TLC 2.0 Accounting Set-Up Notes

Intended Audience

These notes are intended to be read by the person responsible for managing the company's accounting system either individually or in conjunction with your company accountant. This person is referred to within the application as the Company Administrator and, as such, has full access to all the facilities of the system (other than System Administrator functionality) and all data within the company.

Getting Started

Learning the features of any new accounting system, and how to best use them, is a major task. TLC is intended for medium to large enterprises and can function as a 'bookkeeping engine' to your other systems (Sales Order Processing, Asset Register etc.) through its RESTful interface system. Having said that, TLC does contain a fully functional browser-based front end for manual data entry. It is with this browser based front-end that you should start your investigation of TLC...

Log in to the system using the id and password given to you by your System Administrator and then browse around the menu options. Notice that data entry fields have field-level pop-up help available (by clicking the 'eye' image after the field) to explain what sort of data you are expected to enter. Additionally, most screens have pop-up page help, available by clicking the page title at the top of each page. Page help gives you a broader view of the facilities the system offers at this point. Think of page help as an on-line manual and read as much as possible to learn the facilities and options the system has to offer in each area.

Your System Administrator may have created a company for you that already contains some test data. If so, then this will help you – in combination with the page help pop-ups – to understand the power and flexibility of the General Ledger code structures you can create for your own company.

There are many factors that you may need to consider after the initial familiarization period and before you you start using your first 'real' company. Some of these points are described in the following sections in the order in which they would typically be undertaken.

Company Settings

In the Company Administration menu hierarchy, review the configuration settings and change any that you require. The settings are as follows:

Setting	Default	Description
customer.age.days.1	30	The first ageing period on an aged list of debtors.
customer.age.days.2	60	The second ageing period on an aged list of debtors.
customer.age.days.3	90	The third ageing period on an aged list of debtors.

Setting	Default	Description
customer.dataEntry.fxDiff.allowed	false	Can data entry staff write off foreign exchange differences when performing a manual allocation (e.g. of cash to invoices etc.)
customer.dataEntry.fxDiff.percent	5	If data entry staff can write off foreign exchange differences during manual allocation, what percentage of the transaction value can be written off at most.
customer.settlement.days	30	The default number of days credit we allow to customers.
customer.settlement.periodic	false	Are customer settlement days based on the invoice date (false) or the last day of the period to which the invoice is posted (true).
pagination.default	20	The default number of lines to display on a 'listing' type web page.
pagination.max	50	The maximum number of lines to display on a 'listing' type web page. Setting this too high may leave you open to a 'denial of service' attack.
reconciliation.retention.months	12	The number of months to retain bank reconciliation history for.
remittance.retention.months	12	The number of months history of supplier remittance advice information to keep.
statement.retention.months	12	The number of months history of customer statement information to keep.
statements.use.document.date.cutoff	false	If set to true, customer statements will use the document date to determine which documents to include in the statement.
statements.use.posting.date.cutoff	true	If set to true, customer accounts will use the posting date of a document to determine which documents to include in the statement.
supplier.age.days.1	30	The first ageing period on an aged list of creditors.
supplier.age.days.2	60	The second ageing period on an aged list of creditors.
supplier.age.days.3	90	The third ageing period on an aged list of creditors.
supplier.dataEntry.fxDiff.allowed	false	Can data entry staff write off foreign exchange differences when performing a manual allocation (e.g. of cash to invoices etc.)
supplier.dataEntry.fxDiff.percent	5	If data entry staff can write off foreign exchange differences during manual allocation, what percentage of the transaction value can be written

Setting	Default	Description
		off at most.
supplier.settlement.days	30	The default number of days credit allowed to us by suppliers.
supplier.settlement.periodic	false	Are supplier settlement days based on the invoice date (false) or the last day of the period to which the invoice is posted (true).
tax.statement.retention.months	12	The number of months of history to retain for tax (i.e. purchase/sales/VAT) statements.

Determine if you will want to use the Posting Activity report and if so set a Next Scheduled Run date and time for it using the Task Definition menu option. The Posting Activity report is an automated report giving details of the postings made within the company since the report was last executed (typically daily). The alternative is the manually executed Detailed Postings report that can be run by period and can be made more selective. You may, of course, use both in combination.

Determine if you would like to run the Recurring Bank Transactions task and if so set a Next Scheduled Run date and time for it using the Task Definition menu option.

Set up tax authorities, tax codes and rates using the appropriate options in the Reference section of the Company Administration menu hierarchy. **Note** that is is advisable to edit the existing Tax Authority, its codes and rates, before creating any new authorities. Remember that your company will have been given a default tax code of 'Exempt from taxation' within the 'Primary tax authority' during creation of the company. You may wish to edit the company definition to change this 'default company tax code' to one of the new tax codes you create here (if any).

Years and Periods

Define your initial accounting year and the periods within it using the relevant options in the Accounts Administration section of the General Ledger menu hierarchy.

General Ledger

Define the code elements that you will be using in your GL account codes.

Define or import the code element values that you will use in your GL account codes. The system can auto-create these for you if you wish.

Create your Chart of Accounts sections.

Define chart section ranges for those Chart of Account sections that will be used to hold accounts.

Create, bulk create or import your GL accounts.

Security

Define the Access Codes that you will use to control access to your Customer and Supplier accounts.

Create the Access Groups that will have users assigned to them for granting access to GL, AR and AP accounts.

AR and AP Ledger

Create or import your customer and supplier accounts.

Finishing the Installation

If you intend to use the 'automatic payment of suppliers' facility your IT department will need to have written and installed a program called PaymentService to actually handle the transfer of information between your company and your bank(s). The system cannot provide this facility 'out of the box' since different banks and different countries have different requirements in this respect. Please speak to your System Administrator if you wish to enable automatic supplier payments.

Review the document types available within the company creating any additional types you require and, if you intend to use the 'automatic payment of suppliers' facility, set at least one Bank Payment document type to allow its use as an automatic payments document type.

Load your opening balances. This may be as simple as creating a number of journals to load the opening values or may be as complex as a custom-written 'import' program to fully populate the history of Customer and Supplier balances etc.

You are now ready to start using your new company. New users can self-register and then request that you grant them access to your new company (don't forget to give them Roles and Access Group membership otherwise they will not be able to do very much!) If this is not the first company you have created in the system, you can also grant access for existing users to your new company since a user can be a member of any number of companies. Remember that their Roles and Access Group membership *do not* transfer from one company to another and therefore you will have to set their roles and group membership up in your new company.