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**CUSTOMISE-BOOKS-ADVANCED**

The following Sets of Books is created using the "*Creation wizard*" (**F10**) from the Create Set of Books (**Setup** ribbon) the "*Customise your own Set of Books (Advanced)?*" option for Firebird database type:

* CUSTOMISE-EMPTY-BOOKS-3X3-DIGITS.zip
* CUSTOMISE-EMPTY-BOOKS-4X3-DIGITS.zip
* CUSTOMISE-EMPTY-BOOKS-5X3-DIGITS.zip
* CUSTOMISE-EMPTY-BOOKS-6X3-DIGITS.zip
* CUSTOMISE-EMPTY-BOOKS-7X3-DIGITS.zip
* CUSTOMISE-EMPTY-BOOKS-8X3-DIGITS.zip

**Sets of Books created on these templates**

***4-Digit main accounts and 3-Digit sub-accounts***

The following Sets of Books, based on the "*CUSTOMISE-EMPTY-BOOKS-4X3-DIGITS.zip*" (with a 4-digit main accounts and 3 digit sub-accounts) were created:

* **4-EN-SOUTH-AFRICA-GENERIC** - English generic Sets of Books (based on the en-SouthAfrica language file) and VAT for the South African Revenue Services (VAT201 return).
* **4-AF-SUID-AFRIKA-GENERIES** - Afrikaans generiese Stel Boeke gebasseer (Afrikaans taallêer) en BTW vir die Suid-Afrikaanse Inkomstediens (BTW201-opgawe).
* **4-EN-UK-GENERIC** - English United Kingdom (based on the en-UK language file). The VAT is based on the Standard VAT Scheme in the United Kingdom.

***3-Digit main accounts and 3-Digit sub-accounts***

The TUTORIALS Sets of Books, based on the "*CUSTOMISE-EMPTY-BOOKS-3X3-DIGITS.zip*" (with a 3-digit main accounts and 3 digit sub-accounts) were created for ENGLISH and AFRIKAANS.

***TUTORIALS/ENGLISH/***

1. **Sets of Books**
   * **HANDYMAN** - Starting with the "*CUSTOMISE-EMPTY-BOOKS-3X3-DIGITS.zip*" template, the HANDYMAN Set of Books contains only the 3 basic control accounts (Debtors control, Creditors control and Retained earnings accounts.
   * **HANDYMAN-A** - UNPOSTED batch transactions and UNPOSTED documents.
   * **HANDYMAN-B** - POSTED batch transactions and POSTED documents.
2. **Supporting files** 
   * **EXPORTED-ACCOUNTS-STOCK** folder - The following data imported in the **Import** option on the **Setup** ribbon using the "*(\*.txt) Tab delimited*" files (i.e. "*Export-ACCOUNTS, Export-DEBTORS, Export-CREDITORS*" and "*Export-STOCK*") created from the **Export** option on the **Setup** ribbon in older Tutorials Set of Books.
   * **EXPORTED-BATCH-Delimited-File** folder - The batch transactions was imported using the files in this folder using the "*Delimited file import*" Batch processing option.
   * **EXPORTED-BATCH-Spreadsheets** folder - You can also use the Excel workbook files to import batch transactions **Spreadsheet import** icon on the Batch entry screen to open the Excel workbook (\*xlsx) file and import the batch transactions into the respective batches.
3. **Documentation** - Accounting Made Easy - 2024-osF-5-1-AME-Revision1.odt Since basically all reports have been tidied and fixed to minimise overlapping labels to accommodate data to full size of allowed fields and to accommodate larger descriptions that may be required for Sets of Books with up to 8-digit main accounts these reports have been retested in English and in Afrikaans.

***TUTORIALS/AFRIKAANS***

1. **Sets of Books** **(Handleidings)**
   * **NUTSMAN** - Starting with the "*CUSTOMISE-EMPTY-BOOKS-3X3-DIGITS.zip*" template, the o NUTSMAN Set of Books contains only the 3 basic control accounts (Debtors control, Creditors control and Retained earnings accounts.
   * **NUTSMAN-A** - UNPOSTED batch transactions and UNPOSTED documents.
   * **NUTSMAN-B** - POSTED batch transactions and POSTED documents.
2. **Supporting files** 
   * **UITVOER-REKENINGE-VOORRAAD** folder - The following data imported in the **Import** option on the **Setup** ribbon using the "*(\*.txt) Tab delimited*" files (i.e. "*Debiteure.txt, Krediteure.txt , Rekeninge.txt*" en "*Voorraad.txt*") created from the **Export** option on the **Setup** ribbon in older Tutorials Set of Books.
   * **UITVOER-JOERNALE-Gedelimiteerde-lêer** folder - The batch transactions was imported using the files in this folder using the "*Delimited file import*" Batch processing option.
   * **UITVOER-JOERNALE-Sigblad** folder - You can also use the Excel workbook files to import batch transactions **Spreadsheet import** icon on the Batch entry screen to open the Excel workbook (\*xlsx) file and import the batch transactions into the respective batches.
3. **Documentation** - Accounting Made Easy - 2024-osF-5-1-RMG-AFRIKAANS-Weergawe1.odt Since basically all reports have been tidied and fixed to minimise overlapping labels to accommodate data to full size of allowed fields and to accommodate larger descriptions that may be required for Sets of Books with up to 8-digit main accounts these reports have been retested in English and in Afrikaans.

**CUSTOMISE-EMPTY-BOOKS - Sets of Books properties**

The basic properties of these "*CUSTOMISE-EMPTY-BOOKS*", is as follows:

1. **Field length** - Set maximum Account and Group descriptions to 128-characters.
2. **Account codes** - Character length and the default control accounts

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Number of digits***  ***Account code*** | ***Books name*** | ***Retained earnings*** | ***Debtors control*** | ***Creditors control*** | ***Number of account code digits - Debtor accounts*** | ***Number of account code digits - Creditor accounts*** |
| ***3X3-DIGITS*** | ***CUSTOMISE-EMPTY-BOOKS-3X3-DIGITS*** | *G510-000* | *G700-000* | *G900-000* | *D + 5-characters D00001* | *C + 5-characters C00000* |
| ***4X3-DIGITS*** | ***CUSTOMISE-EMPTY-BOOKS-4X3-DIGITS*** | *G3100-000* | *G1100-000* | *G2000-000* | *D + 6-characters D000001* | *C + 6-characters C000000* |
| ***5X3-DIGITS*** | ***CUSTOMISE-EMPTY-BOOKS-5X3-DIGITS*** | *G31000-000* | *G11000-000* | *G20000-000* | *D + 7-characters D0000001* | *C+ 7-characters C0000000* |
| ***6X3-DIGITS*** | ***CUSTOMISE-EMPTY-BOOKS-6X3-DIGITS*** | *G310000-000* | *G110000-000* | *G200000-000* | *D + 8-characters D00000001* | *C + 8-characters C00000000* |
| ***7X3-DIGITS*** | ***CUSTOMISE-EMPTY-BOOKS-7X3-DIGITS*** | *G3100000-000* | *G1100000-000* | *G2000000-000* | *D + 9-characters D000000001* | *C + 9-characters - C000000000* |
| ***8X3-DIGITS*** | ***CUSTOMISE-EMPTY-BOOKS-8X3-DIGITS*** | *G31000000-000* | *G11000000-000* | *G20000000-000* | *D + 10-characters - D0000000001* | *C + 10-characters - C0000000000* |

1. **ADDED / FIXED** - Updated TYPES table Groups and Paper types:
   * Groups Added records - for Type 2 in the WTYPEPARENT column:
     + 1000 - Projects
     + 1002 - Cost centre 1
     + 1003 - Cost centre 2
     + 1004 - Languages
   * **Add Paper types** - Added records - for Type 5 in the WTYPEPARENT column:
     + 55 - Till slip
     + 56 - New plain
2. **TYPES table** - Edited the descriptions of records in the **Types** tab of **Tools → Customise language** (**Setup** ribbon) such as document types (i.e. Invoice, Credit note, Quote, Purchase, Supplier return and Order), groups names, etc. This is consistent with other templates (Sets of Books that can be downloaded). When you overtype the group name descriptions e.g. "*Account Reporting Group1 Name*" to "*Account group 1*", etc. in **Setup → Groups**, it will update the record's description in the **Types** tab of the "*Customize languages*" screen.
3. **Documents setup** - **Layout file point-of-sale**: "*DefaultA4*" is the default setting and is not available in the " *...\plug\_ins\reports\DOCUMENTS\DOCUMENTS\* " folder- changed the default layout file to "*POS - STARTSP100*".
4. **Calendar resource** - The default Resource name is set to osFinancials. The resource name links the events, tasks, etc. to a specific name in the Calendar. It will also print on the Calendar report. When you purchase and activate the ***Multi-User calendar (agenda)*** plugin, you will be able to define a resource for each user.

**CUSTOMISE-EMPTY-BOOKS - Sets of Books - Accounts**

The basic properties of these "*CUSTOMISE-EMPTY-BOOKS*", is as follows:

***Ledger accounts***

**Accounts** **Setup → Accounts** - Only the 3 control accounts (i.e. Debtors control + Creditors control + Retained earnings) accounts in the Chart of Accounts is included in the Chart of Accounts.

**NOTE** : You cannot delete these 3 control accounts. An error message will be displayed:

*"You cannot delete a control account!"*

You can edit the account code and description for each of these 3 control accounts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Number of digits***  ***Account code*** | ***Books name*** | ***Retained earnings*** | ***Debtors control*** | ***Creditors control*** |
| ***3X3-DIGITS*** | ***CUSTOMISE-EMPTY-BOOKS-3X3-DIGITS*** | *G510-000* | *G700-000* | *G900-000* |
| ***4X3-DIGITS*** | ***CUSTOMISE-EMPTY-BOOKS-4X3-DIGITS*** | *G3100-000* | *G1100-000* | *G2000-000* |
| ***5X3-DIGITS*** | ***CUSTOMISE-EMPTY-BOOKS-5X3-DIGITS*** | *G31000-000* | *G11000-000* | *G20000-000* |
| ***6X3-DIGITS*** | ***CUSTOMISE-EMPTY-BOOKS-6X3-DIGITS*** | *G310000-000* | *G110000-000* | *G200000-000* |
| ***7X3-DIGITS*** | ***CUSTOMISE-EMPTY-BOOKS-7X3-DIGITS*** | *G3100000-000* | *G1100000-000* | *G2000000-000* |
| ***8X3-DIGITS*** | ***CUSTOMISE-EMPTY-BOOKS-8X3-DIGITS*** | *G31000000-000* | *G11000000-000* | *G20000000-000* |

Control accounts - You can edit the account code and account description for each of these 3 control accounts. It is important to note that you need to keep in mind that these control accounts need to be linked to account groups and financial categories:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Control account name*** | ***Financial category*** | ***Account groups*** |  |
| *Retained earnings* | *Capital* | *Equity / Capital* |  |
| *Debtors control* | *Assets* | *Current assets* |  |
| *Creditors control* | *Liabilities* | *Current liabilities* |  |

If you import general ledger accounts from a Tab delimited file, you may:

* Change the account codes and descriptions to meet your specific requirements and needs. In the case of accounts, which contains sub-accounts, you cannot change the sub-accounts account codes. You first need to delete the sub-accounts and rename the account codes and account descriptions and recreate sub-accounts where necessary.
* Review your imported ledger accounts descriptions. You may use longer account descriptions (longer than the default 35-characters or 64-characters) , where necessary.
* Disabled (inactive) accounts imported - review and decide to keep these disabled (inactive) accounts or delete them if not required.
* Tax (VAT/GST/Sales tax) accounts - The first sub-account (tax code) may not include the Tax tab and Tax percentage - You need to delete and recreate the tax account (tax code) as a Tax account. Zero-rated Tax codes. You need to confirm the percentage.
* If Account groups 1 and / or Account group 2 is imported, these account groups may not be linked to the 5 financial categories. You may need to link these account groups to the 5 financial categories.

|  |  |
| --- | --- |
|  | ***Imported or copied text in osFinancials screens from external files - Account / Group descriptions in Accounts description lines in batches***  *When importing or copying text for account. group descriptions or any other screens, or forms, the fields from external programs such as spreadsheet, word documents, etc. the hyphenation character "–" may be displayed as a pipe character " | " in lookups and some screens or as " � " in some screens and in reports, document layout files, etc.*  *For example, Motor vehicles � Net value if copied or imported into Setup - Accounts as Motor vehicles – Net value (with the hyphenation format) it will be displayed as Motor vehicles � Net value on some screens and in reports and as Motor vehicles | Net value on lookup screens.*  *You need to use the dash sign "-" to be displayed correctly.*  ***Solution****:*  *To ensure hyphens display correctly in osFinancials, use the standard dash character ("-") instead of the hyphenation character when copying or importing text from external files.* |

***Debtor / Creditor accounts***

Depending on the Set of Books, the field length for Debtor account codes and Creditor account codes, is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Number of digits***  ***Account code*** | | ***Books name*** | ***Number of account code digits - Debtor accounts*** | ***Number of account code digits - Creditor accounts*** |
| ***3X3-DIGITS*** | | ***CUSTOMISE-EMPTY-BOOKS-3X3-DIGITS*** | *D + 5-characters D00001* | *C + 5-characters C00000* |
| ***4X3-DIGITS*** | | ***CUSTOMISE-EMPTY-BOOKS-4X3-DIGITS*** | *D + 6-characters D000001* | *C + 6-characters C000000* |
| ***5X3-DIGITS*** | | ***CUSTOMISE-EMPTY-BOOKS-5X3-DIGITS*** | *D + 7-characters D0000001* | *C+ 7-characters C0000000* |
| ***6X3-DIGITS*** | | ***CUSTOMISE-EMPTY-BOOKS-6X3-DIGITS*** | *D + 8-characters D00000001* | *C + 8-characters C00000000* |
| ***7X3-DIGITS*** | | ***CUSTOMISE-EMPTY-BOOKS-7X3-DIGITS*** | *D + 9-characters D000000001* | *C + 9-characters - C000000000* |
| ***8X3-DIGITS*** | | ***CUSTOMISE-EMPTY-BOOKS-8X3-DIGITS*** | *D + 10-characters - D0000000001* | *C + 10-characters - C0000000000* |
|  | ***When creating or adding Debtor accounts and Creditor accounts, it is important that you use a different prefix for the account codes:***  *The first Debtor code (e.g. D00001, etc.), will automatically be generated. It is important to prefix Debtor codes with a unique prefix. In this documentation, the accounts is prefixed as follows:*   * *Debtor code = 1* * *Creditor code = 2*   *The reason for this, is that the account prefix is not always available when selecting accounts on some screens and reports. For example, if a Debtor code is D00001 and a Creditor code is C00001, and you select the Debtor code, it may set the Creditor code when selecting the contra account in the "Options for this batch" (****F10:Setup****) on "Batch entry" screens on "Batch entry" screens.* | | | |

**CUSTOMISE-EMPTY-BOOKS - Sets of Books configuration**

***Language settings***

The language specific settings is as follows:

**Language** - "*English*" is the default language. You may select your language and country in **Switch language** (**Start** ribbon).

**Set the default language for your Set of Books** - You may select your language and country in **Switch language** (**Start** ribbon). Your Set of Books, the language will be displayed in the osFinancial interface, reports, etc.

* **Customise language** - "*English*" is a default language. If you wish to customise your own language, you may select a different available language for your country language, tax regime or industry. **Tools → Customise language** (**Setup** ribbon).

|  |  |
| --- | --- |
|  | *IMPORTANT If you decide to customise your own language, and wish to edit these labels, it is important that you use a copy of the available language files. This will prevent overwriting your language file when you install osFinancials or osFinancials updates.* |

* **Types** tab - The entries on this tab is database specific and will update the "*TYPES*" table in your Set of Books. You may edit, translate or change the descriptions as necessary.
  + **Reporting groups** - The default descriptions for the 16 reporting groups - **Setup → Groups** is "Account group 1, Account group 2, Debtor group 1, Debtor group 2, Creditor group 1, Creditor group 2, Stock group 1, Stock group 2, Document group 1, Document group 2, Payment types, Salespersons, Projects, Cost centre 1, Cost centre 2 and Languages". These descriptions may be changed, edited, translated in the **Types** tab.
  + **Document types** - The default descriptions for the standard 6 document types for sales documents (Invoices, Credit notes and Quotes and for purchase documents (Purchases, Supplier returns and Orders). These descriptions may be changed, edited, translated for your country language, tax regime or industry in the **Types** tab. In your language file, you may search and edit / translate the language labels for each of these document types.
  + **Tax terminology** - Tax account is the default description for VAT/GST/Sales tax/Consumption tax in the **Types** tab. You may change this description for your country language, tax regime or industry. In your language file, you may search and edit / translate the language labels for the for the tax terminology.
* **Rest** tab - The entries on this tab is database specific. The Customize language - **Rest** tab Change descriptions of the "*Description of Zero account*" and "*Group empty account*". The 2 **change** buttons only saves 1 description. Work around change both to "*Empty*".

***Company info***

**Company info** - Depending on your selection of the CUSTOMISE-EMPTY-BOOKS number of digits, the similar text will display in the Titlebar and in reports e.g. "*3x3-DIGIT CUSTOMISE EMPTY BOOKS*", etc. Enter the name contact details and registration numbers of your business in **Setup → Company info**.

***Financial year and accounting periods***

**Reporting dates** - The default start of the financial year is "*1 January 2024*" - You may change this in **Setup → Reporting dates** control for the start of your financial year and set the accounting periods.

***Batches / Journal types***

**Batches / Journal types** - **Setup → Batch types** the General journal, Sales journal and Purchase journal is added.

|  |  |
| --- | --- |
|  | *No Receipts and Payments batches for Bank accounts and Petty cash accounts is added.*  *When you add or create your own accounts, the Payments and Receipt batches will be created and added and linked to each Bank account and Petty cash account.* |

You may add any additional batch types (journal types) to accommodate your specific needs and requirements.

***Documents setup***

The defaults settings in the **Setup → Documents setup** is as follows:

1. **Global settings - Documents setup**
   * **Layout file point-of-sale** : "*DefaultA4*" is the default setting and is not available in the " *...\plug\_ins\reports\DOCUMENTS\DOCUMENTS* " folder- changed the default layout file to "*POS - STARTSP100*".
   * **Append notes below item**: By default this option is selected. The default sequence in which the document lines will be displayed on document entry forms and printed in document layout files, is Item/Remark/Comment. If you deselect this option, the sequence in which the document lines will be displayed on document entry forms and printed in document layout files, will be Comment, Item, Remark.
   * **Auto-post documents on print**: By default this option is not selected. This means that you need to manually launch the Update ledger option to post or update documents to the ledger.
2. **Settings for specific document types**. The basic configuration for each document type, is as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Field*** | ***Sales documents*** | | | ***Purchase documents*** | | |  |
| ***Document type*** | ***Invoice*** | ***Credit note*** | ***Quote*** | ***Purchase*** | ***Purchase returns*** | ***Orders*** |  |
| ***Next Document number*** | *IN000001* | *CR000001* | *QU000001* | *PU000001* | *SR000001* | *OR000001* | *This is an 8-character alpha-numeric field. You may use prefixes for each document type. Prefixes will make it easier to identify the document type in search and filters, on reports and on exported data in spreadsheets.* |
| ***Batch type*** | *Sales jnl* | *Sales jnl* | *Not applicable* | *Purchase journal* | *Purchase journal* | *Not applicable* | *The default batch (journal) type in which the documents will be updated to the ledger. You may rename these journals or set a different journal.*  *Batches (Journals) is not applicable to Quotes ad Orders.* |
| ***Layout file*** | *Layout file* | *Layout file* | *Layout file* | *Layout file* | *Layout file* | *Layout file* | *The Layout file is one standard generic layout file applicable to all document types (Invoices, Credit notes, Quotes, Purchases, Supplier returns and Orders) and is translated via the language files. This is a global setting. Custom or other layout files may be set as default for specific debtor or creditor accounts.* |
| ***Layout file 2*** | *-* | *-* | *-* | *-* | *-* | *-* | *This option is not selected. You may select other layout files or the delivery note to print after the Layout file.* |
| ***Heading*** | *Tax Invoice no.* | *Credit note no.* | *Quote no.* | *Purchase no.* | *Supplier return no.* | *Order no.* | *You may change the headings of each document headings to match your country language, tax regime or industry.* |
| ***Message 1/2/3*** | *-* | *-* | *-* | *-* | *-* | *-* | *Messages is left blank. You may enter up to 3 lines as a global message that will be displayed on the "Messages" field of the document entry screens and printed on document layout files for each document type. Custom messages may be set as default for specific debtor or creditor accounts.* |

**Statement message** - You may enter global standard message for Debtor statements to print on Debtor statements.

**Post / Confirm and Delete buttons on Documents grid -** By default, only the **New**, **Edit** and **Print** buttons are available on the Documents grid screen's sidebar. You may add the **Posting** and **Delete** buttons underneath the **Print** button. To add the **Posting** and **Delete** buttons to the Document grid screen, select (tick) the "*Document posting*" field on the **Documents** tab in **Setup → Access control**.

***Stock items / Inventory items***

Before you add or import your stock items / inventory items / products you may need to configure some important basic settings such as Cost of sales, Create tax classes / account classes and Selling prices.

At this point, your chart of accounts (general ledger accounts) should have already been finalised.

***Activate Cost of Sales***

By default cost of sales is not activated. You need to configure cost of sales as follows:

1. Cost of Sales journal - Create a cost of sales batch (journal) type (**Setup → Batch types**) to update the transactions for cost of sales to the ledger when you post documents.
2. Cost of sales settings (**Setup → Stock information**) - Select the following:
   * Create cost of sales - To activate cost of sales, select (tick) the "*Create cost of sales*" tick box.
   * Cost of sales batch - Select the Cost of sales batch (journal) in which the cost of sales transactions will be posted.
   * Use “*Average cost*” or “*Latest cost*” option.

|  |  |
| --- | --- |
|  | *The method you use to calculate the value of your stock is crucial for determining its impact on your profit and loss figures. It is important to consider whether to use the “average cost” or the “latest cost” method.*  *If you are unsure which method to use, it is recommended that you seek guidance from your accountant.* |

***Create tax classes / account classes***

At this point, your chart of accounts (general ledger accounts) should have already been finalised.

You need to link each stock item / inventory item / product to the applicable ledger accounts (i.e. Input tax, Output tax, Sales account, Cost of sales account and Stock control account).

Tax classes may be set and linked to each category of tax and various tax rates such as Output tax, Input tax - Standard rate, Input tax - Capital goods, Zero rated goods, Exempt supplies applicable to the stock items / inventory items / products in your country and tax jurisdiction, etc.

Tax classes is defined and managed in the Tax classes tab in **Setup → Stock information**. When you create add or import your stock items / inventory items / products you may select a pre-configured Tax class to automatically link the 5 accounts (i.e. Input tax, Output tax, Sales account, Cost of sales account and Stock control account) applicable to the stock item / inventory item / product.

***Selling prices***

osFinancials supports up to 3 selling prices (i.e. Selling price 1, Selling price 2 and Selling price 3). You may change the descriptions of these selling prices on the "*Selling price descriptions*" section of the **Default** tab of **Setup → Stock information** to suit your specific requirements and set one of these Selling prices as the default Selling price (global setting) for your Set of Books.

In addition to this, you may set one of these Selling prices as the default Selling price on the **Accounting information** tab for specific debtor (customer / client) accounts.

|  |  |
| --- | --- |
|  | ***Price agreement plugin -*** *Manual - Shop - Once-off license -*  *In addition to the standard 3 selling prices in odFinancials,* ***Price agreement plugin****, allows you to set up to five (5) levels of quantity discounts that can be applied to specific debtors or groups of debtors. Additionally, you can set a special price for individual debtors per product. These prices will overrule the default Selling price 1 / 2 / 3 and can be set per debtor (customer / client). The price agreement may also be activated for creditor (supplier / vendor) accounts.* |

***Units of stock***

Add and define the units such as each, hours, etc. for your stock items / inventory / products. You may add these descriptions on the Units tab in **Setup → Stock information**.

***Reporting groups - Stock group 1 / Stock group 2***

In osFinancials, you have the option to set up to 2 reporting groups for your stock items / inventory items / products, allowing you to categorise search, filter and report on your products more effectively. These reporting groups provide a way to organize and analyse your inventory based on specific criteria.

You may add these Stock groups in **Setup** **→ Groups** can be linked to each stock item (inventory item / product).

**Set the Calendar as default**

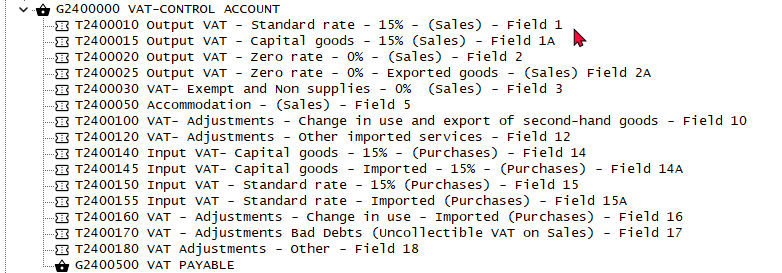
You have the option to activate the Calendar to be launched instead of the Welcome screen whenever you open a Set of Books, This means that the Calendar will be automatically displayed as the default screen.

**Examples of VAT accounts codes and longer descriptions to match the descriptions on VAT returns**

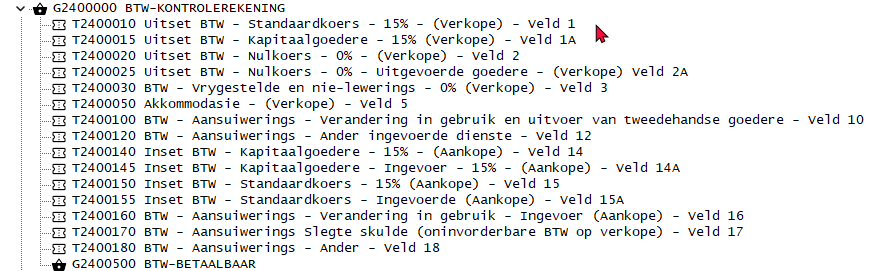
The following examples of the "*Full Structure of VAT accounts and VAT-codes in the Chart of Accounts*" and the alignment to the relevant fields or boxes on VAT Returns or VAT-declarations is available in this documentation:

Generic Sets of Books - 4-Digit Chart of Accounts

**4-EN-SOUTH-AFRICA-GENERIC** - Value Added Tax (VAT) - South Africa - The "Full Structure of VAT accounts in the Chart of Accounts and the VAT Return" The stricture South African VAT-accounts and VAT-codes of the Chart of Accounts is aligned with the VAT201-return.



* **4-AF-SUID-AFRIKA-GENERIES** - Belasting op toegevoegde waarde (BTW) Suid-Afrika (Afrikaans) - Refer to the Afrikaans documentation. The "Full Structure of VAT accounts in the Chart of Accounts and the VAT Return" The stricture South African VAT-accounts and VAT-codes of the Chart of Accounts is aligned with the VAT201-return.



* **4-EN-UK-GENERIC** - Value Added Tax (VAT) - United Kingdom - Various schemes for VAT may be applicable for various scenarios. The most commonly used VAT Standard rate scheme is documented as an example of the VAT-account and VAT-codes structure in Chart of Accounts for the United Kingdom (UK) to match the various Boxes on the UK VAT return. "VAT Standard Rate Scheme - Structure of VAT Accounts in the Chart of Accounts"

