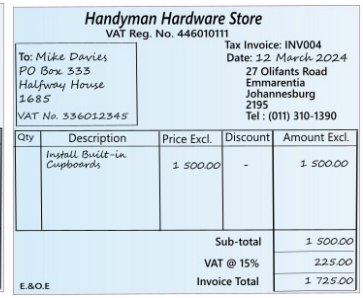
To: Mr. AB Green
PO Box 1111
Lakeside
Johannesburg
2122
VAT No. 111111111

Tax Invoice: INV003
Date: 10 March 2024
27 Olifants Road
Emmarentia
Johannesburg
2195
Tel : (011) 310-1390

Qty	Description	Price Excl.	Discount	Amount Excl.
	Paint -Exterior	1 000.00	-	1 000.00

Sub-total	1 000.00
VAT @ 15%	150.00
Invoice Total	1 150.00

E.&O.E



Handyman Hardware Store
VAT Reg. No. 446010111

To: Mike Davies
PO Box 333
Halfway House
1685
VAT No. 336012345

Tax Invoice: INV004
Date: 12 March 2024
27 Olifants Road
Emmarentia
Johannesburg
2195
Tel : (011) 310-1390

Qty	Description	Price Excl.	Discount	Amount Excl.
	Install Built-in Cupboards	1 500.00	-	1 500.00

Sub-total	1 500.00
VAT @ 15%	225.00
Invoice Total	1 725.00

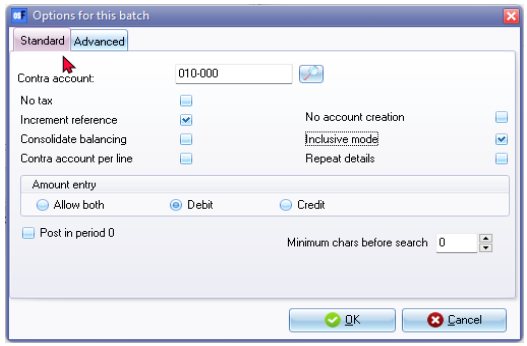
E.&O.E

To enter your sales transactions:

1. On the **Default** ribbon, select **Batch entry** (**F2**).
2. Select the **Sales Jnl** and click on the **Open** button.
3. Enter the alias (batch name) in the "*Change alias*" field. In this example, enter ''*Sales2403*'' to indicate that the Sales for March 2024 was entered in this Sales batch.

   This will help you if you wish to identify a specific batch to generate a batch type report, or if you wish to export posted batches to a file.

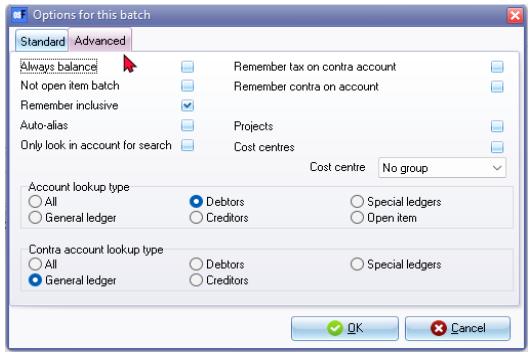
4. Click on the **F10:Setup** icon to set your batch up. The *"Options for this batch"* screen is displayed:



5. Set up the Sales journal as follows:

Contra account:	*Click on the **Lookup** button and select "010-000 - Sales".*
No tax:	*Leave blank.*
Increment reference:	*Tick.*
Consolidate balancing:	*Leave blank.*
Contra account per line:	*Leave blank.*
Inclusive mode:	*Tick.*
Repeat details:	*Leave blank.*
Amount entry:	*Tick on "Debit".*
Post in period 0:	*Leave blank.*

6. Once set up; click on the **Advanced** tab.



7. Select the "*Debtors*" option for the "*Account lookup type*", since you only need to select "*Debtor*" accounts when you enter transactions for sales on credit to debtors (customer / client) accounts.

8. Select the "*Debtors*" option for the "Contra a*ccount lookup type*", to "General ledger".

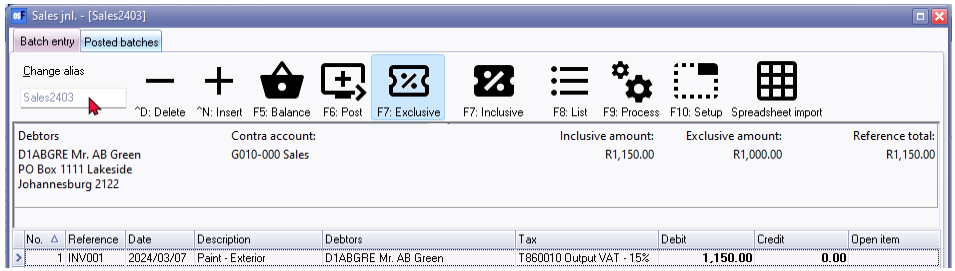
9. Once set up; click on the **OK** button.

If you wish to allocate different transactions to different sales accounts, setup one contra account per line.

10. You are now ready to capture the first invoice.

Reference:	INV001
Date:	2024/03/07
Description:	Paint - Exterior
Account:	D1AB-GRE (Mr. AB Green)
Tax:	Output VAT/GST/Sales tax - 15%
Amount:	1,150.00 DR (Ensure that the **F7:Inclusive** icon is reflecting the Inclusive mode)

11. After capturing your first invoice, the "*Batch entry*" screen for the Sales journal should reflect as follows:

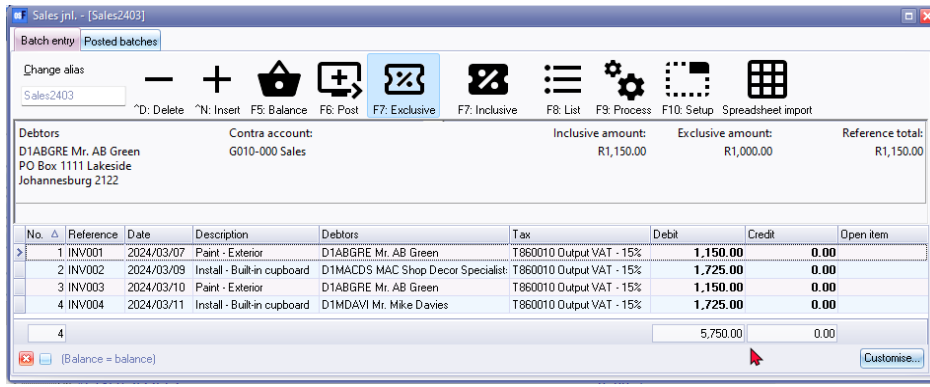


*"**F7: Inclusive**" icon - Amounts in the normal or regular font indicate that it is entered Inclusive of VAT/GST/Sales tax.*
*If the "**F7: Exclusive"** icon is selected, the amounts are entered as Exclusive if VAT/GST/Sales tax and will be displayed in the **bold** font.*

10. Capture the other 3 invoices in the same way.

Reference:	*INV002*	*INV003*	*INV004*
Date:	*2024/03/09*	*2024/03/10*	*2024/03/12*
Description:	*Install - Built-in cupboard*	*Paint - Exterior*	*Install - Built-in cupboard*
Account:	*MAC Shop Decor Specialists*	*Mr. AB Green*	*Mr. Mike Davies*
Tax:	*Output Tax - 15%*	*Output Tax - 15%*	*Output Tax - 15%*
Amount:	*1,725.00 DR (Inclusive)*	*1,150.00 DR (Inclusive)*	*1,725.00 DR (Inclusive)*

11. After capturing all your invoices, the "*Batch entry*" screen for the Sales journal, should reflect as follows:

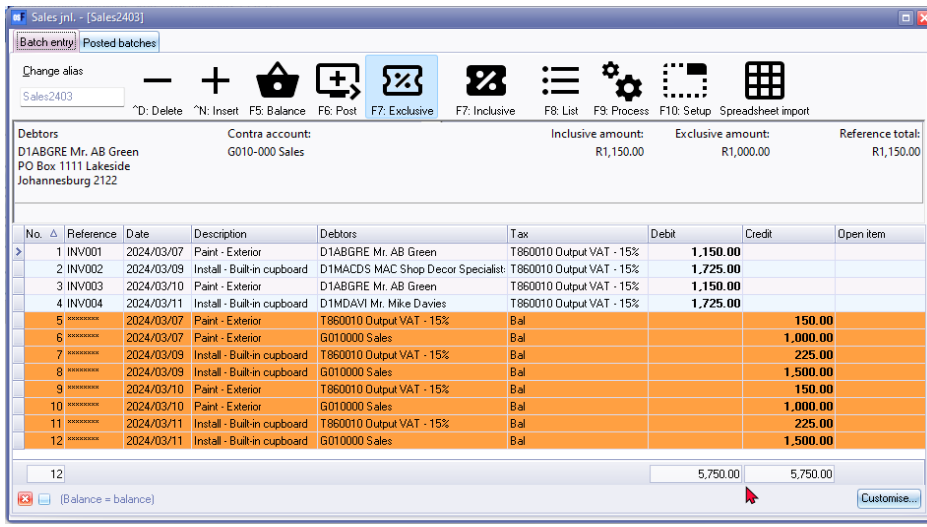


You have now captured all your sales invoices for the month and may proceed with posting.

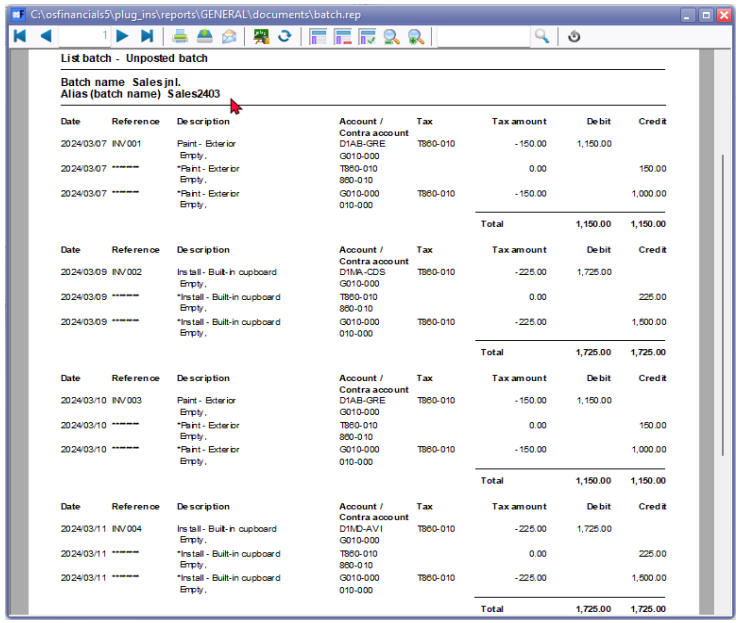
I.3.2- Updating sales to the ledger

Once you have completed entering these invoices, and you are sure they are correct, you may proceed to finalise the batch. The recommended process, is as follows:

1. Click on the **F5:Balance** icon. The balancing entries should reflect as follows:



2. Click on the **F8:List** icon to print a list of the transactions in the batch.



C:\osfinancials5\plug_ins\reports\GENERAL\documents\batch.rep

List batch - Unposted batch

Batch name Sales jnl.
Alias (batch name) Sales2403

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2024/03/07	INV001	Paint - Exterior Empty.	D1AB-GRE G010-000	T860-010	-150.00	1,150.00	
2024/03/07	******	*Paint - Exterior Empty.	T860-010 860-010		0.00		150.00
2024/03/07	******	*Paint - Exterior Empty.	G010-000 010-000	T860-010	-150.00		1,000.00
					Total	**1,150.00**	**1,150.00**

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2024/03/09	INV002	Install - Built-in cupboard Empty.	D1MA-CDS G010-000	T860-010	-225.00	1,725.00	
2024/03/09	******	*Install - Built-in cupboard Empty.	T860-010 860-010		0.00		225.00
2024/03/09	******	*Install - Built-in cupboard Empty.	G010-000 010-000	T860-010	-225.00		1,500.00
					Total	**1,725.00**	**1,725.00**

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2024/03/10	INV003	Paint - Exterior Empty.	D1AB-GRE G010-000	T860-010	-150.00	1,150.00	
2024/03/10	******	*Paint - Exterior Empty.	T860-010 860-010		0.00		150.00
2024/03/10	******	*Paint - Exterior Empty.	G010-000 010-000	T860-010	-150.00		1,000.00
					Total	**1,150.00**	**1,150.00**

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2024/03/11	INV004	Install - Built-in cupboard Empty.	D1MD-AVI G010-000	T860-010	-225.00	1,725.00	
2024/03/11	******	*Install - Built-in cupboard Empty.	T860-010 860-010		0.00		225.00
2024/03/11	******	*Install - Built-in cupboard Empty.	G010-000 010-000	T860-010	-225.00		1,500.00
					Total	**1,725.00**	**1,725.00**

It is recommended that the source documents (e.g. sales invoices, etc.) be attached to this List of the transactions and that it be retained for record and audit purposes.

3. Click on the **F6:Post** icon to post (update) the batch to the ledger.

I.3.3- T-Account view of transactions

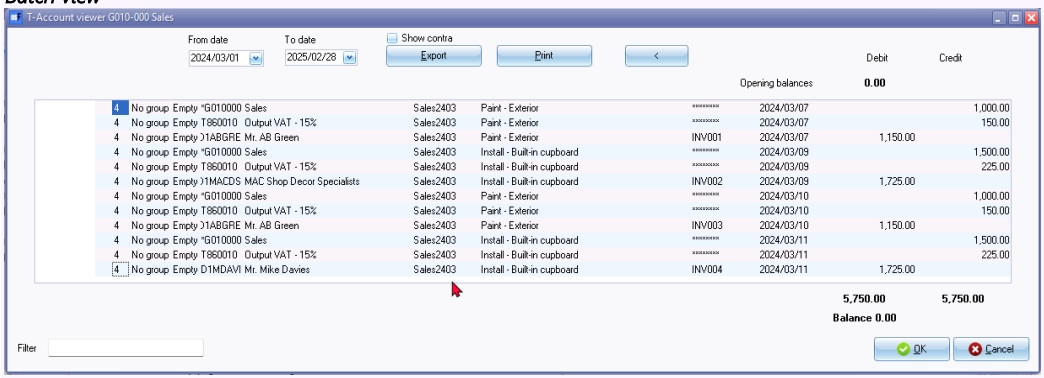
All processed (posted) transactions will be accumulated in the Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

To access the T-Account view of the transactions:

1. On the **Reports** ribbon, select **Ledger analyser 1** or **Ledger analyser 2**.
2. Select "*Trial balance*" report type and click on the **Report** button.
3. On the "*Trial balance*", select the "*Sales*" account or the "*Debtors control*" account.
4. Double-click on the selected account; or right-click and select **Show details** on the context menu.
5. Click on the following to get specific views of transactions:
    - **Batch id** (e.g. 4 automatically generated). This will list only the transactions for a specific batch (journal).
    - **Account code** (e.g. G010-000 Sales, T860-010 Output VAT/GST/Sales tax - 15%, D1MD-AVI Mr. Mike Davies, D1AB-GRE Mr. AB Green, DMA-SDS MAC Shop Decor Specialists). This will list the transactions for a selected account.
    - **Date** – This will list the transactions for a specific date. If you double-click on a date, the "*From date*" and "*To date*" will be changed to the selected date.

After posting the transactions in the Sales journal, the transactions should display as follows in the T-Account viewer:

Batch view



Account view

Accounts in the Debtor's ledger:

Mr. AB Green

D1ABGRE Mr. AB Green

				Debit	Credit
4 Sales2403	2024/03/07	INV001	Paint - Exterior Empty.	1,150.00	
4 Sales2403	2024/03/10	INV003	Paint - Exterior Empty.	1,150.00	
			Totals	2,300.00	

MAC Shop Decor Specialist

D1MACDS MAC Shop Decor Specialists

				Debit	Credit
4 Sales2403	2024/03/09	INV002	Install - Built-in cupboard Empty.	1,725.00	
			Totals	1,725.00	

Mr. Mike Davies

D1MDAVI Mr. Mike Davies

				Debit	Credit
4 Sales2403	2024/03/11	INV004	Install - Built-in cupboard Empty.	1,725.00	
			Totals	1,725.00	

Accounts in the General ledger:

Sales

G010000* Sales

				Debit	Credit
4 Sales2403	2024/03/07	******	Paint - Exterior Empty.		1,000.00
4 Sales2403	2024/03/09	******	Install - Built-in cupboard Empty.		1,500.00
4 Sales2403	2024/03/10	******	Paint - Exterior Empty.		1,000.00
4 Sales2403	2024/03/11	******	Install - Built-in cupboard Empty.		1,500.00
			Totals		5,000.00

Output Tax - 15%

T860010 Output VAT - 15%

				Debit	Credit
4 Sales2403	2024/03/07	******	Paint - Exterior Empty.		150.00
4 Sales2403	2024/03/09	******	Install - Built-in cupboard Empty.		225.00
4 Sales2403	2024/03/10	******	Paint - Exterior Empty.		150.00
4 Sales2403	2024/03/11	******	Install - Built-in cupboard Empty.		225.00
			Totals		750.00

Debits = Credits

Debit transactions in the Debtor's ledger (i.e. individual Debtor accounts)

=

Credit transactions in the General ledger (i.e. Sales and Output Tax (VAT/GST/Sales tax) accounts).

I.4- REPEATING TRANSACTIONS

osFinancials5 has a Repeating Transactions feature available to enable you to enter transactions, which occur on a periodic basis. They may be weekly, monthly, quarterly or annually, etc.

You may enter the transactions once and, when due, copy them into the normal batch, edit (if amounts have changed), delete or add an entry. This feature will save you lots of time. You may identify those transactions in your business and enter them in this feature.

A few examples of these entries are:

- For entry in the General journal or alternative batch type.
  - Depreciation of fixed assets
  - Payroll Journals or integration
- For entry in the Payments journal
  - Debit orders to third parties.
- For entry in the Receipts journal
  - Debit orders from third parties

Repeating transactions may be processed via the following options:

- **Edit → Repeating transactions** (**Default** ribbon) – Enter the transactions once in the "*Repeating batch entry*" screen. You may then Import the transactions into the normal "*Batch entry*" screen using the "*Repeating transactions*" option on the **F9:Process** ("*Process the batch*") list.
- **Import a posted batch** option on the **F9:Process** options - **Batch entry** (**Default** ribbon). Once you have entered and posted a normal batch, you may import the batch, edit it, as required, and then post it.

For the purpose of this tutorial, assume that you will write-off some depreciation on your fixed assets. Enter the following entries for your depreciation on 2024/03/31:

Furniture and fittings:	50.00 per month.
Motor vehicles: Mercedes-Benz	75.00 per month.
Motor vehicles: Delivery van	25.00 per month.

I.4.1- Entering repeating transactions

To enter repeating transactions:

1. On the **Default** ribbon, select **Edit** → **Repeating transactions**.
2. Select the **General jnl.** batch type and click on the **Open** button.

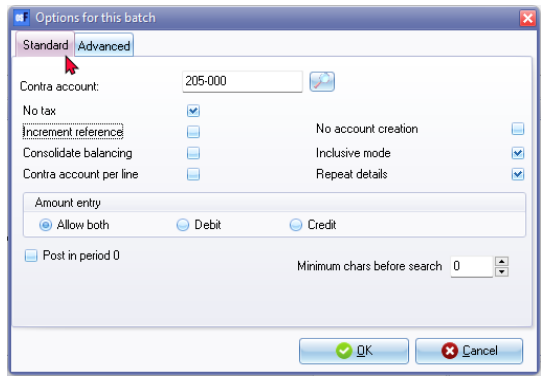
   To indicate that you have selected a Repeating Batch or Journal, note the following:

   *a) ***Repeating transactions*** is displayed after the name of the batch type.*

   b) No alias for the batch will be displayed in the screen heading (titlebar).

   c) The alias will not be saved, as only one Repeating transactions batch can be set for a specific batch type.

3. Click on the **F10:Setup** icon to set your batch up. The "*Options for this batch*" screen is displayed:



4. Set up the repeating transactions General journal for depreciation transactions as follows:

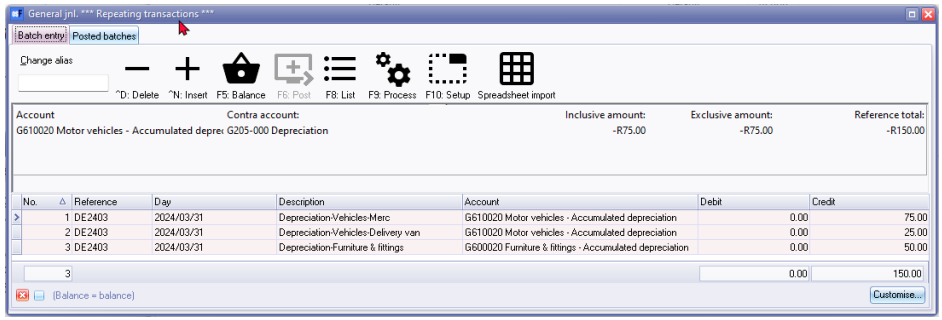
Contra account:	*Click on the **Lookup** button and select - "205-000 - Depreciation".*
No tax:	*Tick.*
Increment reference:	*Leave blank.*
Consolidate balancing:	*Leave blank.*
Contra account per line:	*Leave blank.*
Inclusive mode:	*Tick.*
Repeat details:	*Tick.*
Amount entry:	*Tick on "Credit".*
Post in period 0:	*Leave blank.*

5. Once setup; click on the **Advanced** tab.

6. Select the "*General ledger*" option for both the "*Account lookup type*" and "*Contra account lookup type*", since you do not need to select "*Debtor*" or "*Creditor*" accounts when you enter transactions for depreciation.
7. Once setup; click on the **OK** button.
8. You are now ready to capture your repeating transactions.

Ref. no.	*Date*	*Description*	*Account*	*Credit*
DE2403	*2024/03/31*	*Depreciation-Furniture and Fittings*	*600-020 Furniture and fittings - Accumulated depreciation*	*50.00*
DE2403	*2024/03/31*	*Depreciation-Motor vehicles-Merc*	*610-020 Motor vehicles - Accumulated depreciation*	*75.00*
DE2403	*2024/03/31*	*Depreciation-Motor vehicles-Delivery van*	*610-020 Motor vehicles - Accumulated depreciation*	*25.00*

9. The repeating transactions for "*General journal*" screen should reflect as follows:



*The Contra account – cannot be changed in the Repeating transactions batch entry screen. Once you have imported the transactions into a normal batch, you need to select the Contra account in the **F10:Setup** of the normal batch entry screen.*

10. Click on the **F5:Balance** icon. Balancing entries will be generated to the Depreciation Contra account.
11. Click on the **F8:List** icon to print a list of the transactions in the batch.

You may wish to print the list of repeating transactions for record purposes.

The Batch list will not display an alias (batch name); since you cannot change the alias. The alias for a normal batch (journal) will be displayed as (for example in this case) Alias (batch name): General jnl..

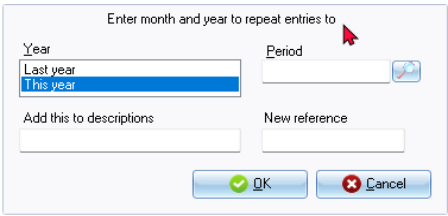
*The **F9:Post** icon will be inactive, since you cannot post or update repeating transactions entered in the **Edit → Repeating transactions** menu to the ledger.*

12. Press the **Esc** key to exit this repeating batch.

I.4.2- Updating repeating transactions

To post or update the repeating transactions batch:

1. On the **Default** ribbon, select **Batch entry** (**F2**).
2. Select the **General jnl.** and click on the **Open** button.
3. Click on the **F9:Process** icon. The *"Process the batch"* screen will be displayed.
4. Select the "*Repeating transactions*" option and click on the **OK** button. The following screen on the "*Batch entry*" screen, will be displayed:



If you enter a reference number into the "New Reference" field, the reference numbers will not be incremented.

The reference number entered, will apply to all repeating transactions which will be imported or generated into the batch.

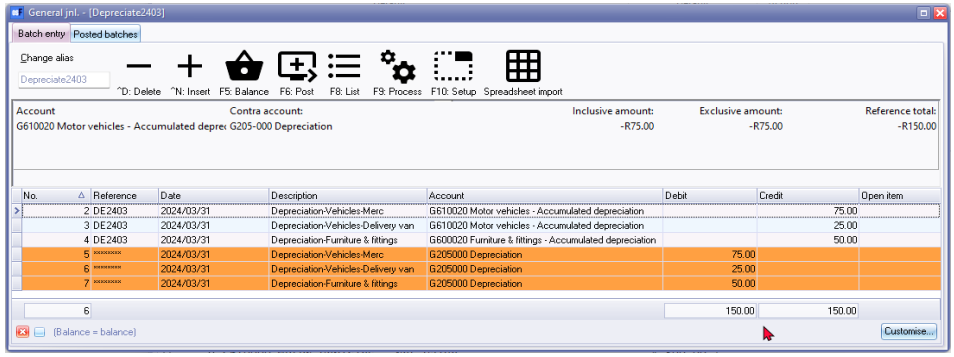
5. Select and / or enter the following options:

Year:	*Select "This year".*
Period:	*Select "March 2024".*
Add this to descriptions:	*Leave blank, for the purpose of this tutorial.*
New reference:	*Leave blank, for the purpose of this tutorial.*

6. Click on the **OK** button. All the transactions you have entered in the repeating batch entry for the General journal will be imported (copied) into the normal batch.
7. Enter the alias (batch name) in the "*Change alias*" field. In this example, enter ''*Depreciate2403*'' to indicate that the Depreciation transactions for March 2024 was entered in this General journal batch.

   The alias option allows you to identify a batch by a unique name. You will be able to select the batch by alias or batch name if you need to reverse the posted batch, import a posted batch or print a posted batch from the ***Batches*** *tab of the* ***Batch entry – Posted batches - Details*** *tab.*

8. Click on the **F5:Balance** icon to re-balance the batch.



Always check that the amounts are the same before posting this batch. For instance if you have sold your Mercedes-Benz, you may need to delete the entry for the next months.
If you have purchased new assets you may change the amount or add a new entry.
*You may do it on this screen, but it is recommended that you edit your repeating transactions in the **Edit → Repeating transactions** menu (**Default** ribbon) to avoid having to change the same issues every time you wish to update a repeating batch.*

9. If the batch is not balanced or in balance, click on the **F5:Balance** icon to balance the batch.
10. Click on the **F8:List** icon to print a list of the transactions in the batch.

It is recommended that the source documents (e.g. working papers, calculation of depreciation, etc.) be attached to this List of the transactions and that it be retained for record and audit purposes.

11. Once you are satisfied that all the entries are correct, click on the **F6:Post** icon.

I.4.3- T-Account view of transactions

All processed (posted) transactions will be accumulated in the Ledger analyser. There are various ways in which the transactions may be viewed, exported and analysed.

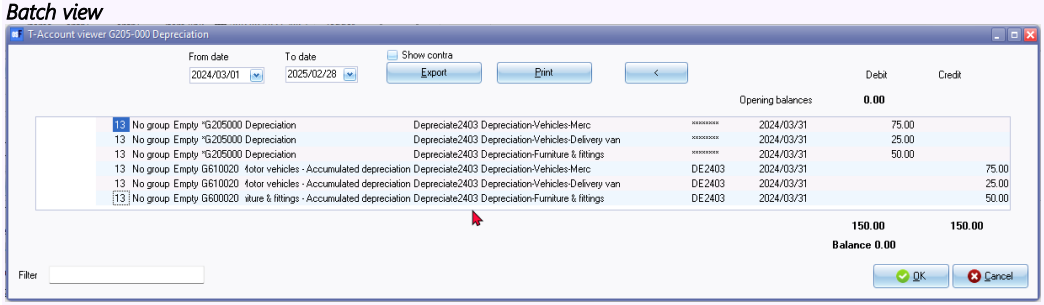
To access the T-Account view of the transactions:

1. On the **Reports** ribbon, select **Ledger analyser 1** or **Ledger analyser 2**.
2. Select "*Trial balance*" report type and click on the **Report** button.
3. On the "*Trial balance*", select the "*G205-000 Depreciation*" account.
4. Double-click on the selected account; or right-click and select **Show details** on the context menu.
5. Click on the following to get specific views of transactions:
    - **Batch id** (e.g. 13 automatically generated). This will list only the transactions for a specific batch (journal).

- **Account code** (e.g. G205-000 Depreciation, G600-020 Furniture and fittings - Accumulated Depreciation, G610-020 Motor vehicles - Accumulated depreciation). This will list the transactions for a specific account.
- **Date** – This will list the transactions for a specific date. If you double-click on a date, the "*From date*" and "*To date*" will be changed to the selected date.

After posting the transactions in the Depreciation transactions in the General journal, the transactions should display as follows in the T-Account viewer:

Batch view



Account view

Debit transactions in the General ledger:

Depreciation

G205000* Depreciation				Debit	Credit
13 Depreciate2403	2024/03/31	********	Depreciation-Vehicles-Merc Empty.	75.00	
13 Depreciate2403	2024/03/31	********	Depreciation-Vehicles-Delivery van Empty.	25.00	
13 Depreciate2403	2024/03/31	********	Depreciation-Furniture & fittings Empty.	50.00	
			Totals	150.00	

Credit transactions in the General ledger:

Furniture and fittings - Accumulated depreciation

G600020 Furniture & fittings - Accumulated depreciation				Debit	Credit
13 Depreciate2403	2024/03/31	DE2403	Depreciation-Furniture & fittings Empty.		50.00
			Totals		50.00

Motor vehicles - Accumulated depreciation

G610020 Motor vehicles - Accumulated depreciation				Debit	Credit
13 Depreciate2403	2024/03/31	DE2403	Depreciation-Vehicles-Merc Empty.		75.00
13 Depreciate2403	2024/03/31	DE2403	Depreciation-Vehicles-Delivery van Empty.		25.00
			Totals		100.00

Debits = Credits

Debit transactions (i.e. Depreciation expense account)

=

Depreciation Account for each Fixed Asset (e.g. for Furniture and fittings and Motor vehicles)).

MODULE J - PROCESSING DOCUMENT TRANSACTIONS - NON TRADING STOCK

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J.1- SALES AND PURCHASES TRANSACTIONS

*The Purchases and Sales of Trading stock items (Default) stock type are dealt with in **MODULE K**.*

J.1.1- Purchases

The following options are available to enter Purchase transactions:

1. **Batch entry** – Hand-written purchases and supplier returns (supplier credit notes) may be entered in the Purchase Jnl.

   *These are dealt with in **MODULE I.2**.*

2. **Documents** – If you wish to generate purchase documents (i.e. Purchases, Supplier returns and Orders), you may enter transactions in **Documents** (**Default** ribbon). To do this, you need to create stock item codes for the following stock types:

   a) **Financial entry** – You only need to set the Tax accounts (Input and Output Tax accounts). When selecting this item, it will allow you to select the general ledger account on the Accounts lookup. Purchase prices may also be maintained for the Financial entry stock item type.

      For the purpose of this tutorial, we will be purchasing services (i.e. Tyres and Service to Delivery Van and Installation of Office Equipment from creditors (suppliers).

   b) **Purchases (no stock)** – Pre-set the Input Tax account and pre-set purchase (expense / asset) account as well as purchase / cost prices.

   c) **Purchases** – This is similar to the Purchases (no stock) stock type. - It will also allow you to keep track of stock item quantities, etc. by updating the stock transaction table.

*Purchases could also be used for any purchases other than trading stock. Non-trading stock items could be captured through the **Batch entry - Purchase journal** (**Default** ribbon). These may now be entered using the different stock types. An example of a non-stock item could be the purchase of consumables such as stationery, etc.*

J.1.2- Sales

The following options are available to enter Sales transactions:

1. **Batch entry** – Hand-written invoices and credit notes may be entered in the Sales Jnl.

   *These are dealt with in **MODULE I.3**.*

2. **Documents** – If you wish to generate sales documents (i.e. Invoices, Credit notes and Quotes), via osFinancials5, you may enter transactions in **Documents** (**Default** ribbon). To do this, you need to create stock item codes for the following stock types:

   a) **Financial entry** – You only need to set the Tax accounts (Input and Output Tax accounts). When selecting this item, it will allow you to select the general ledger account on the Accounts lookup. Selling prices may also be maintained for the Financial entry stock item type.

   b) **Sales (no stock)** – Pre-set the Output Tax account and Sales account as well as selling prices.

      For the purpose of this tutorial, we will be selling 2 services (i.e. Install - Built-in cupboards and Paint - Exterior (outside of houses)) at 500.00 per hour to our debtors / clients).

   c) **Sales** – This is similar to the Sales (no stock) stock type. It will also allow you to keep track of stock item quantities, etc. by updating the stock transaction table.

*Invoices could also be used for any sales other than trading stock. Non-trading stock items could be captured through the **Batch entry - Sales journal** (**Default** ribbon). These may now be entered using the different stock types. An example of a non-stock item could be the sale of old or obsolete furniture, which your business does not use any longer.*

J.2- DOCUMENTS / STOCK SETTING AND PARAMETERS

It is important that the required accounts and settings be absolutely correct before you proceed with purchasing and selling of stock items in a Set of Books. If this is not done, you may find incorrect results in osFinancials5. For example, the Cost of sales transactions may not be generated when documents are posted to the ledger or the cost of sales may be calculated at average cost in stead of latest cost, etc.

Setup of Documents is a once-off process:

1. **Setup** → **Documents setup** (**Setup** ribbon) – Check document numbers, messages, set layout files, etc. - (See – **MODULE E.5.5**).
2. **Setup** → **Groups** (**Setup** ribbon) – Add the Cost of sales reporting group under Account group 1 (Reporting group 1). Add Reporting groups 1 and 2 for Document groups and Stock group 1 /2, where applicable. - (See – **MODULE E.5.4**).
3. **Setup** → **Salesperson** (**Setup** ribbon) – Add Salespersons. - (See – **MODULE E.5.7**).
4. **Setup** → **Batch types** – Add Cost of sales Batch (only to be used with Cost of sales settings for the Default Stock type). - (See – **MODULE E5.3**).
5. **Setup** → **Stock information** (**Setup** ribbon) – Unit prices, Selling price descriptions, Default selling price. - (See – **MODULE E.5.6**).
6. **Setup** → **Accounts** (**Setup** ribbon) – Create a Cost of sales account for Trading stock. - (See – **MODULE F.1**).
7. **Creditors** (**Default** ribbon) – Create a Sundry Supplier account. - (See – **MODULE F.3**).
8. **Debtors** (**Default** ribbon) – Create a Cash Customer and Linking Debtors to a Salesperson. - (See – **MODULE F.4**).

*You may print a Company information (**Reports → Company info – Information**) report to check the selling price descriptions. This report will also display the default headings and messages that will print on document layout files (i.e. Invoices, Quotes, Credit notes, Purchases, Supplier returns and Orders).*

Your Set of Books should be set up to process documents for the purchase and selling of stock items.

J.3- PROCESSING CREDITORS - ORDERS AND PURCHASES

The similar Purchase transactions may be entered in the normal "*Batch entry*" screens as above (See – **MODULE I.2**). Using the batch option, will not generate any purchase documents (i.e. Orders, Purchase documents and / or Supplier return documents). These documents need to be manually written in purchased stationery.

Using the Documents option, the transactions in the Purchase journal will automatically be generated and these documents will be automatically be generated via the layout files as set in as follows:

- **Global Settings** – As selected on the "*Layout file*" fields of **Documents setup** (**Purchases**, **Supplier returns** and **Orders** tabs) (**Setup** ribbon).
- **Creditor (Supplier) Specific Settings** – As selected on the "*Layout file*" fields of the **Creditors - Delivery address** tab) (**Default** ribbon) – ("*Layout file 1*" = Purchases, "*Layout file 2*" = Supplier returns and "*Layout file 3*"= Orders fields).
- The Default setting on the layout file should always revert to the Global settings unless another layout file have been set for a specific creditor (supplier) account. In addition to these two (2) settings layout files may be changed or other formats may be selected as follows:
    - **Documents** (**Default** ribbon) – Sidebar for Purchase document types (i.e. Purchases, Supplier returns and / or Orders).
    - **Creditors** – **Documents** tab (**Default** ribbon) of a selected creditor (supplier) account.

Purchase documents must be used for trading stock items. Please refer to MODULE K of this tutorial.

The transactions will automatically be generated when documents are updated or posted to the ledger. It will automatically generate and update (post) the transactions to the ledger in the batch types as set (linked) in the **Setup** → **Documents setup** (**Setup** ribbon) - **Purchases** and **Supplier returns** tabs.

J.3.1- Creating an order

You may need to place an order with any of your creditors (suppliers). When the Goods are received you may confirm the order against the actual goods received and the original order. You will do this by converting the Order to a Purchase document.

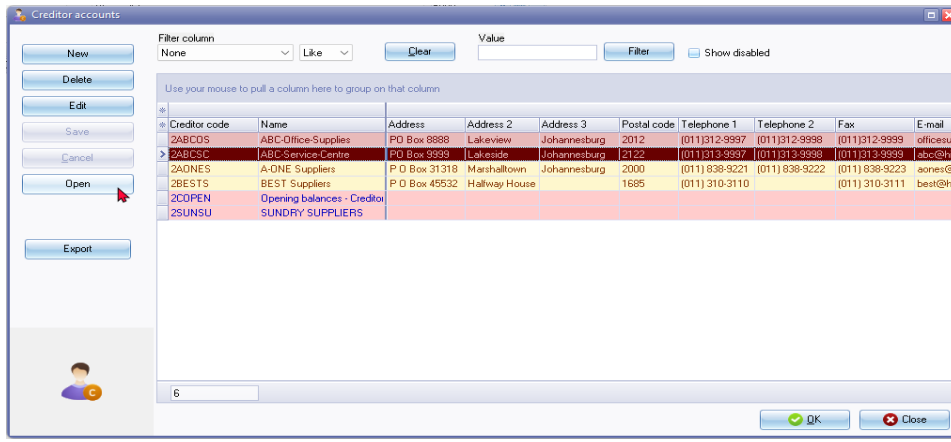
> *Orders cannot be updated (posted) to the ledger and it generates no transactions. But, once the Order has been converted to a Purchase document, it can be updated (posted) to the ledger.*

Order the following services and goods (NON-TRADING STOCK ITEMS) from ABC-Service Centre:

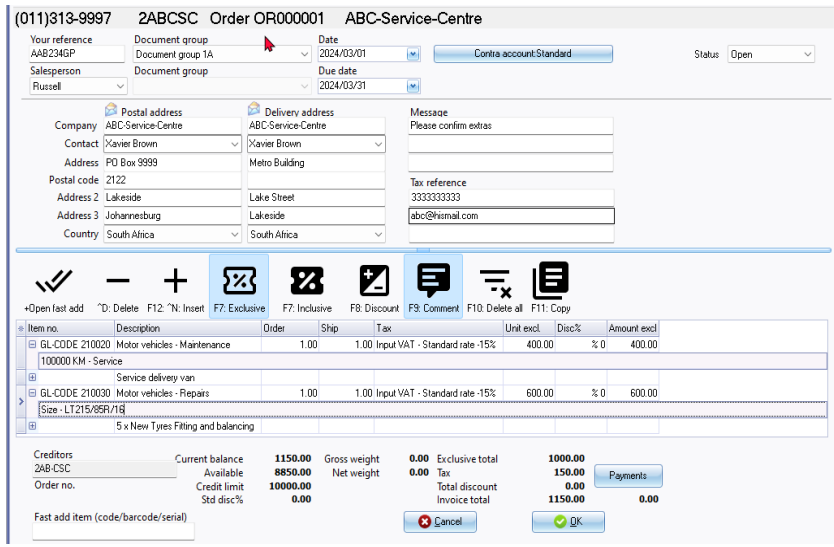
ORDER: OR000001 - 2024/03/01	
ABC-Service-Centre	
Service - Delivery van	*400.00*
5 x New Tyres - Fitting and balancing	*600.00*
Total	*1,000.00*
Input Tax - 15%	*150.00*
Total	***1,150.00***

To create an order:

1. On the **Default** ribbon, select **Documents** (**F6**).
2. Select "*Orders*" in the "*Documents*" field; if "*Orders*" is not selected.
3. Click on the **New** button. The "*Creditor accounts*" screen is displayed:



4. Select the Creditor (supplier) account ("*ABC-Service-Centre*").
5. Click on the **Open** or **OK** button. The screen for "*Orders*" is displayed:



6. Enter and / or select the following options:

Your reference: *Enter "AAB234GP" as the registration number of the vehicle. This will allow you to track down the vehicle's history when entering the registration number in the* ***Search*** *(Investigator) on the* ***Default*** *ribbon. All documents matching that registration number will be listed.*

Salesperson: *Select "Russell". Salespersons are optional for orders. This field is to show who handled the order.*

Document group 1/2: *Select "Document group 1A".*

Document group 2 cannot be selected as Groups are not added for Document group 2 in ***Groups****. (****Setup*** *ribbon)*

Date: *Select "2024/03/01", for the purpose of this tutorial. By default, the system date will be displayed.*

Due date: *This date will be automatically be calculated. It is the "Date" plus the number of days set in the* ***Accounting information*** *tab of the selected creditor account.*

Messages: *The messages as entered in* ***Setup documents*** *for the* ***Orders*** *document type will be displayed in the Message lines 1 to 3 fields. You may edit this, as necessary.*

Press the ***Enter*** *key until you get to the transaction details (document lines).*

Item no.: *Select "GL-CODE".*
The "Accounts lookup" screen will be displayed.

Select the Account "G210-020 - Motor vehicles - Maintenance" for the Servicing of delivery van. The description of the selected account is displayed. You may over-type this.

Order / Ship: *The default quantity is "1". Leave as is.*

Amount: *Enter the Unit price 400,00 (Exclusive of VAT/GST/Sales tax, if the **F7:Exclusive** icon is active - or 460,00 Inclusive of VAT/GST/Sales, Tax if the **F7:Inclusive** icon is active).*

Comments: *For the purpose of this tutorial, click on the **F9:Comment** icon or press the **F9** key. Enter "Service delivery van" and click on the **OK** button.*

Remarks: *You may click on the **+** icon (or right-click to select "Expand" option on the context menu) of a selected item to add a remark (additional information), which will print on document layout files. Enter "100000 KM - Service", as in this example.*

Item no. (next item): *Select "GL-CODE".*
The "Accounts lookup" screen will be displayed.

Select the Account "G210-030 - Motor vehicles - Repairs" for 5 x new tyres fitting and balancing. The description of the selected account is displayed. You may over-type this.

Order / Ship: *The default quantity is "1". Leave as is.*

Amount: *Enter the Unit price 600,00 (Exclusive of VAT/GST/Sales tax, if the **F7:Exclusive** icon is active - or 690,00 Inclusive of VAT/GST/Sales, Tax if the **F7:Inclusive** icon is active).*

Comments: *For the purpose of this tutorial, click on the **F9:Comment** icon or press the **F9** key. Enter "5 x New Tyres Fitting and balancing" and click **OK**.*

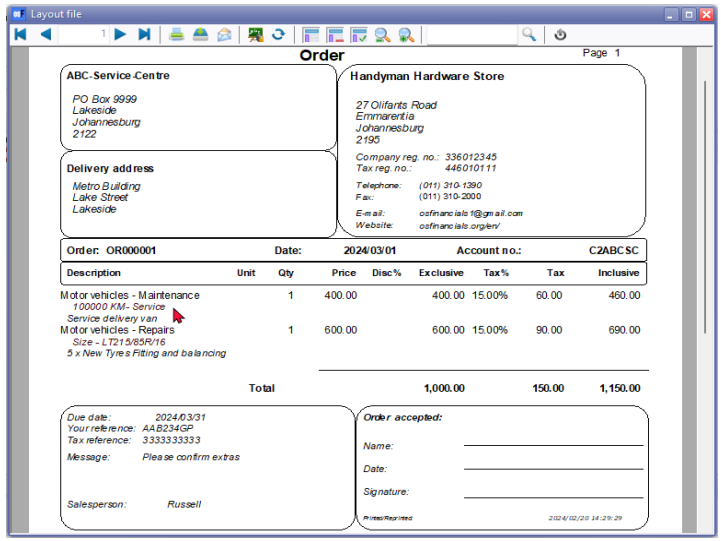
Remarks: *You may click on the **+** icon (or right-click to select "Expand" option on the context menu) of a selected item to add a remark (additional information), which will print on document layout files. Enter "Size – LT215/85R/16", as in this example.*

7. Click on the **OK** button. A confirmation message is displayed:

"Do you wish to print this order?"

8. Click on the **Yes** button to print the order.

An example of the printed order, is as follows:


Layout file

Order

Page 1

ABC-Service-Centre
PO Box 9999
Lakeside
Johannesburg
2122

Handyman Hardware Store
27 Olifants Road
Emmarentia
Johannesburg
2195
Company reg. no.: 336012345
Tax reg. no.: 446010111
Telephone: (011) 310-1390
Fax: (011) 310-2000
E-mail: osfinancials1@gmail.com
Website: osfinancials.org/en/

Delivery address
Metro Building
Lake Street
Lakeside

Order: OR000001 Date: 2024/03/01 Account no.: C2ABCSC

Description	Unit	Qty	Price	Disc%	Exclusive	Tax%	Tax	Inclusive
Motor vehicles - Maintenance 100000 KM- Service Service delivery van		1	400.00		400.00	15.00%	60.00	460.00
Motor vehicles - Repairs Size - LT215/85R/16 5 x New Tyres Fitting and balancing		1	600.00		600.00	15.00%	90.00	690.00
	Total				1,000.00		150.00	1,150.00

Due date: 2024/03/31
Your reference: AAB234GP
Tax reference: 3333333333
Message: Please confirm extras
Salesperson: Russell

Order accepted:
Name:
Date:
Signature:
Printed/Reprinted 2024/02/20 14:29:29

In addition to the comments, the remarks will be displayed in a shade of dark red font.

J.3.2- Confirming / Converting an order to a purchase document

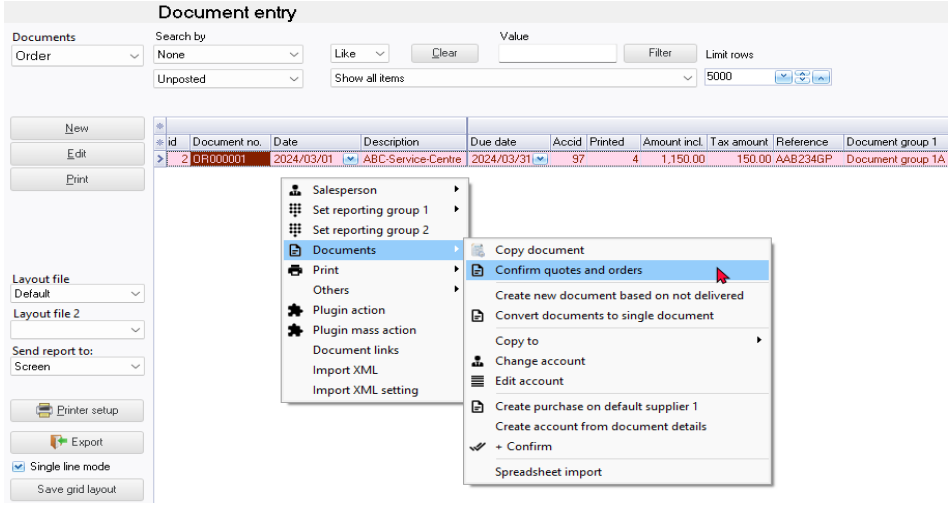
We have already placed an order with our ABC-Service-Centre - and the delivery van are fixed (serviced and 5 new tyres have been fitted and balanced) on 14 March 2024. The order needs to be checked and converted into a Purchase document.

Convert invoice to order
If you have already created invoices (whether they are updated to the ledger (posted) or not), you may convert the Invoice to an Order. To do this, select the Invoice on the documents list and right-click and select the "Documents → Convert invoice to order" option from the context menu.
You may then edit the order and convert it to a purchase document.

To convert an order to a purchase document:

*You may also convert Orders to Purchase documents from the **Input → Confirm** (**Default** ribbon).*

1. Access the "*Orders*" in the "*Documents*" field; if "*Orders*" is not selected.
2. Select the order to convert and right-click.



3. On the context menu, select the "*Confirm quotes and orders*" option. A confirmation screen will be displayed.

> *"Do you wish to continue?"*

4. Click on the **Yes** button to proceed. Another confirmation screen will be displayed.

> *"Do you wish to delete this Order?"*

5. Click on the **No** button not to delete the order.

*If you click on the **Yes** button, the order will be deleted from the "Orders" list of the "Document entry" screen.*
*Should you click on the **No** button the order will still be available on the "Orders" list of the "Document entry" screen. You may then Copy the order, change the account, edit the quantities, amounts, etc. before converting it to a purchase document.*

*You may delete Orders in **Edit → Delete → Documents** (**Default** ribbon).*

J.3.3- Creating a purchase document

Once an Order is converted to a Purchase document, it must be checked to see that the correct stock was received. When we access the Purchase documents screen from the **Documents** → **Purchases** menu (**Default** ribbon) and the Creditor is selected, all available unposted Purchase documents for that supplier are listed.

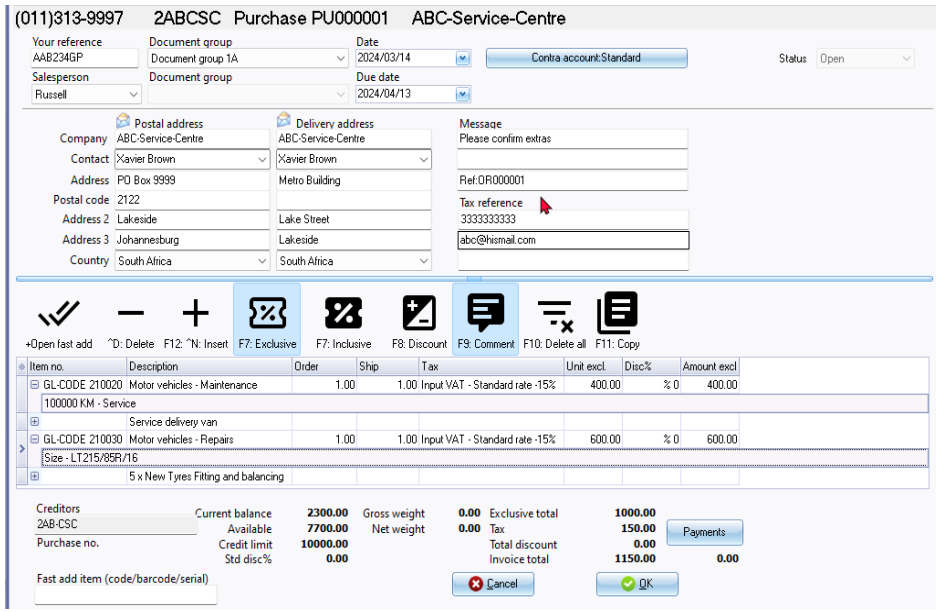
J.3.3.1- Editing a purchase document confirmed from an order

To edit a purchase document converted from an order:

1. On the **Default** ribbon, select **Documents** (**F6**).
2. Select "*Purchases*" in the "*Documents*" field; if "*Purchases*" is not selected.

   The Purchase document, listed on the "Document entry" screen, was automatically created when you have confirmed and converted the Order to a Purchase document.

3. Select the Purchase document on the list and click on the **Edit** button. The screen for Purchases is displayed:



   The Order number "OR000001", which was converted to this Purchase document, is displayed in the very last line in the "Message" field.

4. Enter and / or select the following options:

   Your reference: *Check that "AAB234GP" is displayed.*

   Date: *The system date should be displayed. Select "2024/03/14", as it is the date on which the order was fulfilled.*
   This is the date on which the Order need to be converted to a Purchase document).

   Due date: *This date will be automatically be calculated. It is the "Date" plus the number of days set in the* ***Accounting information*** *tab of the selected creditor account.*

   Message: *The messages as entered in* ***Setup documents*** *for the* ***Purchases*** *document type will be displayed in the Message lines 1 to 3 fields. You may edit this, if necessary.*

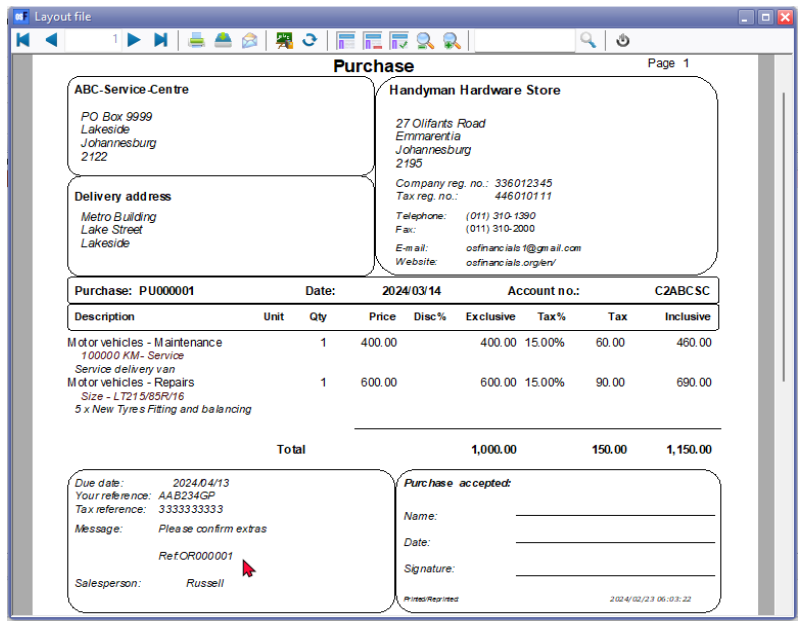
5. The items and details of the order will be displayed on the respective fields. Check the details and that the purchase price is correct. You may edit it, if necessary.

6. Click on the **OK** button. A confirmation screen will be displayed.

   "Do you wish to print this purchase?"

7. Click on the **Yes** button.

   An example of the printed purchase document, is as follows:


Layout file

Purchase

Page 1

ABC-Service-Centre
PO Box 9999
Lakeside
Johannesburg
2122

Handyman Hardware Store
27 Olifants Road
Emmarentia
Johannesburg
2195
Company reg. no.: 336012345
Tax reg. no.: 446010111
Telephone: (011) 310-1390
Fax: (011) 310-2000
E-mail: osfinancials1@gmail.com
Website: osfinancials.org/en/

Delivery address
Metro Building
Lake Street
Lakeside

Purchase: PU000001 Date: 2024/03/14 Account no.: C2ABCSC

Description	Unit	Qty	Price	Disc%	Exclusive	Tax%	Tax	Inclusive
Motor vehicles - Maintenance 100000 KM- Service Service delivery van		1	400.00		400.00	15.00%	60.00	460.00
Motor vehicles - Repairs Size - LT215/65R/16 5 x New Tyres Fitting and balancing		1	600.00		600.00	15.00%	90.00	690.00
Total					1,000.00		150.00	1,150.00

Due date: 2024/04/13
Your reference: AAB234GP
Tax reference: 3333333333
Message: Please confirm extras
Ref:OR000001
Salesperson: Russell

Purchase accepted:
Name:
Date:
Signature:
Prints/Reprints 2024/02/23 06:03:22

In addition to the comments, the remarks will be displayed in a shade of dark red font.

The Order number "OR000001", which was converted to this Purchase document, is displayed in the third line in the "Message" section.

You are now ready to enter the rest of your Purchases.

J.3.3.2- Creating a new purchase document

We have also purchased the following services:

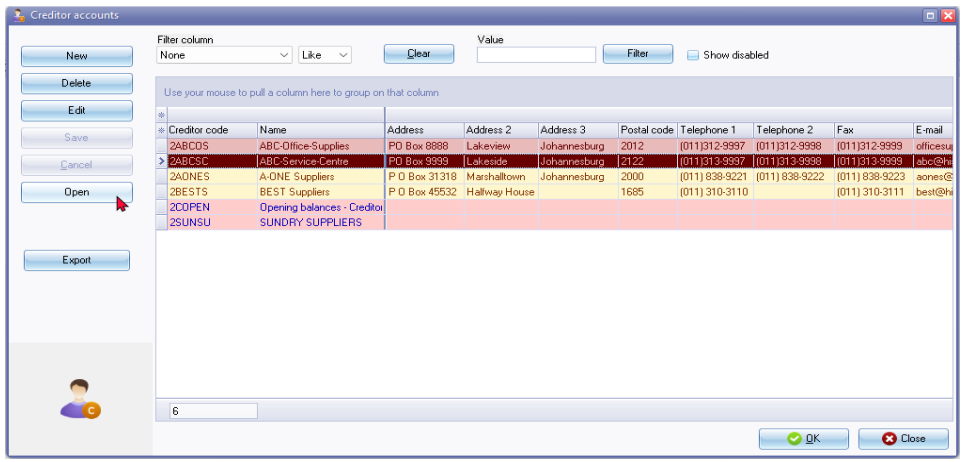
PU000002 - 2024/03/15	
Invoice IN0014 from	
ABC-Office-Supplies	
Installation of office equipment	*1,500.00*
Input Tax – 15%	*225.00*
Total	***1,725.00***

To create a new purchase document:

1. On the **Default** ribbon, select **Documents** (**F6**).
2. Select "*Purchases*" in the "*Documents*" field; if "*Purchases*" is not displayed.
3. Click on the **New** button.

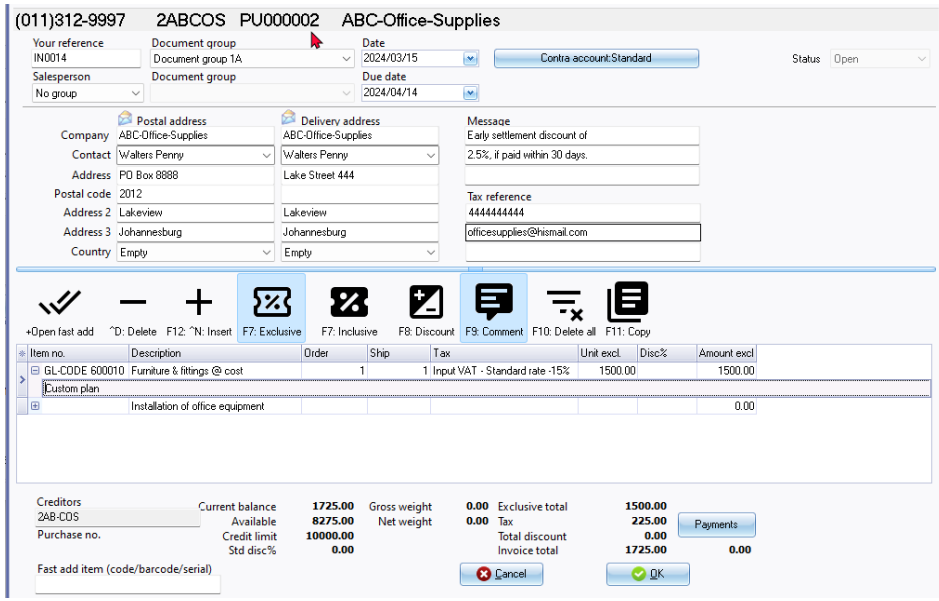
   Only select "New" when you are actually creating a new Purchase document. Remember that you will only be able to edit Purchase documents as long as they have not yet been updated to the ledger.

   The "*Creditor accounts*" screen is displayed:



4. Select the Creditor (supplier) account ("*ABC-Office Supplies*").

5. Click on the **Open** or **OK** button. The screen for "*Purchases*" is displayed:



6. Enter and / or select the following options:

Your reference: *Enter "IN0014" as the reference of the creditor.*

Salesperson: *Select "Tracy". Salespersons are optional for purchases. This field is to show who handled the purchase.*

Document group 1/2: *Select "Document group 1A".*

Document group 2 cannot be selected as Groups are not added for Document group 2 in ***Groups*** *(****Setup*** *ribbon).*

Date: *Select "2024/03/15".*

Due date: *This date will be automatically be calculated. It is the "Date" plus the number of days set in the* ***Accounting information*** *tab of the selected creditor account.*

Message: *The messages as entered in* ***Setup documents*** *for the* ***Purchases*** *document type will be displayed in the Message lines 1 to 3 fields. You may edit this, as necessary.*

Press the ***Enter*** *key until you get to the transaction details (document lines).*

Item no: *Select the account "G600-010 – Furniture and fittings @ cost" for the Installation of office equipment. The description of the selected account is displayed. You may edit this, as necessary.*

Order / Ship: *Enter "1".*

Tax:	*The default Input Tax account for the stock item will be displayed. Confirm that it is correct by pressing the **Enter** key.*
Unit excl.	*Enter the Unit price ("1,500.00" - Exclusive of VAT/GST/Sales tax, if the **F7:Exclusive** icon is active - or "1,725.00" - Inclusive of VAT/GST/Sales, Tax if the **F7:Inclusive** icon is active).*
Discount:	*Press the **Enter** key to keep it at the default 0% discount rate.*
Comment:	*Click on the **F9:Comment** icon or press the **F9** key. Enter "Installation of office equipment" and click on the **OK** button.*
Remarks:	*You may click on the **+** icon (or right-click to select "Expand" option on the context menu) of a selected item to add a remark (additional information), which will print on document layout files. Enter "Custom plan", as in this example.*

7. Click on the **OK** button. A confirmation screen will be displayed.

"Do you wish to print this purchase?"

8. Click on the **No** button.

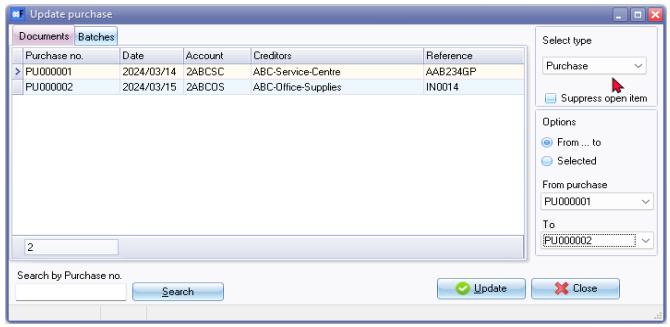
J.3.4- Updating purchases to the ledger

*Since we have not selected the "Auto-post documents on print" option on the **Documents setup** (See – **MODULE E.4.5**) we need to post the purchases manually.*

To post or update your purchases:

1. On the **Default** ribbon, select **Update ledger** (**F3**). The "*Update Invoice*" screen will be displayed.

2. Select "*Purchases*" and its name will change to *"Update purchases"* - listing all your unposted purchases.



Purchases in rows with a cream or peach background (i.e. PU000001), have been printed. Purchases in rows with a blue background (i.e. PU000002), have not yet been printed.

3. Click on the "*From... to*" field and select -

   From purchase: PU000001

   To: PU000002

4. Click on the **Update** button. osFinancials5 will generate the Purchases journal and update the stock, creditors and Input VAT/GST/Sales tax. The transactions is as follows:

   DR Expense / Asset Purchase account

   DR VAT/GST/Sales tax (net amount)

   CR Creditor (total amount)

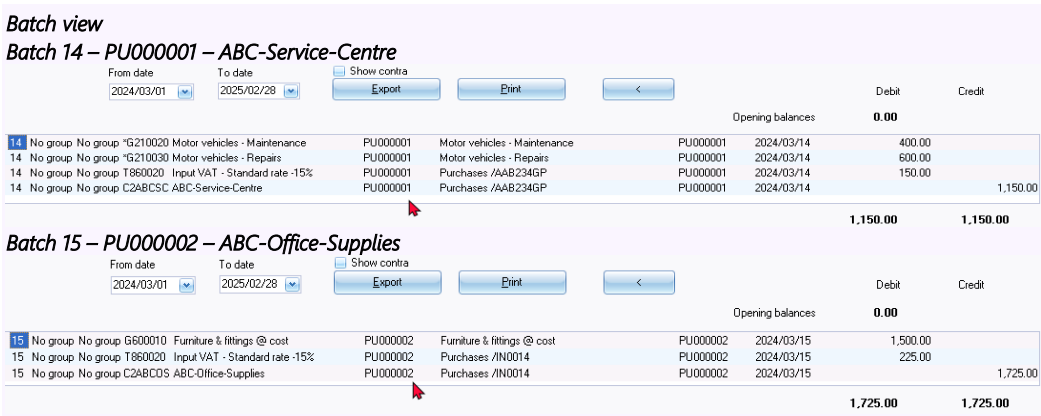
J.3.5- T-Account view of transactions

All processed (posted) transactions will be accumulated in the Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

To access the T-Account view of the transactions:

1. On the **Reports** ribbon, select **Ledger analyser 1** or **Ledger analyser 2**.
2. Select "*Trial balance*" report type and click on the **Report** button.
3. On the "*Trial balance*", select the "*Creditors control*" account.
4. Double-click on the selected account; or right-click and select **Show details** on the context menu.
5. Click on the following to get specific views of transactions:
    - **Batch id** (e.g. 14 or 15 automatically generated). This will list only the transactions for a specific batch (journal).
    - **Account code** (e.g. G210-020 Maintenance, G210-030 Repairs, T860-020 Input Tax – Standard rate – 15% account, C2AB-CSC ABC-Service Centre). This will list the transactions for a specific account.
    - **Date** – This will list the transactions for a specific date. If you double-click on a date, the "*From date*" and "*To date*" will be changed to the selected date.

After posting the Purchase documents, the transactions should display as follows in the T-Account viewer:



Account view

Accounts in the Creditor's ledger:

ABC-Service-Centre

C2ABCSC ABC-Service-Centre				Debit	Credit
14 PU000001	2024/03/14	PU000001	Purchases /AAB234GP .		1,150.00
			Totals		1,150.00

ABC-Office-Supplies

C2ABCOS ABC-Office-Supplies				Debit	Credit
15 PU000002	2024/03/15	PU000002	Purchases /IN0014 .		1,725.00
			Totals		1,725.00

Accounts in the General ledger:

Furniture and fittings @ cost

G600010 Furniture & fittings @ cost				Debit	Credit
15 PU000002	2024/03/15	PU000002	Furniture & fittings @ cost .	1,500.00	
			Totals	1,500.00	

Motor vehicles – Maintenance

G210020* Motor vehicles - Maintenance				Debit	Credit
14 PU000001	2024/03/14	PU000001	Motor vehicles - Maintenance .	400.00	
			Totals	400.00	

Motor vehicles - Repairs

G210030* Motor vehicles - Repairs				Debit	Credit
14 PU000001	2024/03/14	PU000001	Motor vehicles - Repairs .	600.00	
			Totals	600.00	

Input Tax – Standard rate – 15 %

T860020 Input VAT - Standard rate -15%				Debit	Credit
14 PU000001	2024/03/14	PU000001	Purchases /AAB234GP .	150.00	
15 PU000002	2024/03/15	PU000002	Purchases /IN0014 .	225.00	
			Totals	375.00	

Debits = Credits

Debit transactions in the Expenses (i.e. Maintenance and Repairs) and Fixed assets accounts (i.e. Furniture and fittings @ cost) and Input Tax (VAT/GST/Sales tax).

=

Credit transactions in the Creditor's ledger (i.e. individual Creditor accounts).

J.4- PROCESSING DEBTORS - QUOTES AND INVOICES

The similar Sales transactions may be entered in the normal "*Batch entry*" screens as above (See – **MODULE I.3**). Using the batch option, will not generate any sales documents (i.e. Quotes, Invoices and / or Credit notes). These documents need to be manually written in purchased stationery.

Using the Documents option, the transactions in the Sales journal will automatically be generated and these documents will be automatically be generated via the layout files as set in as follows:

- **Global Settings** – As selected on the "*Layout file*" fields of **Setup** → **Documents setup** (**Invoices**, **Credit notes** and **Quotes** tabs) (**Setup** ribbon).
- **Debtor (customer / client) Specific settings** – As selected on the Layout fields of the **Debtors - Delivery address** tab) (**Default** ribbon) – ("*Layout file 1*" = Invoices, "*Layout file 2*" = Credit notes and "*Layout file 3*"= Quotes fields).
- The Default setting on the Layout file should always revert to the Global settings unless another layout file have been set for a specific debtor (customer / client) account. In addition to these two (2) settings layout files may be changed or other formats may be selected as follows:
    - **Documents** (**Default** ribbon) – Sidebar for Sales document types (i.e. Invoices, Credit notes and / or Quotes).
    - **Debtors** – **Documents** tab (**Default** ribbon) of a selected debtor (customer / client) account.

Sales documents must be used for trading stock items. Please refer to MODULE K of this tutorial.

J.4.1- Creating a quote

Your debtors (customers / clients) may ask you for a quotation on your products for various reasons. osFinancials5 allows you to create a quote on the system. When the debtor (customer / client) accepts the quote, you may confirm the Quote and Convert it to an Invoice.

Note will not be able update the Quotation to the ledger and it generates no transactions. But once the Quote has been converted to an Invoice, it can be updated or posted to the ledger.

On 1 March 2024 Mr. AB Green asked for a quote for painting outside of his house.

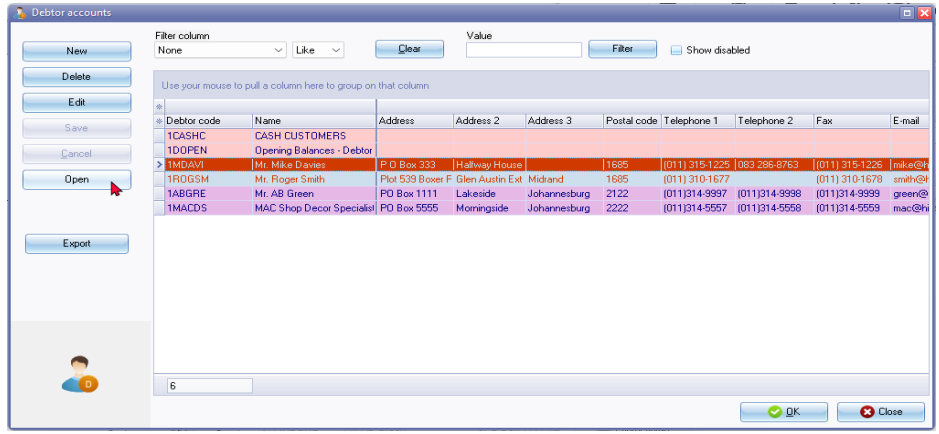
To create a quote:

1. On the **Default** ribbon, select **Documents** (**F6**).

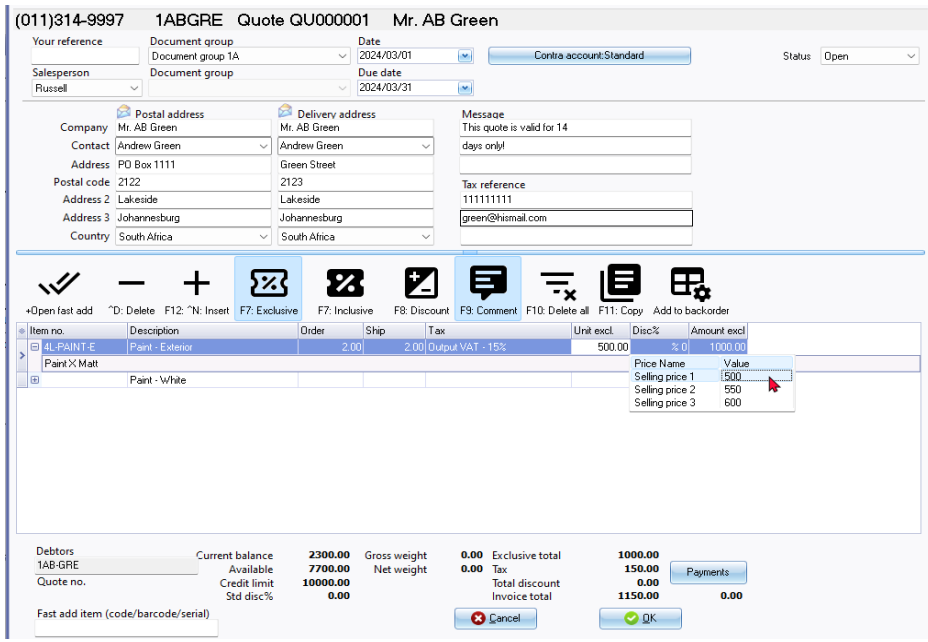
2. Select "*Quotes*" in the "*Documents*" field; if "*Quotes*" is not selected.
3. Click on the **New** button.

   Only select "New" when you are actually creating a new invoice. Remember that you will only be able to edit invoice as long as they have not yet been updated to the ledger.

4. The "*Debtor accounts*" screen is displayed:



5. Select the Debtor (customer / client) account ("*Mr. AB Green*").
6. Click on the **Open** or **OK** button.



7. Enter and / or select the following options:

Your reference: *Leave blank.*

Salesperson: *Select "Russell"; if not already selected. As Russell was set as the default salesperson, his name should automatically be displayed. (You may select any other salesperson if Russell is not doing this quote).*

Document group 1/2: *Select "Document group 1A".*

Document group 2 cannot be selected as Groups are not added for Document group 2 in ***Groups****. (****Setup*** *ribbon).*

Date: *Select "2024/03/01".*

Due date: *This date will be automatically be calculated. It is the "Date" plus the number of days set in the* ***Accounting information*** *tab of the selected debtor account.*

Message: *The messages as entered in* ***Setup documents*** *for the Q****uotes*** *document type will be displayed in the Message lines 1 to 3 fields. You may edit this, as*

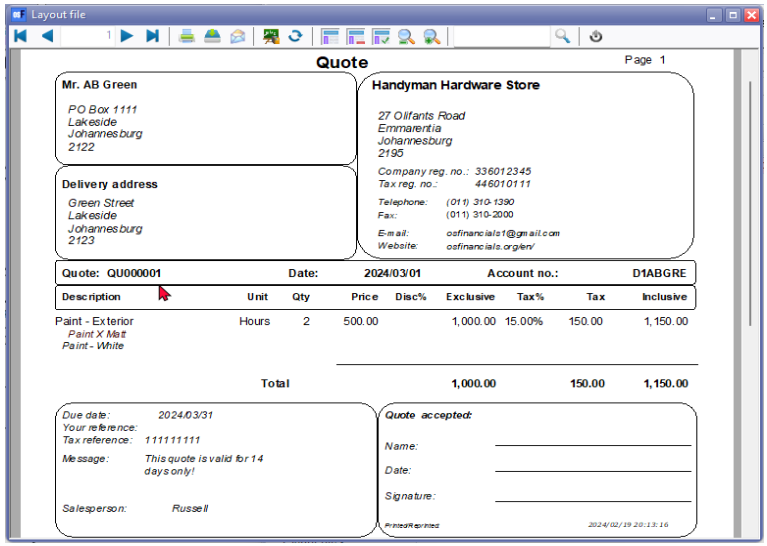
	necessary.
	*Press the **Enter** key until you get to the transaction details (document lines).*
Item no.:	*Select "4L-PAINT-E". The description, Quantity (default 1), Output Tax account, Unit selling price (Exclusive of VAT/GST/Sales tax if the **F7:Exclusive** icon is active - or Inclusive of VAT/GST/Sales tax if the **F7:Inclusive** icon is active) will be displayed.*
	The default selling price for the Debtor account will be displayed. Make sure that Selling price 1 (i.e. "500") is selected for the purpose of this tutorial.
Quantity:	*The default quantity is displayed as "1". Enter "2" as the quote is for 2 hours.*
Tax:	*The default Output Tax account for the stock item will be displayed. When the cursor is in this field, the Tax accounts lookup will be displayed. Confirm that it is correct by pressing the **Enter** key.*
Discount:	*Press the **Enter** key to keep it at the default 0% discount rate.*
F9:Comment:	*Click on the **F9:Comment** icon.*
	*Enter "Paint - White" as a comment and click **OK**.*
Remarks:	*You may click on the **+** icon (or right-click to select "Expand" option on the context menu) of a selected item to add a remark (additional information), which will print on document layout files. Enter "Paint X Matt", as in this example.*

8. Click on the **OK** button. A confirmation screen will be displayed.

"Do you wish to print this quote?"

9. Click on the **Yes** button.

An example of the printed quote, is as follows:



In addition to the comments, the remarks will be displayed in a shade of dark red font.

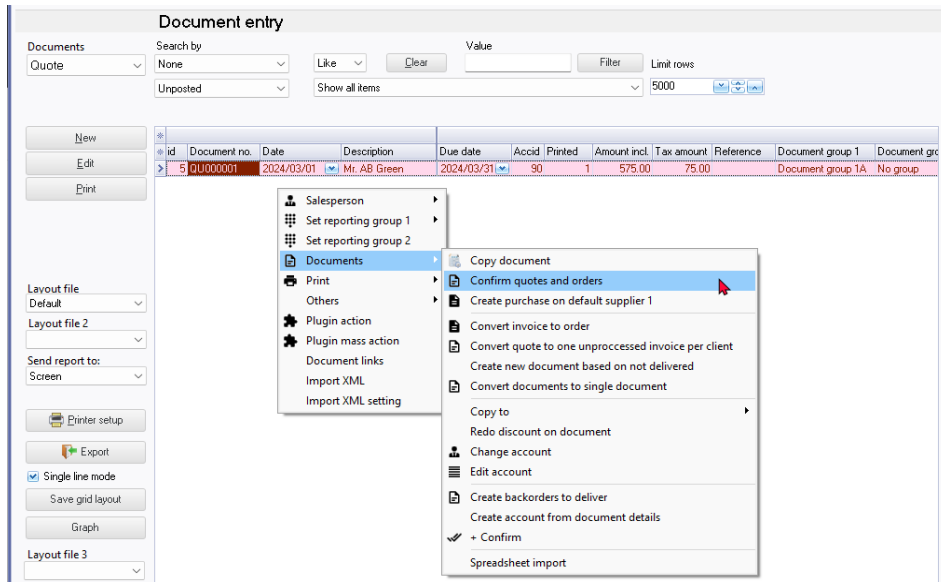
J.4.2- Confirming a quote - Converting a quote to an invoice

On 13 March 2024, Mr. AB Green confirms that he wishes to repair his roof as quoted on 1 March 2024. We need to check or confirm the quote and convert it to an invoice.

To convert a quote to an invoice:

You may also convert quotes to invoices from the **Input** → **Confirm** (**Default** ribbon).

1. Access "*Quotes*" in the "*Documents*" field; if "*Quotes*" is not selected.
2. Select the quote to convert and right-click.



3. On the context menu, select the "*Confirm quotes and orders*" option. A confirmation screen will be displayed.

> *"Do you wish to continue?"*

4. Click on the **Yes** button to proceed. Another confirmation screen will be displayed.

> *"Do you wish to delete this Quote?"*

5. Click on the **No** button not to delete the quote.

*If you click on the **Yes** button, the quote will be deleted from the quotes list of the "Document entry" screen.*
*Should you click on the **No** button the quote will still be available on the quote list of the "Document entry" screen. You may then Copy the quote, change the account, edit the account, etc. before converting it to an invoice.*

*You may delete Quotes in **Edit → Delete → Documents** (**Default** ribbon).*

6. Click on the **Yes** button to proceed. An information message is displayed:

> *"Document(s) created!*
> *IN000001 D1ABGRE Mr. AB Green"*

7. Click on the **OK** button to close the information message.

8. Access the "*Invoices*" screen and edit the converted invoice, if necessary.

J.4.3- Creating an invoice

Once a Quote is converted to an Invoice, check that all the items on the quote are accepted. When accessing the Invoice documents screen from the **Documents - Invoices** (**Default** ribbon) and the debtor (customer / client) is selected, all available unposted Invoices for that debtor (customer / client) are listed.

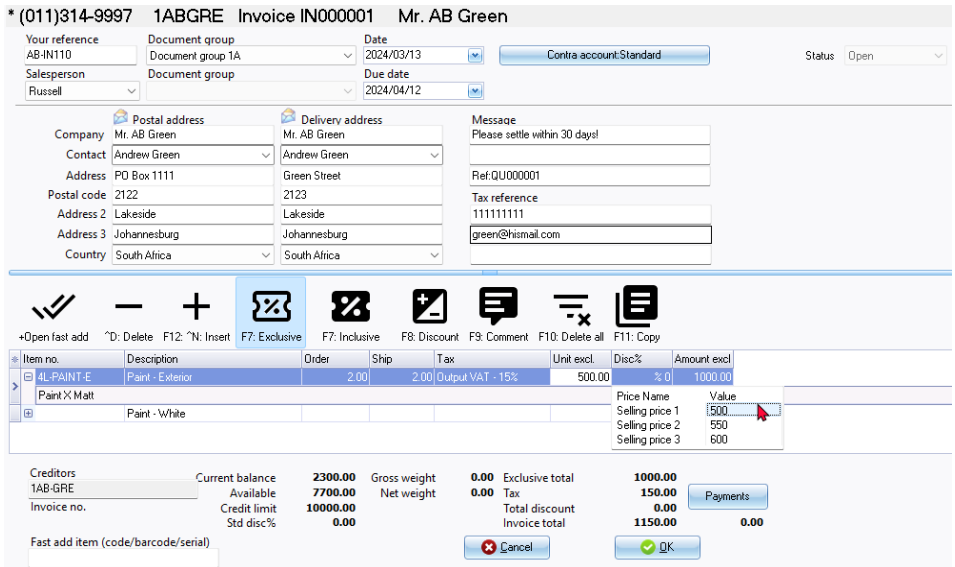
J.4.3.1- Editing an invoice confirmed from a quote

To edit an invoice converted from a quote:

1. On the **Default** ribbon, select **Documents** (**F6**).
2. Select "*Invoices*" in the "*Documents*" field; if "*Invoices*" is not selected.

   The Invoice, listed on the "Document entry" screen, was automatically created when you have confirmed and converted the quote to an invoice.

3. Select the invoice on the list and click on the **Edit** button.



   The Quote number "QU000001", which was converted to this Invoice, is displayed in the very last line in the "Message" field.

4. Enter and / or select the following options:

   Your reference: *Enter "AB-IN110" as the reference supplied by Mr. AB Green.*

   Salesperson: *Check that "Russell" is displayed.*

Date: *The system date should be displayed, as it is the date on which the quote was converted to an invoice. For the purposes of this tutorial, select "2024/03/13".*

Due date: *This date will be automatically be calculated. It is the "Date" plus the number of days set in the* ***Accounting information*** *tab of the selected debtor account.*

Message: *The messages as entered in* ***Setup documents*** *for the* ***Invoice*** *and* ***Quotes*** *document types will be displayed in the Message lines 1 to 3 fields. You may edit this, as necessary.*

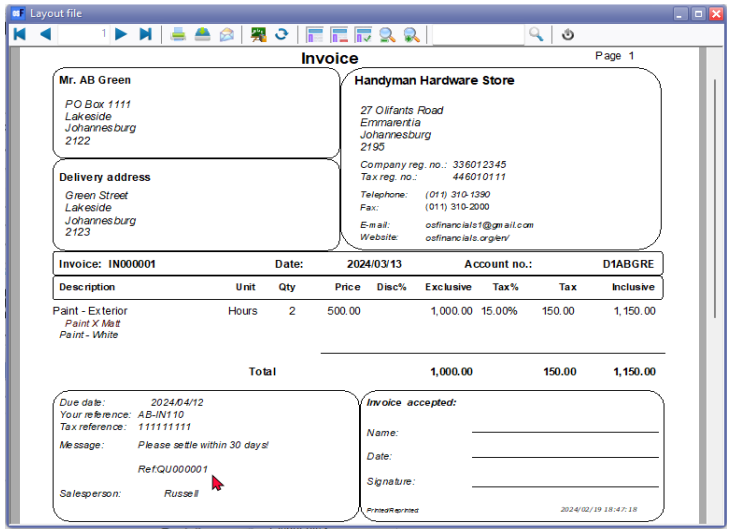
5. The items and details of the quote will be displayed on the respective fields. Check the quantity and selling price for the paint and the hours is correct. You may edit it, if necessary.

The quantity ordered is the number of stock items the customer requested. The quantity shipped is the number of items actually supplied. If the quantity ordered and the quantity shipped are not the same, the difference will appear on the back order report.

6. Click on the **OK** button. A confirmation screen will be displayed.

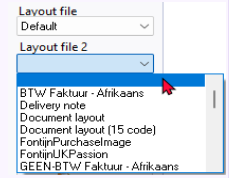
"Do you wish to print this invoice?"

7. Click on the **Yes** button. An example of the printed invoice, is as follows:



In addition to the comments, the remarks will be displayed in a shade of dark red font.

If you need to print a Delivery note, you may select the Delivery note. In this tutorial, the Delivery note layout file, will automatically be printed after the invoice is printed.
To turn-off (disable) the Delivery notes, select the blank line in the "Layout file 2" field.



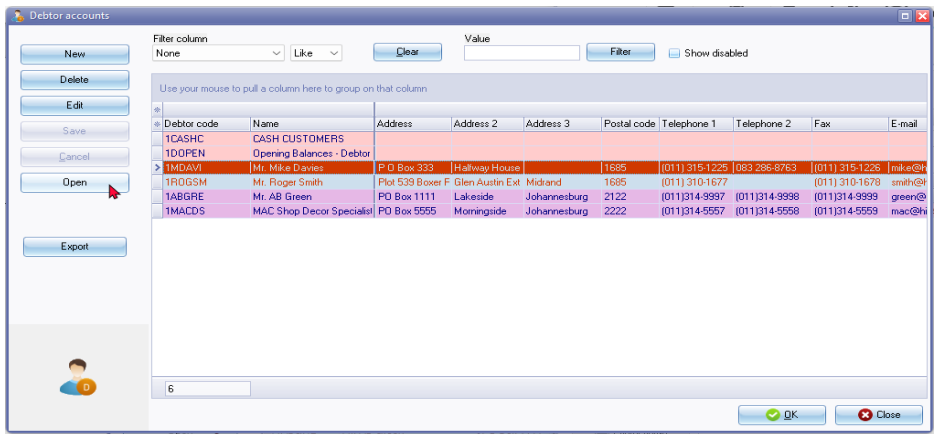
J.4.3.2- Creating a new invoice

Enter the rest of your sales:

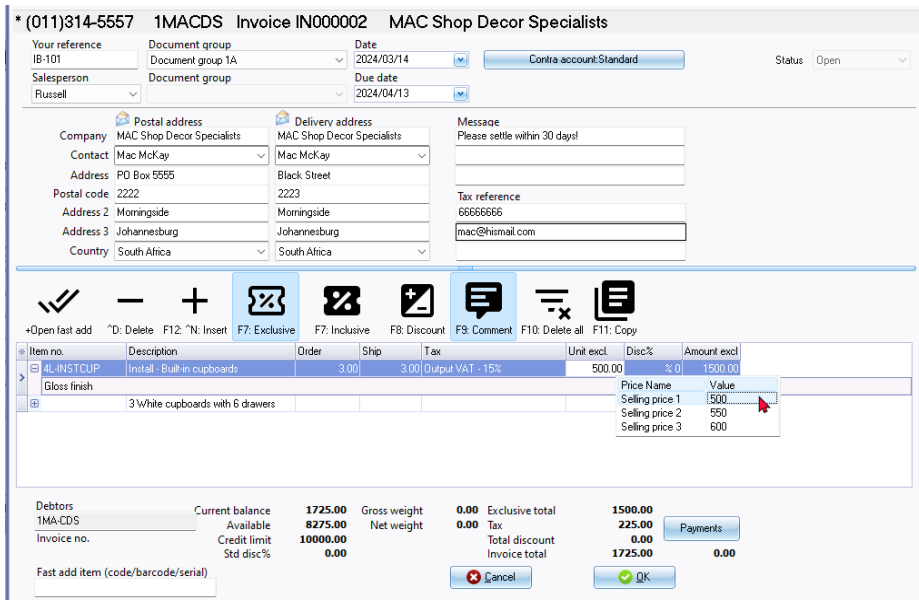
Salesperson - Tracy		*Salesperson - Russell*		*Salesperson - Tracy*	
2024/03/14 Invoice IN000002		*2024/03/15 Invoice IN000003*		*2024/03/16 Invoice IN000004*	
To: MAC Shop Decor Specialists		*To: Mr. AB Green*		*To: Mr. Mike Davies*	
Reference: IB-101		*Reference: PH-101*		*Reference: IB-102*	
Comment: 3 White cupboards with 6 drawers		*Comment: Paint - Green*		*Comment: Install 6 cupboards*	
Install - Built-in cupboard	*1,500.00*	*Paint outside of house 2 hours*	*1,000.00*	*Install - Built-in cupboard*	*1,500.00*
Output Tax - 15%	*225.00*	*Output Tax - 15%*	*150.00*	*Output Tax - 15%*	*225.00*
Total	***1,725.00***	***Total***	***1,150.00***	***Total***	***1,725.00***

To create a new invoice:

1. On the **Default** ribbon, select **Documents** (**F6**).
2. Select "*Invoices*" in the "Documents" field; if "*Invoices*" is not selected.
3. Click on the **New** button. The "*Debtor accounts*" screen is displayed:



4. Select the Debtor (customer / client) account ("*MAC Shop Decor Specialists*").
5. Click on the **Open** or **OK** button.



*If you would like to include a longer description than the description field, you can press the **F9** key for a comment and type in a comment on that line.*

6. Enter and / or select the following options:

Your reference:	*Enter "IB-101".*
Salesperson:	*Select "Russell"; if not already displayed.*
Document group 1/2:	*Select "Document group 1A".*
	*Document group 2 cannot be selected as Groups are not added for Document group 2 in **Groups**. (**Setup** ribbon).*
Date:	*Select "2024/03/14".*
Due date:	*This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected debtor account.*
Message:	*The messages as entered in **Setup documents** for the Invoices document type will be displayed in the Message lines 1 to 3 fields. You may edit this, as necessary.*
	*Press the **Enter** key until you get to the transaction details (document lines).*
Item no.:	*Select "Sales (no stock)". The description, Quantity (default 1), Tax account, Unit selling price (Exclusive of VAT/GST/Sales tax if the **F7:Exclusive** icon is active - or Inclusive of VAT/GST/Sales tax if the **F7:Inclusive** icon is active) will be displayed.*

Order / Ship: *Enter "3".*

Tax: *The default Output Tax account for the stock item will be displayed. When the cursor is in this field, the Tax accounts lookup will be displayed. Confirm that it is correct by pressing the* ***Enter*** *key.*

Discount: *Press the* ***Enter*** *key to keep it at the default 0% discount rate.*

7. Click on the **OK** button. A confirmation screen will be displayed.

"Do you wish to print this invoice?"

8. Click on the **Yes** button.
9. Enter your sales to create invoices IN000003 and IN000004.

Once you have completed all your invoices, check to see that you are:

- *Selling to the right person.*
- *Selling at the right date.*
- *Selling the right item requested.*
- *Selling the right quantity requested.*
- *Selling at the right price.*
- *Selling at the correct Tax rate.*

Once all your invoices are correct, you may post or update them to the ledger.

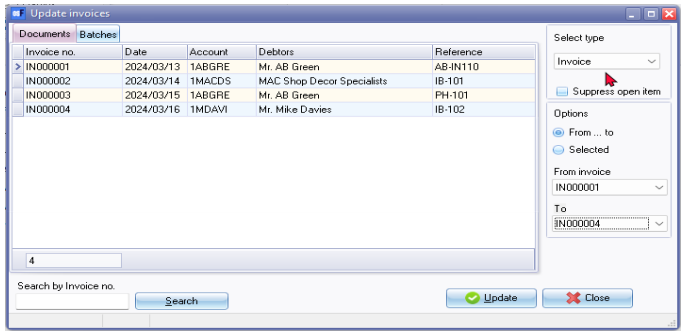
J.4.4- Updating your invoices to the ledger

Since we have not selected the "Auto-post documents on print" option on the ***Documents setup*** *(See –* ***MODULE E.4.5****) we need to post the invoices manually.*

Check all your Purchases (Goods Received Notes) to see that they are correct and have been updated to the ledger, before you update the Invoices to the ledger.

To post or update your invoices:

1. On the **Default** ribbon, select **Update ledger** (**F3**).
2. Invoices are displayed by default - listing all your unposted invoices. If not, select "*Invoices*".



Invoices in rows with a cream or peach background (i.e. IN000001 and IN000003), have been printed.
Invoices in rows with a blue background (i.e. IN000002 and IN000004), have not yet been printed.

3. Click on the "*From... to*" field and select -

   From invoice: IN000001

   To: IN000004

4. Click on the **Update** button. osFinancials5 will generate the Sales journal and update the Sales, Debtors, Output VAT/GST/Sales tax and Stock. The transactions is as follows:

   DR Debtor (total amount)

   CR Sales (net amount - selling price)

   CR VAT/GST/Sales tax (net amount)

J.4.5- T-Account view of transactions

All processed (posted) transactions will be accumulated in the Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

To access the T-Account view of the transactions:

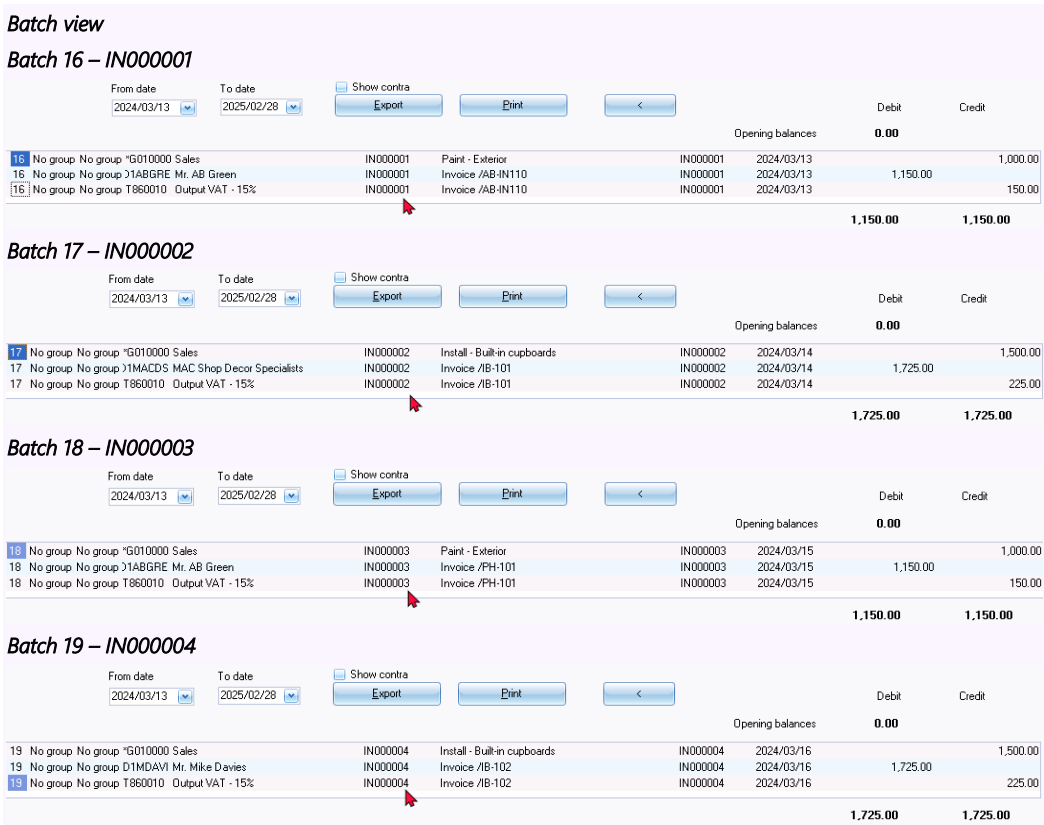
1. On the **Reports** ribbon, select **Ledger analyser 1** or **Ledger analyser 2**.
2. Select "*Trial balance*" report type and click on the **Report** button.
3. On the "*Trial balance*", select the "*Sales*" account.

4. Double-click on the selected account; or right-click and select **Show details** on the context menu.

5. Click on the following to get specific views of transactions:

   - **Batch id** (e.g. 16, 17, 18 or 19 automatically generated). This will list only the transactions for a specific batch (journal).
   - **Account code** (e.g. G010-000 Sales, T860-010 Output Tax - 15%, D1AB-GRE Mr. AB Green). This will list the transactions for a specific account.
   - **Date** – This will list the transactions for a specific date. If you double-click on a date, the "*From date*" and "*To date*" will be changed to the selected date.

After posting the Invoices, the transactions should display as follows in the T-Account viewer:



Account view

Accounts in the Debtor's ledger:

Mr. AB Green

D1ABGRE Mr. AB Green				Debit	Credit
16 IN000001	2024/03/13	IN000001	Invoice /AB-N110 .	1,150.00	
18 IN000003	2024/03/15	IN000003	Invoice /PH-101 .	1,150.00	
			Totals	2,300.00	

Mr. Mike Davies

D1MDAVI Mr. Mike Davies				Debit	Credit
19 IN000004	2024/03/16	IN000004	Invoice /IB-102 .	1,725.00	
			Totals	1,725.00	

MAC Shop Decor Specialists

D1MACDS MAC Shop Decor Specialists				Debit	Credit
17 IN000002	2024/03/14	IN000002	Invoice /IB-101 .	1,725.00	
			Totals	1,725.00	

Accounts in the General ledger:

Sales

G010000* Sales				Debit	Credit
16 IN000001	2024/03/13	IN000001	Paint - Exterior .		1,000.00
17 IN000002	2024/03/14	IN000002	Install - Built-in cupboards .		1,500.00
18 IN000003	2024/03/15	IN000003	Paint - Exterior .		1,000.00
19 IN000004	2024/03/16	IN000004	Install - Built-in cupboards .		1,500.00
			Totals		5,000.00

Output Tax - 15%

T860010 Output VAT - 15%				Debit	Credit
16 IN000001	2024/03/13	IN000001	Invoice /AB-N110 .		150.00
17 IN000002	2024/03/14	IN000002	Invoice /IB-101 .		225.00
18 IN000003	2024/03/15	IN000003	Invoice /PH-101 .		150.00
19 IN000004	2024/03/16	IN000004	Invoice /IB-102 .		225.00
			Totals		750.00

Debits = Credits

Debit transactions in the Debtor's ledger (i.e. individual Debtor accounts).

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Credit transactions in the General ledger (i.e. Sales and Output Tax (VAT/GST/Sales tax accounts)).

MODULE K - PROCESSING DOCUMENTS – TRADING STOCK

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K.1- DOCUMENTS / STOCK SETTING AND PARAMETERS

It is important that the required accounts and settings be absolutely correct before you proceed with purchasing and selling of stock items in a Set of Books. If this is not done, you may find incorrect results in osFinancials5. For example, the Cost of sales transactions may not be generated when documents are posted to the ledger or the cost of sales may be calculated at average cost in stead of latest cost, etc.

Setup of Documents is a once-off process:

1. **Setup** → **Documents setup** (**Setup** ribbon) – Check document numbers, messages, set layout files, etc. - (See – **MODULE E.5.5**).
2. **Setup** → **Groups** (**Setup** ribbon) – Add the Cost of sales reporting group under Account group 1 (Reporting group 1). Also add Reporting groups 1 and 2 for Document groups and Stock group 1 /2, where applicable. - (See – **MODULE E.5.4**).
3. **Setup** → **Salesperson** (**Setup** ribbon) – Add Salespersons. - (See – **MODULE E.5.7**).
4. **Setup** → **Batch types** (**Setup** ribbon) – Add Cost of sales batch (only to be used with Cost of sales settings for the Default Stock type). - (See – **MODULE E.5.3**).
5. **Setup** → **Stock information** (**Setup** ribbon) – Unit prices, Selling price descriptions, Default selling price.

   For the purpose of this tutorial, we need to activate and set the cost of sales parameters, if the Cost of sales were not set correctly when you created your Set of Books. - (See – **MODULE E.4.6**).

   You also have the option of ticking "use average cost" - if you wish you may leave this field not ticked in which case, "latest cost" will be used for calculating the value of your stock. Consult with your accountant as to which method you should use. The value of your stock can affect your profit and loss figures.

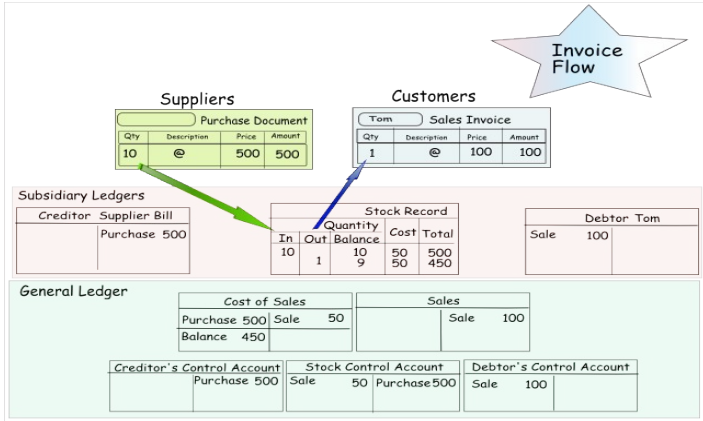
6. **Setup** → **Accounts** (**Setup** ribbon) – Create a Cost of sales account for Trading stock. - (See – **MODULE F.1**).
7. **Creditors** (**Default** ribbon) – Create a Sundry supplier account. - (See – **MODULE F.3**).
8. **Debtors** (**Default** ribbon) – Create a Cash customer and Linking Debtors to a Salesperson. - (See – **MODULE F.4**).

   *You may print a Company information (**Reports → Company info – Information**) report to check the Cost of Sales settings (Average cost or Latest cost) Selling price descriptions. This report will also display the default headings and messages that will print on document layout files (i.e. Invoices, Quotes, Credit notes, Purchases, Supplier returns and Orders).*

   Your Set of Books should be set up to process documents for the purchase and selling of trading stock items.

K.2- BASICS OF TRADING STOCK

Before you start with this MODULE in the Tutorial, you need to be absolutely sure that all settings for Stock items, Cost of sales and Documents are correct.
*Please refer to (See – **MODULE E.4.6**) - Setup Stock information (with particular attention to Cost of sales).*



When you first set up osFinancials, it is important that you either enter a purchase or do a stock take-on for each stock item, before entering any invoices. By doing this you are giving osFinancials the cost price of the stock item.
The cost price is used to update the Cost of sales and Stock accounts, when an invoice is created. Therefore, if osFinancials does not have a cost price, the cost of sales account will be updated with a zero amount. This will cause your gross profit to be over inflated.

It is important that the required accounts and settings be absolutely correct before you proceed with purchasing and selling of trading stock items in a Set of Books.
If this is not done, you may find incorrect results in osFinancials. For example, the Cost of sales transactions may not be generated when documents are posted to the ledger or the cost of sales may be calculated at average cost in stead of latest cost, etc.

If you generate documents from your stock item code file in osFinancials, transactions will automatically be generated when documents are updated or posted to the ledger as follows:

- **Sales documents (Invoices and Credit notes)** in the **Sales journal** (as linked to the "*Batch type*" field of the **Invoices** and **Credit notes** tabs in **Documents setup** (**Setup** ribbon).
- **Purchase documents (Purchases and Supplier returns)** in the **Purchase journal** (as linked to the "*Batch type*" field of the **Purchases** and **Supplier returns** tabs in **Documents setup** (**Setup** ribbon).

The transactions for the Default (Trading stock) stock type, is as follows:

Trading stock items (Default stock type)	
Purchases (Purchase journal)	*Invoices (Sales journal)*
DR - Stock item (net cost price - Input Tax excluded) *DR - Input Tax (% of purchase price)* *CR - Creditor (full amount - Input Tax included)*	*DR - Debtor (full amount - Output Tax included)* *CR - Sales (selling price - Output Tax excluded)* *CR - Output Tax (% of selling price)*
	Cost of sales journal
	DR - Cost of sales (cost price) *CR - Stock (cost price)*

The transactions for Supplier returns (Credit notes received from creditors (suppliers)) are exactly the opposite than those of purchase documents (Invoices received from creditors (suppliers)).

The transactions for Credit notes (issued to debtors (customers / clients)) are exactly the opposite than those of Invoices.

Trading stock items (Default stock type)	
Supplier returns (Purchase returns journal)	*Credit notes (Sales returns journal)*
DR - Creditor (full amount - Input Tax included) *CR - Stock item (cost price - Input Tax excluded)* *CR - Input Tax (% of purchase price)*	*DR - Sales (selling price - Output Tax excluded)* *DR - Output Tax (% of selling price)* *CR - Debtor (full amount - Output Tax included)*
	Cost of sales journal
	DR - Stock (cost price) *CR - Cost of sales (cost price)*

All other stock types (excluding the Bills of Materials (BOM) stock type), have no cost of sales transactions.

The Bills of Materials (BOM) and the Bills of Materials (Production) (BOM (Production)) stock types, are usually linked to trading stock items (components).

K.3- TAKING ON TRADING STOCK ITEMS

The opening balances for your stock items must be entered for each individual stock item - you cannot simply enter the total from the trial balance. You need to inform the program of the quantities on hand and the cost prices for each stock item.

osFinancials will calculate the value of each stock item by multiplying the quantities on hand by the cost price. After all the quantities and cost prices of your stock items are entered, the total value of all stock items should be equal to the control figure (stock control account), as per your financial statements.

K.3.1- Entering opening quantities on hand and cost prices

In practice you would now do a stock take and inform osFinancials as to the numbers of each item you have in stock. Unless your opening balances are actually entered into the system, osFinancials would never know how many items you had in stock to start with. For the purpose of this tutorial, we have 5 drill presses and 4 compressors to take on.

Example: List of stock items in the Stock ledger, is as follows:

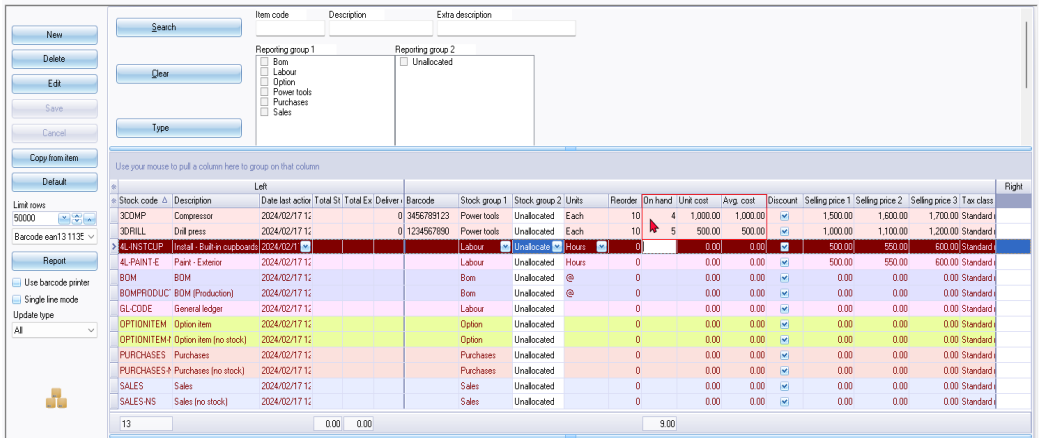
Handyman Hardware Store
List of Stock Items as at 29 February 2024

Stock Item	Stock Code	Quantity on Hand	Unit Cost Price	Value of Stock on Hand
Compressor	3Comp	4	1 000.00	4 000.00
Drill Press	3Drill	5	500.00	2 500.00
Total				6 500.00

Only the total value (cost price of stock) is entered as the opening balance of your stock items.

To take on opening balances for your stock items:

1. On the **Default** ribbon, select **Stock items** (**F12**).
2. Click on the **Advanced mode** button. The **Advanced mode** button's caption will change to **Default**.



3. Select the Stock take-on the "*Update type*" field (on the sidebar).

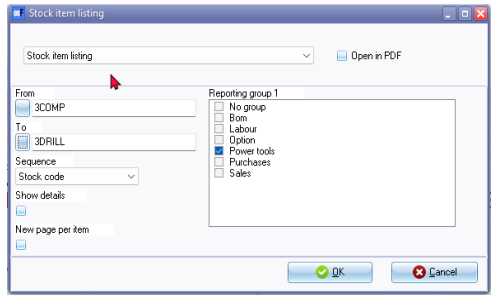
> *You may click on any column heading and drag it. For example, to enter the Average cost (in the "Avg Cost" column), simply click on the column heading and drag it next to the "On Hand" column.*
>
> *You may select (tick) the "Power tools" in Reporting group 1, and click on the **Search** button to list only the stock items linked to "Power tools".*

4. Select "*COMPRESSOR*" to take on the compressors. Enter "*4*" for the Quantity on hand (in the "*On hand*" column) and "*1000*" for the Average cost (in the "*Avg. cost*" column).
5. Select the stock code for the "*DRILL PRESS*" to take on the drills. Enter "*5*" for the Quantity on hand (in the "*On hand*" column) and "*500*" for the Average cost (in the "*Avg. cost*" column).
6. Click on the **Save** button.

K.3.2- Printing stock item listing reports

To print a stock item listing report:

1. On the **Reports** ribbon, select **Reports** → **Stock** → **Stock item listing**. The "*All selling prices*" report options will be displayed.
2. Select the "*Stock item listing*" from the list of reports.

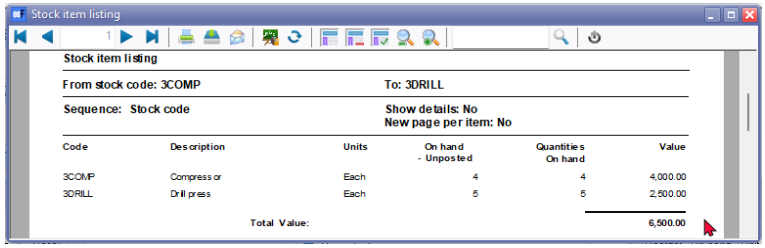


3. Select the following options:

From:	*Select the Stock item i.e. "3COMP" on the list.*
To:	*Select the Stock item i.e. "3DRILL." on the list.*
Reporting group 1:	*Click on the "Power tools" tick box to view only those Stock items linked to this Stock group1. You may also remove the tick to view all items, if the last Stock item is selected.*
Show details:	*Leave blank.*
New page per item:	*Leave blank.*

4. Click on the **OK** button.

The report is displayed as follows:



Stock item listing

From stock code: 3COMP To: 3DRILL

Sequence: Stock code Show details: No
New page per item: No

Code	Description	Units	On hand - Unposted	Quantities On hand	Value
3COMP	Compressor	Each	4	4	4,000.00
3DRILL	Drill press	Each	5	5	2,500.00
	Total Value:				6,500.00

You should have 6,500.00 of Stock on hand. This amount should balance with the stock records and the stock control account in your previous accounting records.

Handyman Hardware Store List of Stock Items as at 29 February 2024				
Stock Item	Stock Code	Quantity on Hand	Unit Cost Price	Value of Stock on Hand
Compressor Drill Press	3Comp 3Drill	4 5	1 000.00 500.00	4 000.00 2 500.00
Total				6 500.00

It is recommended that the source document (e.g. stock item list, etc.) be attached to this Stock item List (take-on of opening balances) and that it be retained for record and audit purposes.

This report only reflect the Quantities and value at cost price (Quantity x Cost price as in this case the number and amount entered in the "Avg. cost" column for the Stock items).
It is good practice to retrieve a detailed report to check that you have entered all the details and information correctly. To view additional information, select the "Show details" option. This will list the Extra description, Manufacturer, Unit size, Net and Gross weight, Selling prices 1 / 2 / 3, Barcode, Reporting group 1 / 2 and preferred supplier 1 / 2.

*It is also recommended that the **All selling prices** Stock item listing report is printed to check your selling prices, before you start invoicing.*

5. After viewing the report, click on the **Close** button to close the report preview screen.

K.4- PROCESSING CREDITORS - ORDERS AND PURCHASES

The transactions will automatically be generated when purchase documents are updated or posted to the ledger. It will automatically generate and update (post) the transactions to the ledger in the batch types as set (linked) in the **Documents setup** (**Setup** ribbon) - **Purchases** and **Supplier returns** tabs.

K.4.1- Creating an order

You may need to place an order with any of your creditors (suppliers).

When the Goods are received (or services are rendered), you may confirm the order against the actual goods / services received.

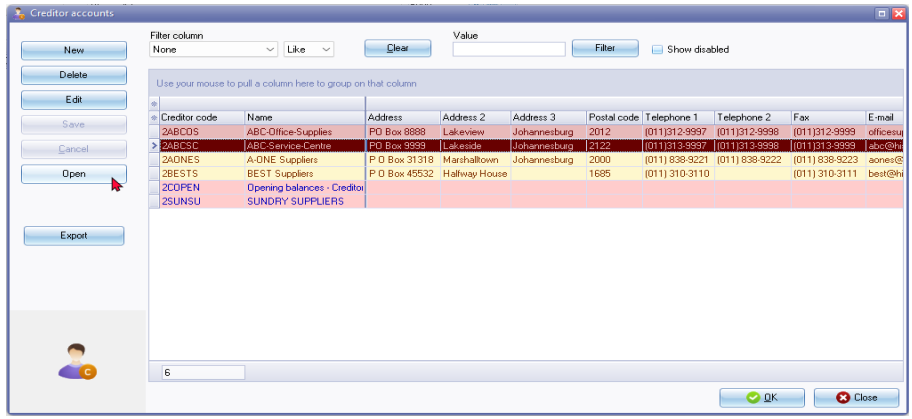
Orders cannot be updated (posted) to the ledger and it generates no transactions. But, once the Order has been converted to a Purchase document, it can be updated (posted) to the ledger.

Order 3 x Drill presses from A-ONE Suppliers:

ORDER: OR000001 - 2024/04/01	
A-ONE Suppliers	
3 Drill presses at	*1,500.00*
Input Tax - 15%	*225.00*
Total	***1,725.00***

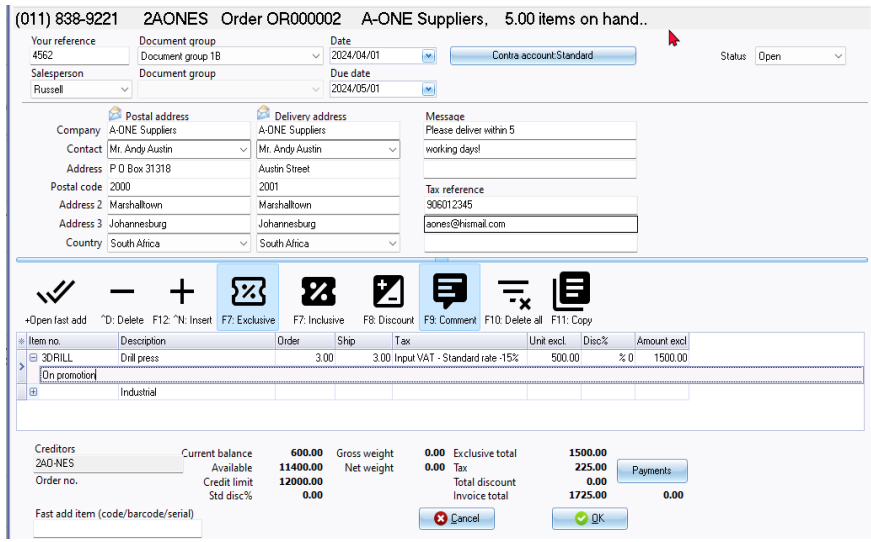
To create an order:

1. On the **Default** ribbon, select **Documents** (**F6**).
2. Select "*Orders*" in the "*Documents*" field; if "*Orders*" is not selected.
3. Click on the **New** button. The "*Creditor accounts*" screen is displayed:



4. Select the Creditor account ("*A-ONE Suppliers*").

5. Click on the **Open** or **OK** button.



6. Enter and / or select the following options:

Your reference: *Enter "4562" as the reference for the order.*

Salesperson: *Select "Russell". Salespersons are optional for orders. This field is to show who handled the order.*

Document group 1/2: *Select "Document group 1B".*

Document group 2 cannot be selected as Groups are not added for Document group 2 in ***Groups*** *(****Setup*** *ribbon).*

Date: *Select "2024/04/01".*

Due date: *This date will be automatically be calculated. It is the "Date" plus the number of days set in the* ***Accounting information*** *tab of the selected creditor account.*

Message: *The messages as entered in* ***Setup documents*** *for the* ***Orders*** *document type will be displayed in the Message lines 1 to 3 fields. You may edit this as necessary.*

Press the ***Enter*** *key until you get to the transaction details (document lines).*

Item no.: *Select "3DRILL". The description, Quantity (default 1), Tax account, Unit Purchase or Cost price (Exclusive of VAT/GST/Sales tax if the* ***F7:Exclusive*** *icon is active - or Inclusive of VAT/GST/Sales tax if the* ***F7:Inclusive*** *icon is active) will be displayed.*

Order / Ship: *Enter "3" as the quantity in the "Order" and "Ship" fields.*

Tax: *The default Input Tax account for the stock item will be displayed. When the cursor is in this field, the Tax accounts lookup will be displayed. Confirm that it is correct by pressing the **Enter** key.*

Discount: *Press the **Enter** key to keep it at the default 0% discount rate.*

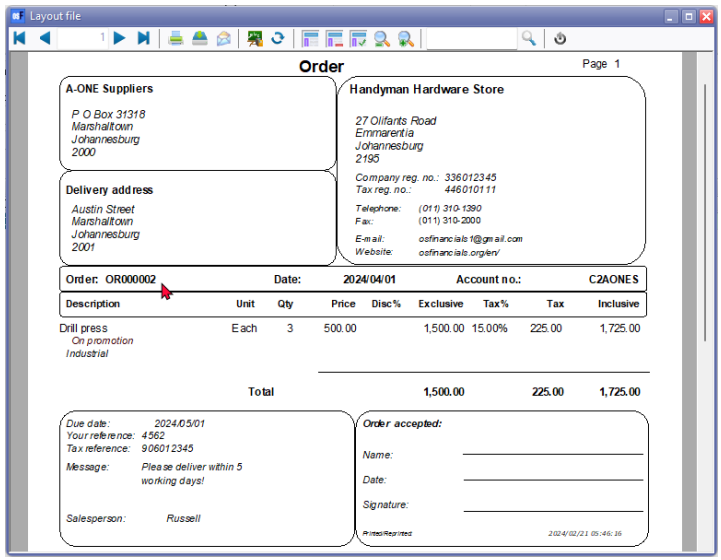
Comments: *Click on the **F9:Comment** icon. Enter "Industrial", as in this example.*

Remarks: *You may click on the **+** icon (or right-click to select "Expand" option on the context menu) of a selected item to add a remark (additional information), which will print on document layout files. Enter "On promotion", as in this example.*

7. Click on the **OK** button. A confirmation screen will be displayed.

"Do you wish to print this order?"

8. Click on the **Yes** button. An example of the printed order, is as follows:



In addition to the comments, the remarks will be displayed in a shade of dark red font.

K.4.2- Confirming / Converting an order to a purchase document

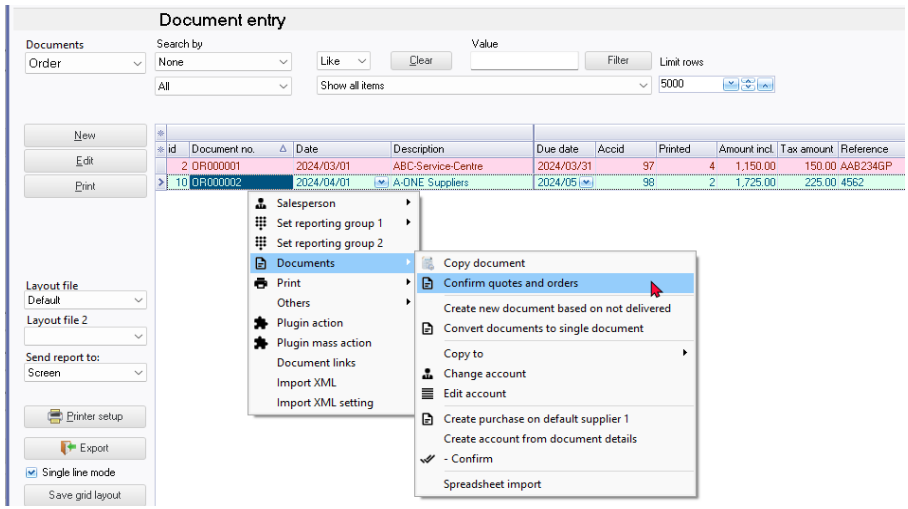
We have already placed an order with our A-ONE Suppliers - and the three drills are received on 7 April 2024. The order needs to be checked and converted into a Purchase document or a Goods received note.

*If you have already created invoices (whether they are updated to the ledger (posted) or not), you may convert the Invoice to an Order. To do this, select the Invoice on the documents list and right-click and select the "**Documents → Convert invoice to order**" option from the context menu.*
You may then edit the order and convert it to a purchase document.

To convert an order to a purchase document:

*You may also convert Orders to Purchase documents from the **Input → Confirm** (**Default** ribbon).*

1. Access "*Orders*" in the "*Documents*" field; if "*Orders*" is not selected.
2. Select the order to convert and right-click.



3. Right-click and select the "*Confirm quotes and orders*" option on the context menu. A confirmation screen will be displayed.

   "Do you wish to continue?"

4. Click on the **Yes** button to proceed. Another confirmation screen will be displayed.

   "Do you wish to delete this Order?"

5. Click on the **No** button not to delete the order.

   *If you click on the **Yes** button, the order will be deleted from the "Orders" list of the "Document entry" screen.*
   *Should you click on the **No** button the order will still be available on the Orders list of the "Document entry" screen. You may then Copy the order, change the account, edit the account, etc. before converting it to a purchase document.*

   *You may delete Orders in **Edit → Delete → Documents** (**Default** ribbon).*

K.4.3- Creating a purchase document

Once an Order is converted to a Purchase document (Goods received note), it must be checked to see that the correct stock was received.

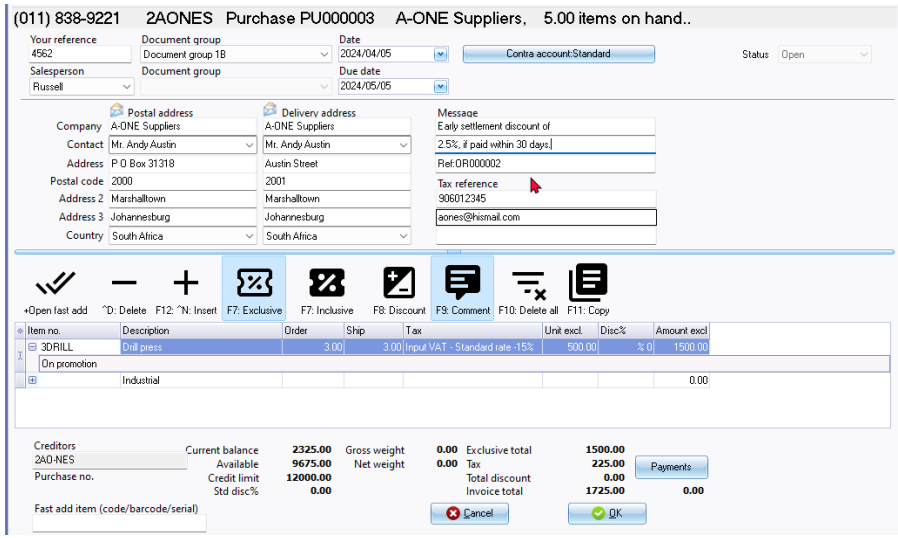
K.4.3.1- Editing a purchase document confirmed from an order

To edit a purchase document converted from an order:

1. On the **Default** ribbon, select **Documents** (**F6**).
2. Select "*Purchases*" in the "*Documents*" field; if "*Purchases*" is not selected.

   The purchase document, listed on the "Document entry" screen, was automatically created when you have confirmed and converted the order to a purchase document.

3. Select the purchase document on the list and click on the **Edit** button.



   The order number "OR000002", which was converted to this purchase document, is displayed in the very last line in the "Message" field.

4. Enter and / or select the following options:

   Your reference: *Enter "4562" as the reference of the creditor.*

   Date: *2024/04/05 (should be displayed, as it is the date on which the order was converted to a purchase document).*

   Due date: *This date will be automatically be calculated. It is the "Date" plus the number of days set in the* ***Accounting information*** *tab of the selected creditor account.*

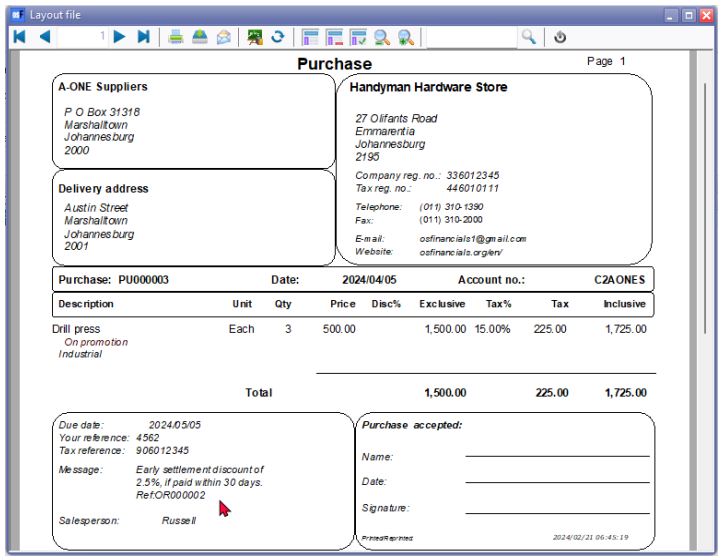
Message: *Message for Purchase document and Order document will be merged into the message lines. Edit the message lines as necessary.*
The order which was confirmed and converted to this purchase document e.g. "Ref: OR000002" is added to message line 3.

5. The items and details of the order will be displayed on the respective fields. Check the 3 drills and the purchase or cost price is correct. You may edit it, if necessary.

6. Click on the **OK** button. A confirmation screen will be displayed.

"Do you wish to print this purchase?"

7. Click on the **Yes** button. An example of the printed purchase, is as follows:


Layout file

Purchase

Page 1

A-ONE Suppliers
P O Box 31318
Marshalltown
Johannesburg
2000

Handyman Hardware Store
27 Olifants Road
Emmarentia
Johannesburg
2195
Company reg. no.: 336012345
Tax reg. no.: 446010111
Telephone: (011) 310-1390
Fax: (011) 310-2000
E-mail: osfinancials1@gmail.com
Website: osfinancials.org/en/

Delivery address
Austin Street
Marshalltown
Johannesburg
2001

Purchase: PU000003 Date: 2024/04/05 Account no.: C2AONES

Description	Unit	Qty	Price	Disc%	Exclusive	Tax%	Tax	Inclusive
Drill press On promotion Industrial	Each	3	500.00		1,500.00	15.00%	225.00	1,725.00
Total					1,500.00		225.00	1,725.00

Due date: 2024/05/05
Your reference: 4562
Tax reference: 906012345
Message: Early settlement discount of 2.5%, if paid within 30 days.
Ref:OR000002
Salesperson: Russell

Purchase accepted:
Name:
Date:
Signature:
Printed/Reprinted 2024/02/21 06:45:19

In addition to the comments, the remarks will be displayed in a shade of dark red font.

The order which was confirmed and converted to this purchase document e.g. "Ref: OR000002" is added to message line 3.

You are now ready to enter the rest of your purchases.

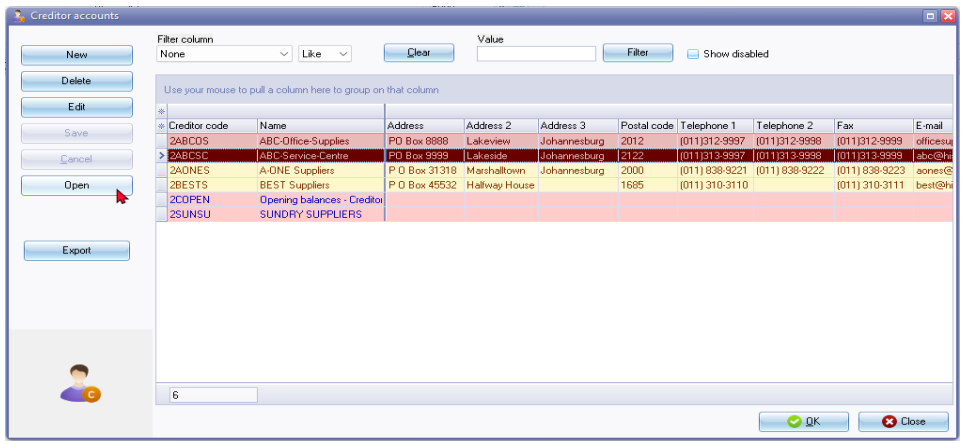
K.4.3.2- Creating a new purchase document

We have also purchased two (2) compressors:

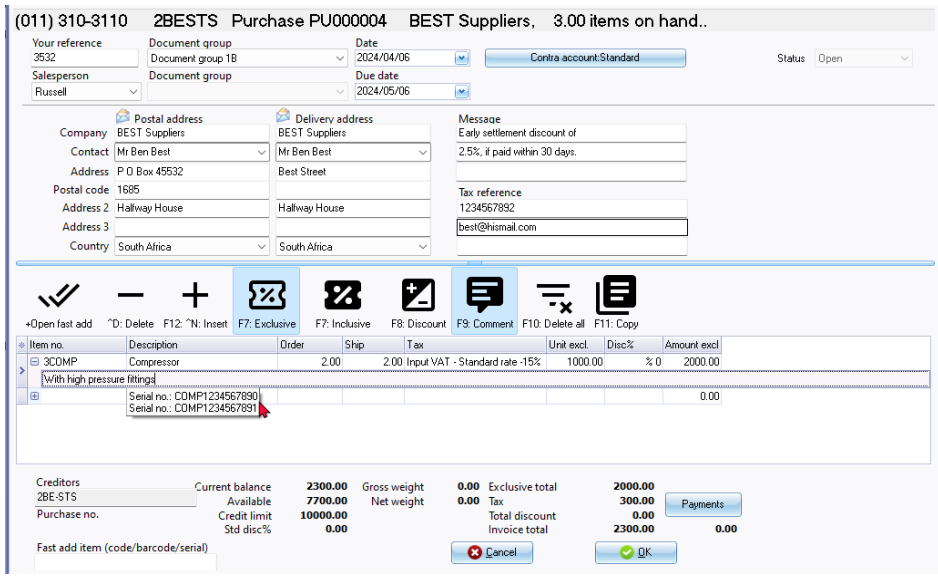
PU000004 - 2024/04/06	
Invoice 3532 from	
BEST Suppliers	
2 Compressor	*2,000.00*
Input Tax - 15%	*300.00*
Total	***2,300.00***

To create a new purchase document:

1. On the **Default** ribbon, select **Documents** (**F6**).
2. Select "*Purchases*" in the "*Documents*" field; if "*Purchases*" is not displayed.
3. Click on the **New** button. The "*Creditor accounts*" screen is displayed:



4. Select the Creditor account ("*BEST Suppliers*").
5. Click on the **Open** or **OK** button.



6. Enter and / or select the following options:

Your reference: *Enter "3532" as the reference of the creditor.*

Salesperson: *Select "Russell". Salespersons are optional for purchases. This field is to show who handled the purchase.*

Document group 1/2: *Select "Document group 1A".*

Document group 2 cannot be selected as Groups are not added for Document group 2 in ***Groups*** *(****Setup*** *ribbon).*

Date: *Select "2024/04/06".*

Due date: *This date will be automatically be calculated. It is the "Date" plus the number of days set in the* ***Accounting information*** *tab of the selected creditor account.*

Message: *The messages as entered in* ***Setup documents*** *for the Purchase document type will be displayed in the Message lines 1 to 3 fields. You may edit this as necessary.*

Press the ***Enter*** *key until you get to the transaction details (document lines).*

Item no.: *Select "3COMP". The description, Quantity (default 1), Tax account, Unit price (Exclusive of VAT/GST/Sales tax if the* ***F7:Exclusive*** *icon is active - or Inclusive of VAT/GST/Sales tax if the* ***F7:Inclusive*** *icon is active) will be displayed.*

Quantity: *Enter "2".*

Tax: *The default Input Tax account for the stock item will be displayed. When the cursor is in this field, the Tax accounts lookup will be displayed. Confirm that it is correct by pressing the **Enter** key.*

Discount: *Press the **Enter** key to keep it at the default 0% discount rate.*

Comments: *Click on the **F9:Comment** icon. Enter "Serial no.: COMP1234567890" and Serial no.: COMP1234567891", as in this example.*

Remarks: *You may click on the **+** icon (or right-click to select "Expand" option on the context menu) of a selected item to add a remark (additional information), which will print on document layout files. Enter "With high pressure fittings", as in this example.*

7. Click on the **OK** button. A confirmation screen will be displayed.

"Do you wish to print this purchase?"

8. Click on the **Yes** button.

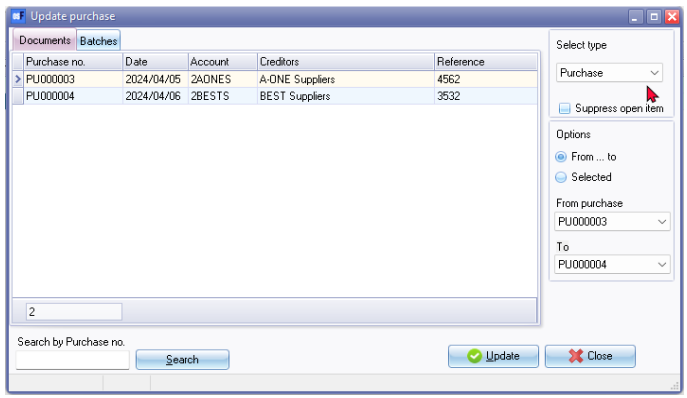
osFinancials defaults to an average costing basis. Please ask your accountant whether to use this option or to check the "Use latest cost" option.

K.4.4- Updating purchase documents to the ledger

*Since we have not selected the "Auto-post documents on print" option on the **Documents setup** (See – **MODULE E.4.5**) we need to post the purchases manually.*

To post or update your purchases:

1. On the **Default** ribbon, select **Update ledger** (**F3**). The "*Update Invoice*" screen will be displayed.
2. Select "*Purchases*" and its name will change to *"Update purchases"* - listing all your unposted purchases.



Purchases in rows with a cream or peach background (i.e. PU000003) have been printed.
Purchases in rows with a blue background (i.e. PU000004), have not yet been printed.

3. Click on the "*From... to*" field and select -

   From purchase: PU000003

   To: PU000004

4. Click on the **Update** button. osFinancials will generate the Purchases Journal, and update the stock, creditors and Input VAT/GST/Sales tax. The transactions is as follows:

   DR Stock (net amount)

   DR VAT/GST/Sales tax (net amount)

   CR Creditor (total amount)

K.4.5- T-Account view of transactions

All processed (posted) transactions will be accumulated in the Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

To access the T-Account view of the transactions:

1. On the **Reports** ribbon, select **Ledger analyser 1** or **Ledger analyser 2**.
2. Select "*Trial balance*" report type and click on the **Report** button.
3. On the "*Trial balance*", select the "*Creditors control*" account.
4. Double-click on the selected account; or right-click and select **Show details** on the context menu.
5. Click on the following to get specific views of transactions:
   - **Batch id** (e.g. 20 or 21 automatically generated). This will list only the transactions for a specific batch (journal).
   - **Account code** (e.g. G750-000 Stock control, T860-020 Input Tax – Standard rate - 15%, C2AO-NES A-ONE Suppliers). This will list the transactions for a specific account.
   - **Date** – This will list the transactions for a specific date. If you double-click on a date, the "*From date*" and "*To date*" will be changed to the selected date.

After posting the Purchase documents, the transactions should display as follows in the T-Account viewer:

Batch view

Batch 20 – PU000003 – A-ONE Suppliers

From date 2024/04/01 To date 2025/02/28 Show contra Export Print <

									Debit	Credit
								Opening balances	0.00	
20	No group	No group	G750000	Stock control	PU000003	Drill press	PU000003	2024/04/05	1,500.00	
20	No group	No group	T860020	Input VAT - Standard rate -15%	PU000003	Purchases /4562	PU000003	2024/04/05	225.00	
20	No group	No group	C2AONES	A-ONE Suppliers	PU000003	Purchases /4562	PU000003	2024/04/05		1,725.00
									1,725.00	1,725.00

Batch 21 – PU000004 – BEST Suppliers

From date 2024/04/01 To date 2025/02/28 Show contra Export Print <

									Debit	Credit
								Opening balances	0.00	
21	No group	No group	G750000	Stock control	PU000004	Compressor	PU000004	2024/04/06	2,000.00	
21	No group	No group	T860020	Input VAT - Standard rate -15%	PU000004	Purchases /3532	PU000004	2024/04/06	300.00	
21	No group	No group	C2BESTS	BEST Suppliers	PU000004	Purchases /3532	PU000004	2024/04/06		2,300.00
									2,300.00	2,300.00

Account view

Accounts in the Creditor's ledger:

A-One Suppliers

C2AONES A-ONE Suppliers

				Debit	Credit
20 PU000003	2024/04/05	PU000003	Purchases /4562		1,725.00
			Totals		1,725.00

BEST Suppliers

C2BESTS BEST Suppliers

				Debit	Credit
21 PU000004	2024/04/06	PU000004	Purchases /3532		2,300.00
			Totals		2,300.00

Accounts in the General ledger:

Stock control

G750000 Stock control

				Debit	Credit
20 PU000003	2024/04/05	PU000003	Drill press	1,500.00	
21 PU000004	2024/04/06	PU000004	Compressor	2,000.00	
			Totals	3,500.00	

Input Tax – Standard rate 15%

T860020 Input VAT - Standard rate -15%

				Debit	Credit
20 PU000003	2024/04/05	PU000003	Purchases /4562	225.00	
21 PU000004	2024/04/06	PU000004	Purchases /3532	300.00	
			Totals	525.00	

Debits = Credits

Debit transactions in the Stock control account (i.e. Stock ledger) and Input Tax (VAT/GST/Sales tax)

=

Credit transactions in the Creditor's ledger (i.e. individual Creditor accounts)

K.5- PROCESSING DEBTORS - QUOTES AND INVOICES

If you are selling stock to a customer or debtor, it is best to create an Invoice using the **Documents – Invoices** and not in the **Batch entry - Sales Journal**. By creating an Invoice osFinancials will automatically write up your Sales journal for you, credit the stock, credit the Output VAT/GST/Sales tax and debit the debtor.

*Invoices could also be used for any sales other than stock. Non-stock items could be captured through the **Batch entry - Sales journal** (**Default** ribbon). An example of a non-stock item could be the sale of old or obsolete furniture, which your business does not use any longer.*

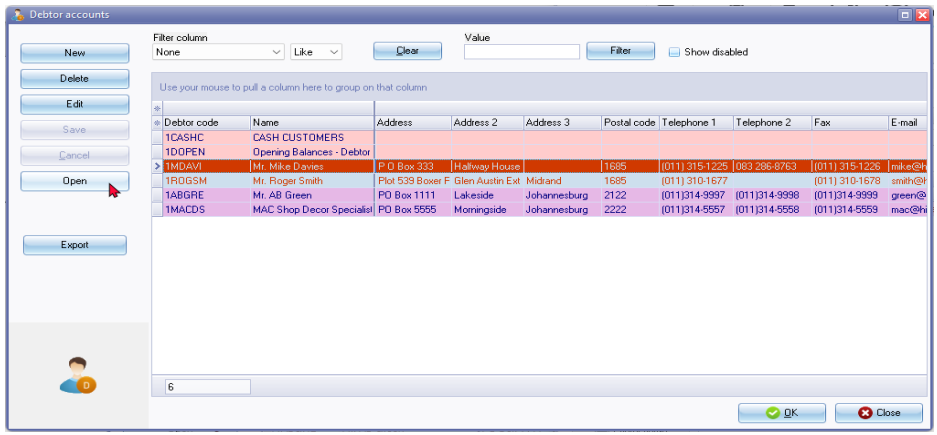
K.5.1- Creating a quote

Your Debtors or Customers may ask you for a quotation on your products for various reasons. osFinancials allows you to create a quote on the system. When the Debtor or Customer accepts the quote, you may confirm the Quote and Convert it to an Invoice. You will not be able update the Quotation to the ledger, since it generates no transactions. But once the Quote has been converted to an Invoice, it can be updated or posted to the ledger.

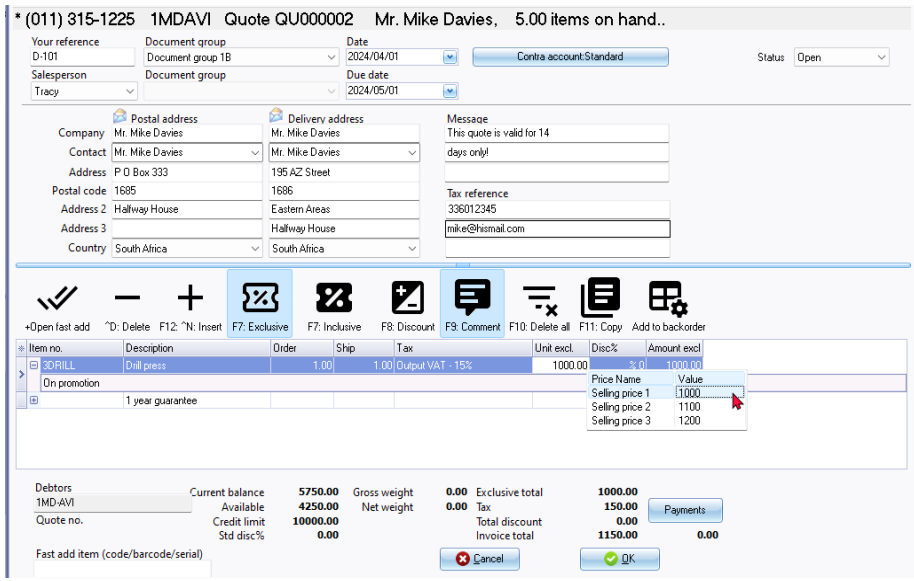
On 1 April 2024 Mr. Davies asked for a quote on a drill press.

To create a quote:

1. On the **Default** ribbon, select **Documents** (**F6**).
2. Select "*Quotes*" in the "*Documents*" field; if "*Quotes*" is not displayed.
3. Click on the **New** button. The "*Debtor accounts*" screen is displayed:



4. Select the Debtor account ("*Mr. Mike Davies*")
5. Click on the **Open** or **OK** button.



6. Enter and / or select the following options:

Your reference: *Leave blank.*

Salesperson: *Select "Tracy"; if not already selected. As Russell was set as the default salesperson, his name should automatically be displayed. (You may select any other salesperson if Tracy is not doing this quote).*

Document group 1/2: *Select "Document group 1B".*

Document group 2 cannot be selected as Groups are not added for Document group 2 in ***Groups****.(****Setup*** *ribbon).*

Date: *Select "2024/04/01".*

Due date: *This date will be automatically be calculated. It is the "Date" plus the number of days set in the* ***Accounting information*** *tab of the selected debtor account.*

Message: *Message for Invoice and Quote will be merged into the message lines. Edit the message lines as necessary.*

Press the ***Enter*** *key until you get to the transaction details (document lines).*

Item no.: *Select "3DRILL". The description, Quantity (default 1), Output Tax account, Unit selling price (Exclusive of VAT/GST/Sales tax if the* ***F7:Exclusive*** *icon is active - or Inclusive of VAT/GST/Sales tax if the* ***F7:Inclusive*** *icon is active) will be displayed.*

The default selling price for the Debtor account will be displayed. Make sure that Selling price 1 is selected for the purpose of this tutorial.

Quantity:	*Confirm "1".*
Tax:	*The default Output Tax account for the stock item will be displayed. When the cursor is in this field, the Tax accounts lookup will be displayed. Confirm that it is correct by pressing the **Enter** key.*
Discount:	*Press the **Enter** key to keep it at the default 0% discount rate.*
Comments:	*Click on the **F9:Comment** icon. Enter "1 year guarantee", as in this example.*
Remarks:	*You may click on the **+** icon (or right-click to select "Expand" option on the context menu) of a selected item to add a remark (additional information), which will print on document layout files. Enter "On promotion", as in this example.*

7. Click on the **OK** button. A confirmation screen will be displayed.

"Do you wish to print this quote?"

8. Click on the **Yes** button.

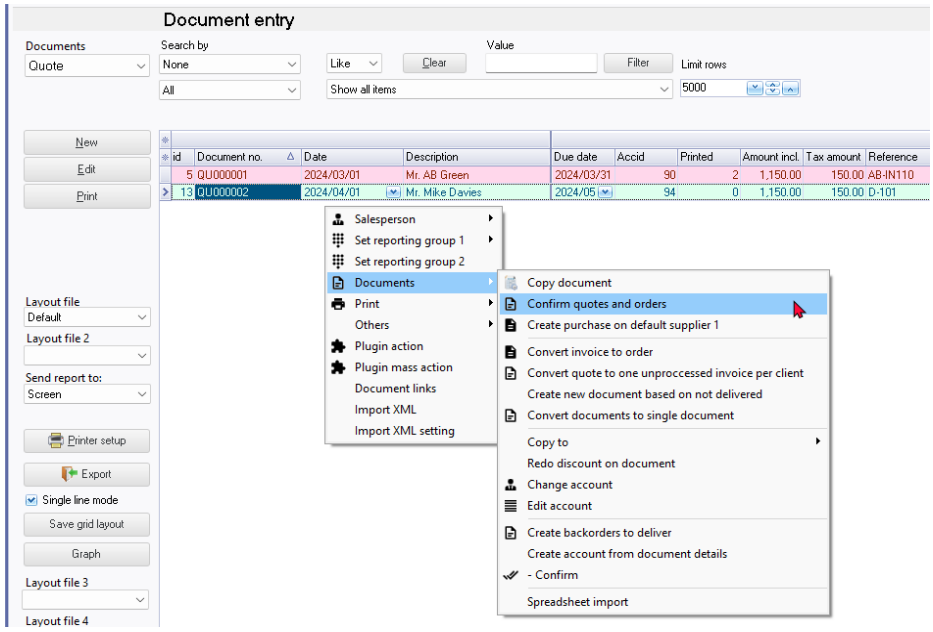
K.5.2- Confirming a quote - converting a quote to an invoice

On 7 April 2024, Mr. Davies confirms that he wishes to take the Drill press as quoted on 1 April 2024. We need to check or confirm the quote and convert it to an invoice.

To convert a quote to an invoice:

*You may also convert Orders to Purchase documents from the **Input → Confirm** (**Default** ribbon).*

1. Access "*Quotes*" in the "*Documents*" field; if "*Quotes*" is not selected.



2. Select the quote to convert and right-click.
3. On the context menu, select the "*Confirm quotes and orders*" option. A confirmation screen will be displayed.

> *"Do you wish to continue?"*

4. Click on the **Yes** button to proceed. Another confirmation screen will be displayed.

> *"Do you wish to delete this Quote?"*

5. Click on the **No** button not to delete the quote.

*You may delete Quotes in **Edit → Delete → Documents** (**Default** ribbon).*

*If you click on the **Yes** button, the quote will be deleted from the Quotes list of the "Document entry" screen.*

*Should you click on the **No** button the quote will still be available on the "Quotes" list of the "Document entry" screen. You may then Copy the quote, change the account, edit the account, etc. before converting it to an invoice.*

6. An information message is displayed:

   "Document(s) created IN000005 D1MD-AVI Mr. Mike Davies"

7. Click on the **OK** button to close this screen.
8. Access the "*Quotes*" screen and edit the converted invoice, if necessary.

K.5.3- Creating an invoice

Once a Quote is converted to an Invoice, check that all the items on the quote are accepted. When accessing the Invoice documents screen from the **Documents - Invoices** (**Default** ribbon) and the debtor (customer / client) is selected, all available unposted Invoices for that debtor (customer / client) are listed.

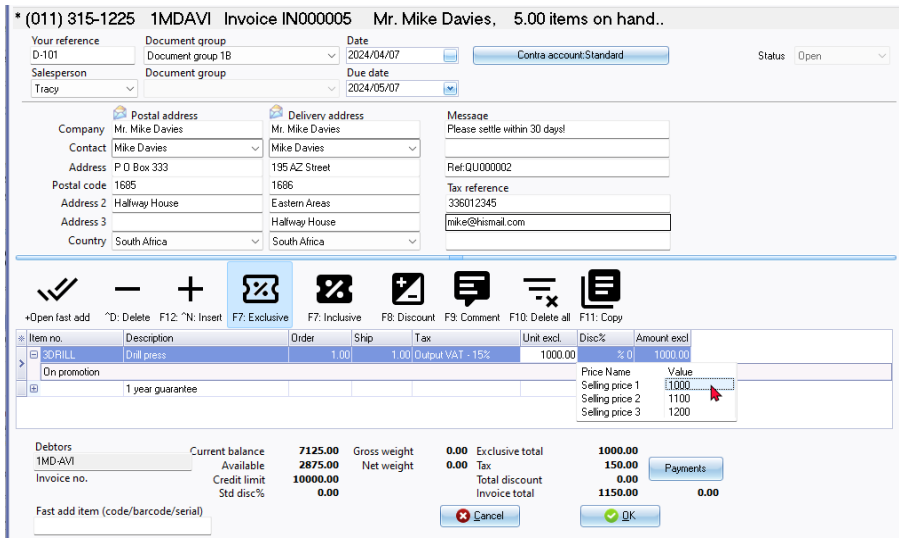
K.5.3.1- Editing an invoice confirmed from a quote

To edit an invoice converted from a quote:

1. On the **Default** ribbon, select **Documents** (**F6**).
2. Select "*Invoices*" in the "*Documents*" field; if "*Invoices*" is not selected.

   The Invoice, listed on the "Document entry" screen, was automatically created when you have confirmed and converted the quote to an invoice.

3. Select the Invoice on the list and click on the **Edit** button. The screen for "*Invoice entry*" is displayed:



   The quote number "QU000002", which was converted to this invoice, is displayed in the very last line in the "Message" field.

4. Enter and / or select the following options:

   Your reference: *Enter "D-101" as the reference number.*

   Salesperson: *Check that "Tracy" is displayed.*

   Date: *"2024/04/07" (should be displayed, as it is the date on which the quote was converted to an invoice).*

   Due date: *This date will be automatically be calculated. It is the "Date" plus the number of days set in the* ***Accounting information*** *tab of the selected debtor account.*

Message: *The messages as entered in **Setup documents** for the **Invoices** and **Quotes** document types will be displayed in the Message lines 1 to 3 fields. You may edit this as necessary.*
The quote which was confirmed and converted to this invoice e.g. "Ref: QU000002" is added to message line 3.

*Press the **Enter** key until you get to the transaction details (document lines).*

Comments: *Click on the **F9:Comment** icon. Enter "1 year guarantee", as in this example.*

Remarks: *You may click on the + icon (or right-click to select "Expand" option on the context menu) of a selected item to add a remark (additional information), which will print on document layout files. Enter "On promotion, as in this example.*

5. The items and details of the quote will be displayed on the respective fields. Check the quantity and selling price for the drill is correct. You may edit it, if necessary.

   The quantity ordered is the number of stock items the customer requested. The quantity shipped is the number of items actually supplied. If the quantity ordered and the quantity shipped are not the same, the difference will appear on the back order report.

6. Click on the **OK** button. A confirmation screen will be displayed.

   "Do you wish to print this invoice?"

7. Click on the **Yes** button.

   You are now ready to enter the rest of your invoices.

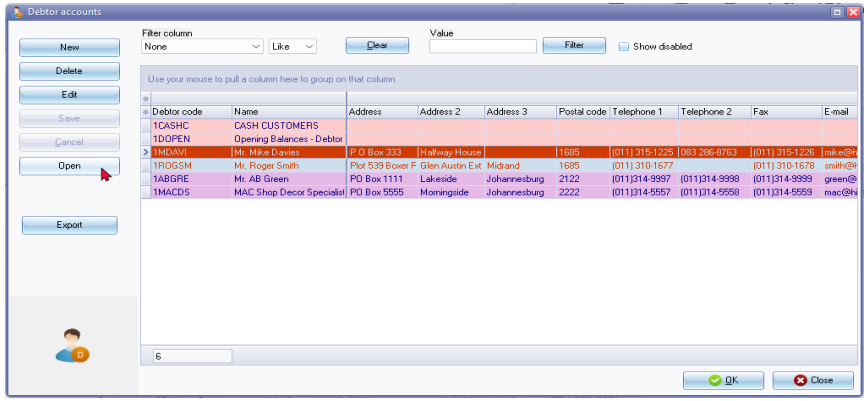
K.5.3.2- Creating a new invoice

Enter the rest of your Sales:

Salesperson - Tracy		*Salesperson - Russell*		*Salesperson - Tracy*	
2024/04/09		*2024/04/10*		*2024/04/11*	
Invoice IN000006		*Invoice IN000007*		*Invoice IN000008*	
To: Mr. Smith		*To: Mr. Davies*		*To: Mr. Smith*	
2 Compressors	*3,000.00*	*1 Compressor*	*1,500.00*	*2 Drill presses*	*2,000.00*
Output Tax – 15%	*450.00*	*Output Tax – 15%*	*225.00*	*Output Tax – 15%*	*300.00*
Total	***3,450.00***	***Total***	***1,725.00***	***Total***	***2,300.00***

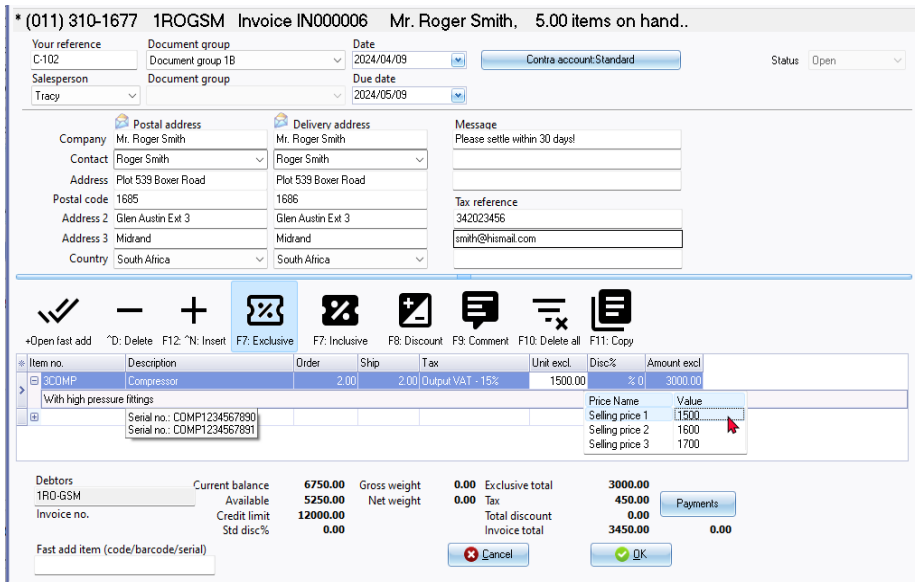
To create a new invoice:

1. On the **Default** ribbon, select **Documents** (**F6**).
2. Select "*Invoices*" in the "*Documents*" field; if "*Invoices*" is not selected.
3. Click on the **New** button. The "*Debtor accounts*" screen is displayed:



4. Select the Debtor account ("*Mr. Roger Smith*").

5. Click on the **Open** or **OK** button.



*If you would like to include a longer description than the description field allows you can press the **F9** key for a comment and type in a comment on that line.*

6. Enter and / or select the following options:

Your reference:	*Enter "C-102" as the reference for the debtor.*
Salesperson:	*Select "Tracy"; if not already displayed.*
Document group 1/2:	*Select "Document group 1B".*

	*Document group 2 cannot be selected as Groups are not added for Document group 2 in **Groups**.(**Setup** ribbon).*
Date:	*Select "2024/04/09".*
Due date:	*This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected debtor account.*
Message:	*The messages as entered in **Setup documents** for the **Invoices** document type will be displayed in the Message lines 1 to 3 fields. You may edit this as necessary.*
	*Press the **Enter** key until you get to the transaction details (document lines).*
Item no.:	*Select "3COMP". The description, Quantity (default 1), Tax account, Unit selling price (Exclusive of VAT/GST/Sales tax if the **F7:Exclusive** icon is active - or Inclusive of VAT/GST/Sales tax if the **F7:Inclusive** icon is active) will be displayed.*
Tax:	*The default Output Tax account for the stock item will be displayed. When the cursor is in this field, the Tax accounts lookup will be displayed. Confirm that it is correct by pressing the **Enter** key.*
Discount:	*Press the **Enter** key to keep it at the default 0% discount rate.*
Comments:	*Click on the **F9:Comment** icon. Enter "Serial no.: COMP1234567890" and "Serial no.: COMP1234567891", as in this example.*
Remarks:	*You may click on the **+** icon (or right-click to select "Expand" option on the context menu) of a selected item to add a remark (additional information), which will print on document layout files. Enter "With high pressure fittings", as in this example.*

7. Click on the **OK** button. A confirmation screen will be displayed.

"Do you wish to print this invoice?"

8. Click on the **Yes** button.

9. Enter your sales to create invoices IN000007 and IN000008.

Once you have completed all your invoices, check to see that you are:

- *Selling to the right person.*
- *Selling at the right date.*
- *Selling the right item requested.*
- *Selling the right quantity requested.*
- *Selling at the right price.*
- *Selling at the correct Tax rate.*

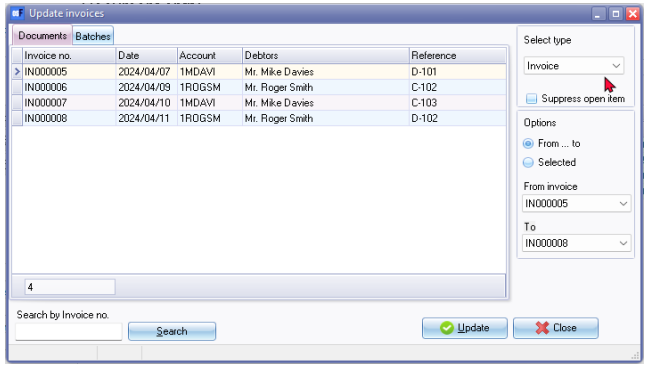
K.5.4- Updating your invoices to the ledger

*Since we have not selected the "Auto-post documents on print" option on the **Documents setup** (See – **MODULE E.4.5**) we need to post the invoices manually.*

Check all your Purchases to see that they are correct and have been updated to the ledger, before you update the Invoices to the ledger.

To post or update your invoices:

1. On the **Default** ribbon, select **Update ledger** (**F3**).
2. Invoices are displayed by default - listing all your unposted invoices. If not, select "*Invoices*".



Invoices in rows with a cream background (i.e. IN000005 and IN000007), have been printed. Invoices in rows with a blue or peach background (i.e. IN000006 and IN000008), have not yet been printed.

3. Click on the "*From... to*" field and select -

   From invoice: IN000005

   To: IN000008

4. Click on the **Update** button. osFinancials will automatically write up your Sales journal. It will control Sales, Cost of sales, Output VAT/GST/Sales tax and Stock.

   The following journals are passed:

   DR Debtor (total amount)

   CR Sales (net amount - selling price)

   CR VAT/GST/Sales tax (net amount)

   DR Cost of sales (cost price)

   CR Stock (cost price)

K.5.5- T-Account view of transactions

All processed (posted) transactions will be accumulated in the Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

To access the T-Account view of the transactions:

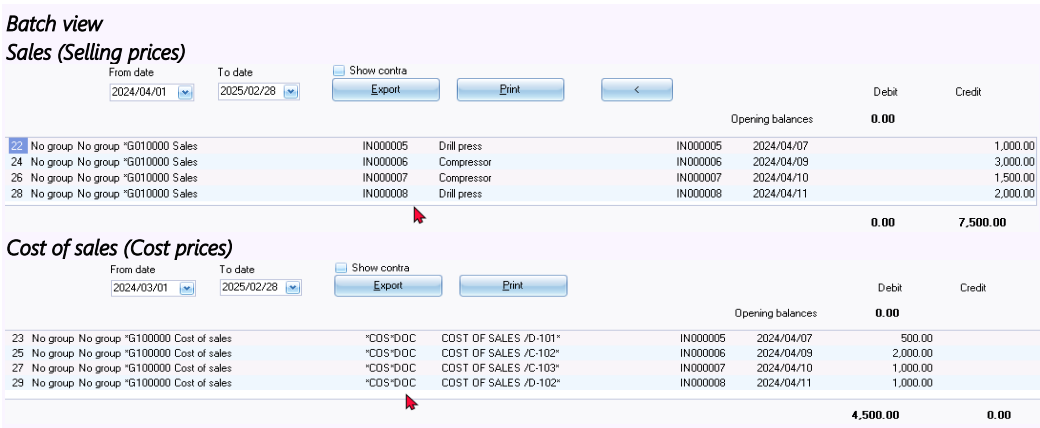
1. On the **Reports** ribbon, select **Ledger analyser 1** or **Ledger analyser 2**.
2. Select "*Trial balance*" report type and click on the **Report** button.
3. On the "*Trial balance*", select the "*Sales*" account.
4. Double-click on the selected account; or right-click and select **Show details** on the context menu.
5. Click on the following to get specific views of transactions:
   - **Batch id** (e.g. 22, 24, 26 or 28 for Sales transactions automatically generated). This will list only the transactions for a specific batch (journal).

     If the Cost of sales is activated, osFinancials will generate the following 2 batches for each Invoice:

     1. ***Sales batch*** *– This is the journal (batch type) linked to the Invoices in* ***Documents setup*** *(****Setup*** *ribbon) (e.g. Batch id 22, 24, 26 and 28).*
     2. ***Cost of sales batch*** *– This journal (batch type) selected on* ***Stock information*** *(****Setup*** *ribbon). The Cost of sales account is selected on the* ***Ledger*** *tab for Stock items (e.g. Batch id 23, 25, 27 and 29).*

   - **Account code** (e.g. G100-000 Cost of sales account, G750-000 Stock control, T860-010 Output Tax -15%, D1MD-AVI Mr. Mike Davies). This will list the transactions for a specific account.
   - **Date** – This will list the transactions for a specific date. If you double-click on a date, the "*From date*" and "*To date*" will be changed to the selected date.

After posting the Invoices, the transactions should display as follows in the T-Account viewer:



*osFinancials calculates Cost of sales according to either Average cost or Latest cost, depending on your selection on **Stock information**. (**Setup** ribbon).*
Cost prices and Quantities are determined by the following:

- *Opening stock balances entered.*
- *Purchase documents posted (updated).*

If the Cost of sales is activated, osFinancials will generate the following 2 batches for each Invoice:

- ***Sales batch** – This is the journal (batch type) linked to the Invoices in **Documents setup** (**Setup** ribbon).*
- ***Cost of sales batch** – This journal (batch type) selected on **Stock information** (**Setup** ribbon).*

Account view (Selling prices)

Accounts in the Debtor's ledger:

Mr. Mike Davies

D1MDAVI Mr. Mike Davies

				Debit	Credit
22 IN000005	2024/04/07	IN000005	Invoice /D-101 .	1,150.00	
26 IN000007	2024/04/10	IN000007	Invoice /C-103 .	1,725.00	
			Totals	2,875.00	

Mr. Roger Smith

D1ROGSM Mr. Roger Smith

				Debit	Credit
24 IN000006	2024/04/09	IN000006	Invoice /C-102 .	3,450.00	
28 IN000008	2024/04/11	IN000008	Invoice /D-102 .	2,300.00	
			Totals	5,750.00	

Accounts in the General ledger:

Sales

G010000* Sales

				Debit	Credit
22 IN000005	2024/04/07	IN000005	Drill press .		1,000.00
24 IN000006	2024/04/09	IN000006	Compressor .		3,000.00
26 IN000007	2024/04/10	IN000007	Compressor .		1,500.00
28 IN000008	2024/04/11	IN000008	Drill press .		2,000.00
			Totals		7,500.00

Output Tax – 15%

T860010 Output VAT - 15%

				Debit	Credit
22 IN000005	2024/04/07	IN000005	Invoice /D-101 .		150.00
24 IN000006	2024/04/09	IN000006	Invoice /C-102 .		450.00
26 IN000007	2024/04/10	IN000007	Invoice /C-103 .		225.00
28 IN000008	2024/04/11	IN000008	Invoice /D-102 .		300.00
			Totals		1,125.00

Debits = Credits

Debit transactions in the Debtor's ledger (i.e. individual Debtor accounts).

=

Credit transactions in the General ledger (i.e. Sales and Output Tax (VAT/GST/Sales tax) Accounts).

The Cost of sales transactions are not applicable to those Stock types dealt with in ***MODULE J****.*

Account view – Cost of sales (Cost prices)

Accounts in the General ledger:

Cost of sales

G100000* Cost of sales

				Debit	Credit
23 COS*DOC*	2024/04/07	IN000005	*COST OF SALES /D-101 .	500.00	
25 COS*DOC*	2024/04/09	IN000006	*COST OF SALES /C-102 .	2,000.00	
27 COS*DOC*	2024/04/10	IN000007	*COST OF SALES /C-103 .	1,000.00	
29 COS*DOC*	2024/04/11	IN000008	*COST OF SALES /D-102 .	1,000.00	
			Totals	4,500.00	

Stock control

G750000 Stock control

				Debit	Credit
23 COS*DOC*	2024/04/07	IN000005	*COST OF SALES/D-101 .		500.00
25 COS*DOC*	2024/04/09	IN000006	*COST OF SALES/C-102 .		2,000.00
27 COS*DOC*	2024/04/10	IN000007	*COST OF SALES/C-103 .		1,000.00
29 COS*DOC*	2024/04/11	IN000008	*COST OF SALES/D-102 .		1,000.00
			Totals		4,500.00

Debits = Credits

Debit transactions in the Cost of sales account

=

Credit transactions in the Stock control account (i.e. Stock ledger).

Any quantities and cost prices will automatically be updated for all stock items on the invoices.

MODULE L - PROCESSING CASH BOOK TRANSACTIONS AND THE BANK RECONCILIATION

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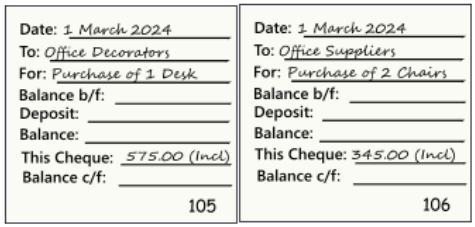
L.1- CAPTURING YOUR CASH BOOK TRANSACTIONS

For this tutorial, assume that you purchase some fixed assets, such as a desk at 575.00 (inclusive of VAT/GST/Sales tax) and 2 chairs at 345.00 (inclusive of VAT/GST/Sales tax) for your office on 1st of March 2024. The owner also handed a cheque of 5,000.00 from his personal bank account which you need to deposit into the current account of the business in order increase his Capital.


Date: 1 March 2024
To: Office Decorators
For: Purchase of 1 Desk
Balance b/f:
Deposit:
Balance:
This Cheque: 575.00 (Incl)
Balance c/f:
105

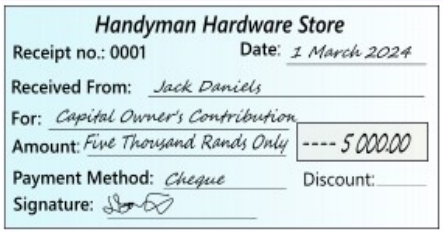
Date: 1 March 2024
To: Office Suppliers
For: Purchase of 2 Chairs
Balance b/f:
Deposit:
Balance:
This Cheque: 345.00 (Incl)
Balance c/f:
106

You will need to issue the following cheques on 1 March 2024:

- Cheque 105 - Office Decorators to 575.00 (Inclusive of VAT/GST/Sales tax) for 1 desk.
- Cheque 106 - Office Suppliers to 345.00 (Inclusive of VAT/GST/Sales tax) for 2 chairs.

The cheque counterfoils (cheque requisitions) will be used to capture the transactions in the **Payments journal** of the bank account from which the cheque is issued.

The invoices or slips received from the supplier also need to be retained for Tax and VAT/GST/Sales tax purposes.

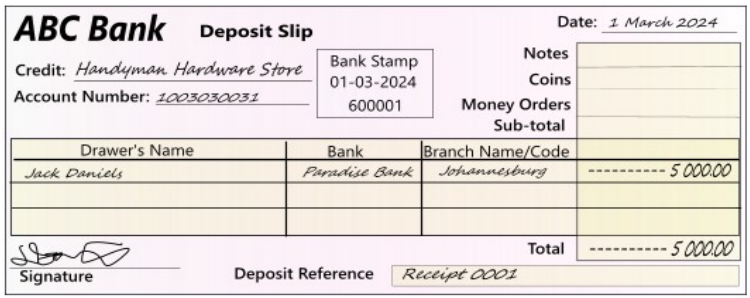

Handyman Hardware Store
Receipt no.: 0001 Date: 1 March 2024
Received From: Jack Daniels
For: Capital Owner's Contribution
Amount: Five Thousand Rands Only ---- 5 000.00
Payment Method: Cheque Discount:
Signature:

An amount of 5,000.00 is received from the owner, for which the following receipt is issued:

Receipts are usually issued for all moneys received in cash and cheques received.

*Receipts may also be created using the "Create receipts" option (**F9: Process**) in the Receipts batch and the "Receive payment" option on **Open item link** (**Default** ribbon) feature.*

A deposit number D5000 of 5,000.00 - Capital Contribution will be used to capture the transactions in the **Receipts journal** of the bank account in which the owner's cheque is deposited.

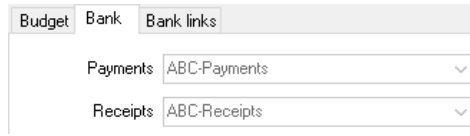

ABC Bank Deposit Slip
Date: 1 March 2024
Credit: Handyman Hardware Store
Account Number: 1003030031
Bank Stamp 01-03-2024 600001
Notes
Coins
Money Orders
Sub-total

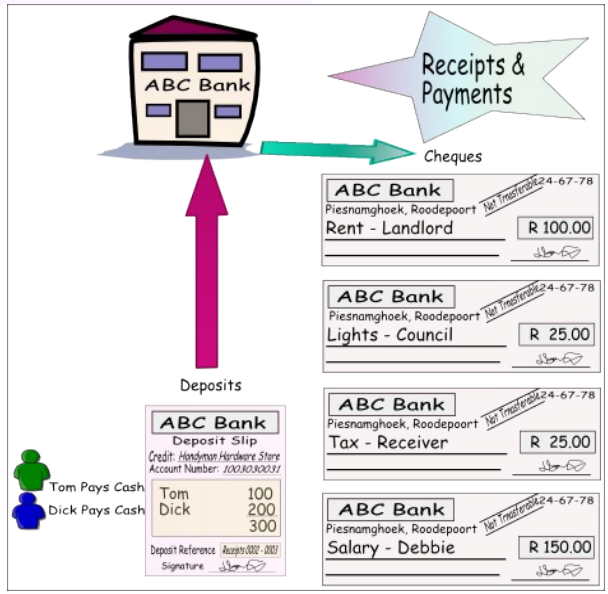
Drawer's Name	Bank	Branch Name/Code	
Jack Daniels	Paradise Bank	Johannesburg	---------- 5 000.00
		Total	---------- 5 000.00

Signature
Deposit Reference Receipt 0001

*The Cash book consists of a **Payments journal** and a **Receipts journal**.*

- ***Cheques** issued will be captured in the **Payments journal**.*
- ***Deposits** will be captured in the **Receipts journal**.*





In this tutorial, the payments transactions are manually entered from source documents in the payments batch and the receipts (deposits) are manually entered in the receipt batch. These transactions may also be entered manually from bank statements.

BankImport Plugin is a commercial plugin. - It allows you to import a valid bank statement file into osFinancials. It will import bank transactions and save you hours of data entry. You can simply link transactions to your debtors, creditors or other accounts. And with a simple mouse click, link the payments to the right invoices.

L.1.1- RECEIPT TRANSACTIONS

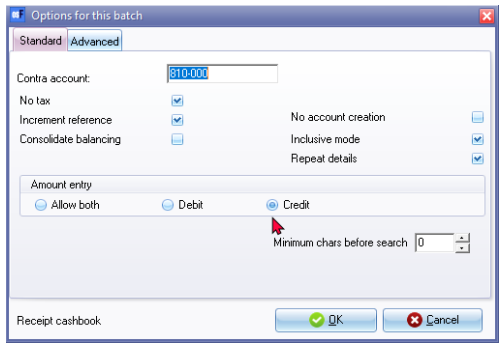
L.1.1.1- Entering your receipts

To enter your receipts transactions:

1. On the **Default** ribbon, select **Batch entry** (**F2**).
2. Select the **ABC-Receipts** journal and click on the **Open** button.
3. Enter the alias (batch name) in the "*Change alias*" field. In this example, enter "*ABCReceipts2403*" to indicate that the receipts (deposits) for March 2024 was entered in this Receipts batch for the "*ABC-Bank*" account.

   The alias option allows you to identify a batch by a unique name. You will be able to select the batch by alias or batch name if you need to reverse the posted batch or import a posted batch.

4. Click on the **F10:Setup** icon to set your batch up. The *"Options for this batch"* screen is displayed:



The contra account is by default set to the Bank account.

You cannot change this in the Payments journal or Receipts journal.

From the first transaction, the Receipts journal should be setup according to your requirements. You only need do this once, unless your requirements change.

5. Set up the Receipts journal as follows:

No tax:	*Select this option for the purpose of this tutorial. This will hide the tax column and tax lookup. You may at a later stage deselect this option, if there are any tax (Output VAT/GST/Sales tax) applicable to any transaction or all the transactions you need to enter in the receipts batch (e.g. cash sales accounts).*
Increment reference:	*Tick.*
Consolidate balancing:	*Do not tick.*
Inclusive mode:	*Tick.*

Repeat details: *Leave blank. You may select this option if you need to enter many transactions of the same nature (e.g. Payment received - Thank you). This will repeat the details to the next line or transaction.*

Amount entry: *Tick on "Credit".*

6. Once setup; click on the **Advanced** tab.
7. Leave all fields blank, and make sure that the default option, "*Account lookup type*", is set to "*All*" for this exercise.
8. Once setup; click on the **OK** button. You are now ready to record your first deposit.
9. Capture deposits from the deposit book or slips. Number each page of the deposit book separately and use this number as your reference number.

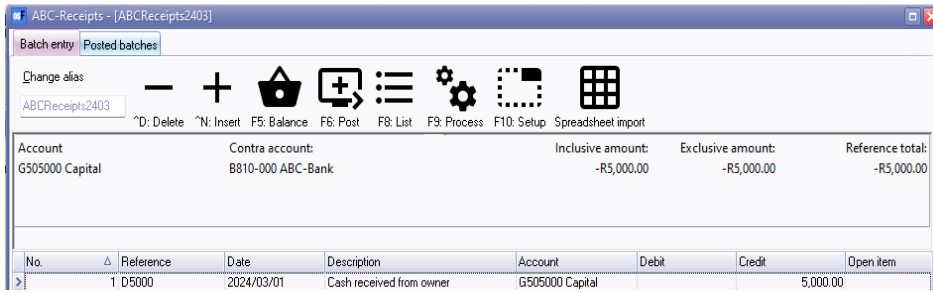
It is important that this reference does/will not coincide with your cheque numbers. If you have pre-numbered deposit slips, it is wise to prefix your deposit number with D. You may also prefix your cheque numbers with C.

Reference:	D5000
Date:	2024/03/01
Description:	Cash from owner.
Account:	Type "*cap*" for capital and select - G505-000 – Capital.
Amount:	5,000.00 CR

Tax
*Since No tax (VAT/GST/Sales tax) is applicable, to the receipt transactions in this tutorial, we have selected to hide the Tax column in the **F10:Setup – Standard** tab.*

The amount is a credit for the capital account. When you balance the batch, debit balancing entries will be generated to the bank account.

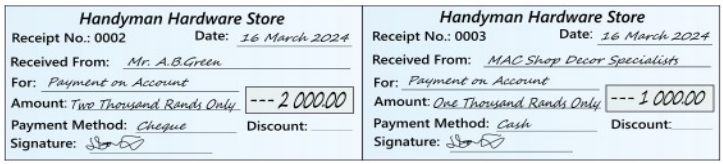
10. After capturing your first receipt, the Receipts journal is displayed as follows:



You can enter transactions in a batch daily and only post at the end of the month. Your transactions will not be lost when you exit a batch or close osFinancials. You may also choose to post after every balanced entry.

L.1.1.2- Capturing payments from your debtors (customers / clients)

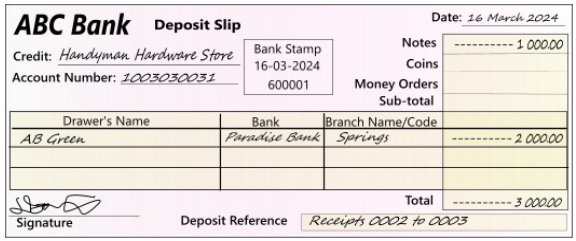
On 16 March 2024, Mr. AB Green paid 2,000.00 (1,150.00 for INV001 and 850.00 for INV003) for which receipt number 0002 was issued, and MAC Shop Decor Specialists paid 1,000.00 for which receipt number 0003 was issued. An example of the receipts, is as follows:


Handyman Hardware Store
Receipt No.: 0002 Date: 16 March 2024
Received From: Mr. A.B.Green
For: Payment on Account
Amount: Two Thousand Rands Only --- 2 000.00
Payment Method: Cheque Discount:
Signature:

Handyman Hardware Store
Receipt No.: 0003 Date: 16 March 2024
Received From: MAC Shop Decor Specialists
For: Payment on Account
Amount: One Thousand Rands Only --- 1 000.00
Payment Method: Cash Discount:
Signature:

*Receipts may also be created using the "Create receipts" option (**F9: Process**) in the Receipts batch and the "Receive payment" option on **Open item link** (**Default** ribbon) feature.*

Both amounts were deposited on 16 March 2024 using deposit slip no. D5001. The total amount deposited is 3,000.00. An example of the deposit slip, is as follows, and must be entered in the Receipts journal:


ABC Bank Deposit Slip
Date: 16 March 2024
Credit: Handyman Hardware Store
Account Number: 1003030031
Bank Stamp 16-03-2024 600001
Notes ---------- 1 000.00
Coins
Money Orders
Sub-total

Drawer's Name	Bank	Branch Name/Code	
AB Green	Paradise Bank	Springs	---------- 2 000.00
		Total	---------- 3 000.00

Signature
Deposit Reference Receipts 0002 to 0003

All the deposits on one deposit slip must have the same reference. This is very important. If this is not done, bank reconciliation will be difficult, if not impossible.

To enter your receipts transactions:

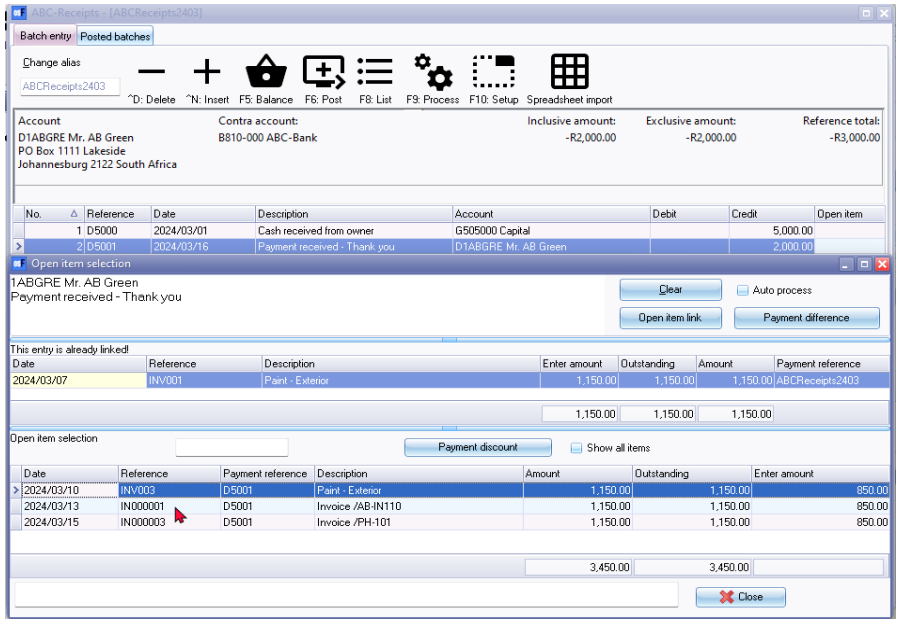
1. On the **Default** ribbon, select **Batch entry** (**F2**).
2. Select the **ABC-Receipts** journal and click on the **Open** button.
3. Enter the receipt for Mr. AB Green.

Reference:	D5001
Date:	2024/03/16
Description:	Payment received - Thank you
Account:	Mr. AB Green
Amount:	2,000.00 CR

Tax
*Since No tax (VAT/GST/Sales tax) is applicable, to the receipt transactions in this tutorial, we have selected to hide the Tax column in the **F10:Setup – Standard** tab.*

4. An "*Open item selection*" screen will appear listing all invoices (both in batches as well as documents, if any). If any opening balances were entered for Mr. AB Green, it will be listed too. You need to select the invoice which, he is paying, i.e. INV001 and press the **Enter** key. This links his payment to that invoice.

Press the **Enter** key again to link the rest of his payment (850.00) to INV003.



*You may select (tick) the "Not open item batch" field (**F10:Setup** - "Options for this batch" - **Advanced** tab) to de-activate the open item feature in batches.*

If a transaction for a debtor in the receipts journal is linked to a transaction on the "Open item selection" screen, the transaction will be displayed in a yellow background colour.

5. Now capture the deposit from MAC Shop Decor Specialists. As MAC Shop Decor Specialists is not an open-item debtor, you won't need to link the payment to an invoice.

Reference:	D5001
Date:	2024/03/16
Description:	Payment received - Thank you
Account:	MAC Shop Decor Specialists
Amount:	1,000.00CR

Tax
Since No tax (VAT/GST/Sales tax) is applicable, to the receipt transactions in this tutorial, we have selected to hide the Tax column in the Setup options.

It is important to type something similar to "Payment received" in the detail column, as this will appear on the debtor statement and it must be useful information for the debtor.

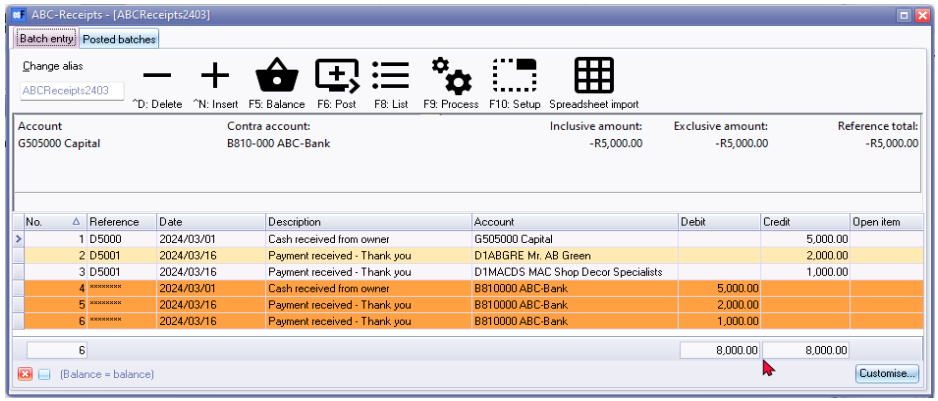
Do not charge tax on this transaction as you have already charged Output VAT/GST/Sales tax when you captured the sale to the debtor.

You have now captured all your receipts for the month and may proceed with posting.

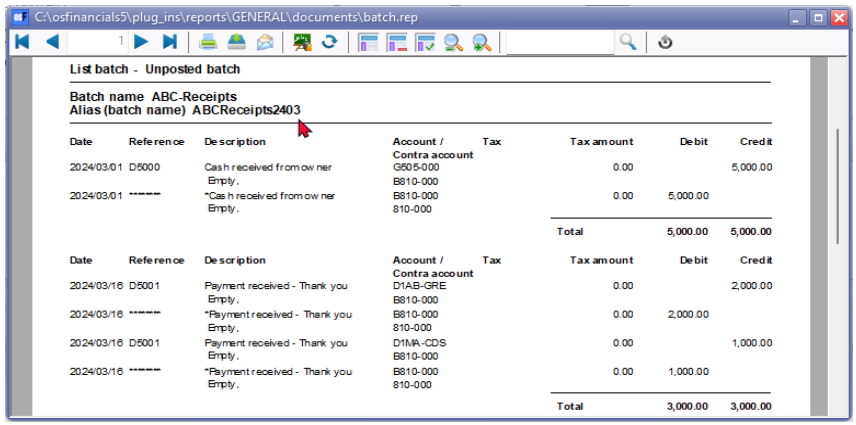
L.1.1.3- Posting the receipts batch

Once you have completed entering these receipts, and you are sure they are correct, you may proceed to finalise the batch. The recommended process, is as follows:

1. Click on the **F5:Balance** icon.



2. Click on the **F8:List** icon to print a list of the transactions in the batch.



It is recommended that the source documents (e.g. deposit slips and /or copies of receipts, etc.) be attached to this List of the transactions and that it be retained for record and audit purposes.

3. Click on the **F6:Post** icon to post (update) the batch to the ledger.

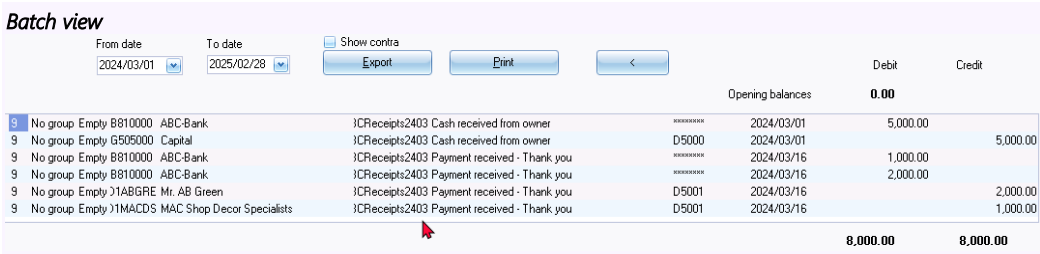
L.1.1.4- T-Account view of transactions

All processed (posted) transactions will be accumulated in the Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

To access the T-Account view of the transactions:

1. On the **Reports** ribbon, select **Ledger analyser 1** or **Ledger analyser 2**.
2. Select "*Trial balance*" report type and click on the **Report** button.
3. On the "*Trial balance*", select the "*B810-000 ABC - Bank*" account.
4. Double-click on the selected account; or right-click and select **Show details** on the context menu..
5. Click on the following to get specific views of transactions:
    - **Batch id** (e.g. 9 automatically generated). This will list only the transactions for a specific batch (journal).
    - **Account code** (e.g. G505-000 Capital account, B810-000 ABC - Bank, D1AB-GRE Mr. AB Green, D1MA-CDS MAC Shop Decor Specialists). This will list the transactions for a specific account.
    - **Date** – This will list the transactions for a specific date. If you double-click on a date, the "*From date*" and "*To date*" will be changed to the selected date.

After posting the transactions in the Receipts journal, the transactions should display as follows in the T-Account viewer:



Batch view

From date 2024/03/01 To date 2025/02/28 Show contra Export Print <

								Debit	Credit
							Opening balances	0.00	
9	No group	Empty	B810000	ABC-Bank	CReceipts2403	Cash received from owner	********	2024/03/01	5,000.00	
9	No group	Empty	G505000	Capital	CReceipts2403	Cash received from owner	D5000	2024/03/01		5,000.00
9	No group	Empty	B810000	ABC-Bank	CReceipts2403	Payment received - Thank you	********	2024/03/16	1,000.00	
9	No group	Empty	B810000	ABC-Bank	CReceipts2403	Payment received - Thank you	********	2024/03/16	2,000.00	
9	No group	Empty	D1ABGRE	Mr. AB Green	CReceipts2403	Payment received - Thank you	D5001	2024/03/16		2,000.00
9	No group	Empty	D1MACDS	MAC Shop Decor Specialists	CReceipts2403	Payment received - Thank you	D5001	2024/03/16		1,000.00
									8,000.00	8,000.00

Account view

Accounts in the Debtor's ledger:

Mr. AB Green

D1ABGRE Mr. AB Green				Debit	Credit
9 ABCReceipts2403	2024/03/16	D5001	Payment received - Thank you Empty.		2,000.00
			Totals		2,000.00
					2,000.00

MAC Shop Decor Specialists

D1MACDS MAC Shop Decor Specialists				Debit	Credit
9 ABCReceipts2403	2024/03/16	D5001	Payment received - Thank you Empty.		1,000.00
			Totals		1,000.00

Accounts in the General ledger:

Capital

G505000 Capital				Debit	Credit
9 ABCReceipts2403	2024/03/01	D5000	Cash received from owner Empty.		5,000.00
			Totals		5,000.00

ABC - Bank

B810000 ABC-Bank				Debit	Credit
9 ABCReceipts2403	2024/03/01	******	Cash received from owner Empty.	5,000.00	
9 ABCReceipts2403	2024/03/16	******	Payment received - Thank you Empty.	1,000.00	
9 ABCReceipts2403	2024/03/16	******	Payment received - Thank you Empty.	2,000.00	
			Totals	8,000.00	

Debits = Credits

Debit transactions in the General ledger (i.e . Bank account).

=

Credit transactions in the General ledger (i.e. Capital account) + Debtor's ledger (i.e. individual Debtor accounts).

L.1.2- PAYMENT TRANSACTIONS

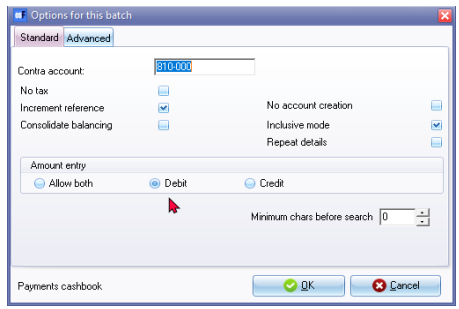
L.1.2.1- Entering your payments

To enter your payment transactions:

1. On the **Default** ribbon, select **Batch entry** (**F2**).
2. Select the **ABC-Payments** journal and click on the **Open** button.
3. Enter the alias (batch name) in the "*Change alias*" field. In this example, enter "*ABCPayments2403*" to indicate that the payments of March 2024 was entered in this Payments batch for the "*ABC-Bank*" account.

   The alias option allows you to identify a batch by a unique name. You will be able to select the batch by alias or batch name if you need to reverse the posted batch or import a posted batch.

4. Click on the **F10:Setup** icon to set your batch up.



The contra account is by default set to the Bank account.

You cannot change this in the Payments journal or Receipts journal.

The first time you enter a transaction in the Payments journal you should set it up according to your requirements. This should be done for each journal, but only need to be done once, unless your requirements change.

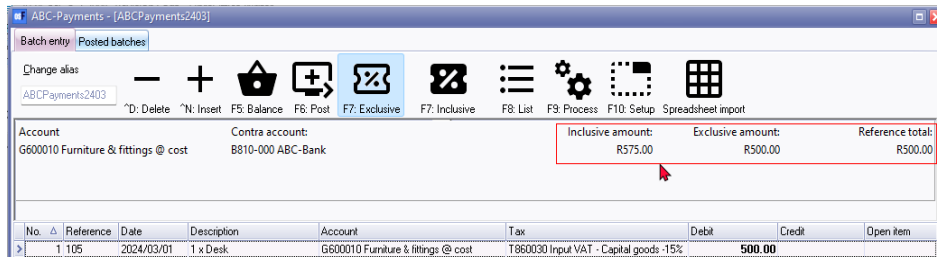
5. Set up the Payments journal as follows:

No tax:	*Leave blank for the purpose of this tutorial.*
Increment reference:	*Tick.*
Consolidate balancing:	*Do not tick.*
Inclusive mode:	*Tick.*
Repeat details:	*Leave blank.*
Amount entry:	*Tick on "Debit".*

6. Once setup; click on the **Advanced** tab.
7. Leave all fields blank, and make sure that the default option, "*Account lookup type*", is set to "*All*" for this exercise.
8. Once setup; click on the **OK** button. You are now ready to record your first cheque.
9. Capture your cheques from your cheque stubs in your chequebook or from your cheque requisitions (or the supporting documents), using the payment (cheque) number as the reference number.

Reference:	105
Date:	2024/03/01
Description:	1 x Desk
Account:	Type "*fur*" for furniture and select the correct sub-account – G600-010 - Furniture and fittings @ cost.
Tax:	Input VAT/GST/Sales tax - Capital goods - 15%
Amount:	575.00 DR (Inclusive)

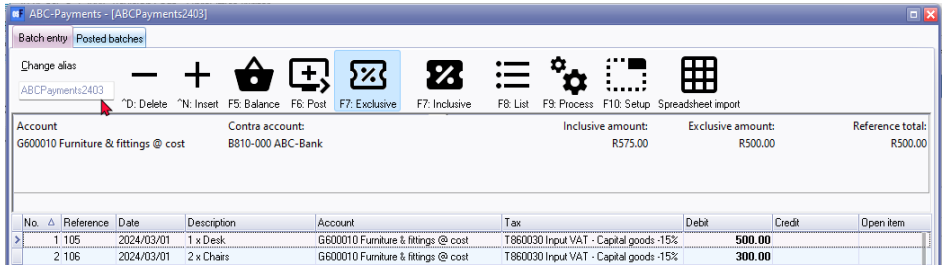
The amount is a debit as it is the amount for the fixed asset account. When you balance the batch, the credit balancing entries will be generated to the Bank account.



10. You are now ready for cheque no. 106.

Reference:	106
Date:	2024/03/01
Description:	2 x Chairs
Account:	G600-010 - Furniture and fittings @ cost.
Tax:	Input VAT/GST/Sales tax - Capital goods - 15%
Amount:	345.00 DR (Inclusive)

11. After capturing your first two payments (cheques), the Payments journal is displayed as follows:



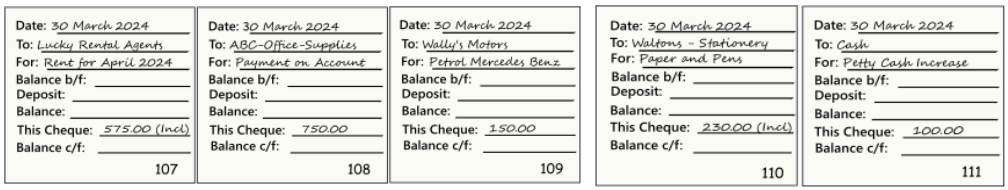
*"**F7: Inclusive**" icon - Amounts in the regular or regular font indicate that it is entered Inclusive of VAT/GST/Sales tax.*
*If the "**F7: Exclusive**" icon is selected, the amounts are entered as Exclusive if VAT/GST/Sales tax and will be displayed in the **bold** font.*
In Payments and Receipt batches the amounts are displayed as Exclusive of VAT/GST/Sales tax when the cursor is not in the amount field (after the batch is balanced).

You can enter transactions in a batch daily and only post at the end of the month. Your transactions will not be lost when you exit a batch or close osFinancials. You may also choose to post after every balanced entry.

*For the purpose of this tutorial, **DO NOT** balance or post the batch at this point.*

L.1.2.2- Capturing the rest of your payments

Capture the following cheques issued on 30 March 2024 in the payments journal:

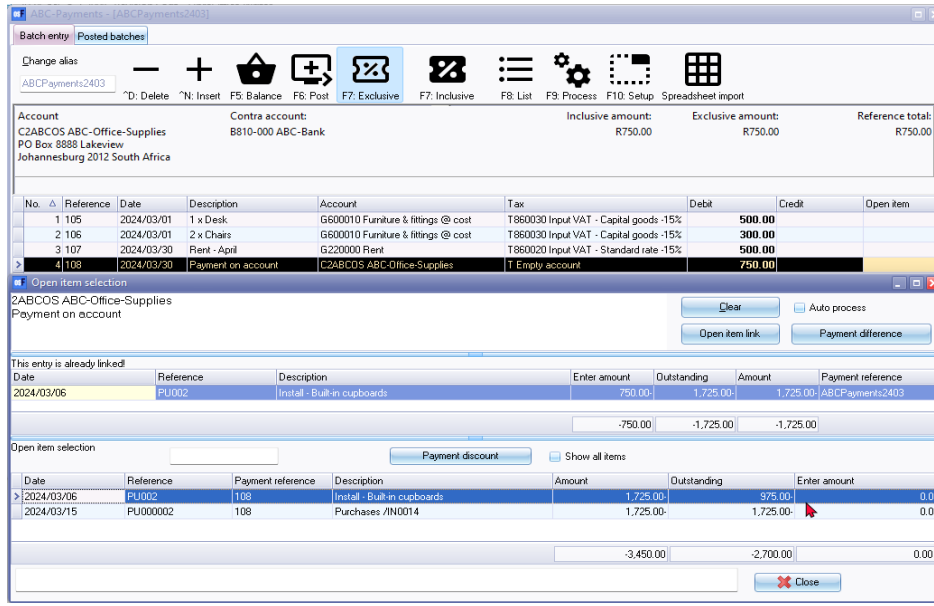


To enter your payments transactions:

1. On the **Default** ribbon, select **Batch entry** (**F2**).
2. Select the **ABC-Payments** journal and click on the **Open** button.
3. Enter the following transactions:

Ref. no.	*Date*	*Description*	*Account*	*Tax*	*Dr*
107	*2024/03/30*	*Rent – April 2024*	*Rent*	*Input Tax- 15%*	*575.00*
108	*2024/03/30*	*ABC-Office-Supplies*	*Payment on Account*	*No tax*	*750.00*
109	*2024/03/30*	*Petrol - Mercedes-Benz*	*Fuel and oil*	*No tax*	*150.00*
110	*2024/03/30*	*Waltons - Paper and pens*	*Stationery*	*Input Tax - 15%*	*230.00*
111	*2024/03/30*	*Petty cash - Increase float*	*Petty cash*	*No tax*	*100.00*

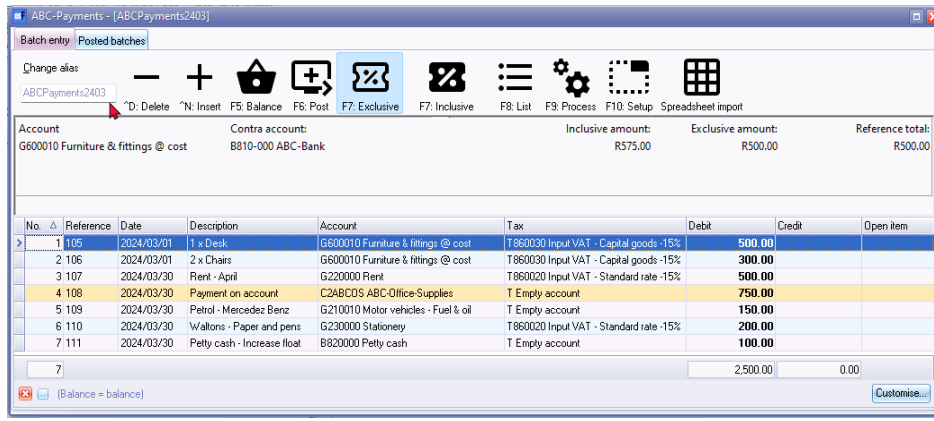
4. An "*Open item selection*" screen will appear listing all purchase documents for ABC-Office-Supplies. You need to select the purchase document which, is paid, i.e. PU002. Select the correct amount and press the **Enter** key. This links this payment to that purchase.



*You may select (tick) the "Not open item batch" field (**F10:Setup** - "Options for this batch" - **Advanced** tab) to de-activate the open item feature in batches.*

If a transaction for a creditor in the payments journal is linked to a transaction on the "Open item selection" screen, the transaction will be displayed in a yellow background colour.

5. After entering all your payments (cheques), it should reflect your transactions, as follows:



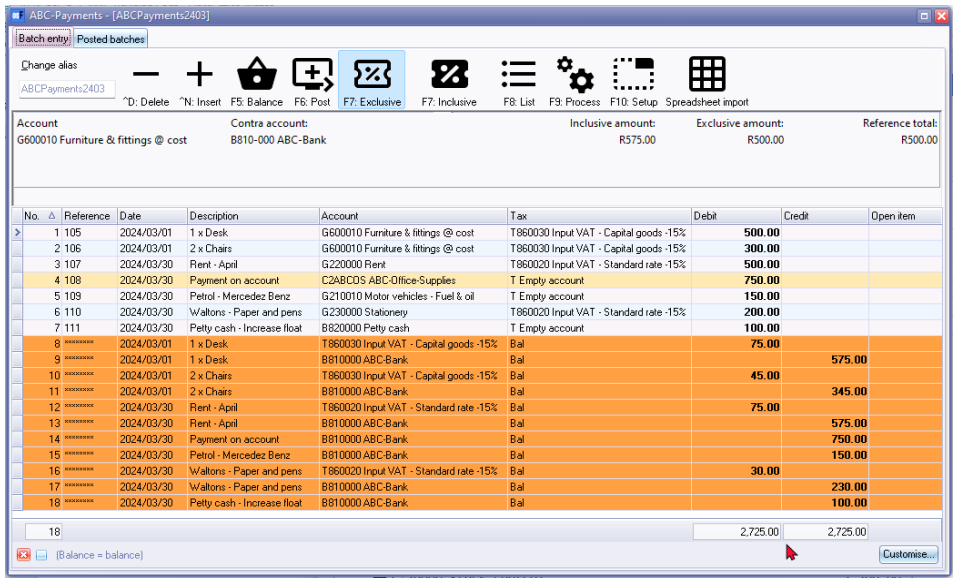
*"**F7: Inclusive**" icon - Amounts in the normal or regular font indicate that it is entered Inclusive of VAT/GST/Sales tax.*
*If the "**F7: Exclusive"** icon is selected, the amounts are entered as Exclusive if VAT/GST/Sales tax and will be displayed in the **bold** font.*

You have now captured all your payments (cheques) for the month and may proceed with posting.

L.1.2.3- Posting the payments batch

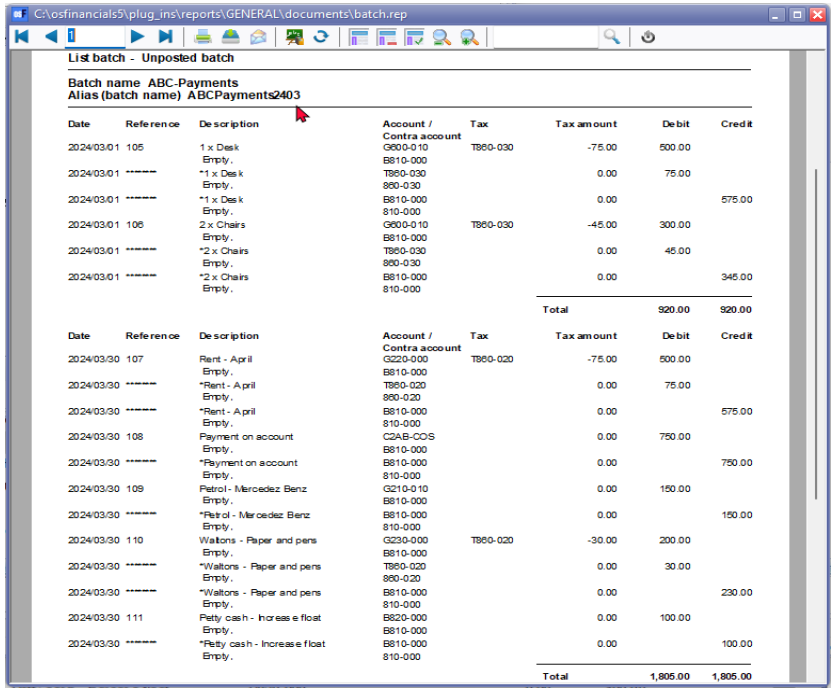
Once you have completed entering these cheques, and you are sure they are correct, you may proceed to finalise the batch. The recommended process, is as follows:

1. Click on the **F5:Balance** icon. The balancing entries should reflect as follows:



No.	Reference	Date	Description	Account	Tax	Debit	Credit	Open item
1	105	2024/03/01	1 x Desk	G600010 Furniture & fittings @ cost	T860030 Input VAT - Capital goods -15%	500.00		
2	106	2024/03/01	2 x Chairs	G600010 Furniture & fittings @ cost	T860030 Input VAT - Capital goods -15%	300.00		
3	107	2024/03/30	Rent - April	G220000 Rent	T860020 Input VAT - Standard rate -15%	500.00		
4	108	2024/03/30	Payment on account	C2ABCOS ABC-Office-Supplies	T Empty account	750.00		
5	109	2024/03/30	Petrol - Mercedez Benz	G210010 Motor vehicles - Fuel & oil	T Empty account	150.00		
6	110	2024/03/30	Waltons - Paper and pens	G230000 Stationery	T860020 Input VAT - Standard rate -15%	200.00		
7	111	2024/03/30	Petty cash - Increase float	B820000 Petty cash	T Empty account	100.00		
8	********	2024/03/01	1 x Desk	T860030 Input VAT - Capital goods -15%	Bal	75.00		
9	********	2024/03/01	1 x Desk	B810000 ABC-Bank	Bal		575.00	
10	********	2024/03/01	2 x Chairs	T860030 Input VAT - Capital goods -15%	Bal	45.00		
11	********	2024/03/01	2 x Chairs	B810000 ABC-Bank	Bal		345.00	
12	********	2024/03/30	Rent - April	T860020 Input VAT - Standard rate -15%	Bal	75.00		
13	********	2024/03/30	Rent - April	B810000 ABC-Bank	Bal		575.00	
14	********	2024/03/30	Payment on account	B810000 ABC-Bank	Bal		750.00	
15	********	2024/03/30	Petrol - Mercedez Benz	B810000 ABC-Bank	Bal		150.00	
16	********	2024/03/30	Waltons - Paper and pens	T860020 Input VAT - Standard rate -15%	Bal	30.00		
17	********	2024/03/30	Waltons - Paper and pens	B810000 ABC-Bank	Bal		230.00	
18	********	2024/03/30	Petty cash - Increase float	B810000 ABC-Bank	Bal		100.00	
18						2,725.00	2,725.00	

2. Click on the **F8:List** icon to print a list of the transactions in the batch.



C:\osfinancials5\plug_ins\reports\GENERAL\documents\batch.rep

List batch - Unposted batch

Batch name ABC-Payments
Alias (batch name) ABCPayments2403

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2024/03/01	105	1 x Desk Empty.	G600-010 B810-000	T860-030	-75.00	500.00	
2024/03/01	******	*1 x Desk Empty.	T860-030 860-030		0.00	75.00	
2024/03/01	******	*1 x Desk Empty.	B810-000 810-000		0.00		575.00
2024/03/01	106	2 x Chairs Empty.	G600-010 B810-000	T860-030	-45.00	300.00	
2024/03/01	******	*2 x Chairs Empty.	T860-030 860-030		0.00	45.00	
2024/03/01	******	*2 x Chairs Empty.	B810-000 810-000		0.00		345.00
					Total	920.00	920.00

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2024/03/30	107	Rent - April Empty.	G220-000 B810-000	T860-020	-75.00	500.00	
2024/03/30	******	*Rent - April Empty.	T860-020 860-020		0.00	75.00	
2024/03/30	******	*Rent - April Empty.	B810-000 810-000		0.00		575.00
2024/03/30	108	Payment on account Empty.	C2AB-COS B810-000		0.00	750.00	
2024/03/30	******	*Payment on account Empty.	B810-000 810-000		0.00		750.00
2024/03/30	109	Petrol - Mercedez Benz Empty.	G210-010 B810-000		0.00	150.00	
2024/03/30	******	*Petrol - Mercedez Benz Empty.	B810-000 810-000		0.00		150.00
2024/03/30	110	Waltons - Paper and pens Empty.	G230-000 B810-000	T860-020	-30.00	200.00	
2024/03/30	******	*Waltons - Paper and pens Empty.	T860-020 860-020		0.00	30.00	
2024/03/30	******	*Waltons - Paper and pens Empty.	B810-000 810-000		0.00		230.00
2024/03/30	111	Petty cash - Increase float Empty.	B820-000 B810-000		0.00	100.00	
2024/03/30	******	*Petty cash - Increase float Empty.	B810-000 810-000		0.00		100.00
					Total	1,805.00	1,805.00

An asterisk (*) is displayed before the description of a transaction, indicates that it is a balancing transaction.

It is recommended that the source documents (e.g. payment requisitions and / or invoices, slips, etc. received from suppliers, etc.) be attached to this List of the transactions and that it be retained for record and audit purposes.

3. Click on the **F6:Post** icon to post (update) the batch to the ledger. The following confirmation message is displayed:

> *"You are putting cash from a bank/cash directly to a bank/cash account. Do you wish to continue?*
> *Line : 111 Petty cash - Increase float 810000 ABC - Bank to 820000 Petty cash"*

4. Click on the **Yes** button.

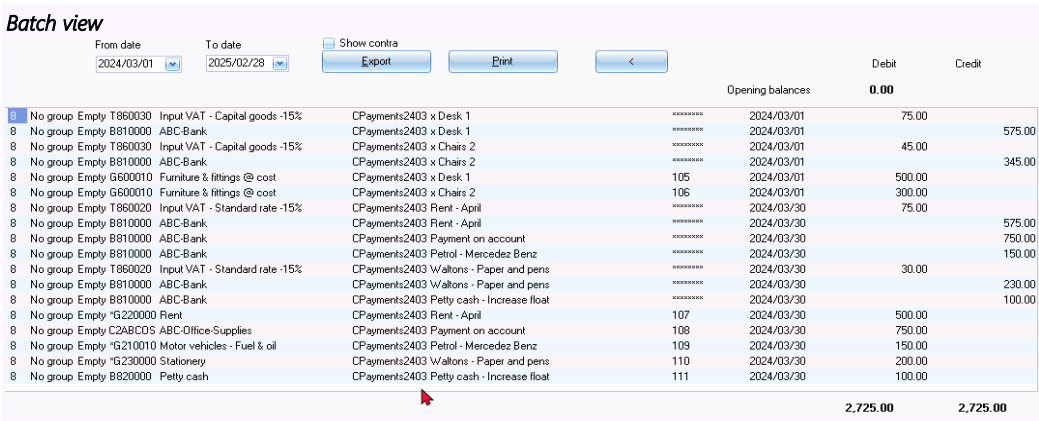
L.1.2.4- T-Account view of transactions

All processed (posted) transactions will be accumulated in the Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

To access the T-Account view of the transactions:

1. On the **Reports** ribbon, select **Ledger analyser 1** or **Ledger analyser 2**.
2. Select "*Trial balance*" report type and click on the **Report** button.
3. On the "*Trial balance*", select the "*B810-000 ABC - Bank*" account.
4. Click on the following to get specific views of transactions:
    - **Batch id** (e.g. 8 automatically generated). This will list only the transactions for a specific batch (journal).
    - **Account code** (e.g. B810-000 Current Bank account, G610-010 Furniture and fittings @ cost, G210-010 Fuel and oil, B820-000 Petty cash, G220-000 Rent, C2AB-COS ABC-Office-Supplies, T860-020 Input Tax - Standard rate- 15% or T860-030 Input Tax - Capital goods- 15%). This will list the transactions for a specific account.
    - **Date** – This will list the transactions for a specific date. If you double-click on a date, the "*From date*" and "*To date*" will be changed to the selected date.

After posting the transactions in the Payments journal, the transactions should display as follows in the T-Account viewer:



Batch view

From date 2024/03/01 To date 2025/02/28 Show contra Export Print <

								Debit	Credit
							Opening balances	0.00	
8	No group	Empty	T860030	Input VAT - Capital goods -15%	CPayments2403 x Desk 1	********	2024/03/01	75.00	
8	No group	Empty	B810000	ABC-Bank	CPayments2403 x Desk 1	********	2024/03/01		575.00
8	No group	Empty	T860030	Input VAT - Capital goods -15%	CPayments2403 x Chairs 2	********	2024/03/01	45.00	
8	No group	Empty	B810000	ABC-Bank	CPayments2403 x Chairs 2	********	2024/03/01		345.00
8	No group	Empty	G600010	Furniture & fittings @ cost	CPayments2403 x Desk 1	105	2024/03/01	500.00	
8	No group	Empty	G600010	Furniture & fittings @ cost	CPayments2403 x Chairs 2	106	2024/03/01	300.00	
8	No group	Empty	T860020	Input VAT - Standard rate -15%	CPayments2403 Rent - April	********	2024/03/30	75.00	
8	No group	Empty	B810000	ABC-Bank	CPayments2403 Rent - April	********	2024/03/30		575.00
8	No group	Empty	B810000	ABC-Bank	CPayments2403 Payment on account	********	2024/03/30		750.00
8	No group	Empty	B810000	ABC-Bank	CPayments2403 Petrol - Mercedez Benz	********	2024/03/30		150.00
8	No group	Empty	T860020	Input VAT - Standard rate -15%	CPayments2403 Waltons - Paper and pens	********	2024/03/30	30.00	
8	No group	Empty	B810000	ABC-Bank	CPayments2403 Waltons - Paper and pens	********	2024/03/30		230.00
8	No group	Empty	B810000	ABC-Bank	CPayments2403 Petty cash - Increase float	********	2024/03/30		100.00
8	No group	Empty	*G220000	Rent	CPayments2403 Rent - April	107	2024/03/30	500.00	
8	No group	Empty	C2ABCOS	ABC-Office-Supplies	CPayments2403 Payment on account	108	2024/03/30	750.00	
8	No group	Empty	*G210010	Motor vehicles - Fuel & oil	CPayments2403 Petrol - Mercedez Benz	109	2024/03/30	150.00	
8	No group	Empty	*G230000	Stationery	CPayments2403 Waltons - Paper and pens	110	2024/03/30	200.00	
8	No group	Empty	B820000	Petty cash	CPayments2403 Petty cash - Increase float	111	2024/03/30	100.00	
								2,725.00	2,725.00

Account view

Debit transactions in the Creditor's ledger:

ABC-Office-Supplies

C2ABCOS ABC-Office-Supplies				Debit	Credit
8 ABCPayments 2403	2024/03/30	108	Payment on account Empty.	750.00	
			Totals	750.00	

Debit transactions in the General ledger:

Furniture and fittings @ cost

G600010 Furniture & fittings @ cost				Debit	Credit
8 ABCPayments 2403	2024/03/01	105	1 x Desk Empty.	500.00	
8 ABCPayments 2403	2024/03/01	106	2 x Chairs Empty.	300.00	
			Totals	800.00	

Motor vehicles - Fuel and oil

G210010* Motor vehicles - Fuel & oil				Debit	Credit
8 ABCPayments 2403	2024/03/30	109	Petrol - Mercedez Benz Empty.	150.00	
			Totals	150.00	

Rent

G220000* Rent				Debit	Credit
8 ABCPayments 2403	2024/03/30	107	Rent - April Empty.	500.00	
			Totals	500.00	

Stationery

G230000* Stationery				Debit	Credit
8 ABCPayments 2403	2024/03/30	110	Waltons - Paper and pens Empty.	200.00	
			Totals	200.00	

Petty cash

B820000 Petty cash				Debit	Credit
8 ABCPayments 2403	2024/03/30	111	Petty cash - Increase float Empty.	100.00	
			Totals	100.00	

Input Tax – Standard rate - 15%

T860020 Input VAT - Standard rate -15%				Debit	Credit
8 ABCPayments 2403	2024/03/30	******	Rent - April Empty.	75.00	
8 ABCPayments 2403	2024/03/30	******	Waltons - Paper and pens Empty.	30.00	
			Totals	105.00	

Input Tax – Capital goods - 15%

T860030 Input VAT - Capital goods -15%				Debit	Credit
8 ABCPayments 2403	2024/03/01	******	1 x Desk Empty.	75.00	
8 ABCPayments 2403	2024/03/01	******	2 x Chairs Empty.	45.00	
			Totals	120.00	

Credit transactions in the General ledger:

ABC – Bank

B810000 ABC-Bank				Debit	Credit
8 ABCPayments 2403	2024/03/01	------	1 x Desk Empty.		575.00
8 ABCPayments 2403	2024/03/01	------	2 x Chairs Empty.		345.00
8 ABCPayments 2403	2024/03/30	------	Rent - April Empty.		575.00
8 ABCPayments 2403	2024/03/30	------	Payment on account Empty.		750.00
8 ABCPayments 2403	2024/03/30	------	Petrol - Mercedez Benz Empty.		150.00
8 ABCPayments 2403	2024/03/30	------	Waltons - Paper and pens Empty.		230.00
8 ABCPayments 2403	2024/03/30	------	Petty cash - Increase float Empty.		100.00
			Totals		2,725.00

Debits = Credits

Debit transactions in the General ledger (i.e. Petty cash + Furniture and fittings + Expenses + Tax (Input VAT/GST/Sales tax)) and Creditor's ledger (i.e. individual Creditor accounts.

=

Credit transactions (i.e. payment transactions from the Bank account).

THE NEXT STEP IS TO RECONCILE YOUR BANK. TURN TO ***MODULE L .3*** *TO DO THIS.*

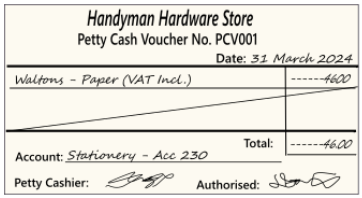
L.2- PETTY CASH PAYMENTS

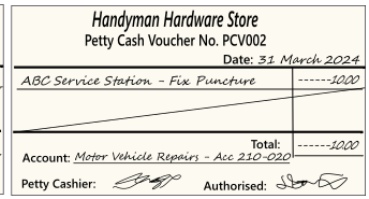
Petty cash payments should be used as a bank account. If it is used as a normal General ledger – Balance sheet Account, it could cause problems on the Tax Reports (Input VAT/GST/Sales tax).

You may also reconcile your Petty cash Payments and Receipt Batches. See ***MODULE L – BANK RECONCILIATION****.*

L.2.1- Entering your petty cash payments

For the purpose of this tutorial, we assume that you have paid the following expenses from your petty cash:


Handyman Hardware Store
Petty Cash Voucher No. PCV001
Date: 31 March 2024
Waltons - Paper (VAT Incl.) ------46.00
Total: ------46.00
Account: Stationery - Acc 230
Petty Cashier: Authorised:

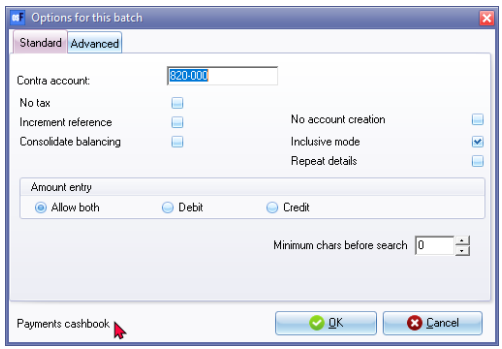

Handyman Hardware Store
Petty Cash Voucher No. PCV002
Date: 31 March 2024
ABC Service Station - Fix Puncture ------10.00
Total: ------10.00
Account: Motor Vehicle Repairs - Acc 210-020
Petty Cashier: Authorised:

To enter your petty cash payment transactions:

1. On the **Default** ribbon, select **Batch entry** (**F2**).
2. Select the **Petty cash Pay.** and click on the **Open** button.
3. Enter the alias (batch name) in the "*Change alias*" field. In this example, enter "*PCPayments2403*" to indicate that the Petty cash of March 2024 was entered in this Petty cash payments batch.

   The alias option allows you to identify a batch by a unique name. You will be able to select the batch by alias or batch name if you need to reverse the posted batch or import a posted batch.

4. Click on the **F10:Setup** icon to set your batch up.



The contra account is by default set to the Bank account.

You cannot change this in the Payments journal or Petty cash Payments journal.

5. Set up the Petty cash payments journal as follows:

No tax:	*Leave blank for the purpose of this tutorial. You may at a later stage select this option, if there are no tax (Input VAT/GST/Sales tax) applicable to all the transactions you need to enter in this batch.*
Increment reference:	*Tick.*
Consolidate balancing:	*Leave blank.*
Inclusive mode:	*Tick.*
Repeat details:	*Leave blank.*
Amount entry:	*Cannot change this at this stage. This is set to "Allow both". You need to enter payments in the Debit column of the Petty cash Payments batch.*

6. Once setup; click on the **Advanced** tab.

   Leave all fields blank, and make sure that the default option, "*Account lookup type*", is set to "*All*" for this exercise.

7. Once setup; click **OK**. You are now ready to record your first petty cash payment.

8. Capture your petty cash vouchers from your petty cash voucher book or from your requisitions. Use your petty cash voucher number as the reference number.

Ref. no.	*Date*	*Description*	*Account*	*Tax*	*Amount*
PCV001	*2024/03/31*	*Paper - Waltons*	*Stationery*	*Input Tax - 15%*	*46.00*
PCV002	*2024/03/31*	*Fix puncture ABC Service Station*	*Maintenance*	*No tax*	*10.00*

10. You are now ready to capture your first petty cash voucher.

Reference:	PCV001
Date:	2024/03/31
Description:	Waltons - Paper
Account:	G230-000 - Stationery
Tax:	Input VAT/GST/Sales tax - Standard goods - 15%
Amount:	46.00 DR

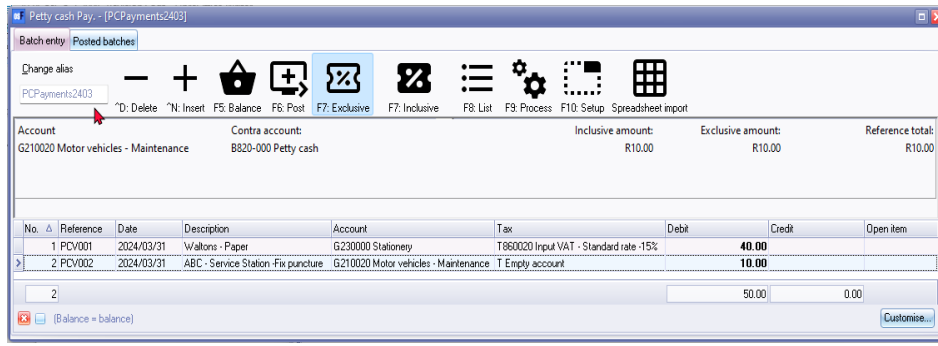
The amount is a debit as it is the amount for the expense account. When you balance the batch, osFinancials will create the credit to the Petty cash account.

*Ensure that the "**F7:Inclusive"** icon is reflecting "inclusive". This should be so as we set the batch to inclusive mode. When you select a VAT/GST/Sales tax type, always check the top right-hand corner for the inclusive and exclusive amounts. The amount of 46.00 will change to 40.00. This is because the cost of the paper is 40.00 and should be posted to the Stationery expense account. The VAT/GST/Sales tax amount (6.00) must be posted to the Input VAT/GST/Sales tax account.*

11. You are now ready to capture your second petty cash voucher.

Reference:	PCV002
Date:	2024/03/31
Description:	ABC – Service Station – Fix Puncture
Account:	Maintenance (motor vehicles).
Tax:	No tax
Amount:	10.00 DR

12. After capturing your first two petty cash payment vouchers, the Petty cash payments journal is displayed as follows:



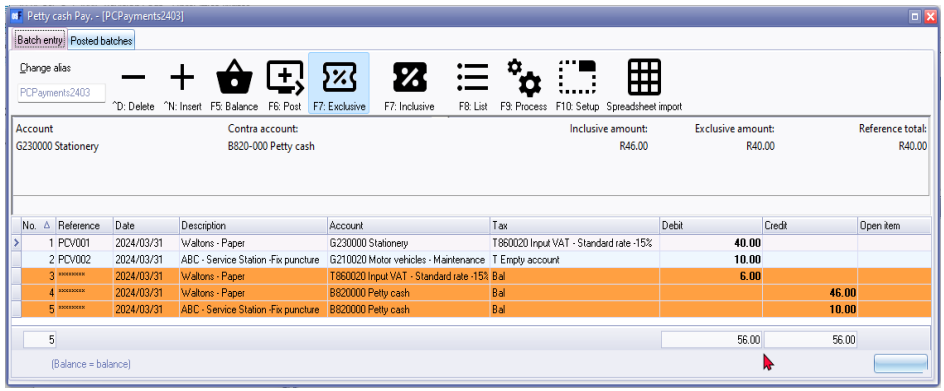
You can enter transactions in a batch daily and only post at the end of the month. Your transactions will not be lost when you exit a batch or close osFinancials. You may also choose to post after every balanced entry.

For the purpose of this tutorial, we will post the batch.

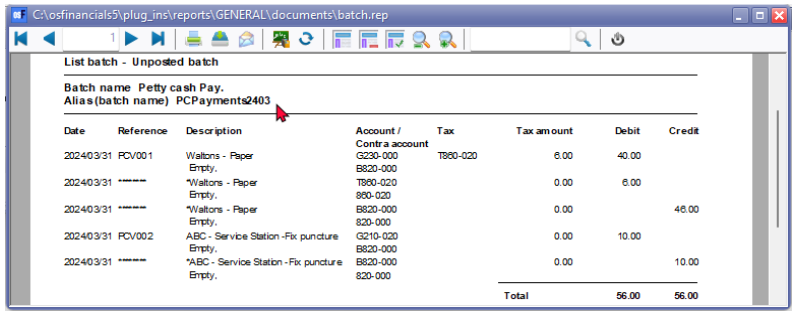
L.2.2- Posting the petty cash batch

Once you have completed entering these petty cash payments, and you are sure they are correct, you may proceed to finalise the batch. The recommended process, is as follows:

1. Click on the **F5:Balance** icon.



2. Click on the **F8:List** icon to print a list of the transactions in the batch.



> *It is recommended that the source documents (e.g. petty cash vouchers and / or invoices, slips, etc. received from suppliers, etc.) be attached to this List of the transactions and that it be retained for record and audit purposes.*

3. Click on the **F6:Post** icon to post (update) the batch to the ledger.

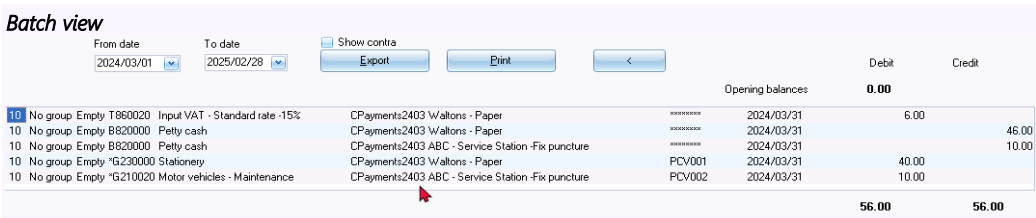
L.2.3- T-Account view of transactions

All processed (posted) transactions will be accumulated in the Ledger analyser. There are various ways in which the transactions may be viewed, exported and analysed.

To access the T-Account view of the transactions:

1. On the **Reports** ribbon, select **Ledger analyser 1** or **Ledger analyser 2**.
2. Select "*Trial balance*" report type and click on the **Report** button.
3. On the "*Trial balance*", select the "*B820-000 Petty cash*" account.
4. Click on the following to get specific views of transactions:
    - **Batch id** (e.g. 10 automatically generated). This will list only the transactions for a specific batch (journal).
    - **Account code** (e.g. B820-000 Petty cash, G210-020 Maintenance G230-000 Stationery, T860-020 Input Tax Standard - 15%). This will list the transactions for a specific account.
    - **Date** – This will list the transactions for a specific date. If you double-click on a date, the "*From date*" and "*To date*" will be changed to the selected date.

After posting the transactions in the Petty cash journal, the transactions should display as follows in the T-Account viewer:



Account view

Debit transactions in the General ledger:

Motor vehicles - Maintenance

G210020* Motor vehicles - Maintenance				Debit	Credit
10 PCPayments 2403	2024/03/31	PCV002	ABC - Service Station -Fix puncture Empty.	10.00	
			Totals	10.00	

Stationery

G230000* Stationery				Debit	Credit
10 PCPayments 2403	2024/03/31	PCV001	Waltons - Paper Empty.	40.00	
			Totals	40.00	

Input VAT – Standard rate - 15%

T860020 Input VAT - Standard rate -15%				Debit	Credit
10 PCPayments 2403	2024/03/31	******	Waltons - Paper Empty.	6.00	
			Totals	6.00	

Credit transactions in the General ledger

Petty cash

B820000 Petty cash				Debit	Credit
10 PCPayments 2403	2024/03/31	******	Waltons - Paper Empty.		46.00
10 PCPayments 2403	2024/03/31	******	ABC - Service Station -Fix puncture Empty.		10.00
			Totals		56.00

Debits = Credits

Debit transactions (i.e. Expenses + Tax (Input VAT/GST/Sales tax)).

=

Credit transactions (i.e. payment transactions from the Petty cash account).

L.3- BANK RECONCILIATION

L.3.1- INTRODUCTION TO THE BANK RECONCILIATION

osFinancials allows you to match your Cash book with your bank statement. You will always find that the bank costs and interest paid/received does not appear in your Cash book. The same applies for debit orders and electronic payments as well as moneys paid directly into your bank account by your customers or other parties. This bank reconciliation helps you to identify these transactions and enter them into your general ledger.

In this tutorial, the manual bank reconciliation reconciling printed bank statements with the cash book (payments and receipt batches) will be discussed.

> *BankImport Plugin is a commercial plugin.*
> *It allows you to import a valid bank statement file into osFinancials. It will import bank transactions and save you hours of data entry. You can simply link transactions to your debtors, creditors or other accounts. And with a simple mouse click, link the payments to the right invoices.*

The bank reconciliation is carried out for a number of reasons, such as:

- It checks to see that the transactions, which you have entered into osFinancials, are the same as the transactions, which went through your bank.
- It checks to see that these transactions which went through the bank are the same as those going through your osFinancials program.
- It checks to see whether you or the bank is, in fact, correct.
- It will list all your outstanding cheques and receipts, thus giving you a reconciled bank balance, which would be the actual amount you would have in the bank, had all your transactions gone through the bank.

For the purpose of this tutorial, you have received the following bank statement:

Handyman Hardware Store
27 Olifants Raod
Emmarentia
Johannesburg
2195
Bank Statement No. 5

ABC Bank - Registered Bank
PO Box 111
Johannesburg
2000

Date of Statement: 1 April 2024
Page 1 of 1

Bank Statement for the period 1 March 2024 to 31 March 2024

Date	Transaction Description	Reference	Debit	Credit	Balance
01 March 2024	Balance brought down				3 193.00
01 March 2024	Deposit	D5000		5 000.00	8 193.00
16 March 2024	Deposit	D5001		3 000.00	11 193.00
30 March 2024	Cheque	106	345.00		10 848.00
30 March 2024	Cheque	107	575.00		10273.00
30 March 2024	Cheque	108	750.00		9 523.00
30 March 2024	Cheque	109	150.00		9 373.00
30 March 2024	Cheque	110	230.00		9 143.00
30 March 2024	Cheque	111	100.00		9 043.00
31 March 2024	Service Fee	SF	45.00		8 998.00

Definition of Codes	Deposits	Interest Received	Cheques	Unpaid Cheques	Other Debits	Bank Charges
CO - Commission DO - Debit Order INT- Interest SF - Service Fee UC - Unpaid Cheque	8 000.00	0.00	2 150.00	0.00	0.00	45.00

Important Notice
Statements are accepted as correct unless queried within 30 days. Any cheques reflected on this statement, which are not attached, will be included with your next statement.

L.3.2- BANK RECONCILIATION PROCESS

Hints when doing the Bank reconciliation:

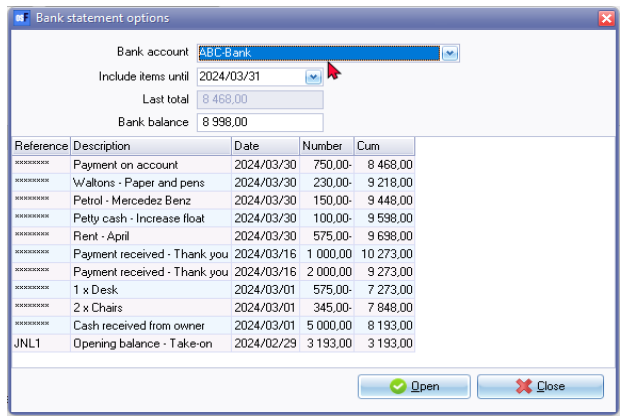
- Check that you have all the pages and that they run sequentially.
- Use the last day of the month and amount as per the bank statement - this will be your closing date (include items until) and bank balance.
- Start at the beginning of the bank statement and not in the middle.
- Use a ruler to make it easier to do the reconciliation line by line and "tick" every reconciled item on your statement.
- If you find an error, go back to your Cash book and try to correct it immediately. Do not simply carry on doing the reconciliation.

L.3.3- Reconciling your cash book with bank statements

If you have entered any repeating transactions for your payments and receipts batches, copy them to a normal batch to a normal batch, as they will not be reflected in the above list of Cash book transactions if they are not at this stage updated or posted to the ledger.

To do a bank reconciliation:

1. On the **Default** ribbon, select **Cash/Bank entry** (**Alt** + **F2**).
2. Select the Cash book you wish to reconcile, i.e. "*ABC - Bank*".
3. Press the **Enter** key. The "*Bank statement options*" screen will list all transactions to the selected bank account up to the date specified:



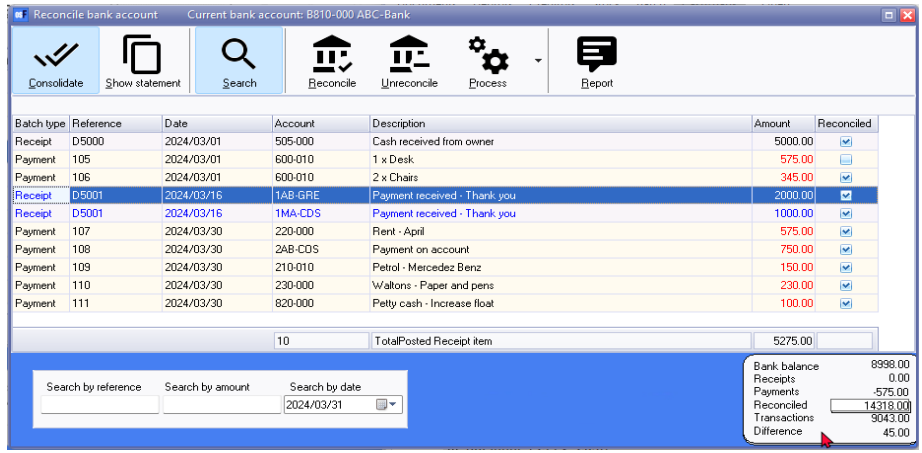
4. Select and / or enter the following:

   Bank account: *Select "ABC – Bank".*

   Include items until: *Select "2024/03/31".*

   Bank balance: *Enter "8,998.00" (closing balance of your bank statement).*

5. Click on the **OK** button and the "*Reconcile bank account*" screen displaying the name of your current account will be displayed listing all your transactions in this Cash book for the selected period, i.e. *"01 to 31 March 2024"*. These entries represent your unreconciled items.



Before beginning your bank reconciliation you may set up the following functions:

- ***Show Statement*** *– The BankOnline Plugin - Not implemented at this stage for osFinancials. You may use the BankImport Plugin - Import Bank statement option (if the "Default bank reconciliation method" field is not selected on* ***Setup → System parameters****. (****Setup*** *ribbon).*
- ***Search*** *– Click on the* ***Search*** *icon and a window will appear at the bottom of the "Reconcile bank account" screen. This allows you to locate an item by Date, Reference or Amount.*
- ***Reconcile*** *– Click on the* ***Reconcile*** *icon to reconcile all items, or specific items by reference or date.*
- ***Unreconcile*** *– Click on the* ***Unreconcile*** *icon to unreconcile all items, or specific items by reference or date.*
- ***Process*** *– Click on the arrow of the* ***Process*** *icon to select one of the following:*
- ***Apply reconciled*** *process all items selected (ticked) in the Reconciled column.*
- ***Transfer unreconciled to batches*** *- This will transfer all items not selected (not ticked) in the Reconciled column) to the Payments and / or Receipt batches.*
- ***Report*** *– Print the Bank reconciliation report.*

To reconcile items:

1. Type in the reference: D5000 (as per your reference in the Cash book) and press the **Enter** key - The amount (5000.00) and entry will be highlighted in a different colour. If your osFinancials corresponds with your bank statement, press the **Enter** key.
2. You will notice that a tick appears next to the entry. If you can't remember the reference number, you can reconcile by amount. Just click to the amount field and enter the amount. Ensure that you mark your bank statement accordingly.
3. You are now ready for the next line on your bank statement.

   Reference: 106

   Amount: 345.00
4. Press the **Enter** key to tick. Continue until you get to the bank charges.
5. Once you have "ticked" all possible entries - click on the arrow on the **Process** icon and select the "*Apply reconciled*" option. All reconciled items will disappear from the list and you will be left with a list of unreconciled items.

L.3.4- Processing bank charges

You would only know what your bank charges are when you actually receive your bank statement from the bank. Any bank charges that have to be paid must be entered into your "Payments journal", and only interest received must be entered into your "Receipts journal".

It is always a good idea to use a reference number; such as your Bank statement number; so as have a reference to the specific bank statement.

You now need to go back to your Payments journal and enter your bank charges. Press the **Esc** key to exit the reconciliation.

*Before exiting the batch, make sure that you have clicked on the "Apply reconciled" option on the **Process** button to save the "ticks" and reconcile the ticked items.)*

To enter the bank charges and finalise the bank reconciliation:

1. On the **Default** ribbon, select **Batch entry** (**F2**).
2. Select the **ABC-Payments** journal and click on the **Open** button.
3. Enter the Alias (batch name) as "*ABC-PaymentsBS5*".

4. Enter the following transaction:

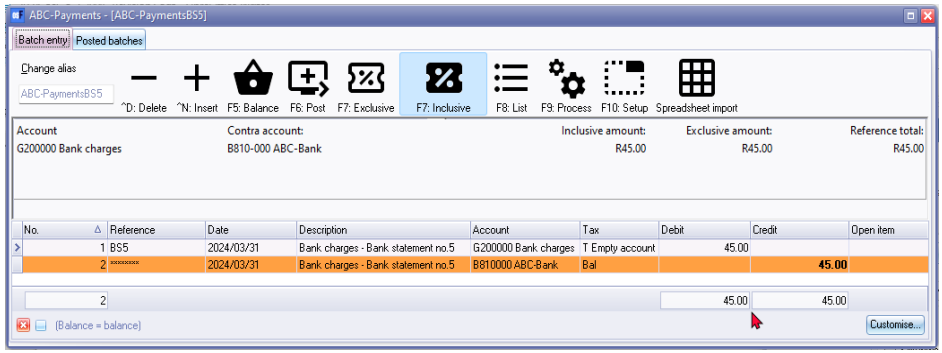
Reference:	BS5
Date:	2024/03/31
Description:	Bank charges - Bank statement no.5
Account:	G200-000 - Bank charges
Tax:	Select "*No tax*" for the purpose of this tutorial.

VAT/GST/Sales tax may be applicable to some charges on your bank statement, if you are registered as a VAT/GST/Sales tax vendor.

Amount: 45.00 DR

In practice, it is easier to enter any bank charges, debit orders, interest, etc. into your Payments or Receipts journals before starting the reconciliation.

5. Balance the batch. After entering the transactions and balancing the batch, the Payments batch, is as follows:



6. List the unposted transactions in the batch.

7. Post the batch.

8. Exit the "*Batch entry*" screen.

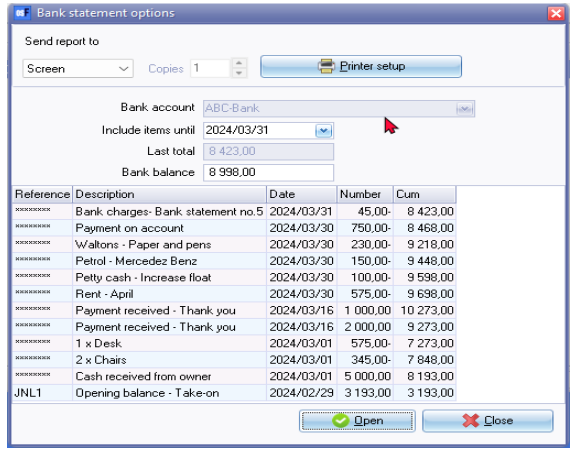
L.3.5- Printing the bank reconciliation report

Go back to your bank reconciliation and reconcile your bank charges. (To do this, tick the Unreconciled item and click the **Process** icon and select the "*Apply reconciled*" option) on the "Difference" field in the bottom right-hand corner of the "*Reconcile bank account*" screen should now reflect a nil balance.

Once you have completed your bank reconciliation, you must check that your Cash book is, in fact, in balance.

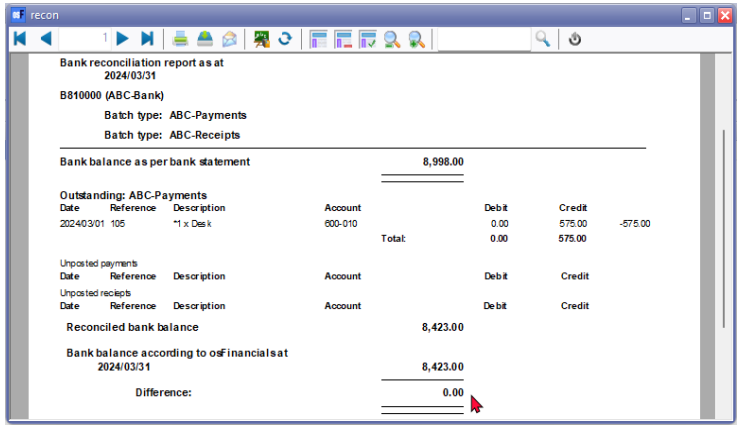
To print a bank reconciliation statement:

1. Click on the **Report** icon. The "*Bank statement options*" screen is displayed.



All the data of the Bank account, Date, Bank balance, etc. should still be the same as per your your previous selection criteria.

2. Click on the **Open** button. On the parameter screen, click **OK**. The "*Bank reconciliation report as at 2024/03/31*" is displayed:



Any unreconciled payments will be subtracted from a positive bank balance and any unreconciled receipts will be added to a positive bank balance according to the bank statement, thus giving a reconciled balance.

3. After printing and studying the report, you may close the report.
4. Click on the **Close** button of the "*Bank statement options*" screen to exit (close) these screens).

L.3.6- TROUBLESHOOTING DIFFERENCES

If there is a difference between the reconciled balance and the balance according to osFinancials, there is an error, in the "Payments" or the "Receipts" journals. Search for the error and correct it.

A few examples that can possibly cause a difference:

- Your closing bank balance is incorrectly entered on the *"Reconcile bank account"* screen (**Cash / Bank** option (**Default** ribbon)); or on the "*Bank account recon options"* screen.
- Incorrect date entered ("*Include items until*" field) on "*Bank account recon options"* screen.
- Errors in posting – these errors should have been detected when your bank reconciliation was done.

If everything else fails you may sometimes have to look at your Cash book and link up the source documents to check if you have entered all your transactions correctly. You could also have posted an amount incorrectly e.g. as 64.00 and entered it as 46.00.

You may need to print the posted batch transactions for the period on the following options to trace the errors:

- Print a "*Batch transactions per period*" report for the Payments and Receipt batch and the (**Reports** → **Batch entry** (**Reports** ribbon)) (select the period of your Bank reconciliation).
- Print a "*Batch transactions type report – Posted batches*" report for the Payments batch and / or Receipts batch (**Batch entry - Posted batches** tab (**Default** ribbon)). Select the correct batch and double-click on it. Click on the **Print** button.
- Print transaction reports for the Bank account. (**Reports** → **Ledger** → **Transactions** / **Transactions – Standard** / **Transactions – Extra details** (**Reports** ribbon).

MODULE M - CALENDAR / PLANNER

IN THIS MODULE

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M.1- INTRODUCTION TO THE CALENDAR

In osFinancials5, you may use the Calendar to perform various actions. For example, you may record appointments with your debtors (customers) and creditors (suppliers), set and process repeating documents (Invoices and Purchases). This will allow you to optimise your planning and generate Invoices for hours registered with your debtors (customers / clients).

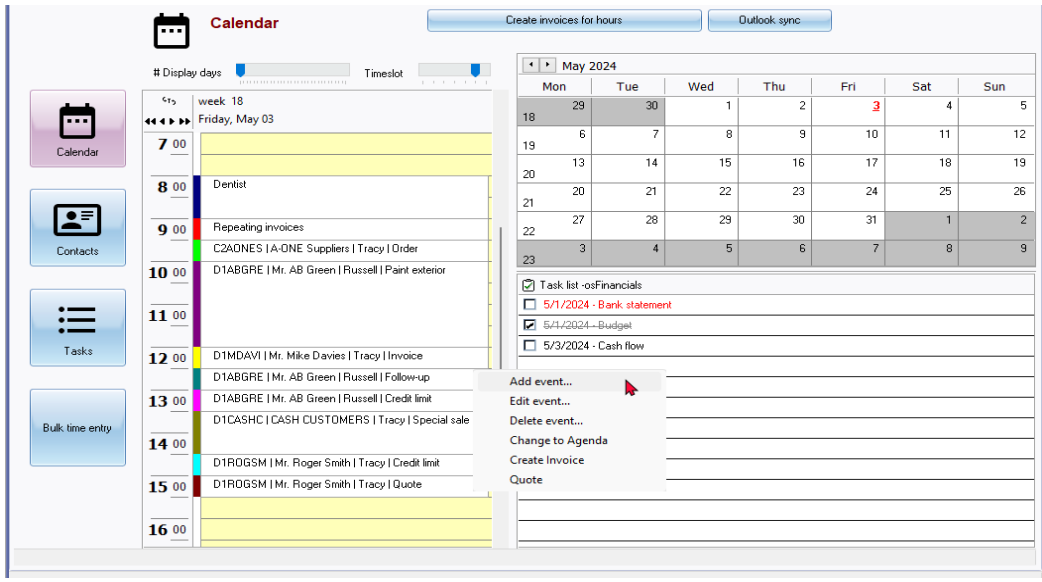
In addition to this, you may also add any tasks, events and manage your contacts.

> *You may set the reminder, to allow a pop up screen to remind you of these actions well in advance. You may then click in the **Open item** button of the "Reminder" screen to perform this action, as scheduled.*
> *If the Reminder was not activated; or if you wish to adjust the reminder, select the "Event", and select the "Edit event…" option on the context menu.*

To launch the calendar and add an event:

1. On the **Default** ribbon, select **Calendar**.

> *You may set the Calendar to launch by default when opening a Set of Books. To do this; select the "Show calendar" option on **Setup → System parameters** (**Setup** ribbon).*



> *These events in the Calendar are available on 2024/05/03 in HANDYMAN-B Set of Books.*

The context menu (right-click) allows you to select the following:

a) **Add event** – create new appointments for creditors (suppliers) or for debtor (customer / client) appointments (up to six (6) categories). You may also generate documents (Repeating invoices or Quotes "Hours").

b) **Edit event** – Edit / change or reschedule any of these events.

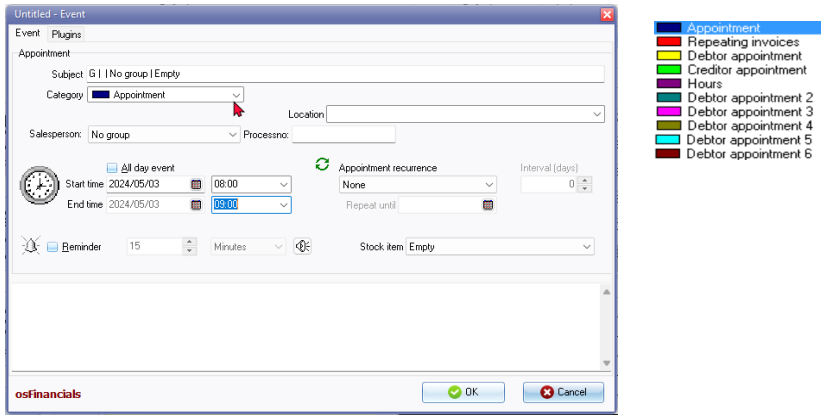
c) **Delete event** – Permanently delete / remove a selected event.

d) **Create Invoice** – Create invoices for any of the six (6) categories of debtor (customer / client) appointments.

e) **Quote** – Create a quotes for any of the six (6) categories of debtor (customer / client) appointments.

Multi-User Calendar Plugin may also be purchased for Multi-user versions.

2. Select a date and right-click on a time slot. On the context menu, select the "*Add event...*" option. The "*Untitled – Event*" screen is displayed:



3. To register (create) an appointment; you need to select one of the categories to use the different functions. The categories, are as follows:

Category	*Description / Function*
Appointment	*This allows you to create general appointments and set reminders for these appointments (events).*
Repeating invoices	*This allows you to set repeating invoices for debtors (customers / clients). You may create repeating invoices for a specific debtor or a debtor group.*
Debtor appointment (up to six (6) categories)	*This allows you to set appointments (events) for debtors (customers / clients). You may also add notes, etc. and set reminders. You may create up to 6 categories of appointments for your debtors (customers / clients).*
Creditor appointment	*This allows you to set appointments (events) for creditors (suppliers). You may also add notes, etc. and set reminders.*
Hours	*You may use the hours to create invoices for a debtor (customer / client).*

For the purpose of this tutorial, the Invoices for hours and Repeating invoices will be discussed here.

Debtor appointments *- All events for the six (6) categories are listed in the* ***Appointment*** *tab for a selected debtor (customer / client) account.*
Creditor appointments *- All events are listed in the* ***Appointment*** *tab for a selected creditor (supplier) account.*

M.2- REPEATING INVOICES

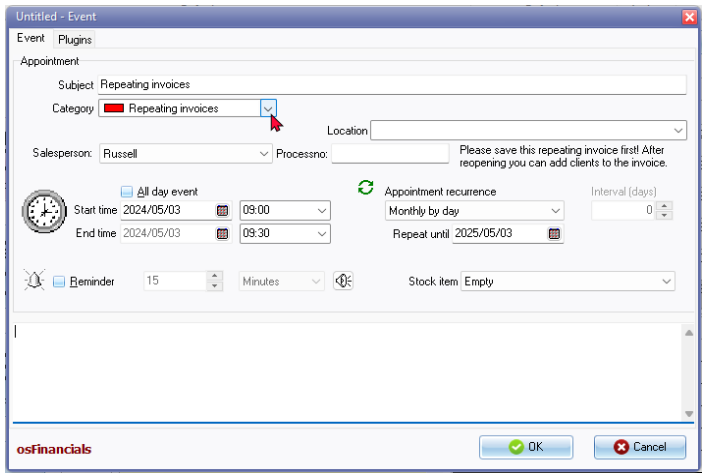
Should you need to invoice a debtor (customer / client) or specific debtors (customers / clients) on a regular basis (e.g. monthly, etc.), you may use the "*Repeating invoices*" category to schedule and process the repeating invoices with a few mouse-clicks.

M.2.1- Processing Repeating Invoices

Once the Repeating invoices is scheduled, you need to reopen the Repeating invoices event to process the repeating invoices.

To set repeating invoices:

1. Select a date and right-click on a time slot. On the context menu, select the "*Add event...*" option. The "*Untitled – Event*" screen will be displayed.

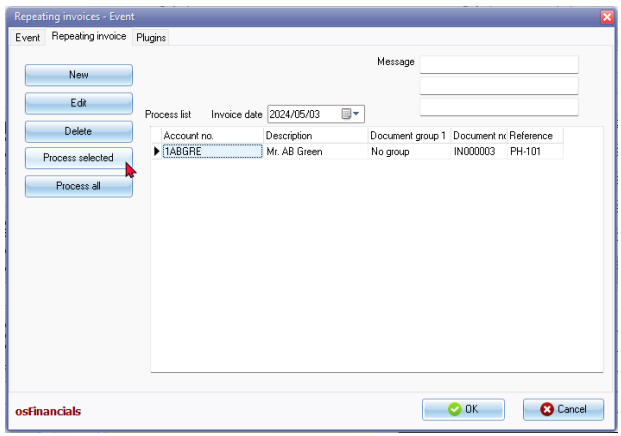


2. On the "*Untitled Event*" screen, enter and / or select the following:

Subject:	*Leave blank. If you click on the* ***OK*** *button, "Repeating invoices" will be displayed in the "Subject" field.*
Category:	*Select "Repeating invoices".*
Salesperson:	*Select "Russell" as the salesperson.*
All day event:	*Leave blank.*
Start time:	*Select "2024/05/03". This is the date and time as selected on the Calendar from where the "Untitled - Event" screen was launched. If this date is not correct, you may select the correct date.*
End time:	*Field disabled.*
Appointment recurrence:	*Select "Monthly by day".*
Repeat until:	*The default will be one year as from the "Start time".*
Reminder:	*Leave blank. You may activate it and set the "Minutes, Hours" or "Days" to remind you in advance to process repeating invoices.*

3. Click on the **OK** button to register and save the "*Repeating invoices – Event*".

4. Reopen the "*Repeating invoices – Event*" to add your debtors (customers / clients). The **Repeating invoice** tab will be added to the "*Repeating invoices – Event*" screen. Click on the **Repeating invoice** tab.

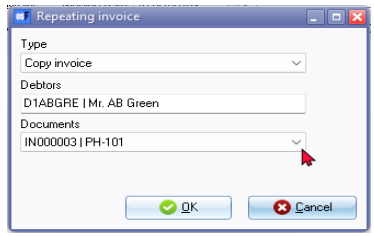


5. The options, is as follows:

   a) You may enter a Message (up to 3 lines) to display on the invoice. This message will be displayed on the "*Message*" fields in the "*Document entry*" screen's header section and will be printed on the printed invoice.

   b) Select the Invoice date "*2024/05/03*"; if not correct. This is the date on which, the invoice(s) will be created.

6. Click on the **New** button.



7. Select the following options:

   Type: *Select "Copy invoice" (default option).*

   Debtor: *Select "Mr. AB Green".*

   Documents: *Select "IN000003".*

   If you select the "Copy invoice to group 1" option as the "Type", you may to select a specific Debtor reporting group 1.

8. Click on the **OK** button. The details of the debtor will be listed in the Process list.

9. Click on the **Process selected** button. Once the process is finished, a confirmation message is displayed:

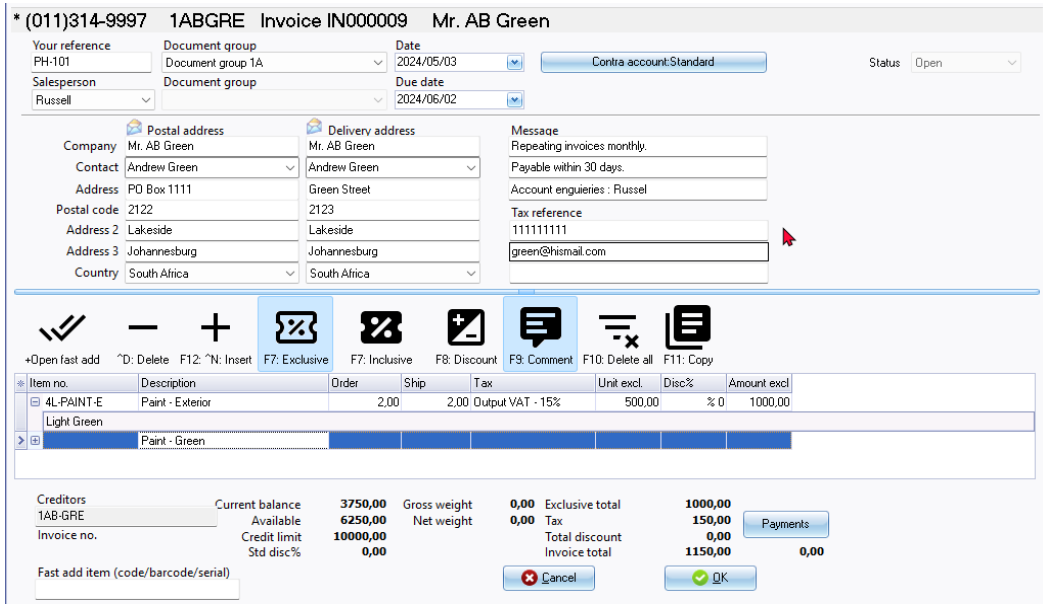
   "Document(s) created!"

10. Click on the **OK** button.

11. Click on the **OK** button of the *Repeating invoices – Event* (e.g. "*Monthly Invoices*") screen.

M.2.2- Access Processed Repeating Invoices

Click on the Documents – Invoices. The Invoice will be created as "*IN000009*", as per this example. The Invoice will be added as an unposted document. Edit the Invoice, if necessary.



Message line 1 / Message line 2: The Message as entered in the ***Documents setup*** *–* ***Invoices*** *screen may be duplicated. You may edit these message fields as necessary.*

Message line 3: Ref: IN000003" is the source invoice selected for the repeating invoice.

Comments and remarks: The comments and remarks, if included in the source invoice, will also be included. You may edit these message fields as necessary.

This Invoice may then be viewed on the "Document entry" screen as Unposted.
You may also view and print the Invoice on the ***Documents*** *tab of the Debtor account (****Default*** *ribbon).*
Once the Invoice is posted (updated to the ledger), it will be listed as a debit transaction on the ***Transactions*** *tab of the "Debtor account".*

The Repeating invoice – Event will be displayed in Red colour on the time slot of the scheduled day. The Day in the calendar will also be underlined and displayed in a Red font.

M.3- CREATING INVOICES FOR HOURS

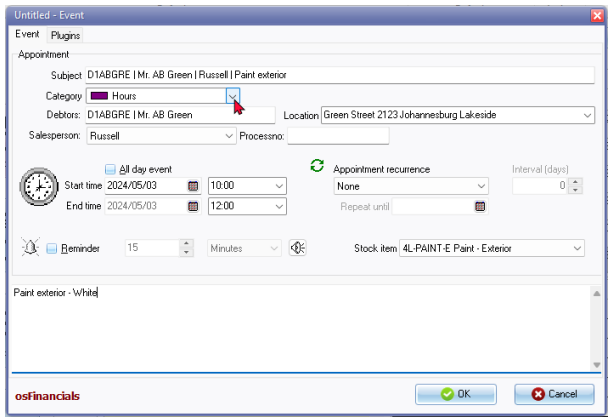
The Calendar (Planner) allows you to schedule appointments with debtors (customers / clients) and generate quotes for appointments / services rendered. This combines your electronic dairy with the quotes and invoicing features in osFinancials.

You may then send them the quote for the time. Once the appointment is finished / completed, you may convert the quote to an invoice and edit it before posting the invoice to the ledger.

For example, if you have scheduled a 3 hour appointment, and it took only 2 hours, you may edit the invoice (converted quote) change the number of hours from 3 to 2 hours.

To create invoices for hours:

1. Select a date and right-click on a time slot. On the context menu, select the "*Add event...*" option. The "*Untitled – Event*" screen will be displayed.
2. Select the "*Hours*" category. A field "*Hours*" will be added to the "*Untitled – Event*" screen.



3. Click on the "*Hours*" field and select a debtor (customer / client) account.
4. Select "*Russell*" as the salesperson.

   The Debtor code, description and name of the salesperson (and Description, e.g. "Paint exterior", if entered in the "Subject" field), will automatically be inserted in the "Subject" field.

5. Select the "*Start time*" and "*End time*" for the appointment. If this is event is for the whole day, you may tick the "*All day event*" field.

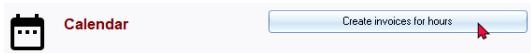
   Appointment recurrence should be "None". Trying to select any of the recurring options will display an "Error Hours cannot be repeated".

6. Stock item - You may select a default stock item (product) for this Appointment.

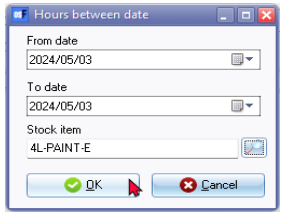
7. Notes - You may enter notes about this appointment. In this example, "Paint exterior – White" is entered.

8. Click on the **OK** button to register the event and add it to the Calendar. This event will be may be viewed and if the reminder was set, you will be reminded of the event.

9. When ready to process the quote, click on the **Create invoices for hours** button.



The "*Hours between date*" screen is displayed:



10. Select the dates "*From date*" and "*To date*".

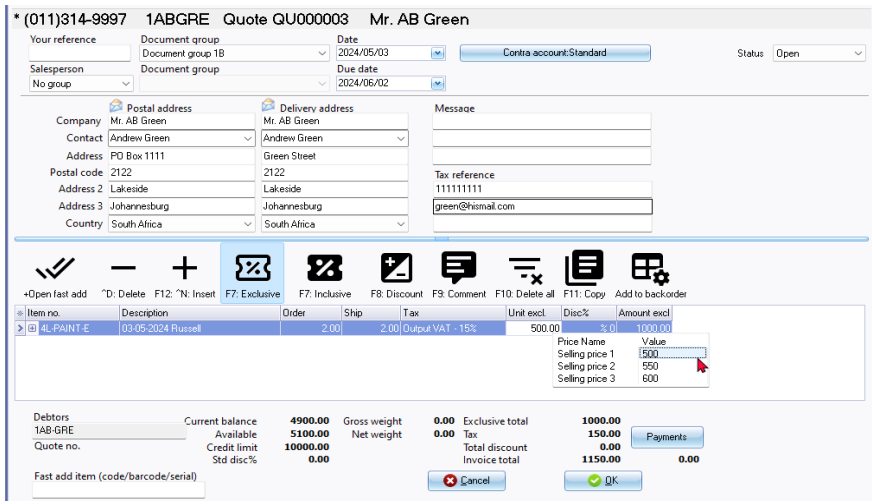
11. Select the Stock item.

12. Click on the **OK** button. The Quotes will be generated. Once the process is finished, an information message is displayed:

> *"Quote(s) generated!"*

13. Click on the **OK** button.

14. Click on the Documents - Quotes. The Quote should be created as "*QU000003*", as per this example.



15. Edit the Quote, if necessary. You may print these quotes and send them to your debtor (customer / client). The quantity is the number of hours as scheduled for this Hours appointment. In this example, "*2*" hours is the number of hours scheduled for this event and "*1,000.00*", is the selling price of the stock item for 2 hours.

Message lines 1 to Message line 3:
These message lines will be blank.
The standard quote message as entered in ***Documents setup*** *–* ***Quotes*** *will not be included in this quote.*
You may enter the messages, as necessary.

Comments and remarks:
You may enter the comments and remarks, as necessary.

This Quote may then be viewed on the "Document entry" screen as Unposted (not converted to an invoice).
You may also view and print the quote on the ***Documents*** *tab of the Debtor account (****Default*** *ribbon).*
Once the quote is is converted to an invoice and the invoice is posted (updated to the ledger), it will be listed as a debit transaction on the ***Transactions*** *tab of the Debtor account.*

The Hours – Event will be displayed in Magenta colour on the time slot of the scheduled day. The Day in the calendar will also be underlined and displayed in a Red font.

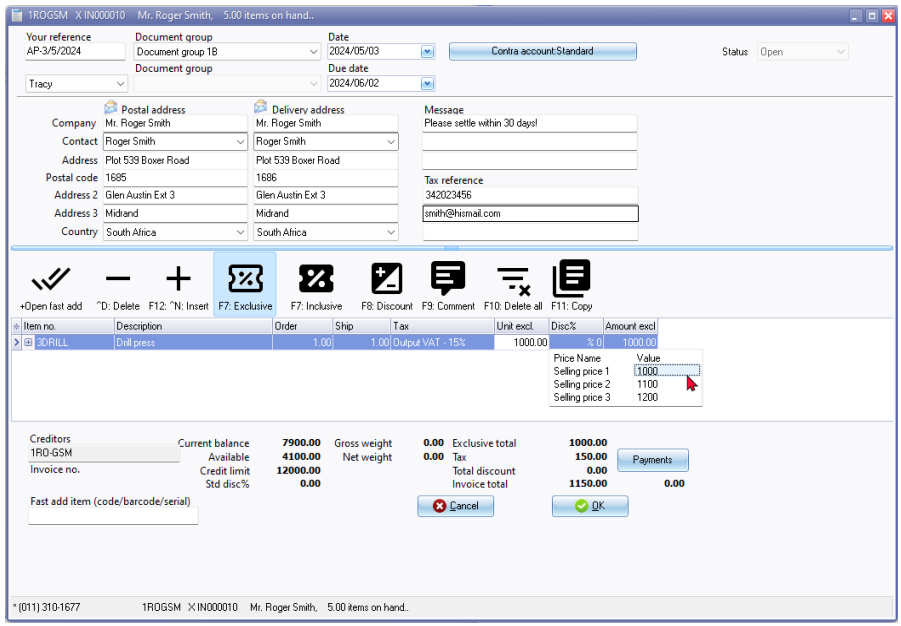
M.4- CREATING INVOICES FOR DEBTOR APPOINTMENTS

You may also create invoices for any of the six (6) categories of appointments scheduled with debtors (customers / clients).

You may also create invoices for Creditor appointments.

To create invoices for debtor (customer / client) appointments:

1. On the **Calendar**, select any of the six (6) categories of debtor appointments and right-click.
2. On the context menu, select the "*Create Invoice*" option. A new "*Invoice entry*" screen, displaying all the information and details for the debtor (customer / client) account will be displayed.



3. Enter and / or select the following options:

Your reference:	*Enter "AP-3/5/2024" for reference to the appointment.*
Salesperson:	*Select "Tracy"; if not already displayed.*
Document group 1/2:	*Select "Document group 1B".*
	Document group 2 cannot be selected as Groups are not added for Document group 2 in ***Groups*** *(****Setup*** *ribbon).*
Date:	*The system date will be displayed. Select "2024/05/03" for the purpose of this tutorial.*
Due date:	*This date will be automatically be calculated. It is the "Date" plus the number of days set in the* ***Accounting information*** *tab of the selected debtor account.*

Message:	*The message as entered in **Documents setup** – **Invoice** will be included in this invoice.*
	*Press the **Enter** key until you get to the invoice details screen (skip the "Address, Delivery address" and "Message" fields).*
Item no.:	*Select "Drill press". The description, Quantity (default 1), Tax account, Unit selling price (Exclusive of VAT/GST/Sales tax if the **F7:Exclusive** icon is active - or Inclusive of VAT/GST/Sales tax if the **F7:Inclusive** icon is active) will be displayed.*
Order / Ship (Quantities):	*Leave at the default "1" for 1 drill press.*
Tax:	*The default Output Tax account for the stock item will be displayed. Confirm that it is correct by pressing the **Enter** key.*
Discount:	*Press the **Enter** key to keep it at the default 0% discount rate.*

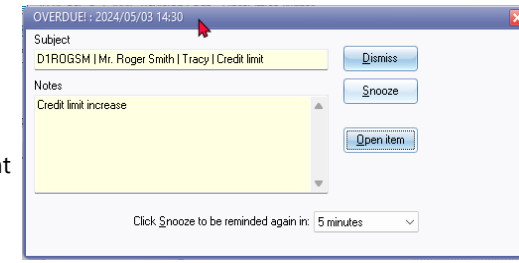
4. Click on the **OK** button. A confirmation screen will be displayed.

"Do you wish to print this invoice?"

5. Click on the **Yes** button.

M.5- REMINDERS

The "*Reminder*" screen is automatically launched at the intervals set (if the Reminder is activated).



If the date and / or time is in the past (earlier than your system's date), the header OVERDUE! and the date end time of the event will be displayed.

The options to manage the reminder of an event or appointment are:

1. **Dismiss** - Click to turn the Reminder option for the event or appointment off.
   You may later, at any time select the event or appointment and edit it to turn the reminder on.

2. **Snooze** - Click to be reminded later. You may also adjust the time intervals to be reminded later, e.g. 5, 10, 15, 30, 45 minutes, 1 to 8 hours, 1 to 6 days or 1 week, before clicking on this button.

3. **Open item** - Click to edit the event or appointment. You may finalise or reschedule the appointment. You may also deactivate or activate the reminder again.

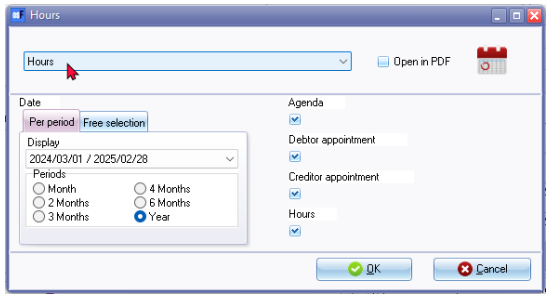
M.6- PRINTING A REPORT FOR EVENTS IN THE CALENDAR

The "*Hours*" report for the entries in the Calendar will display a list of all the appointment types for a selected period or selected date(s).

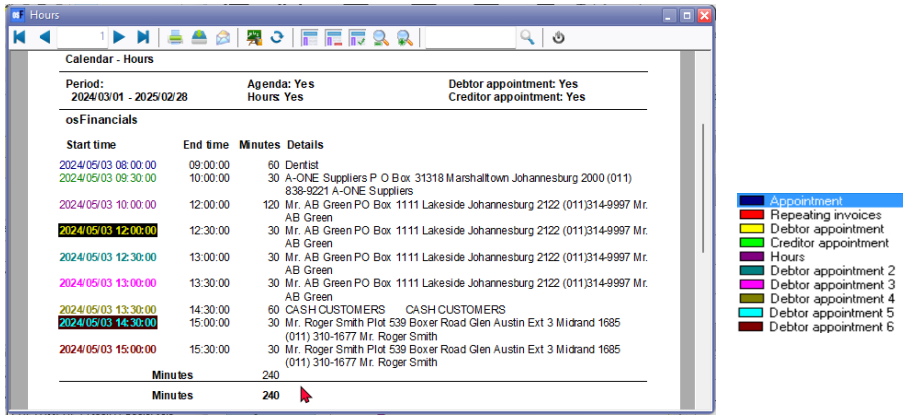
Repeating invoices will not be included in this report.

To print the calendar report:

1. On the **Reports** ribbon, select **Reports** → **Calendar**. The "*Hours*" screen is displayed:



2. Select the Categories for the Appointments (events) to include in this report.
3. Select the periods on the **Per period** tab or date(s) on the **Free selection** tab.
4. Click on the **OK** button. An example of the "*Calendar - Hours*" report, is as follows:



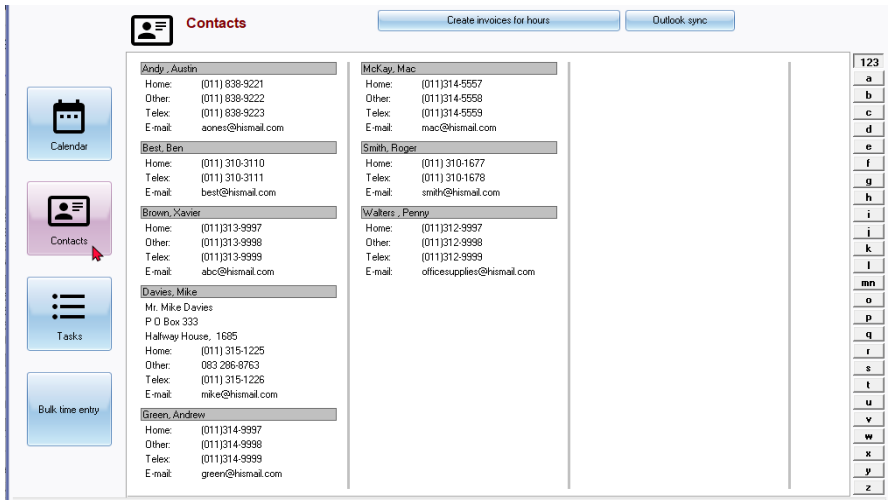
M.7- CONTACTS

Lists all contacts for debtors (customers / clients) as well as contacts for creditors (suppliers).

You may add, edit and or delete contacts in the **Calendar**.

*Contacts can also be added, edited or deleted using the following options on the **Default** ribbon:*

- ***Contacts***
- ***Debtors – Contacts** tab.*
- ***Creditors – Contacts** tab.*



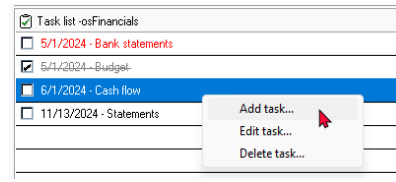
*Reports for contacts can be printed in the following options on the **Reports** ribbon:*

- ***Reports → Contacts** - Lists all contacts for debtors (customers / clients) as well as contacts for creditors (suppliers).*
- ***Reports → Debtors → Listing** - Lists only contacts for debtors (customers / clients).*
- ***Reports → Creditors → Listing** - Lists only contacts for creditors (suppliers).*

M.8- TASKS

You may add, edit, or delete tasks (to do list), and set a completion date when the tasks should be completed. You may also add some notes to each task to remind you of additional steps, procedures, phone numbers, etc.

All tasks (excluding the deleted tasks, will display as follows:



- **Future tasks** - If tasks have not yet reached its completion date, these tasks will be displayed in a grey font.
- **Expired tasks** - Will display in a **red** font colour.
- **Tasks marked as completed** - The field is ticked and the task displays a stripe through it. The task will also be displayed in a grey font.

MODULE N - BUDGETING

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N.1- BUDGETING

The budget feature is used to enter and edit budget figures in osFinancials, which can be compared with actual income and expenses. Budgets are a guide as to what you want to achieve; for instance what income you expect to generate (sales forecasts and income from other sources) and a plan for your expenses you need to incur to achieve that income. Budget figures can be flexible so as to take into account seasonal trends in business.

Budget figures can be added for all accounts, except the following accounts:

1. **Main accounts** – Budget figures need to be entered for each sub-account.
2. **Debtor's control account** – Need to enter Credit Limits for each debtor (customer / client) account on the **Accounting information** tab (**Debtors** (**Default** ribbon)).
3. **Creditor's control account** – Need to enter Credit Limits for each creditor (supplier) account on the **Accounting information** tab (**Creditors** (**Default** ribbon)).

Budget figures can be added for the following features (extra columns will be available in the **Budget** tab of the **Setup** → **Accounts** (**Setup** ribbon):

- **Cost centres** – Cost centre 1 and 2 added in **Setup** → **Groups** - **Cost centre 1** / **2**.
- **Projects** – Projects added in the **Setup** → **Groups** – **Projects**, and if activated.

Budget figures are displayed on the following options and / or reports:

- **Ledger analyser** (**Reports** ribbon).
- **User reports** – If **User reports** were designed to print budget figures.

For the purpose of this tutorial, we need to enter the following budget:

ACCOUNT ALLOCATION	DESCRIPTION	ANNUAL	MONTHLY
010-000	Sales	-120 000	-10 000
100-000	Cost of sales	48 000	4 000
GROSS PROFIT		72 000	6 000
200-000	Bank charges	480	40
205-000	Depreciation	600	50
210-010	Fuel and oil	1 200	100
210-020	Maintenance	1 800	150
210-030	Repairs	2 400	200
220-000	Rent	6 600	550
225-000	Salaries and Wages	6 000	500
230-000	Stationery	120	10
TOTAL EXPENSES		19 200	1 600
NET PROFIT		-52 800	-4 400

The net profit need not be entered, as it will automatically be calculated.

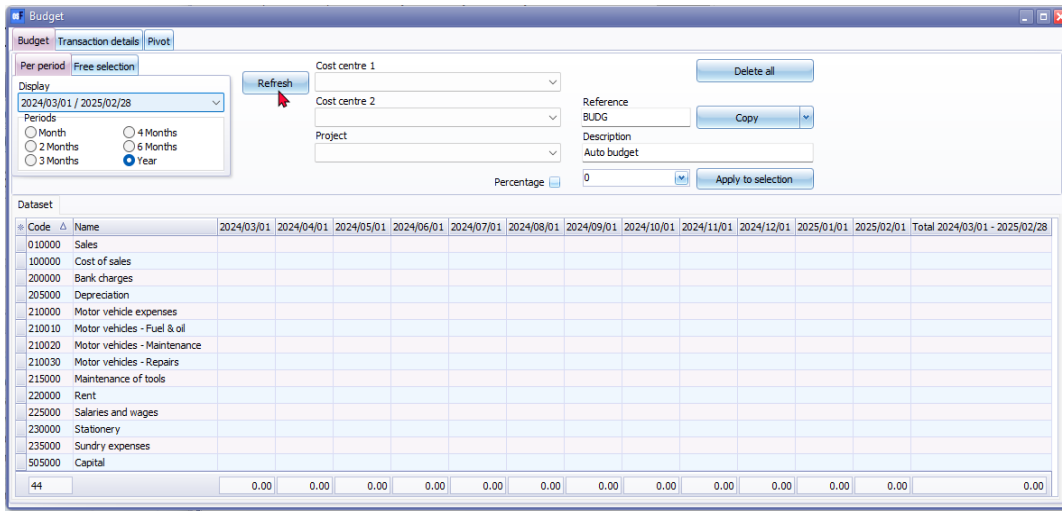
N.2- PROCESSING BUDGET FIGURES

*Budget figures may also be entered in the **Setup → Accounts** (**Setup** ribbon) as in osFinancials4.*
*In osFinancials5, Budgets may be added, edited and / or imported (**Budgets** icon on the **Reports** ribbon).*

N.2.1- Entering Budget figures

To enter your budget figures:

1. On the **Reports** ribbon, select **Budgets**.



2. **Period** – Select the period "*Year*" (i.e. "*2024/03/01*" to "*2025/02/28*) to enter your budget figures for the selected period.

3. Click on the **Refresh** button. This will list all the existing ledger accounts in your "*Chart of accounts*" (existing as added, edited in the **Setup** → **Accounts** (**Setup** ribbon)), in the Account code sequence.

   *If you already have existing budget figures in the previous year, you may use the "**Copy – From Budget Previous year**" option.*
   *If you have already posted transactions in batches and documents in the previous year, you may use the "**Copy – From Actual Previous year**" option to use the transaction totals as basis for your budget.*

4. **Reference** – The default is "*BUDG*". You may enter your own reference, up to 15-characters, in this field. For the purposes, of this tutorial, enter "*BUDGET*".

5. **Description** – The default is "*Auto budget*". Enter "*Budget 2024/2025*".

6. Select the first account, i.e. "*Sales*" and enter the monthly budget amount, i.e. **–***10,000* in die amount field (before the **Apply to selection** button) in.

   *The " **–** " (minus sign), added before the amount, indicates a credit budget amount. For a debit budget amount, add the amount without the " **–** " (minus sign).*

7. Select the months for which you need to add the budget figures.

   *To select multiple periods, press the "**Shift**" key on your keyboard and click on the periods to select the months.*

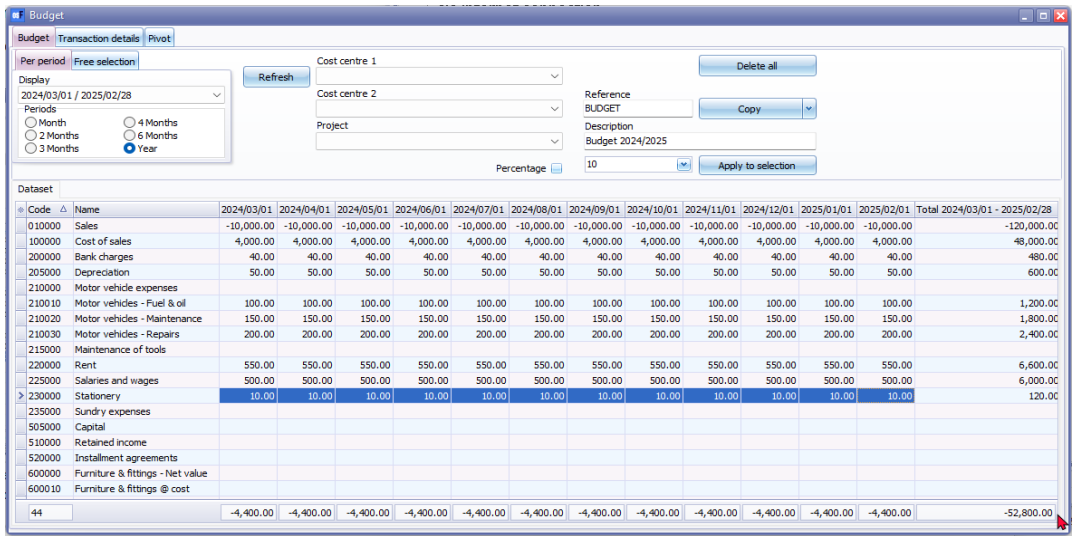
8. Click on the **Apply to selection** button. A confirmation message is displayed:

   "Add amount to selection?"

9. Click **Yes** to add the monthly budget figures to the selected months.

10. Repeat this process to add your budget figures.

11. After adding your budget figures for the accounts in this tutorial, the "*Budgets*" screen should display as follows:



Code	Name	2024/03/01	2024/04/01	2024/05/01	2024/06/01	2024/07/01	2024/08/01	2024/09/01	2024/10/01	2024/11/01	2024/12/01	2025/01/01	2025/02/01	Total 2024/03/01 - 2025/02/28
010000	Sales	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-120,000.00
100000	Cost of sales	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	48,000.00
200000	Bank charges	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	480.00
205000	Depreciation	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
210000	Motor vehicle expenses													
210010	Motor vehicles - Fuel & oil	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
210020	Motor vehicles - Maintenance	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
210030	Motor vehicles - Repairs	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
215000	Maintenance of tools													
220000	Rent	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	6,600.00
225000	Salaries and wages	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
230000	Stationery	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
235000	Sundry expenses													
505000	Capital													
510000	Retained income													
520000	Installment agreements													
600000	Furniture & fittings - Net value													
600010	Furniture & fittings @ cost													
44		-4,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-52,800.00

   Do not enter any budget figures for the main accounts.
   In this example, Budget figures were not entered for the Main account "Motor vehicle expenses", but for each sub-account.

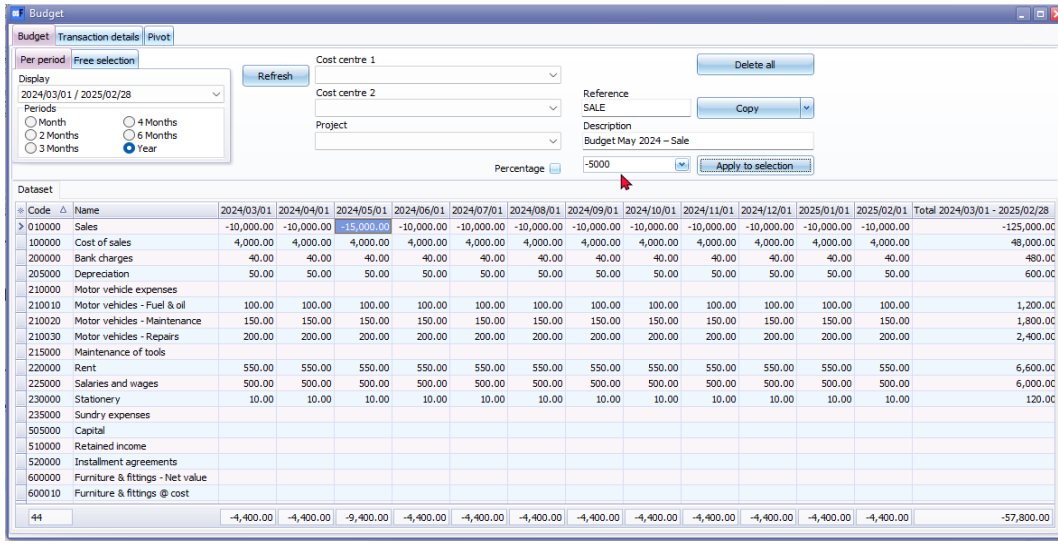
12. After finishing to process your budget figures, you may click on the **Transaction details** tab or **Pivot** tab view and explore the generated budget figures.

N.2.2- Entering Budget figures for special events

On 1 May 2024 we need to budget 5,000.00 extra sales for a special promotion. You may enter budget figures for specific dates and / or periods to accommodate, for example, special events, fluctuations and business patterns.

To enter budget figures for special events:

1. On the **Reports** ribbon, select **Budgets**.



Code	Name	2024/03/01	2024/04/01	2024/05/01	2024/06/01	2024/07/01	2024/08/01	2024/09/01	2024/10/01	2024/11/01	2024/12/01	2025/01/01	2025/02/01	Total 2024/03/01 - 2025/02/28
010000	Sales	-10,000.00	-10,000.00	-15,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-125,000.00
100000	Cost of sales	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	48,000.00
200000	Bank charges	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	480.00
205000	Depreciation	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
210000	Motor vehicle expenses													
210010	Motor vehicles - Fuel & oil	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
210020	Motor vehicles - Maintenance	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
210030	Motor vehicles - Repairs	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
215000	Maintenance of tools													
220000	Rent	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	6,600.00
225000	Salaries and wages	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
230000	Stationery	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
235000	Sundry expenses													
505000	Capital													
510000	Retained income													
520000	Installment agreements													
600000	Furniture & fittings - Net value													
600010	Furniture & fittings @ cost													
44		-4,400.00	-4,400.00	-9,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-4,400.00	-57,800.00

2. **Period** – Select the period "*Year*" (i.e. "*2024/03/01*" to "*2025/02/28*") to enter your budget figures for the selected period.
3. Click on the **Refresh** button. This will list all the existing ledger accounts in your "*Chart of accounts*" (existing as added, edited in the **Setup** → **Accounts** (**Setup** ribbon)), in the Account code sequence.
4. Select the "*Sales*" account and the month "*2024/05/01*" - May 2024.
5. **Reference** – The default or previous reference entered, will be displayed, for example, "*BUDGET*". Enter "*SALE*" to indicate that it is a sales event that is scheduled for May 2024; or that took place in May 2024.
6. **Description** – The description as previously entered, is "*Budget 2024/2025*". Enter "*Budget May 2024 - Sale*".

7. Only enter the additional amount with which you need to increase the budget for May 2024. To increase the existing amount for May 2024 from *–10,000* to *–15000,* only enter *–5000* in the amount field (before the **Apply to selection** button).

   The " – " (minus sign), added before the amount, indicates a credit budget amount. For a debit budget amount, add the amount without the " – " (minus sign).

   In the case of Sales and trading stock items, is applicable, you may need to change the "Cost of of sales" account.

8. Click on the **Apply to selection** button. A confirmation message is displayed:

   "Add amount to selection?"

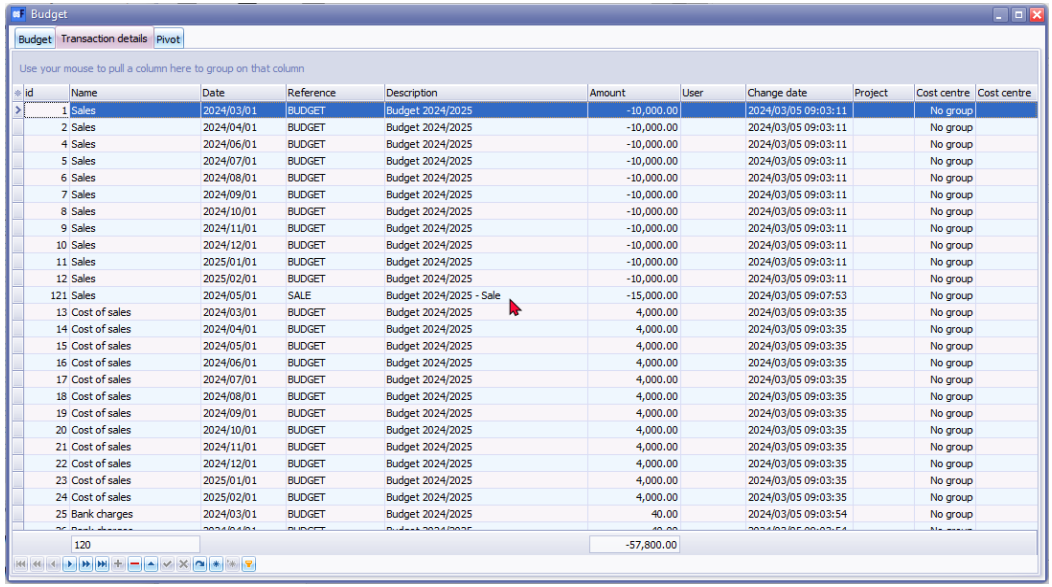
9. Click **Yes** to save the increased budget figure for May 2024.

N.2.3- Budgets tabs

After finishing to process your budget figures, you may click on the **Transaction details** tab or **Pivot** tab view and explore the generated budget transactions.

N.2.3.1- Budgets - Transaction details tab

The **Transaction details** tab lists all the accounts and periods for which budget figures were entered or edited.



id	Name	Date	Reference	Description	Amount	User	Change date	Project	Cost centre	Cost centre
1	Sales	2024/03/01	BUDGET	Budget 2024/2025	-10,000.00		2024/03/05 09:03:11		No group	
2	Sales	2024/04/01	BUDGET	Budget 2024/2025	-10,000.00		2024/03/05 09:03:11		No group	
4	Sales	2024/06/01	BUDGET	Budget 2024/2025	-10,000.00		2024/03/05 09:03:11		No group	
5	Sales	2024/07/01	BUDGET	Budget 2024/2025	-10,000.00		2024/03/05 09:03:11		No group	
6	Sales	2024/08/01	BUDGET	Budget 2024/2025	-10,000.00		2024/03/05 09:03:11		No group	
7	Sales	2024/09/01	BUDGET	Budget 2024/2025	-10,000.00		2024/03/05 09:03:11		No group	
8	Sales	2024/10/01	BUDGET	Budget 2024/2025	-10,000.00		2024/03/05 09:03:11		No group	
9	Sales	2024/11/01	BUDGET	Budget 2024/2025	-10,000.00		2024/03/05 09:03:11		No group	
10	Sales	2024/12/01	BUDGET	Budget 2024/2025	-10,000.00		2024/03/05 09:03:11		No group	
11	Sales	2025/01/01	BUDGET	Budget 2024/2025	-10,000.00		2024/03/05 09:03:11		No group	
12	Sales	2025/02/01	BUDGET	Budget 2024/2025	-10,000.00		2024/03/05 09:03:11		No group	
121	Sales	2024/05/01	SALE	Budget 2024/2025 - Sale	-15,000.00		2024/03/05 09:07:53		No group	
13	Cost of sales	2024/03/01	BUDGET	Budget 2024/2025	4,000.00		2024/03/05 09:03:35		No group	
14	Cost of sales	2024/04/01	BUDGET	Budget 2024/2025	4,000.00		2024/03/05 09:03:35		No group	
15	Cost of sales	2024/05/01	BUDGET	Budget 2024/2025	4,000.00		2024/03/05 09:03:35		No group	
16	Cost of sales	2024/06/01	BUDGET	Budget 2024/2025	4,000.00		2024/03/05 09:03:35		No group	
17	Cost of sales	2024/07/01	BUDGET	Budget 2024/2025	4,000.00		2024/03/05 09:03:35		No group	
18	Cost of sales	2024/08/01	BUDGET	Budget 2024/2025	4,000.00		2024/03/05 09:03:35		No group	
19	Cost of sales	2024/09/01	BUDGET	Budget 2024/2025	4,000.00		2024/03/05 09:03:35		No group	
20	Cost of sales	2024/10/01	BUDGET	Budget 2024/2025	4,000.00		2024/03/05 09:03:35		No group	
21	Cost of sales	2024/11/01	BUDGET	Budget 2024/2025	4,000.00		2024/03/05 09:03:35		No group	
22	Cost of sales	2024/12/01	BUDGET	Budget 2024/2025	4,000.00		2024/03/05 09:03:35		No group	
23	Cost of sales	2025/01/01	BUDGET	Budget 2024/2025	4,000.00		2024/03/05 09:03:35		No group	
24	Cost of sales	2025/02/01	BUDGET	Budget 2024/2025	4,000.00		2024/03/05 09:03:35		No group	
25	Bank charges	2024/03/01	BUDGET	Budget 2024/2025	40.00		2024/03/05 09:03:54		No group	
	120				-57,800.00					

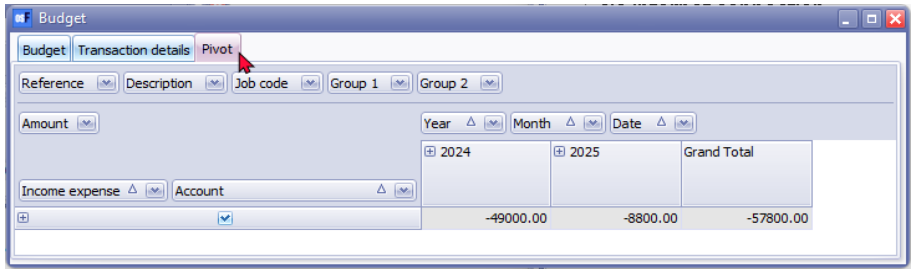
In this example we added budget figures for only 10 Income and Expense accounts. The budgeted total profit is -57,800. Should you add any budget figures for Balance sheet account types, this total of the amount column will not reflect the net profit or loss figure.

In this example, we added budget figures for 10 accounts for 12 months each. The total number of budget transactions records is 120.

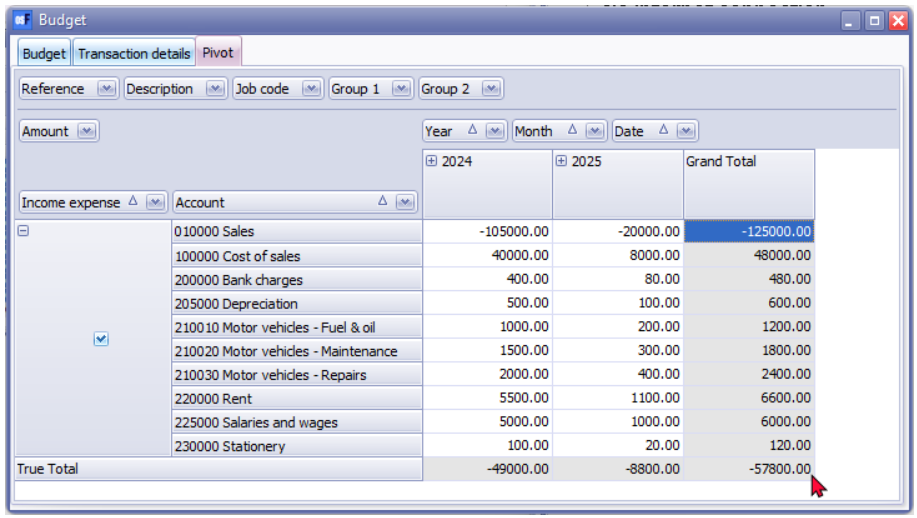
N.2.3.2- Budgets - Pivot tab

The **Pivot** tab, by default, summarises the budget totals for the Income and Expense (Income statement) accounts and Capital, Assets and Liabilities (Balance sheet) accounts for which budget figures were entered for the selected period or dates.

You may use the Pivot to group filter, drill down and focus or zoom in on specific groups, accounts, periods, etc. to get different views of the budget.

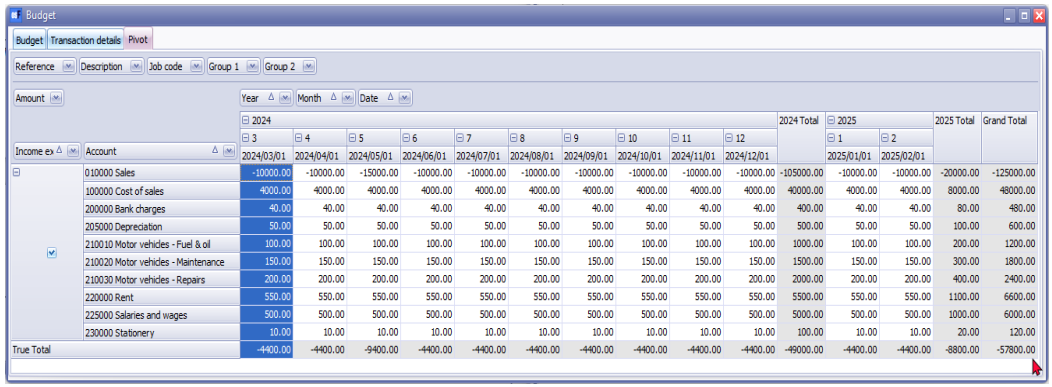


Click on the icon to list the budget totals for the accounts. The icon will change to list totals for each account for which budget figures are entered. The "*Expand all*" year view, is as follows:



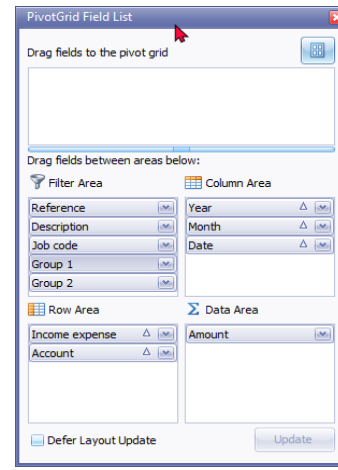
You may right-click and select the "Select all" option on the context menu.

The "*Expand all*" month view, is as follows:



N.2.3.2.1- Default filter options

The default filter options, which may be selected as needed, is structured on the Pivot screen in four (4) areas, "*Filter Area, Column Area, Row Area*" and "*Data Area*".



Filter Area:

1. **Reference** - The default Reference "*BUDG*" or your reference as entered on the options section of the **Budget** tab. Select the available reference(s) on the list as filter options, as required.
2. **Description** - The default Description "*Auto budget*" or your description as entered on the options section of the **Budget** tab. Select the available description(s) on the list as filter options, as required.
3. **Job code** - (Projects) - If budgets were entered or processed for Projects, the project code(s) may be selected as filter options.
4. **Group 1** - If budgets were entered for Cost centres (Cost centre 1), the Cost centres for Cost centre 1 may be selected as filter options.
5. **Group 2** - If budgets were entered for Cost centres (Cost centre 2), the Cost centres for Cost centre 2 may be selected as filter options.

Data Area:

6. **Amount** - The total debit amounts a credit amounts (prefixed by a - (minus sign)) will be listed. Select the available amount(s) on the list as filter options, as required.

Row Area:

7. **Income expense** - The options is as follows:
   - **True** = Income and Expense (Income statement) accounts. The totals of the Income and Expense (Income statement) accounts will be displayed as **True Total**.
   - **False** = Capital, Assets and Liabilities (Balance sheet) accounts. The totals of the Capital, Assets and Liabilities (Balance sheet) accounts will be displayed as **False Total**. Since no Budget figures for these account types were entered in this example, the "*False*" grouping will not be available.
8. **Account** - All accounts will be listed by Account code and description. Select the available account(s) on the list as filter options, as required.

Column Area:

9. **Year** - The budget totals will be listed for each calendar year. For example, if your financial year starts on 1 January 2024 and ends on 31 December 2024, only one (1) financial year will be listed, i.e. 2024.

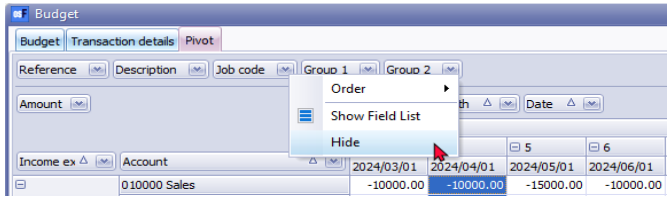
   In this example the financial year starts on 1 March 2024 and ends on 28 February 2025, the totals will be listed for 2024 and 2025. Select the year on the list as filter options, as required.
10. **Month** - Period 0 to 12 will be listed if your Reporting dates are set for a 12 periods (**Setup** → **Reporting dates** (**Setup** ribbon), the period numbers will be listed. Select the period (month) on the list as filter options, as required.
11. **Date** - All the dates for the selected period or dates selected on the options section of the **Budget** tab, will be listed. Select the available date(s) on the list as filter options, as required.

You may right-click to launch a context menu, and select the available options applicable to the area of the screen, for example, Collapse, Expand, Sort options, etc.

N.2.3.2.2- Change sequence add / remove Pivot grid fields

Hide Pivot grid fields

Select a Pivot grid field, right-click, and select "*Hide*" on the context menu. The selected Pivot grid field will be removed from the grid. For example, if you do not use Projects, you may click on the "*Job code*" pivot grid field, and select "Hide" on the context menu to remove "*Job code*" from the Pivot Filter Area.



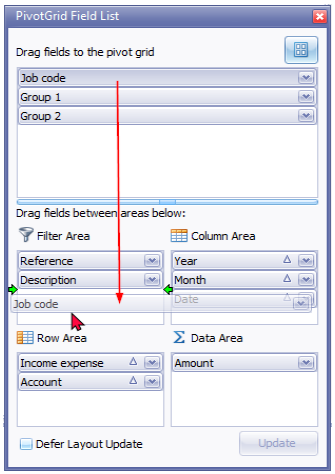
If you do not use Cost centres, you may hide "*Group 1*" for Cost centre 1 and select the "*Hide*" option on the context menu. To hide Cost centre 2, you may repeat the process for "*Group 2*" to hide Cost centre 2.

The removed Pivot grid fields will not be displayed on the "*Filter area*" of the Pivot grid, but will be added to a list in the "*Drag fields to the pivot grid*" on the "*PivotGrid Field List*" screen.

Add removed Pivot grid fields

If a Pivot grid field is removed accidentally, you may add the Pivot grid field again.

To do this, right-click on the "*Filter Area*" and select the "Show Field List option. This will launch the "*PivotGrid Field List*" screen. The hidden (removed) Pivot grid fields will be listed in the "*Drag fields to the pivot grid*" list. Select the field and drag it to the "*Filter Area*" list.

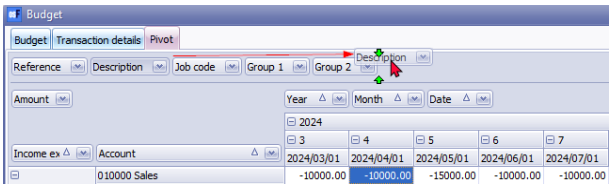


Order (sequence) of columns

To arrange the sequence of Pivot grid fields, you may select a Pivot grid field, right-click, and select the following options from the "*Order*" option of the context menu:

1. **Move to Beginning** - Move to the first Pivot grid field.
2. **Move to End** - Move to the last Pivot grid field.
3. **Move Left** - Move the selected Pivot grid field before the previous Pivot grid field to the left.
4. **Move Right** - Move the selected Pivot grid field after the next Pivot grid field to the right.

You may use your mouse to drag a selected Pivot grid field to the right or left to your required position.

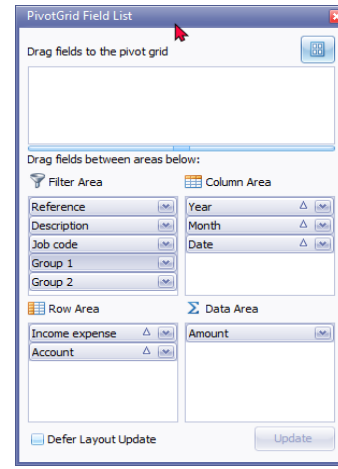


N.2.3.2.3- Filters

Right-click on the "*Filter Area, Data Area*" or "*Column Area*" to access the "*Show Field List*" or the "*Show Prefilter Dialog*" options.

PivotGrid Field List

The "*PivotGrid Field List*" screen consists of the following sections:



Drag fields to the pivot grid:

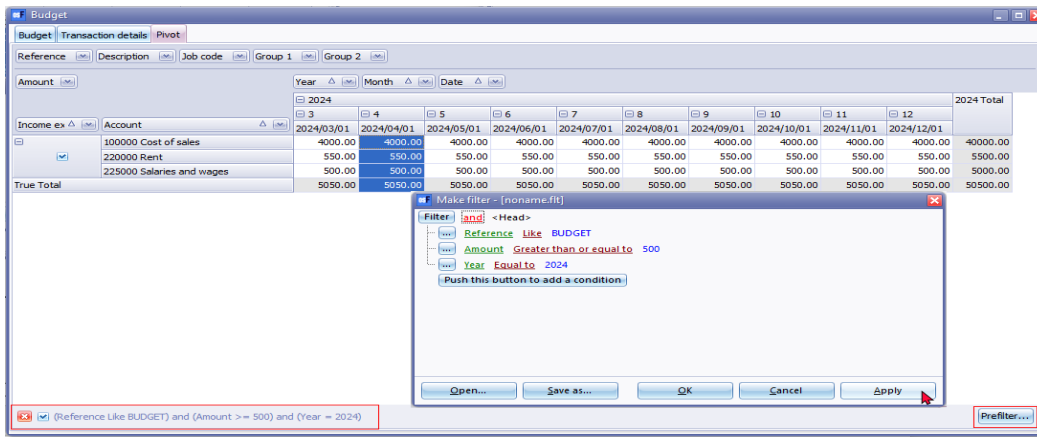
This lists the available Pivot grid fields not displayed on the default Pivot table view; or any hidden (removed) Pivot grid fields.

Areas on the Pivot table:

You select an available field on the list and add them to the four (4) areas (i.e. Data Area, Filter Area, Column Area or the Row Area) of the Pivot table.

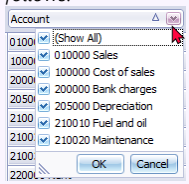
Show Prefilter Dialog

The "*Prefilter Dialog*" allows you to create custom filters for the Pivot table.



In this example, the filter "*Reference*" used is "*BUDGET*". This excludes the Sales account for Month 5 (May 2024) since a different Reference was added.

By default all data applicable to a column "Pivot grid field" is included in the initial launch of the Pivot table based on your report options.
You may click on the filter list icon of a selected "Pivot grid field" to remove the tick to exclude that specific data on the list from the Pivot table. For example, the "Pivot grid field" for "Account" is as follows:



Save custom filter files

To save a custom filter file:

1. Once you have sorted or filtered your data with the "*Make filter*" screen, click on the **Save as...** button. The "*Save active filter as*" screen will be displayed.
2. Select a directory in which you wish to save the custom filter file.
3. Enter a file name.
4. Click on the **Save** button to save the Filter in a (*.flt) Filter File format. You may then at any later stage open the saved *.flt file.

Open custom filter files

To open a saved a custom filter file:

1. Once you have sorted or filtered your data with the "Make filter" screen, click on the **Open...** button. The "*Open saved filter as*" screen will be displayed.
2. Select a directory in which you have saved the custom filter file.
3. Select a valid filter file.
4. Click **Open**. The selected filter file's name will be displayed in the titlebar of the "*Make filter*" screen.

N.3- PRINTING BUDGET REPORTS

Once any budget figures are entered or edited (and saved) (**Setup** → **Accounts** (**Setup** ribbon)), these figures will automatically be updated to the applicable accounts and will be available in the Ledger analyser and any reports which supports budget figures.

Budgets may be viewed, printed and / or exported from the following options:

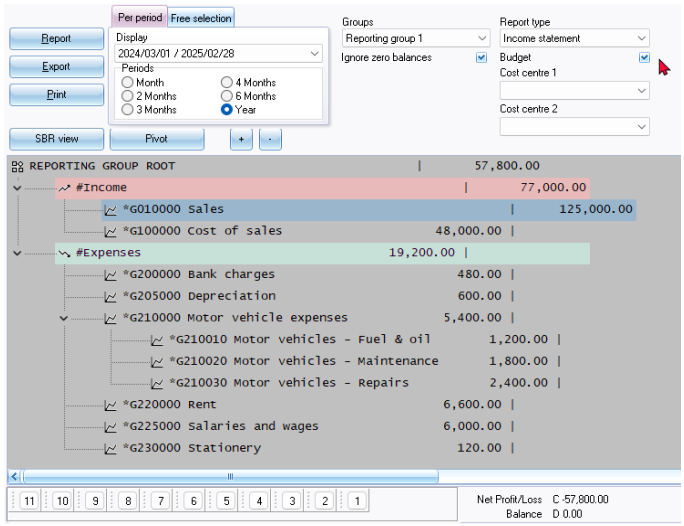
- T-Account analyser 1 / 2.
- Budget option for the Trial balance, Income statement, Balance sheet and Standard column balances.
- Budget vs actual.
- T-account viewer (Budget listing).
- Budget vs actual (3 periods) (**Reports** ribbon - **Reports** → **Ledger** → **Budget**).

N.3.1- Printing budget listing reports

This option, if selected, will list only the budget figures (Budget listing) in the Trial balance, Income statement, Balance sheet and Standard column balances report types.

To view and analyse budget listing:

1. On the **Reports** ribbon, select **Ledger analyser 1**.



2. Select the "*Budget*" option (tick). This option is available for the "*Income statement, Trial balance, Balance sheet*" and "*Standard column balances*" report type.

3. Select the period from **2024/03/01** to **2025/02/28** to view the annual budget figures.

   To view the budget figures for a specific month (e.g. March 2024); select the period from 2024/03/01 to 2024/03/31.

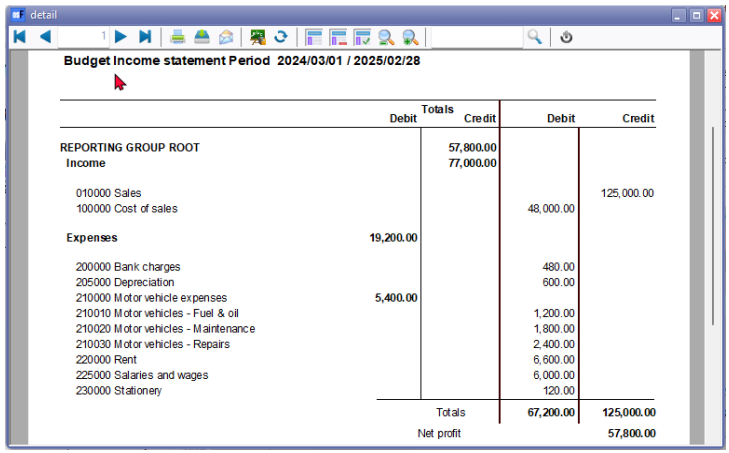
4. You may select the Groups. "*None*" will list the accounts according to the Account code. You may select "*Reporting group 1*" or "*Reporting group 2*". In this example, "*Reporting group 1*" is selected.

5. Click on the **Report** button to refresh and generate the budget figures.

   To view the budget figures for sub-accounts, e.g. click on the + icon next to G210-000 Motor vehicle expenses. This will display the figures for each sub-account.

6. Click on the **Print** button.

An example of the "*Income statement*", listing the budget for the financial year, is as follows:



Budget Income statement Period 2024/03/01 / 2025/02/28

	Totals Debit	Totals Credit	Debit	Credit
REPORTING GROUP ROOT		57,800.00		
Income		77,000.00		
010000 Sales				125,000.00
100000 Cost of sales			48,000.00	
Expenses	19,200.00			
200000 Bank charges			480.00	
205000 Depreciation			600.00	
210000 Motor vehicle expenses	5,400.00			
210010 Motor vehicles - Fuel & oil			1,200.00	
210020 Motor vehicles - Maintenance			1,800.00	
210030 Motor vehicles - Repairs			2,400.00	
220000 Rent			6,600.00	
225000 Salaries and wages			6,000.00	
230000 Stationery			120.00	
		Totals	67,200.00	125,000.00
		Net profit		57,800.00

*If any of these budget figures need some adjustment, go to **Budgets** on the **Reports** ribbon, select the applicable accounts and edit or enter the necessary figures.*

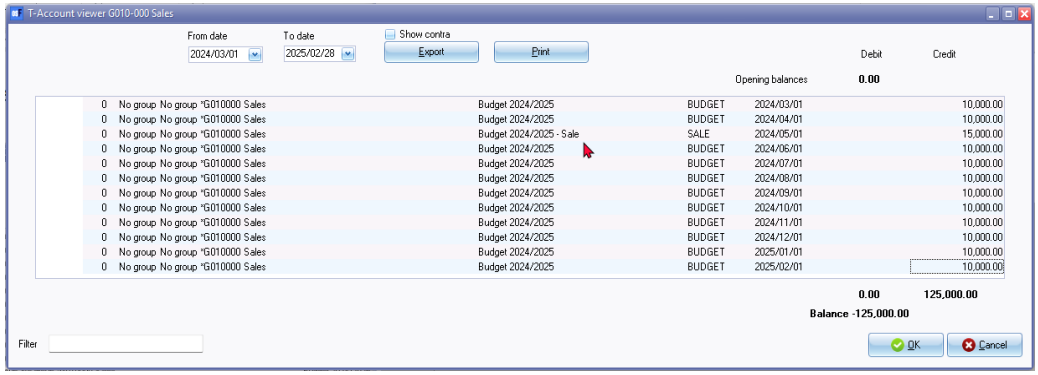
*You may also edit or enter the necessary figures on the **Setup** → **Accounts** (**Setup** ribbon).*

N.3.2- Printing budget listing report from the T-Account viewer

To print a list of budgets in the T-Account viewer:

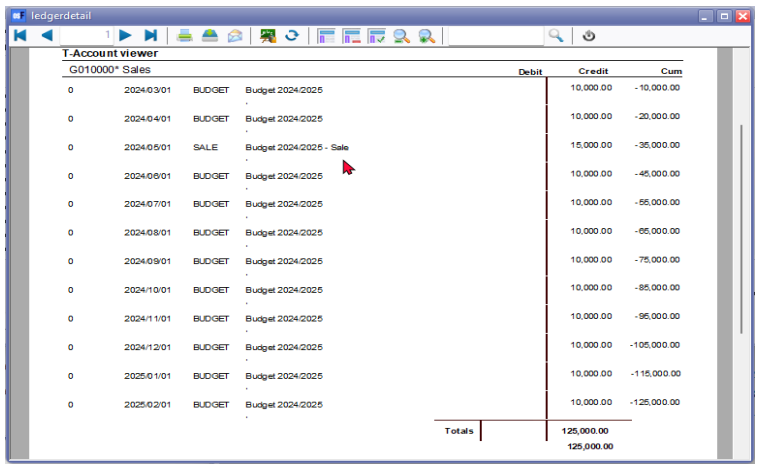
1. If the **Budget** option is selected on the Trial balance, Income statement, Balance sheet and Standard column balances report types in the Ledger analyser 1 or 2, you may right-click and click on the **Show details** option. This will display the budget figures in the T-Account viewer.

2. Select the dates (e.g. from "***2024/03/01*** *to* ***2025/02/28***") to include in the budget figures, if necessary.



The Batch number for budgets will be indicated as "0" (zero).

3. Click on the **Print** button. You may also click on the **Export** button to export the budget figures to a spreadsheet.



N.4- PRINTING BUDGET PERFORMANCE REPORTS

The following two (2) reports are available to print budget vs actual figures:

1. Budget vs actual report (Ledger analyser 1 / 2).
2. Budget vs actual (3 periods) report (**Reports** → **Ledger** → **Budget** (**Reports** ribbon).

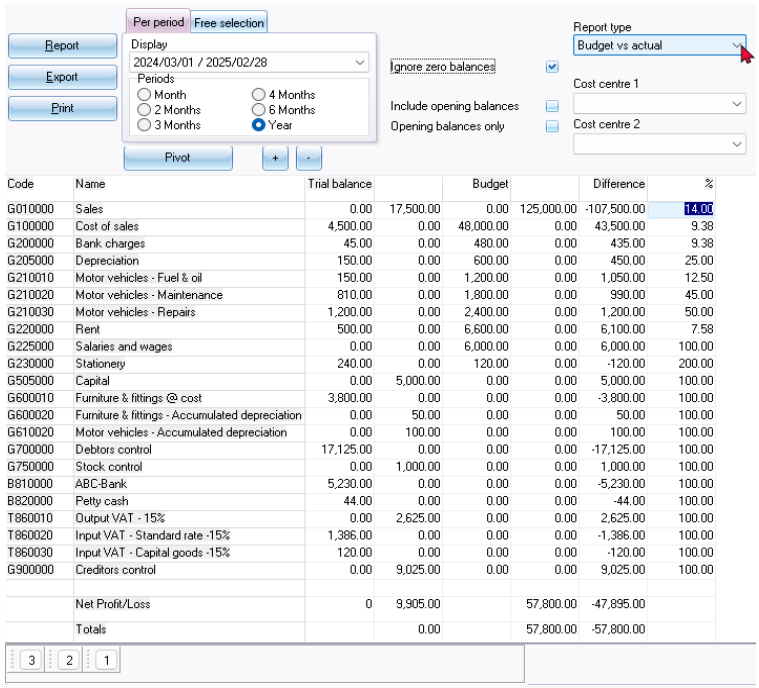
N.4.1- Printing the Budget vs actual report

This report will display the following:

1. **Trial balance** – The actual figures on the Trial balance - totals of transactions as posted (updated to the ledger) in batches (journals), sales documents (i.e. Invoices, Point-of-Sale Invoices and Credit notes) and purchase documents (i.e. Purchases and Supplier returns).
2. **Budget** – Once any budget figures are entered or edited (and saved), these figures will automatically be updated to the applicable accounts and will be available in the Ledger analyser and any reports which supports budget figures.
3. **Difference** – The difference amount actual trial Trial balance vs the Budget figures.
4. **Percentage** – The difference expressed as a percentage.

To print a budget vs actual report:

1. On the **Reports** ribbon, select **Ledger analyser 1** or **2**.
2. Select the "*Budget vs actual*" report type. This option is available for the Income / Expenses, Trial balance and Balance sheet report type.



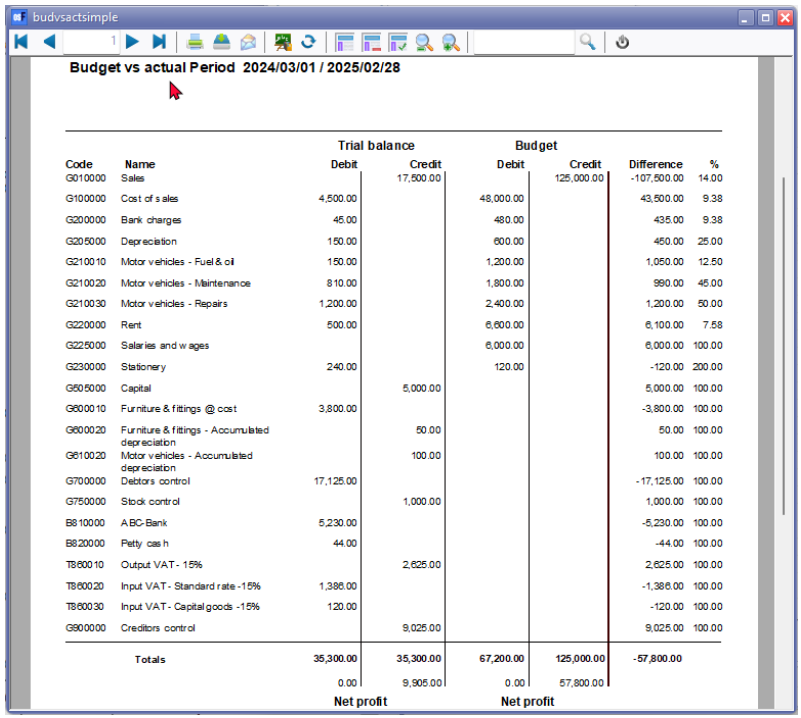
Code	Name	Trial balance		Budget		Difference	%
G010000	Sales	0.00	17,500.00	0.00	125,000.00	-107,500.00	14.00
G100000	Cost of sales	4,500.00	0.00	48,000.00	0.00	43,500.00	9.38
G200000	Bank charges	45.00	0.00	480.00	0.00	435.00	9.38
G205000	Depreciation	150.00	0.00	600.00	0.00	450.00	25.00
G210010	Motor vehicles - Fuel & oil	150.00	0.00	1,200.00	0.00	1,050.00	12.50
G210020	Motor vehicles - Maintenance	810.00	0.00	1,800.00	0.00	990.00	45.00
G210030	Motor vehicles - Repairs	1,200.00	0.00	2,400.00	0.00	1,200.00	50.00
G220000	Rent	500.00	0.00	6,600.00	0.00	6,100.00	7.58
G225000	Salaries and wages	0.00	0.00	6,000.00	0.00	6,000.00	100.00
G230000	Stationery	240.00	0.00	120.00	0.00	-120.00	200.00
G505000	Capital	0.00	5,000.00	0.00	0.00	5,000.00	100.00
G600010	Furniture & fittings @ cost	3,800.00	0.00	0.00	0.00	-3,800.00	100.00
G600020	Furniture & fittings - Accumulated depreciation	0.00	50.00	0.00	0.00	50.00	100.00
G610020	Motor vehicles - Accumulated depreciation	0.00	100.00	0.00	0.00	100.00	100.00
G700000	Debtors control	17,125.00	0.00	0.00	0.00	-17,125.00	100.00
G750000	Stock control	0.00	1,000.00	0.00	0.00	1,000.00	100.00
B810000	ABC-Bank	5,230.00	0.00	0.00	0.00	-5,230.00	100.00
B820000	Petty cash	44.00	0.00	0.00	0.00	-44.00	100.00
T860010	Output VAT - 15%	0.00	2,625.00	0.00	0.00	2,625.00	100.00
T860020	Input VAT - Standard rate -15%	1,386.00	0.00	0.00	0.00	-1,386.00	100.00
T860030	Input VAT - Capital goods -15%	120.00	0.00	0.00	0.00	-120.00	100.00
G900000	Creditors control	0.00	9,025.00	0.00	0.00	9,025.00	100.00
	Net Profit/Loss	0	9,905.00		57,800.00	-47,895.00	
	Totals		0.00		57,800.00	-57,800.00	

3. To view the annual budget figures; select "*Year*" and the period from **2024/03/01** to **2025/02/28**.

> *Select the period from **2024/03/01** to **2024/03/31** to view the budget figures for a specific period, e.g. "March 2024".*

4. Click on the **Report** button to refresh and generate the budget figures.
5. If any of these budget figures need some adjustment, click on the **Setup** → **Accounts** (**Setup** ribbon); select the applicable accounts and edit or enter the necessary figures.
6. Click on the **Print** button. The "*budgetvssimple.rep*" parameters screen will be displayed.
7. Click **OK**.

An example of the printed "*Budget vs actual*" report, is as follows:



budvsactsimple

Budget vs actual Period 2024/03/01 / 2025/02/28

		Trial balance		Budget			
Code	**Name**	**Debit**	**Credit**	**Debit**	**Credit**	**Difference**	**%**
G010000	Sales		17,500.00		125,000.00	-107,500.00	14.00
G100000	Cost of sales	4,500.00		48,000.00		43,500.00	9.38
G200000	Bank charges	45.00		480.00		435.00	9.38
G205000	Depreciation	150.00		600.00		450.00	25.00
G210010	Motor vehicles - Fuel & oil	150.00		1,200.00		1,050.00	12.50
G210020	Motor vehicles - Maintenance	810.00		1,800.00		990.00	45.00
G210030	Motor vehicles - Repairs	1,200.00		2,400.00		1,200.00	50.00
G220000	Rent	500.00		6,600.00		6,100.00	7.58
G225000	Salaries and wages			6,000.00		6,000.00	100.00
G230000	Stationery	240.00		120.00		-120.00	200.00
G605000	Capital		5,000.00			5,000.00	100.00
G600010	Furniture & fittings @ cost	3,800.00				-3,800.00	100.00
G600020	Furniture & fittings - Accumulated depreciation		50.00			50.00	100.00
G610020	Motor vehicles - Accumulated depreciation		100.00			100.00	100.00
G700000	Debtors control	17,125.00				-17,125.00	100.00
G750000	Stock control		1,000.00			1,000.00	100.00
B810000	ABC-Bank	5,230.00				-5,230.00	100.00
B820000	Petty cash	44.00				-44.00	100.00
T860010	Output VAT - 15%		2,625.00			2,625.00	100.00
T860020	Input VAT - Standard rate - 15%	1,386.00				-1,386.00	100.00
T860030	Input VAT - Capital goods - 15%	120.00				-120.00	100.00
G900000	Creditors control		9,025.00			9,025.00	100.00
	Totals	**35,300.00**	**35,300.00**	**67,200.00**	**125,000.00**	**-57,800.00**	
		0.00	9,905.00	0.00	57,800.00		
		Net profit		**Net profit**			

N.4.2- Printing the Budget vs actual (3 Periods) report

The Budget vs Actual (realisation - 3 periods) report lists the Income and Expense account balances and budget figures for three (3) periods as comparative figures.

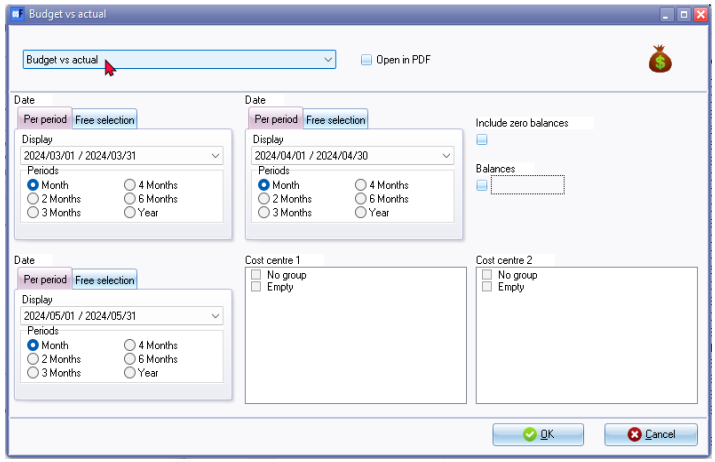
Only the transactions in documents and batches which are posted (updated) to the ledger will be included in this report.

Budget figures are entered and edited in the **Setup** → **Accounts** (**Setup** ribbon).

If you have activated Cost centres and have entered the budget figures for Cost centres, you may select (tick) the Cost centres to print this report for your Cost centres.

To print a Budget vs actual (3 periods) report:

1. On the **Reports** ribbon, select **Reports** → **Ledger** → **Budget**.



2. Select the following options:

   a) **Period** - Select up to three (3) periods on the **Per period** tabs. You may click on the **Free selection** tab to select a specific date or a range of dates to include balances and budget figures in the report.

   b) **Include zero balances** - If this option is not selected (not ticked), it will list only the expense and income accounts which has balances and / or budget figures. Tick this option to include all accounts including those with no actual transactions and / or budget figures).

   c) **Balances** - If this option is not selected (not ticked), it will list the expense and income accounts which has balances and / or budget figures. If you tick this option

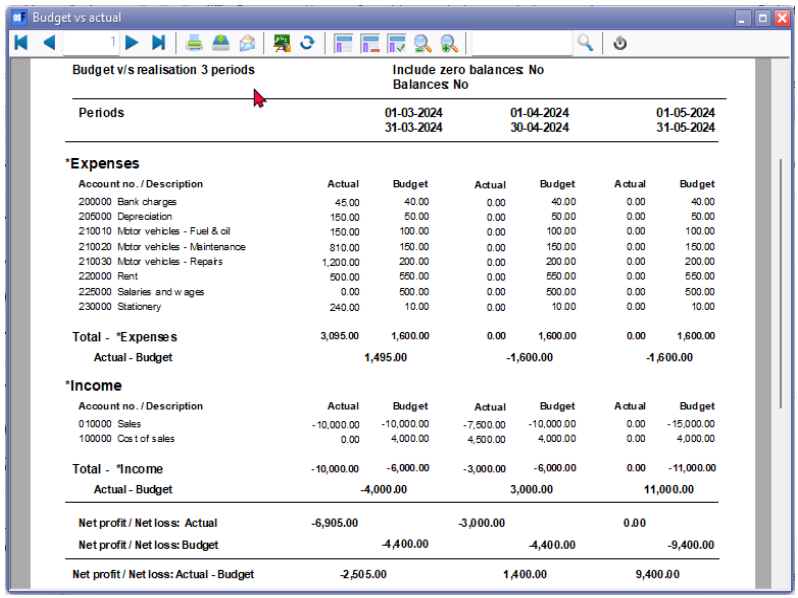
to show only the actual transactions totals and / or budget totals of expense and income accounts for the selected period or dates.

d) **Cost centre 1** - Will be listed if you have activated Cost centres and created Cost centre 1 (**Groups** (**Setup** ribbon)). You may select any of these Cost centres, to include in the report.

e) **Cost centre 2** - Will be listed if you have activated Cost centres and created Cost centre 2 (**Groups** (**Setup** ribbon)). You may select any of these Cost centres, to include in the report.

3. Click on the **OK** button.

The "*Budget vs actual (realisation - 3 periods)*" report, should be displayed as follows:



Budget vs actual

Budget v/s realisation 3 periods — Include zero balances: No — Balances: No

Periods	01-03-2024 31-03-2024		01-04-2024 30-04-2024		01-05-2024 31-05-2024	
***Expenses**						
Account no. / Description	Actual	Budget	Actual	Budget	Actual	Budget
200000 Bank charges	45.00	40.00	0.00	40.00	0.00	40.00
205000 Depreciation	150.00	50.00	0.00	50.00	0.00	50.00
210010 Motor vehicles - Fuel & oil	150.00	100.00	0.00	100.00	0.00	100.00
210020 Motor vehicles - Maintenance	810.00	150.00	0.00	150.00	0.00	150.00
210030 Motor vehicles - Repairs	1,200.00	200.00	0.00	200.00	0.00	200.00
220000 Rent	500.00	550.00	0.00	550.00	0.00	550.00
225000 Salaries and wages	0.00	500.00	0.00	500.00	0.00	500.00
230000 Stationery	240.00	10.00	0.00	10.00	0.00	10.00
Total - *Expenses	3,095.00	1,600.00	0.00	1,600.00	0.00	1,600.00
Actual - Budget	1,495.00		-1,600.00		-1,600.00	
***Income**						
Account no. / Description	Actual	Budget	Actual	Budget	Actual	Budget
010000 Sales	-10,000.00	-10,000.00	-7,500.00	-10,000.00	0.00	-15,000.00
100000 Cost of sales	0.00	4,000.00	4,500.00	4,000.00	0.00	4,000.00
Total - *Income	-10,000.00	-6,000.00	-3,000.00	-6,000.00	0.00	-11,000.00
Actual - Budget	-4,000.00		3,000.00		11,000.00	
Net profit / Net loss: Actual	-6,905.00		-3,000.00		0.00	
Net profit / Net loss: Budget	-4,400.00		-4,400.00		-9,400.00	
Net profit / Net loss: Actual - Budget	-2,505.00		1,400.00		9,400.00	

The details, is as follows:

1. **Header** section - Report name and Periods as selected on the Periods in the "*Report options / parameters*" screen.

2. **Expenses** - A list of the accounts (created as Income and Expense account type and linked to the Expenses group / financial category). If the "*Include zero balances*" field is selected (ticked), all expense accounts will be listed (including those accounts with no actual transactions and or budget figures. If the "*Balances*" field is selected (ticked), only the "*Total - *Expenses*" will be displayed.

3. **Income** - A list of the accounts (created as Income and Expense account type and linked to the Income group / financial category). If the "*Include zero balances*" field is selected (ticked), all income accounts will be listed (including those accounts with no actual transactions and or budget figures). If the "*Balances*" field is selected (ticked), only the "*Total - *Income*" will be displayed.

4. **Totals** -

   a) **Net Profit / Net Loss: Actual** - This is the total of the **Expenses** less the **Income** totals for posted batches and documents. A negative figure indicates a Net Profit and a positive figure displays a Net Loss for the selected periods (dates).

   b) **Net Profit / Net Loss: Budget** - This is the total of the **Expenses** less the **Income** totals for the budget figures as entered / edited (**Setup** → **Accounts** (**Setup** ribbon)). A negative figure indicates a Net Profit and a positive figure displays a Net Loss for the selected periods (dates).

   c) **Net Profit / Net Loss: Actual - Budget** - This is the total of the **Net Profit / Net Loss: Actual** less the **Net Profit / Net Loss: Budget** totals. A negative figure indicates that the posted batches and documents exceeds (overspend) the budget figures for the selected periods (dates). A positive figure indicates that the posted batches and documents is less than the budget figures (available) for the selected periods (dates).

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0.1- INTRODUCTION TO REPORTS

osFinancials allows you to generate a wide range of standard reports, each with various options to select. These reports are an exceptionally powerful tool for use in managing and controlling all aspects of your business. Reports are grouped into the various types. All reports are generated on the **Reports** ribbon.

0.2- OPTIONS TO PRINT REPORTS

As the principles to generate reports are basically the same on all report option / parameter screens, it is a good idea to discuss the output media ("*Send report to*") in this MODULE. To print a report, click on the **Reports** ribbon and select the specific report you wish to print. You can generate these any of these reports on the following mediums:

Send report to	*Brief description*
Screen	*Displays the report on your screen, from where you can page and scroll through the report. You may also print the report or save it after you have previewed it.*
Printer	*Prints the report directly to the printer specified in the **Printer** icon (**Setup** ribbon).*
File	*osFinancials Report Export utility allows you to Save the report in a directory and in certain formats, you specify.*
E-mail	*Send the report over the Internet as an e-mail message.*
Fax	*Send the report as a Fax to a specified recipient.*

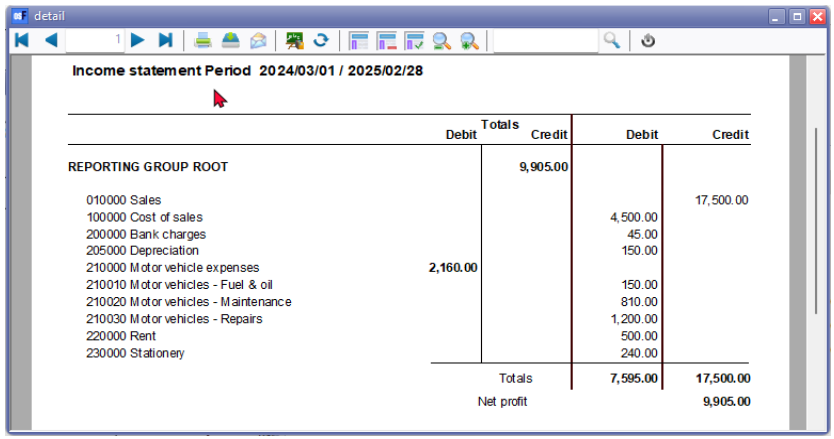
O.2.1- Send to - Screen

The "*Reportman preview*" screen is displayed when printing a report to the screen. Reports and Documents are stored in the following directories (folders):

Reports - *...\plug_ins\reports\systemreports*

Documents - " *...\plug_ins\reports\DOCUMENTS\DOCUMENTS*"

User reports - " *...\plug_ins\reports\userreports*"



detail

Income statement Period 2024/03/01 / 2025/02/28

	Totals Debit	Totals Credit	Debit	Credit
REPORTING GROUP ROOT		9,905.00		
010000 Sales				17,500.00
100000 Cost of sales			4,500.00	
200000 Bank charges			45.00	
205000 Depreciation			150.00	
210000 Motor vehicle expenses	2,160.00			
210010 Motor vehicles - Fuel & oil			150.00	
210020 Motor vehicles - Maintenance			810.00	
210030 Motor vehicles - Repairs			1,200.00	
220000 Rent			500.00	
230000 Stationery			240.00	
		Totals	7,595.00	17,500.00
		Net profit		9,905.00

The icons are grouped into five (5) sections (i.e. **Navigation**, **Output**, **Settings**, **Zoom** and **Search**) and the **Close** button. These icons are as follows:

1. **Navigation** -
   a) **First** (**Home**) – Goes to the first page of the report.
   b) **Previous** (**Page up**) – Goes to the previous page of the report.
   c) **Page number** – Displays the page number of the page in the "*Report preview*" screen. You may enter a specific page number and hit the **Enter** key on your keyboard to jump to that specific page.
   d) **Next page** (**Page down**) – Goes to the next page of the report.
   e) **Last page** (**End**) – Goes to the last page of the report.
2. **Output** -
   a) **Print** (**Ctrl+P**) – This will launch the "*Print*" screen. You may select another printer (than your system's default printer), select a specific page and change the number of copies, if necessary.

b) **Save** (**Ctrl+S**) – This will launch the "*Save Metafile as*" screen. On this screen, you need to do the following where necessary:

i) Select the directory (folder) where you need to save this file, if necessary.

ii) Enter a file name.

iii) Select a file type if another file type than the default file type (PDF file – Compressed) is required. The following Report meta file types are available:

- **.rpmf* *Report Metafile*
  **.pdf* *PDF file – Compressed*
- **.pdf* *PDF file – Uncompressed (default)*
- **.xls* *Excel file*
- **.xls* *Excel file (one sheet)*
- **.txt* *Text file*
- **.bmp* *Bitmap file*
- **.html* *Html file*
- **.html* *Html file (single)*
- **.svg* *Scalable Vector Graphics file*
- **.csv* *Comma Separated Value file*
- **.txt* *Custom Text file*
- **.rpmf* *Executable Meta file uncompressed*
- **.exe* *Executable meta file*

Microsoft Excel (Office), LibreOffice, OpenOffice or Ultra Office required to save reports (Save report as a meta file report from the "Reportman Print preview" screen) to an Excel spreadsheet or Excel (one sheet) spreadsheet (.xls).*

c) **E-mail (Ctrl+E)** – This will generate a Portable Document Format (pdf) file. It will also launch a blank E-mail message (using your system's default e-mail program) and insert the report (or document) as an attachment.

The name of the report (or document) is automatically generated (for example, REPC526.pdf). It will also automatically be inserted in the "Subject" field and displayed in the titlebar of the e-mail message.
*It is recommended that you add your own sensible subject to this in the "Subject" field. You still need to select a recipient (and other recipients, if necessary) and type a message before clicking on the **Send** button.*

3. **Settings** -

   a) **Show report page setup (F11)** – This will display a "*Dialog*" screen on which you may do the "*Page setup, Print setup*" and "*Options*" (i.e. select the "*Preferred save format*").

   b) **Show report parameters (F12)**- This is the selection or options screen, on which you may select the options to include or exclude data in the report.

   > *Should the report have no report parameters (when it prints directly when you click on the **Print** button of the "Reportman" screen), the report has no options to change. This icon will then be inactive.*
   > *If the report has an active **Report parameters** icon, you may click on it to change the report parameters. This will change the content of the report.*

4. **Zoom** -

   a) **Shows the report in real size (F6)** – This will display the report in the actual size when it is printed.

   b) **Adjusting the paper to fit the window width (F7)** – The report will be stretched to fit the entire Preview window. If you resize the report (e.g. click on the **Maximize** button or on the **Restore down** button of the "*Reportman preview*" screen's titlebar), it will automatically be resized.

   c) **Scale to full page (F8)** – This will display the full page (length and with) in the window.

   d) **Zooms out the view (- numeric keypad)** – Each click will reduce the size.

   e) **Zooms in the view (+numeric keypad)** – Each click will increase the size.

5. **Search (Ctrl+F3)** -

   Enter text, numbers, amounts, special characters, etc. to find the matching results in the report.

   > *To close the "Reportman preview" screen, click on the **Close** button. Alternatively, click on the **Close** button of the "Reportman preview" screen's titlebar.*

O.2.2- Send to - Printer

If you have selected the "*Send report to*" **Printer** option and you click on the **OK** button, the report will be printed automatically by the printer you have selected in the **Printer** icon (**Setup** ribbon), without having a chance to preview the report. For all the other report output options, you cannot select the number of copies, since they will only be generated in 1 copy.

O.2.3- Send to - File

If you have selected the "*Send report to*" **File** option and you click on the **OK** button, the very same *" osFinancials Report Export"* screen as discussed above will be displayed. You will not be able to preview the report before you can save it.

O.2.4- Send to - E-mail

If you have selected the "*Send report to*" **E-mail** option and you click on the **OK** button, the "*Sending E-mail and Fax report* "screen will be displayed. Your e-mail should already be set up in the **Setup** → **Internet** (**Setup** ribbon). Enter the subject and select the e-mail address from your address book and click on the **Send** button.

O.2.5- Send to - Fax

If you have selected the "*Send report to*" **Fax** option and you click on the **OK** button, the "*Sending E-mail and Fax report"* screen will be displayed. Your Fax drivers should already be set up in your Windows operating system.

In addition to these reports, which you can use, you also have the further option as to export these reports or data in these reports via the Export utility to further analyse your data in spreadsheets, word processing, presentation programs, etc. You can use the reports and exported data to draft powerful presentations, business plans, etc.

O.3- REPORTS IN THE LEDGER ANALYSER

All processed (posted) transactions will be accumulated in the Ledger analyser. There are various ways in which the transactions may be viewed, exported and analysed.

The options, is as follows:

1. **Transactions and balances** – These are the balances of transactions as posted (updated to the ledger) in batches (journals), sales documents (i.e. Invoices, Point-of-Sale Invoices and Credit notes) and purchase documents (i.e. Purchases and Supplier returns).

   There are six (6) report types, which may be selected (i.e. Trial balance, Income statement, Balance sheet, Standard column balances, Budget vs actual and This year vs last year) which may be printed and exported to spreadsheets.

   In addition to this, there are 6 report types which may be exported to spreadsheets (i.e. Column balances, Column balances Debit/Credit, Column balances debtor, Column balances creditor, Column balances debtor Debit/Credit, and Column balances creditor Debit/Credit.)

2. **Budget** – Budget figures as entered in the **Setup** → **Accounts** (**Setup** ribbon). This option, if selected, will list only the budget figures (Budget listing) in the Trial balance, Income statement, Balance sheet and Standard column balances report types. The Budget vs Actual is the budget performance report. It will list and compare the budget figures versus the actual posted (updated) transactions.
3. **T-Account viewer** – You may select a specific account, group, etc. to view the transactions in the T-Account viewer. To do this, right-click on a selected account, and select the "*Show details*" option on the context menu.

*The T-Account viewer may also be selected on the **T-Account viewer** (**Reports** ribbon). When launching it from the **Reports** ribbon, you may select the following:*

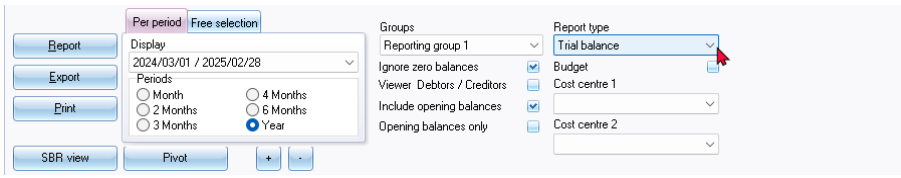
- ***Account** – Select a specific account.*
- ***From date** and **To date** – Select a specific date or a range of dates to view data.*

You may click on the following to get specific views of transactions:

- ***Batch id** (e.g. 3,4,8, etc. automatically generated). This will list only the transactions for a specific batch (journal).*
- ***Account code** (e.g. G010000 Sales, B810000 ABC - Bank, T860010 Input VAT/GST/Sales tax, etc.). This will list the transactions for a specific account.*
- ***Date*** – This will list the transactions for a specific date. *If you double-click on a date, the "From date" and "To date" will be changed to the selected date.*

To print reports in the Ledger analyser:

1. On the **Reports** ribbon, select **Ledger analyser 1 / 2**.



Ledger analyser 1 and Ledger analyser 2 Features implemented in osFinancials5:

- ***SBR view** - Add SBR references for accounts and reporting groups in **Setup → Accounts**. Once the references are set, and generate reports on screen, click on the **SBR view** button, check, filter and copy to clipboard. Open your spreadsheet program, and copy the contents into your spreadsheet, save the data, etc.*
- ***Pivot** – View, filter and analyse your report on screen, view graphs, customise datasets and types of graphs.*
- ***Zoom in / Zoom out + / -** buttons added to resize (increase / decrease the font) the reports (i.e. Trial balance, Balance sheet and Income statement) on screen.*

2. Select the following options:

Option	*Description*
Report type:	1. ***Trial balance*** *– List of all accounts in the chart of accounts. This will include:* • *- Income / Expense;* • *- Asset / Liability / Capital accounts;* • *- Retained earnings / income;* • *- Debtor's control; and* • *- Creditor's control accounts.* 2. ***Income / Expenses*** *– List only those accounts which is reported on the Income statement.* 3. ***Balance sheet*** *– List only those Accounts, which is reported in the Balance sheet. This will include:* • *- Asset / Liability / Capital accounts;* • *- Retained earnings / income;* • *- Debtor's control; and* • *- Creditor's control accounts).* 4. ***Standard column balances*** *– Lists the debit and credit account balances in the Trial balance and the Income statement and Balance sheet accounts in separate columns.* 5. ***Budget vs actual*** *– Lists the budget figures entered in the* ***Setup → Accounts*** *(****Setup*** *ribbon) versus the actual totals of all transactions in posted batches and documents.* 6. ***This year vs last year*** *– This will list the actual totals of all transactions in posted batches and documents in this year periods versus the actual totals of all transactions in posted batches and documents posted to last year periods (previous financial years).* 7. ***Column balances*** *– Lists all accounts in a spreadsheet view. These are the Accounts reported in the Trial balance (this includes both the accounts reported in the Trial balance, Income statement and Balance sheet).* 8. ***Column balances debtors*** *– Lists the balances of all accounts which is created and maintained in the* ***Debtors*** *(****Default*** *ribbon) in a spreadsheet view. The total of these accounts are reported in the Debtor's control account on the Trial balance and the Balance sheet.* 9. ***Column balances creditors*** *– Lists all accounts which is created and maintained in the* ***Creditors*** *(****Default*** *ribbon) in a spreadsheet view. The total of these accounts are reported in the Creditor's control account on the Trial balance and the Balance sheet.* 10. ***Column balances D/C*** *– Lists all debit and credit account balances in a spreadsheet view. These are the Accounts reported in the Trial balance (this includes both the accounts reported in the Trial balance, Income statement and Balance sheet).*

Option	*Description*
	11. **Column balances debtors D/C** – *Lists the debit and credit account balances of all accounts which is created and maintained in the* **Debtors** *(***Default** *ribbon) in a spreadsheet view. The total of these accounts are reported in the Debtor's control account on the Trial balance and the Balance sheet.* 12. **Column balances creditors D/C** – *Lists all debit and credit account balances which is created and maintained in the* **Creditors** *(***Default** *ribbon) in a spreadsheet view. The total of these accounts are reported in the Creditor's control account on the Trial balance and the Balance sheet.*
Budget:	*This will list all accounts for which budget figures were entered (and / or edited) in the* **Setup → Accounts** *(***Setup** *ribbon) or* **Budgets** *(***Reports** *ribbon). This option is only available for the "Income statement, Trial balance, Balance sheet" and "Standard column balances" report type.*
Cost centre 1 / 2:	*The Cost centres (2 Groups) will only be available, if Cost centres are added in* **Setup → Groups** *(***Setup** *ribbon); and if activated.*
Groups:	*Select one of the following options:* • **None** – *This is the default. This will list all accounts for the selected Report type according to the Account numbers (codes) in numerical order.* • **Reporting group 1** – *Lists all accounts according to the Account reporting group 1 as created in* **Groups** *(***Setup** *ribbon).* • **Reporting group 2** – *Lists all accounts according to the Account reporting group 2 as created in* **Groups** *(***Setup** *ribbon).* **Reporting group 1** *and* **2** *– The sequence in which the groups and accounts are listed, may be changed in* **Groups**. *(***Setup** *ribbon).* *This is done by selecting the groups on the list and use the* **Move up** *or* **Move down** *buttons.*
Period:	Select "*Per period*" or "*Free selection*" • **Per period** – Select a period (Month, 2 Months, 3 Months, 4 Months, 6 Months or Year. • **Free selection –** *You may select or enter any date or dates.*
From: *To:*	*The periods will automatically filter and display the periods matching the selected option in the "Per period" radio selection options.* *On the "Free selection" tab, you may select any date or dates in the "From date" and "To date" fields.*
Ignore zero balances:	*If this field is not selected, all accounts will be listed for the selected reports type. If you select (tick) this field; only those accounts with balances will be included in the report.*
Include opening balances:	*If this option is selected (ticked), it will include the opening balances of those accounts which have opening balances. If this option is not selected; the opening balances will not be included in the report.*

Option	*Description*
Opening balances only:	*If the "Include opening balances" option is not selected; this option will not be displayed. If this option is available; you may select (tick) this option to include only the opening balances. All other balances will then be ignored.*
***Report** button:*	*This will generate the report as per your selection of the report parameters.*
***Export** button:*	*This will export the report to a comma separated value (*.csv) file format. The exported data will automatically be opened in your system's default spreadsheet (if configured) e.g. Excel.*
***Print** button:*	*Click to print the report.*

3. Select a group or account and right-click on it. On the context menu, select the "*Show details*" option. This will launch the T-Account viewer.

*The T-Account viewer may also be selected on the **T-Account viewer** (**Reports** ribbon).*

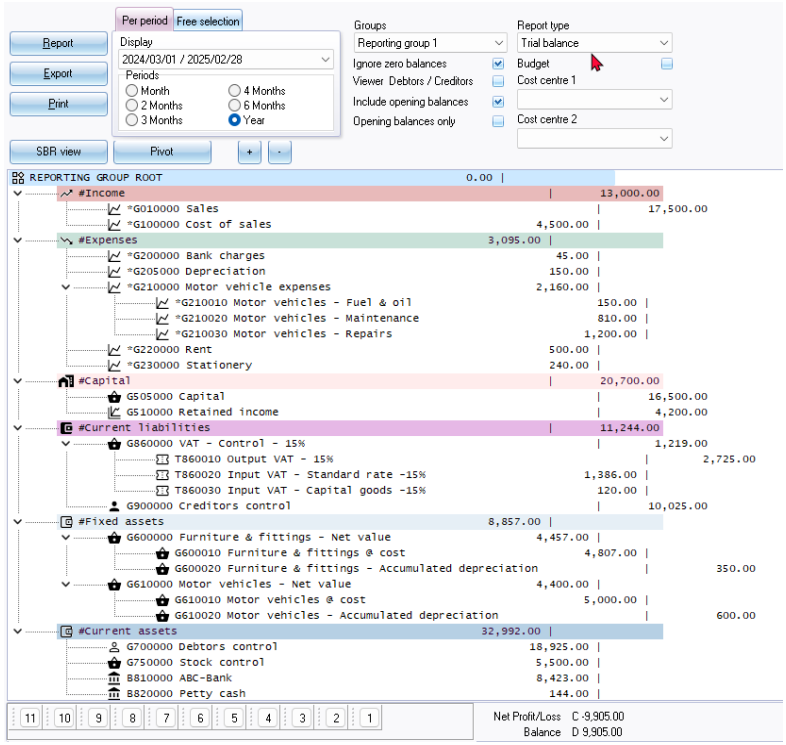
How to print the trial balance, income statement and balance sheet are discussed in detail. It is a good idea to look through each report, making sure that you understand it.

O.3.1- Trial balance

The Trial balance will reflect all your accounts (**Setup** → **Accounts** (**Setup** ribbon)), which were created as **Balance** and **Income / Expenses** type for the **Ledger, Bank** and **Tax** account types.

To print a trial balance:

1. On the **Reports** ribbon, select **Ledger analyser 1** or **Ledger analyser 2**.



2. Select the following options:

Report type: *Select "Trial balance".*

Per period: *Click on the "Year" option and select "2024/03/01 – 2025/02/28".*

You may also click on the ***Free selection*** *tab and enter, or select the dates in the "From date" and "To date" fields.*

Groups: *Select Reporting group 1.*

Ignore zero balances: *Select ("tick") this option, to list only the accounts with balances.*

If this option is not selected ("not ticked"), all accounts listed in your chart of accounts will be displayed and balances will be listed.

Viewer Debtors / Creditors

Select ("tick") this field to list the totals of the individual Debtor and Creditor accounts.
If this option is not selected (not "ticked"), the Trial balance will list only the totals of the Debtor's and Creditor's control accounts.

Include opening balances:

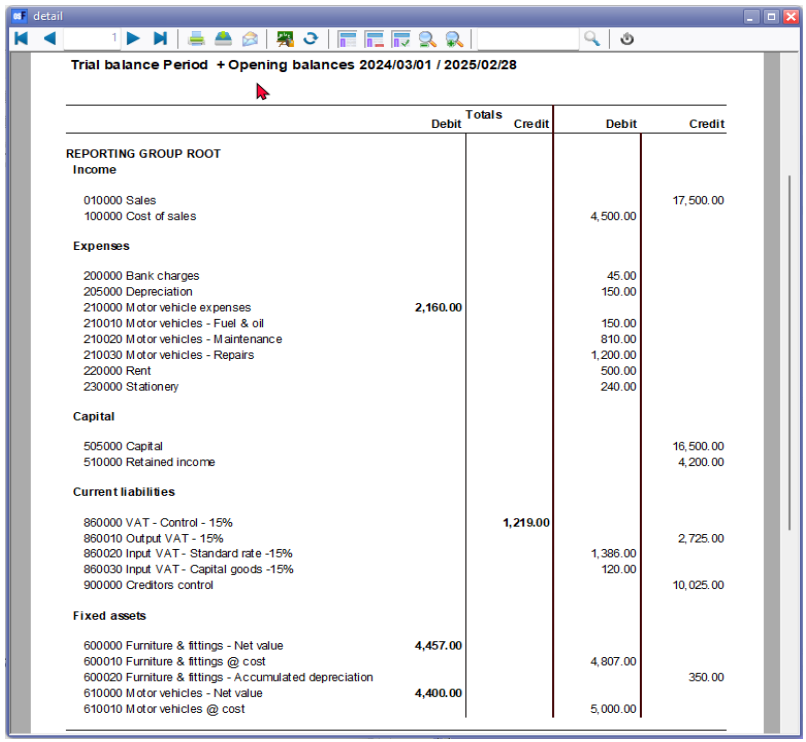
Select ("tick") this option, to list the opening balances, as well as the balances of the accounts, entered for the selected period.
If this option is not selected (not "ticked"), the opening balances entered in ***MODULE H*** *will be excluded in the report.*

Opening balances only:

Do not select ("tick") this option, to list only the balances of the accounts we have entered for the selected period.
If this option is selected ("ticked"), only the opening balances entered in ***MODULE H*** *will be included in the report.*

3. Click on the **Report** button.
4. Click on the **Print** button. An example of the printed "*Trial balance*", is as follows:

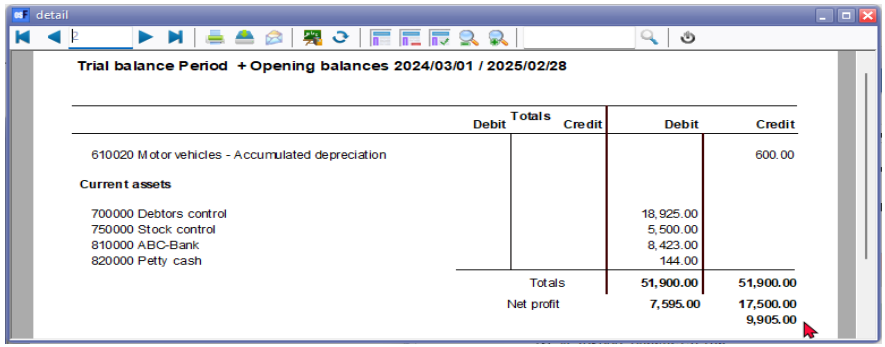
Page 1 -



Trial balance Period + Opening balances 2024/03/01 / 2025/02/28

	Totals Debit	Totals Credit	Debit	Credit
REPORTING GROUP ROOT				
Income				
010000 Sales				17,500.00
100000 Cost of sales			4,500.00	
Expenses				
200000 Bank charges			45.00	
205000 Depreciation			150.00	
210000 Motor vehicle expenses	**2,160.00**			
210010 Motor vehicles - Fuel & oil			150.00	
210020 Motor vehicles - Maintenance			810.00	
210030 Motor vehicles - Repairs			1,200.00	
220000 Rent			500.00	
230000 Stationery			240.00	
Capital				
505000 Capital				16,500.00
510000 Retained income				4,200.00
Current liabilities				
860000 VAT - Control - 15%		**1,219.00**		
860010 Output VAT - 15%				2,725.00
860020 Input VAT - Standard rate -15%			1,386.00	
860030 Input VAT - Capital goods -15%			120.00	
900000 Creditors control				10,025.00
Fixed assets				
600000 Furniture & fittings - Net value	**4,457.00**			
600010 Furniture & fittings @ cost			4,807.00	
600020 Furniture & fittings - Accumulated depreciation				350.00
610000 Motor vehicles - Net value	**4,400.00**			
610010 Motor vehicles @ cost			5,000.00	

Page 2 -



Trial balance Period + Opening balances 2024/03/01 / 2025/02/28

	Totals Debit	Totals Credit	Debit	Credit
610020 Motor vehicles - Accumulated depreciation				600.00
Current assets				
700000 Debtors control			18,925.00	
750000 Stock control			5,500.00	
810000 ABC-Bank			8,423.00	
820000 Petty cash			144.00	
Totals			**51,900.00**	**51,900.00**
Net profit			**7,595.00**	**17,500.00**
				9,905.00

*The net profit should be as follows if the following **MODULES** are completed and posted:*
***MODULE A–J** and **MODULE L** -"Month - 2024/03/01 – 2024/03/31" 6,905.00*
***MODULE A–K** and **MODULE L** -"Year - 2024/03/01 – 2025/02/28" 9,905.00*

*The Cost of sales were introduced in this tutorial in **MODULE K** – April 2024. It will therefore not be included in March 2024. It should be included if the report is printed to include April 2024.*

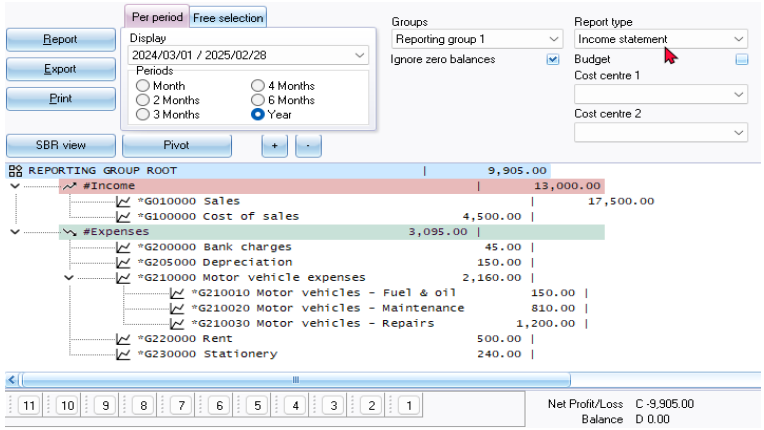
In this tutorial, a Net profit should be printed.
*Should you make a Net loss, the Net profit label will change to Net loss and will be displayed in a **Red** font colour on the screen, as well as the printed report in the "Reportman preview" screen.*

O.3.2- Income statement

The Income and Expenses report will reflect all your accounts (**Setup** → **Accounts** (**Setup** ribbon)), which were created as **Income / Expenses** type for the **Ledger** account type.

To print an income statement:

1. On the **Reports** ribbon, select **Ledger analyser 1** or **Ledger analyser 2**.



2. Select the following options:

   Report type: *Select "Income statement".*

   Per period: *Click on the "Year" option and select "2024/03/01 – 2025/02/28".*
   You may also click on the ***Free selection*** *tab and enter, or select the dates in the "From date" and "To date" fields.*

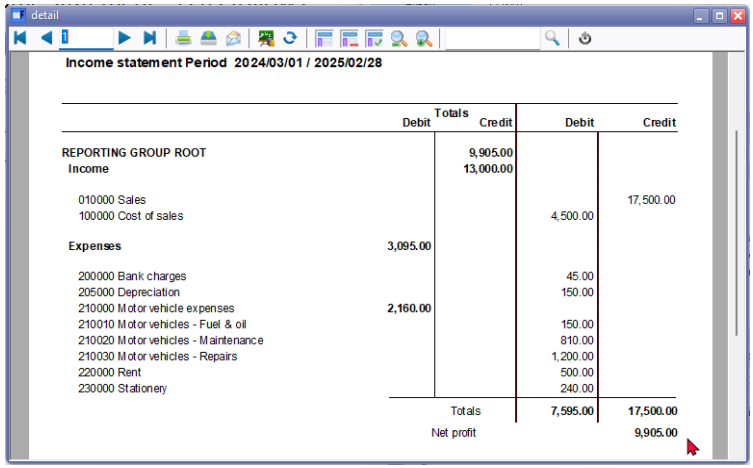
   Groups: *Select Reporting group 1.*

   Ignore zero balances: *Select ("tick") this option, to list only the accounts with balances.*
   If this option is not selected ("not ticked"), all Income and Expense accounts listed in your chart of accounts will be displayed and balances will be listed.

3. Click on the **Report** button.

4. Click on the **Print** button.

An example of the printed "*Income statement*", is as follows:



Income statement Period 2024/03/01 / 2025/02/28

	Totals Debit	Totals Credit	Debit	Credit
REPORTING GROUP ROOT		9,905.00		
Income		13,000.00		
010000 Sales				17,500.00
100000 Cost of sales			4,500.00	
Expenses	3,095.00			
200000 Bank charges			45.00	
205000 Depreciation			150.00	
210000 Motor vehicle expenses	2,160.00			
210010 Motor vehicles - Fuel & oil			150.00	
210020 Motor vehicles - Maintenance			810.00	
210030 Motor vehicles - Repairs			1,200.00	
220000 Rent			500.00	
230000 Stationery			240.00	
		Totals	7,595.00	17,500.00
		Net profit		9,905.00

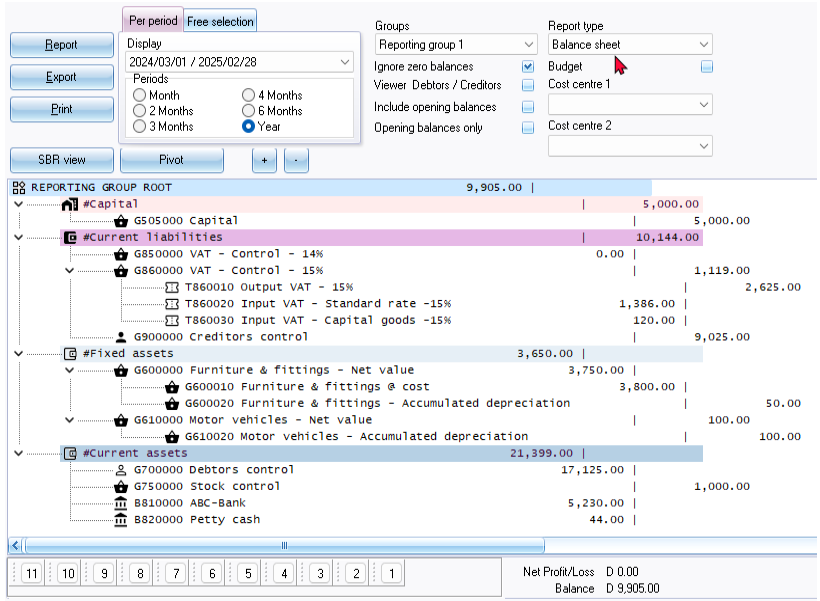
*The net profit should be as follows if the following **MODULES** are completed and posted:*
***MODULE A–J** and **MODULE L** -"Month - 2024/03/01 – 2024/03/31" 6,905.00*
***MODULE A–K** and **MODULE L** -"Year - 2024/03/01 – 2025/02/28" 9,905.00*

O.3.3- Balance sheet

The Balance sheet will reflect all your accounts (**Setup** → **Accounts** (**Setup** ribbon)), which were created as **Balance** type for the **Ledger, Bank** and **Tax** account types.

To print a balance sheet:

1. On the **Reports** ribbon, select **Ledger analyser 1** or **Ledger analyser 2**.



2. Select the following options:

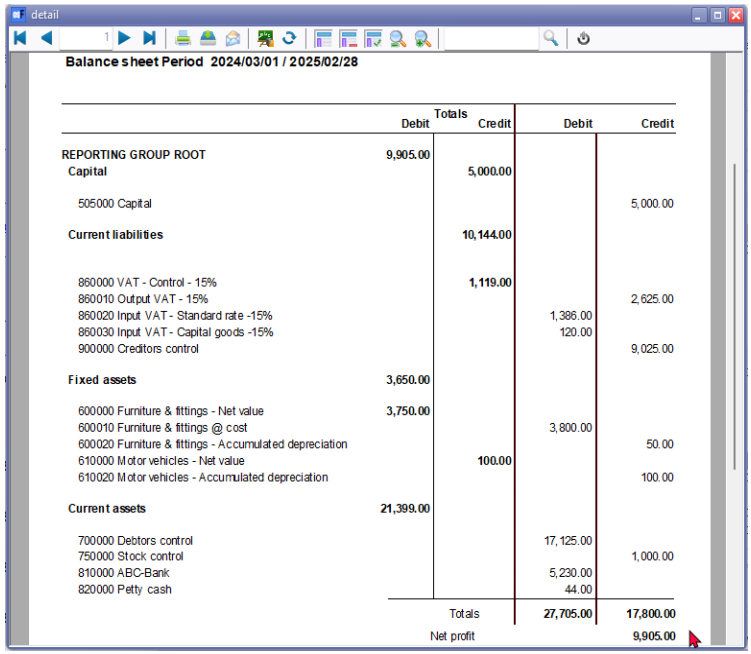
Report type:	*Select "Balance sheet".*
Per period:	*Click on the "Year" option and select "2024/03/01 – 2025/02/28".* *You may also click on the* ***Free selection*** *tab and enter, or select the dates in the "From date" and "To date" fields.*
Groups:	*Select Reporting group 1.*
Ignore zero balances:	*Select ("tick") this option, to list only the accounts with balances.* *If this option is not selected ("not ticked"), all Balance sheet accounts listed in your chart of accounts will be displayed and balances will be listed.*
Viewer Debtors / Creditors	*If this option is not selected (not "ticked"), the Balance sheet will list only the totals of the Debtor's and Creditor's control accounts.* *Select ("tick") this field to list the totals of the individual Debtor and Creditor accounts.*
Include opening balances:	*Select ("tick") this option, to list the opening balances, as well as the balances of the accounts, entered for the selected period.* *If this option is not selected (not "ticked"), the opening balances entered in* ***MODULE H*** *will be excluded in the report.*

Opening balances only:

Do not select ("tick") this option, to list only the balances of the accounts we have entered for the selected period.
*If this option is selected ("ticked"), only the opening balances entered in **MODULE H** will be included in the report.*

3. Click on the **Report** button.

4. Click on the **Print** button. An example of the printed "*Balance sheet*", is as follows:



detail

Balance sheet Period 2024/03/01 / 2025/02/28

	Totals Debit	Totals Credit	Debit	Credit
REPORTING GROUP ROOT	**9,905.00**			
Capital		**5,000.00**		
505000 Capital				5,000.00
Current liabilities		**10,144.00**		
860000 VAT - Control - 15%		**1,119.00**		
860010 Output VAT - 15%				2,625.00
860020 Input VAT - Standard rate -15%			1,386.00	
860030 Input VAT - Capital goods -15%			120.00	
900000 Creditors control				9,025.00
Fixed assets	**3,650.00**			
600000 Furniture & fittings - Net value	**3,750.00**			
600010 Furniture & fittings @ cost			3,800.00	
600020 Furniture & fittings - Accumulated depreciation				50.00
610000 Motor vehicles - Net value		**100.00**		
610020 Motor vehicles - Accumulated depreciation				100.00
Current assets	**21,399.00**			
700000 Debtors control			17,125.00	
750000 Stock control				1,000.00
810000 ABC-Bank			5,230.00	
820000 Petty cash			44.00	
		Totals	**27,705.00**	**17,800.00**
		Net profit		**9,905.00**

*The net profit should be as follows if the following **MODULES** are completed and posted:*
***MODULE A–J** and **MODULE L** -"Month - 2024/03/01 – 2024/03/31" 6,905.00*
***MODULE A–K** and **MODULE L** -"Year - 2024/03/01 – 2025/02/28" 9,905.00*

*The Cost of sales were introduced in this tutorial in **MODULE K** – April 2024. It will therefore not be included in March 2024. It should be included if the report is printed to include April 2024.*

In this tutorial, Net profit should be printed.
*Should you make a Net loss, the Net profit label will change to Net loss and will be displayed in a **Red font** colour on the screen, as well as the printed report in the "Reportman preview" screen.*

O.4- PIVOT TABLES – Ledger analyser 1 / 2

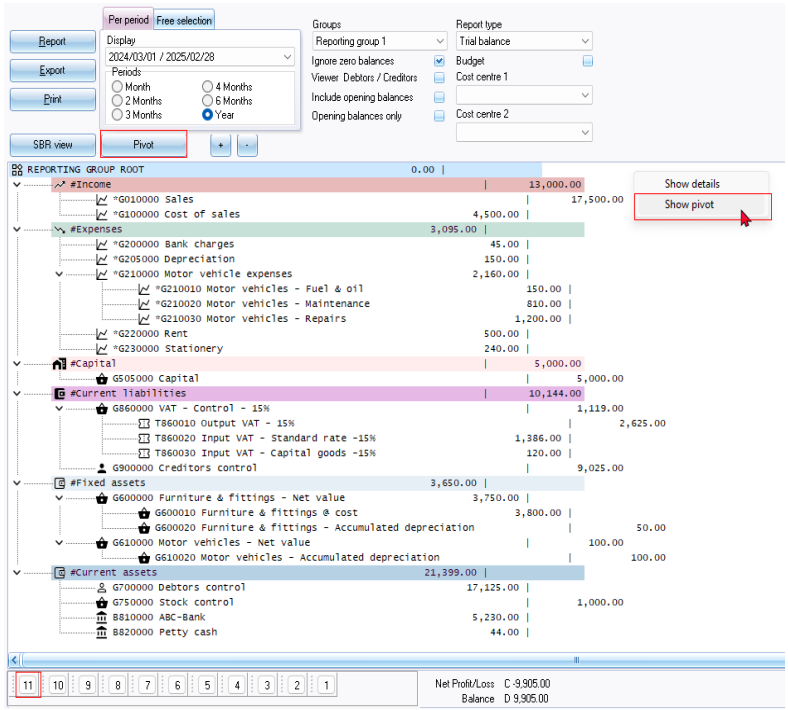
View and analyse your reports in the Ledger analyser 1 / Ledger analyser 2 and Budgets (accessed from the **Reports** ribbon) on screen, view graphs, filter, drill down, customise datasets and types of graphs.

The pivot table will summarise the totals of your transactions and / or budgets, for the selected periods or dates.

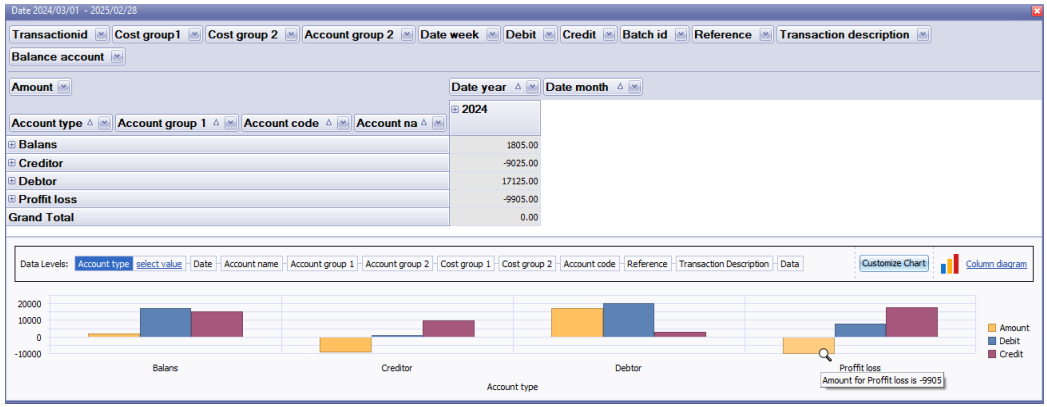
O.4.1- Generating Pivot tables

To view the Trial balance figures in the Pivot table in the Ledger analyser:

1. On the T -Ledger analyser 1 or Ledger analyser 2, select the Income statement, Trial balance or Balance sheet report type. In this example, the "*Trial balance*" is selected.
2. Select the **Period** or dates on the **Free selection** tab. In this example, the "*2 Months*" from "*1 March 2024*" to "*30 April 2024*" is selected.
3. Click on the **Report** button.



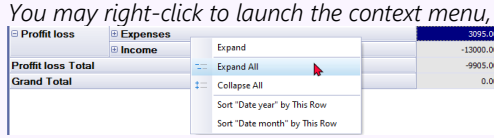
4. Click on the **Pivot** button. The "*Trial balance*" figures for the selected period is displayed:



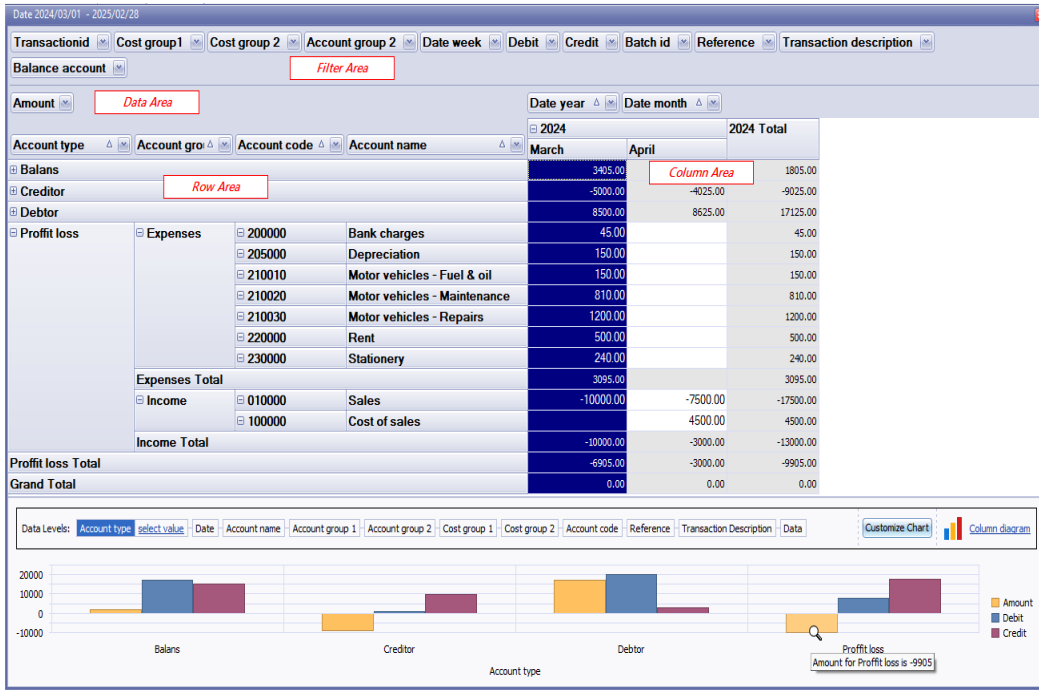
You may click on any graph to display the graph for the next available data level fields.
The cursor will be displayed as a magnifying glass and move to the next dataset. In this example, "Account type" is selected.
Move over graph area will display the values, e.g. "Profit / Loss - Credit is 17500" and "Amount for profit loss is -9905".

5. Click on the icon to Profit loss to list the totals for the Income and Expense account types (e.g. Income and Expenses financial categories) for the selected period or dates. The icon will change to list totals for each financial category (i.e. Income and Expenses).

You may right-click to launch the context menu, and select the following options:



6. Once the available columns are expanded, the Pivot table for the "*Trial balance*", according to the selected options, should be displayed as follows:



O.4.2- Default filter options

The default filter options, which may be selected as needed, is structured on the Pivot screen in four (4) areas, "*Filter Area, Column Area, Row Area*" and "*Data Area*". The filter options is as follows:

Filter Area:

1. **Transaction id** – The transaction id is automatically generated for posted transactions in batches and documents.
2. **Cost group 1** – If Cost centres 1 is selected in batch transactions and selected on documents, the Cost centres for Cost centre 1 will be listed.
3. **Cost group 2** – If Cost centres 2 is selected in batch transactions and selected on documents, the Cost centres for Cost centre 2 will be listed.
4. **Account group 2** – The groups set for Account group 2 in **Setup** → **Groups** (**Setup** ribbon) and linked to Accounting group 2 in **Setup** → **Accounts** (**Setup** ribbon).

5. **Date week** – The number of the week (from 1 to 53) for a calendar year.

> *In this example, March 2024 and April 2024 will be listed as week 9 to 14. Week 1 to 8 is for January 2024 and February 2024, which is not included in this Financial year (1 March 2024 to 28 February 2025) as no transactions were posted in this period.*

6. **Debit** – The debit amounts.
7. **Credit** - The credit amounts.
8. **Batch id** – The batch id is auto generated for posted transactions in batches and documents.
9. **Reference** – The "*Reference*" is as follows:
   - **Documents** – Document number as generated when creating documents.

     > *In this tutorial and most database templates, the document numbers are prefixed with alpha characters, i.e. IN000001 = Invoices, CR000001 = Credit notes, PU000001 = Purchases and SR000001 = Supplier returns.*

   - **Batches** – The reference as entered the "*Reference*" column of Batch entry screens.

     > *The reference of Balancing entries in batches is indicated with eight (8) asterisks "********".*

10. **Transaction description** -
    - **Documents** – The document type (i.e. Invoice, Credit note, Purchase and Supplier returns) and the reference as entered in the "*Your reference*" field on "*Document entry*" screens, will be listed.

      > *COST OF SALES/Your reference – These are the Cost of Sales transactions generated for Invoices and Credit notes on which the stock items, default stock item type and other stock item types supporting cost of sales, were processed.*

    - **Batches** – The description of the transaction entered in the "*Description*" column of Batch entry screens.
11. **Balance account** – The values, are as follows:
    - **0** = Income and Expense (Income statement) accounts.
    - **1** = Ledger accounts set as Balance sheet account type. These Capital, Assets and Liabilities accounts are reported on the Balance sheet.

Data Area:

12. **Amount** - The total debit amounts will be listed. Credit amounts (prefixed by a - (minus sign)) will be listed.

Row Area:

13. **Account type** – Lists all account types for the "*Trial balance*", and is as follows:

    a) **Balans** – Lists all accounts linked to the "*Balance sheet*" in the "*Account type*" field of **Setup** → **Accounts** (**Setup** ribbon). The "*Balance sheet*" accounts which is linked to the "*Capital*", "*Assets*" and "*Liabilities*" financial categories will be listed.

    b) **Creditor** – Lists the creditor (supplier) accounts.

    c) **Debtor** – Lists the debtor (customer / client) accounts.

    d) **Proffit / Loss** – Lists all accounts linked to the "*Income statement*" in the "*Account type*" field of **Setup** → **Accounts** (**Setup** ribbon). The options is as follows:

    - **Income** – The "*Income statement*" accounts which are linked to the "*Income*" financial category will be listed.
    - **Expenses** – The "*Income statement*" accounts which are linked to the "*Expenses*" financial category will be listed.

    e) **Account group1** – List the Groups 1 linked to accounts added in **Setup** → **Groups** (**Setup** ribbon) as follows:

    - **Balans** - Balance sheet accounts linked to Account group 1.
    - **Creditor** – Creditor accounts linked to Creditor group 1.
    - **Debtor** – Debtor accounts linked to Debtor group 1.
    - **Proffit / Loss** – Income and Expense accounts linked to Account group 1.

    f) **Account code** – All accounts will be listed by Account code.

    g) **Account name** – The description (name of the account).

Column Area:

14. **Date year** – The transaction totals will be displayed only for the year which was selected on the "*Per period*" tab of the Ledger analyser options. In this example only 2024 will be listed, since March 2024 and April 2024 were selected.

> *If a full financial year, for example, 1 March 2024 to 28 February 2025 is selected and transactions were processed for January 2024 and February 2024, the 2024 and 2025 years will be available.*
> *The transaction totals will be listed for each calendar year. For example, if your financial year starts on 1 January 2024 and ends on 31 December 2024, only one (1) financial year will be listed, e.g. 2024.*
> *In this example, the financial year starts on 1 March 2024 and ends on 28 February 2025, the totals will only be listed for 2024. Since no transactions is posted for January 2024 and February 2024, the 2024 year will not be available at this stage.*

15. **Date month** – The transaction totals will be displayed only for the months which was selected on the "*Per period*" tab of the Ledger analyser options. In this example, only March and April will be listed, since March 2024 and April 2024 were selected.

O.4.3- Change sequence add / remove Pivot grid fields

O.4.3.1- Hide Pivot grid fields

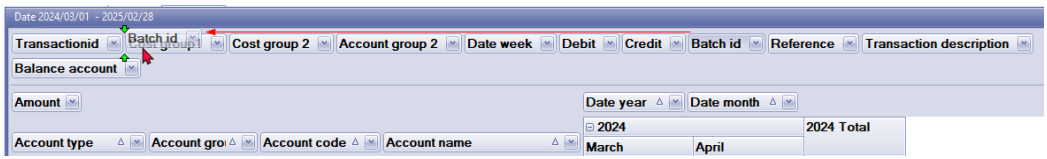
Select a Pivot grid field, right-click, and select "*Hide*" on the context menu. The selected Pivot grid field will be removed from the grid and added to the "*PivotGrid Field List*". For example, if you do not use Cost centres, you may hide "*Cost group 1*" and "*Cost group 2*".

O.4.3.2- Order (sequence) of columns

You may select a Pivot grid field, right-click, and select the following options from the "*Order*" option on the context menu:

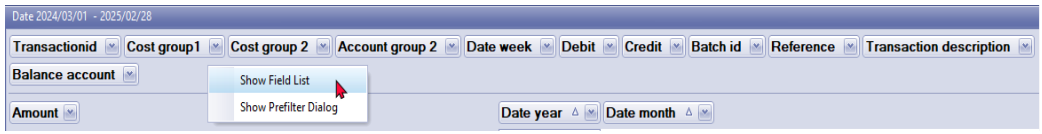
1. **Move to Beginning** - Move to the first Pivot grid field.
2. **Move to End** - Move to the last Pivot grid field.
3. **Move Left** - Move the selected Pivot grid field before the previous Pivot grid field to the left.
4. **Move Right** - Move the selected Pivot grid field after the next Pivot grid field to the right.

You may use your mouse to drag a selected Pivot grid field to the right or left to your required position.



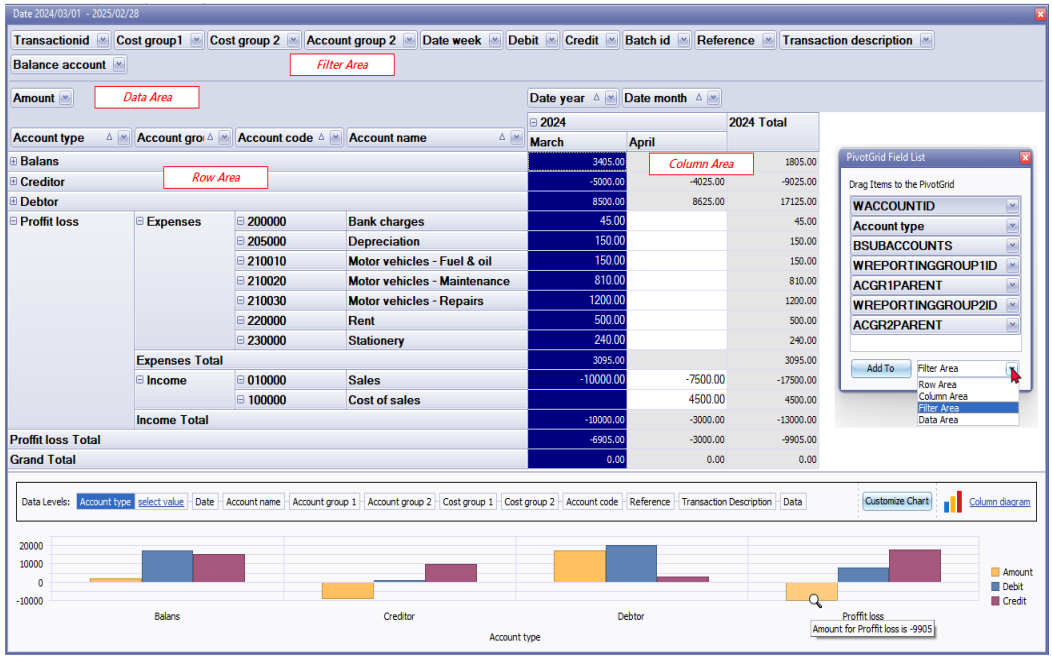
O.4.4- Filters

Right-click to access the "*Show Field List*" or the "*Show Prefilter Dialog*" options.



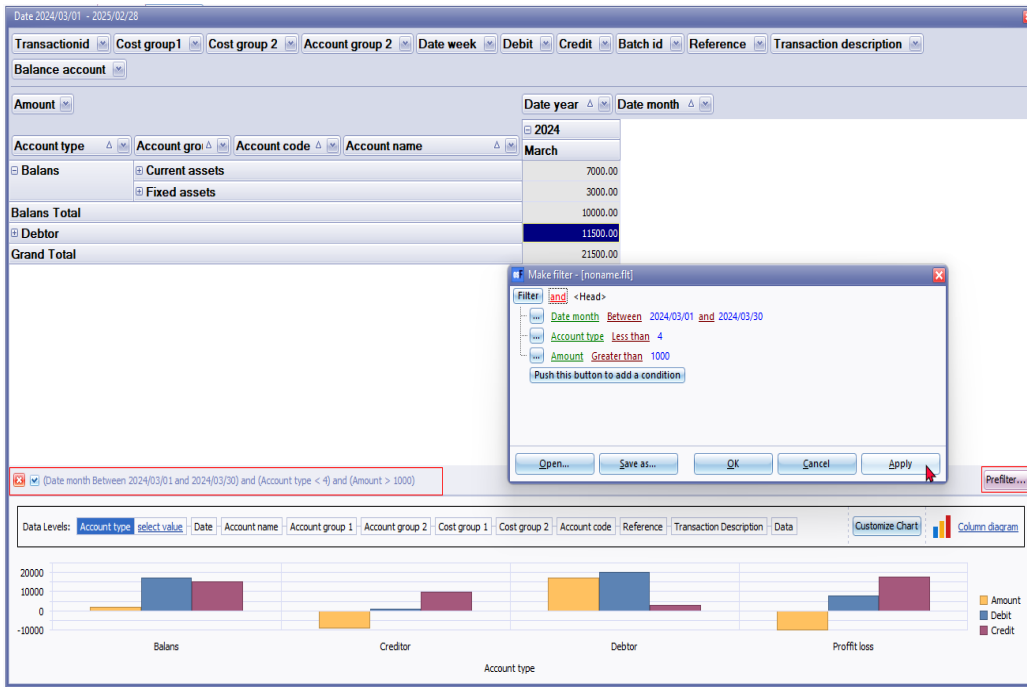
O.4.4.1- PivotGrid Field List

The "*PivotGrid Field List*" lists the available Pivot grid fields not displayed on the default Pivot table view. You select an available field on the list and add them to the four (4) areas (i.e. "*Data Area*", "*Filter Area*", "*Column Area*" or the "*Row Area*") of the Pivot table.



O.4.4.2- Show Prefilter Dialog

The "*Prefilter Dialog*" allows you to create custom filters for the Pivot table.



By default all data applicable to a column "Pivot grid field" is included in the initial launch of the Pivot table based on your report options.
You may click on the filter icon of a selected "Pivot grid field" to remove the tick to exclude that specific data on the list from the Pivot table.

O.4.4.2.1- Save custom filter files

To save a custom filter file:

1. Once you have sorted or filtered your data with the "*Make filter*" screen, click on the **Save as...** button. The "*Save active filter as*" screen will be displayed.
2. Select a directory in which you wish to save the custom filter file.
3. Enter a file name.
4. Click on the **Save** button to save the Filter in a (*.flt) Filter File format. You may then at any later stage open the saved *.flt file.

O.4.4.2.2- Open custom filter files

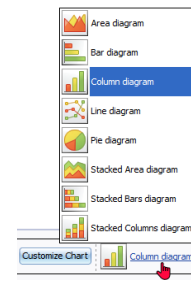
To open a saved a custom filter file:

1. Once you have sorted or filtered your data with the "Make filter" screen, click on the **Open...** button. The "*Open saved filter as*" screen will be displayed.
2. Select a directory in which you have saved the custom filter file.
3. Select a valid filter file.
4. Click **Open**. The selected filter file's name will be displayed in the titlebar of the "*Make filter*" screen.

O.4.5- Customise the graphs

O.4.5.1- Graph types

The default chart diagram is the "*Column diagram*". You may select the one of the following diagrams to view the graph.

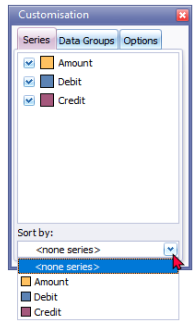


O.4.5.2- Series

By default, the "*Amount*" and "*Debit*" and "*Credit*" is displayed.

You may remove the tick of the series or add a tick to a series. For example, if you wish to see only the "*Debit*" and "*Credit*" amounts, leave these as ticked; and if you do not wish to view the "*Amount*", remove the tick.

Sort by: select the options in the series to change the sequence in which the data in the graph will be displayed.



O.4.5.3- Data groups

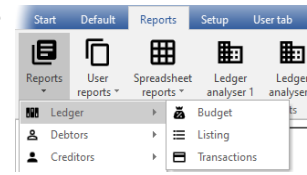
Data groups is empty.

O.4.5.4- Options

You may change the default values for the "L*egend, Title, Toolbox*" and "*Other (Value Hints)*" according to your requirements.

0.5- LEDGER REPORTS

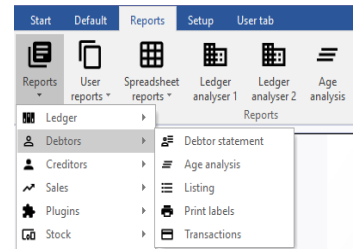
The following reports are available to manage all the accounts in the general ledger:



1. **Budget – Budget vs actual (3 periods)** This report lists the Income and Expense account balances and budget figures for three (3) periods as comparative figures.
2. **Listing** - List the General ledger accounts (Chart of accounts).
3. **Transactions** - Transactions, Transactions - Standard and Transactions - Extra details.

0.6- DEBTOR REPORTS

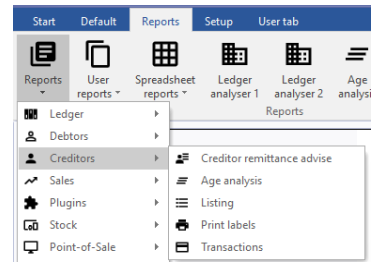
The following reports are available to manage the accounts in the debtor's ledger:



1. **Debtor statement** - Debtor statements and Debtor statements – Outstanding.
2. **Age analysis** - The Debtor age analysis provides the "*Balances detail, Balances detail history (open item)*" and "*Balances*" reports allows you to analyse the outstanding amounts your debtors (customers / clients) owes you in specified periods such as total, 30, 60 and 90 days, or more. These reports are essential for cash flow control. You may also wish to use this feature for credit control, to send reminders to your debtors (customers / clients), to optimise your cash flow management. These reports offers different options of views to support the details of debtor statements.
3. **Listing** - Contacts, Listing, List delivery address, List postal address or List details, Tax and company registration numbers and the Credit control listing (Credit limit vs current balance and available balances as at the date and time of printing) report.
4. **Print labels** - Postal and delivery address labels.
5. **Transactions** - Transactions - Open item, Transactions - Standard and Transactions - Extra details.

O.7- CREDITOR REPORTS

The following reports are available to manage the accounts in the creditor's ledger:



1. **Creditor remittance advice** - Remittance advise and Remittance advise – Outstanding.
2. **Age analysis** - The Creditor age analysis provides the "Balances detail, Balances detail history (open item)" and "Balances" reports allows you to analyse the outstanding amounts you owe to your creditors (suppliers) in specified periods such as total, 30, 60 and 90 days, or more. These reports are essential for cash flow control. You may also wish to use this facility to schedule the payments to your creditors, to optimise your cash flow management. These reports offers different options of views to support the details of creditor remittance advises.
3. **Listing** - Contacts, Listing, List delivery address, List postal address or List details, Tax and company registration numbers and the Credit control listing (Credit limit vs current balance and available balances as at the date and time of printing) report.
4. **Print labels** - Postal and Delivery address labels.
5. **Transactions** - Transactions - Open item, Transactions - Standard and Transactions - Extra details.

O.8- BATCH REPORTS

Batch reports for unposted batches may be printed from the **F8:List** option on the "*Batch entry*" screens.

Once a batch or a document is posted (updated), batch reports may be printed from the following options:

- **Reports** → **Batch entry** menu (**Reports** ribbon).
- **Batch entry** – **Posted batches** tab (**Setup** ribbon).
- **Reverse posted batch/document** – **Details** tab – (**Tools** → **Global processes** menu (**Setup** ribbon)).

O.8.1- Batch reports (Reports menu)

The following two (2) reports are available:

1. **Batch transactions per period** – Print the transactions of posted invoices, credit notes, purchase and supplier return documents as well as posted batch transactions (i.e. sales journal, purchase journal, payments journals, receipts journals, general journals, etc.) for a specific selected period and for a selected batch type.

2. **Batch type report – Documents** - Print the transactions of all posted invoices, credit notes, purchase and supplier return documents for a specific selected period.

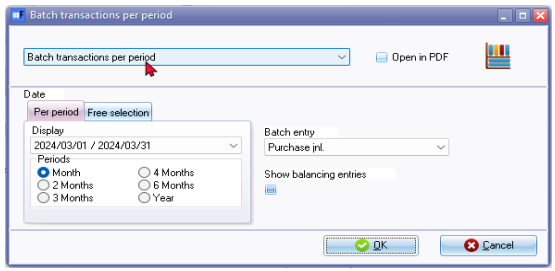
O.8.1.1- Batch transactions per period report

Print the transactions of posted invoices, credit notes, purchase and supplier return documents as well as posted batch transactions (i.e. sales journal, purchase journal, payments journals, receipts journals, general journals, etc.) for a specific selected period and for a selected batch type.

To print a batch transactions per period report:

1. On the **Reports** ribbon, select **Reports** → **Batch entry**. Documents (listing the batch transactions generated by documents only) is by default displayed.

2. Select "*Batch transactions per period*" report.



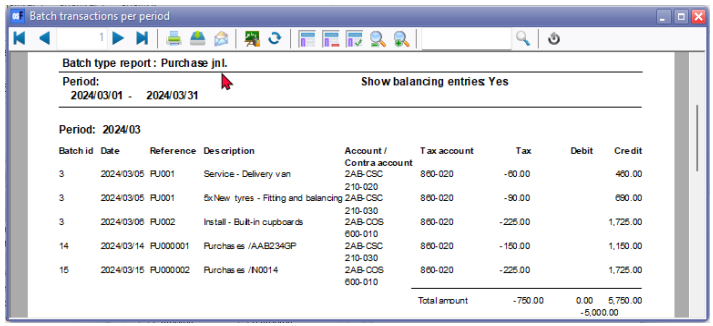
3. Select the following options:

   Per period: *Tick on "Month" and select "2024/03/01 - 2024/03/31"*

   Batch entry: *Select "Purchase jnl."*

   Show balancing entries: *Leave blank. By default, this option is not selected. It will only list the transactions entered into batches and / or the totals of documents and totals for each amount column. If this option is selected, it will list all the balancing entries.*

4. Click **OK**. An example of the "*Batch transactions per period*" for the "*Purchase jnl.*" ("*Show balancing entries*" not selected) report, is as follows:



Batch transactions per period

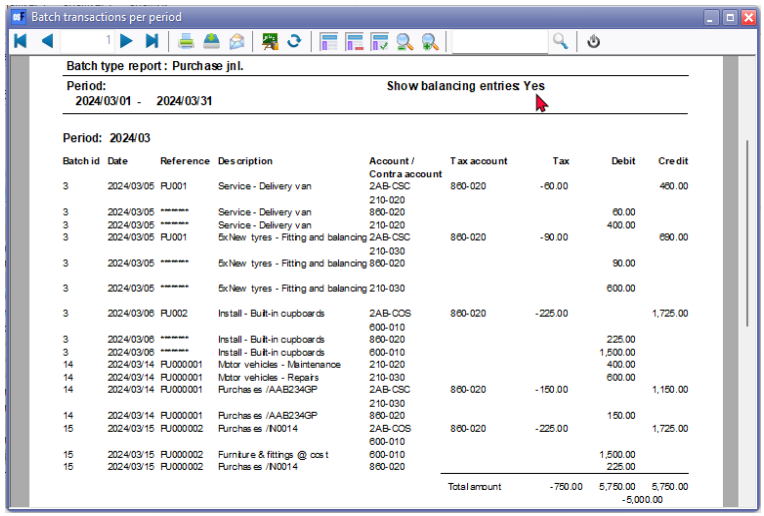
Batch type report : Purchase jnl.

Period: 2024/03/01 - 2024/03/31 Show balancing entries Yes

Period: 2024/03

Batch id	Date	Reference	Description	Account / Contra account	Tax account	Tax	Debit	Credit
3	2024/03/05	FU001	Service - Delivery van	2AB-CSC 210-020	860-020	-60.00		460.00
3	2024/03/05	FU001	5xNew tyres - Fitting and balancing	2AB-CSC 210-030	860-020	-90.00		690.00
3	2024/03/06	FU002	Install - Built-in cupboards	2AB-COS 600-010	860-020	-225.00		1,725.00
14	2024/03/14	FU000001	Purchases /AAB234GP	2AB-CSC 210-030	860-020	-150.00		1,150.00
15	2024/03/15	FU000002	Purchases /IN0014	2AB-COS 600-010	860-020	-225.00		1,725.00
					Total amount	-750.00	0.00 -5,000.00	5,750.00

An example of the "*Batch transactions per period*" for the "*Purchase jnl.*" ("*Show balancing entries*" selected) report, is as follows:



Batch transactions per period

Batch type report : Purchase jnl.

Period: 2024/03/01 - 2024/03/31 Show balancing entries Yes

Period: 2024/03

Batch id	Date	Reference	Description	Account / Contra account	Tax account	Tax	Debit	Credit
3	2024/03/05	FU001	Service - Delivery van	2AB-CSC 210-020	860-020	-60.00		460.00
3	2024/03/05	*******	Service - Delivery van	860-020			60.00	
3	2024/03/05	*******	Service - Delivery van	210-020			400.00	
3	2024/03/05	FU001	5xNew tyres - Fitting and balancing	2AB-CSC 210-030	860-020	-90.00		690.00
3	2024/03/05	*******	5xNew tyres - Fitting and balancing	860-020			90.00	
3	2024/03/05	*******	5xNew tyres - Fitting and balancing	210-030			600.00	
3	2024/03/06	FU002	Install - Built-in cupboards	2AB-COS 600-010	860-020	-225.00		1,725.00
3	2024/03/06	*******	Install - Built-in cupboards	860-020			225.00	
3	2024/03/06	*******	Install - Built-in cupboards	600-010			1,500.00	
14	2024/03/14	FU000001	Motor vehicles - Maintenance	210-020			400.00	
14	2024/03/14	FU000001	Motor vehicles - Repairs	210-030			600.00	
14	2024/03/14	FU000001	Purchases /AAB234GP	2AB-CSC 210-030	860-020	-150.00		1,150.00
14	2024/03/14	FU000001	Purchases /AAB234GP	860-020			150.00	
15	2024/03/15	FU000002	Purchases /IN0014	2AB-COS 600-010	860-020	-225.00		1,725.00
15	2024/03/15	FU000002	Furniture & fittings @ cost	600-010			1,500.00	
15	2024/03/15	FU000002	Purchases /IN0014	860-020			225.00	
					Total amount	-750.00	5,750.00 -5,000.00	5,750.00

This report will list the following:

1. **Batch id.** - The batch id or number as automatically generated.
2. **Date** – Date of the transaction.
3. **Alias** – In the case of documents, the document number will be listed. In the case of batch transactions, the Alias as entered on each "*Batch entry*" screens will be displayed. If no Alias is entered on "*Batch entry*" screens, the Alias (Batch name) will be the same as the Batch type).
4. **Account** – The account which was selected for documents or in the Account lookup on "*Batch entry*" screens.

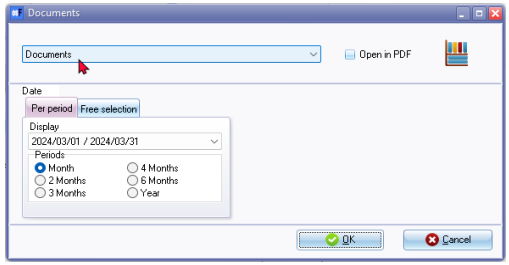
5. **Contra account** - The account which was selected as the Contra account on the **F10:Setup** on "*Batch entry*" screens.
6. **Tax account** column – Tax account code.
7. **Debit** column – Debit transaction amount.
8. **Credit** column – Credit transaction amount.

O.8.1.2- Batch type report – Documents

Print the transactions of all posted invoices, credit notes, purchase and supplier return documents for a specific selected period.

To print a batch type report - documents report:

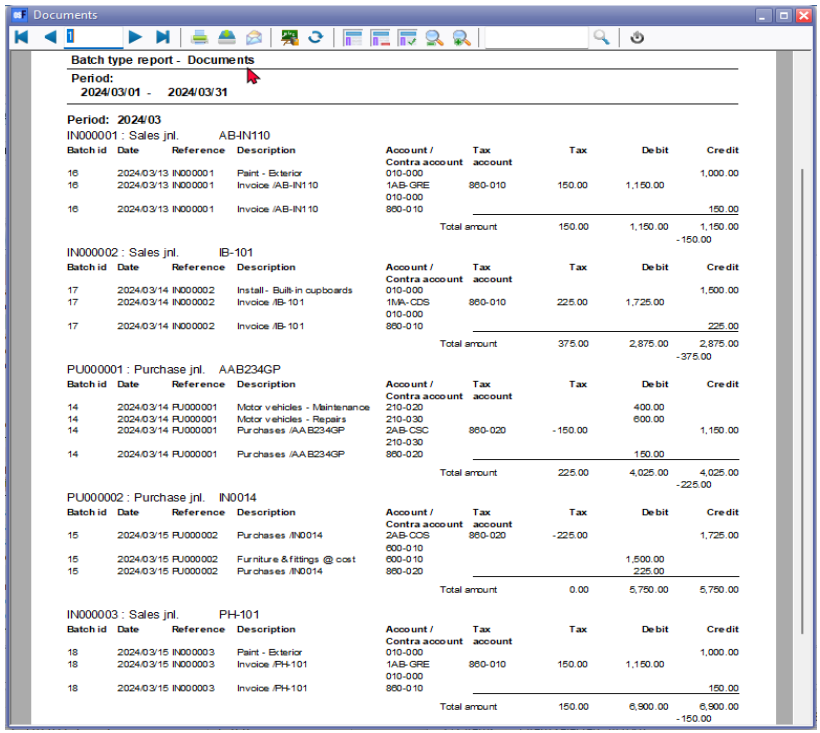
1. On the **Reports** ribbon, select **Reports** → **Batch entry**. "*Documents*" (listing the batch transactions generated by documents only) is by default displayed.



2. Select "*Month*" and select "*2024/03/01 - 2024/03/31*"
3. Click **OK**.

An example of the "*Batch type report – Documents*", is as follows:

Page 1 -



Documents

Batch type report - Documents

Period:
2024/03/01 - 2024/03/31

Period: 2024/03

IN000001 : Sales jnl. AB-IN110

Batch id	Date	Reference	Description	Account / Contra account	Tax account	Tax	Debit	Credit
16	2024/03/13	IN000001	Paint - Exterior	010-000				1,000.00
16	2024/03/13	IN000001	Invoice /AB-IN110	1AB-GRE 010-000	860-010	150.00	1,150.00	
16	2024/03/13	IN000001	Invoice /AB-IN110	860-010				150.00
				Total amount		150.00	1,150.00	1,150.00 -150.00

IN000002 : Sales jnl. IB-101

Batch id	Date	Reference	Description	Account / Contra account	Tax account	Tax	Debit	Credit
17	2024/03/14	IN000002	Install - Built-in cupboards	010-000				1,500.00
17	2024/03/14	IN000002	Invoice /IB-101	1MA-CDS 010-000	860-010	225.00	1,725.00	
17	2024/03/14	IN000002	Invoice /IB-101	860-010				225.00
				Total amount		375.00	2,875.00	2,875.00 -375.00

PU000001 : Purchase jnl. AAB234GP

Batch id	Date	Reference	Description	Account / Contra account	Tax account	Tax	Debit	Credit
14	2024/03/14	PU000001	Motor vehicles - Maintenance	210-020			400.00	
14	2024/03/14	PU000001	Motor vehicles - Repairs	210-030			600.00	
14	2024/03/14	PU000001	Purchases /AAB234GP	2AB-CSC 210-030	860-020	-150.00		1,150.00
14	2024/03/14	PU000001	Purchases /AAB234GP	860-020			150.00	
				Total amount		225.00	4,025.00	4,025.00 -225.00

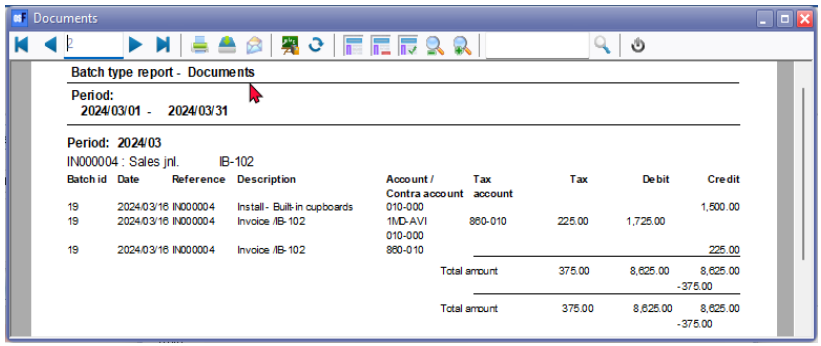
PU000002 : Purchase jnl. IN0014

Batch id	Date	Reference	Description	Account / Contra account	Tax account	Tax	Debit	Credit
15	2024/03/15	PU000002	Purchases /IN0014	2AB-COS 600-010	860-020	-225.00		1,725.00
15	2024/03/15	PU000002	Furniture & fittings @ cost	600-010			1,500.00	
15	2024/03/15	PU000002	Purchases /IN0014	860-020			225.00	
				Total amount		0.00	5,750.00	5,750.00

IN000003 : Sales jnl. PH-101

Batch id	Date	Reference	Description	Account / Contra account	Tax account	Tax	Debit	Credit
18	2024/03/15	IN000003	Paint - Exterior	010-000				1,000.00
18	2024/03/15	IN000003	Invoice /PH-101	1AB-GRE 010-000	860-010	150.00	1,150.00	
18	2024/03/15	IN000003	Invoice /PH-101	860-010				150.00
				Total amount		150.00	6,900.00	6,900.00 -150.00

Page 2 -



Documents

Batch type report - Documents

Period:
2024/03/01 - 2024/03/31

Period: 2024/03

IN000004 : Sales jnl. IB-102

Batch id	Date	Reference	Description	Account / Contra account	Tax account	Tax	Debit	Credit
19	2024/03/16	IN000004	Install - Built-in cupboards	010-000				1,500.00
19	2024/03/16	IN000004	Invoice /IB-102	1MD-AVI 010-000	860-010	225.00	1,725.00	
19	2024/03/16	IN000004	Invoice /IB-102	860-010				225.00
				Total amount		375.00	8,625.00	8,625.00 -375.00
				Total amount		375.00	8,625.00	8,625.00 -375.00

This report will list the following:

1. **Document heading** – Document number, Batch type and Reference (as entered in the "*Your reference*" field of "*Document entry*" screens).
2. **Transaction details** -
   a) **Batch id.** – The batch id or number as automatically generated.
   b) **Date** – Date of the transaction.
   c) **Reference** – The document number will be listed.
   d) **Description** – Document number / Your reference (as entered in the "*Your reference*" field of "*Document entry*" screens).
   e) **Account** – The account which was selected for documents.
   f) **Contra account** – The account for the document type.
   g) **Tax account** column – Tax account code.
   h) **Tax** – Tax amount.
   i) **Debit** column – Debit transaction amount.
   j) **Credit** column – Credit transaction amount.
3. **Total amount** – This amount is the accumulative sum of all document transactions.

> *The total in the Tax column, is the accumulative total of all Output tax on sales documents (Invoices and Credit notes) minus the accumulative total of all Input tax for purchase documents (Purchases and Supplier returns).*

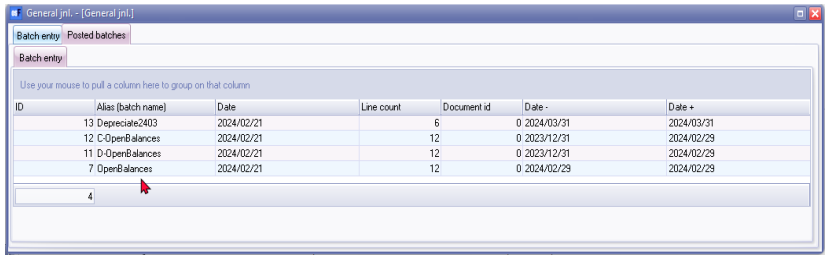
O.8.2- Batch reports for posted batches

If you have entered the aliases (batch name), it will be easy to identify and view or print the correct batch transactions.

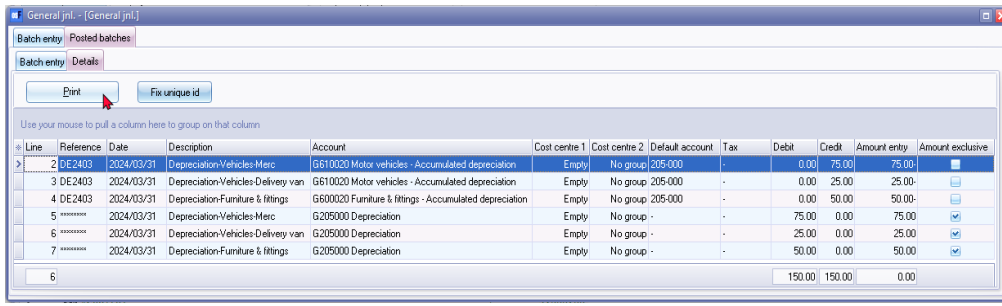
For example, if "*OpenBalances, DopenBalances, COpenBalances*" and "*Depreciate2403*" were not entered in the "*Change Alias*" field of the General journal, these four (4) batches would have been displayed as "*General jnl*". As per this example, it is easy to identify the batches as Opening Balances for the General ledger (BatchID7), Debtor Opening Balances (BatchID11), Creditor Opening Balances (BatchID12) or Depreciation for "*March 2024*" (BatchID13).

To print a posted batch report:

1. Select the Batch type (**F2**) and select the General jnl (as per example).
2. Click on the **Posted batches** tab. The "*Batch entry*" screen, will display as follows:

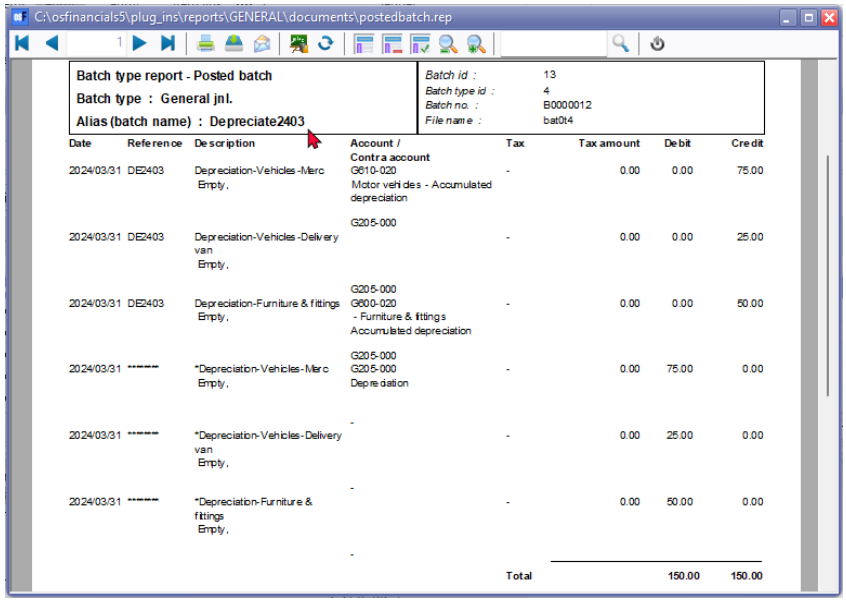


3. Double-click on a selected batch. The transactions for the selected batch will be listed.



4. Click on the **Print** button to print the Posted batch transactions.

An example of the printed "*Posted batch type report*" (for the selected batch), is as follows:



C:\osfinancials5\plug_ins\reports\GENERAL\documents\postedbatch.rep

Batch type report - Posted batch
Batch type : General jnl.
Alias (batch name) : Depreciate2403

Batch id : 13
Batch type id : 4
Batch no. : B0000012
File name : bat0t4

Date	Reference	Description	Account / Contra account	Tax	Tax amount	Debit	Credit
2024/03/31	DE2403	Depreciation-Vehicles-Merc Empty,	G610-020 Motor vehicles - Accumulated depreciation G205-000	-	0.00	0.00	75.00
2024/03/31	DE2403	Depreciation-Vehicles-Delivery van Empty,	G205-000	-	0.00	0.00	25.00
2024/03/31	DE2403	Depreciation-Furniture & fittings Empty,	G600-020 - Furniture & fittings Accumulated depreciation G205-000	-	0.00	0.00	50.00
2024/03/31	******	*Depreciation-Vehicles-Merc Empty,	G205-000 Depreciation -	-	0.00	75.00	0.00
2024/03/31	******	*Depreciation-Vehicles-Delivery van Empty,	-	-	0.00	25.00	0.00
2024/03/31	******	*Depreciation-Furniture & fittings Empty,	-	-	0.00	50.00	0.00
				Total		150.00	150.00

0.9- TAX REPORTS

*The Tax report (**Reports → Tax** menu) does not include the Sales batch. It only includes Sales documents (i.e. Invoices and Credit notes). Transactions on other Batch types may cause similar errors.*

*The reason for this, is the "Consolidate balancing" option on the **Standard** tab of the **F10:Setup** on the "Batch entry" screen. When setting up the batch and the "Consolidate balancing" option is selected (ticked) if Tax is enabled in a batch, the following Information message is displayed:*

> *"Consolidating lines and using tax will mess up your tax report!*
>
> *Please make sure you do not use tax or do not consolidate lines"*

*Click on the **OK** button and click on the **F10:Setup** icon and deselect (remove the tick from the "Consolidate balancing" field on the **Standard** tab of the "Options for this batch" screen.*
Balance the Batch again.

Before you print tax reports to submit your Tax (VAT/GST/Sales tax) returns, you need to post (update) all batch transactions and documents (i.e. invoices, credit notes, purchase and supplier return documents) for the tax period.

The following tax reports are available:

1. **Tax per period report** – This report is used to complete the Tax (VAT/GST/Sales tax) returns. It will list a summary of the Output tax less the Input tax and the total tax payable / refundable.
2. **Tax report - Reference / Document no.** - This report will list the details of accounts and transactions of all posted (updated) batch and document transactions, on which Tax (VAT/GST/Sales tax is applicable. It will display the Tax code and description as well as the contra accounts for each transaction.
3. **Tax list debtor with tax id** - This report will list a total exclusive of tax, tax amount and inclusive amount of tax) for the Invoices *less* Credit notes for debtor (customer) accounts for selected period(s) or date(s). It will also display the Company and Tax registration numbers for each for debtor (customer) accounts.
4. **Tax list creditor with tax id** - This report will list a total exclusive of tax, tax amount and inclusive amount of tax) for the Purchase documents *less* Supplier returns for creditor (supplier) accounts for selected period(s) or date(s). It will also display the Company and Tax registration numbers for each for creditor (supplier) accounts.

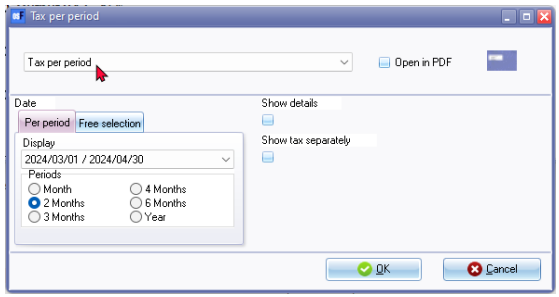
*The **Tax excluded** and **Tax amount** in the **Report total** of the **Tax report - Reference / Document no.** report, should balance with the **Total - Output tax – Input tax** of the **Tax per period report**, if the same periods are selected.*

It is recommended that these tax reports are printed and archived (PDF) for record and audit purposes.

O.9.1- Tax per period report

To print tax per period reports:

1. On the **Reports** ribbon, select **Reports** → **Tax**.
2. Select the **Tax per period** report. The *"Tax list debtor with tax id" report* is the default report.
3. Select the "*Tax per period*" report.



4. Select the following:

Per period: *Tick on "2 Months" and select "2024/03/01 / 2024/04/30".*

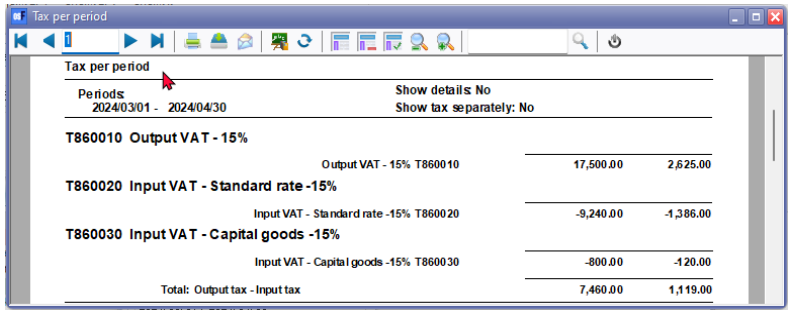
Show details: *Leave blank. By default, this option is not selected. It will only list the totals exclusive of Tax (VAT/GST/Sales tax) for each tax code.*
If this option is selected, it will list all transactions and documents including the account code, account description, country and tax reference of the debtor or creditor account (if applicable).

Show tax separately: *Leave blank. By default, this option is not selected. If this option is selected, each tax code will print on a new page. It is recommended, that this option should only be selected, when the "Show details" option is selected.*

For the purpose of this tutorial, we assume that our tax registration certificate indicates that we need to pay Tax (VAT/GST/Sales tax) every 2 months.

5. Click **OK**.

An example of the "*Tax per period*" (no details) report, is as follows:



Tax per period

Periods:
2024/03/01 - 2024/04/30

Show details: No
Show tax separately: No

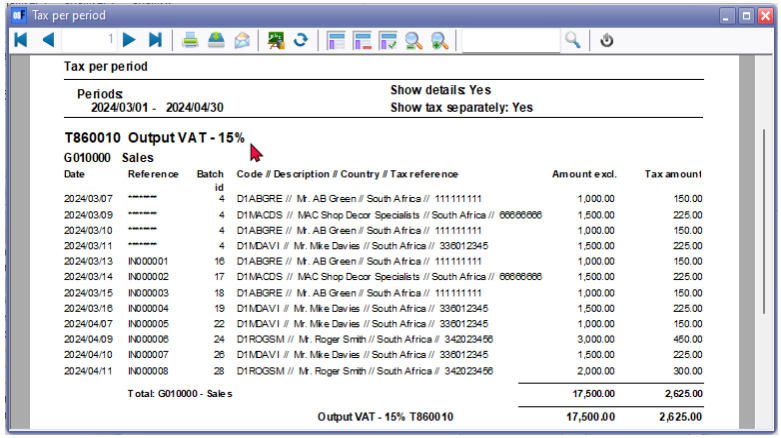
T860010 Output VAT - 15%			
	Output VAT - 15% T860010	17,500.00	2,625.00
T860020 Input VAT - Standard rate -15%			
	Input VAT - Standard rate -15% T860020	-9,240.00	-1,386.00
T860030 Input VAT - Capital goods -15%			
	Input VAT - Capital goods -15% T860030	-800.00	-120.00
	Total: Output tax - Input tax	7,460.00	1,119.00

It is recommended that the details should also be printed and saved for record purposes.

It is important to print the details to check the details of your transactions.

The detailed tax report ("*Show details*" and "*Show tax separately*" options selected) for the same period, is as follows:

Page 1 – Output VAT - 15%



Tax per period

Periods:
2024/03/01 - 2024/04/30

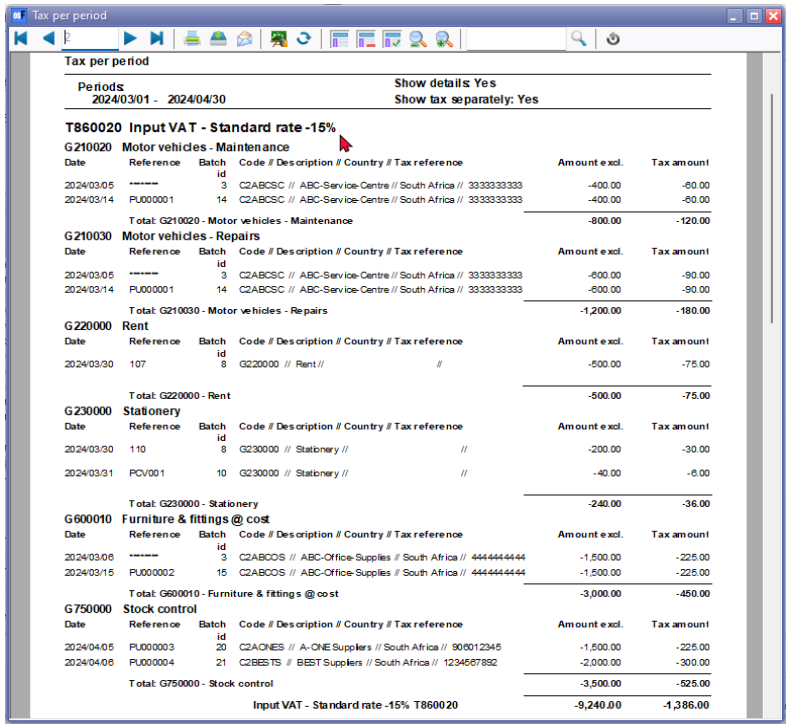
Show details: Yes
Show tax separately: Yes

T860010 Output VAT - 15%

G010000 Sales

Date	Reference	Batch id	Code // Description // Country // Tax reference	Amount excl.	Tax amount
2024/03/07	******	4	D1ABGRE // Mr. AB Green // South Africa // 111111111	1,000.00	150.00
2024/03/09	******	4	D1MACDS // MAC Shop Decor Specialists // South Africa // 66666666	1,500.00	225.00
2024/03/10	******	4	D1ABGRE // Mr. AB Green // South Africa // 111111111	1,000.00	150.00
2024/03/11	******	4	D1MDAVI // Mr. Mike Davies // South Africa // 336012345	1,500.00	225.00
2024/03/13	IN000001	16	D1ABGRE // Mr. AB Green // South Africa // 111111111	1,000.00	150.00
2024/03/14	IN000002	17	D1MACDS // MAC Shop Decor Specialists // South Africa // 66666666	1,500.00	225.00
2024/03/15	IN000003	18	D1ABGRE // Mr. AB Green // South Africa // 111111111	1,000.00	150.00
2024/03/16	IN000004	19	D1MDAVI // Mr. Mike Davies // South Africa // 336012345	1,500.00	225.00
2024/04/07	IN000005	22	D1MDAVI // Mr. Mike Davies // South Africa // 336012345	1,000.00	150.00
2024/04/09	IN000006	24	D1ROGSM // Mr. Roger Smith // South Africa // 342023456	3,000.00	450.00
2024/04/10	IN000007	26	D1MDAVI // Mr. Mike Davies // South Africa // 336012345	1,500.00	225.00
2024/04/11	IN000008	28	D1ROGSM // Mr. Roger Smith // South Africa // 342023456	2,000.00	300.00
	Total: G010000 - Sales			17,500.00	2,625.00
			Output VAT - 15% T860010	17,500.00	2,625.00

Page 2 – Input VAT – Standard rate -15%



Tax per period

Periods:
2024/03/01 - 2024/04/30

Show details: Yes
Show tax separately: Yes

T860020 Input VAT - Standard rate -15%

G210020 Motor vehicles - Maintenance

Date	Reference	Batch id	Code // Description // Country // Tax reference	Amount excl.	Tax amount
2024/03/05	******	3	C2ABCSC // ABC-Service-Centre // South Africa // 3333333333	-400.00	-60.00
2024/03/14	PU000001	14	C2ABCSC // ABC-Service-Centre // South Africa // 3333333333	-400.00	-60.00
	Total: G210020 - Motor vehicles - Maintenance			-800.00	-120.00

G210030 Motor vehicles - Repairs

Date	Reference	Batch id	Code // Description // Country // Tax reference	Amount excl.	Tax amount
2024/03/05	******	3	C2ABCSC // ABC-Service-Centre // South Africa // 3333333333	-600.00	-90.00
2024/03/14	PU000001	14	C2ABCSC // ABC-Service-Centre // South Africa // 3333333333	-600.00	-90.00
	Total: G210030 - Motor vehicles - Repairs			-1,200.00	-180.00

G220000 Rent

Date	Reference	Batch id	Code // Description // Country // Tax reference	Amount excl.	Tax amount
2024/03/30	107	8	G220000 // Rent // //	-500.00	-75.00
	Total: G220000 - Rent			-500.00	-75.00

G230000 Stationery

Date	Reference	Batch id	Code // Description // Country // Tax reference	Amount excl.	Tax amount
2024/03/30	110	8	G230000 // Stationery // //	-200.00	-30.00
2024/03/31	PCV001	10	G230000 // Stationery // //	-40.00	-6.00
	Total: G230000 - Stationery			-240.00	-36.00

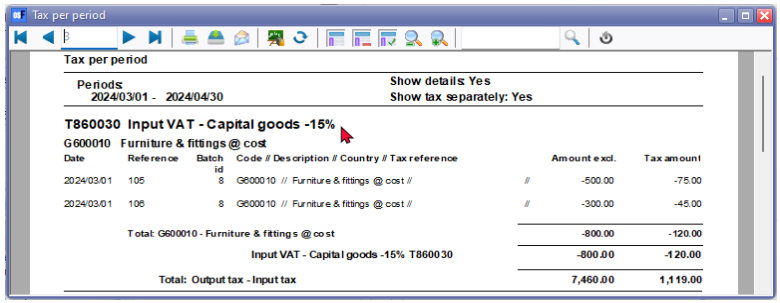
G600010 Furniture & fittings @ cost

Date	Reference	Batch id	Code // Description // Country // Tax reference	Amount excl.	Tax amount
2024/03/06	******	3	C2ABCOS // ABC-Office-Supplies // South Africa // 4444444444	-1,500.00	-225.00
2024/03/15	PU000002	15	C2ABCOS // ABC-Office-Supplies // South Africa // 4444444444	-1,500.00	-225.00
	Total: G600010 - Furniture & fittings @ cost			-3,000.00	-450.00

G750000 Stock control

Date	Reference	Batch id	Code // Description // Country // Tax reference	Amount excl.	Tax amount
2024/04/05	PU000003	20	C2ACNES // A-ONE Suppliers // South Africa // 906012345	-1,500.00	-225.00
2024/04/06	PU000004	21	C2BESTS // BEST Suppliers // South Africa // 1234567892	-2,000.00	-300.00
	Total: G750000 - Stock control			-3,500.00	-525.00
			Input VAT - Standard rate -15% T860020	-9,240.00	-1,386.00

Page 3 – Input VAT – Capital goods - 15%



Tax per period

Periods: 2024/03/01 - 2024/04/30
Show details: Yes
Show tax separately: Yes

T860030 Input VAT - Capital goods -15%

G600010 Furniture & fittings @ cost

Date	Reference	Batch id	Code // Description // Country // Tax reference		Amount excl.	Tax amount
2024/03/01	105	8	G600010 // Furniture & fittings @ cost //	//	-500.00	-75.00
2024/03/01	106	8	G600010 // Furniture & fittings @ cost //	//	-300.00	-45.00
	Total: G600010 - Furniture & fittings @ cost				-800.00	-120.00
			Input VAT - Capital goods -15% T860030		-800.00	-120.00
	Total: Output tax - Input tax				7,460.00	1,119.00

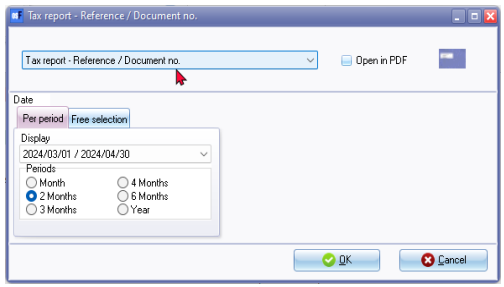
*The **Tax excluded** and **Tax amount** in the **Report total** of the **Tax report - Reference / Document no.** report, should balance with the **Total - Output tax – Input tax** of the **Tax per period report**, if the same periods are selected.*

O.9.2- Tax report - Reference / Document no.

This report will list the details of accounts and transactions of all posted (updated) batch and document transactions, on which Tax (VAT/GST/Sales tax is applicable. It will display the Tax code and description as well as the contra accounts for each transaction. If the same periods is selected as on the Tax per period report, the Exclusive and Tax amount totals should balance.

To print tax list debtor with tax id reports:

1. On the **Reports** ribbon, select **Reports** → **Tax**.
2. Select the **Tax per period** report. The *"Tax list debtor with tax id" report* is the default report.
3. Select the "*Tax report – Reference / Document no.*" report.



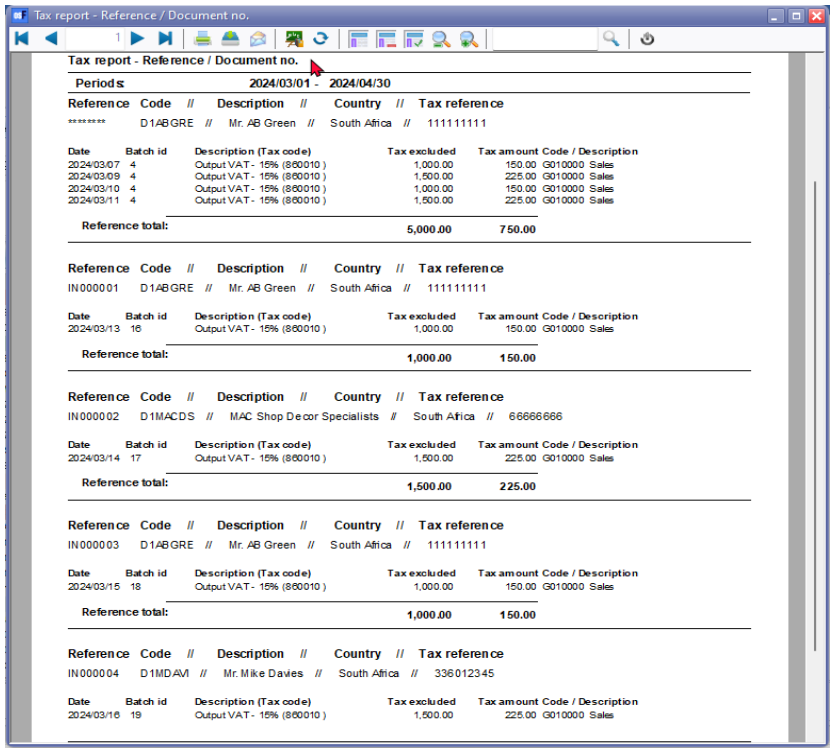
4. Select the following on "*2 Months*" and select "*2024/03/01 / 2024/04/30*".

   For the purpose of this tutorial, we assume that our tax registration certificate indicates that we need to pay Tax (VAT/GST/Sales tax) every 2 months.

5. Click **OK**.

An example of the "*Tax report – Reference / Document no.*" report, is as follows:

Page 1 -



Tax report - Reference / Document no.

Tax report - Reference / Document no.

Periods: 2024/03/01 - 2024/04/30

Reference	Code	Description	Country	Tax reference
*******	D1ABGRE	Mr. AB Green	South Africa	111111111

Date	Batch id	Description (Tax code)	Tax excluded	Tax amount	Code / Description
2024/03/07	4	Output VAT - 15% (860010)	1,000.00	150.00	G010000 Sales
2024/03/09	4	Output VAT - 15% (860010)	1,500.00	225.00	G010000 Sales
2024/03/10	4	Output VAT - 15% (860010)	1,000.00	150.00	G010000 Sales
2024/03/11	4	Output VAT - 15% (860010)	1,500.00	225.00	G010000 Sales
Reference total:			5,000.00	750.00	

Reference	Code	Description	Country	Tax reference
IN000001	D1ABGRE	Mr. AB Green	South Africa	111111111

Date	Batch id	Description (Tax code)	Tax excluded	Tax amount	Code / Description
2024/03/13	16	Output VAT - 15% (860010)	1,000.00	150.00	G010000 Sales
Reference total:			1,000.00	150.00	

Reference	Code	Description	Country	Tax reference
IN000002	D1MACDS	MAC Shop Decor Specialists	South Africa	66666666

Date	Batch id	Description (Tax code)	Tax excluded	Tax amount	Code / Description
2024/03/14	17	Output VAT - 15% (860010)	1,500.00	225.00	G010000 Sales
Reference total:			1,500.00	225.00	

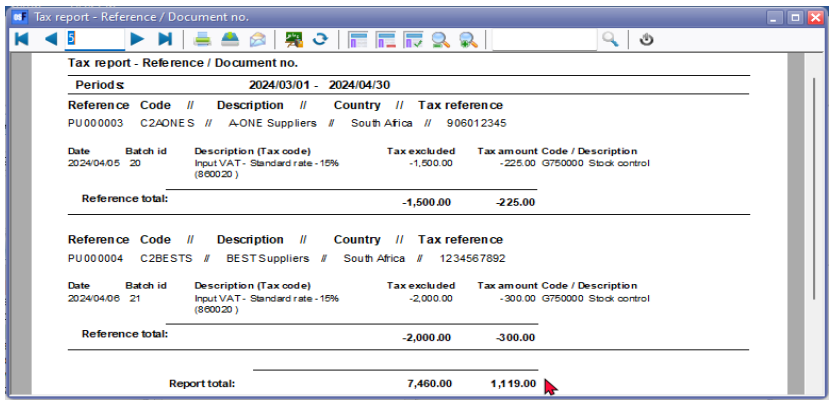
Reference	Code	Description	Country	Tax reference
IN000003	D1ABGRE	Mr. AB Green	South Africa	111111111

Date	Batch id	Description (Tax code)	Tax excluded	Tax amount	Code / Description
2024/03/15	18	Output VAT - 15% (860010)	1,000.00	150.00	G010000 Sales
Reference total:			1,000.00	150.00	

Reference	Code	Description	Country	Tax reference
IN000004	D1MDAVI	Mr. Mike Davies	South Africa	336012345

Date	Batch id	Description (Tax code)	Tax excluded	Tax amount	Code / Description
2024/03/16	19	Output VAT - 15% (860010)	1,500.00	225.00	G010000 Sales

Page 5 – (Last page) Totals



Tax report - Reference / Document no.

Tax report - Reference / Document no.

Periods: 2024/03/01 - 2024/04/30

Reference	Code	Description	Country	Tax reference
PU000003	C2AONES	A-ONE Suppliers	South Africa	906012345

Date	Batch id	Description (Tax code)	Tax excluded	Tax amount	Code / Description
2024/04/05	20	Input VAT - Standard rate - 15% (860020)	-1,500.00	-225.00	G750000 Stock control
Reference total:			-1,500.00	-225.00	

Reference	Code	Description	Country	Tax reference
PU000004	C2BESTS	BEST Suppliers	South Africa	1234567892

Date	Batch id	Description (Tax code)	Tax excluded	Tax amount	Code / Description
2024/04/06	21	Input VAT - Standard rate - 15% (860020)	-2,000.00	-300.00	G750000 Stock control
Reference total:			-2,000.00	-300.00	
Report total:			7,460.00	1,119.00	

*Once again, the **Tax excluded** and **Tax amount** in the **Report total** of the **Tax report - Reference / Document no.** report, should balance with the **Total - Output tax – Input tax** of the **Tax per period report**, if the same periods are selected.*

This report will list the following for each transaction on which Tax (VAT/GST/Sales tax) is applicable:

1. **Reference and account detail** -
   a) **Reference** – Document number or reference as entered in batches.

      *Balancing entries in batches are indicated as ******** eight (8) asterisks.*

   b) **Code** – Account code
   c) **Description** – Name of the account.
   d) **Country** – The name of the country, if selected on debtor (customer) and creditor (supplier) accounts).
   e) **Tax reference** – Tax reference number, if entered on debtor (customer) or creditor (supplier) accounts).
2. **Transactions detail** –
   a) **Date** – Date of the transaction.
   b) **Batch id.** - The batch id (number) as automatically generated.
   c) **Description** – Tax account and tax code.
   d) **Tax excluded** – Amount of the transaction exclusive of Tax (VAT/GST/Sales tax)
   e) **Tax amount** – Tax amount for the transaction.
   f) **Code / Description** – Contra account code and account name (description).

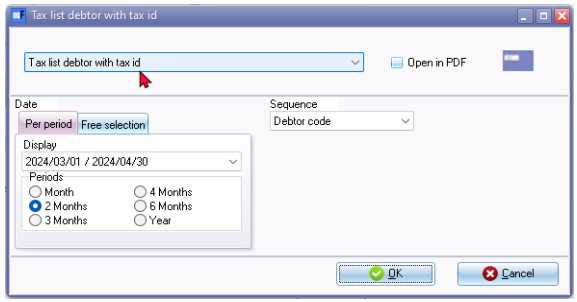
O.9.3- Tax list debtor with tax id / Tax list creditor with tax id

The following two (2) reports will list the totals of documents for selected periods (as well as the registration numbers):

1. **Tax list debtor with tax id** - This report will list a total exclusive of tax, tax amount and inclusive amount of tax) for the Invoices *less* Credit notes for debtor (customer) accounts for selected period(s) or date(s). It will also display the Company and Tax registration numbers for each for debtor (customer) accounts.
2. **Tax list creditor with tax id** - This report will list a total exclusive of tax, tax amount and inclusive amount of tax) for the Purchase documents *less* Supplier returns for creditor (supplier) accounts for selected period(s) or date(s). It will also display the Company and Tax registration numbers for each for creditor (supplier) accounts.

To print tax list debtor with tax id reports:

1. On the **Reports** ribbon, select **Reports** → **Tax**.
2. Select the **Tax per period** report. The "*Tax list debtor with tax id*" is the default report.



3. To print the similar report for creditors, select the "*Tax list creditor with tax id*" report.
4. Select the following:

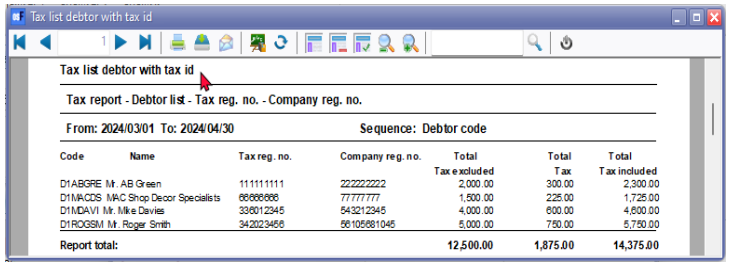
   Per period: *Tick on "2 Months" and select "2024/03/01 / 2024/04/30".*

   Sequence: *Select "Debtor code"*

   For the purpose of this tutorial, we assume that our tax registration certificate indicates that we need to pay Tax (VAT/GST/Sales tax) every 2 months.

5. Click **OK**.

An example of the "*Tax list debtor with tax id*" report, is as follows:



Tax list debtor with tax id

Tax report - Debtor list - Tax reg. no. - Company reg. no.

From: 2024/03/01 To: 2024/04/30 Sequence: Debtor code

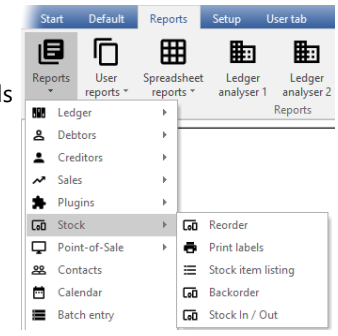
Code	Name	Tax reg. no.	Company reg. no.	Total Tax excluded	Total Tax	Total Tax included
D1ABGRE	Mr. AB Green	111111111	222222222	2,000.00	300.00	2,300.00
D1MACDS	MAC Shop Decor Specialists	66666666	77777777	1,500.00	225.00	1,725.00
D1MDAVI	Mr. Mike Davies	336012345	543212345	4,000.00	600.00	4,600.00
D1ROGSM	Mr. Roger Smith	342023456	56105681045	5,000.00	750.00	5,750.00
Report total:				12,500.00	1,875.00	14,375.00

O.10- REPORTS TO MANAGE AND ANALYSE DOCUMENTS, STOCK, SALES AND PURCHASES

A range of reports are available on the **Reports** menu to manage, analyse and control your stock items, sales and purchases. You may generate these reports to see how the transactions in this tutorial will be displayed in the reports.

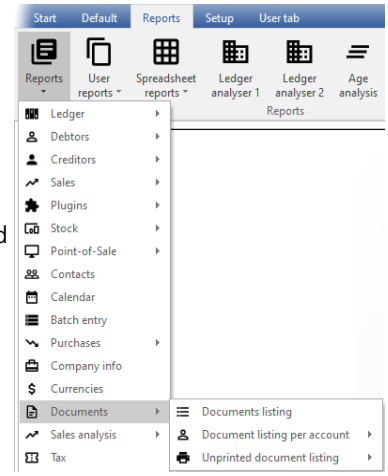
O.10.1- Stock item reports

The following reports are available to manage the stock items:



1. **Reorder** - Stock Reorder Report to list only those stock items that needs to be reordered. The Current Stock Levels lists all the current stock levels.
2. **Print labels** – Print the Barcode or the Yagoda barcodes.
3. **Stock item listing** - Print lists of All selling prices report (Selling price 1 / 2 /3), and the Stock item listing report listing the Quantities Cost prices. A list of Tax classes may also be printed. You may select to print extra details for these reports.
4. **Backorder** – Print a list of any stock items that are on backorder.
5. **Stock In / Out** - The following two (2) reports:
   a) **Stock In / Out - Documents** - Displays a summary of sales and purchase documents for each stock item. The "*Show details*" option will list and display the document dates and document numbers for each stock item.
   b) **Stock In / Out** - Displays a list of the stock items and the quantities in and out as well as the total prices. The "*Show details*" option will list and display the document dates and document numbers for each stock item.

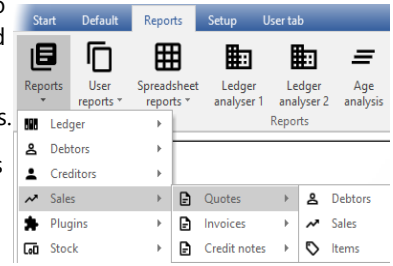
O.10.2- Document listing reports



The following reports are available to print lists of documents:

1. **Document listing** – Select Invoices, Credit notes, Quotes, Purchases, Supplier returns and Orders.
2. **Document listing per account**
   a) **Sales documents** – Select to list only posted or unposted Invoices or Credit notes or unconfirmed / open / confirmed Quotes.
   b) **Purchase documents** – Select to list only posted or unposted Purchases or Supplier returns or unconfirmed / open / confirmed Orders.
3. **Unprinted document listing** – This is similar to the Document listing per account reports. It will list all documents which have not yet been printed for each debtor (customer / client) account.

O.10.3- Sales reports

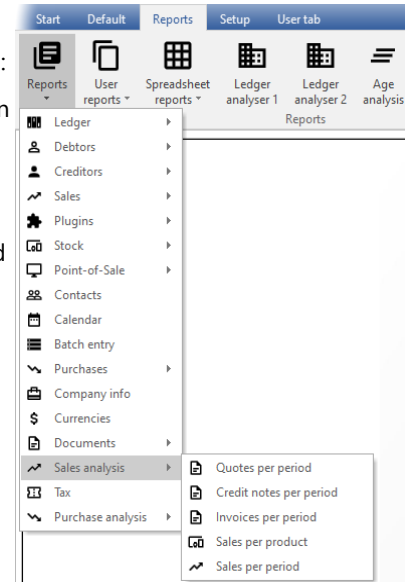


Various reports are available on the **Reports** → **Sales** menu to analyse each of the sales documents (i.e. Quotes, Invoices and Credit notes). The reports for Invoices are as follows:

1. **Debtors** – Debtors – Invoices per period – Quantities.
2. **Sales** – Invoices per period – Quantities and Invoices per period – Turnover.
3. **Items** - Items per period.

O.10.4- Sales analysis reports

Various reports are available on the **Reports** → **Sales analysis** menu to analyse sales documents.



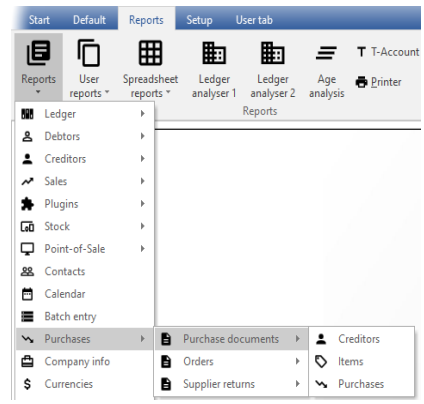
Five (5) reporting groups (i.e. Debtor group 1, Debtor group 2, Document group 1, Document group 2 and Salespersons):

1. **Sales per period** – This will list both the transaction details of posted invoices and credit notes for a selected period or date(s).
2. **Invoices per period** – This will list the transaction details of posted invoices only for a selected period or date(s).
3. **Credit notes per period** – This will list the transaction details of posted credit notes only for a selected period or date(s).
4. **Quotes per period** – This will list the transaction details of confirmed (posted) quotes only for a selected period or date(s).

Sales per product - Stock group 1 and **Stock group 2** are also available to analyse the sales and returns of trading stock items (default stock type).

O.10.5- Purchases reports

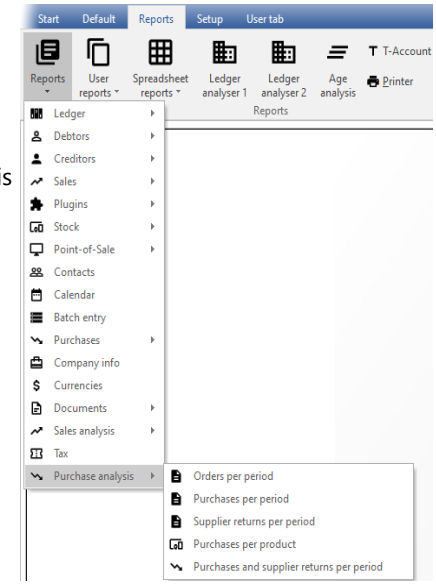
Various reports are available on the **Reports** → **Purchases** menu to analyse each of the sales documents (i.e. Purchases, Supplier returns and Orders). The reports for Purchases are as follows:



1. **Creditors** – Creditors – Purchases per period – Quantities
2. **Purchases** – Purchases per period – Quantities and Purchases per period – Cost.
3. **Items** - Items per period.

O.10.6- Purchase analysis reports

Various reports are available on the **Reports** → **Purchase analysis** menu to analyse purchase documents.



Five (5) reporting groups (i.e. Creditor group 1, Creditor group 2, Document group 1, Document group 2 and Salespersons):

1. **Purchases and supplier returns per period** – This will list both the transaction details of posted purchases and supplier returns for a selected period or date(s).
2. **Purchases per period** – This will list the transaction details of posted purchases only for a selected period or date(s).
3. **Supplier returns per period** – This will list the transaction details of posted supplier returns only for a selected period or date(s).
4. **Orders per period** – This will list the transaction details of confirmed (posted) orders only for a selected period or date(s).

Purchases per product - Stock group 1 and **Stock group 2** are also available to analyse the purchases and supplier returns of trading stock items (default stock type).

O.11- SPREADSHEET REPORTS

These spreadsheet reports are stored in the " ...*plug_ins\reports\excelreports* " folder -

See video on Spreadsheet reports.

The internal file names of Spreadsheet reports are displayed in the status bar (below the Sheet tabs) of each spreadsheet report.
Please refer to ***MODULE Q2.2 – Spreadsheet reports menu – File names and file structure*** *for the internal file names of Spreadsheet reports.*

These spreadsheet reports will be briefly discussed.

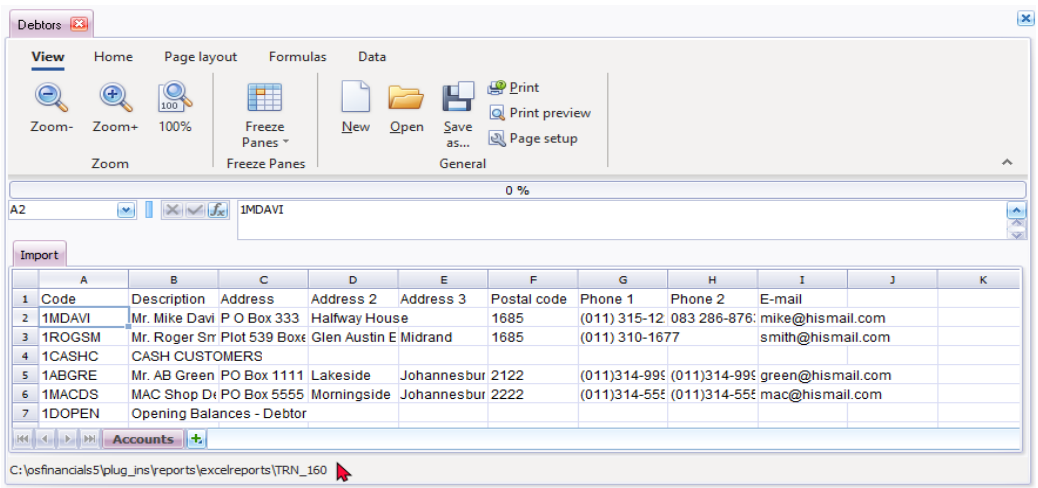
O.11.1- Spreadsheet report – Debtors

The Spreadsheet report - Debtors will list all the debtor (customer / client) accounts in a spreadsheet.

The data in this spreadsheet is similar to the Debtor listing - "*List postal addresses*" report (**Reports** → **Debtors** → **Listing** (**Reports** ribbon)).

To import the debtor (customer / client) accounts:

1. On the **Reports** ribbon, select **Spreadsheet reports** → **Debtors**.



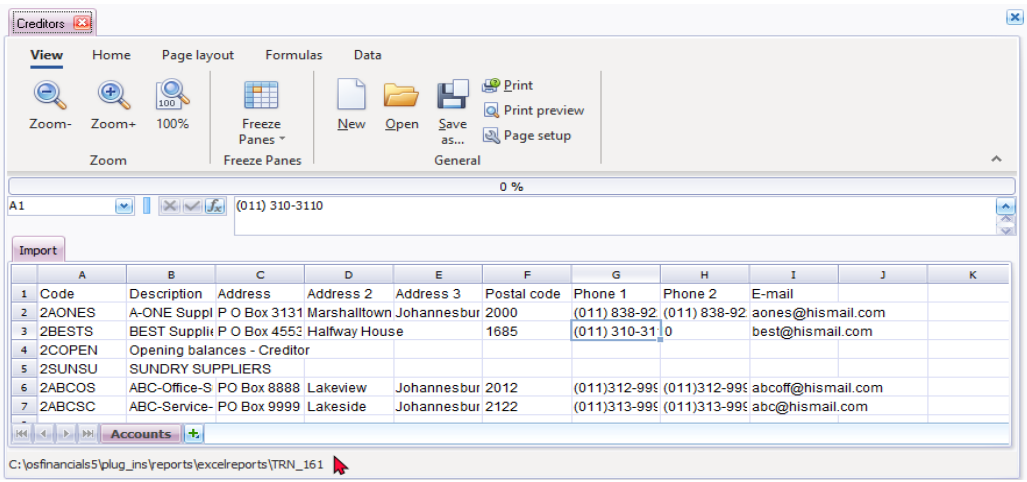
O.11.2- Spreadsheet report – Creditors

The Spreadsheet report - Creditors will list all the creditor (supplier) accounts in a spreadsheet.

The data in this spreadsheet is similar to the Creditor listing - "*List postal addresses*" report (**Reports** → **Creditors** → **Listing** (**Reports** ribbon)).

To import the creditor (supplier) accounts:

1. On the **Reports** ribbon, select **Spreadsheet reports** → **Creditors**.



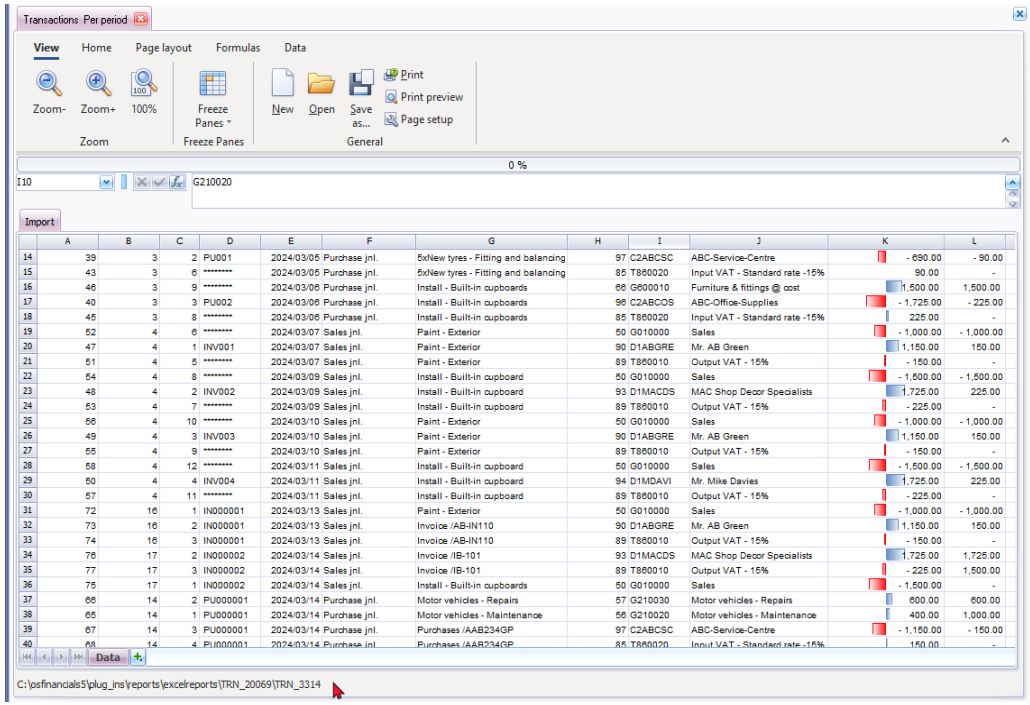
	A	B	C	D	E	F	G	H	I	J	K
1	Code	Description	Address	Address 2	Address 3	Postal code	Phone 1	Phone 2	E-mail		
2	2AONES	A-ONE Suppl	P O Box 3131	Marshalltown	Johannesbur	2000	(011) 838-92	(011) 838-92	aones@hismail.com		
3	2BESTS	BEST Supplie	P O Box 4553	Halfway House		1685	(011) 310-31	0	best@hismail.com		
4	2COPEN	Opening balances - Creditor									
5	2SUNSU	SUNDRY SUPPLIERS									
6	2ABCOS	ABC-Office-S	PO Box 8888	Lakeview	Johannesbur	2012	(011)312-999	(011)312-999	abcoff@hismail.com		
7	2ABCSC	ABC-Service-	PO Box 9999	Lakeside	Johannesbur	2122	(011)313-999	(011)313-999	abc@hismail.com		

O.11.3- Spreadsheet report – Transactions - Per period

You may import the transactions in batches and documents (i.e. sales documents (Invoices and Credit notes) and purchase documents (Purchases and Supplier returns)), which have been posted (updated) to the ledger, for a selected period.

To import posted transactions into a spreadsheet:

1. On the **Reports** ribbon, select **Spreadsheet reports** → **Transactions** → **Per period**.
2. On the parameters ("*params*")" screen, select the period or date(s) and click **OK**. The transactions for the selected period or dates (in this example "*Year - 2024/03/01 to 2025/02/28*") will be listed in the spreadsheet:



	A	B	C	D	E	F	G	H	I	J	K	L
14	39	3	2	PU001	2024/03/05	Purchase jnl.	5xNew tyres - Fitting and balancing	97	C2ABCSC	ABC-Service-Centre	- 690.00	- 90.00
15	43	3	6	********	2024/03/05	Purchase jnl.	5xNew tyres - Fitting and balancing	85	T860020	Input VAT - Standard rate -15%	90.00	-
16	46	3	9	********	2024/03/06	Purchase jnl.	Install - Built-in cupboards	66	G600010	Furniture & fittings @ cost	1,500.00	1,500.00
17	40	3	3	PU002	2024/03/06	Purchase jnl.	Install - Built-in cupboards	96	C2ABCOS	ABC-Office-Supplies	- 1,725.00	- 225.00
18	45	3	8	********	2024/03/06	Purchase jnl.	Install - Built-in cupboards	85	T860020	Input VAT - Standard rate -15%	225.00	-
19	52	4	6	********	2024/03/07	Sales jnl.	Paint - Exterior	50	G010000	Sales	- 1,000.00	- 1,000.00
20	47	4	1	INV001	2024/03/07	Sales jnl.	Paint - Exterior	90	D1ABGRE	Mr. AB Green	1,150.00	150.00
21	51	4	5	********	2024/03/07	Sales jnl.	Paint - Exterior	89	T860010	Output VAT - 15%	- 150.00	-
22	54	4	8	********	2024/03/09	Sales jnl.	Install - Built-in cupboard	50	G010000	Sales	- 1,500.00	- 1,500.00
23	48	4	2	INV002	2024/03/09	Sales jnl.	Install - Built-in cupboard	93	D1MACDS	MAC Shop Decor Specialists	1,725.00	225.00
24	53	4	7	********	2024/03/09	Sales jnl.	Install - Built-in cupboard	89	T860010	Output VAT - 15%	- 225.00	-
25	56	4	10	********	2024/03/10	Sales jnl.	Paint - Exterior	50	G010000	Sales	- 1,000.00	- 1,000.00
26	49	4	3	INV003	2024/03/10	Sales jnl.	Paint - Exterior	90	D1ABGRE	Mr. AB Green	1,150.00	150.00
27	55	4	9	********	2024/03/10	Sales jnl.	Paint - Exterior	89	T860010	Output VAT - 15%	- 150.00	-
28	58	4	12	********	2024/03/11	Sales jnl.	Install - Built-in cupboard	50	G010000	Sales	- 1,500.00	- 1,500.00
29	50	4	4	INV004	2024/03/11	Sales jnl.	Install - Built-in cupboard	94	D1MDAVI	Mr. Mike Davies	1,725.00	225.00
30	57	4	11	********	2024/03/11	Sales jnl.	Install - Built-in cupboard	89	T860010	Output VAT - 15%	- 225.00	-
31	72	16	1	IN000001	2024/03/13	Sales jnl.	Paint - Exterior	50	G010000	Sales	- 1,000.00	- 1,000.00
32	73	16	2	IN000001	2024/03/13	Sales jnl.	Invoice /AB-IN110	90	D1ABGRE	Mr. AB Green	1,150.00	150.00
33	74	16	3	IN000001	2024/03/13	Sales jnl.	Invoice /AB-IN110	89	T860010	Output VAT - 15%	- 150.00	-
34	76	17	2	IN000002	2024/03/14	Sales jnl.	Invoice /IB-101	93	D1MACDS	MAC Shop Decor Specialists	1,725.00	1,725.00
35	77	17	3	IN000002	2024/03/14	Sales jnl.	Invoice /IB-101	89	T860010	Output VAT - 15%	- 225.00	1,500.00
36	75	17	1	IN000002	2024/03/14	Sales jnl.	Install - Built-in cupboards	50	G010000	Sales	- 1,500.00	-
37	66	14	2	PU000001	2024/03/14	Purchase jnl.	Motor vehicles - Repairs	57	G210030	Motor vehicles - Repairs	600.00	600.00
38	65	14	1	PU000001	2024/03/14	Purchase jnl.	Motor vehicles - Maintenance	56	G210020	Motor vehicles - Maintenance	400.00	1,000.00
39	67	14	3	PU000001	2024/03/14	Purchase jnl.	Purchases /AAB234GP	97	C2ABCSC	ABC-Service-Centre	- 1,150.00	- 150.00
40	68	14	4	PU000001	2024/03/14	Purchase jnl.	Purchases /AAB234GP	85	T860020	Input VAT - Standard rate -15%	150.00	-

This spreadsheet will list the transaction details in the following columns:

1. **A - Transaction id** - The ID of the transaction which was automatically created when the batch or the document was posted (updated) to the ledger.
2. **B - Batch id** - The ID of the batch which was automatically created when the batch or the document was posted (updated) to the ledger.

3. **C - Line** - The line number for each transaction in a batch or transaction generated in documents.

4. **D - Reference** - In the case of batch transactions, the reference as entered for each transaction in the "*Reference*" column in "*Batch entry*" screens will be displayed. Balancing transactions in batches will be displayed with eight (8) asterisks (e.g. "********").

   In the case of documents, the document number for Invoices, Credit notes, Purchases and Supplier returns will be listed.

5. **E - Date** - The date of the transaction. The date as entered in the "*Date*" column of "*Batch entry*" screens. In the case of documents, it will display the date on which a document was generated.

6. **F - Batch type** - In the case of batch transactions, the name of the Batch type will be displayed. No aliases will be displayed as entered on each "*Batch entry*" screen.

   In the case of documents, it will display the name of the Batch type as linked to each document type in the **Setup** → **Documents setup** screen for each document type.

7. **G - Transaction details** - The description of the transaction as entered in the "Description" column of batches. In the case of documents, it is the document type description (i.e. Invoice, Credit note, Purchase or Supplier returns) and the reference number (as entered in the "*Your reference*" field of documents.

8. **H - ID** - The ID of the account applicable to each transaction.

9. **I - Account** - The Account code or number applicable to each transaction.

   Prefixed character in the account code indicates the account type:
   G = General ledger
   B = Bank account
   C= Creditor
   D = Debtor
   T = Tax

10. **J - Account information** - The name (description) of the account applicable to the transaction.

11. **K - Amount** - The amount of the transaction. If Tax (VAT/GST/Sales tax) is applicable to a transaction, three (3) transactions should be listed:

    - Tax inclusive – The full amount of the transaction, including Tax.
    - Tax exclusive – The amount of the transaction, excluding Tax.
    - Tax amount – Only the tax amount applicable to the transaction.

12. **L** - The cumulative amounts for each transaction. After taking the contra accounts into consideration, the cumulative total for each transaction, should reflect zero.

O.11.4- Spreadsheet report – General ledger

O.11.4.1- Spreadsheet report – General ledger – Budget

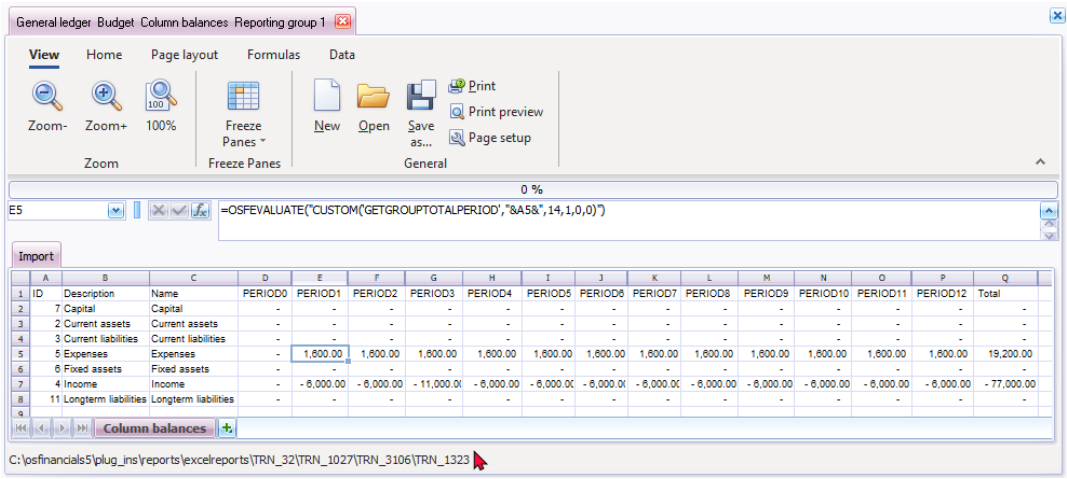
Reports for Budgets may also be printed on the **Reports** → **Ledger** → **Budget** menu; or on the Budget listing reports on **Ledger analyser 1** or **Ledger analyser 2** selecting the "*Budget*" option.

O.11.4.1.1- Budget – Column balances – Reporting group 1

You may import the budget totals (for accounts linked to the Reporting group 1), which have been added or edited on the **Budget** tab for selected accounts in **Setup** → **Accounts** (**Setup** ribbon) or on the **Budgets** icon (**Reports** ribbon), into a spreadsheet.

To import budget totals for reporting group 1 into a spreadsheet:

1. On the **Reports** ribbon, select **Spreadsheet reports** → **General ledger** → **Budget** → **Column balances** → **Reporting group 1**. The budget totals linked to the Reporting group 1 (Account group 1) will be listed in the spreadsheet:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ID	Description	Name	PERIOD0	PERIOD1	PERIOD2	PERIOD3	PERIOD4	PERIOD5	PERIOD6	PERIOD7	PERIOD8	PERIOD9	PERIOD10	PERIOD11	PERIOD12	Total
2	7	Capital	Capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	2	Current assets	Current assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	3	Current liabilities	Current liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	5	Expenses	Expenses	-	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	19,200.00
6	6	Fixed assets	Fixed assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	4	Income	Income	-	- 6,000.00	- 6,000.00	- 11,000.0(	- 6,000.00	- 6,000.0(	- 6,000.0(	- 6,000.0(	- 6,000.00	- 6,000.00	- 6,000.00	- 6,000.00	- 6,000.00	- 77,000.00
8	11	Longterm liabilities	Longterm liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9																	

This spreadsheet will summarise the total of the budget figures for each Account group 1 (Reporting group 1) in the following columns:

- **Period 0** (Opening Last Year) - The totals of the opening budget totals for the previous year.
- **Periods 1 to 12** - The totals of budget figures entered in the respective periods for this year.
- **Total** - Total for each period (Period 1 -12) plus Period 0.

O.11.4.1.2- Column balances – This year

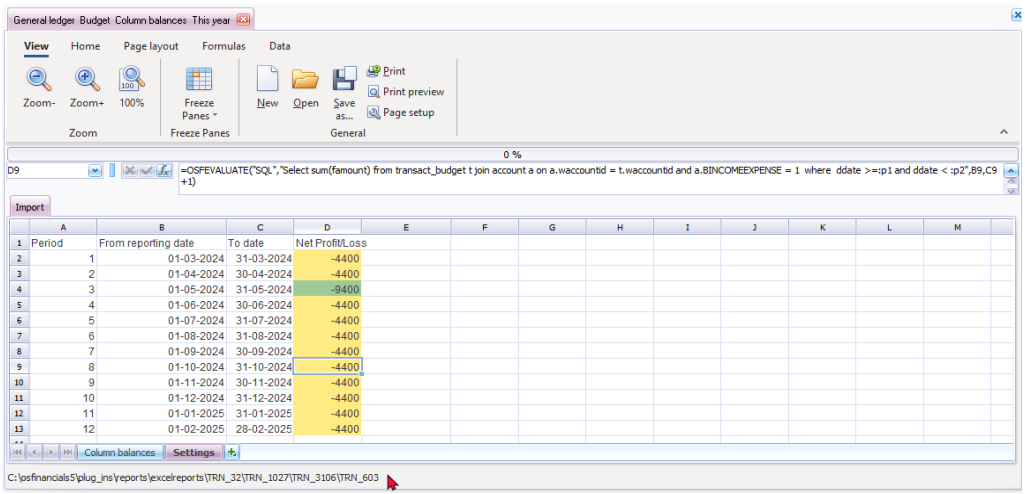
You may import the budget totals, which have been added or edited on the **Budget** tab for selected accounts in **Setup** → **Accounts** (**Setup** ribbon) or on the **Budgets** icon (**Reports** ribbon), into a spreadsheet.

The budget totals, will be imported into two (2) sheets in the spreadsheet:

- **Settings** – The budget totals for each period in rows per period.
- **Column balances** – The budget totals for each period, listed per account, in separate columns.

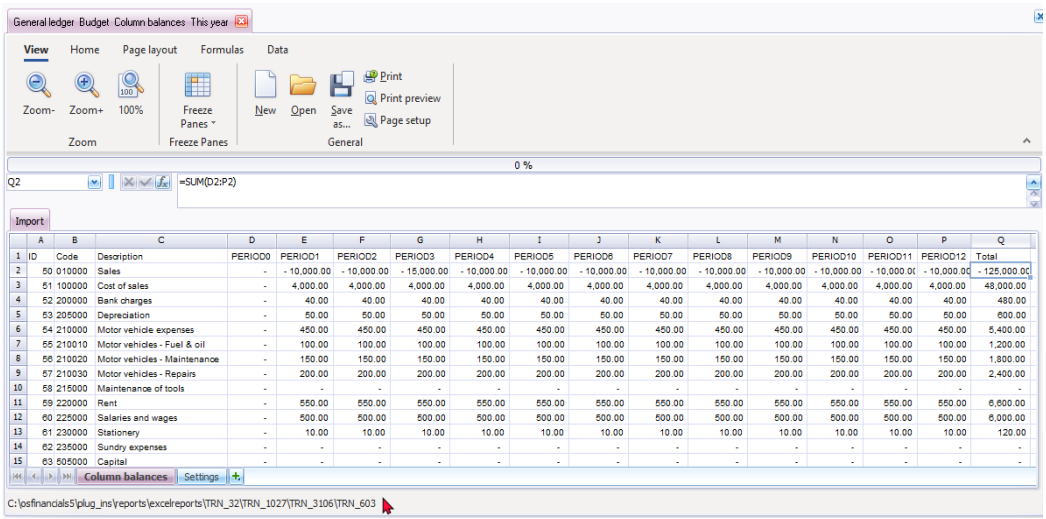
To import a budget for This year into a spreadsheet:

1. On the **Reports** ribbon, select **Spreadsheet reports** → **General ledger** → **Budget** → **Column balances** → **This year**. The budget totals for each of this year periods will be listed in the "*Settings*" sheet of the spreadsheet:



	A	B	C	D
1	Period	From reporting date	To date	Net Profit/Loss
2	1	01-03-2024	31-03-2024	-4400
3	2	01-04-2024	30-04-2024	-4400
4	3	01-05-2024	31-05-2024	-9400
5	4	01-06-2024	30-06-2024	-4400
6	5	01-07-2024	31-07-2024	-4400
7	6	01-08-2024	31-08-2024	-4400
8	7	01-09-2024	30-09-2024	-4400
9	8	01-10-2024	31-10-2024	-4400
10	9	01-11-2024	30-11-2024	-4400
11	10	01-12-2024	31-12-2024	-4400
12	11	01-01-2025	31-01-2025	-4400
13	12	01-02-2025	28-02-2025	-4400

2. To view the budget figures for each account, click on the "*Column balances*" sheet of the spreadsheet:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ID	Code	Description	PERIOD0	PERIOD1	PERIOD2	PERIOD3	PERIOD4	PERIOD5	PERIOD6	PERIOD7	PERIOD8	PERIOD9	PERIOD10	PERIOD11	PERIOD12	Total
2	50	010000	Sales	-	- 10,000.00	- 10,000.00	- 15,000.00	- 10,000.00	- 10,000.00	- 10,000.00	- 10,000.00	- 10,000.00	- 10,000.00	- 10,000.00	- 10,000.00	- 10,000.00	- 125,000.00
3	51	100000	Cost of sales	-	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	48,000.00
4	52	200000	Bank charges	-	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	480.00
5	53	205000	Depreciation	-	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
6	54	210000	Motor vehicle expenses	-	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	5,400.00
7	55	210010	Motor vehicles - Fuel & oil	-	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
8	56	210020	Motor vehicles - Maintenance	-	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
9	57	210030	Motor vehicles - Repairs	-	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
10	58	215000	Maintenance of tools	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	59	220000	Rent	-	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	6,600.00
12	60	225000	Salaries and wages	-	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
13	61	230000	Stationery	-	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
14	62	235000	Sundry expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	63	505000	Capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-

This spreadsheet lists the totals for the main account as well as sub-accounts. In this example, note the following:
210000 - Motor vehicle expenses - main account = 450.00 *- The total of the following sub-accounts:*
210010 - Motor vehicles - Fuel and oil - sub account = 100.00
210020 - Motor vehicles - Maintenance - sub account = 150.00
210030 - Motor vehicles - Repairs - sub account = 200.00

The "*Column balances*" sheet of the spreadsheet will summarise the total of the budget figures for each general ledger account in the following columns:

- **Period 0** (Opening Last Year) - The totals of the opening budget totals for the previous year.
- **Periods 1 to 12** - The totals of budget figures entered in the respective periods for this year.
- **Total** - Total for each period (Period 1 -12) plus Period 0.

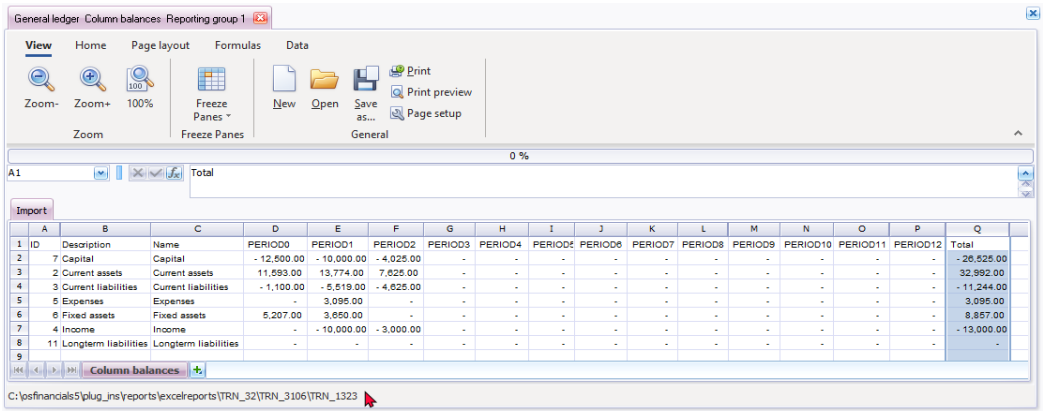
O.11.4.2- Spreadsheet report – General ledger (Transaction totals)

O.11.4.2.1- Column balances – Reporting group 1

You may import the transaction totals (for accounts linked to the Reporting group 1), which have been posted (updated) to the ledger, into a spreadsheet.

To import posted transactions for reporting group 1 into a spreadsheet:

1. On the **Reports** ribbon, select **Spreadsheet reports** → **General ledger** → **Column balances** → **Reporting group 1**. The transaction totals linked to the Reporting group 1 (Account group 1) will be listed in the spreadsheet:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ID	Description	Name	PERIOD0	PERIOD1	PERIOD2	PERIOD3	PERIOD4	PERIOD5	PERIOD6	PERIOD7	PERIOD8	PERIOD9	PERIOD10	PERIOD11	PERIOD12	Total
2	7	Capital	Capital	- 12,500.00	- 10,000.00	- 4,025.00	-	-	-	-	-	-	-	-	-	-	- 26,525.00
3	2	Current assets	Current assets	11,593.00	13,774.00	7,625.00	-	-	-	-	-	-	-	-	-	-	32,992.00
4	3	Current liabilities	Current liabilities	- 1,100.00	- 5,519.00	- 4,625.00	-	-	-	-	-	-	-	-	-	-	- 11,244.00
5	5	Expenses	Expenses	-	3,095.00	-	-	-	-	-	-	-	-	-	-	-	3,095.00
6	6	Fixed assets	Fixed assets	5,207.00	3,650.00	-	-	-	-	-	-	-	-	-	-	-	8,857.00
7	4	Income	Income	-	- 10,000.00	- 3,000.00	-	-	-	-	-	-	-	-	-	-	- 13,000.00
8	11	Longterm liabilities	Longterm liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9																	

O.11.4.2.2- Column balances - This year

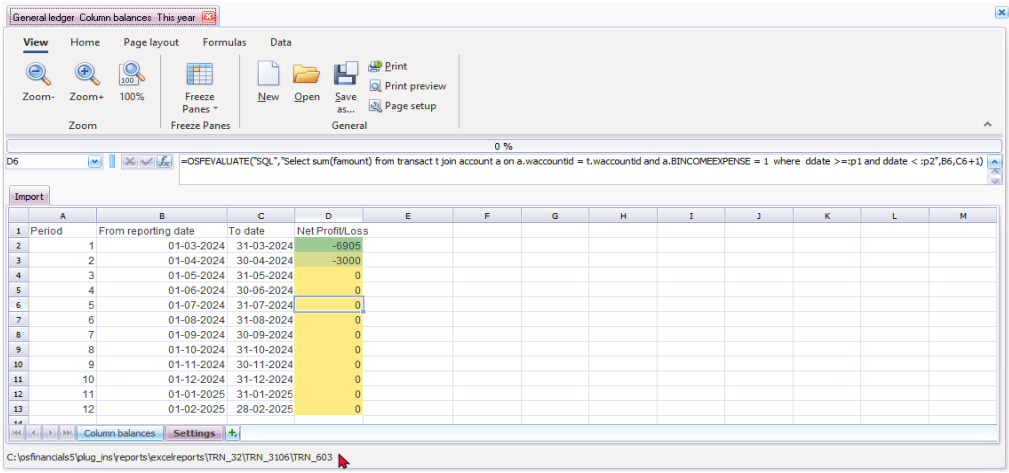
You may import the transaction totals, which have been posted (updated) to the ledger, into a spreadsheet.

This year Column balances will import the transaction totals in two (2) sheets in the spreadsheet:

- **Settings** – The totals for each period in rows per period.
- **Column balances** – The totals for each period, listed per account, in separate columns.

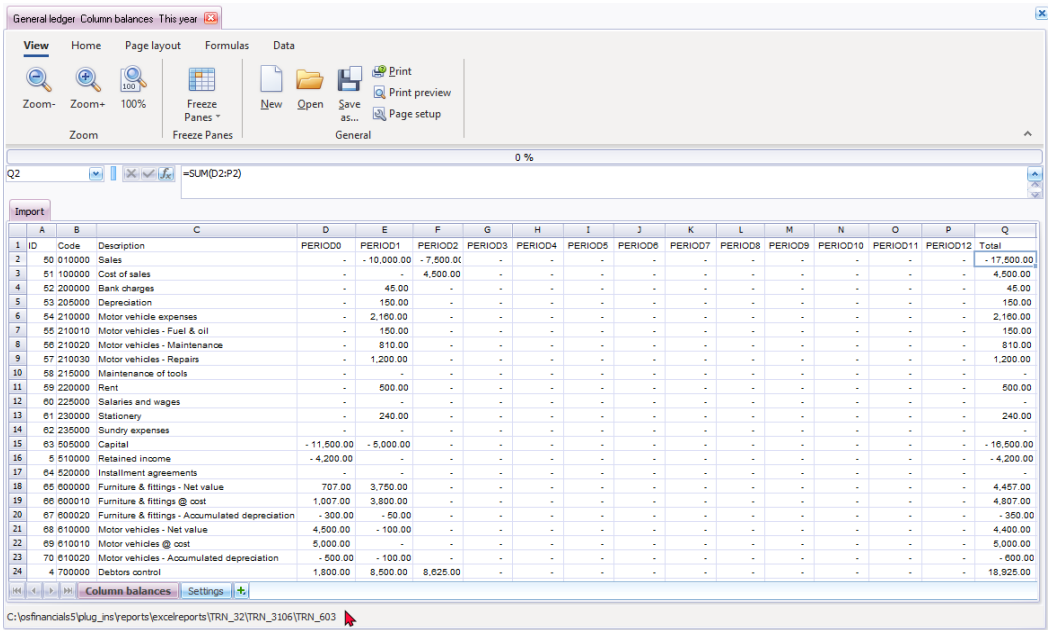
To import posted transactions for This year into a spreadsheet:

1. On the **Reports** ribbon, select **Spreadsheet reports** → **General ledger** → **Column balances** → **This year**. The transaction totals for each of this year periods will be listed in the "*Settings*" sheet of the spreadsheet:



	A	B	C	D
1	Period	From reporting date	To date	Net Profit/Loss
2	1	01-03-2024	31-03-2024	-6905
3	2	01-04-2024	30-04-2024	-3000
4	3	01-05-2024	31-05-2024	0
5	4	01-06-2024	30-06-2024	0
6	5	01-07-2024	31-07-2024	0
7	6	01-08-2024	31-08-2024	0
8	7	01-09-2024	30-09-2024	0
9	8	01-10-2024	31-10-2024	0
10	9	01-11-2024	30-11-2024	0
11	10	01-12-2024	31-12-2024	0
12	11	01-01-2025	31-01-2025	0
13	12	01-02-2025	28-02-2025	0

2. To view the transaction totals for each account, click on the "*Column balances*" sheet of the spreadsheet:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ID	Code	Description	PERIOD0	PERIOD1	PERIOD2	PERIOD3	PERIOD4	PERIOD5	PERIOD6	PERIOD7	PERIOD8	PERIOD9	PERIOD10	PERIOD11	PERIOD12	Total
2	50	010000	Sales	-	- 10,000.00	- 7,500.00	-	-	-	-	-	-	-	-	-	-	- 17,500.00
3	51	100000	Cost of sales	-	-	4,500.00	-	-	-	-	-	-	-	-	-	-	4,500.00
4	52	200000	Bank charges	-	45.00	-	-	-	-	-	-	-	-	-	-	-	45.00
5	53	205000	Depreciation	-	150.00	-	-	-	-	-	-	-	-	-	-	-	150.00
6	54	210000	Motor vehicle expenses	-	2,160.00	-	-	-	-	-	-	-	-	-	-	-	2,160.00
7	55	210010	Motor vehicles - Fuel & oil	-	150.00	-	-	-	-	-	-	-	-	-	-	-	150.00
8	56	210020	Motor vehicles - Maintenance	-	810.00	-	-	-	-	-	-	-	-	-	-	-	810.00
9	57	210030	Motor vehicles - Repairs	-	1,200.00	-	-	-	-	-	-	-	-	-	-	-	1,200.00
10	58	215000	Maintenance of tools	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	59	220000	Rent	-	500.00	-	-	-	-	-	-	-	-	-	-	-	500.00
12	60	225000	Salaries and wages	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	61	230000	Stationery	-	240.00	-	-	-	-	-	-	-	-	-	-	-	240.00
14	62	235000	Sundry expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	63	505000	Capital	- 11,500.00	- 5,000.00	-	-	-	-	-	-	-	-	-	-	-	- 16,500.00
16	5	510000	Retained income	- 4,200.00	-	-	-	-	-	-	-	-	-	-	-	-	- 4,200.00
17	64	520000	Installment agreements	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	65	600000	Furniture & fittings - Net value	707.00	3,750.00	-	-	-	-	-	-	-	-	-	-	-	4,457.00
19	66	600010	Furniture & fittings @ cost	1,007.00	3,800.00	-	-	-	-	-	-	-	-	-	-	-	4,807.00
20	67	600020	Furniture & fittings - Accumulated depreciation	- 300.00	- 50.00	-	-	-	-	-	-	-	-	-	-	-	- 350.00
21	68	610000	Motor vehicles - Net value	4,500.00	- 100.00	-	-	-	-	-	-	-	-	-	-	-	4,400.00
22	69	610010	Motor vehicles @ cost	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	5,000.00
23	70	610020	Motor vehicles - Accumulated depreciation	- 500.00	- 100.00	-	-	-	-	-	-	-	-	-	-	-	- 600.00
24	4	700000	Debtors control	1,800.00	8,500.00	8,625.00	-	-	-	-	-	-	-	-	-	-	18,925.00

This spreadsheet lists the totals for the main account as well as sub-accounts. In this example (period for full year), note the following:
210000 - Motor vehicle expenses - main account = 2,160.00 *- The total of the following sub-accounts:*
210010 - Motor vehicles - Fuel and oil - sub account = 150.00
210020 - Motor vehicles - Maintenance - sub account = 810.00
210030 - Motor vehicles - Repairs - sub account = 1,200.00

The "*Column balances*" sheet of the spreadsheet will summarise the total of the posted transactions for each general ledger account in the following columns:

- **Period 0** (Opening Last Year) - The totals of the opening balance totals for the previous year.
- **Periods 1 to 12** - The totals of the posted transactions in the respective periods for this year.
- **Total** - Total for each period (Period 1 -12) plus Period 0.

O.11.5- Spreadsheet report – Sales analysis

O.11.5.1- Spreadsheet report – Stock movement

The Spreadsheet - Stock movement report will list the total stock quantities for each stock item in and out for the selected period.

The data in this spreadsheet is similar to the "*Stock In / Out*" report (**Reports** → **Stock items** → **Stock In / Out** - (**Reports** ribbon)).

The following will be included in the spreadsheet:

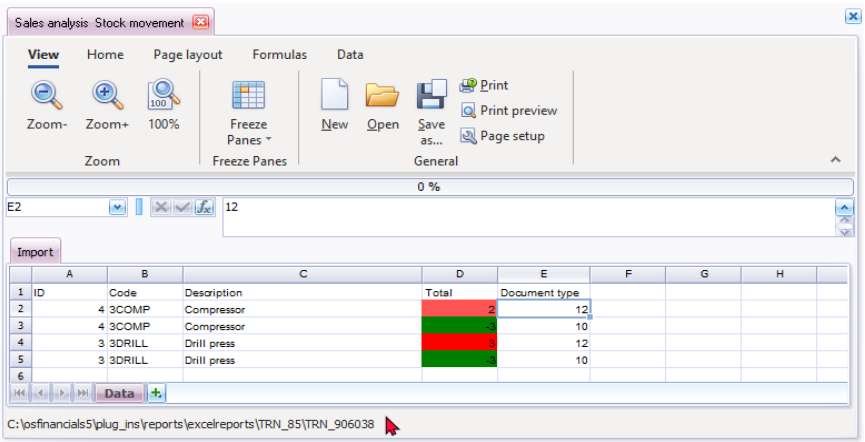
- *Only documents (i.e. invoices, credit notes, purchase and supplier return documents) which is posted (updated to the ledger) will be included.*
- *Only the default stock type (trading stock items (Stock item type = 0)) will be included.*

The following will be excluded from the spreadsheet:

- *All the other ten (10) stock types (e.g. Sales, Sales (no stock), Purchases, Purchases (no stock), Financial entry, Option item, Option item (no stock), BOM, BOM (Production) and Linked item) will be excluded in the spreadsheet import.*

To import Stock movements (Stock In / Out) into a spreadsheet:

1. On the **Reports** ribbon, select **Spreadsheet reports** → **Sales analysis** → **Stock movement**.
2. On the parameters ("*Params*") screen, select the period and click **OK**. The total quantities for each stock item will be listed in the spreadsheet:



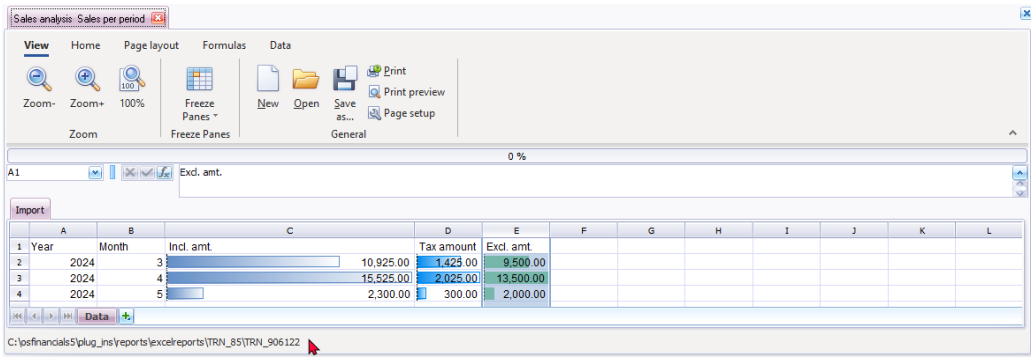
The Document type in column, E is as follows:
10 - Invoice
11 - Credit note
12 - Purchase
13 - Supplier return
14 - Quote
15 - Order
16 - Adjustment
Quotes and Orders will be excluded in the spreadsheet import.

O.11.5.2- Spreadsheet report – Sales per period

The Spreadsheet - Stock - Sales per period report will list the total sales amount excluding as well as including tax (VAT/GST/ Sales tax) for each of the selected periods.

To import Sales per period into a spreadsheet:

1. On the **Reports** ribbon, select **Spreadsheet reports** → **Sales analysis** → **Sales per period**.
2. On the parameters ("*Params*") screen, select the period and click **OK**. The total sales amount, excluding as well as including tax (VAT/GST/ Sales tax), for each period will be listed in the spreadsheet:



Month (Column B) - This is the number of the month in the Calendar year, e.g.:
3 = March
4 = April
5 = May, etc.

MODULE P - OPEN ITEM PROCESSING AND REPORTS

IN THIS MODULE

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P.1- INTRODUCTION TO OPEN ITEM PROCESSING

osFinancials allows two basic methods of age processing of Debtor and Creditor transactions. These age type processing methods are:

- **Balance brought forward** -
  - **Debtor (customer) accounts** - The credit transactions (payments received, debtor allowances, credit notes or any other credit transaction) are allocated to the oldest outstanding debit transaction (opening balances, invoices, etc.) amount.
  - **Creditor (supplier) accounts** - The debit transactions (payments made to creditors, creditor allowances or supplier returns documents or any other debit transaction) are allocated to the oldest outstanding credit transaction (opening balances, purchases, etc.) amount.
- **Open item** -
  - **Debtor (customer) accounts** - Open item is by default not activated. To activate Open item processing for a debtor (customer) account, select (tick) the "*Open item*" field on the **Accounting information** tab of a selected debtor (customer) account.

    The credit transactions (payments received, debtor allowances, credit notes or any other credit transaction) may be linked to any selected outstanding debit transaction (opening balances, invoices, etc.) amount.
  - **Creditor (supplier) accounts** - Open item is by default not activated. To activate Open item processing for a creditor (supplier) account, select (tick) the "*Open item*" field on the **Accounting information** tab of a selected creditor (supplier) account.

    The debit transactions (payments made to creditors, creditor allowances or supplier return documents or any other debit transaction) may be linked to any selected outstanding credit transaction (opening balances, purchases, etc.) amount.
  - **General ledger accounts** - **Setup** → **Accounts** (**Setup** ribbon) *"Open item account"* field – Default is **No**. You may set it to **Yes**.

    The "Open item account" option is not available for the Retained earnings / income, Debtor's control and Creditor's control accounts.

    You may link debit transactions to credit transactions or credit transactions to debit transactions.

Open item linking relates debit transactions posted to an account to credit transactions which are posted to the same account.

osFinancials stores two amounts for transactions to open-item accounts; the amount of the transaction as well as an "*outstanding amount*".

When you process the receipts journal and enter the amount for an Open item debtor, the "*Open item selection*" screen will be displayed, where you may select to link a receipt to a specific transaction or outstanding amount.

When you process the payments journal and enter the amount for an Open item creditor, the "*Open item selection*" screen will be displayed, where you may select to link a payment to a specific transaction or outstanding amount.

You may also edit or unlink the existing links, or even convert a specific account to the "*Balance brought forward*" method, where any payment or receipt will be set off against the oldest outstanding amount.

P.2- OPEN ITEM PROCESSING - FILTER / SELECT ACCOUNTS

There are various options to filter and manage the details, totals and transactions of open item accounts. To access the Open item link feature, click on the **Open item link** icon (**Default** ribbon).

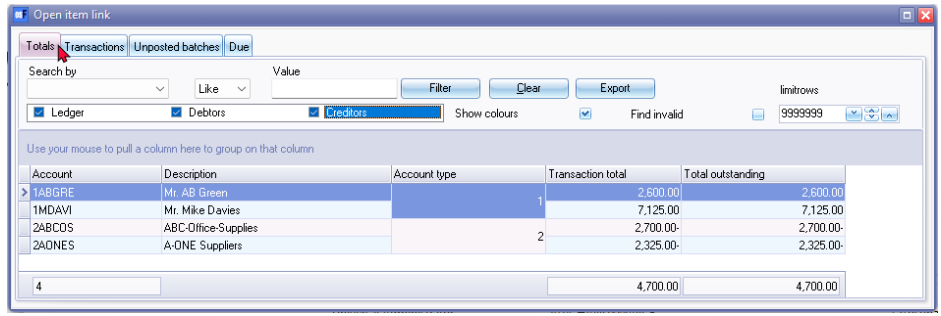
There are four (4) tabs, i.e. **Totals**, **Transactions**, **Unposted batches** and **Due** tabs to manage open item accounts.

*The **Due** tab may also be accessed from the **Age analysis** icon on the **Reports** ribbon.*

P.2.1- Totals tab - Select / Filter accounts

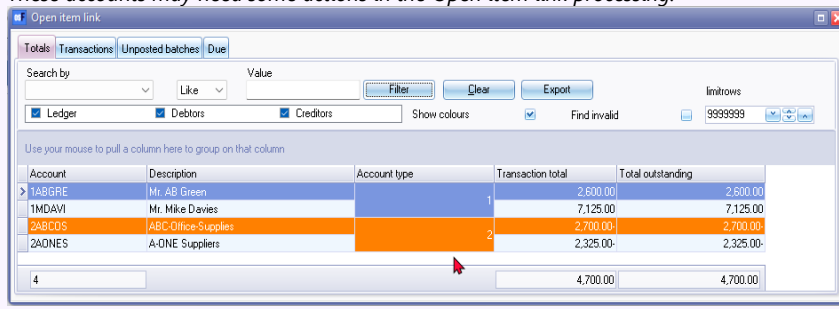
To edit open item links:

1. On the **Default** ribbon, click on the **Open item link** icon. The **Totals** tab will be displayed.
2. Click on the **Filter** button to list all those accounts, for which Open item, is activated and for which transactions are posted.



3. If an account is in blue rows, the accounts have no outstanding or unlinked transactions.

Accounts displayed in red, indicates that there may be transactions which is not linked. These accounts may need some actions in the Open item link processing.



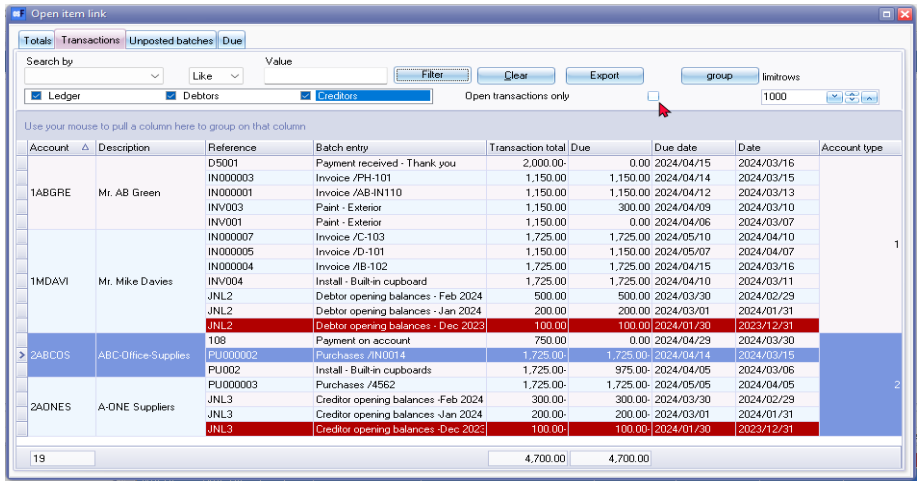
4. Filter options - You may select (tick) or deselect (remove the tick) to list only Ledger, Debtors or Creditor accounts.

Account type
*1 - **Debtor accounts** - Open item account field **selected** (**ticked**) in **Debtors** - **Accounting information** tab.*
*2 - **Creditor accounts** - Open item account field **selected** (**ticked**) in **Creditors** - **Accounting information** tab*
*0 - **General ledger** - Open item account field set to **Yes** in **Accounts**.*
*3 - **Bank accounts** - Open item account field set to **Yes** in **Accounts**.*
*4 - **Tax accounts** - Open item account field set to **Yes** in the **Accounts**.*

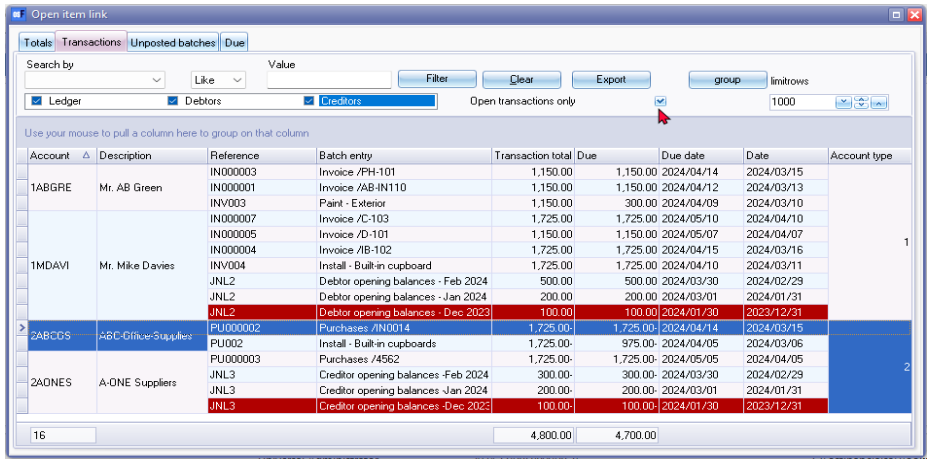
P.2.2- Transactions tab

The **Transactions** tab will list the transactions for open item accounts.

All transactions "*Open transactions only*" not selected:



Only outstanding transactions "*Open transactions only*" selected:



Filter options:

1. **Search by** - Select any of the column headings and an operator (e.g. Like (default), =, <, >, <=, =>, or <>) and enter a value. Click on the **Filter** button. Only those transactions matching your specified values will be listed. To clear the values, click on the **Clear** button.

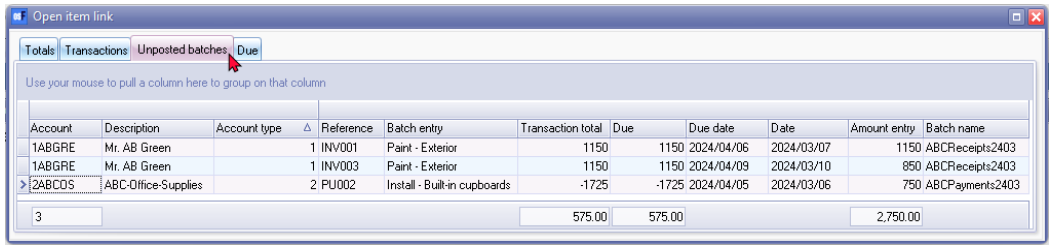
2. **Account type** - Select (tick) or deselect (remove the tick) to list the accounts for the selected account type(s) (Ledger, Debtors or Creditors).
3. **Open transactions only** - By default, this option is not selected and will list all transactions, including those with a 0.00 balance. If this field is ticked, it will list only those transactions with a value of more than 0.00 in the "*Due*" column.
4. **Group** - Click on the **group** button to group the transactions on the list by "*Month, From today, By date*" and "*By year*".

   You may also drag columns to the "Use your mouse to pull a column here to group on that column" row.

5. **Limit rows** - 200 rows is the default number of rows or transactions to be listed. The number of rows may be specified (decreased or increased).
6. **Export** - This button will create an "*Export.txt*" (Text files), which you may change the name and folder and save it. A Comma separated (CSV) file format is also available. Exported files can be used in a spreadsheet.

P.2.3- Unposted batches

The **Unposted batches** tab will list all transactions linked to open item accounts (i.e. ledger, debtors and creditors) in batches, which have not yet been posted (updated) to the ledger.



Account	Description	Account type	Reference	Batch entry	Transaction total	Due	Due date	Date	Amount entry	Batch name
1ABGRE	Mr. AB Green	1	INV001	Paint - Exterior	1150	1150	2024/04/06	2024/03/07	1150	ABCReceipts2403
1ABGRE	Mr. AB Green	1	INV003	Paint - Exterior	1150	1150	2024/04/09	2024/03/10	850	ABCReceipts2403
2ABCOS	ABC-Office-Supplies	2	PU002	Install - Built-in cupboards	-1725	-1725	2024/04/05	2024/03/06	750	ABCPayments2403
3					575.00	575.00			2,750.00	

*If any transactions are processed for open item accounts, and is not linked, these transactions will not be listed on the **Unposted batches** tab.*

When processing transactions in batches and an open item account is selected, the "*Open item selection*" screen list all the outstanding transaction. For example, if a payment is received, you may select to link the receipt to outstanding amount(s) in batches as well as documents.

If a transaction in unposted batches is linked to outstanding amounts in the "*Open item selection*" screen the transaction line will be displayed in a yellow background.

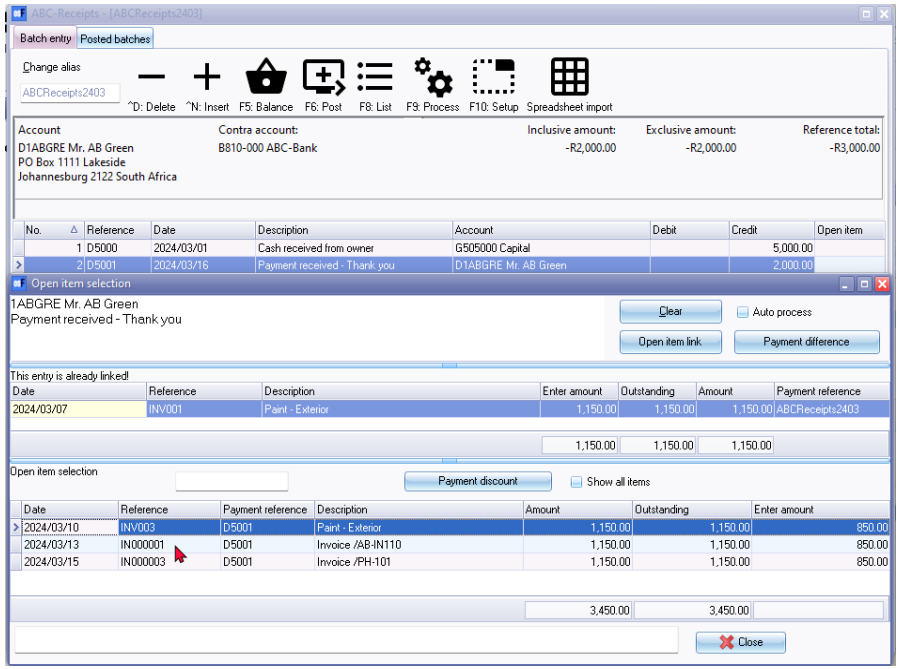
*You may remove linked transactions (right-click on selected transaction(s)) and select **Remove** on the context menu. A confirmation message is displayed:*

> *"Continue action Unlink transaction?"*

*Click **Yes** to remove the link. This will clear the links in the unposted "Batch entry" screen.*

To link transactions in the Receipts batch and Payments batch, you may refer to:

- *Module L.1.1 – RECEIPT TRANSACTIONS – Capturing payments from your debtors (customers / clients).*
- *Module L.1.2 – PAYMENT TRANSACTIONS – Capturing the rest of your payments (to creditors (suppliers)).*

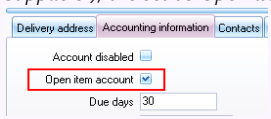


P.2.4- Due tab

The **Due** tab allows you to generate and print an age analysis "*Open item – Due report*". You may select the account type, Ledger, Debtor and / or Creditor accounts.

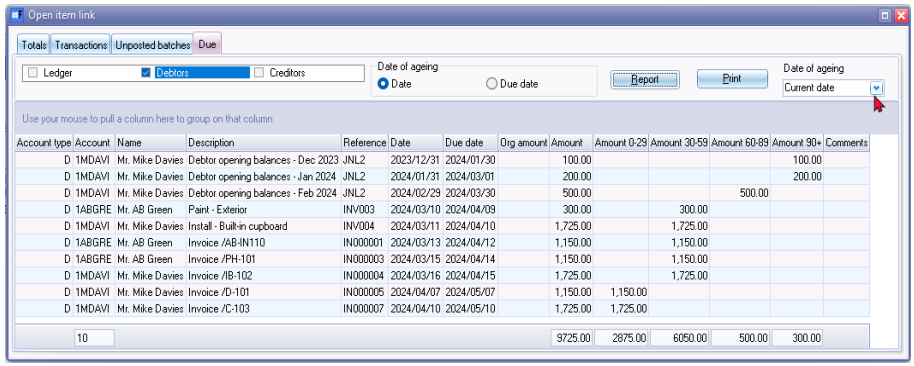
*The **Due** tab may also be accessed from the **Age analysis** icon on the **Reports** ribbon.*

In this tutorial, based on HANDYMAN, HANDYMAN-A and HANDYMAN-B books, only two debtor accounts (i.e. "AB Green" and "Mike Davies") and two creditor accounts (i.e. "ABC Office Supplies" and "A-One Suppliers"), are set as Open item on the "Accounting information" tab.



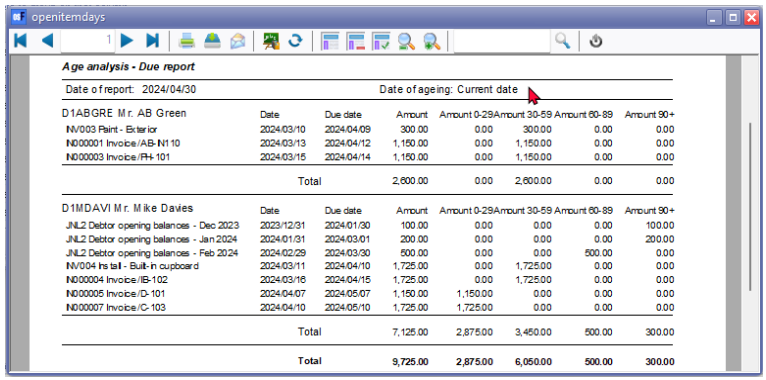
P.2.4.1- Current date as Date of ageing

In this example, the "*Debtor*" accounts is selected. Date of ageing the "*Date*" option is selected. The "*Date of ageing*" is set to "*Current date*".



Account type	Account	Name	Description	Reference	Date	Due date	Org amount	Amount	Amount 0-29	Amount 30-59	Amount 60-89	Amount 90+	Comments
D	1MDAVI	Mr. Mike Davies	Debtor opening balances - Dec 2023	JNL2	2023/12/31	2024/01/30		100.00				100.00	
D	1MDAVI	Mr. Mike Davies	Debtor opening balances - Jan 2024	JNL2	2024/01/31	2024/03/01		200.00				200.00	
D	1MDAVI	Mr. Mike Davies	Debtor opening balances - Feb 2024	JNL2	2024/02/29	2024/03/30		500.00			500.00		
D	1ABGRE	Mr. AB Green	Paint - Exterior	INV003	2024/03/10	2024/04/09		300.00		300.00			
D	1MDAVI	Mr. Mike Davies	Install - Built-in cupboard	INV004	2024/03/11	2024/04/10		1,725.00		1,725.00			
D	1ABGRE	Mr. AB Green	Invoice /AB-IN110	IN000001	2024/03/13	2024/04/12		1,150.00		1,150.00			
D	1ABGRE	Mr. AB Green	Invoice /PH-101	IN000003	2024/03/15	2024/04/14		1,150.00		1,150.00			
D	1MDAVI	Mr. Mike Davies	Invoice /IB-102	IN000004	2024/03/16	2024/04/15		1,725.00		1,725.00			
D	1MDAVI	Mr. Mike Davies	Invoice /D-101	IN000005	2024/04/07	2024/05/07		1,150.00	1,150.00				
D	1MDAVI	Mr. Mike Davies	Invoice /C-103	IN000007	2024/04/10	2024/05/10		1,725.00	1,725.00				
	10							9725.00	2875.00	6050.00	500.00	300.00	

Click on the **Report** button. Only the debtor accounts set as Open item will be listed. It will list the Amount outstanding for each transaction (i.e. invoice, etc.) in 0-29, 30-59, 60-89 days and more than 90 days.



openitemdays

Age analysis - Due report

Date of report: 2024/04/30 — Date of ageing: Current date

D1ABGRE Mr. AB Green	Date	Due date	Amount	Amount 0-29	Amount 30-59	Amount 60-89	Amount 90+
INV003 Paint - Exterior	2024/03/10	2024/04/09	300.00	0.00	300.00	0.00	0.00
IN000001 Invoice/AB-IN110	2024/03/13	2024/04/12	1,150.00	0.00	1,150.00	0.00	0.00
IN000003 Invoice/PH-101	2024/03/15	2024/04/14	1,150.00	0.00	1,150.00	0.00	0.00
Total			2,600.00	0.00	2,600.00	0.00	0.00

D1MDAVI Mr. Mike Davies	Date	Due date	Amount	Amount 0-29	Amount 30-59	Amount 60-89	Amount 90+
JNL2 Debtor opening balances - Dec 2023	2023/12/31	2024/01/30	100.00	0.00	0.00	0.00	100.00
JNL2 Debtor opening balances - Jan 2024	2024/01/31	2024/03/01	200.00	0.00	0.00	0.00	200.00
JNL2 Debtor opening balances - Feb 2024	2024/02/29	2024/03/30	500.00	0.00	0.00	500.00	0.00
INV004 Install - Built-in cupboard	2024/03/11	2024/04/10	1,725.00	0.00	1,725.00	0.00	0.00
IN000004 Invoice/IB-102	2024/03/16	2024/04/15	1,725.00	0.00	1,725.00	0.00	0.00
IN000005 Invoice/D-101	2024/04/07	2024/05/07	1,150.00	1,150.00	0.00	0.00	0.00
IN000007 Invoice/C-103	2024/04/10	2024/05/10	1,725.00	1,725.00	0.00	0.00	0.00
Total			7,125.00	2,875.00	3,450.00	500.00	300.00
Total			**9,725.00**	**2,875.00**	**6,050.00**	**500.00**	**300.00**

Only the transactions with outstanding amounts will be listed.
In Mr. AB Green's case INV001 and the Deposit of 2,000.00 will not be listed.
In respect of INV003, only the outstanding amount of 300.00 will be listed.

*See – **MODULE L1.- RECEIPT TRANSACTIONS - Entering payments from your debtors (customers / clients)***
Mr. AB Green paid 2,000.00 (1,150.00 for INV001 and 850.00 for INV003), -

- *Deposit D5001 – 2,000.00 - Outstanding amount = 0.00*
- *Invoice INV001 – 1,150.00 - Outstanding amount = 0.00*
- *Invoice INV003 – 1,150.00 - Outstanding amount = 300.00 (Invoice amount 1,150.00 less 850.00 partial settlement = 300.00).*

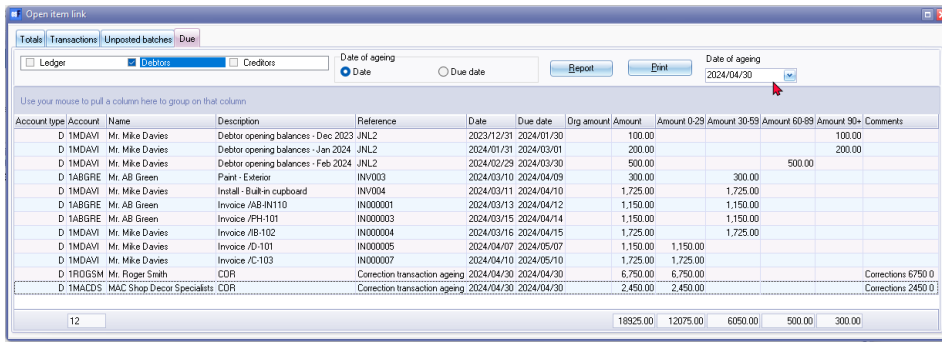
P.2.4.2- Select Date of Ageing

If a Date of Ageing is selected, the accounts, which is not set as Open item (Balance brought forward accounts) will be added to the report.

Select the account type, e.g. "*Debtor*".

Select the "*Date of ageing*".

Click on the **Report** button to generate the report.



Open item link

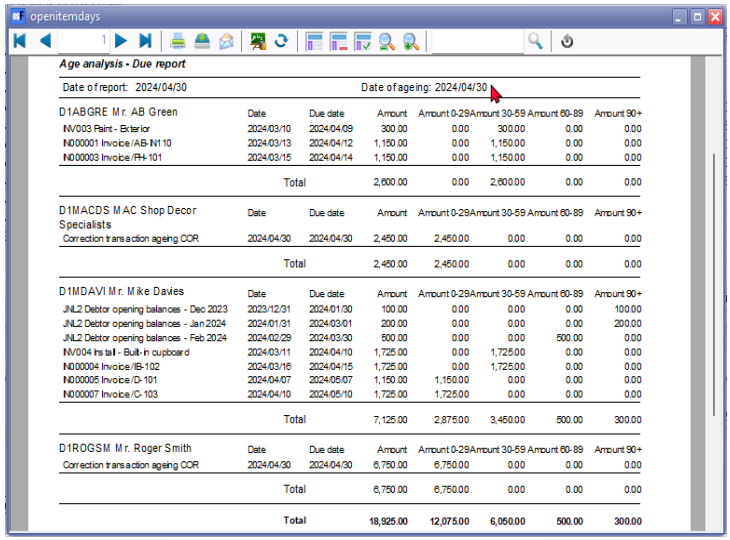
Totals | Transactions | Unposted batches | Due

Ledger | Debtors | Creditors — Date of ageing: Date / Due date — Report — Print — Date of ageing: 2024/04/30

Use your mouse to pull a column here to group on that column

Account type	Account	Name	Description	Reference	Date	Due date	Org amount	Amount	Amount 0-29	Amount 30-59	Amount 60-89	Amount 90+	Comments
D	1MDAVI	Mr. Mike Davies	Debtor opening balances - Dec 2023	JNL2	2023/12/31	2024/01/30		100.00				100.00	
D	1MDAVI	Mr. Mike Davies	Debtor opening balances - Jan 2024	JNL2	2024/01/31	2024/03/01		200.00				200.00	
D	1MDAVI	Mr. Mike Davies	Debtor opening balances - Feb 2024	JNL2	2024/02/29	2024/03/30		500.00			500.00		
D	1ABGRE	Mr. AB Green	Paint - Exterior	INV003	2024/03/10	2024/04/09		300.00		300.00			
D	1MDAVI	Mr. Mike Davies	Install - Built-in cupboard	INV004	2024/03/11	2024/04/10		1,725.00		1,725.00			
D	1ABGRE	Mr. AB Green	Invoice /AB-IN110	IN000001	2024/03/13	2024/04/12		1,150.00		1,150.00			
D	1ABGRE	Mr. AB Green	Invoice /PH-101	IN000003	2024/03/15	2024/04/14		1,150.00		1,150.00			
D	1MDAVI	Mr. Mike Davies	Invoice /IB-102	IN000004	2024/03/16	2024/04/15		1,725.00		1,725.00			
D	1MDAVI	Mr. Mike Davies	Invoice /D-101	IN000005	2024/04/07	2024/05/07		1,150.00	1,150.00				
D	1MDAVI	Mr. Mike Davies	Invoice /C-103	IN000007	2024/04/10	2024/05/10		1,725.00	1,725.00				
D	1ROGSM	Mr. Roger Smith	COR	Correction transaction ageing	2024/04/30	2024/04/30		6,750.00	6,750.00				Corrections 6750.0
D	1MACDS	MAC Shop Decor Specialists	COR	Correction transaction ageing	2024/04/30	2024/04/30		2,450.00	2,450.00				Corrections 2450.0
	12							18925.00	12075.00	6050.00	500.00	300.00	

Click on the **Print** button to print the "*Age analysis – Due*" report.



Age analysis - Due report

Date of report: 2024/04/30 Date of ageing: 2024/04/30

D1ABGRE Mr. AB Green	Date	Due date	Amount	Amount 0-29	Amount 30-59	Amount 60-89	Amount 90+
INV003 Paint - Exterior	2024/03/10	2024/04/09	300.00	0.00	300.00	0.00	0.00
IN000001 Invoice/AB-IN110	2024/03/13	2024/04/12	1,150.00	0.00	1,150.00	0.00	0.00
IN000003 Invoice/FH-101	2024/03/15	2024/04/14	1,150.00	0.00	1,150.00	0.00	0.00
Total			2,600.00	0.00	2,600.00	0.00	0.00

D1MACDS MAC Shop Decor Specialists	Date	Due date	Amount	Amount 0-29	Amount 30-59	Amount 60-89	Amount 90+
Correction transaction ageing COR	2024/04/30	2024/04/30	2,450.00	2,450.00	0.00	0.00	0.00
Total			2,450.00	2,450.00	0.00	0.00	0.00

D1MDAVI Mr. Mike Davies	Date	Due date	Amount	Amount 0-29	Amount 30-59	Amount 60-89	Amount 90+
JNL2 Debtor opening balances - Dec 2023	2023/12/31	2024/01/30	100.00	0.00	0.00	0.00	100.00
JNL2 Debtor opening balances - Jan 2024	2024/01/31	2024/03/01	200.00	0.00	0.00	0.00	200.00
JNL2 Debtor opening balances - Feb 2024	2024/02/29	2024/03/30	500.00	0.00	0.00	500.00	0.00
INV004 Install - Built-in cupboard	2024/03/11	2024/04/10	1,725.00	0.00	1,725.00	0.00	0.00
IN000004 Invoice/IB-102	2024/03/16	2024/04/15	1,725.00	0.00	1,725.00	0.00	0.00
IN000005 Invoice/D-101	2024/04/07	2024/05/07	1,150.00	1,150.00	0.00	0.00	0.00
IN000007 Invoice/C-103	2024/04/10	2024/05/10	1,725.00	1,725.00	0.00	0.00	0.00
Total			7,125.00	2,875.00	3,450.00	500.00	300.00

D1ROGSM Mr. Roger Smith	Date	Due date	Amount	Amount 0-29	Amount 30-59	Amount 60-89	Amount 90+
Correction transaction ageing COR	2024/04/30	2024/04/30	6,750.00	6,750.00	0.00	0.00	0.00
Total			6,750.00	6,750.00	0.00	0.00	0.00
Total			**18,925.00**	**12,075.00**	**6,050.00**	**500.00**	**300.00**

The Balance brought forward accounts (i.e. Mac Shop Decor Specialists and Mr. Roger Smith is not set as Open item accounts) will be included in this report.
The transaction details will not be available and is displayed as "Correction transaction ageing COR". This will add Non-Open item account balances".

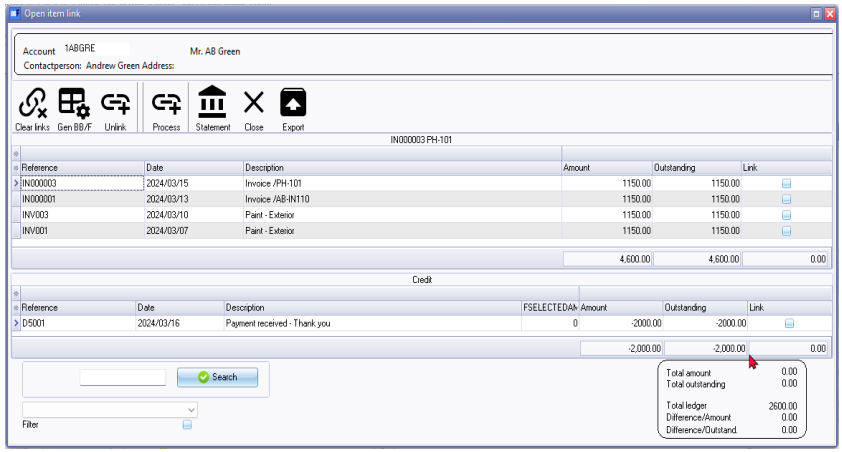
P.3- OPEN ITEM PROCESSING - SELECTED ACCOUNTS

After selecting and double-click on a selected account on the **Totals** or **Transactions** or **Unposted batches** tabs, the "*Open item link*" screen for the selected account will be displayed.

Since the Creditor – Open item processing is basically similar to the Debtor open item processing, the Creditor open item processing will not be discussed in this tutorial.

P.3.1- Selected account – Default view

If no transactions are linked for the open item debtor (customer / client) account, all the transactions will be listed.



If the payment received transactions are linked for the open item debtor account, only the transactions with outstanding amounts will be listed.

*See – **MODULE L.1.- RECEIPT TRANSACTIONS - Entering payments from your debtors (customers / clients)***
Mr. AB Green paid 2,000.00 (1,150.00 for INV001 and 850.00 for INV003) -

- *Deposit D5001 – 2,000.00 - Outstanding amount = 0.00*
- *Invoice INV001 – 1,150.00 - Outstanding amount = 0.00*
- *Invoice INV003 – 1,150.00 - Outstanding amount = 300.00 (Invoice amount 1,150.00 less 850.00 partial settlement = 300.00).*

The following icons are available to process and manage Open item links:

1. **Clear links** - This option will clear the open item links for a selected debtor or creditor account.

2. **Gen BB/F** - This option will clear all the open item links, and generate the ageing as balance brought forward account for a selected debtor or creditor account.

3. **Unlink** - This option allows you to unlink a selected transaction (a receipt or credit note, which is linked to an invoice in the case or a debtor, or a payment pr supplier return linked to a purchase transaction in the case of a creditor).

4. **Process** - Select (tick) the debit and credit transaction(s) to be linked. You then need to click on the **Process** icon. A screen "*Enter amount*" may be displayed on which you need to over-type the amount, if necessary.

   Any linked transaction(s) will be removed from the debit or credit sections of the "*Open item link*" screen.

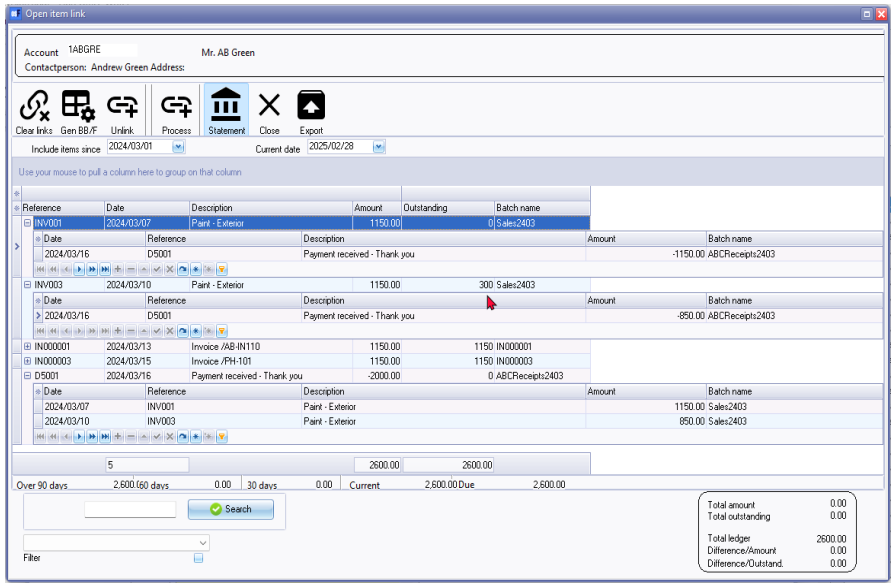
5. **Statement** - Click to view the selected debtor or creditor account in a statement layout with the ageing labels (e.g. Current, 30 days, 60 days, etc.).

6. **Export** – This will export the transactions in a Text (Export.txt) file or a Comma separated value (Export.csv) file.

7. **Close** – The "*Open item link*" screen will be closed for the selected account.

P.3.2- Statement view

If you click on the **Statement** icon, it will list all the transactions, including those transactions with a 0.00 balance, as well as any outstanding amount(s) which is not the same value as in the Amount column.



Select the dates "*Include items since*" and the "*Current date*" to view the transactions for specific dates or periods.

Select a transaction (with Outstanding amounts of 0.00 or any outstanding amount which is not the same as the Amount (transaction amount). If you click on the **+** icon, the details of the linked transaction(s) will be displayed.

*See – **MODULE L.1.- RECEIPT TRANSACTIONS - Entering payments from your debtors (customers / clients)***
Mr. AB Green paid 2,000.00 (1,150.00 for INV001 and 850.00 for INV003), -

- *Deposit D5001 – 2,000.00 - Outstanding amount = 0.00*
- *Invoice INV001 – 1,150.00 - Outstanding amount = 0.00*
- *Invoice INV003 – 1,150.00 - Outstanding amount = 300.00 (Invoice amount 1,150.00 less 850.00 partial settlement = 300.00).*

P.3.3- ADJUST PAYMENT DATES / RECEIVE PAYMENT

On the context menu for a selected transaction on the "*Transactions*" tab, you may select to change the payment date or to receive a payment.

P.3.3.1- Adjust payment date

The Payment date (due date) is automatically calculated by adding the number of days (entered in the "*Due date*" field on the **Accounting information** tab of Debtor/ Creditor accounts) to the date of the document (i.e. invoices, credit notes, purchase and supplier return documents) and the transaction dates entered in batches.

P.3.3.2- Receive payment

The Receive payment feature, will automatically generate the transactions to the receipts batch for a selected transaction and print a combined receipt / payment advise (if selected). The transaction will automatically be posted updated to the ledger.

P.4- OPEN ITEM REPORTS

P.4.1- Open Item reports summary

P.4.1.1- Debtor reports

The following reports for Open item processing is available on the **Reports** menu:

- Debtors → Age analysis – Balances detail history (open item)
- Debtors → Outstanding – Debtor statements – Outstanding

The following reports for Open item processing is available on the **User reports** menu:

- Debtors → Outstanding – Due date
- Debtors → Outstanding – Outstanding at date

P.4.1.2- Creditor reports

The following reports for Open item processing is available on the **Reports** menu:

- Creditors → Age analysis – Balances detail history (open item)
- Creditors → Outstanding – Creditor remittance advice – Outstanding

The following reports for Open item processing is available on the **User reports** menu:

- Creditors → Outstanding – Due at date
- Creditors → Outstanding – Outstanding at date

Since the Creditor – Open item reports is basically similar to the Debtor open item reports, the Creditor open item processing will not be discussed in this tutorial.

P.4.2- Creditor transaction reports

Creditors → Transactions – Transaction list – Open item

P.4.3- Debtor transaction reports

Debtors → Transactions – Transaction list – Open item

P.4.4- Debtor age analysis reports

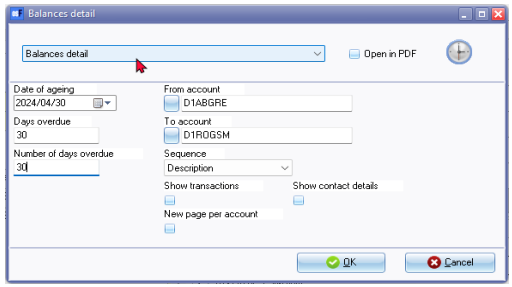
You may need to analyse your debtors (customers / clients) accounts on a regular basis. It is recommended that the age analysis reports are printed after all batches and documents are posted (updated).

P.4.4.1- Balances detail

The **Debtors** → **Age analysis** → **Balances** detail report will list - All the Debit and Credit transactions (irrespective of Open item transactions processed (Credit transactions linked to Debit transactions)).

To print debtor age analysis details reports:

1. On the **Reports** ribbon, select **Reports** → **Debtors** → **Age analysis**. The **Balances detail** report options is displayed:

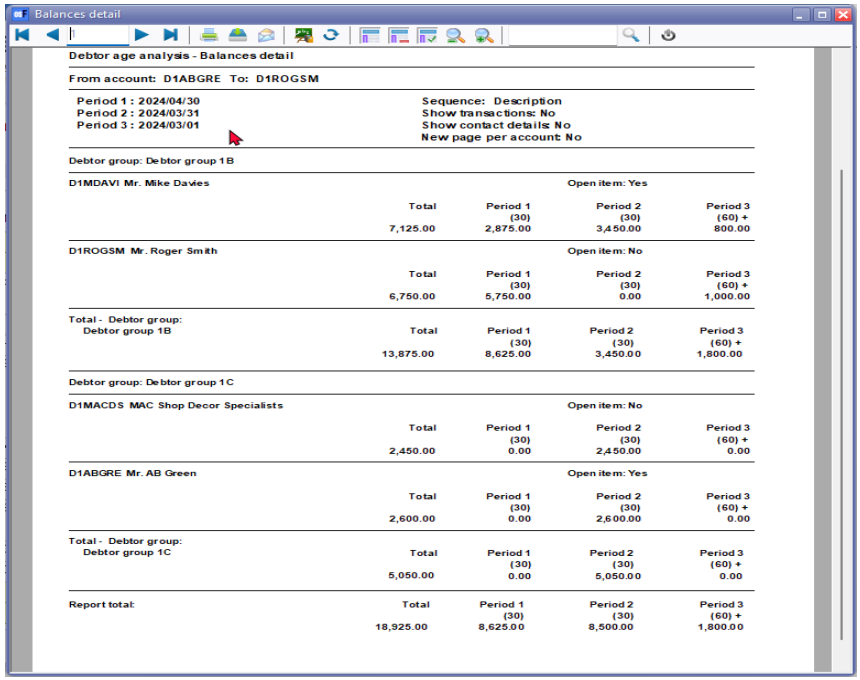


2. Enter or select the following:

Date of ageing:	*Select the date i.e. "2024/04/30".*
Days overdue:	*Enter "30".*
Number of days overdue:	*Enter "30".*
From account:	*Select the first account on the list.*
To account:	*Select the last account on the list.*
Sequence:	*Select "Description".*
Show transactions:	*Leave blank. Only the totals will be printed. To print the transactions, you may select this option.*
Show contact details:	*Leave blank.*
New page per account:	*Leave blank.*

3. Click **OK**.

An example of the "*Debtor age analysis – Balances detail*" report, is as follows:



Balances detail

Debtor age analysis - Balances detail

From account: D1ABGRE To: D1ROGSM

Period 1 : 2024/04/30
Period 2 : 2024/03/31
Period 3 : 2024/03/01

Sequence: Description
Show transactions: No
Show contact details: No
New page per account: No

Debtor group: Debtor group 1B

D1MDAVI Mr. Mike Davies — Open item: Yes

Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
7,125.00	2,875.00	3,450.00	800.00

D1ROGSM Mr. Roger Smith — Open item: No

Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
6,750.00	5,750.00	0.00	1,000.00

Total - Debtor group: Debtor group 1B

Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
13,875.00	8,625.00	3,450.00	1,800.00

Debtor group: Debtor group 1C

D1MACDS MAC Shop Decor Specialists — Open item: No

Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
2,450.00	0.00	2,450.00	0.00

D1ABGRE Mr. AB Green — Open item: Yes

Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
2,600.00	0.00	2,600.00	0.00

Total - Debtor group: Debtor group 1C

Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
5,050.00	0.00	5,050.00	0.00

Report total:

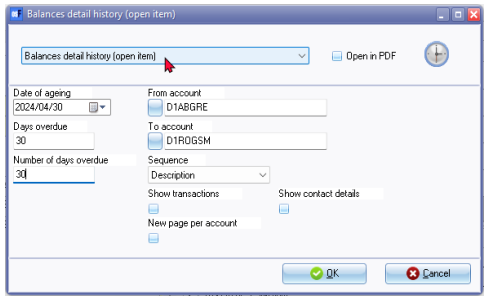
Total	Period 1 (30)	Period 2 (30)	Period 3 (60) +
18,925.00	8,625.00	8,500.00	1,800.00

P.4.4.2- Balances detail history (Open item)

This report is basically similar to the Balances detail report. The balances detail (Open item) report will list all the transactions as well as the Outstanding amount. It will list the details of transactions linked (e.g. fully paid invoices) with an outstanding amount of 0.00.

To print debtor age analysis detail history (open item) reports:

1. On the **Reports** ribbon, select **Reports** → **Debtors** → **Age analysis**. The **Balances detail** report options will be displayed.
2. Select the **Balances detail history (open item)** report.



3. Enter or select the following:

Date of ageing:	*Select the date i.e. "2024/04/30".*
Days overdue:	*Enter "30".*
Number of days overdue:	*Enter "30".*
From account:	*Select the first account on the list.*
To account:	*Select the last account on the list.*
Sequence:	*Select "Debtor code".*
Show transactions:	*Leave blank. Only the totals will be printed. To print the transactions, you may select this option.*
Show contact details:	*Leave blank.*
New page per account:	*Leave blank.*

4. Click **OK**.

P.4.4.3- Transactions - Balances detail vs Balances detail (open item) reports

Balances detail report – Transactions

All the Debit and Credit transactions will be listed (irrespective of Open item transactions processed (Credit transactions linked to Debit transactions).

D1ABGRE Mr. AB Green — Open item: Yes

			Total	Period 1	Period 2	Period 3
				(30)	(30)	(60) +
			2,600.00	0.00	2,600.00	0.00
Reference	Date	Amount	Description			
INV001	2024/03/07	1,150.00	Paint - Exterior			
INV003	2024/03/10	1,150.00	Paint - Exterior			
IN000001	2024/03/13	1,150.00	Invoice /AB-IN110			
IN000003	2024/03/15	1,150.00	Invoice /PH-101			
D5001	2024/03/16	-2,000.00	Payment received - Thank you			

Balances detail history (open item) report – Transactions

All the Debit and Credit transactions will be listed. The outstanding amounts will be displayed including 0.00 for transaction that is fully settled.

D1ABGRE Mr. AB Green — Total 2,600.00 — Open item: Yes

Reference	Date	Description	Amount	Outstanding	Batch id	Transaction id
INV001	2024/03/07	Paint - Exterior	1,150.00	0.00	4	47
INV003	2024/03/10	Paint - Exterior	1,150.00	300.00	4	49
IN000001	2024/03/13	Invoice /AB-IN110	1,150.00	1,150.00	16	73
IN000003	2024/03/15	Invoice /PH-101	1,150.00	1,150.00	18	79
D5001	2024/03/16	Payment received - Thank you	-2,000.00	0.00	9	111
Total			2,600.00	2,600.00		

Period 1	Period 2	Period 3
(30)	(30)	(60) +
0.00	2,600.00	0.00

*See – **MODULE L.1.- RECEIPT TRANSACTIONS - Entering payments from your debtors (customers / clients)***
Mr. AB Green paid 2,000.00 (1,150.00 for INV001 and 850.00 for INV003), -

- *Deposit D5001 – 2,000.00 - Outstanding amount = 0.00*
- *Invoice INV001 – 1,150.00 - Outstanding amount = 0.00*
- *Invoice INV003 – 1,150.00 - Outstanding amount = 300.00 (Invoice amount 1,150.00 less 850.00 partial settlement = 300.00).*

P.4.4.4- Show contact details option

You may select the "S*how contact details*" option to view the details for each debtor included in the report.

D1ABGRE Mr. AB Green

Reference	Date	Description	Total 2,600.00 Amount	Outstanding	Batch id	Open item: Yes Transaction id
INV001	2024/03/07	Paint - Exterior	1,150.00	0.00	4	47
INV003	2024/03/10	Paint - Exterior	1,150.00	300.00	4	49
IN000001	2024/03/13	Invoice /AB-IN110	1,150.00	1,150.00	16	73
IN000003	2024/03/15	Invoice /PH-101	1,150.00	1,150.00	18	79
D5001	2024/03/16	Payment received - Thank you	-2,000.00	0.00	9	111
Total			**2,600.00**	**2,600.00**		

Period 1 (30)	Period 2 (30)	Period 3 (60) +
0.00	2,600.00	0.00

Postal address	*Delivery address*	*Information*
PO Box 1111 *Lakeside* *Johannesburg* *2122* *South Africa*	*Green Street* *Lakeside* *Johannesburg* *2123* *South Africa*	*Language : English* *Contact : Andrew Green* *Telephone 1: (011)314-9997* *Telephone 2: (011)314-9998* *Fax : (011)314-9999*
Company reg. no. : 222222222 *Tax reg. no. : 111111111* *E-mail : green@hismail.com* *Website :*		

P.4.5- Debtor statements

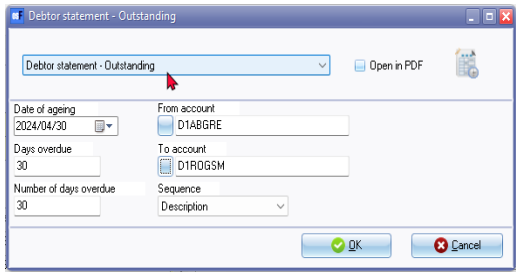
You may send debtor statements to your debtors (customers / clients) on a regular basis. It is recommended that the statements are printed after all batches and documents are posted (updated). The following two (2) debtor statements may be printed:

- **Debtor statements** – All the Debit and Credit transactions are listed (irrespective of Open item transactions processed (Credit transactions linked to Debit transactions)).
- **Debtor statements – Outstanding** – Only the outstanding Debit and Credit transactions are listed.

P.4.5.1- Debtor statements - Outstanding

To print debtor statements:

1. On the **Reports** ribbon, select **Reports** → **Debtors** → **Debtor statement**. Debtor statement (default report) will automatically be selected. This default debtor statement will print all transactions debits and credits.
2. Select the **Debtor statement – Outstanding** report to print only the outstanding amounts of transactions not linked in Open item processing.

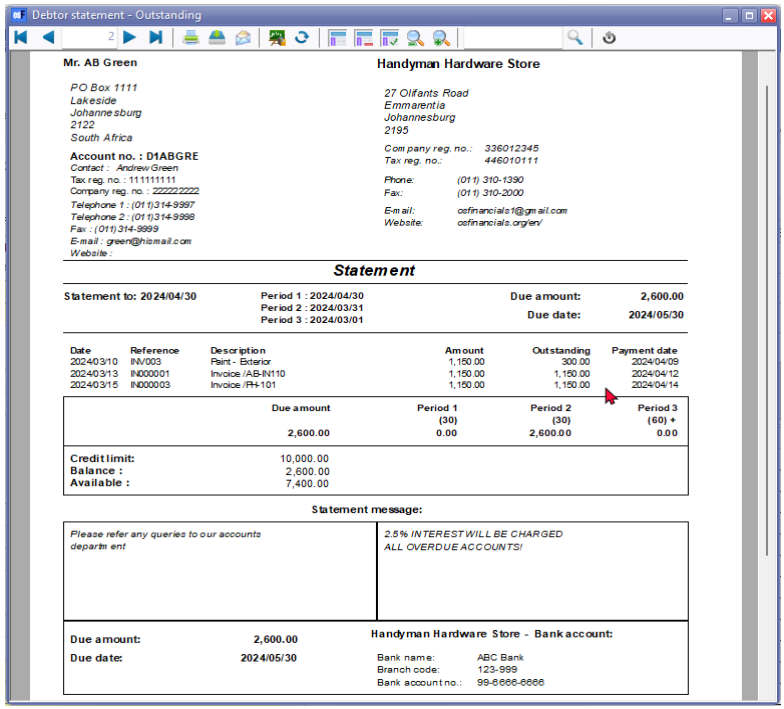


3. Enter or select the following:

Date of ageing:	*Select the date i.e. "2024/04/30".*
Days overdue:	*Enter "30".*
Number of days overdue:	*Enter "30".*
From account:	*Select the first account on the list.*
To account:	*Select the last account on the list.*
Sequence:	*Select "Description".*

4. Click **OK**.

An example of the "*Debtor statement - Outstanding*", is as follows:



Debtor statement - Outstanding

Mr. AB Green

PO Box 1111
Lakeside
Johannesburg
2122
South Africa

Account no. : D1ABGRE
Contact : Andrew Green
Tax reg. no. : 111111111
Company reg. no. : 222222222
Telephone 1 : (011)314-9997
Telephone 2 : (011)314-9998
Fax : (011)314-9999
E-mail : green@hismail.com
Website :

Handyman Hardware Store

27 Olifants Road
Emmarentia
Johannesburg
2195

Company reg. no.: 336012345
Tax reg. no.: 446010111

Phone: (011) 310-1390
Fax: (011) 310-2000

E-mail: osfinancials1@gmail.com
Website: osfinancials.org/en/

Statement

Statement to: 2024/04/30

Period 1 : 2024/04/30
Period 2 : 2024/03/31
Period 3 : 2024/03/01

Due amount: 2,600.00
Due date: 2024/05/30

Date	Reference	Description	Amount	Outstanding	Payment date
2024/03/10	INV003	Paint - Exterior	1,150.00	300.00	2024/04/09
2024/03/13	IN000001	Invoice /AB-IN110	1,150.00	1,150.00	2024/04/12
2024/03/15	IN000003	Invoice /FH-101	1,150.00	1,150.00	2024/04/14

Due amount	Period 1 (30)	Period 2 (30)	Period 3 (60) +
2,600.00	0.00	2,600.00	0.00

Credit limit: 10,000.00
Balance : 2,600.00
Available : 7,400.00

Statement message:

Please refer any queries to our accounts department

2.5% INTEREST WILL BE CHARGED ALL OVERDUE ACCOUNTS!

Due amount: 2,600.00
Due date: 2024/05/30

Handyman Hardware Store - Bank account:

Bank name: ABC Bank
Branch code: 123-999
Bank account no.: 99-6666-6666

The information, is as follows:

1. **Header (Left)** - Debtor information as entered / edited on the debtor account - **Debtors** (**Default** ribbon).

2. **Header (Right)** - Company information as entered / edited on **Setup** → **Company info** (**Setup** ribbon).

   *If the Company logo is loaded in the "Options" screen of **Setup** → **Company info** (**Setup** ribbon), the logo will be displayed instead of the Company name, Address (4 lines) and Telephone and Fax numbers.*

3. **Statement to** - The date as entered (selected) on the "*parameters*" screen. The periods number of days specified on the "*parameters*" screen is displayed. The outstanding totals for each period is displayed as a summary for the periods at the end of the transaction section.

4. **Transactions** - This displays the date, reference, description and amount for each transaction. The payment date for each transaction is the date of the transaction plus the number of days entered in the "*Due days*" field on the **Accounting information** tab of the debtor account.

5. **Credit limit** - The amount as entered in the "*Credit limit*" field on the **Accounting information** tab of the debtor account. The **Balance at** is the current balance of the debtor account of all posted transactions and documents as at the date of printing of the Debtor statements. The **Available** amount is calculated the Credit limit less the **Balance at** amount as at the date of printing of the Debtor statements.

6. **Statement message** - This consists of two (2) sections:

   a) **Statement message (Left)** - Up to three (3) lines as entered on the **Delivery address** tab of the debtor account.

   b) **Statement message (Right)** - Up to three (3) lines as entered on the **Statement setup** tab on the **Documents setup** (**Setup** ribbon).

7. **Due amount, Due date** and **Banking details** - The amount payable and the date on which the payment is due. The Banking details (Bank account 1) as entered on **Company info** (**Setup** ribbon) will be displayed on the Debtor statement.

   *The Banking details (as entered in the **Company info** (**Setup** ribbon) is not available in Creditor remittance advices.*

P.4.5.2- Debtor statement vs Debtor statement – Outstanding

Debtor statement - All the Debit and Credit transactions are listed (irrespective of Open item transactions processed (Credit transactions linked to Debit transactions)).

Statement

Page: 1

Statement to: 2024/04/30

Period 1 : 2024/04/30
Period 2 : 2024/03/31
Period 3 : 2024/03/01

Due amount: 2,600.00
Due date: 2024/05/30

Date	Reference	Description	Amount	Payment date
2024/03/07	INV001	Paint - Exterior	1,150.00	2024/04/06
2024/03/10	INV003	Paint - Exterior	1,150.00	2024/04/09
2024/03/13	IN000001	Invoice /AB-IN110	1,150.00	2024/04/12
2024/03/15	IN000003	Invoice /FH-101	1,150.00	2024/04/14
2024/03/16	D5001	Payment received - Thank you	-2,000.00	2024/04/15

Due amount	Period 1 (30)	Period 2 (30)	Period 3 (60) +
2,600.00	0.00	2,600.00	0.00

Credit limit:	10,000.00
Balance :	2,600.00
Available :	7,400.00

Debtor statement – Outstanding – Only the outstanding Debit and Credit transactions are listed.

Statement

Statement to: 2024/04/30

Period 1 : 2024/04/30
Period 2 : 2024/03/31
Period 3 : 2024/03/01

Due amount: 2,600.00
Due date: 2024/05/30

Date	Reference	Description	Amount	Outstanding	Payment date
2024/03/10	INV003	Paint - Exterior	1,150.00	300.00	2024/04/09
2024/03/13	IN000001	Invoice /AB-IN110	1,150.00	1,150.00	2024/04/12
2024/03/15	IN000003	Invoice /FH-101	1,150.00	1,150.00	2024/04/14

Due amount	Period 1 (30)	Period 2 (30)	Period 3 (60) +
2,600.00	0.00	2,600.00	0.00

Credit limit:	10,000.00
Balance :	2,600.00
Available :	7,400.00

*See – **MODULE L.1.- RECEIPT TRANSACTIONS - Entering payments from your debtors (customers / clients)***
Mr. AB Green paid 2,000.00 (1,150.00 for INV001 and 850.00 for INV003), -

- *INV001 – 1,150.00 - Will not be listed, as invoice INV001 is fully settled.*
- *INV003 – 1,150.00 - Will be listed, as invoice INV003 is not fully settled. An amount of 300.00 will be outstanding (Invoice amount 1,150.00 less 850.00 partial settlement = 300.00).*

MODULE Q - REPORTMAN

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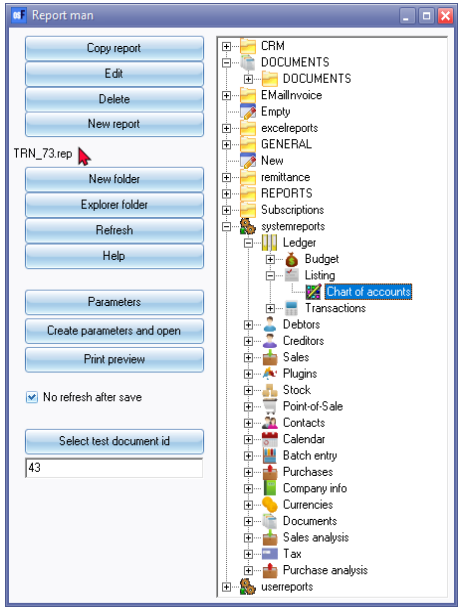
Q.1- REPORTMAN INTERFACE

All document layout files and reports are installed and stored in the ...*plug_ins\reports* folder of your installation directory.

To access the Report designer:

Select the **Report designer** on the **Setup** ribbon. The "*Report designer*" will list all layout files and report folders as follows:



The buttons and options, is as follows:

1. **Copy report** – If you need to edit a layout file or report, you need to select a file. If you click on a report or layout file, and you click on the **Copy report** button, it will create an exact copy (e.g. Copy of Reportname) of the report *.rep and the parameters *.dfm (if the report has parameters) file(s).

   It is recommended that you do not edit an existing layout file or report, but create a copy and edit the copy until you get the required results.

   You may then rename the report. If you have any customised reports, you may create folders in the ...\plug_ins\reports\userreports\ folder and copy your reports to your folder. These reports may then be accessed from ***User reports*** *(****Reports*** *ribbon).*
   Document layout files cannot be printed from any other folder than the ...\plug_ins\reports\DOCUMENTS\DOCUMENTS folder.

2. **Edit** – Launches the "*Report manager designer*" screen, where you may edit an existing report or layout file or create or edit a new report or layout file.

3. **Delete** – This will delete a selected layout file or report (*.rep) file (and the parameter (*.dfm) file, if applicable).

   Please make sure that the correct report is selected. Deleting the incorrect report, the report will be permanently lost.

4. **New report** – This will launch a blank report with no datasets using the ...*plug_ins**reports**New.rep* template file. When you save the New.rep file, it will save it as New.rep in the folder in which the **New report** button was clicked on.

   *You may click on the **New.rep** and click again to rename the report.*
   *If the **New.rep** is in the "Reportman designer" screen, you may use the **File → Save as** menu to save the report with your own name.*

5. **New folder** – This will create a New folder in the selected folder. You need to double-click to rename the New folder.

6. **Explorer folder** - If a report is selected it and you click on this button, the folder containing that report will be launched in Windows Explorer or your system's default file browser.

7. **Refresh** - This will refresh the display (list of folders and files) in the "*Reportman*" screen.

   The "No refresh after save" option is by default selected (ticked). If this ticked is removed, it will automatically refresh the "Reportman" screen when a report or layout file is selected. This may slow down your system.

8. **Help** - This button is inactive. The off-line Reportman help can be accessed from the .../plug_ins/reportman/doc/indexes.html file in the osFinancials5 installation directory.

   You may access the online help at http://reportman.sourceforge.net/
   If you focus on a specific area of the "Reportman designer" screen, a "?" will be added to the cursor, it will launch the specific topic at sourceforge (e.g. http://reportman.sourceforge.net/doc/refcommon.html).

9. **Parameters** - If a report has parameters, and you click on the **Parameters** button, the "*Parameters*" screen for the selected report will be launched.

10. **Create parameters and open** – This will launch the "*Reportmanager designer*" screen on which you may edit the parameters (**Report** → **Parameter definition** menu) and Datasets (**Report** → **Data access configuration** menu).

    If a report has no parameters and you click on this button, it will display an error message, for example:

    > *"No params found. create one first "...\plug_ins\reports\userreports\Custom Reports\New.dfm"*

    *You then need to close this message and click on the **Parameters** button to create parameters. If*

> *you find another report with similar parameters, you may copy the parameter *.dfm file to the folder of your report and rename it to the name of your report.*
> *You then need to edit the parameters and report.*

11. **Preview** - Click to preview a document layout file or a report. If a report has parameters, it will launch the report "*parameters*" screen on which you may select the options to preview the data in the report.

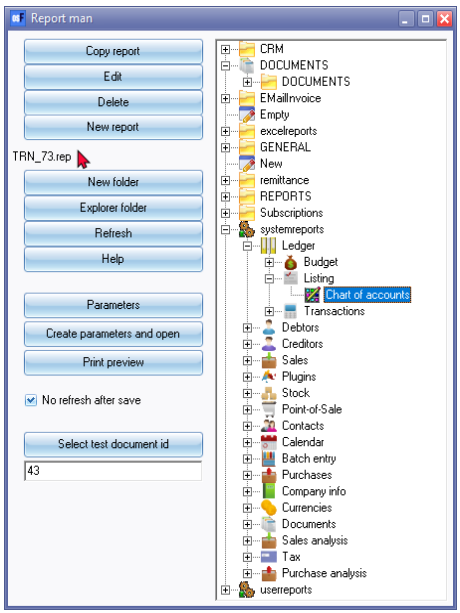
> *While editing a document layout file or a report, you may click on the **Preview** icon of the **Report manager designer** screen.*

12. **Select test document id** - If you click on the **Preview** button if document layout files (in the ...*plug_ins\reports\DOCUMENTS\DOCUMENTS* folder) are selected the last document processed or printed will be previewed. If you click on this button you may select any other posted or unposted document to preview.

Q.2- REPORTS FILES AND FOLDERS

All document layout files and reports are installed and stored in the ...\plug_ins\reports folder of your installation directory.

When launching the Report designer, all report folders are displayed as follows:



The directories (folders and files are as follows):

1. **Document printing** – All the layout files for printing documents are stored in the ...\ *plug_ins\reports\DOCUMENTS\DOCUMENTS* folder.

   *Press the **F1** key and search (Search titles only) for layout files. See "Layout files for Sales documents" and "Layout files for Purchase documents".*

   *Press the **F1** key and search (Search titles only) for "Working with Reportman". This will introduce you to the Reportman interface and to customise document layout files.*

2. **Reports** (**Reports** ribbon) – These reports are stored in the ...*plug_ins\reports\ systemreports* folder.
3. **User reports** (**Reports** ribbon) – These reports are stored in the userreports folder. Users are encouraged to create and / or edit existing reports, but it is recommended that these be copied and stored in the ...*plug_ins\reports\userreports* folder.
4. **Spreadsheet reports** (**Reports** ribbon) - These reports are stored in the ...*plug_ins\ reports\excelreports* folder. These reports will be opened in the powerful spreadsheet component.

   See video on Spreadsheet reports.

5. **Ledger analyser** and **Reports** → **T-Account viewer** (**Reports** ribbon) – Seven (7) reports are stored in the ...*plug_ins\reports\GENERAL\ledgerview* folder. These are:
   a) **budgetvsactsimple** – Budget vs actual and This year vs last year reports.
   b) **colbal** – Not used.
   c) **colbalopen** – Not used.
   d) **colbalopenonly** – Not used.
   e) **colbalsimple** – Standard column balances report.
   f) **detail** – Trial balance, Income statement and the Balance sheet.
   g) **ledgerdetail** – **Print** button on the **T-Account viewer** prints the T-Account viewer report.
   h) **openitemdays** – Print **Age analysis** reports for current date or a selected date of ageing from **Open item link** - **Due** tab or from the **Age analysis** icon on the **Reports** ribbon.

6. **Reports generated from inside the osFinancials5 program** on various screens are stored in the ...*plug_ins**reports**GENERAL**documents* folder. These are:
    a) **Batch processing** - **Batch entry** (**F2**) (**Default** ribbon):
        i) **abbreviations** – **Abbreviation definitions** as set in the **Batch entry – F9:Process** option (**Default** ribbon). If you click on the **Print** button of the Abbreviation screen, a list of Abbreviation definitions will be printed. The abbreviations listed on this report, may be used to automatically fill the description column in the document lines when processing documents (invoices, credit notes, quotes, purchases, supplier returns and orders).
        ii) **batch** – Batch Listing on the **Batch entry – F8:List** – This will print a list of all transactions in an unposted batch.
        iii) **postedbatch** - Batch Listing on the **Batch entry – Posted batches – Details** tab – **Print** button - This will print a list of all transactions in a posted batch.
        iv) **paycreditor** - Prints the **Creditor payments** report when clicking on the **Print** button in the "*Payments Debtors / Creditors*" option (**Batch entry – F9:Process**).
        v) **paydebtor** – Prints the **Debtor payments** report when clicking on the **Print** button in the "*Receive Payments / Creditors*" option (**Batch entry – F9:Process**).
        vi) **receipt** – Prints a receipt if the "*Create receipt*" option is selected for Receipt batches in the **Batch entry – F9:Process** (and if the "*Print*" option is ticked).
        vii) **recon** – Prints the Bank reconciliation report when clicking on the **Report** icon of the Reconcile bank (**Reconciliation** (**Default** ribbon)).
    b) **Documents** (**Documents** (**F6**)) (**Default** ribbon):
        i) **barcodes** – Context menu - Quick link to print the barcodes of the stock items selected on documents.
        ii) **labels** - Context menu - Quick link to print the postal address labels (and Contact name) of the debtors (customers / clients) selected on sales documents or creditors (suppliers) selected on purchase documents.
        iii) **labelsdelivery** – Not implemented yet. This is similar than the labels report, but should print delivery addresses in stead of postal addresses.
    c) **Point-of-Sales (Standard) - Input → POS Invoice** (**Ctrl + F6**) (**Default** ribbon):
        i) **oldpossales** – This sales report prints from the **Process - Reports** or **Cashup** option on the **POS Invoicing** screen.
        ii) **oldposcashup** - This cashup report prints from the **Process - Reports** or **Cashup** option on the **Input → POS Invoicing** screen (**Default** ribbon).

d) **Others**

i) **datacheck** – Prints the **Data integrity check** report from the **Tools** → **Data integrity check** menu (**Setup** ribbon).

ii) **groups** – Prints the list of the Account group 1 / 2, Debtor group 1 / 2, Creditor group 1 / 2, Stock group 1 / 2, Document group 1 / 2, etc. when clicking on the **Print** button of a selected group on **Setup** → **Groups** (**Setup** ribbon).

iii) **payments** – Prints a **Receipts / Payments advise** when the **Receive payment** context menu option is selected (and the "*Print*" option is ticked) on the **Open item link - Transactions** tab (**Default** ribbon) or on the "*Open item link*" screen for a debtor (customer / client) or creditor (supplier) account.

iv) **Userlog** – Prints the **Userlog** report when clicking on the **Log report** button on the **Setup** → **Access control** (**Setup** ribbon).

7. **REPORTS**

a) **CREDITOR –** (**Default – Creditors** (**F5**) menu) – Selected creditor label (Postal address) and Selected creditor delivery label (Delivery address). Print when you right-click on a selected creditor (supplier) account from the list.

b) **DEBTOR –** (**Default – Debtors** (**F4**) menu) – Selected debtor label (Postal address) and Selected debtor delivery label (Delivery address). Print when you right-click on a selected debtor (customer / client) account from the list.

c) **STOCK –** (**Default – Stock items** (**F12**) menu) – Barcode and Yagoda barcode. Print when you right-click on a selected stock item or stock items from the list.

d) **PROJECTS** – If projects have been activated and transactions have been entered in batches and documents, you may print five (5) reports (i.e. Transactions, Hours, Stock items, Statements and the Total report). Budgets can also be entered for Projects, but it needs to be added to these reports.

e) **HORECAPOS** – This folder contains the reports for the HORECAPOS and RETAILPOS Plugins.

f) **SUBSCRIPT** – This folder contains the Subscriptions report. (See the **Subscriptions** folder – This folder contains the report, emailtemplates, layouts and Sql for the Subscriptions Plugin).

g) **REPORTS** FOLDER (Discontinued Reports) - The BATCHREPORT, CONTACTS, COSTCENTER, GL and TAX folders contains old reports not used in osFinancials5.

8. **Folders and reports for Plugins**

a) **EmailInvoice** and **debcred** folders are used for the E-MailPro Plugin

b) **parcel** – This is not used at this stage – It is reserved for a Send Parcel Plugin.

c) **remittance** – This contains the list report, emailtemplates and layouts for the Reminders Plugin.

d) **Subscriptions** – This folder contains the report, emailtemplates, layouts and Sql for the Subscriptions Plugin.

Q.2.1- Reports menu – File names and file structure

The reports on the **Reports** menu is stored in the "*...\plug_ins\reports\systemreports*" folder.

When printing reports using the "*Material*" theme, the icons in the "*Material*" theme folder will be displayed in menus and the icons in the "*Classic*" theme folder will be displayed on the report parameters screens and in Reportman.

For your convenience, a list of the file names and structure of the reports in the **Reports** menu (**Reports** ribbon), is as follows:

Folder / Menu	*Sub-folder1 Menu item*	*Sub-folder2 Sub-menu*	*Internal folder name / Report name*	*Internal report name*	*Classic theme*	*Material theme*
Ledger			***TRN_1372***			
	Budget		***TRN_1027***			
			Budget vs actual (3 periods)	*TRN_3372*		
	Listing		***TRN_66***			
			Chart of Accounts	*TRN_73*		
	Transactions		***TRN_74***			
			Transactions	*TRN_74*		
			Transactions - Standard	*TRN_906110*		
			Transactions - Extra details	*TRN_906111*		
Debtors			***TRN_160***			
	Debtor statement		***TRN_1090***			
			Debtor Statements	*TRN_1090*		
			Debtors statement - Outstanding	*TRN_906552*		
	Age analysis		***TRN_65***			
			Balances detail	*TRN_906142*		
			Balances detail history (open item)	*TRN_906143*		
			Balances	*TRN_906147*		

Folder / Menu	*Sub-folder1 Menu item*	*Sub-folder2 Sub-menu*	*Internal folder name / Report name*	*Internal report name*	*Classic theme*	*Material theme*
	Listing		***TRN_66***			
			Contacts	*TRN_2876*		
			Listing	*TRN_66*		
			List delivery address	*TRN_906138*		
			List postal address	*TRN_906139*		
			List details	*TRN_906140*		
			Credit control listing (Credit limit vs Current balance)	*TRN_906338*		
			Tax and Company registration numbers	*TRN_906339*		
	Print labels		***TRN_68***			
			Delivery address labels	*TRN_906064*		
			Postal address labels	*TRN_906137*		
	Transactions		***TRN_74***			
			Transactions	*TRN_74*		
			Transaction list - Open item	*TRN_906061*		
			Transactions - Standard	*TRN_906106*		
			Transactions - Extra details	*TRN_906107*		
			Transaction list	*TRN_906440*		
Creditors			***TRN_161***			
	Creditor remittance advises		***TRN_1089***			
			Creditor remittance advise	*TRN_1089*		
			Creditor remittance advise - Outstanding	*TRN_906551*		
	Age analysis		***TRN_65***			
			Balances detail	*TRN_906142*		
			Balances detail history (open item)	*TRN_906143*		
			Balances	*TRN_906147*		

Folder / Menu	Sub-folder1 Menu item	Sub-folder2 Sub-menu	Internal folder name / Report name	Internal report name	Classic theme	Material theme
	Listing		**TRN_66**			
			Contacts	TRN_2876		
			Listing	TRN_66		
			List delivery address	TRN_906138		
			List postal address	TRN_906139		
			List details	TRN_906140		
			Credit control listing (Credit limit vs Current balance)	TRN_906338		
			Tax and Company registration numbers	TRN_906339		
	Print labels		**TRN_68**			
			Delivery address labels	TRN_906064		
			Postal address labels	TRN_906137		
	Transactions		**TRN_74**			
			Transactions	TRN_74		
			Transaction list - Open item	TRN_906061		
			Transactions - Standard	TRN_906108		
			Transactions - Extra details	TRN_906109		
			Transaction list	TRN_906440		
Sales			**TRN_1792**			
	Quotes		**TRN_1870**			
		Debtors	**TRN_160**			
			Quotes per period - Quantities	TRN_906315		
		Sales	**TRN_1792**			
			Quotes per period - Quantities	TRN_906315		
		Items	**TRN_2052**			
			Items per period	TRN_906115		

Folder / Menu	*Sub-folder1 Menu item*	*Sub-folder2 Sub-menu*	*Internal folder name / Report name*	*Internal report name*	*Classic theme*	*Material theme*
	Invoices		***TRN_300***			
		Debtors	***TRN_160***			
			Invoices per period - Quantities	*TRN_906155*		
		Sales	***TRN_1792***			
			Invoices per period - Quantities	*TRN_906155*		
		Items	***TRN_2052***			
			Items per period	*TRN_906115*		
	Credit notes		***TRN_47***			
		Debtors	***TRN_160***			
			Credit notes per period - Quantities	*TRN_906311*		
		Sales	***TRN_1792***			
			Credit notes per period - Quantities	*TRN_906311*		
		Items	***TRN_2052***			
			Items per period	*TRN_906115*		
Plugins			***TRN_1805***			
	Price agreement		***TRN_3380***			
			Debtor – Price agreement	*TRN_906035*		
			Creditor – Price agreement	*TRN_906088*		
	Location-Serials-Batches		***TRN_3398***			
			On hand	*TRN_1777*		
			Stock movement	*TRN_906038*		
			Outdated batch	*TRN_906554*		
			Batch bought from supplier	*TRN_906555*		
			Batch sold to customer	*TRN_906556*		

Folder / Menu	*Sub-folder1 Menu item*	*Sub-folder2 Sub-menu*	*Internal folder name / Report name*	*Internal report name*	*Classic theme*	*Material theme*
Stock			***TRN_1999***			
	Reorder		***TRN_1778***			
			Reorder report	*TRN_83*		
			Current stock levels	*TRN_906268*		
	Print labels		***TRN_68***			
			Barcode	*TRN_1774*		
			Yagoda barcode	*TRN_906040*		
	Stock item listing		***TRN_84***			
			All selling prices	*TRN_1056*		
			Tax classes	*TRN_3465*		
			Stock item listing	*TRN_84*		
	Backorder		***TRN_906050***			
			Backorder	*TRN_906050*		
	Stock In / Out		***TRN_906112***			
			Stock In / Out - Documents	*TRN_38*		
			Stock In / Out	*TRN_906112*		
Point-of-Sale			***TRN_2200***			
	Standard		***TRN_1990***			
			Sales	*TRN_1792*		
			Receipts	*TRN_182*		
	Cash slip printer		***TRN_906160***			
			Sales	*TRN_1792*		
			Receipts	*TRN_182*		
Contacts			***TRN_2876***			
			Contacts	*TRN_2876*		
Calendar			***TRN_2879***			
			Hours	*TRN_2330*		

Folder / Menu	*Sub-folder1 Menu item*	*Sub-folder2 Sub-menu*	*Internal folder name / Report name*	*Internal report name*	*Classic theme*	*Material theme*
Batch entry			***TRN_298***			
			Documents	*TRN_38*		
			Batch transactions per period	*TRN_906141*		
Purchases			***TRN_49***			
	Purchase documents		***TRN_1269***			
		Creditors	***TRN_161***			
			Purchases per period - Quantities	*TRN_906150*		
		Items	***TRN_2052***			
			Items per period	*TRN_906115*		
		Purchases	***TRN_302***			
			Purchases per period - Quantities	*TRN_906150*		
	Orders		***TRN_1871***			
		Creditors	***TRN_161***			
			Orders per period - Quantities	*TRN_906317*		
		Items	***TRN_2052***			
			Items per period	*TRN_906115*		
		Purchases	***TRN_302***			
			Orders per period - Quantities	*TRN_906317*		
	Supplier returns		***TRN_303***			
		Creditors	***TRN_161***			
			Supplier returns per period - Quantities	*TRN_906313*		
		Items	***TRN_2052***			
			Items per period	*TRN_906115*		
		Purchases	***TRN_302***			
			Supplier returns per period - Quantities	*TRN_906313*		

Folder / Menu	*Sub-folder1 Menu item*	*Sub-folder2 Sub-menu*	*Internal folder name / Report name*	*Internal report name*	*Classic theme*	*Material theme*
Company info			***TRN_320***			
			Bank accounts	*TRN_183*		
			Information	*TRN_629*		
Currencies			***TRN_3470***			
			Currencies	*TRN_3470*		
Documents			***TRN_38***			
	Document listing		***TRN_45***			
			Document listing	*TRN_45*		
	Document listing per account		***TRN_906161***			
		Sales documents	***TRN_1268***			
			Invoices	*TRN_300*		
			Quotes	*TRN_418*		
			Credit notes	*TRN_706*		
		Purchase documents	***TRN_1269***			
			Purchases	*TRN_302*		
			Supplier returns	*TRN_303*		
			Orders	*TRN_798*		
	Unprinted document listing		***TRN_906162***			
		Sales documents	***TRN_1268***			
			Invoices	*TRN_300*		
			Quotes	*TRN_418*		
			Credit notes	*TRN_706*		

Folder / Menu	Sub-folder1 Menu item	Sub-folder2 Sub-menu	Internal folder name / Report name	Internal report name	Classic theme	Material theme
		Purchase documents	**TRN_1269**			
			Purchases	TRN_302		
			Supplier returns	TRN_303		
			Orders	TRN_798		
Sales analysis			**TRN_85**			
	Quotes per period		**TRN_3568**			
			Quotes per period - Debtor group1	TRN_906301		
			Quotes per period - Debtor group2	TRN_906302		
			Quotes per period - Document group1	TRN_906303		
			Quotes per period - Document group2	TRN_906304		
			Quotes per period - Salesperson	TRN_906305		
	Invoices per period		**TRN_3570**			
			Invoices per period - Debtor group1	TRN_906157		
			Invoices per period - Debtor group2	TRN_906158		
			Invoices per period - Document group1	TRN_906159		
			Invoices per period - Document group2	TRN_906165		
			Invoices per period - Salesperson	TRN_906166		
	Credit notes per period		**TRN_3569**			
			Credit notes per period-Debtor group1	TRN_906291		
			Credit notes per period-Debtor group2	TRN_906292		
			Credit notes per period-Document group1	TRN_906293		
			Credit notes per period-Document group2	TRN_906294		
			Credit notes per period-Salesperson	TRN_906295		

Folder / Menu	*Sub-folder1 Menu item*	*Sub-folder2 Sub-menu*	*Internal folder name / Report name*	*Internal report name*	*Classic theme*	*Material theme*
	Sales per product		***TRN_3571***			
			Sales per product - Stock group1	*TRN_906174*		
			Sales per product - Stock group2	*TRN_906175*		
	Sales per period		***TRN_906122***			
			Sales per period - Debtor group1	*TRN_906332*		
			Sales per period - Debtor group2	*TRN_906333*		
			Sales per period - Document group1	*TRN_906334*		
			Sales per period - Document group2	*TRN_906335*		
			Sales per period - Salesperson	*TRN_906336*		
Tax			***TRN_906020***			
			Transactions	*TRN_20069*		
			Tax list debtor with tax id	*TRN_3675*		
			Tax per period	*TRN_906105*		
			Tax report – Reference / Document no.	*TRN_906550*		
			Tax list creditor with tax id	*TRN_906553*		
Purchase analysis			***TRN_977***			
	Orders per period		***TRN_3572***			
			Orders per period - Creditor group1	*TRN_906306*		
			Orders per period - Creditor group2	*TRN_906307*		
			Orders per period - Document group1	*TRN_906308*		
			Orders per period - Document group2	*TRN_906309*		
			Orders per period - Salesperson	*TRN_906310*		
	Purchases per period		***TRN_3573***			
			Purchases per period - Creditor group1	*TRN_906152*		
			Purchases per period - Creditor group2	*TRN_906153*		

Folder / Menu	*Sub-folder1 Menu item*	*Sub-folder2 Sub-menu*	*Internal folder name / Report name*	*Internal report name*	*Classic theme*	*Material theme*
			Purchases per period - Document group1	*TRN_906154*		
			Purchases per period - Document group2	*TRN_906163*		
			Purchases per period - Salesperson	*TRN_906164*		
	Supplier returns per period		***TRN_3574***			
			Supplier returns per period - Creditor group 1	*TRN_906296*		
			Supplier returns per period - Creditor group 2	*TRN_906297*		
			Supplier returns per period - Document group 1	*TRN_906298*		
			Supplier returns per period - Document group 2	*TRN_906299*		
			Supplier returns per period - Salesperson	*TRN_906300*		
	Purchases per product		***TRN_3575***			
			Purchases per product - Stock group1	*TRN_906172*		
			Purchases per product - Stock group2	*TRN_906173*		
	Purchases and Supplier returns per period		***TRN_906337***			
			Purchases documents per period - Creditor group1	*TRN_906327*		
			Purchases documents per period - Creditor group2	*TRN_906328*		
			Purchases documents per period - Document group1	*TRN_906329*		
			Purchases documents per period - Document group2	*TRN_906330*		
			Purchases documents per period - Salesperson	*TRN_906331*		

Q.2.2- Spreadsheet reports menu – File names and file structure

These spreadsheet reports are stored in the "*...\plug_ins\reports\excelreports*" folder.

> *See video on Spreadsheet reports.*

Selected reports will be opened in the powerful spreadsheet feature in osFinancials5.

When printing reports using the "*Material*" theme, the icons in the "*Material*" theme folder will be displayed in menus and the icons in the "*Classic*" theme folder will be displayed on the report parameters screens and in Reportman.

For your convenience, a list of the file names and structure of the reports in the **Spreadsheet reports** menu (**Reports** ribbon) is as follows:

Menu item	***Sub-menu item 1***	***Sub-menu item 2***	***Internal folder name***	***Classic theme***	***Material theme***
Debtors			***TRN_160***		
Creditors			***TRN_161***		
Transactions			***TRN_20069***		
	Per period		***TRN_3314***		
General ledger			***TRN_32***		
	Budget		***TRN_1027***		
		This year	***TRN_603***		
		Reporting group 1	***TRN_1323***		
	Column balances		***TRN_3106***		
		This year	***TRN_603***		
		Reporting group 1	***TRN_1323***		
Sales analysis			***TRN_85***		
	Stock movement		***TRN_906038***		
	Sales per period		***TRN_906122***		

Q.2.3- User reports menu – File names and file structure

These user reports are stored in the "*...\plug_ins\reports\userreports*" folder. These user reports are not included in the osFinancials5 installation, but is included in the osFinancials5 installation.

When printing reports using the "*Material*" theme, the icons in the "*Material*" theme folder will be displayed in menus and the icons in the "*Classic*" theme folder will be displayed on the report parameters screens and in Reportman.

For your convenience, a list of the file names and structure of the reports in the **User reports** menu (**Reports** ribbon) is as follows:

Menu item	***Sub-menu item***	***Internal folder name /*** *Report name*	***Internal report name***	***Classic theme***	***Material theme***
Custom reports					
			2cred-sku-det		
			2deb-sku-det		
Tax		***TRN_906583***	*Tax codes – Tax rates*		
Debtors		***TRN_160***			
	Outstanding	***TRN_947***			
		Due date	*TRN_2222*		
		Debtors Outstanding at date	*TRN_906104*		
Creditors		***TRN_161***			
	Outstanding	***TRN_947***			
		Due date	*TRN_2222*		
		Creditors Outstanding at date	*TRN_906103*		
Tutorial reports					

Q.3- User reports menu - Graphs - File names and file structure

In addition to the Graphs per week range of reports, the Graphs per month, range of reports is introduced. All graphs is structured in the **User reports** → **Graphs** (TRN_906557) menu on the Reports ribbon.

Q.3.1- Graphs per week (TRN_906558)

Menu item	Sub-menu item 1	Internal folder name / Report name	Internal report name	Classic theme	Material theme
Ledger	**TRN_1372**				
		Graph - Profit Loss per week	TRN_906169.rep		
Debtors	**TRN_160**				
		Graph - Debtors per week	TRN_906168.rep		
Creditors	**TRN_161**				
		Graph - Creditors per week	TRN_906167.rep		
Sales	**TRN_1792**				
	Quotes per period	**TRN_3568**			
		Graph - Quotes per week - Quantities	TRN_906323.rep		
		Graph - Quotes per week - Amount	TRN_906324.rep		
	Credit notes per period	**TRN_3569**			
		Graph - Credit notes per week - Quantities	TRN_906319.rep		
		Graph - Credit notes per week - Amount	TRN_906320.rep		
	Invoices per period	**TRN-3570**			
		Graph - Invoices per week - Quantities	TRN_906170.rep		
		Graph - Invoices per week - Amount	TRN_906171.rep		
	Sales per period	**TRN_906122**			
		Graph - Invoices - Credit notes per week - Quantities	TRN_906579.rep		
		Graph - Invoices - Credit notes per week -	TRN_906580.rep		

Menu item	***Sub-menu item 1***	***Internal folder name /*** *Report name*	***Internal report name***	***Classic theme***	***Material theme***
		Amount			
Purchases		***TRN_302***			
	Purchases				
		Graph - Purchases - Supplier returns per week - Quantities	*TRN_906581*		
		Graph - Purchases - Supplier returns per week - Amount	*TRN_906582*		
	Orders per period				
		Graph - Orders per week - Quantities	*TRN_906325.rep*		
		Graph - Orders per week - Amount	*TRN_906326.rep*		
	Supplier returns per period				
		Graph - Supplier returns per week - Quantities	*TRN_906321.rep*		
		Graph - Supplier returns per week - Amount	*TRN_906322.rep*		
	Purchases per period				
		Graph - Purchases per week - Quantities	*TRN_906289.rep*		
		Graph - Purchases per week - Amount	*TRN_906290.rep*		

Q.3.2- Graphs per month (TRN_906559)

Menu item	Sub-menu item 1	Internal folder name / Report name	Internal report name	Classic theme	Material theme
Ledger	**TRN_1372**				
		Graph - Profit Loss per month	TRN_906560.rep		
Debtors	**TRN_160**				
		Graph - Debtors per month	TRN_906561.rep		
Creditors	**TRN_161**				
		Graph - Creditors per month	TRN_906562.rep		
Sales	**TRN_1792**				
	Quotes per period	**TRN_3568**			
		Graph - Quotes per month - Quantities	TRN_906563.rep		
		Graph - Quotes per month - Amount	TRN_906564.rep		
	Credit notes per period	**TRN_3569**			
		Graph - Credit notes per month - Quantities	TRN_906565.rep		
		Graph - Credit notes per month - Amount	TRN_906566.rep		
	Invoices per period	**TRN-3570**			
		Graph - Invoices per month - Quantities	TRN_906567.rep		
		Graph - Invoices per month - Amount	TRN_906568.rep		
	Sales per period	**TRN_906122**			
		Graph - Invoices - Credit notes per month - Quantities	TRN_906569.rep		

Menu item	***Sub-menu item 1***	***Internal folder name /*** *Report name*	***Internal report name***	***Classic theme***	***Material theme***
		Graph - Invoices - Credit notes per month - Amount	*TRN_906570.rep*		
Purchases		***TRN_302***			
	Purchases				
		Graph - Purchases - Supplier returns per month - Quantities	*TRN_906571.rep*		
		Graph - Purchases - Supplier returns per month - Amount	*TRN_906572.rep*		
	Orders per period				
		Graph - Orders per month - Quantities	*TRN_906574.rep*		
		Graph - Orders per month - Amount	*TRN_906573.rep*		
	Supplier returns per period				
		Graph - Supplier returns per month - Quantities	*TRN_906576.rep*		
		Graph - Supplier returns per month - Amount	*TRN_906575.rep*		
	Purchases per period				
		Graph - Purchases per month - Quantities	*TRN_906578.rep*		
		Graph - Purchases per month - Amount	*TRN_906577.rep*		

Q.4- LAYOUT FILES

The default layout file ("*Layout file (TRN_1910)*") is already set in most Set of Books templates which may be downloaded. This document layout file is translatable via the selected language of each Set of Books. When a document is printed, it will display the correct information for the specific document type, i.e.;

- **Sales documents** – Quotes, Invoices and Credit notes.
- **Purchase documents** – Orders, Purchases and Supplier returns.

To assist in choosing a layout file for your own needs, you may view some screenshots of document layout files:

- Preview of available translatable document layout file samples.
- Preview of available document layout file samples in the Dutch language.

Layout files are stored in the ...\plug_ins\reports\DOCUMENTS\DOCUMENTS directory.

*You may use the Report designer (accessed on the **Setup** ribbon). to design your own layout files or copy any existing layout file and customise it for your own specific requirements.*

Layout files have been designed to be displayed in the Language file (**Switch language** (**Start** ribbon)). If you change the language, the layout file will be displayed in the selected language.

Should the correct tax terminology (e.g. Sales tax, VAT, GST) not be displayed on layout files, you need to select the correct language / country file.

Q.4.1- Select layout files

The layout files selected for each document type on the **Setup** → **Documents setup** (**Setup** ribbon) are the global default layout files that will be used to print documents. You may select up to two (2) Layout files for each document type (i.e. **Quotes**, **Invoices**, **Credit notes**, **Orders, Purchases** and **Supplier returns**).

Layout file 2 is optional. If layout file 2 is selected, it will print Layout file 2 document after the first layout file.

The first Layout file is required (global setting) and will serve as the default option for printing document layout files (for example, if "Default" is selected in the "Layout file" field for Documents.

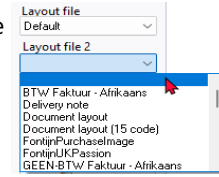
Specific layout files may also be selected on the **Default** ribbon for:

1. **Debtors - Delivery address** tab - Each debtor (customer / client) account by selecting a different layout file in the Layout file 1 (Invoices), Layout file 2 (Credit notes), Layout file 3 (Quotes).
2. **Creditors - Delivery address** tab - Each creditor (supplier / vendor) account by selecting a different layout file in the Layout file 1 (Purchases), Layout file 2 (Supplier return), Layout file 3 (Orders).

The global settings will be over-ruled.

If you need to print Delivery notes, you may select Delivery note layout file in "Layout file 2", This will print directly after a document is printed.

Q.4.2- De-select layout files



In addition to these settings, you may also select a different layout file when printing documents on the "*Layout file*" fields of the following options (**Default** ribbon):

- **Documents** - Selection screen (**Print** button) - You may select up to four (4) layout files. If you have selected a layout file for Layout file 2, Layout file 3 and/or Layout file 4, and you no longer want to print these layout files, you can select the blank option.
- **Debtors** (**Documents** tab)
- **Creditors** (**Documents** tab)

Q.4.3- Customising document layout files

You select a layout file and customise a copy layout file of the layout file to meet your specific needs.

Before changing a layout file, it is recommended that you select your report, and click on the Copy report button (on the "Report man" screen). It will create a Copy of your layout file.

If you have customised a layout file, save it with a different name. This will prevent loosing your layout file, being over-written by reinstalling or installing osFinancials5.

*Layout files are stored in the "...\plug_ins\reports\DOCUMENTS\DOCUMENTS" directory. These may be edited using the Reportman (**Report designer** accessed from **Setup** ribbon).*

We have included an example invoice which is not translatable via the language files.

The "*Tutorial-Invoice*" may be used to customise your own invoice for beginners to the Report designer.

MODULE R - LIST OF SHORT-CUT KEYS

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R.1- Function keys - osFinancials5 main program

Key	Description	Menu (Ribbon)	Function
F1	Help	Help → Help (Start)	Access the Help file.
F2	Batch entry	Batch entry (Default)	Enter transactions in your respective batch types.
F3	Update ledger	Update ledger (Default)	Update invoices, credit notes, purchases and supplier returns.
F4	Debtors	Debtors (Default)	To create, edit, delete creditor (supplier) accounts.
F5	Creditors	Creditors (Default)	To create, edit, delete debtor (customer / client) accounts.
F6	Invoices	Documents (Default)	The Invoicing screen will be displayed on which you may start processing invoices. You may also select to process any of the following documents: • Credit notes • Purchases • Supplier returns • Quotes • Orders The last accessed Document type will be launched (if the Set of Books is not re-opened).
F10	Creation wizard	Create Set of Books (Start)	Launches the Creation wizard screen on which you may select an option to create, copy, or convert a Set of Books.
F12	Stock items	Stock items (Default)	Maintain stock items.

R.2- Alt + Other keys

Key	Description	Menu (Ribbon)	Function
F2	Cash/Bank entry	Cash/Bank entry (Default)	Import transactions from bank statements (if the Bank import plugin is activated. Do a bank reconciliation and to print the bank reconciliation report.
F3	Documents	Documents (Default)	When processing documents, it will focus on the Quantity ship field.
O	Open	Open (Start)	Open a Set of Books.
Q	Exit osFinancials	Exit osFinancials (Click Close icon top-right corner on the titlebar of the osFinancials program.	Exit osFinancials.

R.3- Ctrl + Other keys

Key	Description	Menu (Ribbon)	Function
F3	Documents	Documents (Default)	When processing documents, it will focus on the Fast add item (code/barcode/serial) field. Press then scan.
F5	Company Info	Setup → Company Info (Setup)	Enter or edit information regarding the company and to set defaults for the company.
F6	POS Invoice	Input → POS Invoice (Default)	To start processing Point-of-Sale invoices.
L	Open item link	Open item link (Default)	Options to link receipts to specific invoices for debtors and payments for creditors to certain supplier invoices or purchases. Open item link processing are also available for general ledger accounts.

R.4- Function keys - Batch entry screens

Key	Description	Function
F5	Balance	Balance the batch
F6	Post	Post the batch
F7	Exclusive / Inclusive	Enter VAT/GST/Sales tax Exclusive or Inclusive
F8	List	List the batch
F9	Process	Process the batch
F10	Setup	Setup entry defaults for the batch.

R.5- Function keys - Document entry screens

Key	Description	Function
F7	Exclusive / Inclusive	Enter VAT/GST/Sales tax Exclusive or Inclusive
F8	Discount	To enter discount
F9	Comment	Insert a comment.
F10	Delete all	Delete all the transactions and comments entered in the document.
F11	Copy	Copy the transactions from a selected invoice.
F12	Delete line	Delete selected transaction(s) and / or comment(s) entered in the document.